

**GOVERNING BODY FOR
BROOKLAND INFANT AND JUNIOR SCHOOLS**

**MINUTES OF THE MEETING HELD AT THE INFANT SCHOOL
ON THURSDAY 17 NOVEMBER 2011**

LA GOVERNORS

- Cllr John Marshall
- * Ms Rebecca Simon
- * Mr Erach Amaria
- 1 vacancy

STAFF GOVERNORS

- * Mrs Shirley Dickinson (Infant Head Teacher)
- * Ms Heather Blackmore (Junior Head Teacher)
- * Mr Simon Greenhouse (Junior Teacher)
- * Mrs Phil Mulvihill (Infant Support)
- Ms Rebecca Grint (Infant Teacher)
- * Mrs Maria Chapman (Junior Support)

NON-VOTING OBSERVERS

- * Miss Amy Simpson (DHT Infants)
- * Mrs Jenny Aylen (DHT Juniors)

PARENT GOVERNORS

- * Mrs Laura Bier (Infant, Vice Chair)
- * Mr Jonathan Black (Infant)
- * Mrs Zoe Rodwell (Infant)
- * Mrs Sara Gibbins (Junior, Chair)
- * Mr Gavin Millar (Junior)
- * Mr Mark Leibling (Junior)

COMMUNITY GOVERNORS

- * Mr Samuel Clarke
- * Mr Frank Kanter
- * Miss Rachel Beard
- * Mrs Christine Rafferty

ASSOCIATE MEMBER

- * Mrs Katie Attwood

* denotes member present

IN ATTENDANCE

Ms Trevena Champion (Clerk)

Part I

11/124 **WELCOME**

The new Associate Member, Katie Attwood, was welcomed to the Governing Body.

11/125 **PRESENTATIONS ON RELIGIOUS EDUCATION**

RE in the Infant School

The Infant RE co-ordinator, Julia Peston, informed Governors that the RE policy had been reviewed. It had been driven by the wide diversity of culture and language that was represented within the Infant school, and it was part of the school's ethos to ensure that each child's sense of self worth could be enhanced by the curriculum. There was an intention that children would be introduced to the spiritual side of life. The curriculum followed the Barnet Agreed Syllabus (2007); it was inclusive and sensitive to all faiths. Study during the year followed the main events in each major religious calendar, and these were regularly reflected by the content of assemblies. Children were encouraged to express themselves and share their feelings, and they were taught about racial harmony and respect for others. Governors were shown photos of children at work, demonstrating their creativity.

RE in the Junior School

The Junior RE Co-ordinator, Cheryl Bekhor, informed Governors that, in the Junior school, the intention was to make the RE curriculum as creative as possible. She commented that the children were lucky to live in an area which was so richly diverse culturally, and where all major religions were substantially represented. The National curriculum requires the children to be introduced to the six major world religions, and part of this study is supported by the following visits:

- Year 3 – Christianity: visit to St Jude's Church, Garden Suburb
- Year 4 – Judaism: visit to New North London Synagogue and Jewish Free School
- Year 5 – Islam: Finchley Mosque
- Year 6 – a new visit for 2011 to the Hare Krishna temple at the Bhaktivedanta Manor, Hertfordshire instead of the Hindu temple in Brent.

The new visit is an example of the school continuing to improve its provision as it will be a more interactive and varied experience for the children. Children study aspects of the religions and compare similarities and differences. They become increasingly reflective about what it means to be part of a faith group and discuss more difficult questions.

More links are being made with PSHE in lessons and assemblies and the school continues to celebrate a very wide variety of religious and cultural festivals and times.

In response to a governor's question over whether any of the children considered themselves atheist and how this was handled, Miss Bekhor explained that some children did and that all views were encouraged, respected and discussed.

11/126 **ACCEPTANCE/NON-ACCEPTANCE OF APOLOGIES FOR ABSENCE**

Apologies had been received from Cllr Marshall and Rebecca Grint, and these were accepted by the Governing Body.

11/127 **DECLARATION OF PECUNIARY INTEREST**

There was no declaration of pecuniary interest in any item of the agenda.

11/128 **MINUTES**

Amendments were made to 11/106 b, 11/107 (Infant School) and 11/116 b. The Part 1 minutes of the meeting held on Monday 3 October 2011 were then confirmed, initialled and signed.

11/129 **MATTERS ARISING**

11/108 Committee lists

The Chair confirmed that she had circulated the committee lists for 2011/12. She had received one correction but other than that everything was now agreed.



11/109 Curriculum Committee report

Governors were reminded of the School Development Plan meeting at 3.45pm on 25 January 2012 and all were strongly encouraged to attend. Mrs Rafferty would coordinate with regard to the tea being provided by Governors.

11/116 b) Parental concerns

A further parent had contacted parent governors and written to the Vice-chair with concerns about the staggered entrance to Reception in the autumn term and this letter had been circulated to all governors in advance of the meeting. The Infant Headteacher had consulted informally with other Headteachers, and had found that there was no standard policy, each school made the arrangements which were most suitable for that school community. The issue had also been discussed by the Infant School Head teacher with several parent governors and the Chair. The Chair said that the parent had been heard with interest, but their concern did not appear to be widespread. The Transition Policy would be reviewed in due course by the Safeguarding and Personal Development Committee as part of its normal cycle of review and the need to make any alteration considered at that time. However, an action plan had been made for admissions to Reception in the coming year, which would help address the issues raised, as follows:

- The Infant school will signpost to approved local childcarers to assist parents in making childcare arrangements for their children.
- The Infant school will draw up a document explaining the policy, its rationale and how it works, which will be posted on the Infant school's website. The Safeguarding Committee will review this document.
- Further efforts will be made to enable communication between new reception parents prior to their children commencing school to facilitate sharing of childcare and arranging play dates. At the new parent evening in the Summer term, a PA member will be allocated to each reception class to collate and share details of parents wishing to communicate with other parents before the start of the school year.
- Parents experiencing financial hardship will be encouraged to approach the Head Teacher to discuss support.

The concern raised by the parent in connection with communicating with governors and the role of governors as representatives was noted. The Chair said she would circulate an extract from the Barnet document on becoming a school governor which discussed this point and contrasted the role of a governor as a representative with that of a delegate.

Action: Chair

It was noted that the governors do convey views and concerns from their representative group, either directly to the relevant head teacher or through the Chair, with matters that are appropriate for further discussions within committees being forwarded by the Chair to the relevant committee.

It was noted that communication with stakeholder groups would continue to be discussed by the Communications committee (the next meeting of which is on Monday 21 November 2011).

Action: Communications committee



A Community Governor said that it was important to put the needs of the child first, and that clearly the parents were finding it hard to think of meaningful activities that could be done with the children during the afternoons in the settling-in period. It was suggested that it might be helpful if the sort of activities that could be undertaken within the time at home were provided to parents. It was agreed that this should be included in the action plan and that details could be provided on the website as well as at parent meetings. It was noted that parents may also find the parenting classes run by the schools helpful.

Action: Infant School Headteacher

A Parent Governor recommended that the Infant Headteacher's professional advice should be trusted by parents.

The Infant Headteacher said that there was much useful guidance in the pack that was given to new Reception parents in the summer term.

The Chair was asked to reply to the parent informing them of the measures described above.

Action: Chair

11/130 **JUNIOR STAFF REPORT**

Simon Greenhouse gave the report. Governors were informed that new staff were settling in well, and were receiving mentoring as planned, with NQTs participating in team teaching. Parents' evening for all year groups had just taken place, and the transition from Infant to Juniors for Year 3 had gone well. Year 4 children had participated in an enjoyable Diwali assembly, and Year 5 children had given an Egyptian assembly. Year 6 had prepared a special Remembrance Day assembly. The whole school had been contributed to Anti-bullying week.

Maria Chapmen added that an Indian story-teller had entertained Years 3 and 4, and Years 5 and 6 had learned Bollywood dancing as part of Black and Asian History Month.

11/131 **REPORTS OF COMMITTEES**

The reports were verbal.

Curriculum The committee had met on 14 November, and had heard a presentation on SATS attainment 2011, the in-school review of 2012 targets set in 2010 and the setting of new school targets for 2013. The data analysis and target setting documents provided for all Governors made the monitoring and challenge task a little simpler but it was very useful to see and discuss the data and full processes involved. Staff were thanked for the huge amount of work involved in this.

Communications The committee would be meeting on 21 November, and would report thereafter.



Finance The committee had met on Tuesday 8 November, and minutes would follow. The current budget had been monitored, and was on track; on current predictions, it was hoped that spending would continue as planned until April 2012.

Personnel The committee had not yet met.

Premises The committee would meet shortly.

Safeguarding The committee would meet on Monday 28 November.

11/132 **SATS, PUPIL ATTAINMENT, AND TARGET SETTING**

Juniors: Year 6

The Chair said that the level of achievement was very high and, on behalf of the Governing Body, she thanked the staff for their dedicated support of each child. The Junior Headteacher responded that staff were very pleased with the result in writing: the target set for Level 4+ (94%) had been achieved exactly. The target set for Level 5+ (51%) had been very well exceeded (68%). The Junior Headteacher said that this reflected the special focus which had been given to writing for several years. She commented that, next year, there was to be no national writing test (SATs); there would be Teacher Assessment only. She concluded by saying that the 2011 cohort had been particularly able and displayed a positive attitude to learning, and this would provide them with a good foundation for secondary school.

Infants: KS1

The Infant Headteacher said that the results were very pleasing. In all assessment areas, the results had exceeded the targets at Level 3+, especially in writing (32%), which had been the best result since 2007.

The Deputy Headteacher said that children were really benefitting from working with "Eric", (Everyone Reading In Class) who was used in guided groups in Year 2.

Foundation Stage

Governors were informed that there was clear evidence of sound achievement continuing across Foundation Stage, which was once again, better than average local and national figures.

In response to a Parent Governor's question, the Infant Headteacher responded that this cohort, with average ability, had responded very well to motivation in the area of speaking and writing, especially the boys. Guided work and targeted support had made a big difference. The Infant Head Teacher also outlined the key implications for teaching and learning drawn from the analysis.

Target Setting

Juniors

A document giving the details of target-setting for SATS KS2 2012/13 had been circulated in advance. The Junior Headteacher said that the targets set were appropriate for the cohorts involved (Years 5 and 6), who, overall, were less able than the 2011 cohort. It was hoped that in 2012, 90% of the children in Year 6 would achieve Level 4+ and this is a challenging target for the school. The cohorts

contained a higher number of EAL and SEN children than had the 2011 cohort and as always, there were children who had joined the school over the years.

Governors **approved** the SATS targets for 2012 and 2013.

At this point, Sam Clarke left as arranged.

Infants

The Infant Headteacher apologised for the late arrival of the document. She said that the current cohort included more children *with EAL and SEN factors*. Therefore the targets were a little lower than those set in 2011. She commented that in general, more children with **EAL** with many in the early stages of English were coming in the school, than had been customary five or ten years ago. There were also more children requiring significant help with their educational needs. Intervention would be applied as appropriate from the beginning of Year 1. The Infant Headteacher said that, in the autumn term in Year 2, there had been a special focus on maths, which was already showing results. In the spring term, the focus would be on writing.

The targets for the Infant School were **approved** by Governors.

Governors were asked to look at the analysis of EMAG, EAL and SEN-related data in the document, and to submit any questions at the next Governing Body meeting.

Action: all Governors

The Infant Headteacher said that, at such an early stage of a child's educational development, it was very challenging to set targets 2 years in advance. It was noted that the LA no longer required details of annual targets to be formally approved by Governing Bodies, and to be submitted to the Director of Children's Service.

11/133 **SCHOOL DEVELOPMENT PLANS (SDP)**

The SDP Mid- Year reviews for each school had been circulated, and Governors were asked to look at them and bring any questions to the next Governing Body meeting.

Action: all Governors

11/134 **GOVERNING BODY MEMBERSHIP**

LA Governor vacancy

The Clerk said that the LA Governor vacancy was listed for the appointments meeting of the LA General Functions committee in January 2012.

Staff Governor maternity leave

Governors were informed that a member of staff would be standing in for Rebecca Grint during her maternity leave. Mrs Dickinson would organise the appointment by the teaching staff of a stand-in.

Action: Infant School Head Teacher



11/135 **REPORT OF THE LINK GOVERNOR**

There was no report.

11/136 **GOVERNOR SUPPORT AND DEVELOPMENT**

The Chair said that she had been advised at a training session, that parents should be informed annually in writing about the school behaviour policy, and where it could be consulted. Both schools noted this and would look to ensure that this is done.

Action: Head Teachers

The Chair, the Infant Head Teacher and the Infant Deputy Headteacher would be attending the training session entitled "Fierce Conversations".

Mark Leibling had attended the training for new Governors, and found it helpful.

Sara Gibbins, Mark Leibling, Katie Attwood, both head teachers and deputy head teachers and the relevant school staff had attended training on SFVS (Schools Financial Value Standard, the replacement for FMSiS).

The Chair asked any Governor who wished to attend a training course to inform the Vice Chair, for the training records to be updated.

11/137 **GOVERNOR VISITS**

- The Chair and the Vice Chair had attended the ICT strategy meeting in the Junior School and announced that the MLE page for Governors was now ready. The Junior ICT subject leader, Chris North, had invited Governors to begin accessing their page on the MLE, and had given them a password. Any governor experiencing difficulty could ask for support from Mr North.
- Frank Kanter had attended a Junior assembly in October, and in November he had met the Junior School Geography Coordinator.
- Zoe Rodwell had met the Gifted & Talented co-ordinators from both schools.
and Mark Leibling

11/138 **SECONDARY SCHOOL TRANSFER: UPDATE**

The Chair reported that the LA Education Scrutiny Panel, which was scheduled to hear feedback from the working party, had not met the previous day as arranged. The session had been postponed until January 2012. However, the full LA Cabinet had met earlier in November, and had acknowledged the requirement for the expansion of existing secondary schools and the development of a nine-form entry secondary school sometime in the next decade.

- The local governors group had recently met the Headteacher of Christ's College School, now an academy. The school was intending to expand by one form in its September 2012 entry. They were also discussing possible arrangements that may improve access for girls. The governor group would be writing to Christ College to thank them for the meeting and requesting further details of proposals.

- The Chair reported that the governor group had formally met members of a local group called "Local Schools for Local Children", who would like to see the creation of a co-educational, non-denominational secondary school within N2. This group was also involved in an on-going dialogue with the LA.
- The local governors group is trying to arrange a meeting with the Director of Children's Service to discuss further options.
- It was noted that the prospect of a solution to the difficulties of accessing a secondary school of choice in the N2, N3 and NW11 area was getting closer and the next critical event would be the findings of the LA Education Scrutiny Panel meeting in January.

The Junior Headteacher said that the issue of more choice of secondary places for girls in the south-west of the borough had been acknowledged at a presentation to Headteachers at the Primary Headteachers' Director's Meeting in October.

11/139 **ANY OTHER BUSINESS**

Industrial Action by Teaching Unions

Strike action called by teaching unions and other unions was predicted for Wednesday 30 November 2011. Ballots had been returned, and both Headteachers said that a majority of teachers would be taking strike action. The Chair said that she hoped as much notice as possible would be given to parents so that they could make alternative arrangements for childcare, if, as expected, both schools would be closed.

Action: both Headteachers

The Chair said she would circulate the Barnet guidance on the strikes to all governors and associate member to assist with handling queries from stakeholder groups.

Action: Chair

11/140 **COMMITTEE MEETING DATES**

Communications – Monday 21 November 2011

Curriculum – Monday 5 March 2012

Finance – Thursday 19 January 2012

Safeguarding – Monday 28 November 2011

11/141 **DATES OF GOVERNING BODY MEETINGS**

Spring term 2012

The date of the first meeting was changed to **Wednesday 25 January at 5.30pm**; Governors had been invited to join staff in the discussion of schools' priorities for the 2012-13 School Development Plans on that day, from 3.45pm onward, prior to the meeting. The meeting would be clerked by the Junior School Deputy Head Teacher until the clerk could arrive. Second meeting: Wednesday 21 March.

11/142 **MOTION OF CONFIDENTIALITY**

It was **resolved** that discussion of confidential items would continue in Part II.

Signed SARA GIBBINS
8 Chair. *[Signature]*
Date, 25.1.12