

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

**MINUTES OF THE MEETING HELD AT THE JUNIOR SCHOOL
ON WEDNESDAY 21 MARCH 2012**

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
* Mrs Maria Chapman (Junior Support)

NON-VOTING OBSERVER

* Ms Dianne McNevin
(Infant Teacher, covering for R Grint)

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

* Ms Katie Attwood

* denotes member present

IN ATTENDANCE

Ms Trevena Champion (Clerk)

Part I

12/24 **WELCOME**

All Governors and Observers were welcomed to the second meeting of the spring term.

12/25 **ACCEPTANCE/NON-ACCEPTANCE OF APOLOGIES FOR ABSENCE**

Apologies had been received from Frank Kanter, Laura Bier, Erach Amaria and Cllr Marshall, and these were accepted by the Governing Body. The Deputy Headteachers had both sent apologies, as they were unable to attend.

12/26 **PRESENTATION ON THE TEACHING OF ART AT BROOKLAND INFANT AND JUNIOR SCHOOLS**

Art in the Junior School

The presentation was given by Zachary Pollock, a Year 4 teacher and the Junior Art Co-ordinator. Governors were given a power point presentation which included

examples of children's work. Governors were informed that children's feedback showed that they enjoyed their art curriculum very much, and they also benefitted from carefully planned cross-curricular work and increased creativity within units. In response to children's feedback, more opportunities for using paint as the preferred medium were being planned. The art of the junior children included the following: print making, 1960s artist studies including Pop Art and Lowry, portraits and a Bridget Riley inspired unit of work.

Governors were informed that the whole school was involved in an art project connected with the Olympics: this work-in-progress was being made in the hall, and was shown to the Governing Body. The overall design was based on the five Olympic rings symbol, and these were being recreated in mosaic, so that each child could contribute their own individual design. Each Year was working on one ring, which corresponded to a continent.

The Junior Arts Co-ordinator was thanked for his presentation.

Rebecca Simon arrived at this point.

Art in the Infant School

The presentation was given by Kat Shaw, a Reception Class teacher and the Infant Art Co-ordinator.

Governors were informed that Reception class art topics for the indoor and outdoor curriculum had included:

- Illustrations and models for the "Jack and the Beanstalk" story
- Making junk models to accompany learning about the Fire of London
- Cross-curricular work focusing in Maths on creating a collage

Year 1 children had been on a trip to Kenwood House, and had looked at portraits in the galleries there, and back at school, had begun their own work on portraiture in different media. They had also worked on making sculptures of a standing figure, related to a science topic on materials.

Year 2 children had been on a trip to Kew Gardens, and had taken sketchbooks in which they had made drawings of the plants and flowers which had attracted their attention. They had also been involved in an "e-twinning" project with a Turkish school, and had been looking at typical Turkish influence on ceramic design, especially in tiles. The Great Fire of London was being studied in history, and children had made a model from junk materials.

The Infant Arts Co-ordinator was thanked for her presentation.

The Governing Body was informed that both schools would be participating in special art projects to celebrate the schools' Jubilee celebration. The Art and DT co-ordinators would be planning these together.

12/27 DECLARATION OF PECUNIARY INTEREST

Both Head Teachers declared a pecuniary interest in the LA Development Strategy for Primary Schools in South Barnet as any expansion of the schools could allow for increased ISRs and accordingly affect Head Teacher pay. There was no other declaration of any pecuniary interest in items on the current agenda.

12/28 MINUTES

The minutes of the meeting held on Wednesday 25 January 2012 were confirmed, initialled and signed.

12/29 MATTERS ARISING

- 1) 12/07 Secondary School Transfer
 - a) The Chair said that a response to the consultation had been sent to the LA.
 - b) The Chair said that she had written to the Local Schools group giving support to their proposal for a co-educational, non-denominational community secondary school.
 - c) The Chair said that she had gone back to MP Mike Freer regarding the possibility of introducing an outer boundary for applications to Henrietta Barnett School but no reply had been received. The Chair noted that Henrietta Barnett School's admissions criteria are being amended (subject to consultation), and could be seen online.
 - d) There had considerable change to the usual dates of the entrance tests for local selective schools based on changes to admission arrangements, and these could be viewed online. The Junior Head Teacher had informed parents of these changes.
- 2) 12/08 c) Premises/H&S Governors were informed that outside professional Health and Safety audits and additional fire risk assessments had been completed or were in process for both schools, and the results would be passed to the Premises committee.
- 3) 12/12 Barnet Governors Association Feedback from the new group was awaited. Governors were urged to consider attending meetings of this group as representation on this group could be useful to the Governing Body.
- 4) 12/17AOB i) Polling Station Dianne McNevin said that she would look into this matter.

12/30 STAFF GOVERNOR REPORT: INFANT SCHOOL

Dianne McNevin presented the report. She informed Governors about the spotlight system of parent consultation for Reception parents which took place through the term, rather than on one specific evening.

Reception children had participated in World Maths Day on 9 March by thinking about the use of Maths in planning the Olympic Games. They had designed an Olympic-style stadium in the sandpit, and they had a special display in the library.

Year 1 children had also participated in World Maths Day with Olympic topics. There had been a cross-curricular study week for History and Literacy topics, when the history of the Teddy Bear had been researched, resulting in some very focused work done with great enjoyment.

Year 2 children had done some very complex work on creating animations in ICT for the Fire of London topic, and had been very pleased with the results, which would be displayed for everyone.

Whole school events had included:

- Sing-up day
- E safety
- World Maths day with an Olympic theme
- Preparing a time capsule for the Queen's Jubilee celebrations

The Headteacher added that, as a result of the time capsule contributions, a group of children had attended the Commonwealth Memorial Observance ceremony, and had seen HM Queen Elizabeth, the Duke of Edinburgh, and several other members of the royal family.

12/31 RATIFICATION OF THE INFANT & JUNIOR BUDGETS 2012/2013

The Finance committee had met on Wednesday 14 March to set the new budget for each school with both Headteachers. Detailed discussions on the budgets of both schools had taken place during that meeting and as a result of these discussions both budgets were recommended to the Governing Body by the Finance committee. Minutes of the meeting of 14 March were circulated to all governors in advance of this meeting together with the Budget Summary.

Infant School Budget 2012/13

Governors were informed that the budget was balanced, and that estimated carry-forward amount, at approximately £58,000, was a little less than the previous year. Following a brief discussion relating to the increase in staffing costs, **the budget was ratified by the Governing Body.**

Junior School Budget 2012/13

Governors were informed that the budget was balanced and the estimated carry forward was £125,000, more than last year. Spending for the current year will use some of that balance. Following a brief discussion relating to the increase in staffing costs, **the budget was ratified by the Governing Body.**

Best Value Statement

The statement was explained to Governors, and it was given the **approval of the Governing Body.**

Traded Services Buy-Back Agreement

The agreement was explained to Governors, and the services required were listed. The agreement was **approved by the Governing Body.**

The Chair of the Finance Committee, Sam Clarke, informed Governors that he was resigning from the Governing Body after eight years of service, during which time his

children had been pupils at Brookland Infant and Junior schools. He commented that the Governing Body and the Headteachers had a very productive and harmonious relationship, and he thanked Sara Gibbins for her leadership of the Governing Body and her work on the Finance Committee.

On behalf of the Governing Body, the Chair paid a very warm tribute to Sam Clarke and thanked him for his sterling work as a Governor. A presentation was made.

Sam Clarke left the meeting at this point as agreed.

12/32 REPORTS OF COMMITTEES

a) **Communications**

The Chair of the committee said that a meeting had been held recently, and the minutes would follow shortly. She added that the Governing Body termly newsletter to parents was being prepared, and asked Governors to send in their contributions.

Action: all Governors

b) **Curriculum**

The committee would be meeting shortly.

c) **Finance**

The minutes of the meeting held on 14 March 2012 had been circulated and discussed above in the new Budget item 12/31.

d) **Personnel**

The committee had met recently, and minutes would be circulated shortly. The committee had been reviewing the Staff Attendance policy, which would be presented to the Governing Body at the first meeting of the summer term.

e) **Interim feedback on school catering**

Meetings had taken place between schools and caterer and a number of alterations put in place.

Dianne McNevin and Chris Rafferty had been researching on behalf of the Governing Body.

Feedback from stakeholders:

- The kitchen staff say the dining room is quite far from the kitchen
- The kitchen staff think that it's important to educate the children about healthy eating, and a "colour code" would help children to make sensible combinations
- Members of school staff think that the standard of school meals has improved recently, although it's early days
- Everyone is enjoying the "taster menus", and these could be offered to parents to try, perhaps on "Meet the Teacher" day
- The dining environment has been improved, and communications are better

The Chair said that she, other governors and the Headteachers had discussed the options relating to extending the current catering contract or re-tendering. It seemed likely at this point that the contract would be rolled over to see if planned changes

would improve provision offered over the next two terms. The contract with Pride would include a 6-month notice period so that tendering could take place for July 2013 if necessary.

It was acknowledged that some Junior children preferred a packed lunch in the summer term, and provision of this option would be discussed with the caterer.

Action: Junior Headteacher

12/33 **GOVERNING BODY MEMBERSHIP**

a) **Parent Governor Elections**

The Clerk informed the Governing Body that ballots were in progress in both schools.

b) **Staff Governor Election**

A nomination had been received on behalf of Phil Mulvihill, and she agreed to serve for a further term, for which she was warmly thanked by the Governing Body.

c) **LA Governor nominations**

Sara Gibbins said that a nomination was being made on her behalf for the existing vacancy. This would be considered at the Council meeting on Thursday 29 March 2012.

The Clerk undertook to keep the Governing Body informed about the outcome of the elections and nominations.

Action: Clerk

12/34 **GOVERNOR SUPPORT AND DEVELOPMENT**

The Clerk said that the LA programme of Governor training sessions would be available online before the beginning of the summer term.

12/35 **GOVERNOR VISITS**

- Frank Kanter had attended the Year 4 assembly on Kenya.
- Mark Leibling had attended the celebration for the Iranian New Year, and learned much about the culture.
- Christine Rafferty had made a lunchtime visit, ~~and eaten with the children,~~ gathering their views on the food.
- Mark Leibling had been shopping at a very lively Junior School Mini-market.

12/36 **LA DEVELOPMENT STRATEGY FOR PRIMARY SCHOOLS IN SOUTH BARNET**

The Governing Body was informed of the following events:

1. The LA had made a formal approach to a number of primary schools, including the Brookland Schools, concerning possible future expansion. The Head of LA Admissions to Schools, Alison Dawes, had sent a consultant, Paul Nash, on a fact-finding visit to the Infant school on Tuesday 21 February 2012.



Following a tour of the premises and grounds, and a discussion with the Chair and the Infant School Headteacher, he had agreed with the view held by the Governing Body, that the schools were not suitable for expansion.

The Infant Headteacher had since requested a copy of his report, which would have been submitted to Alison Dawes following the visit, but this had not yet been received.

2. The Deputy Director of Children's Service, Mick Quigley, had sent an email to all the South Barnet primary schools which had been visited by Paul Nash, asking for any volunteers prepared to accommodate a "bulge" class in September 2012, using a spare room, or a temporary hut on an outdoor space.

A discussion followed, and the view held by the Governing Body, that the schools were not suitable for expansion, was re-iterated. Key areas in which the Governors felt the Infant School was not suitable for accommodating a "bulge" class or permanent expansion were:

- The School has no internal spaces that could be converted into teaching space.
- With regard to an additional modular unit, necessary external play space (hard or soft) would be lost and also the class that occupied it would be isolated from the rest of the year group; cohesive year group zones is something that the Infant School has put significant (self-funded) resources and effort into to create in recent years.
- The layout and heavily sloped landscape around the School inhibits external expansion.
- Access to the site is poor as the School is situated down narrow residential roads with poor public transport links. Increasing the size of the School will impact on the volume of traffic and any proposed increase in the number of children at the school (including a bulge class) is likely to be met with very strong resistance from local residents.
- Both Schools have already been expanded and communal space for children and adults is already stretched.
- There is concern over maintaining the close nurturing relationship with the children if the Schools are converted into four-form entry schools.

A question was raised of the significance of new pupils coming from some distance outside the schools' usual catchment area, and how this would affect the school community. It was agreed that this would not necessarily have a negative impact, but there was a concern that it might lead to higher number of children arriving by car which would exacerbate the already heavily congested access. It was also expected to be met with more resistance from local residents and families who lived closer who also wished their child to have a place at the school.

Following a show of hands, **the Governing Body proposed that the Infant School Headteacher should not volunteer to take a "bulge" class at this stage, and the Junior School Headteacher supported the proposal.**

The Chair added that a briefing to parents could be made in the Governing Body newsletter to parents, which would go out early in the summer term. She said that a

draft would be written and circulated to interested Governors for comment. A briefing to staff should also be made at the same time, based on the draft prepared for the newsletter.

Action: Chair

12/37 **SECONDARY SCHOOL TRANSFER**

a) **Year 6 transfers**

The Junior Headteacher said that on the first round, 20 children had received offers from JFS, about 8 had received offers from JCOS, 4 from QE Boys, 3 from Henrietta Barnett, and there were a number of single offers from other schools. Seven or eight children had not received any of their options, as was usual in the LA at this stage, and these were being re-allocated. Children who had applied to independent schools were getting good responses. The Junior Headteacher said that she would circulate a list to Governors when the final position was becoming clear.

b) **Changes to admissions criteria of some secondary schools**

The Chair said that changes had been made to the admissions criteria of some secondary schools, and these could be seen on each school's website. Locally, a change was being introduced at Bishop Douglass whereby two "community" classes were being established for September 2012 entry; these classes would follow a religious education in line with non-denominational schools rather than the Catholic course studied by the other four classes.

c) **Local Free School group**

The Chair said that she understood the group had made a formal application and were waiting to hear if they would be invited to attend an interview (the next stage of the process).

12/38 **SCHOOL DEVELOPMENT PLANS – DRAFT OUTLINES**

Both Headteachers said that they had drafted the priorities for the new plans, and at this stage would give the headlines only to Governors. When the plans were written, they would be circulated to the Governing Body, and presented at the next Governing Body meeting in May 2012.

a) **Infant School**

Major themes: ICT and MLE, Staff and Governor development, Foundation Stage new curriculum, PE and Management.

Minor themes: Assessment (New Pupil Tracker G2), Inclusion, Maths, and International Schools.

The Infant Headteacher said that, following a desk-based interim inspection by Ofsted, she had received a letter from Ofsted stating that the next Ofsted inspection would most likely be no earlier than summer 2013, which would be 5 years after the previous inspection, which had resulted in a "good" grading.

b) Junior School

Major themes: Additional Needs (SEN, EAL, G and T, including provision mapping, training and support for specific needs); Our Community (PSHCE and behaviour, including 'Team Teach' training, Community links, wider community including Olympics and Queen and Schools' Diamond Jubilee).

Minor themes: Assessment (including Integris G2), Teaching and Learning (including Co-coaching, drama and the creative curriculum, new Ofsted Framework, guided group work), PE and Premises/Health and Safety.

The Junior Headteacher said that from February 2012, a programme of moderation of Teacher Assessment levels beyond the school, especially in writing, had been initiated. Starting with Y6 it would be extended to all year groups and would include meetings with staff from Garden Suburb Schools and Menorah Primary.

12/39 **ANY OTHER BUSINESS**

a) Industrial action

Governors were informed that the NUT had called a day of strike action for Wednesday 28 March 2012. The Chair said that the Infant school would have to close, but some classes would probably be open in the Junior school. Parents had been advised by letter.

b) Thanks to retiring Governors

On behalf of the Governing Body, the Chair warmly thanked the two retiring Parent Governors for their sterling committee work: Gavin Millar and Zoe Rodwell. She wished good luck to Laura Bier and Jonathan Black, who were candidates in the current Parent Governor election, as was Katie Attwood. The Chair, whose membership was also ending, was thanked by the retiring Governors for her outstanding commitment to both schools, and all gave her best wishes for her nomination as an LA Governor.

12/40 **COMMITTEE MEETING DATES**


Dates were as set in the calendar and would be confirmed by email.

12/41 **GOVERNING BODY MEETING DATES 2012**

Summer term: Wednesday 23 May and Wednesday 4 July, both at 6.30pm.

12/42 **MOTION OF CONFIDENTIALITY**

It was resolved that discussion of Part II matters would continue in Part II.

Signed: 
Chair (SARA GIBBINS)

Dated: Wed. 23rd May 2012

