

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

**MINUTES OF THE MEETING HELD AT THE JUNIOR SCHOOL  
ON WEDNESDAY 23 MAY 2012**

**LA GOVERNORS**

- \* Mr Chris Johnstone
- \* 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 (maternity leave)
- \* Mrs Maria Chapman (Junior Support)

**NON-VOTING OBSERVERS**

- \*Dianne McNevin  
(Infant Teacher, covering for R Grint)
- \*Jenny Aylen (Junior Deputy Headteacher)
- \*(Amy Simpson (Infant Deputy Headteacher)

**PARENT GOVERNORS**

- \* Mrs Laura Bier (Junior, Vice Chair)
- \* Mr Jonathan Black (Junior)
- \* Mrs Karen Tickner (Infant)
- \* Mrs Alexandra Taylor-Yeate (Infant)
- Mrs Laura Pincus (Infant)
- \* Mr Mark Leibling (Junior)

**COMMUNITY GOVERNORS**

- \* Mrs Sara Gibbins (Chair)
- 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**

12/46 **WELCOME**

All Governors were welcomed, especially new Parent Governors, Alexandra Taylor-Yeate and Karen Tickner, and new LA Governor, Chris Johnstone. The third new Parent Governor, Laura Pincus, who was unable to attend, was welcomed in her absence. Introductions were made.

12/47 **ACCEPTANCE/NON-ACCEPTANCE OF APOLOGIES FOR ABSENCE**

Apologies had been received from Frank Kanter and Laura Pincus, and these were accepted by the Governing Body.

12/48 **PECUNIARY INTEREST**

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

12/49 **MINUTES**

The minutes of the meeting held on Wednesday 21 March 2012 were confirmed, initialled and signed.

12/50 **MATTERS ARISING**

12/32 Communications committee The Chair said that the Governors' newsletter had been sent out to parents at the beginning of the summer term.

12/36 LA Development Strategy The Infant Headteacher said that the report from the LA consultant, Paul Nash, had been received and a copy had been circulated to Governors. The Chair added that nothing further had been heard, although the issue had been highlighted as a matter of urgency at the termly briefing for Chairs and Vice Chairs given by the Director of Children's Service. Governors were informed that there had been 381 applications for admissions to Reception 2012, which held 90 places.

12/51 **REPORT OF THE JUNIOR HEADTEACHER**

The report had been emailed in advance, and a copy was filed in the Minute Book. There were no questions, and the Junior Headteacher was thanked for her report.

12/52 **REPORT OF THE INFANT HEADTEACHER**

The report had been emailed in advance, and a copy was filed in the Minute Book. The Infant Headteacher provided a brief update.

**Olympics Theme**

a) Governors were informed about the "Gold Challenge" for the Olympics; all children were encouraged to participate in a walkathon, the target being 2012 kilometres of measured walking. This was part of their fundraising for the "Make a Wish" Foundation.

b) As a result of an application made by the Infant School, a group of children, some from each Year group, were invited to visit the Olympic stadium to take part in a schools event. One child had run the 100 metres with the PE coordinator. This event was very exciting for all those taking part.

c) The Olympic mascot, "Mandeville", had visited the Infant School today, and the children had been thrilled. The Barnet Press photographer had recorded the event. The flags of some of the countries participating in the Olympics had been put up in the Hall.

The Infant Headteacher was thanked for her report.

12/53 **STAFF GOVERNOR UPDATES**

**Juniors**

The update was given by Simon Greenhouse, and included the following points:



- The mentoring and coaching of new staff was proving very beneficial.
- Staff had been coached in cross curricular use of drama by the Freshwater drama group during an inspiring evening inset.
- Year 4 children had been taken to the V & A museum for a day's visit.
- Olympic/Paralympic Week in school; in addition to generating enthusiasm for physical activity, an emphasis had been placed on promoting Olympic/Paralympic values to the children, linked to the school's own Golden Rules.
- The Junior School's first Pyjama Party had raised £500 and had been great fun.

### **Infants**

The update was given by Dianne McNevin. Governors were informed that there were numerous activities linked with the Olympics, and the PA co-ordinator, Janine Murphy, was thanked for inspiring the staff.

- The Infant Deputy Headteacher was thanked for the Inset training on the reorganisation and planning of a creative curriculum for September.
- Two TAs had been trained in Team Teach.
- The end of KS1 assessments had been completed for Year 2
- Year 1 children had visited the Hindu Mandir temple in Neasden.
- Year 2 children had visited the Tower of London

Preparations were underway for the School Journey and the celebratory dancing for the Schools' Diamond Jubilee.

## 12/54 **REPORTS OF COMMITTEES**

### a) **Communications**

Mark Leibling was asked to be Acting Chair for the summer term. A meeting would be held soon, and a date arranged via email.

### b) **Safeguarding**

The next meeting would be on Monday 25<sup>th</sup> June 2012.

### c) **Premises**

A meeting would be arranged in the near future. The report of the premises meetings held during 2011 had been circulated.

### d) **Finance**

The next meeting would be on Wednesday 20 June 2012.

### e) **Curriculum**

The next meeting would take place on 18 June 2012.

### f) **Personnel**

The minutes of the meeting held on 2 March 2012 were noted. The Staff Attendance policy had been reviewed by the committee and the draft was presented to the Governing Body (*see item 12/55 below*).

**g) Catering working party**

Governors were informed that much work had been done by the committee members on revising the provision with the current catering providers, Pride and negotiations had been carried out for the possible rollover by Educo. The proposed new arrangement would see the Brookland Schools remaining in the same consortium of local schools with the following aims: maintaining value for money in pricing, continuing to improve the menus, and giving the kitchen staff an improved rate of pay. There will be a 3 month notice clause and the contract will be reviewed again in the late autumn to see if changes made recently are successful. There would be no further investment in the kitchens required in the foreseeable future. The price of the school meal would be £1.75.

**The Governing Body was asked to approve the new arrangements, and approval was given.** The new contract would apply from September 2012, and the working party was thanked for all the work done.

**12/55 RATIFICATION OF POLICIES**

**Staff Attendance**

Copies of the policy were tabled, and Governors were given some time to appraise the policy. A brief discussion took place, and two points were raised:

- would a member of staff bring a colleague or a friend to support them at a dismissal appeal meeting?
- was the policy sufficiently compliant with the recent Disability and Discrimination Act?

It was agreed that these two matters would be researched further, and in the meanwhile, the policy was approved in its current draft to go for staff consultation as soon as possible, and to return to the Governing Body at the second meeting of the summer term, 4 July 2012.

***Action: Personnel committee***

**12/56 SCHOOL DEVELOPMENT PLANS (SDP) 2012/2013**

The SDPs for both schools had been emailed in advance, and hard copies were tabled. Governors were asked to give special consideration to sections 3 and 4, which gave the outline review of 2011-12 and overview plan for 2012-13. Questions were invited.

A Governor asked if the local library could be used for visits by small groups of children, as it had good resources although space was limited. The Infant Headteacher said that the Nursery organised visits for small groups of children.

**12/57 GOVERNING BODY VISION: DISCUSSION**

The Chair proposed a brain-storming session on the subject of a shared vision for the future of Brookland Infant & Junior Schools. She suggested the following question as a starting point: what would Governors wish to hear people saying in



three years' time about the schools? She then asked Governors to spend a few minutes discussing this in pairs, after which feedback was requested. The feedback could be divided into two sections – views about the schools, and views about the children – as follows:

### ***The Schools***

- Academic success
- Active participation of all groups
- Well organised school
- Nurturing and friendly
- Focus on personal development
- Inclusive culture
- Celebrating achievement
- Creativity prized

### ***The Children***

- Happy and content
- Love for learning
- School ambassadors
- Pride in community and good citizen
- Fully rounded child with good life skills
- Sense of independence
- Reflective learner
- Respectful
- Questioning
- Confident

The Chair thanked Governors for their contributions and proposed that the suggestions be made into a statement on behalf of the Governing Body. She asked for volunteers, and Mark Leibling, Karen Tickner, Rebecca Simon, Simon Greenhouse and Phil Mulvihill agreed to take part.

***Action: Governors***

The Junior Headteacher said that the schools shared much in common, but each had its own clear identity based on the age-group and developmental stage of its pupils. The Infant Headteacher said that she agreed with this view.

## 12/58 **GOVERNING BODY MEMBERSHIP**

The Chair said that there had been a number of changes in Governing Body membership recently, and the Clerk gave a summary.

### **a) LA Governors**

The Clerk said that Cllr John Marshall had stepped down from the Governing Body when his membership had expired in April, and this had created a new vacancy. Chris Johnstone had been appointed to an earlier vacancy.

### **b) Parent Governors**

All the Parent Governor vacancies at the end of March 2012 had been filled in the elections held at the end of the spring term. The new Governors were Karen Tickner,

Laura Pincus, Alexandra Taylor-Yeate, and re-appointees Laura Bier and Jonathan Black.

**c) Community Governors**

The vacancy created by Sam Clarke's resignation at the previous meeting (21 March 2012) had been filled by the appointment of Sara Gibbins at the Extraordinary Governing Body Meeting held on 30 March 2012.

**d) Staff Governors**

The Staff Governor vacancy had been filled by the re-election of Phil Mulvihill at the election held in the Infant School at the end of the spring term.

The Chair said that she would arrange for a presentation to Cllr Marshall in gratitude for his long years of service on the Governing Body.

**Action: Chair**

The Chair said that new Governors had been given a mentor already on the Governing Body, who would support them. The Clerk would send copies of the Instrument of Government to new Governors.

**Action: Clerk**

12/59 **GOVERNOR SUPPORT AND DEVELOPMENT**

1. The Vice Chair had attended the Link Governors meeting, where the new Ofsted framework had been discussed, including its "no-notice" aspect. The new arrangements for the re-constitution of Governing Bodies had also been noted.
2. The Chair recommended the LA Governor Services training programme to the new Governors, especially the session for newly appointed Governors.
3. Christine Rafferty had attended the Safeguarding training, which the Chair and Jonathan Black had also attended previously.
4. At this point, it was noted that the Child Protection Officers in the Infant School were the Headteacher and Deputy Headteacher, and in the Junior School, the Headteacher and the Deputy Headteacher.
5. The Chair and Vice Chair had attended the briefing for Chairs and Vice Chairs given by the Director of Children's Service at the beginning of the term.
6. At this point, the issue of the use of mobile phones by staff during working hours was raised. The Governing Body was informed that staff policies were being updated with the most recent guidance from the DFES.
7. The Chair had attended a course focusing on team-building.



## 12/60 GOVERNOR VISITS

- Frank Kanter had attended the Junior School assembly on the Ancient Greeks on the 11 May, presented by Class 4P, which had been excellent.
- The Chair had attended the Rock School assembly and as well as one by Year 6 on the 1960's.
- On 19 June, the Junior School had hosted a visit from a group of French teachers. Later in the term, Simon Greenhouse and Mrs Rosenblatt would be visiting France, including our French school.
- The Vice Chair had visited the subject leaders for teaching French, and she had also visited the Junior school on the Ancient Greek study day.
- Christine Rafferty had a meeting with Junior teachers to advise them on local history teaching.

The protocol for school visits was explained to new Governors.

## 12/61 REPORT OF THE DIRECTOR OF CHILDREN'S SERVICE

The summer report had been circulated in advance and was now considered.

### **1. Meeting the growing demand for School Places**

The item was noted.

### **2. Statutory Requirements for Services in Schools**

The item was noted. Both schools continued to buy into some of the services.

### **3. Schools' Financial Value Standard (SFVS)**

The item was noted.

### **4. New Support and Customer Service Organisation**

The update on the bidding process for outsourcing some of the LA's traded services was noted.

### **5. Extending the CAF referral route to include CAMHS tier 3**

The further clarification of the arrangements for referrals to CAMHS was noted.

### **6. Changes to Governing Body Constitution regulations**

The item was noted.

### **7. Ofsted Inspection of Safeguarding and Looked after Children (Barnet LA)**

The item was noted.

### **8. London Mayor's Education Enquiry**

The item was noted.

## 12/63 SECONDARY SCHOOL TRANSFER

The Junior Headteacher said that a small number of children were not yet placed.

The Chair said that the parents' group organising the application for the Archer Free School would be attending an interview with the DFES regarding their application on the following Monday. Whether the application had been successful would be notified to them in July.

12/64 **ANY OTHER BUSINESS**

1. **Voting Rights for Associate Members**

The Chair proposed that Katie Attwood, the Associate Member, be given voting rights on the committees on which she served, and this was **agreed** by a show of hands.

The Chair proposed that Katie Attwood be eligible for inclusion in all the ad hoc committees that may be convened and that she have voting rights on such committees, and this was **agreed** by a show of hands.

2. **Skills Audit**

The Chair said that a skills audit had been circulated to Governors and they were asked to complete it and return it.

*Action: all Governors*

3. Governors' attention was drawn to a letter received from a local resident, Brian Ingram, which contained comments on certain features of the school premises. The letter would be passed to the Premises committee.

*Action: Premises committee*

4. The Queen's Diamond Jubilee would take place on the first weekend of June, and the Brookland Schools' Diamond Jubilee would be celebrated in the middle of June (week beginning 18 June). The celebrations would include an outdoor tea-party for the children. A tea-party and tour of the schools was being hosted on Tuesday 3 July 2012, and former pupils and Governors would be invited.

12/65 **DATES OF COMMITTEE MEETINGS**

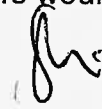
These had been shown at item 12/54 above.

12/66 **DATES OF GOVERNING BODY MEETINGS IN 2012**

Summer term (2) – Wednesday 4 July  
Autumn term (1) – Thursday 27 September  
Autumn term (2) – Thursday 15 November

12/67 **MOTION OF CONFIDENTIALITY**

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

Signed: 

CHAIR - SARA GIBBINS

dated: Wed. 4th July 2012.