

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

**MINUTES OF THE MEETING HELD AT THE JUNIOR SCHOOL
ON WEDNESDAY 4 JULY 2012**

LA GOVERNORS

- * Mr Chris Johnstone
- Ms Rebecca Simon
- * Mr Erach Amaria
- * Mrs Sara Gibbins (Chair)

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-Yeates (Infant)
- * Mrs Laura Pincus (Infant)
- * Mr Mark Leibling (Junior)

COMMUNITY GOVERNORS

- Mrs Katie Attwood
- * Mr Frank Kanter
- * Miss Rachel Beard
- * Mrs Christine Rafferty

* denotes member present

IN ATTENDANCE

Ms Trevena Champion (Clerk)

PRESENTATION

The members of the Junior School Council made a presentation to the Governing Body about their activities during the year:

- **Fundraising** With their various activities, the Juniors had raised £800 for **Macmillan** Cancer Support, and £430 for the Dogs Trust.
- **Mediation** Year 5 pupils had chosen Peer Mediators, who had been trained to help resolve arguments at playtime, or support any child needing help. They wore sashes and stood in designated spots in the playground.
- **Eco-group** members of the group had installed birdfeeders in the grounds, grown pumpkins, and designed posters to inform their peers about eco issues.
- **Behaviour** During "Courtesy Week" in the spring, the School Council had organised a poster competition on themes to inspire courteous behaviour. Children had been shown video clips of different types of behaviour.
- **Jubilee Week** The Council had helped to organise the school celebrations.

The Chair asked how the focus charities were chosen. A Council member replied that classes came up with ideas, and then the Council members voted to make the choices.

On behalf of the Governing Body, the Chair thanked the Council for their work during the year, and for their very informative presentation to Governors.

GOVERNING BODY MEETING: Part I

12/70 WELCOME

All Governors were welcomed to the second meeting of the summer term. The new Infant Parent Governor, Laura Pincus, was welcomed to her first meeting, and introductions were made.

12/71 ACCEPTANCE/NON-ACCEPTANCE OF APOLOGIES FOR ABSENCE

Apologies had been received from Simon Greenhouse, who was away on a staff visit to France, and Katie Attwood. The apologies were accepted by the Governing Body.

Rebecca Simon was delayed and had sent apologies by email (received after the meeting).

12/72 DECLARATION OF PECUNIARY INTEREST

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

12/73 MINUTES

The minutes of the meeting held on 23 May 2012 were confirmed, initialled and signed.

12/74 MATTERS ARISING

a) 12/50 LA Development Strategy The Infant Headteacher said there had been no further news from the LA on any increase of provision in Hampstead Garden Suburb.

b) 12/57 Governing Body Vision The working group who would prepare the statement would meet in the Autumn term (8.30am 16 October 2012).

c) 1258 Governing Body Membership The Chair said that, on behalf of the Governing Body, she had presented a card and a gift to Cllr Marshall, in thanks for his long service on the Governing Body.

12/75 REPORTS OF COMMITTEES

curriculum a) **Communications**

The committee had met recently, and Rachel Beard said that she would email the minutes to all Governors.

b) Premises

The Junior Headteacher said that the committee had met recently. Ongoing projects in both schools were considered.

A query from a neighbour regarding school exterior lights had been investigated, and it was decided that no changes were required. As a matter of courtesy, the school will investigate possible changes to junior path light on infant demountable.

The fire inspections for both schools had been completed, and an action plan had been recommended; Governors were informed that most of the actions had already been taken, and the rest would be resolved by the re-wiring of the Junior School, which would be taking place in the summer holidays.

A Governor asked whether members of the public were allowed access to the driveway. The Junior Headteacher said that there was a right of way as far as the entrance to the allotments, but no further.

The minutes would be circulated shortly.

c) Finance

Brief minutes of the meeting held on 20 June 2012 were noted (full minutes would follow).

The Headteachers were thanked for attending the training on the Schools Financial Value Standard (SFVS).

The funding formula for schools would be changing in time for the next financial year, 2013/14, and an announcement was expected on 20 September 2012. The Infant Headteacher said that a significant reduction in EMAG funding had been indicated. The Junior Headteacher said that the new formula would not include funding for school swimming pools.

d) Personnel

Governors were informed that the Staff Attendance policy had been given its final review, and had gone to members of staff for consultation. HR was being consulted on various issues which had already been raised by staff. The School had been advised by HR that, in the case of attendance at a staff disciplinary hearing, a member of staff could be accompanied by a trade union representative and/or a colleague (but not a friend).

After the consultation period, the policy would return to the committee for any amendments, and would then be recommended to the Governing Body for ratification.

The Chair of the committee said that the policy was judged to be fair and sufficiently flexible by the committee, and **the Governing Body was asked to approve the draft Staff Attendance policy, and this was done by a show of hands.**

e) **Safeguarding**

The committee had met recently, and the minutes would be circulated.

At the meeting, the question of parental photography of children at school events had been discussed thoroughly. The Infant Headteacher had recently attended an LA Safeguarding training which had included this issue, and both schools, with the support of the Governing Body, intended to establish an informal code of practice that parents would be asked to observe. In addition, a strict protocol would be established for the use of mobile phones, including those with cameras, by members of staff.

Following a wide-ranging discussion of the various options available, the Chair said that an "acceptable use" policy was needed, and that the issue of downloading photos or video material to the internet by parents would have to be given parameters. *In conclusion, it was decided that parents may take photos and videos at school events, but were not allowed to upload them to YouTube or any social networking sites.* The Headteachers said they would work on writing an appropriate policy to present to the Safeguarding committee, before September 2012.

Action: Both Headteachers, Safeguarding committee

12/76 **GOVERNING BODY VISION**

The working group would meet in the first half of the autumn term, on Tuesday 16 October at 8.30am. The members were Mark Leibling, Karen Tickner, Rebecca Simon, Simon Greenhouse and Phil Mulvihill.

Action: GB Vision group

12/77 **GOVERNING BODY MEMBERSHIP**

Community Governors

The Chair had earlier informed Governors that she had been appointed as an LA Governor on 28 June 2012. This had created a vacancy.

A nomination for the Community Governor vacancy had been received from Katie Attwood, and this had been circulated to the Governing Body in advance of the meeting. The Governing Body approved the nomination, and Katie Attwood was appointed a Community Governor with a term of four years.

Post-meeting note: This vacancy had not been listed on the agenda, as seven days notice had not been received by the clerking service. Therefore it would be listed for formal ratification at the September 2012 GB meeting.

Action: Clerk: to next agenda

12/78 **GOVERNOR SUPPORT AND DEVELOPMENT**

Erich Amaria had attended a one-day training session at the LA.

The Chair recommended the LA training for new governors to those who had recently joined the Governing Body. The dates and topics for the autumn training sessions would be publicised at the end of August.

The Chair asked all Governors to re-read the document entitled Roles and Remits of the Governing Body which she had circulated recently and to advise her of any amendments. The Governing Body's own Skills Audit had also been circulated, and she asked all Governors to complete it.

There was no Link report.

12/79 **GOVERNOR VISITS**

- The Chair reported that the Summer Fair had taken place the previous weekend, and had been well-attended. She thanked those Governors who had visited on the day.
- The Chair and a number of other Governors had attended the Jubilee tea-party for ex-pupils and retired or ex members of staff and Governors; about 75 people in all had enjoyed an afternoon hosted by both schools.
- The Chair had presented to parents at the new Year 3 and Reception parent evenings.
- Frank Kanter had attended the Year 2 assembly, and a demonstration of the game of lacrosse by a professional sportsman.
- Christine Rafferty had visited the schools for the Infant School's torch ceremony and the schools' own celebration of the Olympic opening. She had also participated in silk painting with Junior children ~~hosted by Henrietta Barnett School~~, and had accompanied Year 3 children on a walk through the Garden Suburb.
- The Vice Chair had attended the Junior school Jubilee street party, which had taken place in good weather.

12/80 **SECONDARY SCHOOL TRANSFER**

Local free school The Chair said that, by mid-July 2012, the Archer Group was expecting to receive an answer from the DFE, regarding its application to found a free school. The Junior school had offered to host the group on the evening of Monday 16 July 2012, when the result could be announced. If permission was granted, the free school would be expected to open its doors in September 2013.

12/81 **ANY OTHER BUSINESS**

1. Four Year Governing Body Plan

The Chair said that it was time to draw up the next 4-year plan, and she asked for Governors to volunteer to assist her. Chris Johnstone offered to help.

2. New Governors visit to both schools

The new Governors had been invited to visit the schools in a group, and the date offered was Friday September 28 2012, from 1 to 3pm.

3. Chair's Correspondence

Governors were informed that two Freedom of Information requests had been received from a local resident. The Chair said that she had declined to accede to them as the scope of the requests was too large for the remit. She had replied, asking for the scope to be reduced.

4. School Events

Infant Music CD Governors were informed that the Infant school was making a CD containing songs sung as part of the jubilee celebrations.

Junior Rock assembly This would take place on Thursday 5 July.

Junior Display Evening This evening, where all the work from all four year groups was on display throughout the school, offered a good opportunity for Governors to meet staff, parents and children and to see their work. It takes place on the evening of Thursday 5 July.

Junior Concert This would take place on Wednesday 11 July at 7pm.

Infants Jubilee performance This would take place in the afternoons of Wednesday 11 and Thursday 12 July.

Infant Jubilee Picnic This would take place at lunchtime on Thursday 12 July.

Infant and Junior School Joint Jubilee Assembly This would take place at 9am on Friday 13 July.

Junior School Year 6 Production These performances of the Lion King would take place on the evenings of 18 and 19 July.

Governors were cordially invited to all events by the Headteachers, and they were asked to email the school office if they would be attending.

12/82 DATES OF COMMITTEE MEETINGS IN 2012

Premises – Friday 14 September at 8.30am
Communications – Friday 21 September at 8.30am
Finance – Tuesday 25 September at 9am
Curriculum – Monday 12 November
Safeguarding – Monday 19 November

12/83 GOVERNING BODY MEETINGS: AUTUMN TERM 2012

The Clerk confirmed that the meeting dates were as follows:

(1) Thursday 27 September (2) Thursday 15 November

12/84 MOTION OF CONFIDENTIALITY

It was resolved that the discussion of confidential items would be take place in Part II.