

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

**MINUTES OF THE MEETING HELD AT THE JUNIOR SCHOOL
ON THURSDAY 27 SEPTEMBER 2012**

LA GOVERNORS

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

STAFF GOVERNORS

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

NON-VOTING OBSERVERS

- * Jenny Aylen (Junior Deputy Headteacher)
- * Amy Simpson (Infant Deputy Headteacher)

* denotes member present

IN ATTENDANCE

Ms Trevena Champion (Clerk)

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, Chair)

COMMUNITY GOVERNORS

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

12/88 **WELCOME**

All Governors were welcomed to the first meeting of the autumn term. Rebecca Grint was welcomed back from maternity leave.

12/89 **ACCEPTANCE /NON-ACCEPTANCE OF APOLOGIES FOR ABSENCE**

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

12/90 **GOVERNING BODY MEMBERSHIP**

Formal Ratification of Community Governor

At the meeting on Wednesday 4 July 2012, the Governing Body had voted to appoint Katie Attwood as a Community Governor. The appointment was now ratified by the Governing Body.

12/92 **ELECTION OF CHAIR**

The Clerk invited nominations for the post of Chair for the academic year 2012/13. A nomination was received on behalf of Mark Leibling, and, following a show of hands, he was appointed Chair for the academic year 2012/13.

It was agreed that the former Chair, Sara Gibbins, would chair the meeting and would then step down from her duties.

12/93 **ELECTION OF VICE CHAIR**

Nominations were invited for the post of Vice Chair for the academic year 2012/13. A nomination was received on behalf of Laura Bier, and, following a show of hands, she was appointed as Vice-Chair for the academic year 2012/13.

12/94 **REVIEW OF REGISTER OF BUSINESS INTERESTS**

Governors were asked to complete the pro-forma which had been circulated in advance. These would be filed in the Junior School office for audit purposes.

12/95 **MINUTES**

The minutes of the meeting held on Wednesday 4 July were considered. Following some minor editing, the Vice Chair asked for an additional sentence to be added to the report of the Safeguarding committee, as follows:

12/75e) Safeguarding It was decided that parents might take photos and videos at school events, but would not be allowed to upload any to YouTube or any social networking sites.

The minutes were then confirmed, initialled and signed.

12/96 **MATTERS ARISING**

There were no matters arising that were not dealt with in the current agenda.

12/97 **REPORT OF THE JUNIOR HEADTEACHER**

The report had been circulated in advance, and a copy was filed in the Minute Book. The Headteacher said that the summer term had been extremely busy, and had presented some challenges which, she was glad to say, had been met by the whole school community. She gave an update and also invited questions from Governors.

a) **Sats 2012**

The headline results had been circulated, and the Headteacher said she was very pleased with them, adding that they were very good for this particular cohort. Three children had been teacher assessed as Level 6 in writing, and two children had been teacher assessed at the same level in maths. More children had achieved a level 6 in the externally marked test in maths. The Headteacher said that the SATS results

analysis would be discussed with the curriculum committee, and a full summary would be given at the next Governing Body meeting. On behalf of the Governing Body, the Chair congratulated the Junior Headteacher and Year 6 staff on the very pleasing SATS results.

b) Staffing

The Headteacher said that Simon Greenhouse had completed his NQT year successfully, and he was congratulated by the Governing Body. In turn, Simon said that he was very pleased, and he thanked the Headteacher and all his colleagues for supporting him throughout the training.

c) Premises

Governors were informed that, during the school holidays, the electrical contractors had worked very hard to complete the complex project of re-wiring the Junior School. They had worked 12-hour shifts each day. They had been supported by the site managers, who were thanked for putting in extra hours during this usually quiet period.

d) Events

The Headteacher praised the staff and children who had been involved in the end-of-year production of "The Lion King", which had gone amazingly well and been enjoyed by everyone who had seen it.

e) Performance Management

An LA Governor asked how the Governing Body was informed about the performance management of the Headteachers. The Junior Headteacher replied that the process was strictly regulated and carried out by the appointed panel of Governors supported by an external adviser. The panel reported back to the Governing Body at the appropriate times in the confidential section of the Governing Body meeting. Headteachers report back to the Pay Committee on Performance Management of teachers in the autumn term and to all governors in the spring term, although the new 2012 appraisal arrangements would require different information to be shared from this year.

f) Safeguarding

A Community Governor asked about the Citizenship Training Day at Avenue House, organised by the Metropolitan Police. The training included "Stranger Danger", and the day was full of very useful guidance, role-play and advice for Year 6 children before moving to secondary school.. The Junior Headteacher said that places on the course are highly valued and we were not allocated places this year. We should have priority in 2013. Both schools normally receive visits from the local Police Constable but the infant Headteacher added that she had booked visits, but unfortunately, so far, she had been unable to visit the infant school in 2012.

The Junior Headteacher was thanked for her report.

12/98 **REPORT OF THE INFANT HEADTEACHER**

The report had been circulated in advance, and a copy was filed in the Minute Book. The Infant Headteacher provided an update and invited questions from Governors.

a) Staffing

Governors were informed that Emma McCabe and Rebecca Grint had both been welcomed back from maternity leave. They were job-sharing a Year 1 class for the current academic year.

b) Creative Curriculum

Governors were informed that the curriculum had previously followed the QCA units but had now become skills-based, rather than content based. Staff had worked very hard to produce new long and medium term plans which would deliver the enhanced curriculum, and they were thanked for their extra work. The Headteacher commented that the new emphasis appeared to be very successful in motivating the children.

c) Attendance

The Infant Headteacher was pleased to tell Governors that the attendance figures were showing definite improvement. Unauthorised and authorised absence together totalled 5.6%, down from 7.9% the previous year.

d) SATS Key Stage 1

The Infant Headteacher said that she was very pleased with the end of KS1 assessments, and she explained the process for the benefit of new Governors. She commented that the children had maintained the standards almost every area

In writing, 41% had reached Level 3, and this figure, which was the best ever achieved, included 18.2% more boys than girls, which was very significant.

In science and reading, the achievements at Level 3 were lower than the previous year's cohort.

The new screening in phonics for Year 1 had resulted in 78% of children achieving the desired level, which compared favourably with the borough figure of 63%, and the national figure of 58%.

e) Events

On behalf of the Governing Body, the Chair congratulated the Infant Headteacher on all the special focus weeks which had taken place during 2012.

The PA was thanked for the organisation of the Summer Fair, which raised approximately £11,000, and had been a great success on a dry sunny day.

The Infant Headteacher was thanked for her report.

12/99 SECONDARY SCHOOL TRANSFER

The Junior Headteacher had circulated an analysis of the places taken at secondary school in 2012 by the previous Year 6 children. There were no significant changes compared to recent years. The new LA admissions process summary did not indicate whether children had achieved their first choice.

It was noted that the local group which was organising a free school, the Archer Academy, had received a licence from the DfE to proceed with their plans. The school is scheduled to open in 2013 and will operate its own admissions procedure running alongside that of the LA (meaning that parents can select the Archer *in addition to* the 6 schools via the LA admissions process).

12/100 **REPORT OF THE STAFF GOVERNORS**

Infant School

During the summer term, there had been a big focus on the Olympics, Sports Day itself had been even more significant than usual with an Olympic theme and the torch parade had been very exciting for the children. A super-heavy-weight boxer, who later won gold in the Olympics, came to give a presentation to the children during an assembly. From September, the games provider for PPA in KS1 has been changed from Tottenham FC to All For Sport delivering a wider range of sports.

The Queen's and School's Jubilees had been celebrated with performances of dance and songs to music from the last 60 years and a Jubilee street party held in the playground, which the children and their guests had thoroughly enjoyed. The Infant School had made a CD of the songs to celebrate the Jubilee.

There had been a special assembly to celebrate World Peace Day this term.

Junior School

In the summer term, there had been staff meetings and insets to support staff in preparing for the Queen's and Schools' Diamond Jubilee and the Olympics. The children had thoroughly enjoyed preparing for both events, and everyone appreciated the extra efforts made by all members of staff.

Two members of staff had participated in a study visit to French schools organised by the British Council, and had brought back many ideas for the enrichment of the children, regarding French language and culture.

The Year 6 School Journey to Whitby had been very enjoyable and worthwhile. During the summer term, there had been a focus on good behaviour by Year 6, who had been setting a good example to the younger children; reward stickers had been awarded.

All Staff Governors were thanked for their reports

12/101 **COMMITTEE REPORTS**

a) Communications

The minutes of the meeting held on 21 September 2012 were circulated. Governors were informed that with regard to challenging emails from parents, the Headteachers would respond with a phone-call, but a model email response had been drafted if this was considered more appropriate. The format of the termly Governors' newsletter to parents was discussed, and agreement was reached on suitable items for inclusion. The Chair of the committee asked all Governors to support the newsletter with a contribution of relevant news from their area.

b) Curriculum

The minutes of the meeting held on 18 June 2012 were circulated and noted.

c) Premises

The minutes of the meetings held on 27 June and 14 September 2012 were circulated. It was noted that the electrical contractors would return in the autumn half-term week to finish the junior rewiring and snagging items. The Type 3 asbestos inspection carried out by the contractors (purely for the rewiring routes) had revealed some more areas where asbestos had been used. A new Type 2 inspection is being commissioned for the school and further advice would be sought. The asbestos found was securely held within ceiling cavities and is no danger if undisturbed. A new fire alarm system and a lightning conductor had been installed in the Junior school. The swimming pool continued to cause concern because of its condition and the future of its funding.

d) Safeguarding

The minutes of the meeting held on 25 June 2012 were circulated and noted.

e) Finance

The minutes of the meeting held on 20 June were circulated and noted.

f) Personnel

There was no report.

12/102 **REVIEW OF COMMITTEE STRUCTURE, TOR, MEMBERSHIP AND 4-YEAR PLAN**

a) TOR

Roles & Remits

Responsibility for the Staff Attendance policy was to be transferred to the Personnel committee as was reviewing and updating the Governor Visit Policy and Protocol. The amendments proposed by the Communication Committee were also approved. Committees were asked to review their TORs at their next meetings.

b) Meeting cycle

The Chair Elect proposed that committees consider the timings of their meetings so that meetings were not held unnecessarily: Meetings may need to convene from time to time more regularly than termly but may equally have a longer gap between meetings depending on the matters for discussion. The Headteachers said that it might be feasible to resolve certain matters, which could arise without any notice, by means of an electronic discussion.

c) 4-Year plan

The outgoing Chair was thanked for working on the 4-year plan for the work of committees, and the document was circulated. She clarified several of the items in the plan.

d) Membership

The Finance committee was joined by Alexandra Taylor-Yeates and Chris Johnstone.

The Communications committee was joined by Laura Pincus.

The Curriculum committee was joined by Maria Chapman and Rebecca Grint.

The Personnel committee was joined by Karen Tickner.

The Premises committee was joined by Chris Johnstone.

The Safeguarding committee was joined by Karen Tickner and Laura Pincus.
(Mark Leibling left)

Headteachers' Performance Management panel was joined by Mark Leibling

e) Link Governors

Educational Visits – Jonathan Black

Gifted & Talented – Karen Tickner
Governor Training – Rebecca Simon

Safeguarding – Laura Pincus and Jonathan Black

Headteachers' Performance Management: (Appeals) – Karen Tickner, (Moderator)
– Jonathan Black

It was agreed that any further Governor links required by committees would be decided at their next meetings.

12/103 **GOVERNOR SUPPORT AND DEVELOPMENT**

The Governor Services training programme had been sent to Governors. It was noted that the training sessions for new Governors would take place on 7 and 14 November, in two parts, and this course was recommended to new Governors.

Skills Audit

The audit was now complete, and the outgoing and incoming Chairs had reviewed it and considered that the Governing Body had a good spread of skills. The Governor Services training programme could be used to deepen some areas of knowledge, and all Governors were encouraged to consult it.

12/104 **GOVERNOR VISITS TO SCHOOL**

Several Governors had attended the Rock assembly, including Sara Gibbins and Frank Kanter; Frank had also greatly enjoyed attending the Infants' Olympic assembly. Sara had also attended the end-of-term show by the Infant children, presenting song and dance from the last 60 years in honour of the Queen's and School's Jubilee. She had attended the presentation of "The Lion King" in the Junior school. Alexandra Taylor-Yeates had attended musical presentations by Years 1 and 2. All these events were highly praised by Governors.

The value of attending the end of year display evening in the Junior School were again highlighted to Governors: this evening presents an ideal opportunity to meet staff, parents and children and see examples of children's work across the whole Junior School. A number of Governors had attended the evening in the Summer Term 2012.

12/105 **CHAIR'S CORRESPONDENCE**

A letter had been received from a local resident concerning the security night lighting in the Junior playground. The Junior Headteacher had responded by making some further adjustment as a gesture of goodwill. The light no longer lights the pathway adequately. This may be resolved if the infant school rewiring goes ahead (it is a junior light mounted on an infant building).

12/106 **REPORT OF THE INTERIM DIRECTOR OF CHILDREN'S SERVICE**

The Interim Director's Report for the autumn term had been circulated in advance.

1) **Message from the Interim Director of Children's Services**

The first item was an introduction to the Interim Director, Kate Kennally, and her plans to take the Children's Service forward.

2) **School Funding Reform - 2013/14**

The item referred to the new funding formula for all schools and the fact that the October census of pupil roll would be used to determine school funding. A consultation process with schools on the principles of the new funding formula was currently underway.

3) **New Appraisal Regulations for Teachers, including Headteachers**

The item gave information regarding changes to the performance management of teachers and Headteachers, and the need for appropriate policies which would include a capability measures process.

4) **Raising the Achievement of Looked After Children**

The item gave an overview of the LA's plan for raising the achievement of looked after children. Governors noted that they were required to ensure that a Designated Teacher (DT) for Children in Care was appointed in the school.

Governors were informed that the Nursery Teacher had been designated for the Infant school, and the SENCO for the Junior school.

5) **Scheme for Financing Schools: DfE Directed Revisions**

The changes to the scheme were highlighted for Governors. These included the statement of best value being replaced by a section on efficiency and value for money, and the Financial Management Standard in Schools (FMSiS) being replaced by the School Financial Value Standards (SFVS). In addition, Governing Bodies were advised to adopt a Fraud and Corruption Policy, a model of which had been made available to schools.

The items would be noted in the relevant committees.

12/107 **ANY OTHER BUSINESS**

a) Charging structure for school trips

A Parent Governor raised the issue of the increasing cost of school day trips and asked if more trips into central London and using public transport could be considered as an alternative to private coach hire, which was becoming steadily more expensive. A discussion followed, and the Headteachers explained that the schools' location, about $\frac{3}{4}$ of a mile from the nearest tube-station, made the use of the tube a very awkward option, especially for infants but also for juniors. Asking parents to drop children close to the station had been trialled in the past, and this had given rise to further complications, as had travelling during rush-hour. The Junior Headteacher said that the only time juniors used public transport was for, smaller groups of older children. The school is seriously considering the cost and value for money of each trip over this year. It was agreed that the item would be mentioned in the parents' newsletter, as some parents had expressed concerns.

Action: both Headteachers

It was further agreed that the Finance and other appropriate committees would discuss the use of the PA fund in certain circumstances, and whether access to shopping at the visitor centres should be limited or prevented altogether.

Action: relevant committees

b) Governor CRB checks

A new LA Governor asked who was responsible for processing on his CRB forms, which had been completed several months ago. He had been asked to bring them to the meeting but he felt it was an undue delay. The Junior Headteacher agreed but noted he had had no access to the children. Any new Governors who had not submitted forms and had documents checked were invited to bring their documents to the Infant school office on the following day, Friday 28 September, where they would be checked.

c) Security/identity lanyards for Governors

The Chair-elect proposed that identity lanyards could be provided for Governors to wear on visits to school, as an improvement on the visitor badges which they were given on arrival at present. The Governing Body approved of the proposal.

Action Chair/Infant Headteacher

d) Vote of thanks to outgoing Chair

The Chair-elect proposed a vote of thanks to the outgoing Chair, Sara Gibbins, for her outstanding leadership of the Governing Body in recent years, and for her very significant contribution to both school communities, which had been greatly appreciated by all concerned. The Governing Body seconded the proposal with great enthusiasm.

e) Invitation to new Governors

New Governors were invited to visit the schools on the following day, Friday 28 September, in the afternoon.

12/108 **DATES OF COMMITTEE MEETINGS**

The dates for the next meetings had already been circulated, and would be confirmed by email.

12/109 **DATE OF NEXT GOVERNING BODY MEETING**

The second meeting of the autumn term would take place on Thursday 15 November 2012 at 6.30pm.

The Clerk would email the provisional dates for the spring term meetings.

12/110 **MOTION OF CONFIDENTIALITY**

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