

THE GOVERNING BODY
FOR BROOKLAND INFANT AND JUNIOR SCHOOLS
MINUTES OF THE MEETING HELD AT THE SCHOOL
ON THURSDAY 15 NOVEMBER 2012

LA GOVERNORS

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

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

Ms Jenny Aylen (Junior DHT)*
Ms Amy Simpson (Infant DHT)*

PARENT GOVERNORS

Mrs Laura Bier (Junior) (VC)*
Mr Jonathan Black (Junior)*
Mrs Alexandra Taylor-Yeates (Infant)*
Mrs Laura Pincus (Infant)*
Mrs Karen Tickner (Infant)*
Mr Mark Leibling (Junior) (C)*

COMMUNITY GOVERNORS

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

*denotes member present

IN ATTENDANCE

Ms Heather Storey – Acting Clerk

PART I

12/62 **WELCOME**

The Chair recorded his thanks, particularly to Sara Gibbins in supporting his transition to Chair. The board of governors will continue to work together as a team, following the principles of school governors namely:

- To provide strategic direction for the school
- To act as a critical friend
- To ensure accountability

12/63 **ACCEPTANCE/NON-ACCEPTANCE OF APOLOGIES FOR ABSENCE**

Apologies for absence were received from Maria Chapman, Rebecca Simon. Apologies for lateness were received from Alex Taylor-Yeates.

12/64 **DECLARATION OF PECUNIARY INTERESTS**

There were no pecuniary interests to be discussed.

12/65 **NOTIFICATION OF ITEMS OF ANY OTHER BUSINESS**

Any items were notified.

12/66 **MINUTES**

The minutes of the meeting held on 27 September 2012, copies of which had been circulated prior to the meeting, were CONFIRMED, subject to the following amendments:

12/97: Performance Management: Item had discussed ALL staff's performance management, rather than just the Head Teacher's

12/99 Secondary School Transfer: This item should also refer to a meeting between representative governors from Holy Trinity, Martin Primary and Brookland and the Head Teacher of Bishop Douglass to better understand the plans for the new community places being offered to pupils joining from September 2013

12/100 Report of Staff Governors: Should refer to all teachers and support staff in all instances.

12/106 4) Raising the achievement of Looked After Children: Should read 'Nursery Teacher', rather than 'Nursery Nurse'

12/107 Any Other Business: Should read PA, rather than PTA.

12/67 **MATTERS ARISING**

12/99 The Archer Academy: A consultation was received by email, the option of responding was discussed in relation to the schools' relationship with other local secondary schools (so as not to appear supporting one particular school over another) . The use of the junior hall by the Archer Academy for a public meeting had already been agreed.. It was agreed that the letter already sent was sufficient.

12/101 Contributions to the newsletter: Should be sent this half term.

Action: Governing Body

12/102 Terms of Reference should go to the committee meetings: It was agreed that Karen Tickner would stand down as Head Teacher Performance Management Appeal Governor, to be replaced by Rachel Beard. SEN Link Governor will be Chris R.

12/106 5)It was agreed that the standard policy should be adopted by the governing body – this should go to the finance committee.

12/107 Governor CRBs: It was confirmed that CRB forms and checks were being done and some governors have undertaken visits to the school. Alex Taylor-Yeates also asked to arrange a visit and a tour will be arranged. It was also noted that the school has to pay £15 for each

volunteer's CRB check, which becomes very expensive, particularly for the infant school and swimming. It was agreed that CRBs should always be completed where they may be necessary.

12/107 School Trips: The Head Teachers confirmed that information about school trips as discussed at the last meeting had been communicated to parents (and it was noted that the GB newsletter was also a good place to note this). The Schools had already stopped visiting the gift shops for some trips.

12/107 Lanyards: These are being made for governors.

12/68 **Report of Committees - Finance**

The report of the finance committee was circulated and noted.

It was agreed that Barnet's anti-fraud policy should be adopted.

12/69 **Report of Committees – Personnel**

There was nothing of particular note to report from this committee, the new Ofsted requirements were discussed and training on this will be given to the governing body.

12/70 **Report of Committees – Premises**

The outstanding electrical works previously discussed were undertaken, with the exception of those for the swimming pool. The work for the pool will be completed before the new swimming season starts if the LA funding question is resolved.

12/71 **Report of Committees – Curriculum**

Thanks were given to the school staff for the impressive SATs results achieved and the hard work that had gone into the data analysis and target setting. This was considered in detail at 12/73 and 12/74.

It was noted that subject leaders would be meeting on 23rd January 2013 for tea at 3.45pm. All Governors were strongly encouraged to attend this meeting and meet and talk to school staff.

12/72 **Report of Committees – Vision**

A special committee meeting was held to look at the visions of the schools and the governing body. This was chaired by Sara Gibbins. Rebecca Simon was thanked for her particular contribution. The governing body vision headline was circulated and agreed. It was noted that it sits above the visions of the two schools. It was agreed that the infant aims should be added to the document circulated for completeness. The vision should be used on all GB correspondence, particularly the newsletter.

12/73 **Data Analysis 2012**

The Data Analysis for both schools had been circulated prior to the meeting. Thanks were recorded for all the hard work that has gone into the data analysis for 2012. An outline of the Junior School analysis was given from Jenny Ayles (DHT), in support of the paper. It was noted that this will be used by Ofsted and performance league tables that are published. Narrowing the gap is also increasingly high profile.

Good progress is reported for most pupils and the governing body were very happy with this. It was clarified that EAL is the same as ESL.

It was agreed that a basic table would be shared with all parents and this would be communicated through the Governing Body Newsletter.

An outline of the Infant School data was also given by Amy Simpson (DHT) and attention was drawn to the girl/boy ratio, which works against the trend; this is partly due to a particularly good cohort of boys. The headlines document is to be included in the newsletter.

12/74 **Target setting**

Papers were circulated detailing the targeting setting process for both the Infant and Junior Schools. It was explained that this takes place after detailed analysis and is set by key stage. This process involves all staff and targets should be realistic and aspirational.

It was noted that Infant School targets are slightly higher for L2s, based on the dip in L3s. The number of children on free school meals and with English as a second language is increasing.

Governors were told that this is a working document for teachers and they should ask about any jargon. A link to acronyms is also included in the induction pack.

Behind these targets sits a detailed discussion about every child and all representative groups. The schools are no longer required to publish targets.

Thanks were recorded for this significant work.

12/75 **Approval of residential trips**

The Whitby trip is taking place from 3rd June for Y6 School Journey. This is immediately after the half term due to the timing of SATs. The school is familiar with the location and any risks.

Three Y2 groups are to go to Moat Mount in the second week back after the summer half term. The school is familiar with the location and any risks.

Both trips were APPROVED.

12/76 **Governor Support and Development and the report of the Link Governor**

The post of link governor has now been passed to Rebecca S.

Heather Blackmore and Chris Rafferty attended a training course on the report of the head teacher.

Alex Taylor-Yeates, Karen Tickner and Chris Johnstone attended training for newish governors and will circulate a list of key points.

Training on the new Ofsted Inspection Framework for all Governors is to be arranged for the Spring Term.

12/77 **Governor Visits**

Any visits that are undertaken should be reported to the Chair of Governors.

Governors are invited to take a very active interest in the school, in particular, with regard to the creative curriculum. Ofsted will require governors to know the school well. Visits should be evidenced, but there is no need for a formal report to be written.

12/78 **Secondary School Transfer Update**

This is now completed

12/79 **Chair's correspondence**

There has been no correspondence

12/80 **Any Other Business**

Academy Status Meeting

A meeting organised for Barnet Governors on converting to an Academy was attended by Katie Attwood and Sara Gibbins– an update was given on the options available to schools and it was noted that this item would be likely to remain on the agenda going forward.

12/81 **Committee Meeting Dates**

These were to be arranged and the chair notified. It was noted that in setting times and dates Committees would endeavour to balance the needs of all committee members, whilst respecting the work-life balance of the Head Teachers (who are members of all committees).

The Safeguarding Meeting was already scheduled to take place on 19 November 2012.

12/82 **Governing Body Meeting Dates**

These were agreed.

Thursday 17 January 2013 at 6.30pm
Wednesday 13 March 2013 at 6.30pm