

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

**MINUTES OF THE MEETING HELD AT THE JUNIOR SCHOOL
ON WEDNESDAY 25 JANUARY 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
- * Ms Maria Chapman (Junior Support)

NON-VOTING OBSERVERS

- * Mrs Jenny Aylen (DHT Juniors)
- * 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

- * Mrs Katie Attwood

* denotes member present

IN ATTENDANCE

Ms Trevena Champion (Clerk)

Part I

12/01 **WELCOME**

All Governors were welcomed, especially Dianne McNevin from the Infant School, who was standing in for Rebecca Grint, who was away on maternity leave. Introductions were made.

12/02 **APOLOGIES**

Apologies had been received from Amy Simpson, the Deputy Infant Headteacher, and these were accepted by the Governing Body. Rebecca Simon had advised that she would arrive late.

12/03 **DECLARATION OF PECUNIARY INTEREST**

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

12/04 **MINUTES**

The minutes of the meeting held on Thursday 17 November were considered. It was noted that at item 11/137, Governor Visits, Mark Leibling had accompanied Zoe Rodwell to meet the G&T co-ordinators.

12/05 **MATTERS ARISING**

a) 11/129 Parental concerns: The Chair had written to the parent concerned and had not received any further comments.

b) 11/132 SATs, Pupil Attainment and Target Setting: The Chair asked whether, following their detailed review of the data provided at the last meeting, any governors had any further questions and none were raised.

c) 11/139 Industrial Action: Parents had been given advance warning, and the one day's industrial action went ahead as planned.

12/06 **MOTION OF CONFIDENTIALITY**

It was resolved that discussion would move to Part II for confidential items.

Part I Resumed

12/07 **SECONDARY SCHOOL TRANSFER: UPDATE**

a) **LA Scrutiny Panel** The Chair asked Cllr Marshall to give an update from the LA scrutiny committee on this issue.

Cllr Marshall said that Christ's College (all boys), Copthall School (all girls) and the Compton were all considering making amendments to their admission criteria. This change would be the subject of a consultation exercise which had already begun. In addition, each of these schools was planning to expand by an additional form of entry.

The Chair noted that information on the proposed changes had been circulated to governors prior to the meeting. Christ's College and Copthall were proposing that one of the admission criteria would favour a child who had a sibling at either of the two schools. It was noted that Christ's College's proposal was a welcome one as it would help some Brookland families (those with older boys) however not those with older girls. It was noted that last year, the catchment area of Copthall School extended almost to the northern boundary of the North Circular Road, which would allow some Brookland parents to apply for places for their older girls at that school. The new sibling criteria would make both schools more attractive choices for families with both boys and girls however it was noted that Christ's College becoming co-educational would better meet the need for a local solution.

The Compton had made proposals about allocating the new 30 places to 3 local primary schools, not including Brookland, and this was also included in the

consultation. Some Governors said that they found this development a surprising one and expressed concern that it would start a wider system of feeder schools.

The Chair said she would draft a response to the consultation to reflect the Governors' views.

Action: Chair

Cllr Marshall said that the Scrutiny Panel meeting in January had acknowledged the need to meet the demand for non-denominational and co-educational school places in East Finchley and Garden Suburb and Children's Services had been instructed to develop potential solutions. The next meeting would take place in June 2012. The Chair added that at the Director of Children's Service briefing for Chairs and Vice Chairs on 10 January 2012, governors were informed that the 2012/2013 grant for capital spending had been cut from £9M to £5M.

b) Local Schools for Local Children The group had met at Brookland on 19 January 2012. The news of a new free school being established in East Finchley by a group of concerned parents had been discussed; it would be a co-educational, non-denominational school with specialism in Maths and English and a focus on being an integral part of the local community. To start with, a proposal supported by 150 signatories from each of the first two year groups (current years 4 and 5) had to be submitted to the DFE. It was understood that three such applications had already been submitted by different faith groups. The organisers of the free school project, who wanted to work with local sponsors, were willing to meet with governors to provide further information on their proposals and that the Chair would attend this meeting. It was agreed that the Chair would write to the Local group with an expression of support from the Governing Body as this proposal would provide one solution to the demand for local non-denominational co-educational community secondary school places.

Action: Chair

The Chair said that she understood that the local MP, Mike Freer, had consulted with Henrietta Barnett School over whether they would be prepared to establish an outer boundary for applications based on reasonable travel time, but had been advised that no such changes to admissions criteria were planned at present. The Chair said she would go back to Mike Freer regarding the arguments put forward.

Action: Chair

The Chair informed Governors that selective schools were currently consulting over changes to their admission procedures as they were now required to test children and provide them with the results before the deadline for applications at the end of October. This would have significant impact on children preparing for these tests, especially the current Year 5. The Junior School Head Teacher advised governors that she would be telling parents of this change very soon and would re-iterate it at the secondary school transfer evenings that she holds over the Spring and Summer terms.

Action: Junior School Head Teacher

At this point Sam Clarke left as arranged.

12/08 REPORT OF THE HEADTEACHERS

Infant School:

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

a) Behaviour Policy

Governors were informed that a new section on behaviour and consequences has been added to the policy.

b) Phonics

In the current academic year, a new reading test for screening progress with phonics was being introduced at the end of Year 1 by the government.

c) E-safety

The Infant Headteacher said that during the current week, there was a theme of anti-bullying in the school, and there had been a special assembly on E-safety and associated bullying.

Questions and comments were invited. The Chair said that she had discussed the literacy evening for parents, which had not been very well attended, with the literacy coordinators at the development plan meeting. She said that, with the changing profile of the schools, it might be a good idea to think about providing the option of ESOL (English as a second or other language) tuition for parents. It was noted that the timing of the meeting, 7.30pm, might be changed for the next event.

The Chair proposed that, in the summer term when the new governors had joined the governing body, there would be a presentation on each school's vision.

It was noted that the EWO had been more supportive and proactive and this approach and the reduction in absence statistics was welcomed.

The Chair noted the fire risk assessment had identified that further work was needed and asked that this be reported to the Premises Committee. The Infant Headteacher confirmed that some of the issues identified had been dealt with but that others would need consideration and discussion with the health and safety representatives from the LA. The school will need to gather estimates for the work. Some training for the staff had been conducted but further training will need to be carried out, e.g. handling fire extinguishers for the caretaker.

Action: Premises Committee

Junior School:

The report of the Junior Headteacher had been circulated in advance, and a copy was filed in the Minute Book. The Headteacher invited comments.

The Chair asked what the vision panels were, and the Headteacher replied that these were glass panels set in the upper half of classroom doors

The Chair asked that the PA be thanked for the money they raised at the Winter Fair.

Gavin Millar enquired into the success of the full day trip to the Hari Krishna centre and whether it would be repeated. The Junior School Headteacher confirmed that it had been successful and was expected to be repeated. The Chair had attended this trip and agreed it had been a very pleasant day, full of worthwhile experiences for the children.

12/09 **REPORTS FROM STAFF GOVERNORS**

Junior School

Simon Greenhouse gave the following update. Members of staff were participating on the school Olympic committee, and much was being done in extra-curricular activities. An advanced skills teacher (AST), specialising in Modern Languages (MFL) had worked regularly with the school for one day per week for two terms. A trip to France was being arranged for two members of staff, with activities planned to improve their language skills and a visit to our link school. There had been useful Inset sessions during the term. The new TAs were settling in well. The Year 3 Maths evening had been well-attended, and parents had been given guidance on supporting their children's learning. A children's author, Jonny Zucker, had visited the school, and the children had enjoyed his workshops during Literacy Week very much. Children had found their first visit to the Hari Krishna Centre very stimulating. Junior parents were thanked for their support in the preparations for performance assemblies, and they were also thanked for attending.

Infant School

Governors were informed that, at the next meeting, Dianne McNevin would give a report from the Infant school staff.

12/10 **REPORTS OF COMMITTEES**

a) Personnel

The committee would be meeting soon.

b) Premises

Minutes of the last meeting were circulated at the meeting. Any questions would be taken at the next Governors meeting.

c) Finance

The last meeting held on 19 January 2012 had been concerned with budget-monitoring, and the minutes would be circulated shortly. The minutes of the meeting held on 8 November 2011 were noted.

c) Safeguarding

The minutes of the last meeting held on 28 November 2011 were noted.

12/11 **SCHOOL DEVELOPMENT PLANS (SDP) – UPDATE**

Governors were asked if they had any questions following their review of the mid-year review of the School Development Plans circulated at the last meeting. None were raised.

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

The spring report from the Director of Children's Service had been circulated in advance, and was now considered.

1. Leadership Group Pay: Update and summary of changes

The item was noted.

2. The new Common Assessment Form (CAF)

The item was noted.

3. Family Focus Team

The item was noted.

The Chair drew attention to the new initiative to set up a new Barnet Governors' Association, and recommended that, if possible, a Governor attend the first meeting on Wednesday 8 March 2012.

12/13 **GOVERNING BODY MEMBERSHIP**

Parent Governor election

The Clerk said that the terms of membership of five Parent Governors would expire on 31 March 2012, and a parent governor election would be organised in the second half of the spring term. A discussion took place about the best time to launch the election, and the Clerk said that, following the meeting, she would send a draft election timetable to the Chair and the Headteachers.

Action: Clerk

Staff Governor election

The Clerk said that the membership of one Staff Governor would expire on 31 March 2012, and a Staff Governor election would be held at the same time as the Parent Governor election.

Action: Clerk

12/14 **GOVERNOR SUPPORT AND DEVELOPMENT**

It was noted that that on 14 March 2012 there would be a Governor Services training on the role of the Parent Governor. New governors and potential governors were invited to attend this.

The Local Authority Governors' meeting on 2 February was also noted and LA Governors invited to attend.

It was noted that the Chair and Vice-chair had attended the recent termly meeting with the Director of Children's Services.

12/15 GOVERNOR VISITS TO SCHOOL

Both Headteachers thanked those Governors (Chair, Vive-Chair, Chris Rafferty, Simon Greenhouse, Maria Chapmen, Dianne McNevin, Mark Leibling and Frank Kanter) who had been able to attend earlier in the day, to participate in the Inset meeting when Junior and Infant School staff were involved in sharing and discussing the draft action plans for each school's School Development Plan. Staff met to discuss and exchange ideas and to identify any areas for collaboration between the schools. They were also thanked for the cakes they provided for a staff tea, which was much appreciated by the teaching staff. Chris Rafferty was thanked for organising this.

- The Chair said that she had attended the Rock Assembly, the Infant School KS1 Christmas Assembly and had also accompanied the outing to the Hari Krishna Centre.
- The Chair and Councillor Marshall had enjoyed the joint schools' festive assembly before Christmas.
- Frank Kanter had attended the Infant School Literacy evening earlier in January, and in December he had visited the Infant school to meet the Literacy co-ordinator. He had also attended the Infant School Christmas Assemblies and the Chinese New Year assembly.
- Christine Rafferty had visited foundation stage and nursery, and had seen the new equipment being used. She had attended the Foundation Stage Christmas assembly.
- Zoe Rodwell and Mark Leibling had met both the Gifted & Talented co-ordinators.

12/16 ACADEMIES UPDATE

The Chair noted that she had circulated information on the current status of Academies in the LA to Governors in advance of the meeting. No further Primary Schools within the LA had applied for Academy Status. She had spoken to representatives from various primary schools that had become Academies (outside of Barnet) and had picked up a few interesting benefits that they had noted from the process. However it appeared the main driver was financial.

The "ready reckoner" on the DfE website and the most recent census data, suggested that the amount of money that Brookland would have received in addition to its existing budget in 2011/12 if it had been an academy, would have been approximately £66,000 for the Infant School and £86,000 for the Junior School. Against these need to be offset the additional responsibilities that the school would have had. It was noted that the list circulated (as provided by the DfE) included items that the school was already paying for, so needs further consideration. It was agreed that this amount of money was still not sufficient for the schools to consider that becoming an academy was a financial imperative and a watching brief be continued on this matter.

The item to be returned to the agenda in the Summer term.

Action: Clerk



12/17 **ANY OTHER BUSINESS**

1. Use of schools as polling station

The Chair said that she intended to research the possibility of opting out of the list of suitable premises for use as polling stations as this had been successfully done by another local school and was a cause of great frustration to parents.

Action: Chair

2. School meals catering contract

The Chair said that the current contract would finish at the end of the summer term 2012, and that, if it was the intention of the Governing Body to look for another provider, then a work party should begin to consider the options as soon as possible. Chris Rafferty and Dianne McNevin volunteered to join the Headteachers in the working party.

Action: Catering Working party

12/18 **COMMITTEE MEETING DATES**

Meetings would be arranged for future committee meeting dates.

12/19 **DATES OF FUTURE GOVERNING BODY MEETINGS**

- Wednesday 21 March 2012 at 6.30pm (to include Budget Ratification)
- Wednesday 16 May 2012 at 6.30pm
- Wednesday 4 July 2012 at 6.30pm

12/20 **MOTION OF CONFIDENTIALITY**

It was **resolved** to resume discussion of confidential items in Part II.

Signed:

Chair: S. Gibbins

Dated : Wed 21/3/2012

