

THE GOVERNING BODY
FOR BROOKLAND INFANT AND JUNIOR SCHOOLS
MINUTES OF THE MEETING HELD AT THE SCHOOL
ON WEDNESDAY 13 MARCH 2013

LA GOVERNORS

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

STAFF GOVERNORS

*Shirley Dickinson (Infant Headteacher)
*Heather Blackmore (Junior Headteacher)
*Simon Greenhouse (Junior Teacher)
*Phil Mulvihill (Infant Support)
*Rebecca Grint (Infant Teacher)
Maria Chapman (Junior Support)

PARENT GOVERNORS

*Laura Bier (Junior) (Vice Chair)
Jonathan Black (Junior)
*Alexandra Taylor-Yeates (Infant)
*Laura Pincus (Infant)
*Karen Tickner (Infant)
*Mark Leibling (Junior) (Chair)

COMMUNITY GOVERNORS

*Katie Attwood
*Frank Kanter
Rachel Beard
*Christine Rafferty

*denotes member present

NON-VOTING OBSERVERS

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

IN ATTENDANCE

Mr George Peradigou – Clerk

PART I

13/21 **WELCOME**

The Chair welcomed Governors to the second meeting of the spring term.

13/22 **ACCEPTANCE/NON-ACCEPTANCE OF APOLOGIES FOR ABSENCE**

Apologies for absence were received and accepted on behalf of Jonathan Black and Rachel Beard. Maria Chapman was recorded as absent as she was still on sick leave.

13/23 **DECLARATION OF PECUNIARY INTERESTS**

There were no pecuniary interests declared.

13/24 **MINUTES**

The minutes of the meeting held on 17 January 2013, copies of which had been circulated prior to the meeting, were **CONFIRMED**, initialled and signed by the Chair, subject to the following amendments:



13/01 Welcome: The word 'School' was amended to read 'Schools'.

13/06 Reports of the Headteachers: 'Performance Management' was changed to read 'Performance Appraisal' throughout this section.

13/07 Committee Reports: The paragraph was changed to read 'Governors noted that the Financial Policy was being updated'.

13/07 Committee Reports: 'Performance Management' was changed to read 'Performance Appraisal'

13/08 Governor Visits: In the sentence 'Governor to attend the attainment review in order to prepare for the forthcoming Ofsted inspection', the word 'forthcoming' was changed to 'anticipated'.

13/25 **MATTERS ARISING**

13/05 Subject Leaders' Meeting: The Chair recorded thanks to Governors who had helped at this event.

13/13 Governor Support and Development, and Report of the Training Link Governor: Governors noted that the handover between the previous and new Training Link Governors in progress.

13/14 Pensions Auto Enrolment: Summary of New Legislation, Employer Responsibilities and Duties: The Junior School Headteacher said that the Schools may benefit or more likely lose financially from this, depending on the number of employees that remained in the scheme.

13/26 **COMMITTEE REPORTS**

Premises and Health and Safety

The meeting was held on 28 February 2013. Copies of the minutes were tabled at the meeting. The Committee Chair gave a verbal update. Arising from the discussion:

Ground Maintenance

Tendering for the ground maintenance of the Schools was ongoing and quotations were being sought and reviewed by the committee.

Asset Management Plan

The Asset Management Plan was being devised and would refer to existing policies where appropriate so as to minimise duplication.

Communications

The meeting was held on 25 January 2013. Copies of the minutes had been previously circulated. The Committee Chair gave a verbal update. Arising from the discussion:

Change of Chair

Governors noted that Laura Pincus had been appointed as the new Committee Chair.

Website

The Committee Chair said that the Infant School website was now up to date with the relevant links to LA services and policies.

Safeguarding and Personal Development

The minutes of the meeting held on 5 March 2013, copies of which had been previously circulated, were received and noted by Governors. Arising from the minutes:

E-Safety Policy

Following discussions at the previous Governing Body meeting, the E-Safety procedures would be contained within a policy rather than an agreement between the Schools and parents. It was noted that various other policies were updated.

Publication of equality information and equalities objectives

The plan, which set out how the Governing Body would promote community cohesion, was approved by the committee.

Finance

The minutes of the meeting held on 8 February 2013, copies of which had been previously circulated, were received and noted by Governors. Arising from the minutes:

Schools Financial Value Standards (SFVS)

The SFVS, as proposed by the Finance Committee, were presented to Governors. The Committee Chair said that the only actions arising from the self-audit were more regular benchmarking (the committee had undertaken benchmarking recently) and the writing up of a verbally agreed Business Continuity Plan. Upon a show of hands, the SFVS of both Schools were **RATIFIED**.

13/27 **GOVERNOR VISITS**

Governors reported back on their recent visits. These covered a range of areas, including PHSE, EAL, assemblies, and various theme based days, such as Sing Up and International Mother Tongue Day.

Governors were advised that the Junior School music concert would be taking place on Thursday 14 March 2013 and all were invited.

13/28 **CHAIR'S CORRESPONDENCE**

The Chair informed Governors of one local resident's complaint, which was being dealt with.

13/29 **SCHOOL DEVELOPMENT PLAN (SDP)**

Junior School SDP

The Headteacher updated Governors on the latest version of the SDP. The major and minor priority areas were noted. Arising from the discussions:

Majors:

- Narrowing the Gap: To improve progress and attainment in areas such as girl's mathematics, pupils receiving free school meals (FSM) and new pupils.
- Literacy: New SATs for spelling, punctuation and grammar ['SPAG'] and adapting to the New National Curriculum for 2014.

Minors:

- Assessment
- Teaching and Learning: developing outstanding teaching, including the next teachers' coaching project and coaching for TAs.
- Safety: including the regular update to Child Protection and First Aid training for all staff.
- Numeracy

Infant School SDP

The Headteacher updated Governors on the latest version of the SDP. The major and minor priority areas were noted. Arising from the discussions:

Majors:

- The Creative Curriculum which will need review and to be adapted to accommodate the New National Curriculum:
- ICT : the Managed Learning Environment (MLE) was being updated, E-Safety would be a large focus, and new equipment would need to be purchased as the leases were due to finish

- Mathematics: narrowing the gap between girls and boys attainment by improving progress and attainment for girl's mathematics at level 3.
- Assessment
- Leadership and Management which would focus on the development of staff expertise, development of Pupil Progress meetings and the new Headteacher

Minors:

- Foundation Stage
- Gifted and Talented (G&T)
- Science
- Staff Development

13/30 **SELF EVALUATION FORM (SEF) UPDATE**

Junior School SEF

The Headteacher informed Governors that the SEF was being updated and would be completed soon after the Easter holidays.

Infant School SEF

The Headteacher informed Governors that the final section of the SEF was being finalised and would be completed before 31 March 2013.

13/31 **GOVERNOR SUPPORT AND DEVELOPMENT, AND REPORT OF THE TRAINING LINK GOVERNOR**

The Governor Development Programme was commended to Governors by the Chair who urged Governors to attend training courses.

Governors reported back positively on courses they had attended. Laura Pincus undertook to circulate useful notes from her recent induction course.

Action: Laura Pincus

It was suggested that a training register be kept by the new Training Link Governor, which would keep a record of the training courses Governors had enrolled on. The training link governor to liaise with her predecessor to build/develop the register.

Action: Training Link Governor

13/32 **ANY OTHER BUSINESS**

Headteachers' Performance Appraisals

It was noted that the Headteachers' Appraisals had been completed by the required deadline.

Infant School Headteacher Recruitment Process

Sara Gibbins reported that, following the advertisement of the vacancy, three candidates had been shortlisted. She informed Governors that interviews were to take place on Monday 18 March 2013 and reminded Governors that the meeting to approve an appointment, if made, would be at 6pm that evening.

Managed Learning Environment (MLE)

It was noted that the MLE Governors page was being updated. The Chair undertook to circulate log-in details to Governors.

Action: Chair

13/33 **DATES OF COMMITTEE MEETINGS**

The committee meetings were to be arranged and announced.

13/34 **DATES OF GOVERNING BODY MEETINGS**

The date of the next Governing Body meetings were confirmed as:

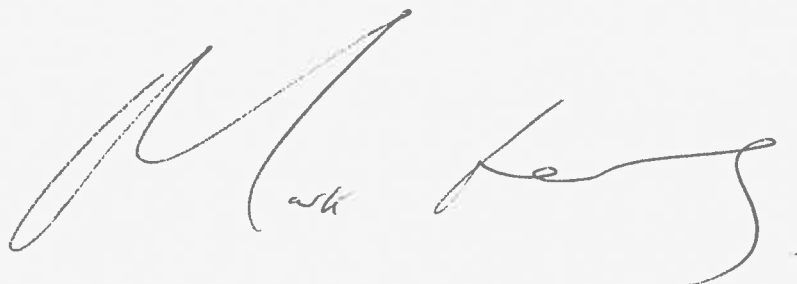
Budget Ratification: Tuesday 26 March 2013 at 8.30am

Summer (1): Wednesday 22 May 2013 at 6:30pm

Summer (2): Wednesday 3 July 2013 at 6.30pm

13/35 **MOTION OF CONFIDENTIALITY**

It was resolved that, because of its nature, the business to be discussed was confidential and not for publication.

A handwritten signature in black ink, appearing to be 'M. King', written in a cursive style.

22/05/13