

**THE GOVERNING BODY**  
**FOR BROOKLAND INFANT AND JUNIOR SCHOOLS**  
**MINUTES OF THE MEETING HELD AT THE SCHOOL**  
**ON THURSDAY 17 JANUARY 2013**

**LA GOVERNORS**

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

**STAFF GOVERNORS**

\*Mrs Shirley Dickinson (Infant Headteacher)  
\*Ms Heather Blackmore (Junior Headteacher)  
\*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) (Vice Chair)  
\*Mr Jonathan Black (Junior)  
\*Mrs Alexandra Taylor-Yeates (Infant)  
\*Mrs Laura Pincus (Infant)  
\*Mrs Karen Tickner (Infant)  
\*Mr Mark Leibling (Junior) (Chair)

**COMMUNITY GOVERNORS**

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

\*denotes member present

**IN ATTENDANCE**

Mr George Peradigou – Clerk

**PART I**

13/01 **WELCOME**

The Chair welcomed Governors to the first meeting of the spring term and introduced the new Clerk, who had replaced Trevena Champion after her retirement. Governors expressed their gratitude for a permanent Clerk being allocated to the School<sup>5</sup> after an interim period of temporary relief clerks.

13/02 **ACCEPTANCE/NON-ACCEPTANCE OF APOLOGIES FOR ABSENCE**

Apologies for absence were received from Maria Chapman, Rebecca Simon and Erach Amaria.

13/03 **DECLARATION OF PECUNIARY INTERESTS**

There were no pecuniary interests declared.



13/04 **MINUTES**

The minutes of the meeting held on 15 November 2012, copies of which had been circulated prior to the meeting, were CONFIRMED, initialled and signed by the Chair subject to the following amendment:

**12/82: Dates of Governing Body Meetings:** The second meeting in the spring term was changed to 6:30pm on Wednesday 13 March 2013.

13/05 **MATTERS ARISING**

**12/71 Subject Leaders' Meeting:** Governors were reminded about the Subject Leaders' meeting which would take place on 23 January 2013 at 3.45pm. The Chair encouraged Governors to attend and said that it was an opportunity for them to meet members of staff and thank them for their hard work and dedication to the School. Governors were asked to bring cakes and snacks to the event as a token of appreciation for staff. The Vice Chair undertook to manage the food layout on the day of the event.

Action: Vice Chair and Governors

**12/76 Governor Support and Development and the Report of the Link Governor:** Alex Taylor-Yeates, Karen Tickner and Chris Johnstone were reminded and undertook to share the list of key points from the Governor training session, Induction for Newish Governors, which they had attended in the autumn term.

**12/107 Governor Criminal Records Bureau (CRB) Checks:** The Chair informed Governors that the CRB would be known as the Disclosure and Barring Service (DBS) after its merger with another government department. After a discussion, Governors AGREED that they would continue to complete their CRB forms as planned.

Action: Governors

**12/107 Lanyards:** The Chair asked the Infant School Headteacher for an update on lanyards being made up for Governors. She said that these had not yet arrived and undertook to pursue them. The Chair reminded Governors that these were to be used only when visiting the School for business related to their governorship.

Action: Infant School Headteacher

13/06 **REPORTS OF THE HEADTEACHERS**

The Reports of the Headteachers, copies of which had been distributed earlier, were noted by the Governing Body. Arising from the reports:

## **JUNIOR SCHOOL HEADTEACHER'S REPORT**

The Headteacher informed Governors of the success of the joint-assembly in the Junior School's hall which had taken place at the end of the autumn term. Governors noted that this occurred yearly, was attended by all Junior and Infant School staff and was based around songs of the Christmas season. The Infant School Headteacher said that, unfortunately, there was not enough space in the hall for the Nursery to take part in the joint assembly. Governors commended the staff involved for organising the joint assemblies.

## **INFANT SCHOOL HEADTEACHER'S REPORT**

### **International Links**

In response to a Governor's query regarding the Commenius bid, the Headteacher explained that the School had established new links with schools in India and Ghana, as well as the Nursery having developed links with a nursery in Poland. As part of this ongoing work, the School hoped to be part of a future Commenius Project bid in the next academic year. It was noted that the project would include visits as well as the sending of pictures and secure web links.

In response to a further query from a Governor, the Headteacher confirmed that this bidding opportunity would come through the British Council.

### **Literacy Evening**

The Headteacher highlighted the fact that the School had changed its literacy evening to a literacy morning. She said that, due to the fact that attendance had increased, this was likely to be repeated.

### **Integris G2**

In response to a Parent Governor's query, Staff Governors informed the Governing Body that G2 was the name of a new module of Integris, the data-management software program used by the both Schools.

A Governor asked the Headteachers to try to avoid using acronyms or describe their meanings in brackets.

### **Performance <sup>Appraisal</sup> Management**

The Headteacher explained that the report on teachers' performance <sup>Appraisal</sup> management arrangements had been extended because Governors were expected to have a greater understanding of how this operated within schools. The Junior School Headteacher asked Governors if

they would prefer that full details of the procedure were brought to the Governing Body or the Personnel Committee in the future. After some discussion, it was AGREED that the full details would go to the Personnel Committee, with a summary of undertakings being brought to the full Governing Body.

### **Compulsory Reporting from Committees**

A Governor suggested that, while the bulk of work on particular items should take place at committee-level, there should be a schedule of compulsory reporting from committees to the Governing Body.

A discussion ensued and the Junior School Headteacher said that items such as the pupil census, the funding formula, and the Headteachers' appraisals were consistently items on the agenda of their relevant terms.

Governors suggested that particular items could go into the Headteachers' Reports as standing items or be added to the relevant committees' remit and schedules. It was AGREED that Chris Johnstone would send the Chair a list of items he felt were being omitted.

Action: Chris Johnstone

The Headteachers were thanked for their full and informative reports.

## 13/07 **COMMITTEE REPORTS**

### **Finance**

The meeting was held on 27 November 2012. Copies of the minutes had not yet been circulated. The Committee Chairman gave a verbal update. Arising from the discussion:

Governors noted that the Financial Policy was being <sup>updated.</sup> ~~drafted and~~ signed off at the next committee meeting prior to being brought to the Governing Body for ~~ratification~~.

### **Curriculum**

The minutes of the meeting held on 12 November 2012, copies of which had been previously circulated, were received and noted by Governors.

### **Premises and Health and Safety**

The Committee had not met since the last Governing Body meeting, and this was to be arranged.

## **Personnel**

The Committee had not met since the last Governing Body meeting and this was to be arranged. The Chair noted that a new Committee Chair would be elected at this meeting.

## **Communications**

The Committee had not met since the last Governing Body meeting. The next meeting of the Committee had been scheduled for Friday 25 January 2013. The Chair updated Governors regarding the newsletters which would go out thrice per year and said that a new Committee Chair would be elected at this meeting.

## **Safeguarding and Personal Development**

The minutes of the meeting held on 19 November 2012, copies of which had been previously circulated, were received and noted by Governors. Arising from the minutes:

**Committee Role and Remit:** The Committee Chairman said that the role and remit of the Committee had both been updated at this meeting.

**Parents' E-Safety Policy:** Governors noted that this would either be a policy or a procedure, which would stipulate that pictures or videos of children in the School must not be published. It was AGREED that, if parents continued to publish these using social media, the School would have to ban photography on school premises and apply the necessary sanctions. The Safeguarding and Personal Development Committee undertook to finalise and feed back to the Governing Body.

Action: Safeguarding Committee

## **Performance <sup>Appraisal</sup> Management**

The Committee had met on 10 January 2013 for the Infant School Headteacher and was due to meet on 25 January 2013 for the Junior School Headteacher.

## 13/08 **GOVERNOR VISITS**

The Chair reported on the successful attainment review of the infant school between the Headteacher and Chris Brook, Learning Network Inspector. Governor Chris Rafferty had attended the review. The Junior School Headteacher said that the Junior School was only visited once per year, unlike the Infant School, which was visited twice yearly.

The Infant School Headteacher said that she had specifically requested a governor to attend the attainment review in order to prepare for the

~~forthcoming~~ <sup>anticipated</sup> Ofsted inspection. The Chair reminded Governors that it was also important for them to understand data related to the School as this would also be assessed.

13/09 **CHAIR'S CORRESPONDENCE**

The Chair informed Governors of a local resident's letter requesting that the School should act on various issues. The Headteachers updated Governors and it was noted that most of the points raised had been dealt with. The Junior School School Travel Plan was approved and the Infant School Headteacher said that the School Travel Plan was almost completed. Governors felt that some of the points raised by the local resident were invalid.

13/10 **SELF EVALUATION FORM (SEF) UPDATE**

Both Headteachers informed Governors that their SEFs would be updated soon. In response to a Governor's query, the Junior School Headteacher said that, although it was not a statutory obligation to have a SEF, it was in schools' best interests to evaluate themselves, based on the new Ofsted framework.

In response to a Governor's query about the format of the SEF framework, the Infant School Headteacher said that the SEF template was provided by the LA.

A Governor said that it was important all Governors understood the information within the SEF and was able to answer questions related to it.

13/11 **STAFF GOVERNORS' REPORT**

Staff Governors updated the Governing Body on their reports. Arising from the discussion:

**Infant School**

Phil Mulvihill noted the following points:

- The School was supporting a teaching assistant who had recently suffered two bereavements.
- INSET training days have covered an introduction to speech therapy and an afternoon of guided reading. Thanks were recorded to Mr Dickinson for his help with the latter.
- Two members of the support staff had visited Queenswell Infant School to learn about the English as an Additional Language (EAL) Programme. They aimed to implement their learning with various groups at the School.

Rebecca Grint noted the following points:

- Foundation Stage and Key Stage 1 (KS1) pupils performed excellently in their Christmas plays and were commended by all who attended.
- An in-house Hanukkah assembly had taken place together with some class assemblies for Diwali and Eid.
- The creative curriculum was continuing to flourish. A swapping of responsibilities between the maths and PE co-ordinators was noted. In response to a question from the Chair, the Infant School Headteacher said that this swapping was to aid professional development.
- Various trips were noted by Governors.
- Maternity leave cover arrangements were noted.
- As part of the INSET day, KS1 went to Hampstead Gardens Suburb Infant School to carry out writing moderation. This also aids links with other schools.

### **Junior School**

Simon Greenhouse noted the following points:

- He had attended a DT Co-ordinator course and was impressed with how much he had learned through discussing subjects and forms of assessment with other Subject Leaders. He said that this sharing of knowledge particularly helped enable teachers to embed differentiation into their teaching techniques.
- Newly Qualified Teachers (NQTs) had settled in well.
- Congratulations were recorded to Mrs Branson on her recent marriage.
- Positive feedback had been received for the maths evening run by the School. This had shown parents why the School used particular teaching methods, which helped them support their children at home.
- Positive changes were reported in behaviour. The School's use of the Golden Rules and other initiatives, which it had adopted to improve pupil behaviour, was commended.
- Positive feedback was reported on Literacy Week, which allowed cross-year joint-working between older and younger pupils.
- School visits and alternative learning methods were noted.
- The various assemblies and performances were noted.
- Governors noted the update given on sickness. In response to a Governor's query, cover arrangements were confirmed.

The Chair thanked all Staff Governors for their reports.

## 13/12 INFANT HEADTEACHER RECRUITMENT

### **Headteacher's Recruitment Panel**

Sara Gibbins, who was leading on this item, said that a particular mix of skills was required for the Headteacher's Recruitment Panel. As such, she suggested the following members be part of the panel:

- Sara Gibbins
- Mark Leibling
- Heather Blackmore
- Christine Rafferty
- Karen Tickner

The following were proposed as reserve Governors in the event they were required:

- Rebecca Simon
- Laura Bier

Upon a show of hands, the proposed panel was unanimously agreed and RESOLVED.

### **Task Timetable**

The Task Timetable, a copy of which had been previously circulated, was reviewed by Governors. Sara Gibbins said that the dates on the timetable were in keeping with the diary of Chris Brook, Learning Network Inspector, who would be supporting the School throughout.

In response to a Governor's query, Sara Gibbins said that the new Infant School Headteacher would commence in his/her role from September 2013.

### **Pay Range**

After an in-depth discussion, Governors AGREED the Individual School Range (ISR).

### **Advertisement**

The advertisement options for the vacancy were discussed in detail. In response to a Governor's query, the Infant School Headteacher said that a budget of £6,000 was available for the advertisement. A discussion ensued as to whether to buy into the Times Educational Supplement (TES) Prime Package which would cost £6,000 and included the re-publication of the advertisement until a suitable candidate was appointed. It was noted that this would include an improved quarter-page advertisement spread, graphic design, e-notifications and inclusion on the TES website. Governors were



informed that, without the proposed TES package, just two standard publications would cost over £4,500. One Governor said that, given the high number of Headteacher vacancies existing, repeat advertisements were likely to be required. After further discussion, Governors RESOLVED to buy into the TES Prime Package.

In response to a Governor's query, the Infant School Headteacher confirmed that the School would re-coup the VAT incurred through this purchase.

Staff Governors were asked to send Sara Gibbins pictures of the School, which could potentially be used in the advertisement.

Action: Staff Governors

Sara Gibbins requested that the Communications Committee ensured that the website was up to date.

Action: Communications Committee

13/13 **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 courses which were inclusive of the package the School was part of. Governors reported back positively on courses they had attended.

A Governor suggested that Governors should correspond with each other regarding course attendance to ensure that there were not too many Governors attending the same courses.

Laura Pincus asked the Clerk to register her for the Induction for Newish Governors and the Barnet Governors' Association courses.

Action: Clerk

The Chair said that Rebecca Simon was the new Training Link Governor. He added that Governors could email the Clerk directly regarding course registration.

13/14 **DIRECTOR OF CHILDREN'S SERVICE REPORT**

The Director's Report of the spring term, copies of which had been previously circulated, were received and noted. Arising from the report:

1) **Developing an Education Strategy for Barnet**

The Chairman introduced the item to Governors who noted that, due to recent changes in the education landscape, the LA had developed a

programme of consultation to develop an Education Strategy. The briefing notes, presentations and documents related to the consultation were available online at [www.barnet.gov.uk/WorkingWithChildrenInBarnet/info/20045/education\\_strategy](http://www.barnet.gov.uk/WorkingWithChildrenInBarnet/info/20045/education_strategy). Governors were informed about the Governor's and Headteacher's conference, which was part of the consultation programme.

2) Pensions Auto Enrolment: Summary of New Legislation and Employer Responsibilities and Duties

Governors noted that all employers would be requested to enrol eligible employees into a workplace pension scheme. The go-live date for the London Borough of Barnet was noted to be 1 June 2013, from which date staff would be auto-enrolled. Although there would be an option for staff to opt-out of the scheme, they would only be able to do so after they were auto-enrolled. It was noted that academies and free schools would need to consult The Pension Regulator to discover their roll-out date.

3) Youth Support Service Programmes

The programmes offered by the Youth Support Service to challenge and support young people were noted.

13/15 **ANY OTHER BUSINESS**

**Parent Association (PA)**

A Parent Governor said that the Infant School Parent Association (PA) budget could help with various costs. The Headteachers undertook to identify products and services the PAs could help fund.

Action: Headteachers

13/16 **DATES OF COMMITTEE MEETINGS**

The following committee meetings were agreed:

Headteacher Performance Management (Junior)	25 January 2013
Finance	8 February 2013
Safeguarding	5 March 2013
Curriculum	1 March 2013
Premises/H&S	28 February 2013
Personnel	26 March 2013
Communications	25 January 2013

13/17 **DATES OF GOVERNING BODY MEETINGS**

The date of the next Governing Body meeting was confirmed as Wednesday 13 March 2013 at 6:30pm.

13/18 **MOTION OF CONFIDENTIALITY**

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

*Mark King*  
13<sup>th</sup> MARCH 2013