

THE GOVERNING BODY
FOR BROOKLAND INFANT AND JUNIOR SCHOOLS
MINUTES OF THE MEETING HELD AT THE SCHOOL
ON WEDNESDAY 22 MAY 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
Rachel Beard
*Christine Rafferty
1 vacancy

*denotes member present

NON-VOTING OBSERVERS

*Jenny Aylen (Junior DHT)
*Brenda McCafferty (Appointed Infant School Headteacher)
*Amy Simpson (Infant DHT)

IN ATTENDANCE

Mr George Peradigou – Clerk

PART I

13/38 **WELCOME**

The Chair welcomed Governors to the meeting.

13/39 **ACCEPTANCE/NON-ACCEPTANCE OF APOLOGIES FOR ABSENCE**

Apologies for absence were received and accepted on behalf of Rebecca Grint and Rachel Beard.

13/40 **DECLARATION OF PECUNIARY INTERESTS**

There were no pecuniary interests declared.

13/41 **MINUTES**

The minutes of the meeting held on 13 March 2013, copies of which had been circulated prior to the meeting, were **CONFIRMED**, initialled and signed by the Chair, subject to one minor amendment:

13/25 Governor Support and Development, and Report of the Training Link Governor: 'Training Link Governors in progress' was amended to read 'Training Link Governor is in progress'.

13/42 **MATTERS ARISING**

13/32 Managed Learning Environment: The Chair informed Governors that the Governor's page on the MLE had been updated as previously agreed and that feedback could be sent to him regarding further developments.

13/43 **MINUTES OF THE BUDGET RATIFICATION MEETING**

The minutes of the budget ratification meeting held on 26 March 2013, copies of which had been circulated prior to the meeting, were **CONFIRMED**, initialled and signed by the Chair, subject to one minor amendment:

Page one, Fourth paragraph: 'Governors expressed confidence in the member of the committee', was amended to read 'Governors expressed confidence in the members of the committee'.

13/44 **MINUTES OF THE MEETING TO APPOINT THE INFANT SCHOOL HEADTEACHER**

The minutes of the meeting to appoint the new Infant School Headteacher held on 18 March 2013, copies of which had been circulated prior to the meeting, were **CONFIRMED**, initialled and signed by the Chair.

13/45 **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:

INFANT SCHOOL HEADTEACHER'S REPORT

Curriculum and Staff Training

The Headteacher informed Governors that the school had celebrated Safer Internet Day in February, where pupils learned about e-safety and how to recognise and report suspicious behaviour.

Attendance

Governors noted the increase in attendance compared to the previous year. Governors expressed that the fixed penalty notices for absence had had a positive impact on attendance. Although some parents had complained about the fixed penalties, Governors expressed their

support for these. The Junior School Headteacher said that central government were supporting this more rigorous approach

Fire Drill

Governors noted that a fire drill had taken place and was completed within the target time. It was **AGREED** that barriers be placed where necessary to ^{assimilate a real evacuation scenario} aid evacuations and that the process for evacuating pupils from the school hall be promoted.

Nursery

In response to a Governor's query, the Headteacher said that the nursery was now full and that funding had been received for the increased number of children admitted.

JUNIOR SCHOOL HEADTEACHER'S REPORT

Attendance

The Headteacher informed Governors that low attendance statistics for the autumn and spring term were the result of religious observances. She said that, if these were to be discounted, the attendance statistics were reasonable.

Staffing

The Headteacher informed Governors of a difficult time which the School faced when numerous members of staff were absent. Governors joined the Headteacher in recording thanks to the School's Teaching Assistants (TAs) for providing cover support.

Governors noted that members of staff had undertaken Team Teach training to increase their confidence in behaviour de-escalation techniques and handling challenging behaviours and were all due to renew Child Protection training.

Orchestra

The Chair expressed his gratitude that a parent had taken on the responsibility for the Orchestra in January 2013 after a worrying time when its future seemed unclear. He was pleased to highlight that the School's Orchestra had had won its category at the North London Music Festival. Governors commended this achievement.

The Headteachers were thanked for their full and informative reports.

13/46 **COMMITTEE REPORTS**

Premises and Health and Safety

The committee had not met since the last Governing Body meeting. The Committee Chair gave a verbal update regarding on-going matters. Arising from the discussion:

Ground Maintenance

Quotations had been received and a new contractor engaged. The schools incorporate asset management plans within the SDP but need to discuss and decide if further work and documentation is needed.

Communications

The meeting was held on 16 May 2013. Copies of the minutes had been previously circulated. The Committee Chair gave a verbal update. Arising from the discussion:

Website

The website updated with the relevant links to LA services and policies.

Newsletter

The newsletter was reviewed and distributed.

Safeguarding and Personal Development

The meeting was held on 21 May 2013. Copies of the minutes had not yet been circulated. The Chair of the Committee gave a verbal update. Arising from the discussion:

E-Safety policy for parent use of technologies

Following discussions at previous Governing Body meetings, the E-Safety policy for parents would soon be completed.

Finance

The minutes of the meeting held on 22 May 2013. Copies of the minutes had not yet been circulated. The Chair of the Committee gave a verbal update. Arising from the minutes:

Schools Financial Value Standards (SFVS)

The SFVS, as previously approved by the Governing Body, were submitted to the Local Authority (LA) by the required deadline.

LTM Lease

The Chair informed Governors of an issue with the lease the Infant School had for its photocopiers. It was felt that the leasing company had been overcharging the School, and therefore owed money back to the School. Governors noted that the Finance chair would seek legal advice and update Governors of the outcome.

Personnel

The minutes of the meeting held on 26 March 2013, copies of which had been previously circulated, were received and noted by Governors. Arising from the minutes:

Self Evaluation Framework (SEF)

With the new SEF format, allocation to committees needs to be reviewed by the governing body and will be updated in the autumn term.

Teachers Pay

Governors noted that teachers pay was moving to a performance related pay structure from September 2013 and that the Appraisal Policy would be updated accordingly.

13/47 SCHOOL DEVELOPMENT PLANS

The School Development Plans outlines had been discussed at the previous meeting and full copies sent to governors prior to this meeting. There were no further questions.

It was resolved that the School Development Plans be **RATIFIED**. The Chair urged Governors to familiarise themselves with the document as much as possible.

13/48 GOVERNOR VISITS

Governors reported back on their recent visits. These covered a range of areas, including:

- Lunch Visits: it was noted that catering at the school was of a good quality.
- Gifted and Talented (G&T) Provision: A discussion ensued on the way in which this is delivered in the infant school.

13/49 CHAIR'S CORRESPONDENCE

The Chair informed Governors of one local resident's Freedom of Information (FOI) request, which had been dealt with.

13/50 **STAFF GOVERNOR'S REPORTS**

Infant School

There was no updates since the last Governing Body meeting, ~~accept~~^{except} that staff had been busy supporting another staff member through a bereavement. Governors recorded their condolences.

Junior School

- Numicom had proven useful for open ended numeracy work, providing challenge for all year groups. Governors noted that this had impacted positively on learning.
- Professional Development Subject Leader Meetings, part of the LA's BPSI training provision, was proving very useful for staff members who were learning from others and sharing good practice.
- Mentoring and coaching approach used is having a positive impact on teaching as it provided a good platform for teachers to seek advice and share best practice.
- Staff commended and found Identity Week very useful.

13/51 **GOVERNOR SUPPORT AND DEVELOPMENT, AND REPORT OF THE TRAINING LINK GOVERNOR**

The Governor Development Programme was commended to Governors by the Training Link Governor who urged Governors to attend training courses. It was noted that Governors should let Rebecca Simon know which courses they had attended. The Clerk undertook to provide a record of the Governor Support and Development courses attended by Governors. He said that this would not include courses provided by other training providers.

Action: Clerk

Rebecca Simon undertook to add the finalised training record to the Managed Learning Environment (MLE).

Action: Rebecca Simon

13/52 **DIRECTOR OF CHILDREN'S SERVICE REPORT**

The Director's Report of the summer term 2013, copies of which had been previously circulated, were received and noted. Arising from the report:

School Data Dashboard

The Chairman introduced the item to Governors who noted the information about Ofsted's new Data Dashboard, which was noted to

be a simple performance analysis tool which could be used by parents and did not require an in-depth knowledge of school statistics. Caution was advised in viewing and using it as it only uses basic statistics e.g. L4+ at KS2 and this does not reflect the particular strengths in above average attainment of the schools. Governors were advised that more information was available at <http://dashboard.ofsted.gov.uk>.

Pensions Auto-Enrolment Reminder

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.

Arrangements for Managing Allegations against Staff

It was noted that the arrangements for handling allegations against staff within the children's workforce in Barnet were managed by the Local Authority Designated Officer (LADO) and that more details on procedures could be found at <http://www.barnetscb.org/lado>.

Assessment and Reporting: Key Stage 2

Changes to the Key Stage 2 curriculum were described to Governors. These mainly affected the way in which English results would be reported in the nation Performance Tables.

13/53 ANY OTHER BUSINESS

Educational Acronyms

Chris Johnston tabled and circulated a summary of education acronyms. Governors joined the Headteachers in thanking him for his efforts.

Friendship Day

Governors noted that Friendship Day would take place on 6 June 2013 and will be based on the identity and uniqueness of children.

13/54 DATES OF COMMITTEE MEETINGS

The following committee meetings were arranged:

Finance	Friday 28 June 2013
Communications	To be arranged

Curriculum
Premises
Personnel

Friday 14 June 2013
Friday 5 July 2013
To be arranged

13/56 **DATES OF GOVERNING BODY MEETINGS**

The dates of the following Governing Body meetings were confirmed:

Summer (2): Wednesday 3 July 2013 at 6.30pm
Autumn (1): Monday 30 September 2013 at 6:30pm
Autumn (2): Thursday 14 November 2013 at 6.30pm

13/57 **MOTION OF CONFIDENTIALITY**

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

Mark H.

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