

**GOVERNING BODY FOR BROOKLAND INFANT AND JUNIOR SCHOOLS**  
**MINUTES OF THE MEETING HELD AT THE SCHOOL**  
**ON WEDNESDAY 3 JULY 2013**

**LA GOVERNORS**

\*Rebecca Simon  
\*Sara Gibbins  
Erach Amaria  
1 vacancy

**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)  
\*Amy Simpson (Infant DHT)

**IN ATTENDANCE**

Mr George Peradigou – Clerk

**PART I**

13/62 **WELCOME**

The Chair welcomed Governors to the meeting.

Governors recorded thanks to staff and pupils of the Student Council for the end of year presentations, which had taken place prior to the Governing Body meeting.

The Chair informed Governors that Chris Johnstone, LA Governor, had resigned due to increased work commitments. Governors recorded thanks to him for his valued contribution.

As previously discussed, Shirley Dickinson would retire at the end of the term. She was thanked for her commitment and the improvements she had brought about in the Infant School.

Governors noted that Rebecca Grint would be leaving the School at the end of the term as her family was relocating. Governors thanked her for her hard work and input to the Governing Body.

Governors joined the Chair in thanking former Chair Sara Gibbins for her valued contribution to the Governing Body as she was resigning from the Governing Body at the end of the term. The Chair extended his thanks to Sara Gibbins for helping him develop as a Chair.

13/63 **ACCEPTANCE/NON-ACCEPTANCE OF APOLOGIES FOR ABSENCE**

Apologies for absence were received and accepted on behalf of Erach Amaria and Christine Rafferty.

13/64 **DECLARATION OF PECUNIARY INTERESTS**

There were no pecuniary interests declared.

13/65 **MINUTES**

The minutes of the meeting held on 22 May 2013, copies of which had been circulated prior to the meeting, were **CONFIRMED**, initialled and signed by the Chair, subject to the following amendments:

**13/45 Fire Drill:** The paragraph was corrected to read, 'It was agreed that barriers be placed where necessary to simulate a real evacuation scenario'.

13/66 **MATTERS ARISING**

**13/46 E-Safety Policy: Use of new technologies by parents**

Governors noted that this policy had been completed and would be circulated to parents in September 2013.

13/67 **JUNIOR SCHOOL SELF EVALUATION FORM (SEF)**

Governors reviewed the current SEF, which has recently been updated. The Junior School Headteacher said that it would be updated again early in 2014. She informed Governors that Chris Brook, Learning Network Inspector, had reviewed this document and, while she commended its evaluative content, she advised that it should be shortened next time.

The Junior School Headteacher said that, although the School had received two previous outstanding Ofsted inspections across every category, it judged itself to be good at this time in Behaviour and Safety according to the new Ofsted criteria. In response to a Governor's query, she explained that it is the language of the outstanding grade descriptor relating to behaviour that has changed, using words/phrases such as 'exemplary', 'unreservedly positive' and 'almost always impeccable'. Standards have been maintained and a review and further work undertaken since the last Ofsted inspection.

## 13/68 **COMMITTEE REPORTS**

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

The committee had not met since the last Governing Body meeting but was due to meet that week. The Committee Chair gave a verbal update regarding on-going matters. Arising from the discussion:

#### Health and Safety Check

Governors noted that the committee was in the process of organising a health and safety check of the premises.

### **Communications**

The last meeting was held on 22 May 2013. Copies of the minutes had been previously circulated. The Committee Chair gave a verbal update. Arising from the discussion:

#### Website

Governors were pleased to hear that the website was now up to date.

#### Newsletter

The Chair asked that another Governor's newsletter be circulated before the end of the term.

Action: Communications Committee

### **Safeguarding**

The committee had not met since the last Governing Body meeting and would meet in the new academic year.

### **Finance**

The minutes of the meeting held on 28 June 2013, copies of which had been previously circulated, were received and noted by Governors. Arising from the discussion:

#### LTM Lease

The Committee Chair informed Governors that the Infant School would be making no further payments under the lease contracts, saving £30,000 in the Infant School budget for the current year.

#### Additional Funding

Governors noted that, due to miscalculated funding allocations by the LA, it was expected that additional funding of approximately £35,000

should be received by the Junior School relating to SEN. The infant school will not receive as much because it has fewer children with statements of SEN.

### **Personnel**

The Committee had not met since the last Governing Body meeting, and was due to meet on 16 July 2013.

### **Curriculum**

The meeting was held on 14 June 2013. Copies of the minutes had not yet been circulated.

## 13/69 **GOVERNOR VISITS**

Governors reported back on their recent visits to the School. These included:

- A Year 5 visit to Henrietta Barnet: Four authors had presented their books and had spoken about their inspiration at a Junior Literary Festival.
- Year 4 trip to the Proms and local history talk with Christine Rafferty
- Junior School orchestra performance to the Infant School
- Infant Sports Day
- Nursery School's mini Sports Day
- Infant Friendship Day: this event was part of Family Week and had attracted local press coverage.
- The Junior World Cup football tournament

Governors recorded thanks to staff who were involved in organising the above activities.

## 13/70 **CHAIR'S CORRESPONDENCE**

The Chair informed Governors of one local resident's Freedom of Information (FOI) request, which was being dealt with. The Chair undertook to meet with this resident who continued to raise concerns.

Action: Chair

## 13/71 **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.

The Training Link Governor thanked the Clerk for assisting her in obtaining a record of courses attended by Governors.

Laura Pincus gave feedback on the course she had recently attended regarding the School Data Dashboard. She expressed concerns that this analytical tool allowed stakeholders to see a raw analysis of statistics, which were subject to misinterpretation. However, she felt that it was important for Governors to be able to explain the data to concerned stakeholders.

The Junior School Deputy Headteacher informed Governors that the Fischer Family Trust Data Dashboard provided a more refined analysis of schools than the Ofsted version. She undertook to circulate the analysis of the School's data to Governors with interpretations.

Action: Junior School Deputy Headteacher

### 13/72 **ANY OTHER BUSINESS**

#### **Committee Membership**

One Governor raised concerns about committee membership, given that the Governing Body membership had changed. It was **RESOLVED** that this would be dealt with at the first Governing Body meeting of the new academic year.

Action: Clerk

#### **Governing Body Vacancies**

A discussion ensued on the Governing Body vacancies. The Clerk explained the election procedure for each type of Governor.

### 13/73 **DATES OF COMMITTEE MEETINGS**

The following committee meetings were arranged:

Finance	18 October 2013, 9am
Communications	To be announced.
Curriculum	25 September 2013, 8.30am
Premises	5 July 2013
Personnel	16 July 2013
Safeguarding	To be announced.

### 13/74 **DATES OF GOVERNING BODY MEETINGS**

The dates of the following Governing Body meetings were confirmed:

- Autumn (1): Monday 30 September 2013 at 6:30pm
- Autumn (2): Thursday 14 November 2013 at 6.30pm

13/75 **MOTION OF CONFIDENTIALITY**

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