

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

**MINUTES OF THE MEETING HELD AT THE SCHOOL
ON WEDNESDAY 1 JULY 2009**

LA GOVERNORS

*Councillor John Marshall
*Mr Leslie Sussman MBE
Cllr Kathy McGuirk
Mr Erach Amaria

PARENT GOVERNORS

*Mrs Laura Bier (Infant)
*Mr Jonathan Black (Infant)
*Mrs Zoe Rodwell (Infant)
*Mrs Sara Gibbins (Junior) (Chair)
Mr Gavin Millar (Junior)
*Mrs Hilary Solomon (Junior) (Vice Chair)

STAFF GOVERNORS

*Mrs Shirley Dickinson (Infant Headteacher)
Ms Heather Blackmore (Junior Headteacher)
*Mrs Ziz Chater (Infant Teacher)
*Mrs Katie Kraiss (Junior Teacher)
*Mrs Phil Mulvihill (Infant Support)
*Mr Simon Greenhouse (Junior Support)

COMMUNITY GOVERNORS

*Mr Samuel Clarke
Miss Rachel Beard
*Ms Linda Lewis
*Mr Edward Kanter

*denotes member present

NON-VOTING OBSERVERS

Ms Josie Olsen (Deputy Headteacher, Infant School)
Mrs Jenny Aylen (Deputy Headteacher, Junior School)

IN ATTENDANCE

Mr Keith Golding (Clerk)

PART I

09/56 **WELCOME**

Mrs Gibbins welcomed everyone to the second meeting of the Summer Term including newly elected Community Governor Mr Edward Kanter who introduced himself to the Governing Body.

09/57 **PRESENTATION – JUNIOR SCHOOL COUNCIL**

Miss Chester and pupil representatives gave a presentation regarding the Junior School Council. It was noted that:

(i) the school council was a group of students who were elected to represent the views of all pupils and to improve their school;

(ii) the school council met with a teacher present to discuss different topics. These might include school lunches, behaviour, ideas for fundraising events or to improve the School's provision;

(iii) 2 members are elected every term;

(iv) a survey conducted showed that most of the children thought the peer mediators did a valuable job. It also showed that most felt they were getting the right amount of homework. One of the most interesting questions asked had been “what homework would you like in the holidays?”;

(v) up to 20 Year 5 children had just undertaken two day training, involving role play, as Peer Mediators for 2009/10. Peer Mediation was a process where children resolved other children’s playground conflicts without making judgements or taking sides. Mediators learnt important speaking or listening skills and were an integral part of providing a happy and settled lunch break for all the children. Mediation took place on a rota system and there was always an adult available if needed. Mediation had been shown to improve pupils’ self esteem, facilitate pupils ‘development of empowerment’ and aided better communication between pupils;

(vi) one of the main ideas currently being pursued by the council was the creation of a garden area near the Year 3 block. The council had also considered what flowers, plants and vegetables they would like to grow in the garden. They were also trying to find out if any staff or parents were willing to help set out/prepare the growing area.

The Chair thanked the pupils for coming to the Governing Body to make their presentation and for the very good work they were achieving as a school council.

09/58 **PRESENTATION – ECO GROUP**

Miss Lloyd and Junior School representatives gave a presentation regarding the Eco Group. It was noted that:

(i) the first full meeting of the Group had taken place in January 2009;

(ii) there were representatives from each Junior School class;

(iii) the Group did not have a leader as all representatives were considered equal;

(iv) having been considered by the Group, the School had entered the Barnet Recycling Challenge and received a certificate for completing the challenge. In addition, the School had received the Bronze Award;

(v) the Group had introduced the topic at assembly and asked the school’s pupils to keep recycling diaries;

(vi) there were now better recycling facilities in place around the school;

(vii) the Group had organised litter pick –ups and for the future had suggested that the School should have eco-awareness lessons;

(viii) the Group intended to speak to each class in September to see if they had noticed a difference since the group had been created;

(ix) one question raised by the governing body concerned how the children had reacted to the group telling them what to do. The response was that some children were OK about it, some were not;

The Chair thanked the pupils for coming to the Governing Body to make their presentation and stated that it was very pleasing to see how enthusiastic they were for what they were undertaking and the awards they had achieved. Mrs Dickenson invited the Group to come to an Infant School assembly in the Autumn Term to give a presentation to the children.

09/59 **PRESENTATION – DESIGN TECHNOLOGY**

Ms Lee, Ms Christie and Ms Binder gave a presentation regarding what had been achieved in Design Technology over the past year. It was noted that:

(i) DT was seen as an activity which spanned the curriculum the schools offered, drawing on and linking in a range of subjects. Work undertaken in art and design, food technology , textiles and ICT was coordinated to improve pupils' understanding of the significance of technology;

(ii) in order to implement the Foundation Stage and National Curriculum Design and Technology , the staff aimed to ensure continuity within each Key Stage and across Early Years and Key Stages 1 and 2;

(iii) the staff were aware of the need for children to work individually, in pairs and small groups and as a whole class. The work resulting from DT activities played an important part in display around individual classrooms and throughout the school;

(iv) the schools followed foundation stage guidelines in the Early Years and national curriculum guidelines which identified the following strands within two attainment targets:

Designing - investigating and clarifying the design task
 - modelling, developing and communicating design ideas
 (words, drawing, graphics)

Making - planning and organisation
 - using a variety of materials , tools and equipment safely
 - testing, modifying and evaluating

(v) Years 1 and 2 spent whole days and half days on DT projects undertaking a range of practical activities;

(vi) Years 3 to 6 worked at a different level as the children got older, with more detailed designing, monitoring and evaluating;

(vii) a range of problem solving strategies were employed such as the TASC (Thinking Actively in a Social Context) wheel to develop creativity and produce unique pieces of work;

(viii) the gifted and talented co-ordinator was available to support teachers in their planning in order to take children's knowledge and understanding further. Year 5 children could also be referred to the LA's Advanced Learning Centres to give them a wider knowledge;

(ix) over the past year the DT co-ordinators had been working with the other teachers to increase their confidence in teaching this subject;

(x) the Infant School had been involved in a "take 1 picture week" promoted by the National Gallery, the idea being to use a painting (in this case Renoir's 'The Umbrellas' and base activities around it;

(xi) examples of the Junior children's work were put on display for the Governors e.g a fairground ride under the moving toy project and Year 4 children designing a money container;

(xii) other examples given of work undertaken were the Infants School children creating their own pizzas;

(xiii) plans for the future included the further development of the use of ICT as a teaching tool in DT and to enhance the learning of gifted and talented children.

The Chair thanked the staff for their very interesting presentation.

Mr Black arrived at this point

09/60 **ACCEPTANCE/NON-ACCEPTANCE OF APOLOGIES FOR ABSENCE**

Apologies for absence were received and accepted from Mr Erach Amaria, Miss Rachel Beard, Ms Heather Blackmore, Cllr Kathy McGuirk, and Mr Gavin Millar.

Apologies for lateness were received from Mr Jonathan Black and Ms Linda Lewis.

09/61 **DECLARATION OF PECUNIARY INTEREST**

None of the Governors present declared any pecuniary interest in the business to be discussed.

09/62 **MINUTES**

The Part I Minutes of the clerked meeting held on 13 May 2009 were confirmed, initialled and signed subject to the following amendments:

09/32 Appointment of Community Governor : section (iii) should be amended to read "it was noted that Mr Kanter is a "Volunteer Reader Helper" at the Infant School."

09/34, 03 Matters Arising – Presentation Gifted & Talented : in section (i) “and Hilary Solomon” should be deleted from the sentence.

09/35 Report of the Head Teacher (Infant School) – Staffing and Roll : In the resolution, the name “Richmond” should be amended to “Richman”.

09/63 **MATTERS ARISING**

Arising from the Minutes:

09/36 Report of the Head Teacher (Junior School) – Health & Safety : Mrs Ayles, Deputy Head Teacher, Junior School, confirmed that there was nothing further to add regarding the serious accident in the School that had been previously reported.

09/42 Swine Flu : Ms Dickinson provided an update on this issue and it was noted that :

(i) under the latest briefing from the LA, the current medical advice was not to cancel large gatherings;

(ii) the position now was that schools would only close if there were insufficient staff to manage the situation in a safe manner;

(iii) it was important that schools monitored carefully what was happening with their pupils regarding the numbers reported absent with flu like symptoms so that accurate judgements could be made. This would be emphasised in the School Newsletter to parents.

09/64 **SCHOOL MEALS**

It was **NOTED** that:

(i) the 30th June 2009 had been tender day at Moss Hall School when 4 companies had made their presentations. Shirley Dickinson, Sara Gibbins and Frank Kanter had attended;

(ii) in the event, the Pride Caterers tender had been accepted. This firm was new to Barnet and it currently operated in Surrey;

(iii) the School had got a very good price through going through the consortium with it being charged £1.72 a meal although this would increase before the contract is finalised as specific pieces of equipment needed for presenting and serving the meals were being discussed and agreed with Pride;

(iv) the new company was able to meet the Schools’ healthy meals objective, and would be providing “Food for Life”;

(v) it was their passion for food and the importance of delivery and presentation to the children together with the good meal price that had resulted in their selection as the new caterers;

(vi) under the TUPE regulations, the new company was legally obliged to take on the staff currently employed with the existing caterers, Caterhouse. Staff training would be provided by the new company;

(vii) the new firm would be attending the School on 2nd July 2009 to see the kitchen and the dining area. It was likely that it would be bringing in hot and cold food counters;

(viii) the new service would be launched next term with the menus being put on the school website.

Ms Lewis arrived at this point

09/65 **REPORTS OF COMMITTEES**

Communication: It was reported that there had been a meeting of this Committee since the last Governing Body meeting and the Minutes would follow at a later date.

It was **NOTED** that:

- (i) the latest newsletter had been considered;
- (ii) photos of the Governors had not yet been completed;
- (iii) a number of policies had been reviewed;
- (iv) discussion had centred on holding an open forum meeting for parents with e-safety as a possible topic. Information on the new Managed Learning Environment (MLE) could also be included. Another possibility was holding a taster evening to introduce the new school meals.
- (v) it was considered that rather than linking a parents' meeting to a Governing Body meeting a good attendance by parents would be more likely if the meeting was directly related to their child. Having MLE as the main topic would assist in showing parents how they could support their children.

It was **AGREED** that the parents forum should be held after the half term break in the Autumn Term covering the MLE promotion and e-safety. Provisional dates of either 17th, 18th or 19th November 2009 were identified. Ziz Chater would subsequently confirm the date selected with Governors.

Action: Ziz Chater

Curriculum: It was reported that there had been a meeting of this Committee the previous week and the Minutes would follow at a later date.

It was **NOTED** that:

- (i) Hilary Solomon had been appointed chair of this committee;
- (ii) the Committee had considered the amended document dated 30 March 2009 on the roles, remits, responsibilities and terms of reference of committees;
- (iii) the Committee's role was to review and update policies and it was noted that the Infant School had a final version of its curriculum policy which would be issued in the Autumn term. The Junior School's policy would also be ready for circulation at that stage;
- (iv) it was agreed that although the remit of the curriculum committee is to look at Target setting and SATs results, it was felt that this is an area that should also be brought to the whole Governing Body, as is the case at present. It was agreed that this will remain the case so that the whole Governing Body is able to understand the in-depth analysis of the results and target setting for both schools;
- (v) it was the intention to put all policies on PDF files eventually.

Finance: The Part I Minutes of the meeting held on 24 June 2009, copies of which were circulated at the meeting, were noted.

It was **NOTED** that:

- (i) the arrangements regarding the processing of tenders for school meals had been noted;
- (ii) the 2008/2009 out-turns for the Infant and Junior Schools had been considered;
- (iii) a statement of internal controls had been considered and would be finalised at the Committee's next meeting in September;
- (iv) an updated Charging and Remission Policy had been considered by the Committee and approved subject to amendments proposed by the Head Teacher (Junior School).

Premises and Health & Safety: It was noted that the Committee had met on Tuesday 21 April 2009 and the Minutes would follow at a later date.

It was **NOTED** that:

- (i) work carried out by Securbase would begin on the 24 August 2009 and should be finished by the time the Schools return;
- (ii) each entrance would have a video recognition answer system, CCTV and electronic fob entry system;
- (iii) every member of staff would have a fob or an access card;

(iv) the system would be computer driven which would have the hard drive facility for 28 days CCTV footage with a fast forward control, and set the times of opening and closing of the gates;

(v) entry phones would be placed in the Infants and Junior Schools' front offices. Additional handsets would be located in Mrs Lakes office and Pnina Joffe's office;

(vi) additional lighting would be located in the school grounds, the play area located near Year 6 , the pathway in the infants and the car parks (i.e. the weak areas identified by the crime prevention officer). Lighting in the car parks would work on a timing system, not a motion system;

(v) the total cost of the project would be £37,000 which would be met from the School Travel Plan and the Parents Association.

Mr Clarke left at this point

Personnel : There had been no meeting of this Committee since the last meeting of the Governing Body.

Safeguarding and Personal Development: There had been no meeting of this Committee since the last meeting of the Governing Body. At its next meeting the Committee would be examining the anti-bullying policy.

09/66 **GOVERNOR TRAINING AND DEVELOPMENT**

It was **NOTED** that :

(i) the Link Governor had nothing further to report since the last meeting;

(ii) Ms Heather Blackmore and Mrs Sara Gibbins were now booked on a safeguarding – Safer Recruitment course in July 2009;

(iii) on the 8th July 2009 the Chair would be attending the 'Barnet Celebrates Achievement' event from 7.00 pm to 9.00 pm at the NLBP.

09/67 **GOVERNOR VISITS**

It was **NOTED** that:

(i) Mr Kanter and Mr Amaria had both undertaken introductory visits following their election as Governors;

(ii) the Chair had attended and spoken at the Parents Evenings for the new Nursery, Reception and Year 3 pupils;

(iii) Mrs Solomon had undertaken a Foundation Stage visit and met with the Subject Leader. Work was in progress regarding the Foundation Stage

playground, and she had been impressed with the hard work that had been put into this subject area.

09/68 **ANY OTHER BUSINESS**

'Sing Up' Project

It was noted that the Infant and Junior Schools had signed up to this project and it was agreed that the Governing body would support this initiative.

Summer Fair

It was noted that the Summer Fair would be taking place on Saturday 4 July 2009 from 12.00 to 4.00 pm.

Infants' School Performances

It was noted that the Infants' School Performances would be held on Thursday 9 July 2009 from 12.00 noon to 3.00 pm.

Junior School Music Evening

It was noted that the Junior School Music Evening would be held on Thursday 9 July 2009 commencing at 7.30 pm.

Junior School Year 6 Production

It was noted that the Junior School Year 6 Production would be held on Wednesday 15 and Thursday 16 July at 7.30 pm

All Governors were welcome to attend the above events.

Funding

Ms Dickinson advised the governing body that she had previously applied to the LA for access money as the School now had two girls in wheelchairs. The proposal was to put in a path to access the lower corridor from the main entrance. She had now been advised that the School had been granted £50,000 and plans for its use would be put to the Premises Committee in the Autumn Term.

09/69 **COMMITTEE MEETING DATES**

It was agreed that :

(a) the next meeting of the Finance Committee would be on Tuesday 15 September 2009 at 9.00 am;

(b) the other Committee Chairs would identify dates for their next meetings and notify members.

09/70 **DATES OF FUTURE GOVERNING BODY MEETINGS**

Autumn Term (clerked) : Tuesday 22 September 2009 at 6.30 pm
(clerked) : Tuesday 24 November 2009 at 6.30 pm