

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

**MINUTES OF THE MEETING HELD AT THE INFANT SCHOOL
ON WEDNESDAY 11 MAY 2011**

LA GOVERNORS

Councillor John Marshall
Mr Leslie Sussman, MBE
* Mr Erach Amaria
* Ms Rebecca Simon

STAFF GOVERNORS

* Ms Shirley Dickinson (Infant Head Teacher)
* Ms Heather Blackmore (Junior Head Teacher)
* Mr Simon Greenhouse (Junior Teacher)
Mrs Phil Mulvihill (Infant Support)
* Ms Rebecca Grint (Infant Teacher)
* Ms Maria Chapman (Junior Support)

NON-VOTING OBSERVERS

Mrs Josie Olsen (DHT Infants)
Mrs Jenny Ayles (DHT Juniors)

PARENT GOVERNORS

* Mrs Laura Bier (Infant, Vice Chair)
* Mr Jonathan Black (Infant)
* Mrs Zoe Rodwell (Infant)
* Mrs Sara Gibbins (Junior, Chair)
* Mr Gavin Millar (Junior)
* Mr Mark Leibling (Junior)

COMMUNITY GOVERNORS

* Mr Samuel Clarke
* Mr Frank Kanter
Miss Rachel Beard
* Mrs Christine Rafferty

IN ATTENDANCE

Ms Trevena Champion (Clerk)

* denotes member present

Part I

11/47 **WELCOME**

All Governors and observers were welcomed to the first meeting of the summer term, especially the new LA Governor, Rebecca Simon, and introductions were made.

11/48 **ACCEPTANCE/NON-ACCEPTANCE OF APOLOGIES FOR ABSENCE**

Apologies had been received from Cllr Marshall, Leslie Sussman, Rachel Beard, and Phil Mulvihill. Zoe Rodwell had sent apologies to say that she was delayed and would arrive late.

11/49 **DECLARATION OF PECUNIARY INTEREST**

There was no declaration of pecuniary interest in any item on the agenda.

11/50 **MINUTES**

The minutes of the meeting held on 23 March 2011 were considered. The set of draft minutes amended by the Chair was circulated, and the Clerk apologised, because the unamended draft had been sent to Governors in advance.

The Chair asked Governors to bring any further corrections to the next meeting, and the minutes would be confirmed and signed then.

11/51 **MATTERS ARISING**

a) 11/31(d) Unauthorised Absence The Head of LA Admissions had informed the Clerk that if a child was absent from school for more than half a term, the name could be taken off the school roll. The Infant Headteacher said that she had received conflicting guidance from the EWO, and that she would now consult the Learning Network Inspector.

b) 11/31(e) Advertising Hoarding The Chair said that a decision had been taken not to proceed with this proposal.

c) 11/38 Governing Body Membership The LA vacancy had been filled, and the Governing Body had no vacancies at present.

11/52 **REPORTS OF THE HEADTEACHERS**

1. Infant Headteacher

The report had been circulated in advance, and a copy was filed in the Minute Book. The Headteacher highlighted the following points for Governors:

a) **Curriculum**

Writing Moderation of whole school writing was carried out by staff during the spring term.

Maths There had been an information evening for parents which was well attended and positive feedback was received.

b) **Staffing**

Janine Murphy had returned from maternity leave, and in the summer term would carry on working with Penguin class. Her maternity cover, Dianne McNevin, was now on a permanent contract. A fixed-term TA had been recruited to work with a statemented child.

c) **Admissions**

The first round of offers for Nursery admission had gone out, and the second round was about to be sent.

There were no questions, and the Infant Headteacher was thanked for her report.

2. Junior Headteacher

The report had been circulated in advance, and a copy was filed in the Minute Book. The Headteacher gave Governors the following additional information:

a) **Secondary Transfer Update**

The current position was that there were 4 children who were still unplaced; these had been offered places but had so far not accepted them. The transfer list was led by JFS, which was taking at least 20 children; among other offers were 4 going to Henrietta Barnett, 3 to JCoSS, 3 to St Michael's, and one to QE Boys. Among independent schools, Highgate was taking the largest number, 6. A confirmed list of secondary transfers would be given later in the year.

b) **Extra-Curricular** Governors were informed that Brookland Junior were Barnet Chess Champions.

11/53 **STAFF GOVERNORS' REPORTS**

Infant School

Governors were informed about the focus of the recent Insets; two had concerned guided group work, and a third had examined the potential of the outside area for curriculum purposes. LA First Aid trainers had delivered training, and now all staff had basic First Aid for Early Years. The Royal Wedding had been commemorated with relevant curriculum items, and a street party had been held in the playground (parents were thanked for their help). Rebecca Grint was thanked for her report.

Junior School

An AST (Advanced Skills Teacher) for Modern Languages has been working with some of the lower school staff to support the teaching of French. The weekly staff Insets continue, including a recent focus on using the 'Activote' ICT voting system for AfL (Assessment for Learning), and were very helpful in terms of CPD. The focused Curriculum Weeks were going very well; the next one would be centred on the Arts. Simon Greenhouse was thanked for his report.

Maria Chapman reported that the Deputy Headteacher had delivered an Inset for TAs on AfL (Assessment for Learning); this focused on how to support and how to monitor pupil progress in the classroom.

At this point, Zoe Rodwell arrived.

11/54 **REPORTS OF COMMITTEES**

a) **Finance**

The minutes of the meeting held on 3 May 2011 were noted. The Infant Headteacher said that Nursery and Infant Schools had recently been advised by the LA, that funding could be withdrawn for any child under 5, who was absent without authorisation for an aggregated period of more than 10 days during one term. A termly report would be compiled and submitted to the LA. Parents had been informed.

b) **Personnel**

The minutes of the meeting held on 14 March were noted.

c) **Communications**

A verbal report was given. A Governors' Forum had been organised to take place around a planned E-Safety evening meeting for parents. However this had not been very well attended. A parent had expressed concern about homework expectations. The Junior Headteacher said that there had been a thorough consultation with parents about the arrangements for homework, and many different views had been expressed and noted. Another parent has raised a concern about a sibling being unable to obtain a place at the Infant School, however the relevant year group was already full and the allocation of any spaces that arise would be handled by Barnet following the admissions criteria.

Finally, it was noted that the Governors' newsletter had recently been circulated to parents. Zoe Rodwell was thanked for the report.

d) The Curriculum, Premises and Safeguarding committees would be holding their meetings shortly.

11/55 SCHOOL DEVELOPMENT PLANS (SDP) UPDATE

The full plans had been circulated by email, and hard copies were now distributed, and questions invited.

Infant School SDP

Zoe Rodwell asked how the parenting workshop activity would be developed. The Infant Headteacher replied that the workshops, which had started at the beginning of the year, would continue, and it was hoped they would be offered every fortnight. She added that an informal "Parenting Group" had been formed, inspired by the workshop, and this was meeting outside school. The whole initiative was developing very well, and created a mutually supportive atmosphere.

Both Headteachers were thanked for the SDPs.

11/56 SCHOOL BUILDING WORKS UPDATE

Infant School Since the original quotation of £240,000 had been received, the programme of works had been revised, and a new quotation had been received from Lee for £121,000. This proposal divided the work into phases, which enabled costs to be estimated more accurately.

Motion of Delegation The Infant Headteacher asked the Governing Body for the authority to delegate the decision regarding this estimate to the Finance & Premises committee jointly, and *this was granted*.

Action: F&P committees

Junior School The final element of the Access works (grant and school funded) was about to be completed. The gate to the pond path has to be kept locked for safety reasons and an automatic gate will make access from dining hall to Y3 and Y5/6 blocks much easier.

11/57 ACADEMY STATUS

The Chair had circulated some advice from the NGA and the DFE, and current data on the numbers of schools taking up academy status. At present in Barnet, only one primary school had chosen to proceed, whilst eleven secondary schools had done so. The Chair proposed that a watching brief was kept, and that the matter would be reviewed in September 2011.

Action: Chair, Clerk

Christine Rafferty commented that eighty-two primaries nationally were converting to academy status, and it might be useful to consult with other interested primary schools in Barnet. Mark Leibling said that it might be interesting to find out the numbers in neighbouring boroughs, and Rebecca Grint said that a group was organising a free school in Barnet. The Chair said that she would make some enquiries.

The Infant Headteacher said that, at the recent Headteachers' Forum, an independent speaker had given a presentation on academy status, and had indicated that the academy route might not be financially viable for small primaries.

11/58 **SECONDARY SCHOOL TRANSFER UPDATE**

Correspondence The reply from the Director of Children's Service had been circulated, as was the reply from Mike Freer MP. The Chair and other representatives from the Secondary Transfer Action Group (made up of governors from Martin Primary, Garden Suburb and Holy Trinity Schools), would be meeting the MP on Friday 13 May 2011, and it was hoped that he would inform the Secretary of State for Education about the Group's concerns.

Meetings

a) The Chair said that, at a recent meeting of the LA Education Overview & Scrutiny Sub-Committee, a Councillor raised a point about the shortage of places, particularly for girls, at secondary schools in the N2 area. The Sub-Committee had voted to set up a Task and Finish group to examine secondary school provision across the borough, with a particular focus on south Barnet and parents' desire for a co-educational, non-faith school.

b) Governors were informed that, the next day, there would be a second meeting of a local parents' action group. This meeting was being held at Martins Primary School.

Communications with local secondary schools

a) *Christ's College Governing Body* The Chair said that a letter had been sent from the Chair of Governors of Christ's College to the Head Teacher of Brookland Junior School as part of their consultation over academy status. Christ's College's planned conversion to Academy was in line with the action being taken by other secondary schools in the borough and the Governors felt there was no specific issue on which they wished to respond. Concerns about whether the change would make it harder for potential solutions to the lack of girls' secondary school places in this area to be found had previously been raised by the Secondary Transfer Action Group. The Chair said that governors should be aware of the status of the shared boundary, which might become a significant issue in the legal handover of Christ's College's land to a new Academy under the conversion process. The Junior Headteacher said that she would raise this issue with the Headteacher of Christ's College at their upcoming meeting. The Governing Body was asked to delegate authority to the Chair and the Junior Headteacher, for the purpose of responding to the secondary school's consultation, and this was given.

b) *Whitefield School* The school had held a public meeting for local parents on 23 March 2011, but it had not been very well attended. The Chair urged Governors to visit Whitefield School, where they would be welcomed and given a full tour of the facilities of the outstanding school.

c) *Henrietta Barnett School Admissions* The Chair of the school had responded negatively to the request to reconsider the admission criteria regarding distance between school and home.

11/59 **REPORT OF THE DIRECTOR OF CHILDREN'S SERVICE.**

The summer term report had been circulated in advance, and was now considered.

1. Investment in school places

The Chair said that it was clear that the Finchley area needed more places, and the item was noted.

2. Academies and Free Schools Update

The item was noted.

3. Post-16 education and training

The item was not applicable to primary schools.

4. Schools Financial Value Standard

The item, regarding the new standard which had replaced FMSIS, was noted. The Governing Body delegated authority to the Finance committee to complete the SFVS and to report back as directed to the Governing Body.

5. Update on Headteacher performance management

The item was noted. The role of SIP had been made redundant, and in future, it would be necessary to employ an external adviser to support Governors. The Head Teacher Performance Management Committee would investigate the options and report back with its recommendations to the Personnel and Finance Committees.

Action: Head Teacher Performance Management Committee

11/60 **GOVERNOR SUPPORT AND DEVELOPMENT**

Modern Governor online training The Vice Chair gave Governors some advice about how the training package was accessed.

Training for New Governors There would be an LA training given for new governors at NLBP on 18 and 25 May 2011 in the evening.

Safer Recruitment Training Erich Amaria said that he was completing the online training, and Zoe Rodwell said that she would be attending the one-day course.

- Frank Kanter had attended the Infant School's Royal Wedding celebration, the Passover assembly, and the Junior Rock School event.

11/62 **ANY OTHER BUSINESS**

Infant School SEF The Infant Headteacher said that Section 5 would be finalised shortly, and would be circulated for review by committees. It was noted that the SEF website would be closing down on 25 July 2011, and that all SEFs posted on it by that date would be accessible until January 2012.

Governors were informed that the LA was writing a new version of the SEF for schools to use.

The Chair agreed to re-circulate the list showing the allocation of the various sections of the SEF to each committee (having first reviewed it to make sure it corresponds with the current composition of the SEF).

Action: Chair

11/63 **COMMITTEE MEETING DATES**

Dates of future meetings would be agreed after the Governing Body meeting, and would be emailed to Governors.

Action: Committee Chairs

11/64 **DATES OF FUTURE GOVERNING BODY MEETINGS**

Meetings scheduled for 2011, all starting at 6.30pm:


Summer term – Wednesday 6 July

Autumn term – Thursday 29 September (TBC), and Thursday 17 November.

11/65 **MOTION OF CONFIDENTIALITY**

It was resolved that the meeting be moved to Part 2 for confidential items.

At this point, Frank Kanter and Rebecca Simon left as arranged. The Deputy Headteachers were thanked for attending, and they also left the meeting.

Signed: 
Chair (S. GIBBENS)
Dated: 6/7/11

