

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

**MINUTES OF THE MEETING HELD AT THE SCHOOL
ON WEDNESDAY 13 MAY 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 Kraus (Junior Teacher)
Mrs Phil Mulvihill (Infant Support)
*Mr Simon Greenhouse (Junior Support)

COMMUNITY GOVERNORS

*Mr Samuel Clarke
Miss Rachel Beard
*Ms Linda Lewis
1 x Vacancy

*denotes member present

NON-VOTING OBSERVERS

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

IN ATTENDANCE

Mr Keith Golding (Clerk)

PART I

09/29 **WELCOME**

Mrs Gibbins welcomed everyone to the Summer Term meeting.

09/30 **ACCEPTANCE/NON-ACCEPTANCE OF APOLOGIES FOR ABSENCE**

Apologies for absence were received and accepted from Cllr Marshall, Mrs Mulvihill and Miss Beard.

Apologies for lateness were received from Ms Lewis and Mrs Rodwell.

No other apologies having been received, Cllr McGuirk was recorded as absent without consent.

09/31 **DECLARATION OF PECUNIARY INTEREST**

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

09/32 **APPOINTMENT OF COMMUNITY GOVERNOR**

It was **NOTED** that:

- (i) there was currently a Community Governor vacancy;
- (ii) a nomination form had been received for Mr Edward Frank Kanter and circulated to Governors;
- (iii) it was noted that Mr Kanter had previously been a "Volunteer Reader Helper" at the Infant School.

RESOLVED that:

- (a) Mr Kanter be elected as a Community Governor for a four year period from 13 May 2009 until 12 May 2013.

Action: Clerk

Mrs Rodwell arrived at this point

09/33 **MINUTES**

The Part I Minutes of the unclerked meeting held on 30 March 2009 were confirmed, initialled and signed subject to the following amendments:

List of Governors Attending : Mr Sussman should be shown as attending.

11 After School Club :

- (a) The third sentence should be amended to read: "The new staff under school supervision are providing structured activities, interaction with the children, circle time activities, food and active time."
- (b) The First sentence in the second paragraph should be amended to read: "TEAMY has worked with a private provider and recommended a football club for after school."

09/034 **MATTERS ARISING**

Arising from the Minutes:

03 Presentation Gifted & Talented : Following the presentation by the Gifted & Talented Co-ordinators at the last meeting, it was **NOTED** that:

(i) the Gifted & Talented policy had been reviewed by Mrs Zoe Rodwell and Mrs Hilary Solomon (members of the Safeguarding and Personal Development Committee) and comments had been passed to the Gifted and Talented Co-ordinators; and

(ii) there was a need to appoint a Governor for the Gifted & Talented, whose remit is defined under the Gifted & Talented Policy.

AGREED that Mrs Zoe Rodwell be appointed Gifted & Talented Governor.

17 Any Other Business - The Junior School SEF : The Head Teacher stated that the completed SEF was rather lengthy and work would be undertaken to reduce it.

17 Any Other Business – Sing Up Award : Mrs Solomon confirmed that she had emailed Alison Trup regarding the Infant School Sing Up initiative, and the Head Teacher stated that the sing up training had been provided that day. It was noted that the Junior School will also be participating in Sing Up and that the Governors supported the Sing Up initiatives in both Schools.

09/35 **REPORT OF THE HEADTEACHER (INFANT SCHOOL)**

The report had been circulated in advance of the meeting, and a copy filed in the Minute Book. The Headteacher (Infant School) drew several points to the attention of Governors:

Staffing and Roll

It was **NOTED** that Adrienne Richman had resigned from her post as an LSA supporting a child with complex needs although she was continuing as a meal time supervisor. The Head Teacher stated that thanks were due to Adrienne for all the care that she had shown towards the children she has supported in classes and the support she had given to staff.

RESOLVED that the Governing Body also wished to register their thanks and appreciation of the support provided by Ms Richmond and they wished her well for the future.

Absences

It was **NOTED** that:

- (i) the attendance return for the Spring term showed an overall improvement in attendance of 2%;
- (ii) authorised absences dropped from 304 to 249 (not the other way round as shown in error in the report) and unauthorised absences from 35 to 28;
- (iii) the number of children who had 80% or less attendance had fallen to 7 compared with 13 in the Autumn term. Of these' 6 were in Reception with 1 child attending school on a part time basis due to SEN. The Head Teacher had

interviewed the parents where their children's absence had dropped below 80%. The problem was that with children only attending on a half day basis it didn't need many absences to bring the percentage down. The Headteacher confirmed that she would raise the matter with the EWO;

The Chair thanked the Headteacher (Infant School) for her report.

09/36 **REPORT OF THE HEADTEACHER (JUNIOR SCHOOL)**

The report had been circulated in advance of the meeting, and a copy filed in the Minute Book. The Headteacher (Junior School) drew several points to the attention of Governors:

Absences

The Headteacher reported that although she hadn't included the absence figures in her report, the Juniors were pursuing a similar policy to the Infant School. Where appropriate, fast track interviews were undertaken with parents. The Headteacher also advised that the number of Jewish holidays in the Autumn term did have an affect on the School's attendance record.

Health & Safety

The Headteacher reported that:

- (i) there had been a serious accident in the school two weeks previously. This had involved a child falling off play equipment and it had not been immediately realized that the child had a broken leg;
- (ii) procedures and instructions in the case of accidents had been reviewed and communicated to all staff verbally and in writing in the light of this case;
- (iii) no issues relating to playground supervision or behaviour were identified but the school has chosen to undertake a review of playground arrangements and procedures to ensure best practice;
- (iv) in response to a Governor's query, the Headteacher confirmed that a member of staff and a qualified First-Aid person had been on duty when the accident had occurred;
- (v) Headteacher also confirmed that three years previously a one day First-Aid course had been provided for all staff;
- (vi) it was noted that there were currently 8 people with First-Aid training in the School;
- (vii) it was noted that a number of these would be attending the School trip to Whitby the following week. However, the first aid cover at the School would be suitably maintained during this time;

- (iii) it was confirmed that the play equipment had received its annual inspection in January 2009 and no faults had been found with the equipment.

The Chair thanked the Headteacher (Junior School) for her report.

09/37 **STAFF GOVERNOR'S REPORT (INFANT SCHOOL)**

It was **NOTED** that:

- (i) the School had received the PE school of the month award;
- (ii) the Nursery playground was being changed/improved so that the children had better access;
- (iii) a pyjama party had been held for the children which was very successful;
- (iv) two good supply teachers had covered a teacher absence in the Dolphin Reception Class;
- (v) one of the School's teachers had attended a visit to Libya to study that country's education system which had been arranged by the British Council;
- (vi) Mrs Chater had undertaken Managed Learning Environment (MLE) training the previous week and would be providing the Governing Body with a short presentation at a later date;
- (vii) the School was now preparing for a "take 1 picture week" promoted by the National Gallery, the idea being to use a painting (e.g. The Umbrellas) and base activities around it.

09/38 **STAFF GOVERNOR'S REPORT (JUNIOR SCHOOL)**

It was **NOTED** that:

- (i) the Head Teacher had attended training on implementing the School's Managed Learning Environment (MLE). Other staff would be attending a further MLE course in June;
- (ii) the School travel plan was in the process of being reviewed and a new action plan prepared;
- (iii) a special thank you was due to Sara Gibbins for running the School's walking bus scheme under the travel plan;
- (iv) there would be a special assembly the following week when certificates would be presented to children who had participated in the walking bus scheme;
- (v) with regard to fund raising, the P.A. children's disco for Years 3,4,5 and 6 had been very successful with over £1,200 raised. The children had thoroughly enjoyed it and thanks were due to the parents who had participated. The School

was now preparing for International Week when the curriculum would be related to an international theme;

- (vi) a twilight training session had been held in April when 27 had attended;
- (vii) the chair added her thanks to the parents who volunteered to support the walking bus initiative.

09/39 **SELF EVALUATION FORM (SEF): PART C**

RECEIVED a completed Part C of the SEF, copies of which had been previously circulated.

NOTED that:

- (i) Sarah Beaumont, Governor Services Manager, had provided the Governing Body with a detailed list of items it needed to consider;
- (ii) the version circulated related to the Junior School;
- (iii) with regard to items 6 and 7 on Part C these related to the EYFS and the Infants' School version would show that they were fully in place;
- (iv) there was a need to put the various equalities policies into a single document by 2010;
- (v) communication regarding these documents would be covered in the Governors' newsletter;
- (vi) in previous years completion of the SEF had been delegated to the Chair of the Governing Body and the Headteachers:
- (vii) when the time came next year to review the SEF it would be referred to the appropriate Committees for consideration.

09/40 **SCHOOL DEVELOPMENT PLAN 2009/10 (INFANT AND JUNIOR SCHOOLS)**

NOTED that the Infant School Plan had been considered at the last meeting and the Junior School Plan had now been circulated to Governors.

09/41 **SCHOOL MEALS**

It was **NOTED** that:

- (i) Mrs Dickinson reported that there had been a visit that day and a further one was arranged for the following Monday from the two catering companies who wanted to see the School kitchen and its equipment;
- (ii) the last refurbishment of the kitchen had been three years ago;

- (iii) adverts for the formal tendering process would be placed and a shortlist prepared from companies who had expressed an interest;
- (iv) "Food for Life" was the standard the School was aiming for plus a reasonable take-up by the children;
- (v) there would be tastings for parents and children which would be held on a regular basis.

09/42 **SWINE FLU**

It was **NOTED** that:

- (i) a total of five briefing papers to keep the Schools updated on this matter had now been received from the LA;
- (ii) if a pupil became infected, any decision as to whether the school needed to be closed would be taken by the local health authority, it would not be for the Governing Body to decide;
- (iii) in the meantime there was a need to ensure that the communication action plans for both schools were up to date.

09/43 **REPORTS OF COMMITTEES**

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

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

Premises: 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) the Committee had examined three quotes that were now available for security;
- (ii) St James School and Hollick Wood Primary School had provided outstanding references for Secure Base;
- (iii) Simon Greenhouse subsequently visited these schools to see their CCTV in operation;
- (iv) A further meeting of the Premises Committee would now be arranged to pursue the matter further with the aim of getting the work done during the summer holidays.

Finance: The Minutes of the meeting held on 6 May 2009, copies of which were circulated at the meeting, were noted.

It was **NOTED** that:

- (i) Head Teachers would arrange a meeting with Mini Minors to extend the current arrangement short term and then to discuss a more formal 5 year contract;
- (ii) with regard to budget monitoring, the anticipated carry forward to next year was slightly lower than in previous years;
- (iii) a statement had been considered from EDUCO regarding standards for a new catering contract.
- (iv) security was again considered from a costing standpoint. This would impact more on the Junior School budget than the Infant School's.

Personnel : It was noted that the Committee had met on Friday 8 May 2009 and the Minutes would be submitted at a later date.

RECEIVED details of the current staffing structure and the revised structure proposed from September 2009, copies of which were circulated at the meeting.

NOTED that the proposals involved the strengthening of the Senior Leadership Team through the addition of a further TLR position. There were no significant financial implications.

AGREED that any decision on this matter should be delegated to the Finance and Personnel Committees.

Mr Clarke left at this point

Safeguarding and Personal Development: There had been no meeting of this Committee since the last meeting of the Governing Body.

NOTED that Ms Blackmore, Mrs Dickinson, Mrs Rodwell and Mrs Solomon would arrange to meet to review safeguarding matters identified in the 4 year plan.

The Chair observed that the Committees had not progressed too far on matters they were going to review under the 4 year plan and reminded Governors that although it was not a statutory requirement for Committees to meet each term, they should aim to meet at least once a year. During the Summer Term, the Committees should review their remits to ensure they are clear and relevant so that any amendments can be made at the start of the next school year.

09/44 **SECONDARY SCHOOL TRANSFER**

It was **NOTED** that:

- (i) there was still an issue of parents finding a secondary school they were comfortable with;

- (ii) Mrs Sara Gibbins had met with some neighbouring schools to establish whether they felt they were in a similar situation;
- (iii) attempts had also been made to obtain a response from the LA, and some parents had subsequently received some feedback from Mike Freer, Leader of the Council;
- (iv) Brookland's location in the Borough meant that parents were poorly served in terms of getting their children into secondary schools they would prefer;
- (v) As in previous years, the transfer of the Junior School's pupils to Secondary Schools was very widely spread, with 80 plus children going to 25 to 30 different schools;
- (vi) a Garden Suburb Schools Parents' Action Group had published a questionnaire to parents to solicit their views on the availability of secondary schools in the area. This had been passed to the Chair with a query as to whether it would be something that this Governing Body would want to be involved with. Copies of this document were circulated at the meeting;
- (vii) It was considered that the questionnaire was rather leading, and had the danger of fostering an "us and them" attitude with the LA which was not considered to be in the best interests of Brookland Schools. It was thought that a better approach would be to ask the newly appoint Director of Children's Service, when he had taken up his post, to come and talk to the Governing Body and Brookland parents about the problem.

It was **AGREED** that following the pending school trip to Whitby, the Headteachers would contact their opposite numbers at the Garden Suburb Schools to establish to what extent the staff were involved with their Parents' Action Group initiative. Once the position was ascertained, an article would be placed in the school newsletter to advise parents of the position and the fact that the Governing Body was still in consultation with the LA in an effort to improve the position of Brooklands' children regarding their secondary transfer.

Action: Headteachers

09/45 **GOVERNOR TRAINING AND DEVELOPMENT**

It was **NOTED** that :

- (i) the last Link Governors meeting had covered safeguarding training and it was necessary for the Head Teacher and a governor in each school to be trained by 2010;
- (ii) both Headteachers were booked on safeguarding courses in July 2009 and the Chair would be undertaking the online version of this training ;

- (iii) the Chair had attended the Director of Children's Service termly briefing for Chairs and Vice Chairs on 28 April. Items that had been covered were:
 - Future Shape of Barnet
 - Roll out of 1:1 tuition
 - Extended Services in and around schools – involving a presentation by Shiela Abbot
 - Safeguarding update
- (ii) with regard to the Self Evaluation Training Session recently held for the Governing Body on 29 April 2009 the Chair advised that she had not yet received the follow-up from Sarah Beaumont, Governor Services Manager, and she assumed she would get a full report in due course.

09/46 **GOVERNOR VISITS**

It was **NOTED** that;

- (i) Mr Erach Amaria had arrange to visit the Schools on Thursday 14 May ;
- (ii) Mrs Hilary Solomon had visited the Infant and Junior Schools to meet their Special Needs and Inclusion Co-ordinators. Discussion had covered the following three main areas:

Disability Equality Scheme - there was now an emphasis on supporting people with physical disabilities. New disabled toilets had been put in the Infants' School and work on signage was also currently being undertaken

Transition for children between Years 2 and 3
The Action Plans for the two schools

- (iii) the Chair reported that she had attended the Mayor's visit to both School on 26 March 2009

09/47 **REPORT OF DIRECTOR OF CHILDREN'S SERVICE**

The Reports of the Director of Children's Service Spring Term (2) and Summer Term (1), copies of which were circulated prior to the meeting, were received and considered:

Spring Term 2009 (2)

- 1) Safeguarding training: Information for governors Governors noted the information.
- 2) Extended Services in and around Schools The information was noted.

Summer Term 2009 (1)

- 1) New Director of Children's Service Governors noted the information
- 2) One to One Tuition The information was noted.
- 3) Update on 14-19 Matters in Barnet: Diplomas Governors noted the information
- 4) Barnet celebrates achievement week The information was noted

09/48 **ANY OTHER BUSINESS**

Infant School Budget 2009/10

RECEIVED the form DP11 which provided details of the Infant School Budget for 2009/10, copies of which were circulated at the meeting.

NOTED that this had been revised since its consideration at the Finance Committee meeting and item I09 Income from catering now showed a correct figure of £66,600.

Guide to the Law for School Governors

The Chair circulated copies of a CD-rom which contained the latest guide to the law dated April 2009.

School Brochures

The Headteachers circulated copies of the latest School Brochures printed for the Infant and Junior Schools.

09/49 **COMMITTEE MEETING DATES**

It was agreed that :

(a) the next meeting of the Finance Committee would be on Wednesday 24 June 2009 at 9.00 am;

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

09/50 **DATES OF FUTURE GOVERNING BODY MEETINGS**

Summer Term (clerked) : Wednesday 1 July 2009 at 6.30 pm

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

(clerked) : Thursday 26 November 2009 at 6.30 pm