

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

**MINUTES OF THE MEETING HELD AT THE SCHOOL  
ON THURSDAY 14 JANUARY 2010**

**LA GOVERNORS**

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

**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)

**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)  
\*Mrs Hilary Solomon (Junior)

**COMMUNITY GOVERNORS**

\*Mr Samuel Clarke  
\*Miss Rachel Beard  
\*Ms Linda Lewis  
\*Mr Frank Kanter

\*denotes member present

**NON-VOTING OBSERVERS**

Miss Jenny Aylen (Deputy Head Teacher, Junior School)

**IN ATTENDANCE**

Mr Keith Golding (Clerk)

**PART I**

10/01 **WELCOME**

Mrs Gibbins welcomed everyone to the first meeting of the Spring Term.

10/02 **ACCEPTANCE/NON-ACCEPTANCE OF APOLOGIES FOR ABSENCE**

Apologies for absence were received and accepted from Mrs Phil Mulvihill Mr Simon Greenhouse and Mr Erach Amaria. Apologies were also received from Ms Josie Olsen, Deputy Head Teacher, Infant School.

Apologies for lateness were received from Mr Sam Clarke.

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

## 10/03 PRESENTATIONS – GEOGRAPHY

### Junior School

Ms Child and Ms Davis gave a presentation regarding the implementation of the Geography syllabus in the Junior School. It was noted that:

(i) the presentation covered how the School was implementing Assessment for Learning (AFL) in this subject area;

*Linda Lewis arrived at this point*

(ii) teachers were advised to not just implement AFL at the beginning and end of a unit – it should be embedded in the planning throughout;

(iii) activities were used which appealed to all learning styles, e.g. audio, visual and kinaesthetic;

(iv) teachers were including cross curricular links e.g. Year 5 Literacy (report writing on rivers of the world), Year 3 Literacy - St Lucia Posters/Leaflets) and Numeracy/ICT (comparing and measuring temperatures);

(v) suggested AFL activities were:

- \*annotating laminated pictures/photos /maps (comparison of locations and human/physical features)
- \*brainstorms on sugar paper
- \*'run and write' lists
- \*peer interviewing
- \*team quizzes
- \*a working wall for all topic related work, questions, etc.

(vi) examples of how to meet the Key Objectives (Year 3) were:

- \*to identify where places are/ to use maps, atlases and globes - marking a location on a map
- \*to identify physical and human features of a place: annotating photos, maps
- \*to make comparisons with their own locality: writing a postcard home

(vii) the next steps are:

- \*teachers to implement AFL into planning throughout
- \*encourage more reflective green pen comments
- \*continue to update resources to enrich learning
- \*maintain eco-friendly ethos within the school community (e.g. switching off electricity, composting)

### Infant School

Ms Rebecca Grint then gave a presentation regarding implementation of Geography teaching in the Infant School. It was noted that:

(i) a geography skills chart for use by the teacher was circulated at the meeting. This set out the skills applicable to geography at Levels 1,2 and 3 under the national curriculum;

(ii) this was useful for plotting the skills that needed to be covered and progress in attaining them;

(iii) under the Foundation Stage of the national curriculum, geography was taught a lot through play and places the children had been to;

(iv) examples were shown of the children's work e.g. making a map;

(v) in geography skills (e.g. the ability to access information), as well as knowledge were important;

(vi) in Year 1, cross curricular teaching involved looking at such issues as houses that could be built to avoid flooding;

(vii) in Year 2 the children were beginning to examine the differences between places and looking at what was natural and what was built and they had gone round the school taking photos. They were also starting to look at scale/grids;

(viii) the children visit Southend in the Summer Term to develop an understanding of seaside towns and coasts;

(ix) another aim was to arrange video conferencing with another school which would give the children the opportunity to talk to and question their peers;

(x) in response to a query from a Governor as to whether there was a difficulty in finding another school for a video conferencing link, Ms Grint confirmed that there was and that she had tried advertising in the TES. Another Governor suggested that the children could be asked if they had any links with schools in other countries. Ms Grint confirmed that establishing a link was in the development plan and further consideration would be given to this matter;

The Chair thanked the staff involved for their very informative presentations.

#### 10/04 **PRESENTATION – MODERN FOREIGN LANGUAGES (MFL)**

Ms Nicola Cass gave a presentation regarding the implementation of the Modern Foreign Languages (MFL) syllabus in Brookland Junior School. It was noted that:

(i) following the introduction by the Government of Modern Foreign Languages (MFL) in the country's primary schools, this was the third year of teaching MFL at Brooklands;

(ii) during 2010 all children in Key Stage (KS) 2 would have an entitlement to learn a second language;

(iii) there was a large range of available resources in French including many free resources such as the BBc website;

(iv) Years 3 and 4 were now taught by their class teachers supported by a specialist teacher who also teaches Year 5 French. This is the final year where Year 6 will just be taught an introductory unit in the final term;

(v) with regard to the School's staff, Miss Davies had a degree in French and was helping to support the Year 3 teachers;

(vi) 'A' level students from Henrietta Barnett School were also helping the school and there were currently 1 or 2 of their students at each lesson;

(vii) with regard to volunteer help, Year 4 was currently being supported by a fluent speaking parent volunteer;

(viii) with regard to the teaching, the emphasis was on enjoyment, with the children learning through games such as lotto, snap hangman, role play, songs, puppets, storytelling and videos;

(ix) ICT has also been used and Year 5 have done podcasting;

(x) each lesson was approximately of 40 minutes duration;

*Sam Clarke arrived at this point*

(xi) last summer the School had held a French Market in International Week, using Euros to purchase goods;

(xii) it was also the aim to arrange video conferencing partnership with another school, but the problem was that French schools did not have the same access to the relevant technology.

The Chair thanked Ms Cass for her interesting presentation.

#### 10/05 **DECLARATION OF PECUNIARY INTEREST**

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

#### 10/06 **MINUTES**

The Part I Minutes of the clerked meeting held on 24 November 2009 were confirmed, initialled and signed subject to the following amendments:

09/107, 09/08 Any Other Business - Secondary School Provision : Paragraph (ii) should be amended to read "a total of 112 replies had been received, 67 from parents of a girl, 56 from parents of a boy (11 of these being from parents of both); "

The last sentence of paragraph (iv) should be amended to read “with a further 7% opting for state selective schools;”

09/112 SATs/Pupil Achievement - Junior School :

In paragraph (vi) insert ‘at Level 5’ after ‘English and Maths’ ;

In paragraph (vii) insert ‘at Level 5’ after ‘the Writing target’

The first sentence of paragraph (viii) should read: ‘a writing SAT is different from the other SAT tests in that two specific tasks/genres are set and tested, whereas other tests cover a full range of the curriculum’;

Paragraph (ix) should be amended to read ‘all class teachers had reported that the quality of children’s independent writing had improved considerably. When teachers inherited new classes this year they noted that the children’s sentence structure was better than this time last year and it was hoped to see further impact of the recent writing initiatives e.g. ‘Big Writing’ and VCOP on next year’s SATs’;

09/113 Junior School Statutory Targets (Key Stage 2) for 2011 :

Paragraph (iii) should be amended to read ‘ this process resulted in an appropriately challenging target being set for each child in the School for reading, writing, English, Maths and science;’

Paragraph (iv) should be amended to read ‘the target setting process looked at the progress made by each child and anticipated the effect of targeted teaching for particular children whose progress to date was lower than expected;’

In paragraph (vi) delete the word ‘non’ in front of Statutory Targets;

Amend the resolution to this item to: ‘**RESOLVED** that the targets listed in (v) and (vi) above be approved subject to any comments to be emailed to the Head Teacher.’

09/114 School Lunch : New sentence to be added to paragraph (vi) : “ It was agreed that parents should be informed of all the work being done in relation to school dinners. It was agreed that Zoe Rodwell would draft a paragraph to be approved by the Head Teacher and incorporated into one of the newsletters.

*Action: Zoe Rodwell*

09/118 Governor Visits : Typing error in paragraph (iv) – “tp” should be amended to “to”

10/07 **MATTERS ARISING**

Arising from the Minutes:

09/114 School Lunch : It was noted that:

- (i) School meals offered are the same in both schools;
- (ii) with regard to types of meals, the children tended to go with what they knew (e.g. jacket potatoes). To combat this tendency taster sessions had been introduced to encourage pupils to try different dishes;
- (iii) there was a need to 'sell' the meals to parents and a pragmatic approach was being taken regarding the food for life standard;
- (iv) there was no indication that the drop in the take up of lunches was due to the economic situation;
- (v) if the matter continued to be an issue, consideration would be given to the caterers offering sandwiches in the Summer Term;
- (vi) Educo had reported that the feedback received from the schools in the consortium was that they were happy with the service;
- (vii) it was suggested that consideration could be given to forming a parents' forum where they could identify possible menus that might appeal to their children;
- (viii) it was considered that staying to school lunches was a desirable part of the childrens' education regarding eating habits.

09/119 Any Other Business – Suburb News : The Chair confirmed that she had passed on the contact details of both schools to the editor of the Suburb News.

10/08 **REPORT OF THE HEADTEACHER (INFANT SCHOOL)**

The report had been circulated in advance of the meeting, and a copy filed in the Minute Book. It was noted that in the absence of the Headteacher on sick leave, the Deputy, Josie Olsen, had prepared this report and the Chair asked that the Governing Body's thanks be passed on to her.

10/09 **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:

**School Development**

It was noted that:

- (i) the School's deputy, Miss Jenny Aylen, had prepared this section of the report;
- (ii) under the new Ofsted SEF (self-evaluation form), the school was supposed to

consult with stakeholders including the children. To meet this requirement, Miss Aylen had the idea of holding a Whole School Meeting to gather pupil's views on each subject area;

(iii) the school had been divided into 12 groups of pupils, each with a subject leader. The children had taken the exercise seriously and it was generally found to be useful;

(iv) examples of questions asked were:

What did you enjoy most?

Do you like working in groups or with parties?

How do you know if you are doing well?

### **Staff**

It was noted that Mrs Chris Rafferty retired at the end of last term. She had contributed much to the School's success and to the happiness and well being of both children and staff, and she had been an exceptional mentor to many newly qualified and second year teachers.

**RESOLVED** that the Governing Body wished to record their appreciation for the contribution to the development of the School Mrs Rafferty had made in her role as a teacher and they wished her well in her future plans following her retirement.

### **Curriculum**

It was noted that with regard to implementation of the government funded initiative concerning 1:1 tuition, Governors queried how the children were selected. It was confirmed that children from the following groups were considered:

LACs (Looked After Children – who are one of the more vulnerable groups)

Children receiving free school meals (FSM)

Special Needs Children

School Data regarding pupil progress

## **10/10 STAFF GOVERNORS' REPORT (INFANT SCHOOL)**

Mrs Chater reported that:

(i) Shirley Dickinson had returned to work from long term sick leave but on a reduced timetable of one and a half sessions per week. In her absence Josie Olsen had deputised assisted by members of the Senior Leadership Team (SLT);

(ii) this year, instead of the School Christmas collections it had been decided to focus on 'Children in Need' and £2,000 had been raised;

(iii) for the first time this year the School celebrated Christmas in two separate assemblies for the Foundation Stage and KS1 with assemblies attended by parents. This had given enough space for all the children to do their best and for all the parents to enjoy the performances and had been a huge success.

It was **NOTED** that the permission of the Governing Body was sought for the planned Year 2 School trip to Moatmount.

**RESOLVED** that the planned Year 2 trip to Moatmount be approved.

10/11 **STAFF GOVERNORS' REPORT (JUNIOR SCHOOL)**

Mrs Kraiss reported that:

(i) as usual, last term had been a very full term;

(ii) a new member of staff had been recruited to support statemented children. In addition, Vanessa Huckerby had returned from maternity leave;

(iii) the Winter Fair had been a great success with approximately £6,500 being raised for the Schools. Thanks were due particularly to the parents who stepped in as organizers at a late stage as well as thanks being due to all of the PA Committee, parents and staff involved in making the event so special;

(iv) a guest author had visited the School;

(v) the school's second Winter music concert had taken place in December and had been much enjoyed.

It was **NOTED** that the permission of the Governing Body was sought for the planned Year 6 School trip to Whitby.

**RESOLVED** that the planned Year 6 trip to Whitby be approved.

10/12 **EXTENDED SERVICES**

It was noted that:

(i) a breakfast club survey of the parents of Infant and Junior School children had shown that there was some demand for this service which averaged out at 16 a day;

(ii) given the above, Ms Blackmore had stated that she was willing to give this a try;

(iii) a report would be presented to the next meeting of the Governing Body for consideration;

(iv) Ms Blackmore thanked the Chair, Mrs Rodwell and the Parents for undertaking the survey.

*Action: Ms Blackmore*

10/13 **EXTENDING THE FREE NURSERY ENTITLEMENT**

It was noted that:

(i) Mrs Dickinson reported that she had been involved in discussions on the building



alterations needed to facilitate this development;

(ii) the Head Teacher also advised that she had spoken to other schools as to how they handled the introduction of the additional hours allowance;

(iii) there was also a need to examine staffing levels as the nursery was supposed to have TA's with Level 3 qualifications working in it;

(iv) a detailed report would be presented to the next meeting of the Governing Body for consideration.

*Action: Mrs Dickinson*

## 10/14 **REPORTS OF COMMITTEES**

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

**Curriculum:** It was noted that this Committee would be meeting later in the term.

**Finance:** The Minutes of the meeting held on 17 November 2009, copies of which had previously been circulated, were noted.

It was **NOTED** that:

(i) with the School budgets, the aim was to keep any underspend within the parameter of 8% as any higher figure would be subject to the clawback provisions;

(ii) the aim was to budget for the norm. However the costs associated with sickness cover in the Infant School in the current year were an exception to the norm;

(iii) the text messaging to parents system had cost the Junior School less than £1,000 and the Infant School approximately £900.

**Premises and Health & Safety:** The Minutes of the meeting held on 12 November 2009, copies of which had previously been circulated, were noted.

**Personnel :** It was noted that this committee was in the process of arranging a date for its next meeting..

**Safeguarding and Personal Development:** It was noted that the Committee would be holding its next meeting at the beginning of February.

## 10/15 **SATs /PUPIL ACHIEVEMENT**

Infant School

**RECEIVED** a Key Stage 1 (KS1) SATs data analysis for 2009 and proposed targets for 2011, copies of which had been circulated at the last meeting.

It was **NOTED** that:

(i) progress was tracked through Pupil Attainment Profiles and pupil progress meetings:

(ii) within each class, groups were identified for additional support (higher and lower achievers) and needs identified:

(iii) there were weekly meetings with the gifted and talented subject leader to discuss planning;

(iv) the Infant School targets for 2011 were as follows:

<u>Subject</u>		
English Speaking & list	Level 2+	90%
	Level 3	41%
Reading	Level 2+	91%
	Level 3	40%
Writing	Level 2+	90%
	Level 3	24%
Maths	Level 2+	91%
	Level 3	40%

**RESOLVED** that the targets listed in (iv) above be approved.

10/16 **SCHOOL IMPROVEMENT/DEVELOPMENT PLAN 2009-10 – MID YEAR REVIEW : INFANT SCHOOL**

A comprehensive mid year review of the Infant School Improvement /Development Plan, copies of which had been previously circulated, were noted.

10/17 **GOVERNOR TRAINING AND DEVELOPMENT**

It was **NOTED** that :

(i) Mrs Laura Bier, Link governor, advised the Governing Body that she had attended the Link Governor's meeting held on 13 January 2010 and the main topic had been sex education and teenage pregnancy;

(ii) with regard to Governor Services' termly training programme, the Chair would be attending training on the new Ofsted framework;

(iii) Mrs Bier advised that two other courses listed in the programme which could be of interest to Brookland Governors covered 'the role of the governor linked to an area of the curriculum' and 'sharing good practice; extended schools';

(iv) if Governors had attended any training sessions they should notify the Link Governor so that an accurate record could be kept of training undertaken by the Governing Body;

(v) the Chair and Vice Chair had attended the termly Children's Service briefing for Chairs and Vice Chairs. Topics covered included the following:

- \*Children and Young People Plan Consultation
- \*Meeting the demand for Primary School Places
- \*'Report it' proposed campaign to improve the reporting of accidents and incidents
- \*Building Schools for the Future Project update
- \*Diversity monitoring of School Governors – the Chair requested that all Governors complete a monitoring form when it is sent out.

#### 10/18 **GOVERNOR VISITS**

It was **NOTED** that:

(i) the Chair confirmed that she had attended all the festival assemblies held at the Schools;

(ii) Frank Kanter advised that he had attended the Year 2 assembly;

(iii) Gavin Millar confirmed that he had visited the Junior School.

#### 10/19 **REPORT OF DIRECTOR OF CHILDREN'S SERVICE**

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

##### **Spring Term (1)**

1) CRB Checks for School Governors : Governors noted the information.

**NOTED** that :

(i) this matter was referred to the Safeguarding Committee for further consideration including who would need to be registered with the new Independent Safeguarding Authority (ISA);

(ii) the majority of Governors had now received their CRB checks with only a further two to be completed.

2) 14 – 19 Strategy Developments : The information was noted.

3) 'Report It' proposed campaign to improve the reporting of accidents and incidents :  
Governors noted the information.

**NOTED** that this matter was referred to the Premises Committee for further consideration.

4) Allegations against staff : The information was noted.

**NOTED** that this matter was referred to the Safeguarding Committee for further consideration.

10/20 **ANY OTHER BUSINESS**

Heating and Weather

It was **NOTED** that:

(i) the Chair advised that a considerable degree of consultation and thought had been given to the school closures at the start of the Spring Term;

(ii) the Schools had opened on the first day of the Spring term but had then been closed for two days due to the heavy snow on Wednesday and Thursday;

(iii) they had managed to open on Friday and the subsequent Monday and Tuesday but on Wednesday the boiler had failed and a major water leak had been located. Both Schools had part opened using the areas of the schools having independent heating (the demountable huts housing Yrs 1, 2 (two classes only), 4 and 5);

(iv) on Thursday 14 January the Schools were again part opened. In the Infant School this was with the whole of Yr 2 being housed by splitting the remaining class between the two usable classrooms and continuing with all of Yr 1 in their demountable hut. In the Junior School the year groups swapped and Yrs 3 and 6 were taught in the demountable huts. However the electricity had failed mid morning. This meant that the Schools could no longer heat the demountable huts. Small areas still had working electricity so the phones had been able to be operated and the fire alarms could be run from battery. However it became clear that the Schools would have to be closed on Friday 15 January. It was hoped to open the Schools again the following Monday;

10/21 **COMMITTEE MEETING DATES**

It was agreed that :

(a) the next meetings of the Curriculum Committee would be on the following dates:

Spring Term : Friday 19 March 2010 at 8.30 am in the Junior School

Summer Term : Friday 25 June 2010 at 8.30 am in the Junior School

(b) the next meetings of the Finance Committee would be on the following dates:

Spring Term : Tuesday 9 February 2010 at 9.00 am in the Junior School  
Summer Term : Tuesday 16 March 2010 at 9.00 am in the Infant School

(c) the next meeting of the Safeguarding and Personal Development Committee would be on the following date:

Spring Term : Friday 5 February 2010 at 8.30 am in the Infant School

10/22 **DATES OF FUTURE GOVERNING BODY MEETINGS**

Spring (clerked) : Wednesday 24 March 2010 at 6.30 pm (including  
Budget Ratification)

Summer Term (clerked) : Wednesday 19 May 2010 at 6.30 pm  
(clerked) : Wednesday 7 July 2010 at 6.30 pm