

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

**MINUTES OF THE MEETING HELD AT THE SCHOOL
ON MONDAY 20 SEPTEMBER 2010**

LA GOVERNORS

Councillor John Marshall
Mr Leslie Sussman MBE
Mr Erach Amaria
1 x vacancy

STAFF GOVERNORS

* Mrs Shirley Dickinson (Infant Headteacher)
* Ms Heather Blackmore (Junior Headteacher)
Mrs Phil Mulvihill (Infant Support)
* Mr Simon Greenhouse (Junior Support)
2 vacancies

ASSOCIATE MEMBER

* Mrs Christine Rafferty

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

NON-VOTING OBSERVER

* Mrs Josie Olsen (DHT Infants)

*denotes member present

IN ATTENDANCE

Ms Trevena Champion (Clerk)

Part I

10/94 **WELCOME** All Governors were welcomed to the first meeting of the autumn term.

10/95 **ACCEPTANCE/NON-ACCEPTANCE OF APOLOGIES**

Apologies had been received from Leslie Sussman, Samuel Clarke, Phil Mulvihill, Cllr Marshall, and Erach Amaria; and the apologies were accepted by the Governing Body. No apologies had been received from Linda Lewis, and she was recorded as being absent without consent.

The Junior Deputy Headteacher, Jenny Aylen, had sent apologies as she was unable to attend.

10/96 **ANNUAL REVIEW OF REGISTER OF BUSINESS INTERESTS**

A pro-forma for the declaration of business interests had been circulated, and Governors were requested to complete and sign it. The form would be retained in the Junior school office for audit purposes.

Declaration of pecuniary interest in the current agenda There was no declaration of pecuniary interest in the current agenda.

*It was **agreed** that the election of Chair would be held later in the meeting when more Governors had arrived.*

10/97 **MINUTES**

The minutes of the meeting held on 7 July 2010 were considered.

a) 10/82 Curriculum: Volunteer readers It was noted that the readers were not employed, as the arrangement was made on a volunteer basis.

b) 10/82 Premises: Alterations to the Nursery It was noted that the other Year 1 class would go to the new classroom.

c) 10/82 Premises It was noted that the penultimate sentence in this section, concerning the *Access Grant to the Junior School*, should be shown as a bullet point with that heading.

d) 10/86 Governor Visits It was noted that in the first point, Christine Rafferty had met the DT co-ordinator.

These amendments were made by the Clerk, and the minutes were then confirmed, initialled and signed.

10/98 **MATTERS ARISING**

a) 10/78 Finance Report: accounting error The Chair informed Governors that the Infant School budget underspend for 2009/10, which had been inflated by error, would not be clawed back by the LA, which had acknowledged responsibility.

b) 10/57c) Secondary School Transfer The Chair said that the Governing Body of Christ's College had invited governors from 4 local primary schools, including Brooklands, to attend its meeting on Wednesday 6 October 2010, to discuss the issue of the shortage of places for girls in the south west sector of the borough. A representative from the LA would also attend.

10/99 **REPORT OF THE INFANT HEADTEACHER**

The report had been circulated in advance, and a copy was filed in the Minute Book. The Headteacher gave a brief update, as follows:

Several teachers, who had been with the school for a number of years, had moved on and would all be missed – among them Ziz Chater, former staff governor. Janine Murphy was congratulated on the safe arrival of her baby boy. The children had participated in several competitions, demonstrating their artistic and poetic skills during Arts Week. All children had enthusiastically produced work linked to the picture "Surprised!" by Henri Rousseau; parents had been invited to school during the special

week, and had been delighted by the creative results. The Headteacher noted that following the LA taking over the management of admissions, there had still been 3 empty places in Reception in September, despite being very oversubscribed, and there were also 3 places in Year 2.

The Headteacher then invited questions from Governors:

- **Transition from Reception to Year 1** This year the classes had not been mixed for the beginning of Year 1; instead children had remained in the same group as in Reception. A Parent Governor asked for feedback, and the Headteacher said that it had been a good decision. Half of the children were new to the school at Reception level, and had settled very well with the other half, who had come up through Nursery. This approach was being tried for the first time, and parents, children and staff all seemed to be happy with the result.
- **Travel Plan – Bronze status** Governors asked for clarification, and the Headteachers from both schools explained that because the initial requirements of the Plan had been met, the school had achieved bronze status. More work needed to be done on improving the road traffic arrangements outside the entrance, and a “zigzag action week” was being planned for the week beginning 15 November 2010. There would be new strategies to prevent parents from parking on the yellow zigzags, and local residents were being consulted. A covered bicycle park exists by the Junior School playground and it is often used by about 10 bikes. The Headteacher noted that children cycling to school should be accompanied by an adult, and that the LA organised cycle and traffic awareness courses in the summer term for children in Year 6 across the borough. The Infant School is planning a scooter park.

The Governing Body's thanks for this support was added and also to all the staff whose efforts enabled the Year 2 children to have such a tremendous experience during their residential trip to Moat Mount in the Summer term.

Governors were informed that the analysis of Key Stage 1 attainment would be given at the next meeting.

The Infant Headteacher thanked all those who had supported her during her sick leave, especially Josie, her Deputy.

10/100 **REPORT OF THE JUNIOR HEADTEACHER**

The report had been circulated in advance and a copy was filed in the Minute Book. The Junior Headteacher highlighted a number of points for Governors' attention.

- a) **Staffing** The school had employed a graduate teacher who had trained at the school, and all new staff were settling well. Vanessa Huckerby was congratulated on the safe arrival of her new baby. Katie Kraiss, former Junior Senco and Staff Governor, had left at the end of the academic year, and would be much missed.

- b) **Pupils** A child had won the “Poetry in Motion” competition, organised by Transport for London, and another child had come third in the cycle jersey design competition; the Governing Body sent congratulations.
- c) **SATS 2010** The headline results were very pleasing, and the percentage of children reaching level 5 in writing (48%) was more than twice as high as the national average for the previous year. Six test papers in writing had been returned for review, and one mark had been improved. Governors were informed that teacher assessment had provided a more accurate analysis.
- d) **Secondary Transfer** A secondary transfer list had been circulated, which showed that there had been an increase in the number of boys going to Christ’s College. There were 2 children who were still unplaced, but were now on waiting lists for the schools they preferred.
- e) **Admissions** The admission system had been taken over by the LA, so that the school no longer managed the admissions to Year 3. However, the result had been that the process was taking longer, so that there had still been some empty places in Year 3 in September. Three places remained in Year 3 in mid-September, which had never happened before. The administration of casual admissions in other years was still very slow.

The Headteacher said that the overall aim of the new admissions system was fairer, and more helpful for parents, because the online support showed all the available places in the borough, and the updated waiting list figures. When the system was fully embedded, it was hoped it would be an improvement. She reminded Governors that, because of high mobility in the area, some applications for admission were being received as late as August.

(The Infant Headteacher said that admissions to Reception were already staggered in 3 stages during the first half of the autumn term; she added that if there were administrative delays, this could affect the outcome chances of a child admitted very late.)

The Chair said that she would ask Cllr Marshall to raise this issue in the LBB Education Committee.

Action: Chair

- f) **Attendance** Governors were alerted to the fact that the new Ofsted Framework was more rigorous with regard to absence, making no allowance for religious holidays and extreme weather. During the recent inspection, the absence aggregate total (5.8%) for 2009/10 was graded as 3 (satisfactory). The target for the current year was 5%, and senior management were planning new strategies to achieve this aim.
- g) **School Journey** Year 6 had enjoyed a successful and memorable 5 day trip to Whitby, and grateful thanks were given to those staff who had accompanied them.

10/101 STAFF GOVERNOR REPORTS

Infant The report was deferred to the next GB meeting, there being no infant staff governors, other than the Headteacher, present.

Junior Simon Greenhouse said that the new staff members were very capable and were settling down well.

10/102 ANNUAL REVIEW OF COMMITTEE STRUCTURE, MEMBERSHIP AND TERMS OF REFERENCE

A copy of the membership structure document had been circulated at a previous meeting and the Chair had made amendments to the document based on recommendations from the GB meeting of 7 July 2010.

- Addition of Associate Members as potential members of all committees/roles as members with specific responsibility, as well as a short section at start of document outlining what an Associate Member is and the parameters within which they can be appointed.
- Addition of the ability to appoint curriculum governors/associate members with links to Foundation Subjects (as well as Literacy, Numeracy, ICT and the Foundation Stage).

The Chair requested that in addition approval be given for an associate member (where approved by Governing Body) to be co-opted to serve on the committees convened as required (such as the Complaints Appeal Committee). The Clerk confirmed that an Associate member could be co-opted to serve on these committees. The Chair also requested that Christine Rafferty be approved so to serve in the event these committees are convened. Governors approved these proposals and the Chair agreed to update the document accordingly.

Action: Chair

Governors were asked to bear in mind the fact that the membership of 12 governors would expire during 2012, and that a sensible succession strategy would need consideration. This would particularly affect the Finance committee, and the Governing Body was asked to be aware of the situation in their planning.

Membership of committees was considered and the following changes were made:

Communication: Jonathan Black left, and Laura Bier joined.

Curriculum: Chris Rafferty joined.

Premises and Health & Safety: Jonathan Black joined.

Safeguarding and Personal Development: Christine Rafferty and Zoe Rodwell joined.

*Curriculum/Areas of Learning Link Governors: Foundation stage - Hilary Solomon;
Foundation subjects: Chris Rafferty, Frank Kanter and Laura Bier.
Training and Development Link Governor - vacancy*

There would be a parents' coffee morning shortly, and Governors were invited to attend to talk to parents about the work of the Governing Body.

10/103 **ELECTION OF CHAIR**

The Clerk invited nominations for the role of Chair 2010/11. A nomination was received on behalf of Sara Gibbins, and she left the room while the nomination was considered. Upon a show of hands, Sara Gibbins was elected Chair for the academic year 2010/11. She was invited to resume the chair.

10/104 **ELECTION OF VICE CHAIR**

Nominations were next invited for the role of Vice Chair 2010/11. A nomination was received on behalf of Laura Bier, and she left the room while the nomination was considered. Upon a show of hands, Laura Bier was elected Vice Chair for the academic year 2010/11. She was invited to rejoin the meeting.

Action: Clerk

10/105 **REPORTS OF COMMITTEES**

Finance The committee had met on 14 September 2010, and minutes would follow shortly. The progress of the current budget had been monitored satisfactorily, and an interim check completed, using the "Keep your balance" system. Governors had worked on preparing 2 different models for budgeting over the coming 3 years, allowing for more or less severe Government funding cuts.

Premises and Health & Safety The committee had met on 14 September 2010, and minutes would follow shortly. The architects' plans for the nursery re-build had been approved, and the costings would be sent to the Finance committee. A grant from the Access Initiative would fund a new toilet and changing area, accessible entrance and improved pathways in the Junior school. Various works to improve the schools' kitchen, including the renewal of the 1950's flooring, had been completed.

Safeguarding The committee would meet on 13 October 2010.

Curriculum The minutes were received and noted.

Personnel The minutes were received and noted.

10/106 **STRATEGIC FOCUS FOR 2010/11**

Governing Body Membership During the meeting, several references had been made to the fact that the Governing Body membership of 12 governors would expire in 2012, and that this situation merited serious attention.

Building Works As there would be building work going on during the coming year, this would required systematic monitoring by the Governing Body.

10/107 **ACADEMY STATUS**

Following a preliminary discussion, it was agreed that this item would return to the agenda in the Spring term 2011. In the meanwhile, the Chair would monitor developments in this area. **Action: Chair/ Clerk**

Governors were informed that the National Governors Association was hosting an event in October 2010 which would include briefings on academy status and related issues.

10/108 **GOVERNING BODY MEMBERSHIP**

Staff Governor vacancies The Clerk said that an election was being held for 2 new staff governors.

LA Governor vacancy The Clerk said that the vacancy was listed with the LA, and that the next appointing date was at the end of October.

10/109 **GOVERNOR SUPPORT AND DEVELOPMENT**

The Link Governor said that she would check the termly training programme to see which courses might benefit the Governing Body. The "Visit your School" course on 8 November was recommended. Governors were requested to send Laura Bier an email if they had attended training, so that a record could be kept.

Attention was also drawn to the inclusion of a course specifically for staff governors (which had not been on offer for a while) on 29 November 2010 (9.30am-12noon). It was felt that this would be beneficial to new and existing staff governors if it were possible to release them from their duties in order to attend.

10/110 **GOVERNOR VISITS**

Christine Rafferty had served on a recruitment panel for the Infant School. The Chair asked Governors to make a visit at least once during the year; she added that she would circulate the school calendars which showed various events which Governors were welcome to attend. The Headteachers commented that all Governors were included on the distribution list for the calendars, and any Governor not in receipt was asked to notify them. The Vice Chair agreed to circulate the dates.

Action: Vice Chair

10/111 **REPORT OF THE DIRECTOR OF CHILDREN'S SERVICE**

The Autumn 2010 report had been circulated in advance.

1. **Barnet Healthy Schools Programme** The item was noted; and it was confirmed that both schools had achieved Healthy School status.

2. **Headteacher Performance Management arrangements** The item was noted.
3. **Sure Start Children's Centres and the ASCL Act 2009** The item was noted.
4. **Multi-agency Groups improving early intervention** The item was noted.

10/112` **ANY OTHER BUSINESS**

a) **Staff and Governor Social** Governors said that they would like to have a get-together with staff before Christmas, and the Headteachers said they would consult staff on the best time to do this.

Action: Headteachers

b) **NGA** Governors were informed that the National Governors' Association would hold its annual conference on Saturday 6 November 2010, 10.15am – 3pm.

10/113 **DATES OF COMMITTEE MEETINGS**

Curriculum – Monday 8 November 2010 at 8.30am

Finance – Thursday 4 November 2010 at 9am

Safeguarding & Personal Development – Wednesday 13 October 2010 at 8.30am

Personnel – TBA

Premises – TBA

Communication - TBA

10/114 **DATES OF FUTURE MEETINGS**

Autumn term (2) – Thursday 18 November 2010

Spring term (1) – Thursday 13 January 2011

Spring term (2) – Wednesday 23 March 2011

All meetings start at 6.30pm.

At this point the Junior Deputy Headteacher left the meeting.

10/115 **MOTION OF CONFIDENTIALITY**

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