

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

**MINUTES OF THE MEETING HELD AT THE SCHOOL
ON THURSDAY 22 JANUARY 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
1 x Vacancy

*denotes member present

NON-VOTING OBSERVERS

Ms Josie Olsen (Deputy Headteacher, Infant School)

IN ATTENDANCE

Mr Keith Golding (Clerk)

PART I

09/01 **WELCOME**

Mrs Gibbins welcomed everyone to the Spring Term meeting including newly appointed Local Authority Governor Cllr Kathy McGuirk.

09/02 **ACCEPTANCE/NON-ACCEPTANCE OF APOLOGIES FOR ABSENCE**

Apologies for absence were received and accepted from Cllr Marshall and Mr Sussman.

Apologies for lateness were received from Mr Clarke.

09/03 **DECLARATION OF PECUNIARY INTEREST**

With regard to agenda item 15, School Meals, Miss Rachel Beard declared that she had an interest in a catering company. None of the other Governors present declared a business interest in the matters to be discussed.

09/04 **MINUTES**

(a) The Part I Minutes of the meeting held on 23 September 2008 were confirmed, initialled and signed by the Chair, after the corrections recorded at the unclerked meeting of 25 November 2008 were made.

(b) The Part I Minutes of the meeting held on 25 November 2008 were confirmed, initialled and signed by the Chair. The Chair also signed the Part I minutes of the inclerked meeting on 13 October 2008 which had previously been approved at the unclerked meeting on 25 November.

09/05 **MATTERS ARISING**Minutes of 25 November 2008

Item 18 Any Other Business – Infant School Virus : The Chair reported that the School was now clear of the sickness virus reported to the last Governing Body meeting.

09/06 **APPOINTMENT OF COMMUNITY GOVERNOR**Mr Samuel Clarke

It was **NOTED** that Mr Clarke's current term of office as a Community Governor was due to expire on 27 April 2009.

It was unanimously **RESOLVED** that Mr Clarke be re-appointed as a Community Governor for a four year period from 27 April 2009 to 26 April 2013.

Action: Clerk

09/07 **INFANT SCHOOL OFSTED INSPECTION**

It was **NOTED** that:

- (i) there had been a reduced tariff OfSTED inspection on the 9 December 2008;
- (ii) the Chair confirmed that she had emailed copies of the subsequent report to Governors;
- (iii) the report reflected the School's own evaluation of its position and confirmed that the School was being taken in the right direction;
- (iv) the Head Teacher stated that thanks were due to the staff for all the work and commitment they had put in which had led to such a positive report.

RESOLVED that the Governing Body's thanks be put on record for the excellent OfSTED report achieved by the Head Teacher and her staff.

09/08 **REPORT OF THE HEADTEACHER (INFANT SCHOOL)**

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

Absences

It was **NOTED** that:

- (i) the winter "sickness bug" had reached epidemic proportions this year and caused a rise in the number of absences;
- (ii) a new target was proposed of 6% for 2009/10;
- (iii) the School was continuing to take a firm stance over family holidays and the School had been working closely with the EWO;
- (iv) it was recognised that infants tended to get sick during their first year in school and this had a direct effect on attendance results when compared with junior or primary schools;
- (v) when benchmarked against other infant school Brookland's attendance was good.

RESOLVED that the proposed absence target of 6% for 2009/10 be approved.

Parents' Association

It was **NOTED** that:

- (i) the PA had been keen to make a donation towards ICT equipment;
- (ii) however the staff had felt there was more of a need to replace furniture in classrooms and equipment;
- (iii) therefore the £8,000 donated would purchase new tables and chairs in four classrooms and equipment that would reflect the School's diversity;
- (iv) the PA had organized the food, drinks and glowsticks for the Bonfire and Fireworks evening. A total of £4,000 had been raised which contributed to the children's presents from Father Christmas and school visitors and performances.

RESOLVED that the Governing Body's thanks and appreciation be passed to the Parents' Association for their ongoing support to the school.

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

09/09 **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:

Absences

It was **NOTED** that:

(i) an absence target had not been included in the report. The School had achieved 5.3 % last year (2007/8) and the target had been 4.8%;

(ii) this year's target for 2008/9 was 4.65% which reflected the fact that there had been a lot of sickness before Christmas;

(iii) the Head Teacher confirmed that with regard to holidays taken during term time, it was very difficult to persuade people not to take time off, given that the extended families of a lot of children lived abroad;

(iv) the absence rate for the Autumn term had been 6.7% and the target proposed for 2009/10 had therefore been set at 4.8%;

RESOLVED that the proposed absence target of 4.8% for 2009/10 be approved.

Writing

(v) the Head Teacher stated that the School had been disappointed with the writing results last year and it had therefore employed a number of strategies to address this;

(vi) a total of 20 minutes was now spent every Friday on "Big Writing" where children received a writing stimulus. The School was also concentrating on vocabulary and focused on punctuation every week.

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

09/10 **STAFF GOVERNOR'S REPORT (INFANT SCHOOL)**

It was **NOTED** that:

(i) the staff had worked well together in preparing for the successful OfSTED inspection;

(ii) a couple of staff had just completed their NQT year;

(iii) the School also had a couple of student teachers on site;

(iv) two new support staff members had just joined the School;

(v) there was currently a lot of focus by the School on speaking and listening and

this was achieving results.

09/11 **STAFF GOVERNOR'S REPORT (JUNIOR SCHOOL)**

It was **NOTED** that:

- (i) in the run up to Christmas a member of staff had gone into labour on the last day of term and had given birth the same day - so she didn't make it in that day!
- (ii) this year's Year 3 children had settled in very well following their transition;
- (iii) three new teachers had settled in well;
- (iv) the School had held a very enjoyable and profitable winter fair;

Mr Amaria arrived at this point

(v) the current main focus for the School was writing without boundaries. This was going well, with the children being very enthusiastic and targets were being achieved.

At the end of this item the Chair took the opportunity to welcome the new Local Authority Governor, Mr Amaria, to the Governing Body.

09/12 **UPDATED SELF EVALUATION FORMS (INFANT SCHOOL)**

It was **NOTED** that:

- (i) the Infant School had refreshed its SEF in time for its OfSTED inspection;
- (ii) this was an ongoing review/process;
- (iii) the SLT had collectively considered and agreed the judgements.
- (iv) in response to a query as to whether, with hindsight, the School would change any of its judgements, the Head Teacher stated that some things initially thought to be outstanding had been changed to good. Having now received the OfSTED report it was possible the School had underestimated itself in this respect.
- (v) one of the OfSTED judgements the School was most pleased with was that on the School's work on the Foundation Stage.
- (vi) with regard to the Junior School the SEF had not been included last time but it would be updated over the next few weeks

09/13 **SCHOOL DEVELOPMENT PLAN – MID YEAR REVIEW**

It was **NOTED** that mid year reviews of the School Development Plans for both schools had been circulated at the previous meeting of the Governing Body and the Head Teachers had taken the Governors through their reports. No additional queries were raised by Governors following their review of those reports after that meeting.

09/14 **AFTER SCHOOL CLUB**

It was **NOTED** that:

- (i) the two Head Teachers, the Chair of the Governing Body, Mr Greenhouse and Mrs Rodwell had been involved in the work of finding a new after school provider, having lost the existing club early last term;
- (ii) Peter Mathews had been appointed to take over the after school club and he would be starting after the half term. He was currently running the after school club at Martin Primary School;
- (iii) Mr Mathews would be visiting the School on Friday 23 January. He had asked if the school wished to run another after school football club and he had agreed the football club could do ball skills in the hall if the weather was bad;
- (iv) the Head Teachers confirmed that they felt very comfortable with the idea of working with him and they were grateful to staff who had covered in the interim;
- (v) the School was currently looking at the detail of cost levels which the Finance Committee would ultimately decide/set;
- (vi) the charge to parents would be £7 a session which was very reasonable;
- (vii) by 2010 all schools would be expected to provide extended care from 8.00 am to 6.00 pm;
- (viii) it was planned to introduce a breakfast club which would operate from the Junior School site. It would need to be sustainable and backed up with a PR exercise and price promotions;
- (ix) Early Years care required one adult to every 8 children with the Leader possessing a Level 3 qualification.

Mr Clarke arrived at this point

09/15 **SCHOOL MEALS**

It was **NOTED** that:

- (i) the School Meals Working Party had consisted of the two Head Teachers, Jonathon Black, Mr Gavin Millar and Mrs Laura Bier;
- (ii) they had attended a meeting on the 21 January at Moss Hall Junior School to consider a proposal to create a consortium of a number of schools (whose existing contracts were coming to an end) for the purpose of putting their school meals requirements out to tender;

- (iii) Educo would undertake the tendering process on behalf of the Schools with the Schools paying Educo's costs. This would take the form of a percentage of the contract over the term of the contract ;
- (iv) Educo had already been doing this for some time for Holy Trinity, Deansbrook Junior and St John & St Mary and the School would be taking up references for the company;
- (v) it was noted that the actual tendering process and the drawing up of contracts was a complicated process and the School would need assistance with this if it was to achieve its aim of providing high quality meals whilst keeping costs down;
- (vi) contracts normally lasted for 3 years and could be renewed once without going through the whole tendering process again;
- (vii) Brookland had just completed the refurbishment of its kitchens;
- (viii) Bishop Douglas was a secondary school that might be interested in joining a consortium. Moss Hall Infants and Juniors and St Mary's N3 representatives were also at the meeting;
- (ix) there would be a need to enter into two separate contracts – one with Educo and one with the caterers;

It was **AGREED** that the Working Party should continue to explore the option of joining a consortium including obtaining further details of the costs involved. If any member of the Governing Body was interested in joining the Working Party they should talk to Laura Bier.

09/16 **REPORTS OF COMMITTEES**

Communication: A meeting had been held on Friday 21 November 2008 and it was noted that:

- (i) the Committee had considered an item for the school newsletter which provided details of who the Governors were and what their role was for the benefit of parents. This would hopefully be published fairly soon;
- (ii) the Committee had considered the Freedom of Information Scheme/documentation and would examine it in detail at the next meeting.

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

Premises: There had been no meeting of this Committee since 4 November 2008. In terms of work undertaken since the last meeting it was noted that:

- (i) replacement lighting had been installed;

- (ii) ADT was visiting the School on Friday 23 January to provide a quote for security gates, CCTV and additional lighting for security purposes;
- (iii) this was to meet safety issues identified for staff on the site;
- (iv) a total of three quotes would be obtained for this purpose;
- (v) Brookland was a very large site with 4 perimeter entrances and 5 outside buildings with 6/7 entrances;
- (vi) there was a need to secure the perimeter as far as possible and to improve the signage. CCTV would assist the School in enabling it to check who was going on and off site during the day and would give out the message that we were a vigilant site;
- (vii) there were some other lighting issues that had been considered e.g. from the bottom to the top playground there was quite a dark patch – the aim was to get rid of shadows;
- (viii) After the meeting with ADT a further meeting of the Premises Committee would be arranged to discuss the findings.

Finance: A meeting had been held on 13 January 2008 and the minutes would be circulated in due course. It was noted that:

- (ix) the Financial Management Standard in Schools (FMSiS) had been achieved;
- (x) work was now building up to the end of year out-turn in March where it was anticipated the School would be in budget. Consideration would also be given to the budget for the next financial year;
- (xi) the next meeting of the Finance Committee would be on Monday 18 March 2009 at 9.00 am.

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.

09/17 **GOVERNOR TRAINING AND DEVELOPMENT**

It was **NOTED** that :

- (i) the last Link Governors meeting had included restorative approaches in schools. Mrs Blackmore confirmed that her school had adopted a similar approach;
- (ii) the Chair had attended the Director of Children's Service termly briefing for Chairs and Vice Chairs on 12 January. One of the items discussed was safeguarding where

in 18 months time it would be compulsory to have at least 1 person on a recruitment panel who had received training on safer recruitment procedures ;

(iii) Mrs Bier, Mr Millar and Mr Black confirmed they would be willing to attend an evening recruitment course;

(iv) Mrs Dickinson would be attending Fire Risk Assessment training on the morning of 27 January. The Chair would attend with her if no one from the Premises Committee was able to attend;

(v) the Chair reminded Governors that on site training for the Governing Body on completing the Self Evaluation Form (SEF) was being arranged. She had spoken to Sarah Beaumont, Governor Services Manager, and the following dates had been offered:

Wednesday 29 April
Tuesday 5 May
or Thursday 14 May

It was **AGREED** that the date for the on site training should be Wednesday 29 April at 6.30 pm and the Link Governors would liaise with Sarah Beaumont to arrange.

09/18 **GOVERNOR VISITS**

It was **NOTED** that;

- (i) Mrs Zoe Rodwell, the nominated Literacy Governor, had met with the Literacy Co-ordinator and the new literacy framework had been discussed;
- (ii) Mrs Laura Bier, the nominated ICT Governor, had met with the ICT Co-ordinator, Ziz Chater;
- (iii) Mrs Hilary Solomon had met with the Foundation Stage Co-ordinator; Heather Blackmore and Hilary had also spoken to the Local Authority and had obtained a good result in terms of support offered. Hilary confirmed that she would be having regular termly meetings and would report back;
- (iv) the Chair reported that she had attended both Schools' Christmas concerts which had been very enjoyable;

It was **AGREED** that the newly elected/appointed Governors should contact the Head Teachers to arrange dates for their visits to the schools.

Action: newly elected/appointed Governors

09/19 **SELF EVALUATION FORM (SEF): PART C**

NOTED that:

(i) in order to support Governors in completing the “SEF Part C: Information about compliance with statutory requirements”, a supporting evidence checklist had been compiled by the LA;

(ii) the checklist could be found at: <http://cms.barnet.lgfl.net/web/bgfl/srse> (under 'Evidence to Support School Review');

(iii) the Chair confirmed that she had met with the Head Teachers the previous year to complete Part C.

it was **AGREED** that for this year the Chair and Head Teachers would be delegated with the task of completing Part C of the SEF and that it should be reviewed by the appropriate Committees in future years as part of their regular programme of work.

Action: Chair and Head Teachers

09/20 **REPORT OF DIRECTOR OF CHILDREN’S SERVICE**

The Reports 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) New Director of Children’s Service Governors noted the information.

2) The Education (Special Educational Needs Co-ordinators) (England) Regulations 2008 The information was noted.

It was **NOTED** that the Schools complied with the new regulations.

3) Choice and Achievement Strategy Governors noted the information.

it was **NOTED** that Hilary Solomon had submitted a request to Graham Durham, Assistant director, Inclusion, to email her with the details.

4) Changes to National Curriculum Tests and Teachers’ Assessments: KS3 The information was noted

5) Barnet Healthy Schools Programme Governors noted the information.

It was **NOTED** that the junior School had already achieved healthy Schools status and the Infant School was working towards it.

6) Children in Care The information was noted.

It was **NOTED** that the Junior School had one looked after child on its school roll.

09/21 **ANY OTHER BUSINESS**

Fortismere Consultations Regarding Music Places

It was **NOTED** that:

- (i) a parent had raised this matter with the Head Teacher of the Junior School;
- (ii) it was understood that from 2010 onwards Fortismere School wanted 20% of its intake to be selected on the basis of musical ability;
- (iii) this would mean that there would be 24 fewer places available under the general intake which would mean there would be both winners and losers for Brookland's children;
- (iv) these proposals had now gone out for consultation with the closing date for comments being 1 March 2009. However, Brookland Junior School had not been specifically asked for its views.

It was **AGREED** that Governors make their views known to the Head Teacher, Heather Blackmore, who would then liaise with Barnet's Admissions Service to establish whether they were aware of this proposal.

Action: Governors, Head Teacher (Juniors)

Parents Bringing Their View to the Governing Body

The Chair reported that she was aware that a number of parents had raised day to day matters regarding the running of the School with Governors rather than through the relevant teacher/s. She reminded Governors that the staff were the first point of contact for day to day matters and requested that they advise parents to go through the proper channels with such issues.

Failure of School Heating

It was **NOTED** that:

- (i) the plan was to open the Junior School the next day despite electrical problems that meant that only the 4 outside classrooms currently had heating;
- (ii) the Head Teacher (Infants) had spoken to Susan Crouch of the LA about the advisability of opening up the Nursery. At this stage the Head Teacher was 99.9% certain that the Nursery would not open the next day;
- (iii) the infant school only had 2 classrooms with any kind of heating meaning that there were 8 classes without it;
- (iv) at this stage it was expected that the heating would be back on by 9.00 am tomorrow if the relevant parts could be obtained;
- (v) infants school parents had been given a letter informing them of the situation and advising them to expect a text message from the School at 8.00 am tomorrow to confirm whether or not the School would be open;

- (vi) the temperature in the classrooms this afternoon had been 14 degrees;

Cllr McGuirk left at this point

- (vii) the regulations stated that the temperature should be:
18 degrees for normal teaching conditions
21 degrees for sick bays/rooms
15 degrees for gyms and toilets

It was **AGREED** that the decision whether or not to open the Schools should be taken at 7.00 am tomorrow by the Head Teachers in consultation with the Chair of the Governing Body.

Action: Head Teachers, Chair of GB

09/22 **COMMITTEE MEETING DATES**

It was agreed that the Finance Committee would meet on Monday 18 March 2009 at 9,00 am at the Junior School to consider the budget.

09/23 **DATES OF FUTURE GOVERNING BODY MEETINGS**

Spring Term (unclerked) : Budget Ratification Monday 30 March 2009 at 6.30 pm
Summer Term (clerked) : Thursday 21 May 2009 at 6.30 pm
(unclerked) : Tuesday 30 June 2009 at 6.30 pm