

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

**MINUTES OF THE MEETING HELD AT THE SCHOOL
ON TUESDAY 22 SEPTEMBER 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
*Mr Frank Kanter

*denotes member present

NON-VOTING OBSERVERS

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

IN ATTENDANCE

Mr Keith Golding (Clerk)

PART I

09/76 **WELCOME**

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

09/77 **PRESENTATION – MANAGED LEARNING ENVIRONMENT**

Ziz Chater (Infant School) and Helen Wing (Junior School) gave a presentation regarding the implementation of the Managed Learning Environment (MLE) in the Brookland Schools. It was noted that:

- (i) MLE was a secure online teaching and learning space where pupils could use a wide range of tools for learning and collaboration;
- (ii) it also allowed staff to access material anytime and any where;

(iii) The DCFS Harnessing Technology e-strategy targets stated that by 2010 every school should have an integrated learning and management system that would improve communication between all stakeholders;

(iv) MLE would help the School to achieve its ICT visions – in particular its aim to use ICT to support and enhance learning, teaching and inclusion within and outside the School;

(v) the benefits for pupils were:

- * it extended learning outside of School
- * it encouraged collaboration between peers
- * it was a safe method of communication between peers as unsuitable websites could not be accessed through MLE
- * it facilitated a focused view of internet resources and engaged the children

(vi) the benefits to parents were:

- * it increased their awareness of their children's learning and expectations
- * it facilitated better communication with the child and the teacher
- * it encouraged confidence with the use of ICT to support their child's Learning

(vii) the benefits for staff were:

- * it enabled access to Fronter resources at home
- * there was a shared calendar
- * home learning activities could be set for the children
- * homework could be marked/viewed online
- * children's learning could be assessed via online tests and contribution to forums

(viii) in the Infant and Nursery School a total of 3 training sessions had now been held for the teaching staff and an introduction had been arranged for the non teaching staff. Planning and other resources were already being saved to MLE;

(ix) in the Junior School it was planned to introduce MLE to a Year 5 and Year 6 class in the following two weeks with a homework task. It was planned to roll it out to the rest of Year 5 and 6 by Christmas. Training for the rest of the staff would be in January and it was planned that by the 2010 summer term Years 3 and 4 would start to use it for homework tasks.

(x) with regard to technical support, in addition to a consultant from lgfl, a support line for the Schools was provided by Fronter. For the current year the fee of £3,000 per annum had been paid by Barnet Council.

The Chair thanked the staff for a really interesting presentation.

Ms Lewis, Mr Millar and Mr Black arrived at this point

09/78 **ACCEPTANCE/NON-ACCEPTANCE OF APOLOGIES FOR ABSENCE**

Apologies for absence were received and accepted from Cllr Marshall, Mr Sussman, Ms Dickinson, Mrs Solomon and Mrs Kraiss.

Apologies for lateness were received from Mr Black.

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

Mr Greenhouse arrived at this point

09/79 **DECLARATION OF PECUNIARY INTEREST**

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

09/80 **STANDING ORDERS**

There were no changes to the Standing Orders.

The Clerk took the Chair for the next item.

09/81 **APPOINTMENT OF CHAIR**

Nominations were invited for the post of Chair. A nomination was received for Mrs Sara Gibbins who indicated her willingness to stand. Upon a show of hands, the Governing Body **RESOLVED** that Mrs Gibbins be appointed Chair for the academic year 2009/2010, or until her successor was appointed.

Mrs Gibbins resumed the Chair

09/82 **APPOINTMENT OF VICE CHAIR**

The Chair invited nominations for the post of Vice Chair. A nomination was received for Mrs Laura Bier who indicated her willingness to stand. Upon a show of hands the Governing Body **RESOLVED** that Mrs Bier be appointed Vice Chair for the academic year 2009/2010, or until her successor was appointed.

09/83 **MINUTES**

The Part I Minutes of the clerked meeting held on 1 July 2009 were confirmed, initialled and signed subject to the following amendments:

09/59 Presentation – Design Technology : In the first paragraph, “Ms Lee” should be amended to read “Ms Lea”.

09/65 Reports of Committees – Premises and Health & Safety : The final paragraph (item (vii)) should be amended to read “the total cost of the project would be £37,000 which would be met from the School Travel Plans and the Parents’ Associations of both schools.

09/84 **MATTERS ARISING**

Arising from the Minutes:

09/63, 09/42 Matters Arising – Swine Flu : The Chair advised that the Director of Children’s Service had issued a further briefing note on the latest situation regarding Swine Flu concerns.

09/64 School Meals : The Head Teacher (Juniors) advised that the School Meals Grant would be paying for specific pieces of equipment needed for presenting and serving meals.

09/65 Reports of Committees – Premises and Health & Safety : It was reported that the work carried out by Securebase had now been completed and had been very well received by the staff in both schools.

09/66 Governor Training and Development : With regard to paragraph (iii), the Chair reported that she had unfortunately been unable to attend the “Barnet Celebrates Achievement” event on the 8th July. Phil Mulvihill had however attended and reported it to be a worthwhile event.

09/68 Any Other Business – Funding : The Chair reported that access funding for the wheelchair accessible path needed to be spent before April and she would be contacting Barnet to discuss arrangements before the Premises Committee reviewed final plans.

09/85 **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 Deputy Headteacher (Infant School) drew several points to the attention of Governors. Following from this the Chair congratulated the school on achieving Healthy Schools status and thanked Josie Olsen for all the hard work which had enabled the school to achieve this award. It was also noted that Brookland Infant & Nursery was PE school of the month for April. This was in recognition of the major developments the PE co-ordinators had put in place alongside new ideas and activities. Again, the Chair congratulated all those involved in achieving this award. The Chair also thanked the staff for the effort involved in taking Yr 2 children on their residential trip to Moat Mount which was a highlight of their time in the Infant School.

Finally the Chair noted that this year’s Summer Fair had raised £9,043.49 which would be shared with the Junior School and she congratulated the Parents’ Association for raising such a large sum of money.

09/86 **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:

Key Stage 2 SATs

The Headteacher reported that;

(i) overall the School had been very pleased with its results;

(ii) the School's targets were exceeded at Level 4 and Level 5 in Reading, English , Maths and Science with 89% of children achieving Level 5 in Reading and 78% achieving Level 5 in Science;

(iii) the writing results were an improvement on the previous year although they fell below the School's targets , particularly at Level 5. The school had already discussed next steps and initiatives to ensure its test results showed the level of writing its children were capable of producing;

(iv) a full SATs analysis paper would be made available shortly for discussion.

Secondary Transfer 2009

The Headteacher reported that:

(i) all children had been placed, with 29% moving to independent schools and 7% to State selective schools.;

(ii) the Headteacher had attended the ground breaking ceremony for the Jewish Community Secondary School (JCoSS) and had also been invited to Henrietta Barnett School for the first time.

School Roll and Absences

The Headteacher reported that:

(i) a target of 4.65% had been set in liaison with the LA in 2007;

(ii) actual absences had been 5.5% overall which was 0.2% higher than 2007/8;

(iii) a review showed the problem fell in the 2008 Autumn Term when 1,018 sessions were lost for up to 7 days of Jewish religious observance. All fell in school time and the School now had a higher number of Jewish children (40%);

(iv) the School was awaiting LA guidance in order to set the 2010/11 attendance target.

The Chair thanked the Headteacher (Junior School) for her report and congratulated the School on its SATs results and its very successful Year 6 residential journey to Whitby. She also congratulated Simon Greenhouse for achieving trainee RTP teacher status.

09/87 **STAFF GOVERNORS REPORT (INFANT SCHOOL)**

Mrs Chater reported that :

(i) the School had again held a focus week based on "Take One Picture";

(ii) the painting was 'Les Parapluies' by Renior;

(iii) the purpose of the week was to continue to develop creativity and enrich the curriculum;

(iv) the week had ended with a hat parade which gave all the children a chance to show each other the hats they had made during the week;

(v) the end of year performances had been based on 'Take One Picture' and had included singing French songs and dances around the theme of rain and drama;

(vi) the topic had really inspired both the children and staff and this had been reflected in the quality of work produced;

(vii) the School's sports day had been a great success with the morning comprising of traditional competitive events;

(viii) Rhiannon Kempley had now returned to the School after a long absence. The Head Teacher's absence on sick leave had created some strains but the staff were coping well;

(ix) Phil Mulvihill confirmed what Ziz Chater had said and stated that the support staff were giving their full support to Josie Olsen and the rest of the Senior Leadership Team during this period.

09/88 **STAFF GOVERNORS REPORT (JUNIOR SCHOOL)**

Mr Greenhouse reported that :

(i) staff meeting INSETS had included training on the National Numeracy Framework, creativity in DT and Assessment for Learning in Numeracy;

(ii) time had been spent on tracking and reviewing pupil targets and teacher assessments, book/work monitoring as well as ongoing development of the curriculum, focussing on writing and the creative use of ICT;

(iii) the Summer Term focus for teachers' professional development had been Subject Leader coaching;

(iv) this very successful initiative had replaced lesson observations for foundation subject leaders for this academic year as it had taken a significant amount of the subject leaders' non contact time;

(v) the School would be looking towards planning a similar project in the Spring Term as well as applying this approach to teaching assistants' training.

09/89 **GOVERNORS' STRATEGIC FOCUS- EXTENDED SCHOOLS/FREE NURSERY ENTITLEMENT**

RECEIVED a paper prepared by the Chair on Extended Services, copies of which had been previously circulated. This set out a strategic focus for 2009/10.

NOTED that:

(i) extended services had a key role to play in achieving the Every Child Matters (ECM) outcomes and the goals set out in the Children's Plan;

(ii) this was backed up by a recent Ofsted survey which found that the majority of the schools visited had compelling case study evidence that extended services had made life-changing differences to pupils that had led to better attendance and attitudes;

(iii) there was a need to examine what the schools already did under this agenda and what it could signpost;

(iv) under any future Ofsted inspection, it was unlikely that Schools would achieve an outstanding grade if they were not making progress with the extended schools agenda;

(v) steps that needed to be taken to progress this matter were set out at the end of the paper;

(vi) with regard to governors taking special responsibility for Extended Services, Zoe Rodwell and Katie Kraiss had previously indicated to the Chair their willingness to be involved with this task.

AGREED that :

(a) Nursery entitlement/provision should be supervised by the Curriculum Committee;

(b) other aspects of extended services would be overseen by the Communications Committee in liaison with the Premises Committee for premises and health & safety issues;

(c) Mrs Rodwell as Chair of the Communications Committee would take special responsibility for Extended Services and the Chair would discuss and agree Mrs Krai's role with her (as she had been unable to attend this meeting);

(d) the Head Teachers would identify appropriate members of staff for Mrs Rodwell and Mrs Krai to liaise with on this matter.

09/90 **SATS/PUPIL ACHIEVEMENT OVERVIEW**

The Head Teacher (Juniors) advised that she had nothing further to add at this stage to the information already set out in her Head Teacher's report.

With regard to the Infant School it was reported that:

(i) challenging targets had been set for Year 2 pupils;

(ii) these targets had been exceeded in writing and their achievements had been just short of the targets set for reading and maths;

(iii) the School had been disappointed with the results for Science and would be focusing on this for the new Year 2;

(v) the Year 1's were making good progress and had achieved higher than average scores;

(vi) Children in the Foundation Stage had achieved well with 87.8% achieving a score of 6 or above. There had been a slight drop in those achieving a score of 8 and above.

09/91 **CODE OF CONDUCT FOR SCHOOL GOVERNORS**

RECEIVED a draft Code of Conduct for School Governors, copies of which had been previously circulated.

NOTED that under the Standing Orders (Minute item 09/80 above refers) there was a need for the Governing Body to adopt a Code of Conduct.

RESOLVED that the Code of Conduct be adopted.

09/92 **REPORTS OF COMMITTEES**

Communication: It was reported that the September edition of the Brookland Schools Governing Body newsletter had been prepared, copies of which were circulated at the meeting.

It was **NOTED** that:

(i) a discussion then took place on the provision of an appropriate facility for parents to communicate with the Governors;

- (ii) possibilities considered included the use of the suggestion boxes to be found in both schools;
- (iii) consideration was also given to the provision of an appropriate email address for this purpose but it was not thought to be appropriate given the boundaries between the responsibilities of the Governors and those of the Head Teachers.

It was **AGREED** that the matter be referred to the Communications Committee for further consideration.

Action: Communications Committee

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

Finance: The Part I Minutes of the meeting held on 15 September 2009, copies of which were circulated at the meeting, were noted.

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

Premises and Health & Safety: It was reported that :

- (i) work carried out by Securebase had commenced on the 24 August 2009 and was completed on time and within budget;
- (ii) there had only been minor teething problems which had been quickly resolved;
- (iii) CCTV was covering all entrances and there was key fob access;
- (iv) additional lighting had been installed;
- (v) both schools were pleased with the new security arrangements.

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

09/93 **ANNUAL REVIEW OF COMMITTEE STRUCTURE, MEMBERSHIP & TERMS OF REFERENCE**

NOTED a list of the existing membership of Committees, copies of which had been circulated prior to this meeting.

RECEIVED and circulated at the meeting an amendment sheet to the roles, responsibilities and terms of reference previously circulated.

RESOLVED that:

- (a) the list be revised as set out in Appendix I of these Minutes.

(b) the further amendments to the roles, responsibilities and terms of reference proposed covering special projects, the introduction of responsibility for specific areas of the SEF to each Committee and ensuring existing requirements are in the appropriate Committee's remit be approved.

Miss Beard left at this point

09/94 **GOVERNOR TRAINING AND DEVELOPMENT**

It was **NOTED** that :

(i) the Chair and Headteacher (Juniors) had attended safer recruitment training and Mrs Bier will be enrolling for the course;

(ii) the Chair had attended the Director of Children's Service briefing for Chairs and Vice Chairs on the 17th September 2009 at the NLBP;

(iii) Mrs Bier would be attending the Link Governors' meeting scheduled for the 23rd September.

09/95 **GOVERNOR VISITS**

It was **NOTED** that Mrs Zoe Rodwell in her capacity as the new Able, Gifted and Talented Governor had undertaken a visit and would report back to the Governing Body at its next meeting.

09/96 **REPORT OF DIRECTOR OF CHILDREN'S SERVICE**

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

Autumn Term (1)

- 1) Opening introduction by the Director Governors noted the information.
- 2) The new OfSTED Framework and the new Self Evaluation Form The information was noted.

NOTED that the Chair had reviewed the new format SEF and identified how it could be allocated to the committees for their review, probably in the Spring Term. It was also noted that the training sessions may be relevant for some members of the relevant committees to attend.

- 3) Building Schools for the future Governors noted the information.
- 4) Funding for 3 and 4 year olds in Nursery classes The information was noted.
- 5) School Revenue Balances and budget forecasts Governors noted the information.

6) Headteacher Performance Management: the roles of Governor Reviewers and the School Improvement Partner The information was noted.

7) Primary Places 2010 Governors noted the information.

8) School Closures The information was noted.

09/97 **ANNUAL REVIEW OF REGISTER OF BUSINESS INTERESTS**

All Governors present completed and returned the pro forma, which would be kept in the Junior School Office for audit purposes.

09/98 **ANY OTHER BUSINESS**

Secondary School Provision

The Chair informed the Governing Body that the new Director was working on a strategy for Barnet, taking into account its changing demographics. The Director had also expressed an interest in meeting the Governors of the Brookland and Garden Suburb Schools, Martin Primary and Holy Trinity. A number of these other schools had issued questionnaires to parents on the topic.

It was **AGREED** that copies of those questionnaires would be submitted to the Communication Committee for further consideration so that a questionnaire could be designed that would be appropriate for Brookland..

09/99 **COMMITTEE MEETING DATES**

It was agreed that :

(a) the next meeting of the Finance Committee would be on Tuesday 17 November 2009 at 9.00 am;

(b) the next meeting of the Communications Committee would be on Tuesday 6 October 2009 at 8.30 am at the Infant School;

(c) the next meeting of the Curriculum Committee would be on Friday 6 November 2009 at 8.30 am at the Junior School;

(d) the next meeting of the Premise and Health & Safety Committee would be on Thursday 12 November 2009 at 8.30 am at the Junior School;

(e) the next meeting of the Safeguarding and Personal Development Committee would be on Monday 16 November 2009 at 8.30 am at the Infant School.

09/100 **GOVERNOR FORUM/MLE/E-SAFETY**

It was **AGREED** that:

(i) this would now be held on Wednesday 18 November 2009 at the Infant School;

(ii) this would commence with the MLE presentation followed by the e-safety presentation;

(iii) following from the above, the Governors would then introduce themselves to parents. Questions would be invited in advance;

(iv) the Parents' Association would be asked if they could provide refreshments;

(v) an invitation to parents would be published on the School website.

09/101 **DATES OF FUTURE GOVERNING BODY MEETINGS**

Autumn Term (clerked) : Tuesday 24 November 2009 at 6.30 pm

Spring Term (clerked) : Thursday 14 January 2010 at 6.30 pm

(clerked) : Wednesday 24 March 2010 (including Budget
Ratification)

Summer Term (clerked) : Wednesday 19 May 2010 at 6.30 pm (Please note
that this is a change to the original date)

(clerked) : Wednesday 7 July 2010 at 6.30 pm

Governors:	
Erach Amaria – LA	Frank Kanter – Community
Rachel Beard – Community	Katie Kraiss – Teaching Staff (Junior)
Laura Bier – Parent (Infant)	Linda Lewis - Community
Jonathan Black – Parent (Infant)	John Marshall – LA
Heather Blackmore – Head Teacher (Junior)	Kath McGuirk – LA
Ziz Chater – Teaching Staff (Infant)	Gavin Millar – Parent (Junior)
Sam Clarke – Community	Phil Mulvihill – Support Staff (Infant)
Shirley Dickinson – Head Teacher (Infant)	Zoë Rodwell – Parent (Infant)
Sara Gibbins – Parent (Junior)	Hilary Solomon – Parent (Junior)
Simon Greenhouse – Support Staff (Junior)	Leslie Sussman – LA
Communication Committee:	
Rachel Beard	
Jonathan Black	
Heather Blackmore	
Curriculum Committee:	
Rachel Beard	Shirley Dickinson
Laura Bier	Frank Kanter
Heather Blackmore	Gavin Millar
Ziz Chater	Hilary Solomon (Chair)
Finance Committee:	
Heather Blackmore	
Sam Clarke (Chair)	
Shirley Dickinson	
Head Teacher Performance Review Committee:	
Sara Gibbins (Chair)	
Laura Bier	
Personnel Committee:	
Laura Bier	Heather Blackmore
Jonathan Black (Chair)	Shirley Dickinson
Premises and Health & Safety Committee:	
Erach Amaria	
Heather Blackmore	
Shirley Dickinson	
Safeguarding and Personal Development Committee:	
Laura Bier	Shirley Dickinson
Jonathan Black	Hilary Solomon
Heather Blackmore	
Chair:	
Sara Gibbins	
Vice Chair:	
Laura Bier	
Curriculum/Areas of Learning Link Governors:	
Literacy:	Frank Kanter
Numeracy:	Rachel Beard
ICT:	Laura Bier
	Gavin Millar
Foundation Stage:	Ziz Chater
Educational Visits Governor:	
Sam Clarke	

ROLES OF INDIVIDUAL GOVERNORS

Governor	Committee/Individual role
Erach Amaria – LA	Premises and Health & Safety Committee
Rachel Beard – Community	Communication Committee Curriculum Committee Numeracy Link Governor
Laura Bier – Parent (Infant)	Curriculum Committee Head Teacher Performance Management Review Committee Personnel Committee Safeguarding and Personnel Development Committee Vice-Chair ICT Link Governor SEN, Inclusion and Disability Link Governor Training and Development Link Governor
Jonathan Black – Parent (Infant)	Communication Committee Personnel Committee (Chair) Safeguarding and Personnel Development Committee Head Teacher Performance Management Review Moderating Governor Safeguarding Governor
Heather Blackmore – Head Teacher (Junior)	Communication Committee Curriculum Committee Finance Committee Personnel Committee Premises and Health & Safety Committee Safeguarding and Personnel Development Committee
Ziz Chater – Teaching Staff (Infant)	Curriculum Committee Foundation Stage Link Governor
Sam Clarke – Community	Finance Committee (Chair) Educational Visits Governor Head Teacher Performance Management Review Appeal Governor
Shirley Dickinson – Head Teacher (Infant)	Communication Committee Curriculum Committee Finance Committee Personnel Committee Premises and Health & Safety Committee Safeguarding and Personnel Development Committee
Sara Gibbins – Parent (Junior)	Finance Committee Head Teacher Performance Management Review Committee (Chair) Chair
Simon Greenhouse – Support Staff (Junior)	Premises and Health & Safety Committee (Chair)

Frank Kanter – Community	Curriculum Committee Literacy Link Governor
Katie Kraus – Teaching Staff (Junior)	Premises and Health & Safety Committee
Linda Lewis - Community	Communication Committee Training and Development Link Governor
John Marshall – LA	
Kath McGuirk – LA	
Gavin Millar – Parent (Junior)	Curriculum Committee Finance Committee ICT Link Governor Induction Mentor for Frank Kanter
Phil Mulvihill – Support Staff (Infant)	Premises and Health & Safety Committee Induction Mentor for Simon Greenhouse
Zoë Rodwell – Parent (Infant)	Communication Committee (Chair) G&T Governor Safeguarding Governor SEN, Inclusion and Disability Link Governor
Hilary Solomon – Parent (Junior)	Curriculum Committee (Chair) Head Teacher Performance Management Review Committee Safeguarding and Personnel Development Committee Foundation Stage Link Governor Safeguarding Governor SEN, Inclusion and Disability Link Governor
Leslie Sussman – LA	Finance Committee

22 September 2009