

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

**MINUTES OF THE MEETING HELD AT THE JUNIOR SCHOOL  
ON WEDNESDAY 23 MARCH 2011**

**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 Teacher)
- \* Ms Rebecca Grint (Infant Teacher)
- \* Ms Maria Chapman (Junior Support)

**NON-VOTING OBSERVERS**

- \* Mrs Josie Olsen (DHT Infants)
- \* Mrs Jenny Aylen (DHT Juniors)

**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)
- \* Mr Mark Leibling (Junior)

**COMMUNITY GOVERNORS**

- \* Mr Samuel Clarke
- Miss Rachel Beard
- \* Mrs Christine Rafferty
- \* Mr Frank Kanter

\*denotes member present

**IN ATTENDANCE**

Ms Trevena Champion (Clerk)

**Part I**

**THE MUSIC CURRICULUM:** Presentation by the co-ordinators, Alison Trup (Infants), and Tania Lloyd (Juniors).

Copies of the detailed action plan (2011/12), the DP8 for the music curriculum of both schools, were given to the Governing Body. Governors were then given a Powerpoint presentation illustrating the rich variety of the music curriculum in each school, and videos were shown of the children engaged in making music. Governors were also informed about the extra-curricular musical opportunities provided such as the choirs in both schools and Junior school orchestra, string group and composing club. Mention was made of regular performance assemblies.

Both schools have held Arts Weeks in the summer term, incorporating school-based and outside professional music making. The schools have achieved the 'Sing-Up' Silver Award and there was good news about the national funding for the Sing-up programme, which has been re-instated. The profile and quality of music in both schools is very high..

The co-ordinators were thanked for their very full presentation.

11/27 **WELCOME**

All Governors were welcomed to the second meeting of the spring term. The new Parent Governor Mark Leibling was welcomed to the Governing Body, and introductions were made.

11/28 **ACCEPTANCE/NON-ACCEPTANCE OF APOLOGIES FOR ABSENCE**

Apologies had been received from Cllr Marshall and Rachel Beard, and these were accepted by the Governing Body.

11/29 **DECLARATION OF PECUNIARY INTEREST**

There were no declarations of pecuniary interest in any items on the current agenda.

11/30 **MINUTES**

The minutes of the meeting held on 13 January 2011 were considered.

11/08 Infant Staff report It was noted that the outdoor play equipment had been chosen by the School Council, not by the PA (the PA had provided the funding). Following minor editing, the minutes were confirmed and signed.

11/31 **MATTERS ARISING**

a) 11/05/10/25 Roll On 20 January, PLASC day, the Infant Headteacher said that there had been 89 children in Reception. The Junior Headteacher said that there had been 359 children in the Junior school, with one space only in Year 6.

b) 11/15 Academy Status The Chair advised the Governors that one Barnet Primary School had now started down the route to Academy Status.

c) 11/16 BPSI The Headteachers said that they had decided to buy-in to the new traded service for education consultancy and training.

d) 11/17 Governing Body Membership

Parent Governor Election The Governors had held two meetings in the Junior School to inform parents during the course of the parent governor election. Despite low attendance at these meetings, participation in the election had been good: there were two candidates, and a ballot was held.

Succession Planning The Chair noted that the majority of Parent Governors would come to the end of their membership in 2012, and more meetings with the parent community would be held over the period from now until that election date. Governors could make themselves available to parents at the meeting on E-safety, to be held on Wednesday 6 April 2011.

**Action: both Headteachers**

d) 11/20 Unauthorised Absence The Clerk said she had written to the Head of School Admissions with this query, and a reply was awaited. She would contact her again.

**Action: Clerk**

e) 11/12 Finance: Advertising Hoardings The Chair said that she had gathered information about the previous attempt to erect advertising hoardings and a preliminary conversation had been taken place to gauge the attractiveness of the site to advertisers. The Chair would now look at the next steps for assessing the viability of the proposal.

**Action: Chair**

## 11/32 **BUDGET 2011/2012: PRESENTATION AND RATIFICATION**

Following the budget-setting meeting of the Finance committee on 15 March 2011, a Budget summary for both schools and draft DP11s had been circulated to all Governors. The budget material was presented to the Governing Body by the Chair of the committee. The minutes of the meeting indicated the significance that had been given to limiting expenditure, and it was clear that both schools would be affected by the sharp reduction in capital funding. The carry-forward for both schools remained healthy, but there was concern that this could not be repeated in twelve months' time. It was noted most of the larger capital carry-forward for the Infant School had been designated for the capital works programme. The Best Value statement was also circulated.

**The Budget 2011/2012 for both schools were recommended to the Governing Body by the Finance committee, and following a show of hands, were ratified, as were the Best Value statements.**

## 11/33 **SCHOOL BUILDING WORKS UPDATE**

**Infants** Governors were informed that the original development plan had had to be scaled down, because capital funds were at present insufficient to finance all phases. Instead, there would be one new building to house a Yr 1 class with disabled access from the dining-room and other access from the corridor (along from the staff room), and the demountable would be re-furnished for the nursery. The lobby (with internal disabled access to the new building) and library re-development would have to be postponed. The Infant Headteacher noted that, because of extended nursery hours, there was more pressure on the nursery facilities, which urgently required improvement.

At all stages, there had been considerable uncertainty about various costings and the tender, and all those professionals involved had been asked to review their first plans and estimates for the core work. They had been requested to revert with realistic costings for each phase of the development, so that the work could be done in different years if necessary. There would be strict clauses governing over-run in any eventual contract.

The Infant Headteacher said that the Infant School PA had agreed in principle to contribute £30,000, and the School Development Fund would give £10,000.

**Juniors** The Junior Headteacher said that the building works had been completed, and the results were very satisfactory and had dramatically improved access to the buildings. The new pathways, together with the new disabled toilet and changing area, the ramp to the music room, and additional fire exits, had been funded partly by the Disability and Access grant (£112,000), with the remainder coming from the school capital budget (£22,000).

#### 11/34 **SCHOOL DEVELOPMENT PLANS (SDP): 2010/11 Review, 2011/12 Overview**

**Infants** The Infant Headteacher circulated the DP3 (Analysis of strengths/weaknesses and achievements of last year's plan – 2010-11) and the DP4 (Overview of Aims, priorities and objectives 2011-12) and commended them to Governors. She highlighted the major points for Governors.

- **Differentiation and Guided Work** Four staff had attended training in guided work. There will be a focus on guided group work and differentiation with a focus on more vulnerable groups of children. This will be a focus across all areas of the curriculum.
- **Inclusion** New SEN systems and procedure had been put in place and now needed to be streamlined and embedded. Continuing support and training for teachers and TAs to develop their expertise would be a focus. The development of differentiation and pupil independence would continue.
- **Writing** The raising of standards of writing across the school would continue to be a focus. "Talk for Writing" had begun to be implemented across the school but 'Support for Writing' and guided work would be implanted to continue the drive to rise standards.
- **Outdoor environment** The Headteacher said that the school was very fortunate to have such beautiful grounds, and the use of the outdoor environment would be a focus across the school.
- **Foundation Stage & Building & Premises** Further planning by the management and the Foundation stage team would be needed in order to maintain the flexible provision and the good practice already established around flexible hours. Planning of the improvements to the environment and facilities will also need further careful planning in order to provide additional space to accommodate the increase in numbers per session, an eating area and quiet / rest area along with additional toilets, hand basins and a changing area.
- **ICT** The development of the Managed Learning Environment (MLE) in school would continue. Staff training would continue with an added focus on e safety teaching and practice. The application of skills with links to other areas of the curriculum would continue to be developed.

The Infant Headteacher said that the minor priorities of the SDP were Assessment with the focus on guided work and assessment for learning, and Gifted & Talented with a focus on the attainment of the more able in the foundation subjects, especially in PE and Art.

#### **Juniors**

The Junior Headteacher circulated the DP3 (Analysis of strengths/weaknesses and achievements of last year's plan – 2010-11) and the DP4 (Overview of Aims, priorities and objectives 2011-12) and commended them to Governors. She commented that in

September 2010, a significant number of new members of staff had joined the school, and considerable time and energy was invested in their induction and initial development.

Governors were informed that the major areas for focus were the following:

- **The Creative Curriculum** This initiative would be deepened and widened to enrich all areas and would also include a review and slimming down of the current curriculum content.
- **ICT and MLE** The use of ICT would be further embedded across the curriculum, the potential strengths of MLE would continue to be explored and teachers trained in the implementation of its resources.
- **PSHCE and Behaviour** The current behaviour policy and practice would be reviewed and use of the SEALS programme would be extended. A staff working-party would visit other schools to review their behaviour management strategies. Pupils would be encouraged to develop a sense of responsibility regarding their actions and the school environment.

The Junior Headteacher said that the minor focus points would be assessment, community cohesion and sustainability, Governor and Staff development, school environment and pupil and staff well-being.

The major and minor areas were set out in detail in the DP4.

The Headteachers were thanked for their presentation of the two School Development Plans and all the work that had gone into them by all the staff, and they both said that these were working documents which provided the road map for development.

It was agreed that all Governors should read these documents before the next Governing Body meeting and bring any questions to that meeting.

**Action: All Governors**

At this point, Sam Clarke left as arranged.

## 11/35 REPORTS OF COMMITTEES

**Finance** The minutes of the meeting held on 15 March 2011 were noted, and had been discussed above at item 11/32, Budget Ratification.

**Personnel** The committee had met the previous week, and a verbal report was given. The staff structure had been reviewed. The Performance Management policy and the Pay policy had been approved following review.

**Safeguarding & Personal Development** The minutes of the meeting held on 19 January 2011 were noted. Feedback had been received from staff members who had attended the one-day training on safer recruitment, who had said the course had been very thorough.

**Premises** The minutes of the meetings held on 14 February and 21 March 2011 were noted. The ongoing issues had been discussed above at item 11/33, School Building

Works. Governors were informed that the fir trees bordering the drive had been felled on Health & Safety grounds.

**Communications** The committee had not met recently, and the committee Chair said that they would have a “virtual” meeting shortly. The Governors’ newsletter would be sent out to parents’ before the end of term.

#### 11/36 **SCHOOL TRAVEL PLAN (STP)**

**Local Correspondence** The Chair said that on behalf of the Governing Body, she had replied personally to Mr Ingram of Hill Top, and had sent an update on the STP to all local residents and parents.

**Meetings with residents** The Chair said that Mr Ingram had been invited to a meeting at the Junior School to discuss Health & Safety issues, in particular his concerns about the interface between the school grounds access/exit and the neighbouring environment. He had been informed that the actions contained in the full STP addendum would answer most of his concerns, and he was thanked for his interest in the school’s role in the wider community.

**STP benefits** The Junior Headteacher said that on behalf of both schools, she wished to thank the Chair for the enormous amount of work she had done to ensure that Brookland would have a Travel Plan which would benefit everyone in both the school and the wider community. This tribute was endorsed by all present.

**LA** The STP addendum was now complete, and had been submitted to the LA for approval. Work was now beginning within the schools on the normal cycle of the Travel Plan reviews.

**Driveway works** The addition of speed humps and a stop sign on the driveway had been undertaken during the February half-term. Trees had also been felled and lopped, providing greater visibility along the driveway.

#### 11/37 **SECONDARY SCHOOL TRANSFER ACTION GROUP**

**Update** The local governors’ group had met the Christ’s College Governing Body again, and the secondary school governors had explained that their school provided a unique option of a single-sex boys’ comprehensive school within the LA. Next the group had written to the LA Director of Children’s Service requesting further dialogue (a copy of the letter had been circulated).

In the meantime, the Headteacher of Whitefield Secondary School had hosted a meeting for local governors at the school, so that the facilities could be viewed and a presentation on the recent development work undertaken by the school had been given. Parents had been invited to a further meeting and the Headteacher would welcome any visits by parents and Governors.

**Brookland Junior – Year 6 secondary offers** The Junior Headteacher said that the provisional situation was as follows: Overall, offers remained approximately at the same level across different types of school. Some children had not received any offers

at all from their choice list and parent anxieties seem to have been heightened by preliminary LA offers of a local faith school. JCOS had made 3 offers, down from 11 in 2010, and JFS had made 17 offers on the first round.

#### 11/38 **GOVERNING BODY MEMBERSHIP**

**LA vacancy** The Clerk said that the vacancy was listed with the LA appointing body for the late spring meeting. She added that, when the vacancy was more than 6 months old, there was now an option for the Governing Body to put forward a suitable candidate. She recommended that Governors consider this.

***Action: Governing Body***

#### 11/39 **GOVERNOR SUPPORT AND DEVELOPMENT**

##### **Visits to school**

- Frank Kanter said that he had visited four school events and met with the curriculum co-ordinator.
- Zoe Rodwell had met the G&T co-ordinator in the Infant School, and had discussed how to implement stretching in Maths for the children who needed it. She and the Vice Chair had met the Sencos of both schools to discuss the Disability Equality Plan.
- The Chair, the Vice Chair and Gavin Millar had met the Junior ICT co-ordinator and Senior Leadership Team for an ICT strategy meeting, focussing particularly developing and embedding the MLE. They had looked at the Governors' "room" on MLE which was ready to use.
- The Chair and Christine Rafferty had attended the Schools Development Plan Joint Meeting hosted in the Junior School.
- The Chair had attended the Junior French assembly, and had visited another day when the Junior Road Safety Officers (Year 6 children) were teaching road safety to Year 3 children.

**Governor Services Offer** The Governing Body was considering buying-in to the online governor training package provided by an outside supplier.

**Governor Training record** Governors were reminded that the Vice Chair kept a record of all training attended by Governors.

#### 11/40 **ANY OTHER BUSINESS**

The Chair passed on several pieces of information:

- There would be a Passover assembly in the Infant School on Tuesday 5 and Wednesday 6 April, and Governors were invited to attend.
- In the Junior school, there would be a class assembly (on Ancient Greece) on Friday 25 March and a Performance Assembly on Monday 28 March (the details were in the school calendars). The Passover assembly would be on Friday 8 April and the Easter assembly on Friday 1 April. Rock School assembly would take place on Thursday 7 April.

- The Chair noted Christ College's plans to seek Academy Status, in common with most Secondary Schools within the LA, and asked whether the Governors wished to respond to the consultation on this proposal. The consensus was that it was not relevant for the Governors to respond.
- The Chair reminded Governors of the request emailed by the LA that, as community leaders, Governors encourage completion of the Census 2011.
- The Chair noted that logins for the Governors page of the MLE were being prepared and should be ready for the next meeting and any suggestions for the content of that page would be most welcome.
- The Governors' newsletter is being finalised by Zoe Rodwell, any items for inclusion should be provided to her.
- The Chair advised that she would e-mail chairs of committees in advance of meetings to ask for committee minutes so that they could be included in the pack sent out with the agenda. It was noted that it was difficult to read and digest items tabled at the meeting and this should be avoided wherever possible. If items cannot be provided in time, they can normally be added to the agenda pack for the following agenda and a brief verbal update given at the meeting.

#### 11/41 **COMMITTEE MEETING DATES**

Communication – TBA  
 Curriculum – TBA  
 Finance – 9am on 3 May 2011 in the Infant School  
 Personnel – TBA  
 Premises and Health & Safety – TBA  
 Safeguarding and Personal Development - TBA

#### 11/42 **GOVERNING BODY MEETING DATES**

Summer term (1) – Wednesday 11 May 2011 at 6.30pm

Summer term (2) – Wednesday 6 July 2011 at 6.30pm

#### 11/43 **MOTION OF CONFIDENTIALITY**

It was resolved that the meeting be moved to Part 2 for confidential items.



**PRIVATE AND CONFIDENTIAL**

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

**MINUTES OF THE MEETING HELD IN THE INFANT SCHOOL  
ON WEDNESDAY 23 MARCH 2011**

**Part II**

11/44 **MINUTES**

The Part II minutes of the meeting held on Thursday 13 January 2011 were confirmed and signed following a minor edit.

11/45 **MATTERS ARISING**

There were no matters arising.

11/46 **ANY OTHER BUSINESS**

There was no other business, and the meeting concluded.