

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

**MINUTES OF THE MEETING HELD AT THE SCHOOL
ON TUESDAY 24 NOVEMBER 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
*Mr Frank Kanter

*denotes member present

NON-VOTING OBSERVERS

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

IN ATTENDANCE

Mr Keith Golding (Clerk)

PART I

09/103 **WELCOME**

Mrs Gibbins welcomed everyone to the second meeting of the Autumn Term, especially Mrs Dickinson and Mr Sussman following their recovery from ill health. The Governors noted their thanks to all the staff in the Infant School for their support over the period of Mrs Dickinson's absence and their continued support as she works back up to full time. It was noted that the Chair would be meeting with the staff on 25 November to pass on this message of thanks and to update them on plans for Mrs Dickinson's phased return.

09/104 **ACCEPTANCE/NON-ACCEPTANCE OF APOLOGIES FOR ABSENCE**

Apologies for absence were received and accepted from Cllr John Marshall, Cllr Kathy McGuirk, Mrs Phil Mulvihill and Ms Linda Lewis.

09/105 **DECLARATION OF PECUNIARY INTEREST**

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

09/106 **MINUTES**

The Part I Minutes of the clerked meeting held on 22 September 2009 were confirmed, initialled and signed subject to the following amendment:

09/78 Acceptance/Non-Acceptance of Apologies For Absence : In the first sentence 'Ms Dickinson' should be amended to read 'Mrs Dickinson'

09/107 **MATTERS ARISING**

Arising from the Minutes:

09/93 Annual Review of Committee Structure, Membership & Terms of Reference :

AGREED that Appendix I of the Minutes of the previous meeting be further revised as follows :

Mrs Zoe Rodwell be added to the membership of the Safeguarding and Personal Development Committee.

In addition to Ziz Chater, Hilary Solomon also to be shown as Foundation Stage Link Governor.

09/96 Report of Director of Children's Service - The New OfSTED Framework and the new Self Evaluation Form : The Chair reported that working towards completion of the review of the SEF in its new format was an ongoing exercise and January 2010 was the target date for it going live online. She also stated that the aim of all committees reviewing relevant sections of the SEF was something that would be achieved over time and that the initial review of the new format SEF, prior to it going live in January 2010, would need to be done by the Chair due to the nature of the timeframe involved. The SEF was an evolving document so comments arising from discussion with committees would be able to be incorporated as they arose.

MOTION OF CONFIDENTIALITY

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

Part I (resumed)

09/08 Any Other Business – Secondary School Provision :

NOTED that:

(i) the format of the questionnaire had been agreed by the Communications Committee;

(ii) a total of 112 replies had been received, 67 from parents of a girl, 56 from parents of a boy, and the remaining 11 being from parents of both;

(iii) a majority (63%) of parents of girls had very strong concerns about the choice represented by the locally available state secondary schools;

(iv) many of the parents were considering private secondary education for their children. Last year 29% had sent their child to an independent school with a further 17% opting for state selective schools;

(v) parents considered that the biggest factor in the Choice of a school was their position in the league tables;

(vi) the Chair advised that she, and Governors from the Garden Suburb Schools, had attended a meeting the previous week with the new Director of Children's Service;

(vii) the purpose of this meeting was to discuss the community state schools that were available in the catchment area (e.g. Whitefield) and how they might be made more attractive to parents. The possibility of Christ's College going co-ed was also referred to;

(viii) Henrietta Barnet school had also been discussed although as it was a Foundation School the LA had limited powers of influence. In terms of communication, it was however noted that Henrietta had extended the hand of friendship to Brookland and the Governing Body considered this should be encouraged;

(ix) the Chair confirmed that there would be a further meeting of this group before Christmas, although no immediate solutions were likely. Feedback would be given to the parents after this meeting.

09/108 **APPOINTMENT OF COMMUNITY GOVERNOR**

It was **NOTED** that Miss Beard's current term of office as a Community Governor expired on 28 November 2009.

RESOLVED that Miss Beard be re-appointed as Community Governor for a four year period from 29 November 2009 to 28 November 2013.

Action: Clerk

09/109 **EXTENDED SERVICES**

It was noted that Mrs Rodwell was examining the areas covered for extended services and would make a presentation to the next meeting of the Governing Body.

Action: Mrs Rodwell

09/110 **EXTENDING THE FREE NURSERY ENTITLEMENT**

It was **NOTED** that:

(i) funding for nursery schools and classes was in the process of change both nationally and locally;

(ii) the government had announced that from April 2010 both maintained and private settings providing the free entitlement to 3 and 4 year olds would be funded on the same funding formula;

(iii) the free entitlement would increase from 12.5 to 15 hours with increased flexibility for parents from September 2010;

(iv) parents had a right to take this flexibility in small 'bites';

(v) if the nursery was to offer flexibility there were financial implications in terms of adapting the premises ;

(vi) work had already had to be undertaken on the nursery to improve the premises (extra toilets and a wash hand basin installed);

(vii) the Headteacher, Mrs Dickinson, was waiting to receive feedback from other Schools regarding the different models to be offered;

(ix) an extended offer may not be the same as an initial offer of five 3 hour sessions;

(viii) the cost of any nursery building changes would need to be met from the capital funding budget.

09/111 **SCHOOL IMPROVEMENT/DEVELOPMENT PLAN 2009-10 – MID YEAR REVIEW****Junior School**

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

Infant School

It was noted that the Infant School was in the process of completing its mid year review of its Improvement/Development Plan which would be presented to the next meeting of the Governing body.

Mrs Aylen arrived at this point

09/112 **SATs /PUPIL ACHIEVEMENT**

Infant School

It was noted that a Key Stage 1 (KS1) SATs data analysis for 2009 was circulated at the meeting. This would be considered at the next meeting of the Governing Body.

Junior School

RECEIVED a data analysis of the Year 6 SATs 2009, copies of which had been previously circulated.

NOTED that:

(i) the School aimed to set very challenging targets for each pupil and therefore the cohort as a whole;

(ii) all teaching staff were involved in the process of target setting;

(iii) All targets at Level 4+ had been met or exceeded by up to 3 percentage points except in writing where the School's SATs results were 4% below its target;

(iv) this percentage included 2 pupils new to English who did not sit the paper, 1 pupil was absent for the Writing paper only and 1 further pupil was absent for all papers;

(v) at Level 5, for English overall the School's targets had been exceeded by 3% , Reading by 21%, Maths by 11%, Science by 9% and ICT teacher assessment by 1%;

(vi) the combined target for English and Maths had been exceeded by 6%;

(vii) however, the School had missed the Writing target by 21 percentage points although they had been noticeably better than last year's (10 % points higher at Level 5 and 14% points higher at Level 4+);

(viii) a writing SAT was different from the other SAT tests in that two specific writing tasks/genres were set and tested, whereas other tests covered a full range of the curriculum. It was felt that this went some way to explaining the fluctuation in writing results year on year;

(ix)v all class teachers had reported that the quality of children's independent writing had improved considerably as a result of teachers inheriting new classes this year and had noted that the children's

sentence structure was better than this time last year and it was hoped to see further impact of this on next year's SATs;

(x) at the time this data had been prepared, comparisons with similar schools could not be made as the Raise on Line data had not been available. This had subsequently been published on the 10th November and the Headteacher would be submitting these statistics to the next meeting of the Curriculum Committee;

(xi) the Chair thanked the Headteacher for her very detailed report.

RESOLVED that the Governing Body wished to record its appreciation to the Headteacher and staff for their hard work in achieving these excellent results.

09/113 **TARGET SETTING**

Junior School Statutory Targets (Key Stage 2) for 2011

It was **NOTED** that:

(i) every year the Governors had a statutory duty to set performance targets for English and Mathematics at the end of Key Stage 2 (Year 6);

(ii) this anticipated the performance of children in KS2 SATs who were currently in Year 5;

(iii) this process resulted in an appropriately challenging target being set for each child;

(iv) the target setting looked at the children who were likely to be at or just below the threshold for a higher level and anticipated the effect of targeted teaching for these particular children;

(v) Brookland Junior's Statutory Targets for Year 6 2011 were as follows:

Level 4

4+ in both English and Maths	92%
2 Levels of progress in English	99%
2 Levels of progress in Maths	95%

Teacher Assessment only Targets

Science Level 4+	96%
Science Level 5	67%
ICT Level 4+	98%
ICT Level 5	62%

(vi) Brookland Juniors Non Statutory Targets for Year 6 2011 were as follows:

Level 5 in both English & Maths	57%
English Level 4+	93%
English Level 5	64%
Reading Level 4+	94%
Reading Level 5	71%
Writing Level 4+	92%
Writing Level 5 +	48%
Maths Level 4+	97%
Maths Level 5	60%

RESOLVED that the targets listed in (v) and (vi) above be approved.

Infant School Provisional Targets 2011 (Using Yr 1 Data)

It was **NOTED** that this item would be deferred until the next meeting of the Governing Body.

09/114 **SCHOOL LUNCH**

It was **NOTED** that:

(i) the School had identified a few teething difficulties with the new service provided and a meeting with the caterers had subsequently been held the previous week;

(ii) a key issue discussed had been the importance of the fish option to children for whom the meat dish was not an option;

(iii) the School was receiving the gold standard terms of the quality of food provided. This meant that the fish supplied was often oily, and the School was working with the caterers to try and make these options more acceptable to the children;

(iv) in response to a Governor's query, it was confirmed that 15 pupils had dropped out of the clientele since the half term. However, the majority of the children still took school meals;

(v) the person from Trion who monitored the food service on behalf of Educo was visiting the School the following week;

(vi) Zoe Rodwell observed that there was a problem in that the parents in the playground were generally unaware of the work being undertaken to improve the service. She also understood that there was a language issue with the dinner ladies as they didn't seem to speak English very well and the children had difficulty in understanding them. Ms Blackmore replied that she thought it was more of a case that because of the serving hatches at the food counter they couldn't hear the children properly;

(vii) it was suggested that a couple of parent representatives from each class might be invited for a school meal free of charge so that they were aware of the standard of service provided. It was agreed this option was a possibility although it was noted that parents had previously been invited to tasting sessions;

(viii) finally, the Chair reminded the Governors that they were all welcome to visit the school and try school meal themselves.

09/115 **GOVERNOR FORUM/MLE/E-SAFETY - MATTERS ARISING**

The Chair gave an oral report on this item and it was noted that:

(i) thanks were due to Ziz Chater, Helen Wing and Zoe Rodwell for organizing this event;

(ii) thanks were also due to the Parents Association for providing the catering;

(iii) it had been a very powerful evening and over 100 parents had attended. Following from this there was a real concern about the need to share the information with parents who had been unable to attend;

(iv) the Headteacher confirmed that copies of the advice sheets and the Barnet e-safety code were handed out at parent mornings;

(v) the Chair suggested that thought should also be given as to whether further evenings (once a year) should be held on e e-safety. It was also suggested the advice could be put on the school website;

(vi) Mrs Rodwell confirmed that she had collated the response from parents during the Governor Forum part of the evening. Concerns regarding school dinners had been raised and these had been discussed earlier (Minute item 09/114 above refers). A Year 3 parent had expressed some concern regarding hygiene in the School. Mrs Blackmore advised that hand gel dispensers had been installed in every classroom and the children were also encouraged to wash their hands. She confirmed that an item would be put in the School newsletter to inform parents as to action the School was taking on this matter;

(vii) it was also reported that a parent had raised a concern regarding the way reception children were phased in to the School as different children were judged to be ready at different times. This could be upsetting for them if they were separated from their classmates. Mrs Dickinson advised the Governing Body that she was very clear that working the children into the school, depending on how the child settled, had proved to be the best approach for achieving well – settled children which the parents themselves usually acknowledged.

09/116 **REPORTS OF COMMITTEES**

Communication: The Minutes of the meeting held on 12 October 2009, copies of which had been previously circulated, were noted.

It was **NOTED** that:

(i) parents were not accessing the governors' newsletter on the school website. This may be because parents were having difficulty in finding the website as it did not appear if 'googled';

(ii) until Fronter was available a hard copy of the newsletter would still need to be distributed;

(iii) the School was in the process of signing up to a new emailing system to parents and it would examine the possibility of sending newsletters out by this method.

Curriculum: The Minutes of the meeting held on 6 November 2009, copies of which had been previously circulated, were noted.

Finance: It was noted that a meeting of the Committee had been held on 17 November 2009 and the minutes would be presented to the next meeting of the Governing Body.

Premises and Health & Safety: It was noted that the Committee had met on 12 November 2009 and the Minutes would follow at a later date.

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

Safeguarding and Personal Development: The Minutes of the meeting held on 16 November 2009, copies of which were circulated at the meeting, were noted.

09/117 **GOVERNOR TRAINING AND DEVELOPMENT**

It was **NOTED** that :

(i) Mrs Laura Bier, Link Governor, advised the Governing Body that she had attended the Link Governors' meeting held on 23 September 2009 and the main topic at the meeting had been e-safety;

(ii) there was a new newsletter for Governors and Mrs Bier would email to Governors the relevant website link to access it;

(iii) 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;

(iv) Zoe Rodwell and Laura Bier had attended a training on the new Self Evaluation Form (SEF). Mrs Rodwell noted the suggestion that the SEF would be delegated to appropriate committees. It was suggested at the training that to make the completion/review of the SEF more manageable, different sections of the SEF could be delegated to the appropriate Committees;

(v) it was noted at at future Ofsted inspections there would be a higher emphasis on safeguarding issues.

09/118 **GOVERNOR VISITS**

It was **NOTED** that:

- (i) Zoe Rodwell had visited the Gifted & Talented Co-ordinator;
- (ii) Mr Kanter had visited the Literacy Coordinator;
- (iii) key dates for Governors to take the opportunity to visit the School were:

Friday 4th December – Junior School Performance Assembly

Wednesday 9th December - Festive Assembly for Nursery and Reception in the Infant School

Wednesday 16th/Thursday 17th December - Festive Assembly for Years 1 and 2 in the Infant School

Thursday 10th December – Winter Concert at 7.30 pm - Governors to advise the Junior School if they were planning on coming so that the School was aware of numbers for catering purposes.

Wednesday 16th/Thursday 17th December – Assembly for rest of School

- (iv) Mr Black had attended a Junior School Performance Assembly in October. He had found it to be very enjoyable and recommended it to Governors;

09/119 **ANY OTHER BUSINESS**

Governor School Travel Plan Survey

RECEIVED a Governor School Travel Plan Questionnaire, copies of which were circulated at the meeting.

NOTED that the survey covered the Junior School but the information obtained would be shared with the Infants School.

Mark Harris and Rebecca Grint

It was noted that both of above members of staff had recently been married.

RESOLVED that the Governing Body wished to record their congratulations to both members of staff and their best wishes for the future.

Suburb News

A request had been received from the editor of the Suburb News that the schools give him articles on the schools' activities for inclusion in this publication. The Chair agreed to pass on his contact details to both schools.

Action: Chair of GB

Mr Leslie Sussman and Mrs Shirley Dickinson

Both Mr Sussman and Mrs Dickinson expressed their thanks for the best wishes received from the Governing Body during their period of ill health.

09/120 **COMMITTEE MEETING DATES**

It was agreed that :

(a) the next meeting of the Finance Committee would be on Tuesday 9 February 2010 at 9.00 am;

(b) the other Committee Chairs would identify dates for their next meetings and notify members.

09/121 **DATES OF FUTURE GOVERNING BODY MEETINGS**

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