

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

**MINUTES OF THE MEETING HELD AT THE SCHOOL  
ON WEDNESDAY 24 MARCH 2010**

**LA GOVERNORS**

\*Councillor John Marshall  
\*Mr Leslie Sussman MBE  
Cllr Kathy McGuirk  
Mr Erach Amaria

**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)

**STAFF GOVERNORS**

Ms Karen Smith (Acting 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

**ASSOCIATE MEMBER**

\*Mrs Christine Rafferty

\*denotes member present

**IN ATTENDANCE**

Mr Keith Golding (Clerk)

**PART I**

10/28 **WELCOME**

Mrs Gibbins welcomed everyone to the second meeting of the Spring Term, including the Acting Head Teacher for the Infants School, Ms Karen Smith. It was noted that Karen was the Deputy Headteacher at Coppetts Wood Primary School and had been seconded to cover for Mrs Shirley Dickinson whilst Shirley was recovering from her operation.

10/29 **ACCEPTANCE/NON-ACCEPTANCE OF APOLOGIES FOR ABSENCE**

Apologies for absence were received and accepted from Ms Linda Lewis, and Mr Simon Greenhouse.

No other apologies having been received, Cllr Kathy McGuirk and Mr Erach Amaraia were recorded as absent without consent.

10/30 **DECLARATION OF PECUNIARY INTEREST**

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

10/31 **MINUTES**

(a) The Part I Minutes of the clerked meeting held on 14 January 2010 were confirmed, initialled and signed.

(b) The Part I Minutes of the unclerked meeting held on 9 February 2010 were confirmed, initialled and signed.

10/32 **MATTERS ARISING**

Arising from the Minutes:

14 January 2010

10/02 Acceptance/Non-Acceptance of Apologies for Absence

With regard to Cllr Kathy McGuirk, LA Governor, it was noted that she had been unable to attend a meeting of the Governing Body since 22 January 2009 and had not visited the Schools. The Governing Body expressed concern regarding her absence, given that LA Governors were one of the four compulsory stakeholder groups for Community Schools and therefore such positions made an important contribution to the work of the Governing Body.

It was noted that all CRB checks for Governors had now been completed with the exception of Cllr McGuirk despite repeated attempts to contact her and this was a serious concern regarding the example Governors must show in relation to safeguarding our children and it is a matter that OfSTED will consider when it visits the Schools.

It was also noted that Cllr McGuirk's apologies for absence were last submitted and accepted at the Governing Body meeting on 24 November 2009. She was subsequently recorded as absent without the consent of the Governing body on 14 January 2010.

Under the regulations a Governor was disqualified from continuing to hold office if they remained absent from governing body meetings without the consent of the governing body for a continuous period of six months, beginning with the date of the first meeting missed. They are also disqualified from continuing to hold office if they refuse to allow an application for a CRB check.

**AGREED** that the Chair send a letter to Cllr McGuirk expressing the Governing Body's concern with her absence and how this might be reflected in any future Ofsted assessment of the Governing Body's effectiveness and also stating that if she did not provide the completed CRB disclosure application form and the

necessary identification documents to the Junior School office by 24 April 2010 so that an application may be made on behalf of both Schools, she would be deemed to have refused to allow an application to the Criminal Records Bureau for a criminal records certificate and will therefore be disqualified from acting as a Governor for our Schools with effect from that date.

*Action: Chair*

10/20 Any Other Business – Heating and Weather

It was noted that following the restoration of the electricity supply, the Schools had been able to open on Monday 18 January.

9 February 2010

4. Children's Centre

The Chair confirmed that she had spoken to the LA Officers to advise them that the Governing Body had, after due consideration, decided that they were unable to take this project forward due to lack of time and information.

10/33 **APPOINTMENT OF ASSOCIATE MEMBER**

It was **NOTED** that if the Governing Body so wished, there was provision for it to appoint someone as an Associate Member. The regulations stated that:

(i) the governing body could appoint associate members to serve on one or more governing body committees and attend full governing body meetings;

(ii) the definition of associate member was wide and school staff and people who wanted to contribute specifically on issues to their area of expertise could be appointed as associate members;

(iii) they were appointed for a period of between one and four years and could be reappointed at the end of their term of office;

(iv) associate members were not governors and they were not recorded on the instrument;

(v) associate members may not vote on any decision concerning admissions, pupil discipline, election or appointment of governors, the budget and financial commitments of the governing body.

**RESOLVED** that with effect from 24 March 2010 Mrs Christine Rafferty, retired school teacher, be appointed as an Associate Member and be a member of the Curriculum Committee and the Safeguarding and Personal Development Committee and also eligible for inclusion in the staff appointment panel as constituted from time to time. The appointment to be for a four year period and Mrs Rafferty should have as full voting rights as permitted by the regulations.

#### 10/34 **BUDGET RATIFICATION 2010/11 AND BEST VALUE STATEMENT**

Copies of the final draft of the proposed school budgets for 2010/11 had been previously circulated and it was **NOTED** that:

(i) the Finance Committee at its meeting on 16 March 2010 had examined the proposed school budgets for 2010/11 in detail and had also received reports from each Head Teacher on budget monitoring for the current financial year;

(ii) both schools would finish the current financial year with a carry forward into next year's budget which on current projections totalled £72,000 in the Infant School and £80,000 in the Junior School;

(iii) the general view was that school funding would become tighter in the future and the spending pattern for 2010/11 had been built to take this into account;

(iv) under the Best Value framework, there was a requirement when submitting the annual budget plan, that the governing body of each school must also submit a statement setting out what steps they would be taking in the course of the year to ensure that expenditure, particularly in respect of large service contracts, would reflect the principles of the best value regime.

(v) The Finance Committee, having considered the final draft budgets in detail and the best value statements was recommending their approval by the Governing Body.

**RESOLVED** that the Infants and Junior School budgets for 2010/11 be ratified, the Chair and Head Teacher to sign the required papers regarding approval of the budget and the Best Value Statement.

#### 10/35 **EXTENDED SERVICES – PRESENTATION**

Mrs Katie Kraiss, Mrs Zoe Rodwell and Mrs Sara Gibbins gave a presentation regarding the area of extended services. It was noted that:

(i) with the Every Child Matters agenda at its heart, it aimed to raise standards of achievement and well being amongst the School's children;

(ii) it also placed schools at the centre of communities, providing additional opportunities not just for the children but for other members of the community;

(iii) as well as childcare it covered a varied menu of activities (drama, sport, music, study support etc.) run in addition to the core curriculum along with swift and easy access (SEN provision), parenting support and community access to facilities;

(iv) the role of the Governing Body in this was to shape the school's extended services/decide what services to offer, monitor their take up and impact, consult parents, teachers, pupils, the wider community and the LA on an ongoing basis and signpost/forgo links with private/voluntary/community organizations and other schools;

(v) primary schools should provide access to high quality childcare 8.00 am to 6.00 pm for five days a week, 48 weeks of a year. The purpose being that this would enable parents to access work or study and it would provide children with a safe, stimulating and enriching environment that helped improve their readiness to learn. Schools could also benefit from additional income;

(vi) the Brookland Schools currently provided an after school club to 5.45 pm daily for 38 weeks each year. Holiday provision was also provided on site from 9.15 am to 3.15 pm /4.15 pm for 7 weeks each year. There was also holiday provision at Christ College for an additional 2 weeks each year;

(vii) next steps could include the provision of a breakfast club from 8.00 am to 8.40 am, after School clubs running to 6.00 pm, holiday provision both on site and through signposting and signposting to childminders. It was reported that Ms Blackmore and Mrs Rodwell were due to visit a breakfast club at another School on the 25 March and the aim was to establish a breakfast club at the Junior School to accommodate Infants and Juniors from September 2010;

*Mrs Christine Rafferty arrived at this point*

(viii) with regard to the provision of a varied menu of activities, the idea was that this would enhance children's experience of school, increase their confidence and raise levels of attainment and well being;

(ix) the Brookland Schools currently provided an After School Club that finished at 5.45 pm, and a wide range of other clubs after school covering music, drama, sport and academic pursuits and study support as well as lunchtime clubs and external clubs that visited the school;

(x) the aim of swift and easy access to specialist services was to help overcome barriers to learning and enable children and young people to achieve their potential;

(xi) examples of support packages used at Brookland Schools included:

- \*speech and language therapy (SALT)
- \*child and adolescent mental health services (CAMHS)
- \*family support services e.g. the Barnet Primary Project
- \*physiotherapists
- \*educational psychologists
- \*occupational therapists

(xii) next steps in terms of trying to obtain swift and easy access would include the more widespread use of the Common Assessment Framework (CAF) which would lead to multi-agency meetings and action plans. It was however pointed out by one Governor that access to specialist services was becoming increasingly more difficult. The CAF was also more of a planning document rather than a referral document;

(xiii) in terms of parenting support the Brookland Schools already provide good support to parents in terms of informing them about how their child is taught so they can support them at home. The next steps could include:

- \*the provision of parenting classes
- \*consultation over other areas where advice is needed on supporting a child's education
- \*Barnet to provide posters/signposting to other sources of support and advice

(xiv) with regard to community access to facilities the aim was to raise the schools' profile, promote community cohesion and generate income. The Brookland Schools facilities were already well used by the community. Next steps could include identifying and meeting wider community needs in response to local demand and establishing if any of the schools' existing activities could be offered to the community.

#### 10/36 **EXTENDING THE FREE NURSERY ENTITLEMENT**

Ms Karen Smith Acting Infant Headteacher, gave a presentation regarding extending the free nursery entitlement. It was noted that:

(i) a meeting had been held on 10 March to discuss proposals to accommodate the 15 hour entitlement;

(ii) there had been 2 proposals:

Proposal 1: to offer 3 hour discrete sessions in the morning and afternoon (no flexibility).

The advantage of this was that there was no change to staffing or routines and the offer was similar to what was being provided now

The disadvantages were:

- \* that there was no flexibility
- \* staff hours exceeded those worked by other staff and there was concern about teacher's pay and conditions
- \*difficulties for staff to attend staff meetings after school
- \*no additional funding for flexibility
- \*additional staff to cover additional hours with significant cost implications
- \*teachers would not necessarily see children at the start and finish of 3 hour sessions
- \*need to extend Nursery Nurse hours with cost implications

Proposal 2: to offer morning and afternoon sessions with a top up 2.5 session on one day e.g. 9.00 am to 2.00 pm on 1 day for a morning child and 10.15 am to 3.15 pm for an afternoon child.

The advantages of this were:

- \*offers flexibility
- \*top up sessions could be offered to last the whole day
- \*one additional member of staff would help to relieve pressure by improving the present child/staff ratio
- \*additional staffing costs could be met from additional funding
- \*staff could have lunch with other staff and there was some flexibility around breaks
- \*staff could also eat with children as part of the offer
- \*this was being successfully by schools in Barnet

The disadvantages were:

- \* additional staffing to cover additional children
- \*additional costs
- \*31/32 children a session
- \*no discrete "lion" (am) or "Tiger" (pm) class

(iii) due to the advantages it had been agreed to try proposal 2 and consultation questionnaires had been prepared to establish parents' requirements and needs within the constraints of what could be reasonably offered;

(iv) to facilitate the above, with regard to the premises it is proposed that:

- \*part of the covered way by the nursery be included in the Nursery building which will accommodate new toilet facilities
- \*in the area of the existing windows , an extension to be built with double doors and a ramp to the nursery playground
- \*the present wet area (the den) to be refurbished as a quiet area

(v) the architect had visited the site and would submit plans for which the appropriate number of quotes will be sought for completion of the work by September. It was thought that the cost for this work would amount to approximately £100.000.

#### 10/37 **SCHOOL DEVELOPMENT PLAN (SDP) 2009/10 REVIEW AND SDP 2010 /2011 OVERVIEW**

**RECEIVED** a review of the School Development Plan (SDP) for 2009/10 and an overview of the SDP for 2010/2011, copies of which had been previously circulated.

**NOTED** the report from staff that both Schools were delighted so many Governors had attended the school meeting covering the SDP, and their input had been much appreciated.

#### 10/38 **SECONDARY SCHOOL TRANSFER**

It was noted that:

- (i) a questionnaire to parents had been sent out in the Autumn Term;
- (ii) Governors of the Brookland, Garden Suburb and Martin Primary Schools, had met the LA's new Director of Children's Services in November 2009;
- (iii) a subsequent 'Building Schools for the Future' meeting in March had been attended by parents of the above three schools;
- (iv) the Governing Body was confident that parents' views on access to secondary schools in that part of the Borough, particularly for girls, was known by the LA;
- (v) on the 11 March the Chair had attended as meeting at The Henrietta Barnett School to voice the frustration of parents that there was a girls school on the doorstep which Brookland's girls had difficulty in accessing;
- (vi) it had been agreed that the above meeting would be followed up with a letter to The Henrietta Barnett Governing Body and a copy of a draft letter prepared by the Chair was circulated at the meeting;
- (vii) a Governor queried whether the thrust of the letter was right. It was noted that Latymer Grammer School in Edmonton had identified a maximum of an hour's bus journey as a reasonable travelling distance on which to identify a pupil catchment area. It was agreed that suggesting a similar approach might be more appropriate for Henrietta Barnett rather than emphasising the size of the SEN population at Brookland. The Chair confirmed that she would amend the draft letter accordingly.
- (viii) a meeting with Whitefield School on 31 March had also been arranged. Representatives from the Brookland, Garden Suburb, Martin Primary and Holy Trinity Schools Governing Bodies would be attending. The purpose of the meeting was to establish what could be done to make it a secondary school of choice by parents.

## 10/39 **REPORTS OF COMMITTEES**

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

**Curriculum:** It was noted that there had been a meeting of the Curriculum Committee on the 19 March 2010. Consideration had been given at that meeting to creating roles for Governors in the Foundation Stage subjects and the Minutes would be submitted to the next meeting of the Governing Body for consideration.

**Finance:** The Minutes of the meetings held on 9 February 2010 and 16 March 2010, copies of which had previously been circulated, were received and noted.

**Personnel :** It was noted that a meeting of this Committee would take place during the first week of the Summer Term.

**Premises and Health & Safety:** It was noted that there had been a meeting of the Premises and Health & Safety Committee the week commencing 22 March and the



Minutes would be submitted to the next meeting of the Governing Body for consideration.

**Safeguarding and Personal Development:** The Minutes of the meeting held on 5 February 2010, copies of which had previously been circulated, were received and noted.

It was **NOTED** that:

(i) minor amendments had been made to the anti-bullying policy which had now been approved;

(ii) all CRB checks had been completed in the Junior School apart from 1 Governor which the Chair would follow up (Minute item 10/32 above refers);

(iii) in the Infant School all volunteers were CRB checked who regularly supported in school;

(iv) for swimming the Head Teacher (Infants) would write guidelines for procedures with volunteer helpers and how they were used. CRB's would be undertaken for regular helpers; On procedures the Head Teacher would stipulate no mobiles or cameras. Subsequent to the Committee meeting further advice had been received from the LA and now all volunteers helping with swimming would be CRB checked. 3 mornings had been held where parents came in and were supported with completing their CRB and the process had gone very well.

10/40 **GOVERNOR TRAINING AND DEVELOPMENT AND REPORT OF THE LINK GOVERNOR**

(i) Mrs Laura Bier, Link Governor, advised the Governing Body that due to the weather there had been no Link Governors' meeting this term. However she had attended a training course with Frank Kanter on the role of the Governor linked to an area of the curriculum;

(ii) Mrs Bier confirmed that she had also attended safeguarding training under the new Ofsted framework. Mr Kanter advised that he had also attended the induction for newish Governors course and stated that it had been apparent that Brooklands Governing Body was way ahead of others which was encouraging;

(iii) Mrs Zoe Rodwell stated that she had also attended the safeguarding course and had found it to be very useful.

10/41 **GOVERNOR VISITS**

It was **NOTED** that:

(i) the Chair confirmed that on the 10 February she had liaised with the Head Teacher (Junior School) regarding Part C of the Self Evaluation Form (SEF). Following from this there was now a working document which the Chair had signed

off. With regard to the Infant School the SEF Part C had been signed off during a meeting with the Head Teacher on 1 March.

(ii) Ms Blackmore advised that there was a current online version of the SEF which had been shown to the School Improvement Partner Chris Brook who had thought it was in order. The School had gone for outstanding for most judgements but only average for attendance as religious observance was a significant factor that had affected these results. The Head Teacher then circulated copies of the SEF version dated 23 March 2010 for Governors information. Committees should now build review of their allocated sections of the SEF into their meetings from the Summer term onwards. The Chair agreed to re-circulate the schedule showing how the SEF had been allocated to committees for review;

(iii) Mrs Zoe Rodwell reported that she had attended lesson visits covering how you resolved a problem and it was interesting to see how this lesson was delivered for the various subjects in the curriculum.

## 10/42 **ANY OTHER BUSINESS**

### Newsletters

It was noted that the Chair had asked for both schools to email their newsletters to members of the Governing Body. If Governors only wished to receive a letter from the Infant or Junior school they should advise the respective School office.

### Polling Day

It was noted that the Infant School would be used as a Polling Station on the 6 May and the School would therefore be closed for the day. This would be used as an additional INSET day for staff training.

### Year 2 Moderator

It was reported that Jean Taylor, Primary Team Manager from the LA had attended the School and had been very impressed with its work.

### ICT Project

It was reported that the Infant School had been selected for a London Grid for Learning (lgfl) project and the staff and Acting Head Teacher would be interviewed on the 30 April. Congratulations were extended to Ziz Chater for her role in this work.

### Diversity Survey

The Chair advised Governors that the LA was currently conducting a School Governor Diversity Survey. This could be completed online by logging onto the latest school circular (Issue 25) which had a link to the survey. Alternatively she had hard copies of the survey if Governors wished to complete their returns that

way. These should be returned to the school office so that it could be forwarded to Governor Services via the Barnet school courier service. The survey needed to be completed by Monday 17 May 2010 or sooner if possible.

10/43 **COMMITTEE MEETING DATES**

It was agreed that :

(a) the next meeting of the Curriculum Committee would be on the following date:

Summer Term : Friday 2 July 2010 at 8.30 am in the Junior School

(b) the next meeting of the Personnel Committee would be on the following date:

Summer Term: Thursday 22 April 2010 commencing at 8.30 am

(c) the next meeting of the Safeguarding and Personal Development Committee would be on the following date:

Summer Term : Monday 17 May 2010 at 8.30 am in the Infant School

10/44 **DATES OF FUTURE GOVERNING BODY MEETINGS**

Summer Term (clerked) : Wednesday 19 May 2010 at 6.30 pm  
(clerked) : Wednesday 7 July 2010 at 6.30 pm