

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

**MINUTES OF THE MEETING HELD AT THE SCHOOL
ON THURSDAY 7 JULY 2010**

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 Ziz Chater (Infant Teacher)
- * Mrs Katie Kraiss (Junior Teacher)
- Mrs Phil Mulvihill (Infant Support)
- * Mr Simon Greenhouse (Junior Support)

ASSOCIATE MEMBER

- *Mrs Christine Rafferty

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)

COMMUNITY GOVERNORS

- * Mr Samuel Clarke
- * Miss Rachel Beard
- Ms Linda Lewis
- * Mr Frank Kanter

NON-VOTING OBSERVERS

- * Josie Olsen (DHT Infants)
- * Jenny Aylen (DHT Junior)

*denotes member present

IN ATTENDANCE

Ms Trevena Champion (Clerk)

PART I

10/74 **PRESENTATION BY THE SCHOOL COUNCIL**

Firstly, the Infant members of the Council introduced themselves and told Governors about their roles.

Next, the Junior members of the Council introduced themselves, and told Governors about the Council's plans. At present the Council is working on the greening of the schools' grounds. The Council has also decided to change the way it is organised, and to elect members to serve for one year.

The Chair of the Governing Body thanked all the Council Members for giving such a splendid presentation, and they were applauded. The children then left the meeting.

10/75 ACCEPTANCE/NON ACCEPTANCE OF APOLOGIES FOR ABSENCE

Apologies had been received from the Infant Headteacher and Phil Mulvihill, and these were accepted by the Governing Body. No apologies had been received from Linda Lewis, and she was recorded as being absent without consent.

10/76 CURRICULUM PRESENTATION ON ICT

a) **Infant School** The ICT Coordinator, Ziz Chater gave a Powerpoint presentation on the IT equipment, facilities and curriculum in the school. Children were already using the Managed Learning Environment (MLE), and accessing the web game Education City and all areas of the Barnet IT curriculum (Word, Powerpoint, Excel, Researching, Publishing). Ziz circulated Governors with an ICT assessment form which she had created, for the purpose of measuring children's progress. She said that 96% of children were now achieving Level 2 and above, showing a steady improvement since the introduction of MLE. Ziz added that children were very enthusiastic about using MLE.

- **Resources** A new server had been installed, and a memory upgrade of all the computers in the suite had been completed. The wireless provision needed to be improved, before more trolleys were bought.
- **ICT Mark** The school was working hard towards accreditation for the Mark, using the BECTA programme.
- **Community** Parents had been offered access to the suite one afternoon each week.
- **Security** The LA's new regulations were being complied with: memory sticks and laptops were being encrypted. Parents would be asked each year to give written permission relating to the photographic record of their children.

Governors' questions:

- How could children, who did not have internet at home, be helped to access MLE? - They would be encouraged to use the facilities at lunchtime.
- How much would it cost to develop the wireless network? – Approximately £12,000, and a trolley with 16 laptops would cost £8,000.
- How would video-conferencing work? – Links could be established with museums, aquariums, other schools.

The Infant teachers were warmly thanked for their presentation.

b) **Junior School**

Helen Wing, the ICT co-ordinator of the Junior School, gave a Powerpoint presentation on the ICT curriculum in the Junior School. She explained that the school used the QCA curriculum for teaching the subject, and that all children received one hour of discrete tuition. In addition, the cross curricular use of ICT contributed hugely to the children's learning, and they all learnt to experiment with multi-media.

- **Assessment** The children's progress was levelled each half-term.
- **Attainment** The children's attainment corresponded with the national average.

- **Resources** Each classroom had a digital camera; there were 4 video cameras and 4 USB mics in the school.
- **Development** A new IT suite was planned with 15 workspaces and 15 laptops, and the presentation slides contained further details of the development plan.

Governors' questions

- When would the new website be ready? – it was expected to be accessible in September 2010.
- Will the current IT suite be improved? – Yes, it mainly needs re-wiring rather than new furniture.

The Chair thanked the Junior IT co-ordinator very warmly.

10/77 **DECLARATION OF BUSINESS INTEREST**

There was no declaration of business interest in any item on the agenda.

At this point, it was **agreed** that the report of the Finance Committee would be submitted as the next item.

10/78 **REPORT OF THE FINANCE COMMITTEE**

The minutes of the Finance Committee meeting held on 9 June 2010 were presented by the committee chair.

Infant School

School Accounts 2009/10 Governors were informed that the school budget accounts for the previous financial year, 2009/10, contained an error which had resulted an increase of the underspend by £20,000 (from £71,000 to £91,000). An underspend of this size breached the permitted limit (8%), and would inevitably attract the clawback process operated by the LA. It had been acknowledged that the final accounts had been drawn up by the LA's own Schools Finance service, which the school bought into as a traded service. Therefore, an appeal had been submitted to the LA, demonstrating that an accounting error had been made by employees of the LA; it was hoped that this evidence would invalidate the clawback process. The committee minutes contained comprehensive details of the sequence of events. Following a brief discussion, Cllr Marshall said that he would consult the Cabinet member responsible for School Finance.

The Infant Headteacher said that, very regrettably, towards the end of that financial year, because budget cuts were expected in the following year, staff had been instructed to freeze their spending on resources. When the accounting error had been discovered, it was clear that the opposite action should have been taken, but by then it was too late.

Governors then considered the option of buying in financial services from an alternative supplier; it was agreed that, if a change were to be made, there would have to be complete confidence in the new supplier.

School Catering In response to a question from Cllr Marshall, Governors were informed that, following the end of the previous catering contract with Caterhouse, the new caterer (Pride) was providing a good service. There was a weekly review with the area manager,

and a recent staff issue had been dealt with quickly and satisfactorily. Following mixed feedback from parents, a taster evening had been organised, and the Headteacher said that the children were enjoying a good variety of nice dishes.

10/79 **MINUTES**

The minutes of the meeting held on 19 May 2010 were confirmed, initialled and signed.

At this point, Sam Clarke and Leslie Sussman left the meeting as arranged.

10/80 **MATTERS ARISING**

a) 10/57c) Secondary School Transfer

A number of actions had taken place:

- Cllr Marshall was thanked for his letter of intervention to the Chair of Henrietta Barnett School, and he reported that he had arranged a meeting with the Headteacher.
- The Chair said that she had had a meeting with the Headteacher of Christ's College, and that he also wished to engage in a dialogue about improving the options for the secondary education of local children.
- The LA would arrange for Brooklands parents to be given a tour of Friern Barnet School to see the facilities.
- The Chair said that the link between Brooklands and Whitefield would be strengthened.

In response to a question about the future from a Parent Governor, the Chair said that new options were being offered to the education sector, such as "through" schools, federations, academies, and they should all be considered.

b) 10/59 Junior School Chess Team Governors were informed that the team would be playing in the national school chess finals.

c) 10/68(4) The Chair said that a new action group including parents, residents, and the Barnet Highways Team would be addressing the parking problem.

d) 10/68(3) Access to the site The Junior Headteacher said that the Headteacher of Christ's College had informed her that perimeter security at the secondary school site was about to be upgraded, in keeping with Ofsted standards. This would include installing electronic gates, which would be freely accessible at the beginning and end of school, but not at lunchtime. Parents at Brooklands would be informed, as a number of them were accustomed to walking through the grounds of the secondary school in order to access the Brooklands site via a back gate.

10/81 **EXTENDED SERVICES**

The following developments had taken place:

a) **Breakfast Club** would be launched for Years 1-6 from September 2010.

b) **Nursery** The new intake parents had visited the nursery on Monday 5 July, when the various options for entitlement and take-up had been explained to them, as follows:

- The standard 12.5 hours would be chosen as a morning or afternoon session, the same each day.
- The extra 2.5 hours would be added on, either as a half-hour each day, or as one extra session, giving the child one full day (this would be confirmed by a contract).
- In addition, parents could purchase up to a maximum of 2.5 hours per day (at a rate of £7.50 per hour), if they wished.
- Children staying all day would be given a hot meal at lunchtime, and would sit at “family” tables.
- The admission of children would be staggered through the month of September, so that each group could be well supported by staff, as they settled down.

10/82 **REPORTS OF COMMITTEES**

Communications The committee had met on Friday, 2 July 2010, and the minutes would be circulated shortly.

Curriculum The committee had met on Friday, 2 July 2010, and the minutes would be circulated shortly. The committee Chair highlighted several points for Governors:

- **Policies** The committee had reviewed a large number of policies during the year, and members of staff in particular had worked very hard, for which they were sincerely thanked. A new policy based on the Sex & Relationship Education curriculum had gone out to consultation, first with the Junior staff, then with the Infant staff. Frank Kanter said that it would be helpful if policies, which had been fully reviewed by staff, were then submitted to the committee for recommendation to the full Governing Body.
- **SATS 2010** Governors were informed that the 2010 SATS results were looking very good, and both Deputy Headteachers said that the full analysis would be given to the Governing Body at the autumn meeting.
- **Volunteer Readers** In response to a question from Zoe Rodwell, the Infant Headteacher said that the school would cut down on the trained helper readers as an economy measure. The current volunteers (one in each school), would in future be employed direct. Frank Kanter said that the annual fee paid to the Volunteer Reading Association (£500 per volunteer), was used to train new volunteers.

Personnel The committee had held a joint meeting with the Finance committee earlier in the day, and minutes would be circulated shortly.

Premises and Health & Safety The minutes of the meeting held on 21 June 2010 were noted. A meeting had been held earlier in the day, and a verbal update was given as follows:

- **Site Security** when the challenge of security on such a large site had been discussed; the installation of security cameras had been proposed.
- **Site Inspection** The committee Chair, both Headteachers, and the site manager had toured the sites recently to carry out a maintenance inspection. Priority tasks had been

listed, and a major concern had been access to the Junior School site and pathways: this issue was now governed by Ofsted regulations. There would be a full discussion of the matter at the joint meeting with the Finance committee on 12 July 2010.

- Alterations to the Nursery The Infant Headteacher said that the new arrangements for the increase in nursery hours would result in a larger nursery population, and more space was required. The proposal which was put forward by the committee included the following points:

A new classroom would be built at the end of the existing corridor, and the library would have its own entrance. The nursery would transfer into the Year 2 hut, which already incorporated separate toilet facilities, a changing area, and a kitchen. The school walls could be remodelled to provide bays for outdoor play.

In turn, one Year 1 class would be moved to the existing nursery, and the others would go to the Year 2 hut. The Year 2 classes would be moved to the present Year 1 hut.

The paths would be changed to facilitate the new arrangement.

An access fund of £112,000 had been granted, and Katie Kraiss was thanked for her part in the bid process.

- Data Protection The LA guidance on staff laptops and memory sticks was being followed.

The Chair thanked all committees for the extensive policy review which had taken place during the year.

10/83 **REVIEW OF GOVERNING BODY ROLES, REMITS AND RESPONSIBILITIES**

A document reviewing Governing Body procedures and delegation had been circulated in advance, and there had been some additions: it was **agreed** that Associate Members could be co-opted to committees, and also that Governors could be linked to subjects in Foundation Stage. Governors were asked to contact the Chair if they had any further proposals to make.

10/84 **GOVERNING BODY STRATEGIC FOCUS REVIEW**

A four-year plan showing Governing Body strategy had been circulated in advance to Governors. The plan was now at its mid-point, and the Chair noted that the progress of the previous two years could be reviewed and audited, while the strategy for the next two years was considered. The plan showed the work to be done by the committees in each half term, and the framework of issues that each Governing Body meeting would be concerned with.

The Chair said the audit showed that progress had been made in all areas, most notably the following:

- Breakfast Club to start in September 2010.
- Parenting support – an increase in consultation would indicate the type of support needed.
- Financial support for children on Free School Meals (FSM) – government grant of £110 each, to put towards after-school club membership.
- New arrangements for nursery offer.

Looking to the next two years, building plans for the accommodation of Foundation Stage were moving towards completion.

The Infant Headteacher said that, because economies had been made during the current financial year (see item 10/78 above), there would be more funds available to help resource the building plan. The PTA had designated £30,000 for the same purpose, and there would be further fundraising initiatives.

The Chair concluded by saying that the focus for the new academic year 2010/11 would be determined at an upcoming meeting of the Chair, Vice Chair and both Headteachers. The likely issues to be discussed would be succession planning in all areas, committee processes, and extended school.

10/85 **GOVERNOR SUPPORT AND DEVELOPMENT**

Hilary Solomon and Christine Rafferty had attended the safeguarding training the previous day. The Chair, the Vice Chair and the Junior Headteacher had also attended safeguarding training. Laura Bier was keeping a record of training attended by Governors, and organising the governor skills audit. The Chair said that the Sharing Good Practice session had been very informative.

10/86 **GOVERNOR VISITS**

- Christine Rafferty said that she had had an informal meeting with the IT Co-ordinators, and had also accompanied the Year 6 children on the school journey.
- Gavin Millar had visited the Junior school.
- Laura Bier had visited the nursery.
- The Chair had participated in the Moat Mount day, learning team skills. She had attended the Citizenship session with Year 6 children, at Avenue House, which prepared children in various ways for their teenage years and secondary school. She reported that the children had been engaged by the material, and said that they felt more confident about the future after the session.

10/87 **ANY OTHER BUSINESS**

a) **Polling Station** Governors were informed that one of the schools would be used as a polling station on 5 May 2011.

b) **Junior Ofsted Feedback** Governors were informed that the unofficial verbal feedback from the inspectors had been very good. Everyone would be informed when the written draft report was received. The Chair thanked all the Junior staff, especially the Headteacher and Deputy Headteacher, and also the children, for working so hard.

c) **Academy Status** The Chair said that the recent proposal for schools to take academy status would be seriously considered. Academy status represented a significant change in structure, both legally and financially, and the implications would be studied at the autumn governing body meeting.

Action: Clerk, to next agenda

d) **SEF** The Infant Headteacher had circulated the School Evaluation Form(SEF) electronically, and Governors were asked to bring any comments to the next meeting.

Action: All Governors

e) **Staff tributes** At this point, Katie Kraiss and Ziz Chater, who were leaving at the end of the summer term, were paid a very warm tribute by the Chair on behalf of all Governors, in recognition of their long and dedicated service at both schools, and also their contribution to the Governing Body. Presentations were made to both.

10/88 **DATES OF FUTURE MEETINGS**

Autumn term 2010 (1) – Monday 20 September at 6.30pm (*date agreed by Chair post-meeting*)

Autumn term 2010 (2) – Thursday 18 November at 6.30pm