

THE GOVERNING BODY FOR BROOKLAND INFANT AND JUNIOR SCHOOLS
MINUTES OF THE MEETING HELD AT THE SCHOOL ON WEDNESDAY 16 MARCH
2016

MEMBERS

LA GOVERNOR

Vacancy

STAFF GOVERNOR

*Phil Mulvihill (Infant Support)

PARENT GOVERNORS

*Alexandra Taylor-Yeates (Infant)

*Laura Pincus (Infant)

*Karen Tickner (Infant)

*Anna Black (Junior)

*Sara Wolfen (Junior)

*Mark Leibling (Junior) (Chair)

Tim Jackson (Junior)

CO-OPTED GOVERNORS

*Simon Greenhouse (Junior Teacher)

*Emma McCabe (Infant Teacher)

*Katie Attwood (Vice Chair)

*Rachel Beard

*Christine Rafferty

Dennis Lam (Junior Support)

Sheryl Bekhor

HEADTEACHERS

*Brenda McCafferty (Infant Headteacher)

*Jenny Ayles (Junior Headteacher)

NON-VOTING OBSERVERS

Amy Simpson (Infant DHT)

Shirley Bates (Junior DHT)

*denotes member present

In Attendance
Amira Nassr- Clerk

16/19 **WELCOME**

The Chair welcomed all Governors to the meeting.

16/20 **ACCEPTANCE/ NON-ACCEPTANCE OF APOLOGIES FOR ABSENCE**

Apologies were received and accepted on behalf of Sheryl Bekhor, Dennis Lam and Tim Jackson. Karen Ticker had informed the Chair that she had been delayed.

Both Deputy Headteachers were attending a course.

16/21 **DECLARATION OF PECUNIARY INTERESTS**

No Governor present declared a pecuniary interest in the business to be discussed.

16/22 **GOVERNOR VACANCIES**

Parent Governor vacancies

The Chair and IHT provided Governors with an update on the Infant Parent Governor election that closed on Monday 28 March 2016.

One application had been submitted thus far but the Chair had received numerous emails of correspondence expressing interest.

The IHT agreed to liaise with the clerk once the nomination period had closed. If a ballot was needed, this would be conducted after the Easter holidays.

It was noted that Alexandra Taylor-Yeates and Karen Tickner were not eligible for re-election as Infant Parent Governors, as their children were no longer in the Infant School. The Governors joined in thanking them both for all their hard work and extensive contributions.

Local Authority (LA) Governor vacancy

The Chair informed Governors of the correspondence he had received in regard to the LA Governor nomination made at the last General Functions Committee.

Alexandra Taylor-Yeates arrived at the meeting.

The Chair had received the Skills Audit and spoken with the candidate to discuss this further. The Chair provided a background, noting that the candidate was keen to become a governor, was a trained accountant with finance skills as well as the potential of their child attending Brookland in the next academic year.

The Chair had also received interest from another candidate. A brief background was provided, noting that he had legal skills, was on a number of educational and appeals panels and had a keen interest in becoming the LA Governor at the School.

A discussion ensued amongst Governors regarding the credentials of both candidates and the skills they both offered. Some Governors expressed concern about having another parent on the Governing Body as it was already of a high proportion and the need for independent Governors to sit on special and disciplinary panels.

The potential of the candidates becoming Associate Members was explored.

This would be discussed further.

Phil Mulvihill noted that her term of office as Infant Support Staff Governor was to expire on 31 March 2016. The clerk agreed to send the relevant papers to the IHT to initiate an election to run between Thursday 17 March and Thursday 31 March.

Action: Clerk

The Part I minutes of the meeting held on 20 January 2016, copies of which had been circulated prior to the meeting, were **CONFIRMED**, initialed and signed by the Chair, subject to the following amendments:

P2, 16/5 **Matters Arising**, 15/107 *Reports of Committees (e) Communication and Community Engagement*: Laura Pincus had attended a NGA Regional Conference.

P6 and p7, correction to the name Toby Blume.

P7, "15 spaces for Manor Park" was corrected to "15 spaces for Martins Primary".

P9 16/7 **Infant School SEF**: the wording was amended to read: "A Governor suggested that this be investigated further with the possibility of discussing it with specific estate agents".

P10, (e) **Communications and Community Engagement**: "A letter concerning Parking and Traffic issues had been delivered to residents in the area".

P11 16/7 **Governor Visits Log**: Laura Pincus was thanked for her meeting with the D&T heads.

P11 16/12 **Chair's Correspondence**: Anna Black, in her role as Link Governor would pick this up with the Travel Plan Leaders.

16/24 **MATTERS ARISING**

16/5 **Matters Arising**, 15/112 *Any Other Business*, 3. *Chandos Tennis Club*: The IHT noted that there was no further update yet and this would be followed up.

16/6 **Headteacher's Reports**, *JHT Report*: A reminder on online safety had been drafted into the newsletter.

16/6 **Headteacher's Reports**, *IHT Report*: The Governors formally expressed their gratitude to the members of the Parent's Association (PA) for all their work in relation to parent communication about the Archer Academy's Admission proposal.

16/25 **SCHOOL DEVELOPMENT PLANS (SDPs)**

Infant School SDP

The Infant School SDP, circulated prior to the meeting, was received and noted by Governors.

The IHT provided an overview of the new format of the document. It would run from October 2016-July 2017 to be more in line with Appraisals and outcomes of Key Stage assessments. The IHT noted that this meant that the School was essentially running two SDPs simultaneously, both to finish in July.

The document had been colour-coded to correspond with the SEF. All subject leaders had their own Action Plans (not included in the document), based on the same School priorities.

A Governor asked for clarification about the target for girls in EYFS. It was explained that it was more about capturing the evidence, ensuring that teachers have enough opportunities to acquire this evidence.

The IHT noted that there would be two more sentences added to the section on Governors under Leadership and Management following the discussion at the Strategy Committee.

The Chair noted that it was the task of the Strategy committee to review these documents on behalf of the Full Governing Body, ensuring that the SDPs for both Schools met the needs of the children with all areas sufficiently covered. The Chair confirmed that the review of these documents for both Schools had been undertaken in great detail, highlighting them as important documents for Governors to be familiar with.

Junior School SDP

The Junior School SDP, circulated by email before the meeting, was received and noted by the Governors.

The JHT re iterated the importance of the document, alongside the SEF, as the core strategic documents outlining the main priorities of the School.

The Junior School was moving toward the same cycle as the Infant School, with the SDP ending in July 2017. The document followed from the SEF, encompassing the necessary national developments.

The JHT further explained that the Subject Action Plans sat below this document and contained a lot more detail. She agreed to send these Action Plans to the relevant committees and Link Governors with a completed version of the document available in the office.

Following a Governor question, the JHT confirmed that the SDP ran from April 2016 until July 2017, allowing for an alignment between both Schools for 2017-2018.

The JHT noted that a lot of processes were involved in the formulation of these documents containing both hard and soft data.

It was re iterated that these documents, although dated, were ongoing, progressive documents with financial data and assessment data received at different times of the year.

Both Headteachers were thanked for their work on the SDPs.

16/26 BUDGET RATIFICATION

The Chair of the Finance committee circulated the budget summary for the financial year 2016/2017 for both schools. The budgets for each School were prepared separately and discussed at the Finance committee meeting held on 11 March 2016.

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

Infant School Budget

The committee recommended the budget to the Full Governing Body for approval.

Following a show of hands, Governors unanimously voted to **APPROVE** the Infant School budget.

The IHT was thanked for all her hard work.

Junior School Budget

It was noted that Traded Services had now transferred to Cambridge Education with both Schools buying into similar packages as last year.

The committee recommended the budget to the Full Governing Body for approval.

Following a show of hands, Governors unanimously voted to **APPROVE** the Junior School budget.

The JHT was thanked.

Katie Attwood was thanked for all her hard work on the budgets.

16/27 **COMMITTEE REPORTS**

a. Premises and Health and Safety

Minutes of the meeting held on 29 January 2016, tabled at the meeting, were received and noted by Governors.

The Chair of the committee provided an overview of the meeting, arising from which:

There had been interest from representatives discussing the possibility of improving the swimming pool and making it financially viable.

The LAF (Legionella, Asbestos and Fire) Audit had been undertaken and the School had passed the fire risk assessment with 98%, asbestos management with 83% and legionella management with 89%. The Chair noted that Governors should be aware of the age of the School, built in 1952, confirming that the

School was managed efficiently with all checks and necessary regulations undertaken.

It was noted that an unexpected £2,500 had been spent on a new boiler in the huts.

The Health and Safety Audit for the Junior School had been completed at the beginning of the year.

The committee had discussed the Asset Management Plan, noting the link to the School's Disaster Recovery Plan. The Chair of the Committee noted that it would be useful to have a document which marked where all the documents were placed.

The Chair of the committee was thanked for his report.

Karen Tickner arrived at the meeting.

b. Safeguarding

Minutes of the meeting held on 4 March 2016, tabled at the meeting, were received and noted by Governors.

The Chair of the committee provided an overview of the meeting, arising from which:

The committee had discussed the benefits of having a 'School Learning Area' which was an area that encompassed some of the local community making it easier in terms of the administration for more local trips. By defining the Area, permission slips would not be required each time, rather a generic form at the start of the School year/admission and the subsequent informing of parents.

The IHT confirmed that this was already partly in place in the Infant School, but that the School Learning Area had not yet been defined in the policy.

The committee had agreed unanimously to this action, with an appendix added to the Educational Visits Policy to reflect the changes.

An INSET on the Prevent Duty had been undertaken, attended by staff of both Schools and some Governors. The training had been very informative and up to date.

The Chair of the Committee was thanked for her report.

c. Finance

Minutes of the meeting held on 21 January 2016, circulated prior to the meeting, were received and noted by Governors.

The meeting undertaken on 11 March to discuss the budget had been discussed earlier in the meeting.

The JHT noted that the School had applied for additional funding, as they had a Gold Travel Plan. They had received a £5,000 grant to improve the lighting on the path across the field; the work was already being undertaken. There were some funds remaining for another project.

Governors expressed their gratitude to Bryrony, the Travel Plan lead, for all her work in this.

Laura Pincus agreed to include this development in the School newsletter, noting that Clandon Gardens was a viable place to 'stop and drop' for parents.

Action: Laura Pincus

d. Curriculum

The committee had not yet met, and would arrange to do so via email.

e. Communications and Community Engagement

The Chair of the committee provided an overview of the discussion, arising from which:

The Nursery Admission Policy was discussed. The School was awaiting Barnet's decision on Reception so that this could then be utilised to ensure the Nursery Admission Policy corresponded.

It was noted that all Governors should have access to all online areas and if not, they were urged to contact Laura Pincus.

The success of the Joint Schools partnerships, with joint INSETS being undertaken was noted.

A meeting had been undertaken with two representatives from Barnet, Gary Shaw (Head of the Roads and Traffic Committee) and Cllr Marshall. It was made clear at the meeting that the School was unhappy with the consultation that had occurred.

The discussion had focused on the four points consulted on. It had been decided that there should be more sign posting and clearer pavement adaptations to highlight the informal crossing point, with a discussion on new camera installation to monitor the zig zag lines.

The JHT confirmed that this mobile camera installation was a Barnet initiative and would be communicated in the School newsletter and stated that at the Travel Plan workshop the school was told that none of the measures on the Brookland area traffic plan would now be implemented.

The Governors were thanked for their work in the posting of letters to households regarding the road and traffic issues in the area.

f. Personnel

The committee had not yet met but would schedule a meeting.

g. Strategy Committee

This Committee had been discussed earlier in the meeting, noting the detailed analysis of the SDPs that had been undertaken.

A specific remit outlining the roles and responsibilities of the committee would need to be formulated.

Action: Strategy Committee

16/28 APPROVAL OF RESIDENTIAL TRIPS

The Infant School residential trip to Moat mount was presented to Governors, to run between 7 and 10 June. The IHT confirmed that there had been no changes to the trip.

The Governors **APPROVED** the trip.

The Junior School residential trip to Whitby was presented to Governors, to run the week of 23 May. The JHT confirmed that no changes had been made.

The Governors **APPROVED** the trip.

The JHT noted the possibility of changing the destination of the Junior residential trip in the forthcoming year. A presentation was to be held on 22 March at 8.30 to outline the possible new ideas. Once this meeting had been undertaken, the wider school community would be consulted.

16/29 GOVERNOR VISITS LOG

Laura Pincus thanked all Governors who had informed her of their visits and the log had been circulated.

She had created a new list with all subject leader visits on it.

Anna Black informed Governors of her visit to the Year 2 class during a History lesson. She wished to thank the subject lead for allowing her to experience such an organised and exciting lesson.

Alexandra Taylor- Yeates had also visited the School to see Maths lessons in Year 2 and Year 6, which she had found very useful.

16/30 CHAIR'S CORRESPONDENCE

The Chair had received no further correspondence from the last Full Governing Body meeting, apart from the parental interest in the Parent Governor vacancy, as noted.

16/31 GOVERNOR SUPPORT AND DEVELOPMENT, AND REPORT OF THE LINK GOVERNOR

Katie Attwood informed Governors that she had attended training on Pupil Premium.

Laura Pincus informed Governors that she had attended training on Assessment and new SATs with John Paxton. She noted the difficulties and extra work that this inevitably posed for the Year 2 and 6 staff.

She, along with Sara Wolfin were also scheduled to attend Road and Travel Safety course on Monday 21 March.

16/32 **ANY OTHER BUSINESS**

a. Swimming Pool

The JHT informed Governors of the discussion recently undertaken on the development opportunities of the swimming pool.

The School had been approached by two swimming companies, Swimming Rocks and Total Swimming. A meeting had been undertaken with representatives, the JHT, Katie Attwood and Tim Jackson to discuss proposals for a rebuild of the pool.

A proposal of £450,000 capital investment had been made which would include a significant use of the pool for a number of years, during the school day, evenings and weekends.

The School received an outlined proposal today. It would require a lot more discussion.

Following a Governor question, it was confirmed that Brookland children would have priority over the pool.

The JHT agreed to keep the Governors informed.

b. Parent Governors

Karen Tickner and Alexandra Taylor Yeates were no longer eligible to be Infant Parent Staff Governors. They were thanked for all their hard work and contributions to the School.

16/33 **DATES OF COMMITTEE MEETINGS**

All committees who had met were thanked. Any committee which had not were advised to do so when necessary.

16/34 **DATES OF GOVERNING BODY MEETINGS**

- Summer :Wednesday 11 May 2016 at 6.30pm in the Infants
- Summer 2: Wednesday 6 July 2016 at 6.30pm in the Infants