

**Minutes of the Full Governing Body meeting of Brookland School, held on 9 October 2024
at 6pm at the School**

LA GOVERNOR

*Lucy Tobin

PARENT GOVERNORS

*Samantha Jayasekera-Heffer (Infant)

*Kate Blumhof (Junior)

HEADTEACHERS

*Brenda McCafferty (Infant Headteacher)

*Jenny Aylen (Junior Headteacher)

NON-VOTING OBSERVERS

*Amy Simpson (Infant DHT)

Cara Christie (Junior DHT)

*Bryony Gibbs

STAFF GOVERNOR

*Jenny Catley

CO-OPTED GOVERNORS (12)

*Gabi Symons (Junior Teacher)

*Aimee Epstein (Infant Teacher)

*Farnoush Bikdeli (Junior Support)

*Michael Farhi

*James Clare

*Lisa Weinbrenn

*Laura Pincus (Chair)

*Nick Astaire

*Jeff Harris

*Judith Bernstein

*David Lee

*Daniella Jackson

ASSOCIATE MEMBER

*Sapna Shah

Clare Rosen

PART I

24/53 **Welcome/ housekeeping**

All Governors were welcomed to the meeting.

24/54 **Acceptance/ non-acceptance of apologies for absence**

Apologies were received and accepted on behalf of Clare Rosen and Cara Christie.

24/55 **Appointment of Chair**

Nominations for the position of Chair were welcomed at the meeting. Governors considered the one nomination received on behalf of Laura Pincus.

Following a show of hands, Governor **RE-APPOINTED** Laura Pincus for the 2024-25 academic year or until their successor was appointed.

24/56 **Appointment of Vice Chair**

Nominations for the position of Vice Chair were welcomed at the meeting. Governors considered the one nomination received on behalf of James Clare.

Following a show of hands, Governor **RE- APPOINTED** James Clare for the 2024-25 academic year or until his successor was appointed.

24/57 **Governor Appointments**

Following a show of hands, Governors **RE- APPOINTED** Farnoush Bikdeli as Co Opted Governor for a four year period ending on 8 October 2028. She was thanked for her continued service.

24/58 **Annual Register of Business Interests 2024-25**

Governors were reminded to complete their annual declaration forms within their profile on Governor Hub. Most Governors had confirmed that they had already done this.

24/59 **Declaration of pecuniary interests**

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

24/60 **Part I minutes of the meetings held on 15 May 2024 and 2 July 2024**

The minutes of the meeting held on 15 May 2024 were agreed as an accurate recording of the meeting. The Chair signed the minutes.

The minutes of the meeting held on 2 July 2024 were agreed as an accurate recording of the meeting. The Chair noted that the actions would be covered during the meeting.

24/61 **Matters arising**

It was confirmed that Gabi Symons had completed her skills audit.

24/62 **Annual Review of Committee Structure, Membership & Terms of Reference**

Governor attention was drawn to the committee TOR noting that these had all been added to the Governor Drive. The Premises, Personnel and Curriculum committee still needed to review theirs.

Governors were asked to send any comments to the Chair by the end of the week.

Action: All Governors

It was noted that the contents lists needed to be updated as well as some changes to membership and subject leads.

It was noted that David Lee was stepping down from the Curriculum committee and Lucy Tobin was joining.

It was agreed that Samantha Jayasekera-Heffer would take on the role of SEN and Inclusion Link Governor and would step down from PSHE and RSE. It was suggested that Sapna Shah take on the latter roles. This would need to be confirmed.

24/63 **Results of Governor survey**

The Chair provided an overview of the Governor Survey noting that there were no significant concerns raised. The areas which stood out in terms of scoring were: 'strategic compared to

operational', 'feeling comfortable to challenge', satisfied with workload and resources', 'the role gives me a sense of personal accomplishment', 'financial expertise' and 'use of Governor Hub'.

Governors were asked to discuss any other areas of concern with the Chair.

24/64 **Governor review of KCSIE** (record on GH)

Governor attention was drawn to the KCSIE document and reminded to confirm that they had read and understood the document as part of their declarations on Governor Hub.

Lisa Weinbrenn provided an overview of the changes highlighting the need for Governors to be aware of these:

- Exploitation – including this more comprehensively (abuse, neglect and exploitation)
- New emphasis on EH
- Terminology changes and clarification of school absences
- Change to data protection regarding personal information handling
- Expansion of the definition of safeguarding

It was confirmed that safeguarding walks were undertaken each term which included talking with children.

24/65 **Governor Code of Conduct** (record on GH)

Governor attention was drawn to the Governor Code of Conduct, circulated prior to the meeting. The document had been reviewed and annual data protection training added which would be scheduled into FGB meetings.

Governors were also reminded about their presence and conduct on social media.

Following a show of hands Governors **AGREED** the Code of Conduct. This would need to be confirmed on Governor Hub also.

24/66 **Governor Allowances Policy**

Governors were reminded of this policy which they noted.

24/67 **Approval of residential trips**

Governors were reminded of the annual residential trips scheduled for next year. The Junior School would visit PGL from 8 to 11 June. It was confirmed that the safeguarding case there had been closed and following another Ofsted inspection, this had all been resolved with safeguarding processes far tighter now.

The Infant School were scheduled to go to Moat Mount residential from 1 to 4 July. It was confirmed that all risk assessments would be in place and reviewed accordingly.

Governors **APPROVED** both residential trips.

24/68 **Headteachers' reports and supporting documents, including attendance**

Infant Headteacher

The IHT provided an update. She thanked all staff for their efforts in what had been a very challenging start to the year. She noted that there had been quite a lot of long term absence particularly in the school office. It was noted that parents had been asked to complete applications directly through Arbor with mixed success. The children in Nursery and Reception

had settled in well with positive feedback from parents. The School was almost full with a few spaces in Reception and one in Y1. The census had been completed.

In terms of the Ofsted inspection which had taken place in the summer, the School confirmed that they were happy with the results. The School priorities had been added to Governor Hub to align with any Ofsted actions etc. The priorities had been shared with Teachers and would be shared with Support Staff the following day. This would help to ensure a consistent approach and focus for the coming year.

Following a Governor question, the lower numbers of safeguarding referrals/incidents was noted. The IHT confirmed that all staff were aware of the processes and vigilant. She added that contextual safeguarding information was based on referrals that had come to the School. The concern forms were completed by all staff.

Governors reviewed the data that had been shared. Whilst the results were positive overall, the scores were lower for GLD. Of the specific groups that had lower data, deep dives had been undertaken identifying that they were very small groups often with other significant needs that were having an impact. The number of children in receipt of Pupil Premium had decreased with the figure currently at 24.

Phonics results had been very good especially amongst the Y2 retakes. The new programme seemed to be working very well. There was no KS1 national data so it was difficult to make wider comparisons.

The IHT added that there were a number of clubs underway and lettings figures were helping to generate some income. She had also added school events to the Governor calendar which they were welcome to attend.

The IHT was thanked for her updates.

Junior Headteacher

The JHT provided an update noting that as of census day, there were 358 on roll with two spaces in Y4. There had been a lot of work undertaken on this with a few joiners joining from overseas.

She added that the SATs results had been positive and commended the strong teaching team across the School with tailored support for the children's needs. They had scored above national for Greater Depth and above Barnet. Students in receipt of PP had also performed well and above national figures. The progress data overall was also very strong.

The School had also been successful in achieving the Geography quality mark. The journey to achieving this had also been very positive and useful with a lot of structured CPD needed in order to achieve it as well as pupil voice. The staff and Governors involved in this were thanked.

Governors also commended the wellbeing work undertaken across the School, led by Simon Greenhouse. It was very extensive and the impact was evident.

24/69 SDP overview/agreement

Governor attention was drawn to the Junior SDP, circulated prior to the meeting. The JHT provided an overview noting that it was a review of the previous year with comments added on some projects that were ongoing. There would be a new SDP for this year. Two of the main headlines were the Teaching and Learning toolkit and the focus on a systematic implementation of it as well as adaptive teaching and continual precision on how lessons were planned and adapted.

Following a Governor question, the JHT explained that a pupil passport was written with the child and the SENCO and was a tool that outlined what helped the child.

The extensive work undertaken on transition was noted. This had a significant impact in terms of preparation for secondary school for both the children and the new school.

Following a Governor question, the JHT agreed to share the individual subject lead development plans with the relevant link Governor.

Following a Governor question, the JHT updated that there had been one further EHCP that had been agreed and another that had not which they were reapplying for with additional information. The Y7 one was still in progress and there was another ongoing. The School currently had 16 pupils with an EHCP.

Following a Governor question, the JHT explained that some children were targeted for specific lunchtime groups. Most of them were free apart from coding. Other spaces were filled by students who were interested in them.

A Governor asked whether the provision of speech and language via the LA had improved. The JHT explained that the medical team were under scrutiny at the moment with a lot of change in terms of personnel and agency. There was a lot more pressure on school staff to deliver this themselves and there was a new tool kit. This was adding to the pressures upon teaching staff more generally with some children's needs far more challenging with little time and resource for training on new strategies etc.

Governor attention was drawn to the section in the SDP which outlined the areas where Governors wanted to achieve. There was also a lot of training available across the various Barnet courses.

Jeff Harris left the meeting at 7pm.

24/70 Staff Governor reports

It was noted that this had been covered as part of the HTs reports. The Infant Staff Governors noted that it had been a successful end to the summer term with the Y2 leaving assemblies for example. They had also welcomed new cohorts this year who were settling in well. There had been two INSET days so far, one on renewed safeguarding training and also all TAs completing First Aid training.

In the Junior School, the School had received a medal for the success of the gardening club with the produce also sometimes being used in the School kitchen. They had celebrated a successful black history month focused on knowledge and enquiry. Reading for pleasure was also being boosted.

24/71 Committee reports (including risk and safeguarding updates)

Strategy committee

It was noted that a meeting would be scheduled.

Safeguarding committee

The committee had met and had started to review policies. They had also discussed contextual safeguarding and risks. A safeguarding learning walk was scheduled for 11 November at 2.15pm.

Finance committee

A meeting had been held on 8 October; the School now had a new accountant from the LA. Finances for the Junior School were steady but for the Infants there were more challenges with the likelihood that they would go into deficit. Governors reiterated the importance of the provision and curriculum focus for the children and this was not something that would be compromised.

Personnel committee

A meeting would be scheduled.

Premises committee

It was noted that there were a few ongoing issues. The replacement of the roofs across the building has started with Y5 and Y6 over the summer. There had been a number of glitches with the heavy rainfall but these had now been fixed. There was however the need to repair some areas as a result of this. It was hoped that the works would improve the insulation across the School.

There were ongoing issues with the installation of the heat pump.

Sapna Shah joined the meeting at 7.20pm.

Curriculum committee

A meeting was scheduled for 14 October. Governors were reminded of the decision last year to suspend the curriculum/learning walks via the committee as they felt it was more useful for curriculum subject leads to meet with their link teachers as a more comprehensive way to understand what was going on. There would also be a calendar of events shared with Governors should they wish to attend other events.

24/72 Wellbeing

It was noted that the counselling was going well with the new pod in place. Clare Rosen, Wellbeing Governor, was arranging a meeting with Simon Greenhouse to talk through this further. She would update the FGB accordingly.

It was noted that the Safeguarding committee was also reviewing the Food Policy. The School had secured a new provider – *Olive-* for lunches.

There was also a support group for DSLs in the School circular encouraging schools to make use of it.

24/73 Governor visits

No Governor visits had been undertaken this term so far.

24/74 Governor Training

This had been covered earlier in the meeting.

24/75 Chair's correspondence

The Chair provided an overview of the correspondence received noting that she had signposted a parent to the Complaints policy at the end of the year but no further action had been taken so far.

She had also had some correspondence with R Caller regarding parking and driving. The HTs agreed to add a reminder of the one-way system back into the newsletters.

24/76 **Report of the Director of Education and Skills** (if available):
<https://www.barnet.gov.uk/www-home/information-for-schools/school-governors/meetings-and-reports.html>

Governor attention was drawn to the report. The Chair provided an overview of the key points:

- Teacher's pay rise had been approved and accounted for in the budget. There was still uncertainty whether this would be covered in its entirety by central government
- Ofsted were no longer using one-word judgements and notification of visit calls would be made on Mondays
- Positive test results across Barnet
- Increasing budgetary challenges across schools
- Importance of online safety training
- Vacancies listed on the Schools forum

The Chair confirmed that she had submitted the Governor effectiveness audit to the LA.

24/77 **Any Other Business**

There was no further business to be discussed.

24/78 **Dates of committee meetings**

- a. Finance: TBC
- b. Safeguarding: 11 November
- c. Curriculum: 14 October
- d. Personnel:
- e. Strategy: TBC
- f. Premises: TBC
- g. HT review: 3 December 2024

24/79 **Dates of governing body meetings**

- Tuesday 12 November at 6pm (unclerked)
- Wednesday 29 January 2025, curriculum tea at 3.30pm, meeting at 5pm
- Tuesday 11 March 2025 at 6pm
- Tuesday 13 May 2025 at 6pm
- Wednesday 9 July 2025 at 6pm (unclerked)

The meeting ended at 7.50pm