

THE GOVERNING BODY FOR BROOKLAND INFANT AND JUNIOR SCHOOLS
MINUTES OF THE MEETING HELD AT THE SCHOOL ON
WEDNESDAY 13 MAY 2015

PART I

MEMBERS

LA GOVERNOR

*Emma Howard

STAFF GOVERNOR

*Phil Mulvihill (Infant Support)

PARENT GOVERNORS

*Alexandra Taylor-Yeates (Infant)

*Laura Pincus (Infant)

*Karen Tickner (Infant)

*Anna Black (Junior)

Sara Wolfin (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

Rebecca Simon

*Dennis Lam (Junior Support)

HEADTEACHERS

*Brenda McCafferty (Infant Headteacher)

*Jenny Ayles (Junior Headteacher)

*denotes member present

NON-VOTING OBSERVERS

*Amy Simpson (Infant DHT)

*Shirley Bates (Junior DHT)

IN ATTENDANCE

Amira Nassr- Clerk

15/42 **WELCOME**

The Chair welcomed the Governors to the first summer term meeting. He introduced the new clerk to the Governors.

15/43 **ACCEPTANCE/NON-ACCEPTANCE OF APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Rebecca Simon, Sara Wolfin and Christine Rafferty.

15/44 **DECLARATION OF PECUNIARY INTERESTS**

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

15/45 **PART I MINUTES OF THE MEETING HELD ON 18 MARCH 2015**

Part I of the Minutes of the meeting held on 18 March 2015 were **CONFIRMED**, initialed and signed by the Chair as a fair representation of the meeting, subject to the following amendments:

Pg.7 15/26 **Pupil Premium Report and Junior School Survey**- the sentence on eligibility was changed to read:

‘The Headteachers informed her that eligibility was based on a receipt by parents/carers of certain benefits and/or whether the child had received Free School Meals (FSM) in the last six years’.

Pg.11 15/29 **Reports of Committees: Personnel**- the phrase ‘discussed in many other committees’ was removed.

15/46 **MATTERS ARISING**

15/06 **Matters Arising, 14/119 LA Delivery Model**: The Chair provided the Governors with an update on the Freedom of Information (FOI) request for the raw data of the consultation. Barnet had provided a website link where the data could be viewed. After some analysis of the data, the Chair realised that it was inconclusive.

15/06 **Matters Arising, 14/119 Admission for Children of Staff**: A Governor asked for an update on this. The Infant Headteacher informed the Governors that the status of this was still unknown and was to be included in the next consultation. A Recruitment Party had been formulated and a questionnaire sent out to all staff in Barnet. The response from this had been minimal and as a result, had been extended.

15/25 **Junior School Local Authority (LA) Review Report**: The Junior Headteacher confirmed that the result of the Review had been included in the School and Governor newsletters. It was at the School’s discretion to decide if/how the document would be published. The document was already available to view as part of Governing Body Minutes.

15/27 **School Partnerships**: The Infant Headteacher informed the Chair that she would email him the School Partnership Terms of Reference that had been covered.

15/27 **School Development Plans (SDPs)**: The Chair updated the Governors regarding the formulation of a Working party to develop the SDP more closely, as discussed in the previous meeting. He noted that he, the Vice Chair and the two Headteachers had met to discuss the Four Year Plan, the Working party and the SDP and the cycle/ time scale around the Four Year Plan.

It was decided that a working party of Chairs of committees would be created to focus on the SDPs. The Chair would be contacting the chairs to organise a meeting.

15/29 Reports of Committees (e) Communications and Community Engagement: Laura Pincus noted that Teamy had undergone changes. The Infant Headteacher added that the Jellybeans Kids Club Ltd now occupied the premises.

15/30 Governor Visits Log: Laura Pincus presented the Governors with an example of the sign-in sheet that had been inserted into the Governor Log. She noted that she had circulated information about the protocol for Governor Visits from a course she had previously attended.

Anna Black had also been working on the new protocol for New Governor Induction packs. It was suggested that these be updated following the new information directed under Section 7 of the Director's Report. A refresher document would be produced and new packs re issued to Governors to include the new protocols and ensure all the necessary procedures and regulations were adhered/ agreed to.

This would include a new updated Governor Code of Conduct, in accordance with what needed to be published about Governors (according to Section 7 on the Director's Report).

15/32 Approval of School Trips/Educational Visits: Laura Pincus informed Governors that the Whitby risk assessment for Year 6 had been sent to and approved by Barnet and that the Infant's would be sent in the following week.

15/34 Any Other Business, Four Year Plan: The Chair added that the ideal was to ensure a strategically robust Four Year Plan in line with the SDPs. The Chair would update the SDP.

He also wanted to make School visits more formal.

15/47 **HEADTEACHERS' REPORTS**

Junior School Headteacher's Report

Copies of the Junior Headteacher's Report, circulated prior to the meeting, was received and noted by the Governors.

Arising from the report:

Staff and School Development

- Teaching staff had attended outside professional meetings and training sessions with leadership and management development further supported through attendance by senior managers at numerous courses and events. The INSET day in January enabled for a variety of essential areas to be covered and evening INSETS had also allowed for the sharing of School priorities and the drafting of Action Plans to feed into the SDP.

- Whole School termly meetings with children and teacher Pupil progress meetings continued to provide the School with extremely useful feedback and suggestions.
- Food Hygiene training had been completed by the four Breakfast Club staff and three TAs, the site manager and a member of welfare had completed their first aid requalification. Three TAs completed the Team Teach qualification and five TAs received Safeguarding level one training.
- A peer review took place with the Livingstone School as part of the London Schools Excellence Fund (LSEF) Project. The review was focused on Maths. It proved a very useful process, and acted to reaffirm the strengths in Maths teaching and learning of the School.
- A Barnet Review of the School had taken place after half term. The report from the review was very positive.
- The School was part of the Junior School Alliance and meetings had taken place within the partnership in which terms of reference had been agreed and discussion on assessment, curriculum, staffing and Ofsted Self Evaluation had taken place.
- There was a continued high quality approach to School planning in line with the new National Curriculum with the systematic change over to new assessment requirements in the process.
- Lesson observations and feedback for Appraisal had been successfully undertaken, allowing continued monitoring of teaching and learning.
- The Junior Headteacher outlined that this week had been SATs week. A lot of planning and paperwork had been undertaken and all had progressed well thus far. There had been an inspection of SATs administration on Tuesday 12 May 2015 from John Paxton. He had been very impressed with the School's organization and operation of SATs.
- A Governor asked for more detail on this visit to which the Headteacher replied that John Paxton had arrived at the School unexpected and focused on the School's invigilation and examination procedures. Feedback had been provided immediately.
- The Headteacher thanked the Deputy Headteacher for her excellent help and organisational work.
- A Governor asked if secondary school places were known. It was clarified that whilst the children were aware, the final list had not been produced as places had not yet been confirmed.

Staffing

- The Headteacher noted the departure of the Assistant Caretaker Arben Stuja, with a replacement already found.
- Ms Lucas, the Inclusion Leader, had returned from maternity leave.
- Following a Governor question, the Headteacher confirmed that the new swimming teacher had settled in very well and that there had been positive feedback from parents. The children had also expressed their enjoyment with positive strategies of splitting up the children into swimming groups in place.

Other

- Parent Consultations had successfully taken place in March.
- Behaviour across the School was typically good and described as “admirable” by the Barnet Review Team.
- There had been no racist incidents recorded.
- Following a Governor question, the Headteacher explained that the Fire Drill had taken place successfully on 24 March 2015 with the adjustments made to the evacuation protocol for disabled pupils allowing for a reduced time. The Chair asked for clarification from the Junior Deputy Headteacher as to how the time to get the School empty had been calculated. The Deputy Headteacher provided a precise explanation for this.

Attendance

- In the autumn 2014 term there had been a total of 5.2% absence and in the spring 2015 term 4.1% absence.
- The Chair enquired into why the Junior Headteacher titled this *Attendance* compared to the Infant Headteacher who used the term *Absences* instead.
- The Chair raised a concern about attendance being 96%. The Junior Headteacher assured him that the School monitored it well with the necessary letters and follow-ups in place. The attendance board with trophies also worked very well.
- The Chair enquired into whether levels of attendance were similar in other schools. The Infant Headteacher noted that attendance was quite a big issue in Barnet across the board.
- A Governor asked for clarification about *Authorised* absences and whether this included illnesses. The Junior Headteacher noted that the School did have a more detailed breakdown of this data and all was monitored very clearly. The Chair requested to see this breakdown, to which the Junior Headteacher agreed. The Chair suggested that this breakdown of data be put on the Safeguarding Agenda.
- A Governor asked whether there was a problem with lateness in the School especially within the climate of the recent news. The Infant Headteacher informed the Governors that there was not really an issue with either drop off or pick up. She noted that the School was aware of the number of families who had difficulties with keeping these times and that many of these had been addressed. She also noted the benefits of letters written from the Education Welfare Officer (EWO).

Special Educational Needs (SEN)

- The School was in the process of changing to the new Code of Practice categories for SEN. There were 60 students in the School who had additional needs following an increase in the number of those requiring support.

Free School Meals (FSM) and pupil Premium

- Following a Governor question, clarification was provided about FSM 6 now being titled Pupil Premium. There were two groups of children: Pupil premium and the current FSM pupils.

- The School had continued to provide a range of focused support activities for those pupils in receipt of pupil premium funding.
- There had been very good progress made by children working in various evidence based interventions.
- Enrichment and extension groups were in place for children who were already achieving well in academic subjects; including such areas as reading enrichment, cultural/life skills activities and Philosophy for Children.
- Overall, there was a very pleasing attitude from teachers and Teaching Assistants (TAs) in supporting and narrowing the academic and social gap for children from pupil premium families. Pupil progress meetings illustrated that teachers provided additional support and made adjustments to the curriculum in order to assist all children to achieve their potential.

Activities/Visits

- An update was provided on the various activities, visits and clubs that the children had been involved in.
- The children had undertaken performances, investigations and various sports competitions.

Fundraising

- Over £1,300 had been raised through the Mini Market. These funds had been donated to the charities nominated by the children through the School Council.

The Junior Headteacher was thanked for her Report.

Infant School Headteacher's Report

Arising from the Report:

School Roll and Organisation

- There had been three children from Nursery leave and three new ones had been admitted. One child had left in Reception and this place had also been filled. Six children had left in Year One with three of these spaces already filled. One child had also left in Year Two.
- Following a Governor enquiry, they were informed that 26 children had accepted Nursery places in the morning; 22 had confirmed and four were still pending for the afternoon. The numbers for Reception were still unknown as the deadline was still outstanding.
- A breakdown of the number and percentages of children who were Pupil Premium was provided.
- **SEN:** with a new Code of practice the system for writing Individual Education Plans had also been amended. There were currently 72 children under the SEN remit.
- **Attendance:** Attendance for last term was 94.81%.

- **Staffing:** an update on staffing was provided. The Infant Headteacher added the departure of Arben Stuja, the assistant caretaker. Cover had been organized for those on maternity leave.
- **Training of staff:** A list of training received by staff was outlined in the report.

Leadership and Management

- All teachers had been observed last term by their appraisal reviewer with observations being good or better.
- An update on the safeguarding within the School was provided for the Governors. The Headteacher had updated her Level 3 safeguarding training and herself and Amy Simpson were the designated safeguarding officers in the School. The procedure for children with a bump to the head had been updated.
- Disclosure and Barring Service (DBS) checks had been updated under the new regulations and necessary declarations.

Achievement and Progress of pupils

- Governors were provided with a detailed breakdown of the attainment and progress of pupils in Year One and Year Two.
- Information on Pupil Premium, the progress of those children and the specific interventions in place for these, was provided for the Governors.
- Following a Governor question, the Headteacher clarified that from April 2015 Nursery children became eligible for Pupil premium funding. From September 2015 the borough intended to check Early Years Pupil Premium, an area currently under the responsibility of the School. The process for this was still unclear, with a service in Barnet to allow the School to check. The Nursery forms had been amended to include this. Such information would then be passed on to Barnet Services. The Deputy Headteacher also noted that if the School was already aware of older siblings receiving Pupil premium then they were approached.
- A Governor asked if parents were apprehensive about providing the additional information needed for such an assessment. The Headteacher clarified that such information as National Insurance numbers were already on the application forms and that she would be explaining the new procedures to parents also.
- The difference between universal FSM and pupil premium was noted, highlighting the importance of differentiating between the two.
- There had been a Peer Enquiry which focused on 'How effective are our methods of recording practical learning?' The enquiry had been very impressed and provided the School with good ideas on how the School could carry out its recording.

Finance

- A new budget had been set for 2015-16 and agreed by the Governors. The annual Schools Financial Values Standard (SFVS) had been submitted to the Borough and it was sufficient.

The Infant Headteacher was thanked for her Report.

15/48 **REPORTS OF COMMITTEES**

a. Premises and Health and Safety

The Junior Deputy Headteacher had provided the Premises Committee with a presentation on the new playground initiative. Three design companies had been contracted and designs had been decided upon.

There were to be two major multi-goal installments (incorporating football, basketball and cricket) in the playground; a top choice with the children. A long traversing climbing wall was also to be installed. This would work to shield off the top playground behind the music room. There would be two table tennis tables situated there.

Two tables to allow children to draw were to be situated near the swimming pool. Activity packs would be available there; an area that could also be utilised when waiting to change for swimming.

To accommodate the children's desire for a stage as well as the concern raised by the Parent Association (PA) for shelter for parents on the lower playground, a shaded area was to be erected. This would hold musical instruments for example glockenspiels and bongos to facilitate performances; situated next to the bicycle shelter.

At the bottom of this area there would be a fence and gate ending where the path ran out. This would help improve PE lessons and playtimes and reduce instances of younger siblings wondering into games lessons at the end of school.

The company designated to carry out the work was due to start on Monday 18 May 2015. The work was estimated to be completed within a week.

All the necessary equipment for these areas had also been ordered.

The Chair asked if anything had to be moved in order to accommodate these new designs. The Deputy Headteacher assured him that this was not necessary. It was also noted that these initiatives still allowed for the use of the top playground for parking.

Governors noted the benefits of these playground improvements for both playtime and Physical Education (PE) sessions. It was also highlighted that such opportunities and resource availability were not matched in other schools and thus the School needed to ensure that the children looked after them.

An update was also provided on other improvements within the School. The new changing rooms installed in the swimming pool area had been very

impressive with the School being very pleased with the contractors used to carry out such work.

Workers had been arranged to fix the ramps as well as the railings that needed replacement. The workers contracted to make the improvements on the railings would be coming into the School on weekends and holidays to avoid any further disruption. Work on the last two huts would commence in the next week as the children could be moved to the Year six classrooms as the latter were on their residential trip.

It was noted that the ramp needed for wheelchair access had been completed satisfactorily.

A short discussion ensued regarding whether the School would use this company again and the benefits of using smaller contractors.

The need for the workers to be Disclosure and Barring Service (DBS) checked and the potential for the School to facilitate this was also highlighted.

Tim Jackson agreed to research into the possibility of contracting other builders and would be reporting back to the Chair on this.

Action: Tim Jackson

b. Safeguarding

There was nothing to report.

c. Finance

The minutes of the Finance meeting of 16 March 2015 had been circulated prior to the meeting.

d. Curriculum

A meeting was scheduled for 26 June 2015

e. Communications and Community Engagement

The Committee had not yet met and were in process of organising a meeting date.

The Chair of the committee asked Governors to inform her of anything that they wanted to be included in the newsletter.

It was suggested that the Walking Bus be reinstated. The Infant Headteacher would be including this in the newsletter on Friday to obtain knowledge of interest.

The Chair informed the Governors of the Professional Assemblies that were being undertaken by the Junior School. These Assemblies involved parents coming into the School and talking about different subjects relative to themselves.

The Chair had been invited to conduct one of these assemblies on 12 June 2015. He aimed to talk to the children about the role of Governors and the work they undertook. This could then be relayed back to the parents.

The Chair asked if any other Governors wished to join him. He endeavored to include a short slide show in his presentation, including a photo of the Governors in action.

Following consent from all the Governors, a photo was taken at the meeting to be used in the assembly.

Laura Pincus thanked Governors for their visits and involvement in coffee mornings.

The Chair enquired into the success of these mornings. The Junior Headteacher responded that these were now being tried out with all classes. The sessions had been useful in terms of flagging up smaller suggestions from parents and providing an opportunity for Junior parents to have an input.

The Chair reiterated the benefits of such sessions especially in relation to the endeavor to improve the Schools' relationship with the community.

f. Personnel

The committee had not met since the previous meeting.

The Chair noted that committee meetings should be arranged once a year as a minimum with subsequent meetings arranged as and when necessary. Chairs of committees were urged to circulate agendas of meetings a week in advance to allow Headteachers to gather and organise any necessary information and/or resources. The Chair also suggested that matters regarding typing errors should be discussed and amended prior to the meeting and policies circulated before the meeting; these would allow more time for detailed, relevant discussion.

15/49 GOVERNOR VISITS LOG

Information about this had been discussed earlier in the meeting.

A Governor enquired into how many visits were undertaken and whether there were targets for this.

It was clarified that once a term was the minimum, noting that a particular committee might need to conduct a specific visit.

Laura Pincus agreed to publish the log and circulate it so that Governors could have a browse.

Action: Laura Pincus

The idea of formalising Governor Visits was again noted; with the Four Year plan driving this.

The Infant Deputy Headteacher informed Governors of the visit from gymnast Danny Lawrence on Monday 18 May 2015 at 9 o'clock as part of a School fundraising initiative. The visit would involve a sponsored circuit training followed by a motivational Assembly and a question and answer session.

The money raised would be used to purchase sports equipment for the School. A proportion of the funds would also need to be given to the organisation itself.

Governor attendance and involvement was welcomed.

A Governor noted that he had visited the School and looked at music lessons. He drew Governors' attention to the condition of the piano and whether there was money in the School budget to purchase a new one.

The potential for this was discussed; noting the specific climatic conditions needed to keep a piano in. If the School could not ensure this, it would be more advisable to invest in an electrical piano or keyboard.

A Governor asked when the All School meetings took place and whether these could be published as they depicted a good snapshot of a range of children and how they interacted.

The Junior Headteacher clarified that these took place once a term and would undertake to publish these.

Action: Junior Headteacher

15/50 CHAIR'S CORRESPONDENCE

The Chair informed the Governors of the one complaint he had received from a resident about a parent parking. The Chair had spoken with those involved and the complaint had been logged in the office.

15/51 REPORT OF THE DIRECTOR OF EDUCATION AND SKILLS

The Clerk provided the Governors with a brief overview of the Director's Report, noting any necessary Governor action.

The Infant Headteacher informed Governors that the Infant School had signed up to the training outlined under point 6 *Making Best Use of Teaching*

Assistants. Barnet Partnership for School Improvement (BPSI) had commissioned Brigid de Rivaz (BPSI Associate Adviser) to lead on delivering a training package to schools; working over two terms with headteachers and senior and middle leaders, in addition to offering school based professional development materials and support for both teaching staff and Teaching Assistants (TAs) in schools.

The Chair elaborated on the partnerships that the Schools were part of. Clarity was provided for the name of the Junior School partnership as the *Junior School Alliance*.

The Chair also informed Governors of the new Ofsted framework being introduced in September. These changes were primarily aimed at schools classified as 'good'. The Chair had enquired into what would trigger a visit in an outstanding school, to which it was answered that such would be prompted by such incidences as new Headteacher or major complaint.

15/52 GOVERNOR SUPPORT AND DEVELOPMENT, AND REPORT OF THE LINK GOVERNOR

There was none to report.

15/53 ANY OTHER BUSINESS

The Junior Headteacher confirmed that she had individuals to attend interviews.

The Chair urged the Governors to complete the Skills Audit and send it back to him.

Action: All Governors

15/54 DATES OF COMMITTEE MEETINGS

Premises and Health and Safety: to be arranged with Headteachers

Safeguarding: 19 June 2015

Finance: 12 June 2015

Curriculum: 26 June 2015

Communications and Community Engagement: 25 June 2015 (to be confirmed)

15/55 DATES OF GOVERNING BODY MEETINGS

Summer 2: Wednesday 8 July at 6.30pm at the Junior School

Autumn 1: Tuesday 29 September 2015 at 6.30pm

Autumn 2: Thursday 12 November 2015 at 6.30pm