**THE GOVERNING BODY OF BROOKLAND INFANT AND JUNIOR SCHOOLS**

**MINUTES OF THE MEETING HELD AT THE JUNIOR SCHOOL**

**ON** **WEDENSDAY 16 JANUARY 2019**

**LA GOVERNOR**

**STAFF GOVERNOR**

\*Jenny Catley

**CO-OPTED GOVERNORS**

\*Simon Greenhouse (Junior Teacher)

\*Emma McCabe (Infant Teacher)

\*Mark Leibling

\*Christine Rafferty

\*Farnoush Bikdeli (Junior Support)

Tim Jackson

\*Michael Farhi

\*Shiv Haria Shah

\*James Clare

X 3 Vacancy

**ASSOCIATE MEMBER**

Katie Attwood

Harriet Bloom

\*Sapna Shah (Vice Chair)

**PARENT GOVERNORS**

\*Laura Pincus (Infant)(Chair)

\*Claire Rosen (Junior)

**HEADTEACHERS**

\*Brenda McCafferty (Infant Headteacher)

\*Jenny Aylen (Junior Headteacher)

**NON-VOTING OBSERVERS**

Amy Simpson (Infant DHT)

\*Shirley Bates (Junior DHT)

**IN ATTENDANCE**

Amira Nassr (Clerk)

 **\***denotes member present

19/1 **Welcome**

The Chair welcomed all Governors to the first meeting of the academic year.

19/2 **Acceptance/Non- Acceptance of apologies for absence**

Apologies were received and accepted on behalf of Tim Jackson, Amy Simpson, Harriet Bloom and Katie Attwood.

19/3 **Declaration of Pecuniary Interests**

There were none.

19/4 **Minutes of the meeting held on 27 September 2018**

The Part I Minutes of the meeting held on 27 September 2018, copies of which had been circulated prior to the meeting, were **CONFIRMED** as a fair representation of the meeting, subject to the following amendments:

18/45 **Declaration of Pecuniary Interests**: James Clare was a Governor at the Harris Academy, St Johns Wood.

18/50 **Minutes of the meeting held on 3 July 2018,** *18/32 Committee Reports*: It was clarified that the Schools had a new Finance Administrator.

18/57 **Governor Visits**: It was clarified that this was a selection of some of the Governor Visits undertaken.

18/63 **Dates of Governing Body meetings**: It was corrected to Tuesday 2nd July 2019.

19/5 **Matters Arising**

18/43 **Approval to Co Opt New Governors:** Michael Farhi has completed his tour and induction. The Headteachers agreed to discuss with Shiv Haria Shah and James Clare in order to coordinate a date.

18/51 **Matters Arising,** *18/35 Report do the Director of Education and Skills, 4. Governor Services: Timetable for Governance Advise Officer (GAO):* The IHT noted that she had emailed Sarah Beaumont to clarify what the School had bought into as part of the service. The IHT had queried the response in regard to the refund that had been agreed. She had not yet received a reply and so agreed to follow it up again.

 ***Action: IHT***

18/51 **Matters Arising,** *18/35 Report do the Director of Education and Skills, 5. iTrent Transfer Complete- Improving Capita’s HR and Payroll Service:* The JHT noted that the School were currently reviewing their HR provider as they had experienced many problems with iTrent. Maria Pitsiilides had requested the terms of involvement from Capita in order to better understand how to end the contract.

18/58 **Chair’s Correspondence**: The Chair noted that she had followed up on emails regarding the Adjudicator’s decision on admissions for Archer Academy; all options had been explored.

18/61 **Any Other Business,** *New Governors*: It was confirmed that all photos had been taken for the photo boards. Mark Leibling agreed to assist Farnoush Bikdeli with the photo board on the website.

 ***Action: Mark Leibling/Farnoush Bikdeli***

It was suggested that Governors add a short bio about themselves to the website. The IHT agreed to circulate some examples from other schools for Governors to review.

 ***Action: IHT***

19/6 **Headteachers’ reports**

**Infant School report**

Governor attention was drawn to the Infant School Headteacher report, circulated prior to the meeting.

Governor comments and questions were welcomed. Governors were also encouraged to email the Headteachers in advance of the meeting with any questions or comments.

Leadership and Management

An outline of staffing in the School was tabulated in the report.

A Governor enquired into why there were 88 children in Reception and whether another two could be accommodated.

The IHT noted that there were now 89 children in Reception. The 90th place had been offered to a child, however the Admissions department at the Local Authority (LA) had been unable to contact the family to inform them. There was a specific time frame that the offer had to remain open before it could be offered to the next child on the waiting list.

Five children left the School this term. One of these went to a school with an autistic unit, three moved abroad and one went to a faith school. Five new children joined the School after all Nursery and Reception children had been admitted (three in Reception and two in Y2).

In total, 50 out of 315 children in the School were Pupil Premium; 15.9%. Both Teachers and TAs continued to deliver targeted interventions.

The report tabulated the number of children with a current SEN need in the School. A Governor asked for a breakdown of the 30 children on the Monitoring list, noting the utility of Governors understanding why these children were *monitored*.

The IHT noted that not all of these children had a diagnosis. As defined by the new SEND Code of Practice, there were 42 children in the School with additional needs. These included such needs as Social Communication, Autism, Learning difficulties etc. The School monitored children that they thought may fall under this list because of slow progress for example. With children who were perhaps making good progress, they would not be removed from the SEN list completely, and would fall under the monitoring umbrella.

There was one family on a CAF.

A Governor challenged how the School ensured that all staff had read and understood the Keeping Children Safe in Education (KCSIE) document. The IHT explained that this was discussed at Inset and all staff had signed to evidence that they had read and understood it. All relevant policies were discussed and changes explained. Specific areas were also highlighted to members of staff where necessary.

The Safeguarding Governor confirmed that during her safeguarding walk she saw evidence of the signatures of staff.

It was noted that Teaching Assistants (TAs) had been attending First Aid training to ensure their qualifications were up to date. A Governor challenged as to how this was recorded accurately, knowing when it was last completed and to what level.

The IHT explained that Jan Butler and the DHT met once a year to review the list of TAs, what qualifications they had and when the end dates were. Any dates that were near expiration, were highlighted and training booked accordingly.

The School continued to take part in the Maths Mastery project which was being led by the Maths and KS1 Leader.

A Governor enquired into how this was being cascaded to everyone in the School. The IHT noted that Gareth who was leading it would be visiting the School twice undertaking such activities as book looks and learning walks. Emma McCabe and Janine Etuazim were leading the project in school and cascading it in Y1 and Y2 respectively, through Insets, and Planning. Teachers were given the opportunity to observe a lesson in Maths Mastery which was then followed by sessions to discuss next steps, planning etc.

The IHT noted that she had attended the Headteachers’ Conference in October 2018 which had focused on wellbeing. Following a Governor question, she explained that from this, the School had implemented a number of initiatives. They had held Insets focused on wellbeing and had discussed this further at the Personnel committee. Staff had also completed a questionnaire on what the School currently did and what could be done better. Staff were then signing up to a Wellbeing team to help implement these suggestions.

One of the ideas being actioned was to set up supervision for staff. This involved a dedicated time for staff to talk with a designated member of staff about particular confidential issues. There was also a planned Inset for an external speaker to talk to staff about how professionals could best manage stress. These were open to all staff.

A Governor asked for further clarity on the asbestos awareness training attended by James Flanagan and the frequency of this.

The IHT noted that he attended this every year as a refresher. This was then followed up by a yearly inspection at the School to ensure any new stipulations and training were implemented.

Personal development, Behaviour and Welfare

Attendance for the Autumn term was 95.81%. This included 3.58% Authorised absence, 0.51% unauthorised absence and 1.06% religious observance.

Teaching, Learning and Assessment

An attainment review had been undertaken with Katie Dawburn, a Barnet School Network Inspector, who had been very impressed with the Schools’ results and rigorous systems in place to monitor standards.

All Appraisal targets for 2017-18 for teachers and TAs were reviewed before October and appraisal reviewers have met with Teachers and TAs to set new targets for 2018-19.

Outcomes for pupils

The School were using a new system to track progress and attainment; Route Map. Pupil progress meetings had been completed in the Autumn term.

The IHT was thanked for her report.

**Junior School report**

Governor attention was drawn to the Junior School Headteacher report, circulated prior to the meeting.

Governor comments and questions were welcomed.

Teaching, Learning and Assessment

The JHT noted that in October, as part of the JSA (Junior School Alliance) Peer Review School Partnership Programme national pilot, Brookland Junior School undertook a review alongside their Junior School colleagues. This model differed significantly from previous reviews. It was tightly focused on key enquiry questions in English or Maths from the SPP model, using a collaborative coaching structure. The School chose to focus on provision in Reading for a small group of lower ability pupils who were not making as much progress as their peers.

Following the review, an Improvement Champion from another JSA school led an improvement workshop with all the teachers and TAs to develop the action plan into precise next steps.

The School noted the utility of this scheme, with it being inclusive as well as challenging which helped to identify and share the many specific strengths in provision for Reading for the lower ability pupils and to implement specific actions as a staff team to further improve. This helped with both professional and School development.

A Governor asked the JHT to elaborate on the fire warden training, what level of training this was, whether the fire wardens were new or existing and how many there were in total.

The JHT noted that all staff received fire awareness training; renewed on 14 January 2019 using an online training course. The Fire wardens at the School were James Flanagan, Rupert Mace , Stephanie Clayton and the Headteacher. It was a legal requirement to always have one fire warden on site, who would possibly deal with a small fire, find out why the alarm had sounded and decide the course of action.

A Governor asked for more clarity on the ‘Zones of regulation’.

The Junior DHT explained that this was structured around colours red, yellow, green and blue for children to describe their emotional state and be self-aware of the zone they were in and the strategies to move to the green zone.

All staff had been trained on this and it was successfully in place for target pupils, a Y3 unit of work as well as a whole school introduction during healthy school week. Meal Time Supervisors (MTSs) had also had training and so it was being used in the playground to further embed a consistent approach. Many parents had also found the strategies useful.

Following a Governor question, the JHT explained that *Oopmh your teaching* involved an external speaker as part of the NQT course.

A Governor asked for clarity on bar modelling. The JHT explained that this was a very powerful and flexible problem solving strategy for Maths. It was based on comparing parts to a whole to represent the problem using equivalent bars. This helped children set out the information they had, understand what they needed to know and how to find it out.

Leadership and Management

Teacher appraisal review and target setting meetings had been completed in line with the School Appraisal and Pay policies. All teachers had met their individual targets, achievements were recognised and areas for further action identified.

The JHT noted that one of the new targets for 2018-19 focused on whole School priorities. One of these was to give staff a deeper working knowledge of progression in key skills across KS2 (and KS1 and KS3 where relevant).  A Governor asked for some examples of such skills that spanned multiple key stages and the approach taken to give staff this greater knowledge of KS1 and KS3.

The JHT noted that Year 7 examples from Christ College had helped Y6 judgements for More Able pupils in English and Maths. The School were also looking forward to a transition Reading project with Y2- 3 to help SLT and Y3 teachers have a more practical understanding of what comprehension/ level of understanding and text looked like in Y2.

The JHT confirmed that the SLT and Wellbeing Leader held their termly meeting to review vulnerable pupils at the School. As of December 2018, the School had 38 children on the Wellbeing monitoring list, 21 on the concerns list, including two children under Child in Need Plans.

A Governor challenged as to why it took six minutes to take registers during the planned fire drill on 3 December 2018, given that the evacuation itself was completed in two minutes.

The JHT noted that it always took a longer time because all classes had to reach the top playground around the outside of the School. She noted that it was the two minutes that was more of concern especially as the fire procedure had just been discussed with the whole School and staff.

She added that Y6 were with cover staff who had not carried out the specific procedure before as the Teacher in charge. There were also a number of new year 3 pupils and Teachers. She noted that there was a slight complacency about speed because everyone knew it was a drill and focused on undertaking it carefully rather than fast.

Follow up conversations were held with staff and the JHT was confident that staff were all better aware. Y6 practiced again the following day with a much improved time.

Following a Governor question, the IHT confirmed that the Infant School also evacuated at the same time (one fire drill for both Schools). There were three fire drills scheduled throughout the year. The first of these was known, the second was not known and the third involved an obstacle.

The JHT confirmed that Christ College would be informed if there was a fire in the School as would the School if there was one in the college.

Personal Development, Behaviour and Welfare

Attendance for the Autumn term was 96.3% with 1.2% absence due to authorised religious observance, 0.6% was unauthorised and 1.9% authorised for other reasons, mainly illness.

Six pupils left the School during the Autumn term and 21 pupils joined the School so that there were now 359 pupils on roll.

Following a Governor question, the JHT explained that six pupils had left the School in the Autumn term. Two of these were in Y4, two from Y3, 1 from Y5 and one from Y6, who either moved overseas or out of the borough.

Outcomes for Pupils

The JHT noted that SLT had met with the Barnet School Improvement Partner for the Local Authority (LA) school attainment review to examine attainment and progress data for all pupils as well as other areas of practice.

The JHT confirmed that detailed evaluation of progress and attainment for each year group and pupil group was consistently used to inform interventions, focus for teaching and learning, whole School next steps and day to day actions.

Following a Governor question, the JHT explained that the Educational Endowment Fund (EEF) was a very helpful database which ranked the utility of resources and projects. It also had training available.

**SEN report**

Governor attention was drawn to the SEN report, tabled at the meeting.

Governors were welcomed to send the JHT any comments/questions.

**Pupil Premium Report**

Copies of the Pupil Premium Report, tabled at the meeting, were received and noted by the Governors.

A Governor asked for clarity on the use of pre teaching for some pupils. The DHT explained that this strategy had been used for a number of years, particularly with EAL children for example. It had been extended to Pupil Premium children in the last two years which had had an evident impact on their progress. This was particularly helpful for such lessons as Big Writing.

The JHT was thanked for her report.

19/7 **SDPs/SEFs**

Copies of the Infant School SDP and SEF, circulated prior to the meeting, were received and noted by Governors.

The Chair explained the differences between the two documents as well as their importance for Governors. It was noted that whilst the SEF was not a statutory document, it was something that Ofsted asked to review. It detailed where a school was and what they were doing next. The SDP was a statutory document.

Both documents were open and honest and helped demonstrate the credibility of a school.

The IHT noted that on 21 January, the School were having a SEN review, led by the LA and two-three existing SENCos. In the Summer term, the School would also have a BPSI review, led by serving Ofsted Inspectors and two Headteachers.

Following a Governor question, the Headteachers noted the utility of comparing the documents year to year and agreed to re circulate the previous ones to Governors.

 ***Action: Headteachers***

A Governor commended the evident strengths in pupil progress but questioned the difference between Reception and Y1, in that it looked like a drop in pupils making expected progress.

The IHT highlighted the difference in curriculums between the two year groups as well re iterating the differences in cohorts.

A Governor enquired into why ‘Jewish holidays’ had been mentioned specifically in the SEF in reference to absence due to religious observance. The IHT noted that there was a higher number of LA recognised Jewish holidays and so this did represent a bigger percentage of absence.

Governors agreed to amend the wording of the document to remove the reference to Jewish religious observance specifically.

Copies of the Junior School SEF, circulated prior to the meeting, were received and noted by the Governors.

The JHT agreed to re circulate the SDP.

19/8 **Staff Governors’ reports**

The Staff Governor reports had been included in the Headteacher’s reports.

19/9 **Committee Reports**

**Finance committee**

Minutes of the Finance committee meeting held had been uploaded onto the Governor zone. Any questions were to be directed to the Chair of the committee.

**Safeguarding Committee**

Minutes of the Safeguarding Committee meeting would be uploaded onto the Governor zone shortly. A new signing in system had been implemented which was proving very useful. An additional Safeguarding Governor was suggested.

**Curriculum Committee**

A meeting was scheduled for 14 February 2019.

**Communications, Community and Engagement Committee**

A meeting date was to be scheduled.

**Personnel Committee**

Minutes of the Personnel Committee meeting held had been uploaded onto the Governor zone. Any questions were to be directed to the Chair of the committee.

**Strategy Committee**

A meeting was scheduled for 23 January 2019.

**Premises Committee**

A meeting date in March was to be confirmed. It was noted that Tim Jackson continued his endeavours to contact the LA regarding the pool but had not yet received a reply.

The IHT noted that the Infant School had unfortunately been unsuccessful in a bid they had submitted to fund changes to the visitor/office entrance. The caretaker had thus taken on the work, removing the partitioning wall and moving the sliding glass to ensure that all visitors had to report to the office before they were able to enter the School. This was much safer.

The JHT noted that the Parents’ Association (PA) were fundraising to replace the toilet blocks. The new teaching blocks had helped to save costs in that they did not have to be maintained as often as previously. Refurbishment of the staff toilets was also in the pipeline.

**Headteacher Performance Committee**

The Committee had met and reviewed the Headteachers’ performance against targets.

19/10 **Governor Visits**

The Governors Log had been updated.

Governors were asked to email Laura Pincus or Farnoush Bikdeli if they had completed any visits.

Governors shared a selection of their visits.

Farnoush Bikdeli had observed an Y4 EAL lesson and commended the level and utility of pre teaching. She also noted the evident confidence boost amongst the children both within and outside of lessons.

Claire Rosen had worked alongside Sally Kemp and the Art department when an Accountancy firm came into the Infant School and provided £500 to redevelop the gazebo and outdoor area. She had designed and painted the sign for the area. The bunting would be erected once the weather had improved.

Michael Farhi had visited a sports event ran by Joshua Emmett in Y3. He commended the confidence of the children as well as the different resources and equipment available for children. He noted that many parents may not be aware of the vast array of sports teams and achievements at the School and awareness should be raised in this area. This should also extend to communication on how children were or were not selected for particular teams or initiatives.

The JHT noted that children who had tried out for teams and perhaps not been successful were recognised in assemblies for example.

Laura Pincus had also attended a DT lesson with the Hedgehogs when they made pasta. She noted the varied skills displayed by the children.

Chris Rafferty and Emma McAbe had the opportunity as part of the Generations Together to listen to the Reception choir. Joshua Emmett and Simon Greenhouse’s classes had also visited St Judes to sing. Y3 had attended East Finchley and joined in the singing impromptu. They had also been asked to take part in the Brent Festival again as well as at St Judes and Cherry Tree Woods performances.

Mark Leibling had met with Rhiannon Bradley as part of a Computing Inset. He was very impressed with the technology and resources used.

19/11 **Chair’s Correspondence**

The Chair provided an overview of some of the correspondence received.

She noted that she had been approached by a parent from Garden Suburb about whether and when the School swimming pool would be offering swimming lessons.

A neighbour had complained about children using the open green space at Hill Top as a toilet. This had been included in the School newsletter.

Emma Howard, Chair of the Residents’ Association had noted that residents had raised concern about the newsagents boards used during the Summer Fayre. This did not happen for the Junior School Winter Fair as a new sponsor was being sought. .

19/12 **Report of the Director of Education and Skills**

1. **Update on School funding**

The Secretary of State announced the allocation of an additional £250m of High Needs funding for local authorities ‘on top of existing High Needs allocations’, with half to be paid in 2018-19 and the rest in 2019-20. The allocation for Barnet is £0.964m in each year for 2018-19 and 2019-20. Taking account of this injection of additional funding, the council has withdrawn its application to the Secretary of State to approve the transfer of 0.5% of the Schools Block (about £1.26m) to the High Needs Block in 2019-20. This means in effect that there is now £1.26m more for distribution through the local school funding formula than would have been the case had the transfer to the High Needs block taken place.

The council has not yet had a response to its request that the Secretary of State approve the proposal to fund £1m of services, previously funded from the Education Services Grant, from the budget shares of maintained primary and secondary schools.

1. **Updates on fifth OfSTED monitoring visit of Barnet children’s services**

OFSTED undertook a Monitoring Visit on 27 and 28 November 2018. During this visit, inspectors reviewed the progress made in the areas of help and protection. Inspectors found “*strong practice in the MASH*”.

The next Monitoring Visit will be held on 14 and 15 February 2019 and will consider the work with care leavers and children with a disability. It is likely to be the last monitoring visit with a re-inspection of all the children’s social care services taking place before June 2019.

1. **Governance self-evaluation audit tool**

Many Governing Boards in Barnet now conduct an annual self-evaluation of their own effectiveness, which they use to drive improvement in the quality and impact of governance. The Barnet Governance Self-Evaluation Audit is also used by the local authority to gather data, which has helped build up a picture of the effectiveness of governance, (set out in the Director’s Report Summer 2018) and also identify themes, trends and training requirements.

1. **New process for LA Governor nominations**

Following the decision made by the Children, Education & Safeguarding Committee on 12 September 2018, the process for Local Authority (LA) Governor nominations has now changed, with the intention to improve the selection and appointment process of appropriately skilled Governors.

It has been agreed to delegate authority to nominate LA Governors to the Strategic Director for Children and Young People, following recommendation made by a Panel.

The process was outlined in the report.

1. **New Barnet venue for professional development and training**

The management team at Claremont school approached Barnet with a possible solution for a training facility. The Council have been working closely with the Elliott Foundation and after arranging some building work are expecting to begin training courses at the new training facility in January.

The space consists of three reasonable sized training rooms; one conference area (the old Infant hall) which should have a capacity of about 70-80; and a couple of small meeting rooms. There is also a reception area to allow us to greet visitors. The venue has its own pedestrian access and will be able to host courses during the day up to 6pm.

1. **Information and communication channels, discussion forums and support networks for Governors**

The Local Authority has a duty to promote and support high standards of governance, and this is this is undertaken in a variety of ways. These are listed in the report.

1. **Governor Services: Governor Advice Officer (GAO) support in the spring term**

The next termly GAO briefing, which will take place on **Thursday 7 February 2019 at 7 – 9pm, whether or not your school subscribes to the GAO service.** This is following the decision to combine the GAO briefing with the Spring Term Director’s Briefing to Chairs and Vice-Chairs, and is therefore open to all schools.

19/13 **Governor Support and Development and report of the Link Governor**

Farnoush Bikdeli had circulated the link for the new training available.

James Clare noted that he had signed up to two courses.

James Clare would also be having a tour of the School on 4 February 2019.

19/14 **Any other Business**

**Higher Achieving Pupils**

A Governor commended the work and focus on SEN and lower achieving pupils and enquired into what action the Schools were taking in regard to the Higher Achieving pupils. The Headteachers explained that there was a lot of focus on this group, ensuring that there was appropriate challenge for all; as outlined in the SEFs. This was apparent across the curriculum and in all areas. There was also a specific Gifted and Talented Policy and leaders that focused on this.

The JHT agreed to include a section on G&T in her next report.

 ***Action: JHT***

19/15 **Dates of committee meetings**

Dates of committee meetings were noted as:

Safeguarding: 9 November 2018 at 8.15am

Finance: 12 October 2018 at 2.30pm

Curriculum: 16 October 2018 at 8.30am

CCE: 14 January 2019 at 2pm

Personnel: to be arranged by email

Premises: to be arranged by email

19/16 **Dates of Governing Body Meetings**

* Tuesday 26 March 2019
* Tuesday 21 May 2019
* Wednesday 3rd July 2019 (unclerked training and presentations)

The Strategy/brainstorming session was to be rescheduled for the Spring term.