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

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

**ON** **TUESDAY 26 MARCH 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

\*Lisa Weinbrenn

X 1 Vacancy

**ASSOCIATE MEMBER**

Katie Attwood

\*Harriet Bloom

\*Carol Frankl

\*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

19/17 **Welcome**

The Chair welcomed all Governors to the meeting.

19/18 **Presentation from Subject Leads**

Various Subject Leads from the schools had been invited to present to the Governors.

Marcelle Jennings, Subject Leader for Science in the Junior School provided an overview of the subject. She noted that they were focusing on streamlining marking with effective feedback, addressing misconceptions in the children’s learning.

Various platforms and programmes were used in the School, including Explorify and Concept Customs to help ensure that children were engaged in Science lessons. Healthy Schools week for example had included a focus on scientific enquiries and investigations to show the relevance of Science to daily life.

A science club was planned for the summer term, focused on Gifted and Talented and underachieving girls.

A Governor asked why the club would be targeted at girls. M Jennings explained that there were more underperforming girls than boys in Science. It was often seen more as a masculine subject that required more confidence with statistical and government data to support this.

Following a Governor question, it was confirmed that the profiles of both female and minority scientists were raised to help address the imbalance in Science. On International Women’s Day for example, some Y6 children talked about influential female scientists. The main barrier to FSM children was that lack of scientific practical experience.

Following a Governor challenge, M Jennings confirmed that all children were challenged, working with teachers to ensure this through book scrutiny and lesson observations.

A Governor asked how those children who lacked confidence were aided. It was noted that programmes like Explorify provided short, fun tasks that encouraged children to justify their reasoning for things, having conversations and helping to build that confidence.

A Governor raised concern about the potential segregation girls. The JHT explained that this was not the case and that the School had to focus on those who would benefit the most. There were a number of different clubs at the School and this would provide girls with a safe space to help build confidence that could then be applied and taken back to the classroom.

M Jennings was thanked for her presentation.

Anna Javorkova, Geography Lead in the Infant School presented Governors with a Power Point explaining how Geography was taught in the School across the different levels.

She highlighted how the subject was linked to other areas, for example, reading, writing and maths and its importance within a creative curriculum. The School was currently focusing on how to show better evidence for Greater Depth as well as making other links with schools abroad.

Anna Javorkova was thanked for her presentation.

Nabilah Roghey, History Lead for the Junior School provided Governors with a presentation. She explained the focus on historical enquiry and how to show the progressions of this.

World History Day in June 2018 had been celebrated at the School and had been successful. She had also completed a vocabulary audit in the whole School meeting in December 2018. She provided Governors with an overview of what was planned for the teaching of History moving forward.

A Governor enquired into how historical enquiry differentiated between the years. N Roghey explained that this involved the year groups looking at artefacts and asking questions. In Y4 for example the children would be asked to choose three artefacts and make opinions about them. In Y5 and Y6 the questions were focused more on independent enquiry.

She explained that the artefacts were purchased from a specific company, an example of which may be an evacuation suitcase.

N Roghey was thanked for her presentation.

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

Apologies were received and accepted on behalf of Mark Leibling, Emma McAbe and Claire Rosen.

New Governor Lisa Weinbrenn and Associate Member Carol Frankl introduced themselves to the Governors. Lisa Weinbrenn was a parent at the School and had a background in executive production. Carol Frankl had a background in SEN and was part of the Southover Partnership. She had also taken on the role of SEN Link.

19/20 **Declaration of Pecuniary Interests**

Carol Frankl noted that she was the Chair of Trustees of the Southover Partnership

19/21 **Minutes of the meeting held on 16 January 2019**

The Part I Minutes of the meeting held on 16 January 2019, copies of which had been circulated prior to the meeting, were **CONFIRMED** as a fair representation of the meeting, subject to the following amendments:

19/2 **Acceptance/Non Acceptance of apologies for Absence**: Katie Attwood had also sent her apologies.

19/9 **Committee Reports**, *Safeguarding Committee*: An additional Safeguarding Governor was suggested.

19/22 **Matters Arising**

19/5 **Matters Arising**, *18/43 Approval to Co Opt New Governors*: James Clare and Shiv Haria Shah still needed to complete their tours. Lisa Weinbrenn and Carol Frankl would also need to arrange tours with the Headteachers.

 ***Action: Headteachers***

19/5 **Matters Arising,** *18/61 Any Other Business*: Farnoush Bikdeli noted that there were still some Governors who had not submitted their photos for the photo boards. She agreed to email them again.

 ***Action: Farnoush Bikdeli***

The Chair agreed to re circulate the example/template from Christ Church of the short Governor bios that could be added to the School website.

 ***Action: Chair***

19/6 **Headteacher’s Report**, *Junior School*: It was noted that Amy Simpson had also completed her fire warden training.

19/23 **SDPs/SEFs- update**

The midyear SDPs from both schools, circulated prior to the meeting, were received and noted by Governors.

Comments and questions were welcomed.

**Junior School**

A Governor asked for clarity on the point “Middle leadership working groups are researching, discussing and trialing best practice… “. The JHT explained that this referred to discussing as a staff what best practice looked like in research.

A Governor asked what I,S,P stood for. The JHT explained that these were codes used to understand the child’s progress; *Independent, Support, Prompt.* This was a very useful tool for both Teachers and Teaching Assistants (TAs) to use. Children also used them to identify and understand where their learning was, helping to build confidence.

Following a Governor question, the JHT explained that the EEF, the Education Endowment Fund, was a government framework designed for Pupil premium interventions, analysing the impact of these. The Peer Review with the Juniors School Partnership was an example of this.

A Governor asked for clarity on the marking and feedback noted in Science. The JHT explained the focus on correcting misconceptions. There had been a series of staff meetings that had looked at effective feedback and what that looked like in each subject. If a child had misunderstood something for example, what was the best way to address this- what was best practice, ensuring the best strategies were used.

Following a Governor question, the JHT confirmed that the new marking and feedback approach was helping both Teachers and children, really evidencing progress and improvements as well as decreasing staff workload. The children also had more opportunity to take ownership of their work.

A Governor enquired into whether this had received any negative feedback from parents. The JHT explained that Teachers always acknowledged work completed at home.

It was noted that children reviewed their own work (either themselves or with a peer) before the Teacher did. There was a careful protocol on which peers reviewed the work with the process modelled with the children from Y3. It helped to encourage quality conversation and work using the guideline of *two stars and a wish*.

The JHT noted that the School had also received the Silver Award for Healthy Schools.

**Infant School**

The IHT noted that the staff and children continued to work hard. The School continued to offer a broad and balanced curriculum that was rich and varied.

19/24 **ASP (Analyse School Performance)**

Governor attention was drawn to the ASP for both schools, circulated prior to the meeting. It was noted that this analysis document replaced Raise Online and was similar to the Family Fischer Trust (FFT). It was a dashboard that the Government had on the School; a snap shot of the data that Ofsted used to look at before visiting a school.

The Headteachers agreed to circulate the FFT documents.

 ***Action: Headteachers***

Governors commended the positive nature of the document. The Schools used their own judgements to create the necessary action points. The document was discussed in detail at the Curriculum committee meetings.

Following a Governor question, the IHT explained that Writing at Greater Depth was lower than national due to the cohort at the School. There were a number of specific needs that were being addressed through interventions etc.

A Governor noted that there was a high proportion of disadvantaged children in Y2 the previous year that also fitted into a number of different categories. This acted to skew the data.

In the Junior Report it was noted that ‘*The adjusted progress score in writing was 0.3 higher than the unadjusted score. Two pupils had an adjustment to their score’*. A Governor asked for clarity on this.

The DHT explained that the criteria for Greater Depth in writing had changed the previous year and *within* a year. The new criteria was evidently more difficult and not all schools were able to fully understand the changes. The School teacher assessed and self-moderated the scores according to the new regulations and tighter guidelines. The DHT had undertaken national moderation training to further ensure the accuracy of this. It was noted that Barnet as a whole was lower in writing.

It was noted that schools were working with a system where children had been graded on one level and were now being graded on a much higher level. This was the last of these of a four year system. Two different marking schemes and levels were being used to make comparisons which made it more difficult to show progress measures. The Working At level in the new criteria was actually harder than the expected progress measure.

It was noted that a number of the SEN children had achieved very well in Maths.

A Governor noted that the SEN cohort at the School had very specific needs, with a number of children on the autistic spectrum. Within this cohort, there were a high number of high achieving autistic children.

Following a Governor question, the JHT explained that a number of children left the School at the end of KS1 and so the comparison in KS2 was not of the same children.

19/25 **Committee Reports**

**Finance committee**

Minutes of the Finance committee meeting held on 21 March were to be circulated. The Chair of the committee provided an overview of the discussion. She noted that the cleaning contract was currently being reviewed and that some of the other contracts would also be reviewed to make savings.

**Safeguarding Committee**

It was noted that Lisa Weinbrenn was the new Chair of the committee.

Farnoush Bikdeli reminded Governors that a new sign in system had been installed at the School which had been very positive; outlined in the Safeguarding Audit. Laura Pincus and the IHT had completed their Level 3 Safeguarding training. Lisa Weinbrenn and Farnoush Bikdeli had attended Safeguarding training as part of the GAO programme.

**Curriculum Committee**

Chris Rafferty provided an overview of the discussion. The committee had discussed the new Ofsted framework as well as the Relationship and Sex Education (RSE) curriculum. They had received a presentation from Cara Christie and had also challenged the Computing Policy.

**Communications, Community and Engagement Committee**

A meeting was scheduled for 2 April. This would discuss GDPR amongst other topics.

Governor attention was drawn to the Travel banner, worked on by Harriet Bloom. The banner included a map of the voluntary one way system and would be erected at the front of the School.

Following a Governor question it was noted that pollution levels could be measured. A note on this would be added to the school newsletter.

Harriet Bloom was thanked for all her hard work on the banner.

**Personnel Committee**

Minutes of the Personnel Committee had been uploaded onto the Governor zone. The Chair of the committee provided an overview of the discussion. He noted that it had been agreed to organise training for Headteacher appraisals.

 ***Action: James Clare/Chris Rafferty***

**Strategy Committee**

The Chair provided an overview of the discussion. Risk at the School had been discussed. The Chair had attended a training course on risk the previous week that helped to identify relevant risks. She confirmed that the School were already on the right path and that she would be building up the Risk Register further.

 ***Action: Chair***

The members had also discussed Ofsted. The IHT agreed to email H Morrison at the LA to ascertain whether she could administer training to Governors at the FGB meeting on 2 July.

 ***Action: IHT***

The Chair agreed to re circulate the link for responses to the Ofsted consultation. Governors were encouraged to respond.

 ***Action: All Governors***

**Premises Committee**

A meeting would be scheduled for after Easter. The Chair of the committee noted that the School had good grounds and good maintenance but the building itself had problems. Funds had been sought from the LA on a number of occasions.

Governors wished to convey their thanks to both Rupert and James.

The Chair provided an update on the swimming pool. Despite numerous emails, visits and phone calls with the LA, the School had still not received the TOCA sign off and therefore risked losing investment from Minnie Miners who had already been waiting a considerable time for the confirmation of the 20 year lease.

The Junior School had also had to pay a further £11,000 for refurbishments. The refurbishment of the pool with Minnie Miners would mean that it was useable all year round.

A discussion ensued amongst Governors about the best action to take with this, including the use of PR, the local press or judicial review.

It was agreed that the LA should be made answerable for this delay, especially in the context of diminishing school budgets.

The IHT agreed to discuss this further with the DfE to see what options were open to the School, including a complaint about the bad financial management on behalf of the LA.

 ***Action: IHT***

The Chair of the committee was thanked for his continued hard work and perseverance on the topic.

19/26 **Ratification of schools’ budgets and traded services**

Governor attention was drawn to the budget summaries for both Schools, tabled at the meeting.

The Chair of the Finance committee confirmed that the budgets had been scrutinized and analysed in great detail.

The main funding changes relevant to both schools were outlined as:

* There continued to be no funding for the swimming pool
* Pupil Premium was £1,320
* For both Schools, the budgets had included new delegated charge backs from Barnet (additional £15,000 per School), such that the School no longer received any service from Barnet without paying for it and therefore had to use the budget to support basic council funding.

For the Infant School, total income for 2019/20 was expected to be £1,686,089. Total expenditure was budgeted at £1,731,360 leaving an anticipated deficit of £44,424. With the contingency from 2018/19 of £45,271, this left the School with a contingency of £849 for 2019/20.

For the Junior School, total income for 2019/20 was expected to be £1,801,467. Total expenditure was budgeted at £1,868,978 leaving an anticipated deficit of £67,511. With the contingency from 2018/19 of £91,860, this left the School with a contingency of £23,349 for 2019/20.

Following a show of hands, both the Infant School and the Junior School budgets were **RATIFIED** by the Governors.

The Chair of the Finance committee as well as the Headteachers were thanked for all their hard work on the budget. Governors noted that the budgets were becoming increasingly challenging and the School were doing all they could to reduce costs. There were further financial challenges anticipated for the following years and so further savings and income generation would be vital.

Traded Services were explained. These were services that the School bought from the LA for example BPSI, Payroll, the Educational Welfare Officer (EWO) and financial support.

Some of the services for example the Governance Service and the Educational Psychologist time were shared between the Schools.

Spend on Traded Services for the Junior School was £54,890 and £46,496 for the Infant School.

Following a show of hands, Governors **RATIFIED** these.

19/27 **School Partnerships**

The Infant School were partaking in a Peer Review in conjunction with Annunciation Infants and Deansbrook Infants. There would be specific focuses for each of the sessions.

The Junior School continued to partake in the Junior School Partnership national pilot programme acting as one of the Improvement Champions for the scheme.

The School also maintained positive links with Christ College and the Archer Academy.

19/28 **Vision for the School (Junior HT)**

The JHT presented Governors with a Power Point on her vision for the School.

This outlined the key aims and values with an emphasis on Brookland learning skills. The aim was to have a home grown curriculum that continued to adapt and evolve, being refined accordingly. It was about quality and depth.

The JHT noted the importance of the parental and pupil voice in the School vision and future; shaping the SDP.

The JHT was thanked.

19/29 **Wellbeing**

The Chair noted that this had been added as a standing item to the agenda as it was a very important part of school life; it was important that both schools encouraged wellbeing.

The IHT noted that although there was little finding available to support wellbeing initiatives, staff have been given the opportunity to talk to a third party if they had any issues or concerns. The School had bought into a company that provided counselling and wellbeing for staff (i.e. not through the Headteacher). This was scheduled to start on 1 April. The scheme offered one to one counselling sessions (six) as well as phone calls with close relatives and advice on finance etc.

The JHT noted that the Healthy Schools week had focused on wellbeing, both mental and physical. Children were also discussing this too. The School offered counselling for pupils.

A Governor enquired into whether the zones of regulation were working well. A Staff Governor confirmed this noting that it was helping the children to recognise their own feelings and emotions. It was important to be able to recognise and understand the triggers, reflect on these and then put strategies in place to move through the zones. There was a strong element of ownership. This was both relevant for the whole school as well as particular children. Mark Leibling had visited the School to discuss this with three children in particular.

19/30 **Governor Visits**

The Governors Log had been updated.

Some Governors shared their visits.

Carol Frankl noted that she had completed a SEN visit, the notes of which were on the Governor zone. She would be visiting the School in this capacity one day a term.

Lisa Weinbrenn noted that she would be undertaking her Educational Visit soon.

Laura Pincus noted that she had visited the Owls and enjoyed a lesson on Tudor houses. She also undertook regular Single Central Record (SCR) checks and discussed Pupil Premium with Cara Christie and Amy Simpson.

19/31 **Chair’s Correspondence**

The Chair provided an overview of some of the correspondence received. She has received a letter from the Chair of the Infant PA explaining the reasons for their resignation.

19/32 **Governor Support and Development and report of the Link Governor**

Farnoush Bikdeli had circulated the link for the new training available. She noted that there was an upcoming training in July on Complaints and Exclusions.

19/33 **Any other Business**

**Governor Terms of office**

It was noted that Mark Leibling’s term of office had terminated on 18 March.

Following a show of hands, Governors **AGREED** to Co-opt him until 21 July 2019.

**Sports at the School**

A Governor noted that he had been approached by a number of parents in both the Infant and Junior Schools about the lack of sports opportunities at the School.

He noted that there was not sufficient awareness about the selection process for sports competitions and clubs and suggested that the School find another way to publicise this.

The Headteachers noted that emails and letters were sent home informing parents of upcoming competitions and try outs; these were also included in the newsletter. Lists of clubs were also sent out at the beginning of each term. It sometimes depended on the nature of the event of how it was publicised.

Governors recognised the communication gap and agreed to discuss it further at the next CCE committee meeting.

 ***Action: CCE committee***

Following a Governor question, the JHT agreed to add the contact details for external clubs onto the School website.

 ***Action: JHT***

19/34 **Dates of committee meetings**

Dates of committee meetings were noted as:

Safeguarding: 21 June

Finance: 14 June

Curriculum: TBC

CCE: 2 April at 2pm

Personnel: TBC

Premises: TBC

Strategy: TBC

19/35 **Dates of Governing Body Meetings**

* Tuesday 21 May 2019
* Tuesday 2 July 2019 (unclerked training and presentations)

*The meeting finished at 9pm.*