

**GOVERNING BODY FOR BROOKLAND INFANT AND JUNIOR SCHOOLS**  
**MINUTES OF THE MEETING HELD AT THE SCHOOL**  
**ON WEDNESDAY 19 MARCH 2014**

**MEMBERS**

**LA GOVERNORS**

\*Rebecca Simon  
\*Erach Amaria  
\*Emma Howard  
1 vacancy

**STAFF GOVERNORS**

\*Brenda McCafferty (Infant Headteacher)  
\*Heather Blackmore (Jr Co-Headteacher)  
\*Jenny Ayles (Jr Co-Headteacher)  
\*Simon Greenhouse (Junior Teacher)  
\*Phil Mulvihill (Infant Support)  
\*Maria Chapman (Junior Support)  
\*Emma McCabe (Infant Teacher)

**PARENT GOVERNORS**

\*Alexandra Taylor-Yeates (Infant)  
\*Laura Pincus (Infant)  
\*Karen Tickner (Infant)  
\*Mark Leibling (Junior) (Chair)  
\*Anna Black (Junior)  
\*Sara Wolfin (Junior)

**COMMUNITY GOVERNORS**

\*Katie Attwood (Vice Chair)  
\*Rachel Beard  
\*Christine Rafferty  
\*Laura Bier

\*denotes member present

**NON-VOTING OBSERVERS**

\*Shirley Bates (Junior DHT)  
\*Amy Simpson (Infant DHT)

**IN ATTENDANCE**

Mr George Peradigou – Clerk

**PART I**

14/21 **WELCOME**

The Chair welcomed Governors to the meeting. The Chair recorded his thanks to the Vice Chair for chairing the previous Governing Body meeting in his absence.

A special welcome was extended to Emma McCabe for attending the meeting whilst she was on maternity leave. Governors congratulated her on her new baby.

14/22 **ACCEPTANCE/NON-ACCEPTANCE OF APOLOGIES FOR ABSENCE**

Simon Greenhouse had submitted apologies for his late arrival. There being no further apologies, all other Governors were present.

14/23 **DECLARATION OF PECUNIARY INTERESTS**

There were no pecuniary interests declared.

## 14/24 **MINUTES**

The minutes of the meeting held on 16 January 2014, copies of which had been circulated prior to the meeting, were **CONFIRMED**, initialled and signed by the Chair as an accurate record, subject to the following amendments:

### **14/06 Headteachers' Reports: Fire Drill**

The first paragraph was amended to read: Governors were informed that a fire drill had been conducted on 10 October 2013 and the School had been evacuated within 4 minutes and 30 seconds.

The second paragraph was amended to read: Governors noted that it was good practice to keep the children and staff members from each School together in the event of a fire.

### **14/06 Headteachers' Reports: Pupil Roll**

The first paragraph was amended to read: The Headteacher informed Governors that the total number of pupils on roll was 319.

### **14/07 Committee Reports: Premises and Health and Safety**

The committee meeting date was corrected to read 15 January 2014.

### **14/08 Staff Governors' Report: Junior School - Extra Curricular Learning**

The minute was amended to read: A whole range of extra-curricular clubs were arranged by the School.

### **14/08 Staff Governors' Report: Inset School - Marking**

The minute was corrected to read: Marking was being developed through INSET training to ensure consistency across the School.

### **14/15 Any Other Business: Infant School Staffing Restructure**

The minute was amended to read: the plan was for the new staffing structure to be implemented in September 2014.

## 14/25 **MATTERS ARISING**

### **14/05 Consideration of Pupil Target Setting: Infant School**

The Chair explained that two or three Governors were still required to review the School's performance data. He invited Governors to contact him if they were interested.

### **14/07 Committee Reports: Premises**

Governors noted that £6,000 from each school had been set aside in the budget to consider installing a barrier on the school driveway. Thanks were recorded to the site staff who worked very hard to improve the parking areas so that the allotments become responsible for maintaining the fence.

## **14/11 Chair's Correspondence: Traffic Issues**

The Chair had received an email (via another governor) from a local resident asking about the plans to change the zigzag parking restrictions. It was noted that a letter to parents from the schools and police reinforcing parking and traffic regulations would be sent out that week.

## **14/26 COMMITTEE REPORTS**

### **Finance**

The minutes of the meetings held on 7 February and 14 March 2014, copies of which were tabled and circulated, were received and noted by Governors. Arising from the discussion:

School Financial Value Standards (SFVS) were submitted and approved by the local authority (LA).

Lettings and contracts were reviewed by the committee.

It was noted that the meeting on 14 March 2014 had finalised the budget which would be considered at the current Governing Body meeting under item seven on the agenda.

### **Personnel**

It was noted that the committee had not met since the last Governing Body meeting and that a meeting would be scheduled.

### **Safeguarding**

It was noted that the committee had not met since the last Governing Body meeting and that a meeting had been scheduled to take place on 24 March 2014.

### **Communications**

It was noted that the committee had not met since the last Governing Body meeting and that a meeting would be scheduled.

### **Curriculum**

The meeting was held on 15 November 2013. Copies of the minutes had not yet been circulated. The Chair of the Committee gave a verbal update.

Post Meeting Note: The Committee minutes were circulated by Laura Bier.

### **Premises and Health and Safety**

It was noted that the committee had not met since the last Governing Body meeting and that a meeting had been scheduled to take place on 1 April 2014.

*Simon Greenhouse joined the meeting at this point.*

## 14/27 **BUDGET RATIFICATION**

The Vice Chair tabled and circulated summary notes and the final draft of the proposed budgets for each School for the financial year 2014/15. Arising from the discussion:

### **Infant and Nursery School**

The Finance Committee at its meeting on 14 March 2014 had considered the final draft budget in detail;

- i. The estimated surplus brought forward from 2013/14 was £26,800.
- ii. Budgeted income was more than budgeted expenditure for 2014/15.
- iii. A contingency of £34,693 had been budgeted for.
- iv. Income from Pupil Premium funding was £51,300 for the year.
- v. The staff costs represented 72.5% of income.
- vi. The Committee agreed to recommend the approval of the 2014/15 budget by the Governing Body.

Upon a show of hands it was **RESOLVED** that the Budget for 2014/15 be **RATIFIED**. The Chair and Headteacher signed the required papers regarding approval of the budget.

### **Junior School**

The Finance Committee at its meeting on 14 March 2014 had considered the final draft budget in detail.

- i. The estimated surplus brought forward from 2013/14 was £113,000.
- ii. Budgeted expenditure was more than budgeted income for 2014/15. In response to a Governor's query, the Headteacher explained that this was due to various unexpected factors, such as the unusually high amount of staff going on maternity leave.

In response to a further query, the Headteacher said that there were no grants available to offset against these costs and that the School had been preparing for unexpected costs by maintaining its contingency over the years. She also confirmed that there was no longer an imposed limit on the amount of contingency schools could retain in their budgets.

- iii. A contingency of £69,302 had been budgeted for.
- iv. Income from Pupil Premium funding was £64,818 for the year.
- v. The staff costs represented 67.3% of the total income.

- vi. The Committee agreed to recommend the approval of the 2014/15 budget by the Governing Body.

Upon a show of hands it was **RESOLVED** that the Budget for 2014/15 be **RATIFIED**. The Chair and Headteacher signed the required papers regarding approval of the budget.

## 14/28 **PUPIL PREMIUM**

### **Infant School**

The Pupil Premium Expenditure Report to parents for 2012/13 and 2013/14 were tabled and reviewed comparatively by Governors. Arising from the discussion:

In Key Stage 1, all pupils were making over 12 points of progress at the end of 2012-2013.

In Year 1 Phonics Screening, the national gap was 16% at the end of 2012-2013. The Headteacher explained that the majority of pupils who did not pass the screening check were at the expected level of reading at the end of the year. Governors expressed their concerns about phonics testing as a method of assessment.

In response to a Governor's query, the Headteacher explained that the way in which the School spent its Pupil Premium funding was outlined in its Pupil Premium Policy.

The Headteacher informed Governors about the Universal Infant Free School Meal initiative, which would commence from September 2014.

Post Meeting Note: The Headteacher circulated a briefing regarding this initiative to Governors. The briefing explained the obligation of infant schools to provide free school meals to all infants in reception, year 1 and year 2.

### **Junior School**

The Pupil Premium Expenditure Report to parents for 2012/13 and 2013/14 were tabled and reviewed comparatively by Governors. The Pupil Premium Report to Governors 2014 was also previously circulated to Governors. Arising from the discussion:

Governors were reminded that Ofsted would seek evidence showing how schools were spending their Pupil Premium funding. The evidence was to show how this was being spent to narrow the gap for pupils from low-income families who were eligible for free school meals (FSM) by raising their achievement.

In Year 6, there was a significant gap between the attainment of the Pupil Premium group and the cohort as a whole. However, once the overlap with SEN pupils was deducted, the gap was relatively small for the Pupil Premium group, which also made equal to or above expected progress the previous year.

In Year 5, there was a much smaller Pupil Premium group. The Pupil Premium group made better progress than the cohort as a whole in Reading but less in Writing and Maths.

In Year 4, the gap between non-SEN Pupil Premium pupils and the cohort was small in Writing and Maths, with slightly higher attainment than the cohort in Reading. The gap between the progress of the Pupil Premium and the cohort was relatively small.

It was noted that carefully-targeted interventions were in place where necessary. A Governor asked how it was determined which FSM pupils would take part in the various activities and interventions available. The Co-Headteacher explained that this was decided by analysing their particular needs.

Governors were reminded that the Junior School was receiving Pupil Premium funding for pupils who had received FSM at any point in the previous six years (this was known as FSM 6).

### Pupil Premium Policy

The Pupil Premium Policy was presented to Governors. Arising from the discussion:

- i. It was **AGREED** that a Pupil Premium update would be reported to Governors each term through the Headteachers' reports at Governing Body meetings.
- ii. It was **RESOLVED** that, since the Pupil Premium grant was being used to narrow the gap between those targeted by the funding and those not, it was important that the policy reflected how the School was tracking progress.

Action: Junior School Co-Headteachers

- iii. The Chair recommended that the document be ratified by the Governing Body.

Upon a show of hands it was resolved that the Pupil Premium Policy be **RATIFIED**.

While the Pupil Premium information for both Schools was comprehensive, Governors challenged the Headteachers to progress this further by recording and evidencing the impact of each intervention on narrowing the gap for targeted children. The Headteachers explained that many initiatives overlapped, which made this a difficult task, but undertook to attempt to evaluate individual initiatives in this way. The Junior School Headteacher explained that the new structure now in place would enable this to happen.

Action: Headteachers

It was **AGREED** that the Governor newsletters would be used to signpost parents to the Pupil Premium summary information on the Schools' websites.

Action: Laura Pincus

## 14/29 SCHOOL DEVELOPMENT PLANS (SDP) 2014-2015

### **Infant School**

The Headteacher informed Governors that the Infant School SDP had been redrafted. Governors reviewed and approved the school Development Plan for 2014-15.

The Headteacher explained that the aim of the new draft would be to ensure that staff and Governors were fully aware of and understood the School's priorities, which she felt was being hindered by the fact that the priorities were previously listed on the 24th page of the plan.

The SDP would now be based on the Ofsted headings and the action plans for subject areas would be managed by subject leaders. The Senior Leadership Team (SLT) would monitor progress towards targets.

### **Junior School**

Governors reviewed and approved the School Development Plan for 2014-15.

The Co-Headteachers informed Governors that they had been considering options for the SDP's format and a new Headteacher may want to review the format.

The Chair said that the SDPs would outline previous challenges, priorities for the future, and how to monitor progress against these priorities.

Governors were aware that the SDP was also referred to as the School Improvement Plan (SIP). It was **RESOLVED** that Governors would refer to the plans as School Development Plans (SDPs).

### 14/30 **GOVERNOR VISITS**

Governors reported back on their various visits to the School. These included the following:

Anna Black had visited the Junior School to experience a drama workshop and was due to visit the Infant School to experience a PE lesson.

Christine Rafferty had visited the Junior School to establish a link with the Acting Special Educational Needs Co-Ordinator (SENCO).

Various Governors had attended the Curriculum Tea Meeting.

Alexandra Taylor-Yeates, Laura Pincus and Laura Bier had attended the International Foods Lunch in the Junior School. Simon Greenhouse, who helped organise the lunch, recorded thanks to the class representatives and parents for volunteering and helping.

Emma Howard visited the Nursery in the Infant School.

### **Governor Visit Logs**

Laura Pincus reminded Governors of the ongoing work to better structure governor visits. She said that this had been triggered by the 'Visiting your School' Governor training, which she and Emma Howard had attended in the autumn term.

Governors noted that a visit logs proforma would be introduced to record the aim of visits, the source of the aim, follow up actions and those responsible for them. Governors commended the idea, which would provide a log of visits. It was **AGREED** that the visit logs would be submitted to the School office of the relevant school (both

offices if relevant to both Schools) immediately following the visit, preferably before leaving the School.

Action: All Governors

Alexandra Taylor-Yeates volunteered to trial the visit log proforma for her forthcoming meeting.

Action: Alexandra Taylor-Yeates

It was noted that Governors would not write notes while in lessons during their visits.

#### 14/31 **CHAIR'S CORRESPONDENCE**

The Chair informed Governors about ongoing correspondence regarding extended hours to the restricted zigzag parking on the road outside the School and light nuisance being caused to a resident's garden.

Governors noted that parental complaints should be directed first to class teachers, then to the relevant Headteacher, and then to the Chair or Vice Chair if unresolved.

#### 14/32 **THE ROLE OF THE GOVERNING BODY**

The Chair tabled and circulated an extract from the 'School Governance (Roles, Procedures and Allowances) Regulations 2013' document, which described the role of the Governing Body. He said that the item was on the agenda in order for Governors to evaluate their roles as Governors of two schools graded outstanding by Ofsted, to establish ways of becoming even more effective.

A Governor expressed that it was beneficial having the Headteachers from both School's present at committee meetings as this allowed for comparisons and knowledge sharing.

The Chair replied that, while the above was true, it was important to remember that the two Schools were separate and that strategic steer needed to reflect a customised approach to each.

A Governor expressed concerns about the amount of information being discussed at Governing Body meetings as Governors might face difficulties preparing themselves for issues for which papers had not been previously circulated. It was **AGREED** that papers being tabled for a Governing Body meeting would be tabled at least half an hour before the meeting so that Governors arriving early could have a chance to review these.

Action: Headteachers

A discussion ensued on the types of issues being discussed at Governing Body meetings. It was **AGREED** that the Governing Body meetings would be retained as the platform for higher-level strategic direction and that other issues would be dealt with at the relevant committee meetings. One Governor suggested that the items such as Governor Visits could be reviewed by a committee or via the managed learning environment (MLE).

It was noted that new Governors would find it useful if the New Governor Pack were updated and re-circulated. It was noted that this should include guidance on the

number of visits per term/year Governors were expected to make. The Headteachers advised that this would greatly benefit Governors in their roles.

Action: Chair

A Governor suggested that having an educational psychologist on the Governing Body would be beneficial. Governors noted that the Governing Body could review which skills were required on the Governing Body as and when vacancies arose.

The Chair undertook to arrange meetings with each Governor on an individual basis to establish how they could be more effective in their role.

Action: Chair

#### 14/33 **GOVERNOR SUPPORT AND DEVELOPMENT, AND REPORT OF THE TRAINING LINK GOVERNOR**

The Governor Development Programme was commended to Governors, who were urged to attend the governor training courses.

Governors were reminded to inform the Training Link Governor of training they register for so that a record could be kept. It was noted that this would help avoid duplication as five Governors had recently attended the same Pupil Premium training.

Governors reported back positively on courses they had attended. These included:

- The Pupil Premium
- Induction of Newish Governors
- Raiseonline: Understanding and Interrogating Data
- Safeguarding and the role of the Governor

Governors stated that they found attending INSET training useful.

#### 14/34 **ANY OTHER BUSINESS**

##### **Governor Lanyards**

The Infant School Headteacher handed out name badges and lanyards to Governors. It was noted that these should be worn by Governors when visiting the Infant School. When visiting the Junior School, Governors were asked to collect a badge and lanyard upon signing in.

##### **Traffic and Road Safety**

The Chair, together with the Headteachers from both schools, had recently met the Chair of the local Residents' Association Roads and Traffic Committee and had discussed traffic and parking. The Chair informed Governors that the zigzag controlled hours would not be extended for the time being. The Schools would continue to keep a log of parking offenders and now would report repeat offenders to the Police. The Chair undertook to send the School's calendar of events to the local residents' association once per term.

Action: Chair

## **Social Network Policy**

Governors noted that a new Social Network Policy was being drafted for review by the Safeguarding Committee to clarify appropriate and inappropriate procedures for raising complaints.

## **Committee Membership**

A committee memberships list was tabled and circulated by the Chair. Governors not assigned to a committee were asked to contact the relevant Committee Chair to resolve this.

Action: Governors not allocated to a Committee

## **Nursery Hours**

A discussion ensued on the extended day hours for the Nursery School. The Infant School Headteacher proposed that the afternoon Nursery children would start at 9am on their extended day to minimise disruption. Some Governors considered that this would suit parents more.

It was **RESOLVED** that the afternoon Nursery children would start at 9am on their extended day.

## 14/35 **DATES OF COMMITTEE MEETINGS**

The following committee meetings were arranged:

Finance	9 May 2014
Safeguarding	24 March 2014
Curriculum	28 April 2014
Premises, Health & Safety	1 April 2014
Communications	To be announced
Personnel	To be announced

## 14/36 **DATES OF GOVERNING BODY MEETINGS**

The dates of the following Governing Body meetings were confirmed:

Summer (1): Wednesday 21 May 2014 at 6.30pm  
Summer (2): Wednesday 9 July 2014 at 6:30pm

*Non-Voting Observers left the meeting at this point.*

## 14/37 **MOTION OF CONFIDENTIALITY**

It was resolved that, because of its nature, the business to be discussed was confidential and not for publication.