

**Minutes of the Full Governing Body meeting of Brookland School, held on 15 May 2024 at 6pm at the School**

**LA GOVERNOR**

\*Lucy Tobin

**PARENT GOVERNORS**

Samantha Jayasekera-Heffer (Infant)

\*Kate Blumhof (Junior)

**HEADTEACHERS**

\*Brenda McCafferty (Infant Headteacher)

\*Jenny Aylen (Junior Headteacher)

**NON-VOTING OBSERVERS**

\*Amy Simpson (Infant DHT)

\*Cara Christie (Junior DHT)

**STAFF GOVERNOR**

\*Jenny Catley

**CO-OPTED GOVERNORS (12)**

\*Gabi Symons (Junior Teacher)

\*Aimee Epstein (Infant Teacher)

\*Farnoush Bikdeli (Junior Support)

Michael Farhi

\*James Clare

Lisa Weinbrenn

\*Laura Pincus (Chair)

\*Nick Astaire

\*Jeff Harris

Judith Bernstein

\*David Lee

\*Daniella Jackson

**ASSOCIATE MEMBER**

\*Carol Frankl – online

Sapna Shah

\*Clare Rosen

**PART I**

24/39 **Welcome/ housekeeping**

All Governors were welcomed to the meeting.

24/40 **Acceptance/ non-acceptance of apologies for absence**

Apologies were received and accepted on behalf of Lisa Weinbrenn, Michael Farhi, Samantha Jayasekera-Heffer and Judith Bernstein.

24/41 **Housekeeping**

Lucy Tobin introduced herself to the Governors and they welcomed her to the meeting.

Following a show of hands, Governors agreed to **APPOINT** Lucy Tobin to the position of LA Governor for a four year period ending on 14 May 2028.

It was noted that Lucy Tobin would be joining the Premises committee.

24/42 **Declaration of pecuniary interests**

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

24/43 **Part I minutes of the meetings held on 13 March 2024**

The minutes of the meeting held on 13 March 2024 were agreed as an accurate recording of the meeting.

It was clarified that the School had opened on Monday' the electrical works were completed after School and so only the after school clubs had to be cancelled.

It was corrected that Jeff Harris was not an Infant Parent Governor.

Amendments were made to the wellbeing section to clarify between the Junior and Infant Schools.

#### 24/24 **Matters arising**

It was noted that there were still a few Governors who had not completed their skills audit. They were asked to complete this and send to the Chair.

***Action: All Governors***

#### 24/25 **Headteachers' verbal updates**

##### **Infant Headteacher**

Governor attention was drawn to the IHT report and supporting documents circulated prior to the meeting. The IHT provided an overview and update on current roll figures. There were 43 in Nursery and 86 in Reception with two more starting this week. There were 88 in Y1 with another joining the following day. They were full in Y2. She added that there had been a lot of in year movement with two children leaving and returning in the same year for example. She explained the reasons for the leavers.

In terms of attendance, the IHT noted that this was 94.8% for last term which was more or less in line with local and national figures. If those occurrences of religious observance were removed, the figures would be slightly above national.

The IHT confirmed that there had been no referrals made to social care the previous term. There was one Child In Need case but no children under Child Protection.

There had been one racist incident which the School had discussed with the Prevent officer. This had also been followed up with parents and it was seen as a one off occurrence.

The School had also received an Ofsted inspection the previous week. The IHT provided an overview of the visit and some of the initial feedback received. Further details would be shared once the final report had been received. Staff noted how positive the experience was and how supported and informed they felt. The Chair had also sent a letter to the staff to thank them for all their efforts etc.

It was confirmed that the filtering and monitoring section (with regards to online safety) was included in the Safeguarding Policy.

Following a Governor question, the IHT noted that there were 74 children on the list for Reception places but the second round had not been completed yet. There were a further 22 on the waiting list and since then there had been a further four phone calls.

The IHT was thanked for her updates.

##### **Junior Headteacher**

Governor attention was drawn to the JHT report and supporting documents circulated prior to the meeting.

A Governor asked for clarity on what a Section 17 investigation was. The JHT explained that this was an investigation by social services into a child's circumstances at the level of concern for Child in Need Thresholds.

A Governor asked if Religious Observance (RO) for attendance could be broken down and asked for an explanation of the difference between authorised and unauthorised absence.

The JHT noted that RO for the Spring Term was 0.11 %. She added that Authorised absence was where an absence was approved by the School in line with its attendance management policy, national and local guidance for example for illness, a selective school entrance exam, close family wedding. Other exceptional circumstances might be authorised if the child's attendance was at least 96%. This was agreed in consultation between with the HTs and the welfare officer. Unauthorised absence was not approved by the School e.g. holiday during term time/ extending absence at the start and end of the term.

The JHT added that for some families, individual contexts had to be considered. A conversation with the parent was always best in the first instance to try and better understand the reasons and if appropriate, offer support.

A Governor asked what year groups the School were applying for the additional EHCPs in. The JHT noted that there were two in Y6, two in Y5, one in Y4 and one in Y3.

Following a Governor question, the JHT explained that Project X was an evidence based reading intervention which the School had found very effective for catch up with reading in Y3 and was run by a level 3 TA- Ali Lyons. It was confirmed that she had had a lot of training on this.

Following a Governor question, the JHT explained that the purpose of the Nurture Group run by Cayte Cox was to create work generated by the children's own interest to build confidence, self esteem and community. Focus included talking about successes, taking turns, empathy, sharing and patience. The current group's focus was shared at the meeting. Children with different emotional and social needs were selected to attend the group.

It was noted that they would also like someone, potentially a Governor, to showcase their project to. Carol Frankl agreed to do this. It was also suggested that they attend the next Governor meeting if they felt comfortable doing so.

A Governor asked which Teachers were part of the NPQ programme, what each of their focuses were and whether there was an opportunity for them to share best practice across staff. The JHT noted that Gemma Lally had just finished hers, she was the Maths Lead and as part of that she had led on a number of Maths inset sessions. Kasra Adjudani was the other member of staff who was focusing on Computing. He had been looking at the use of AI and liaising with Riaz Khan on other computing areas. The JHT added that she would be making more space for them to feedback to the leadership more generally too.

### **Staff Governor reports**

The Junior Staff Governor reminded Governors of the LNI deep dive into Geography and the positive feedback received particularly about the quality of the vocabulary and the student's ability to use it (the full report would be shared with Governors once received). The School were also working towards the Geography Quality Mark.

The positive progress stories in the School newsletter were also highlighted. There was also a successful gardening club in place. SATs week was also progressing well and Governors were

thanked for all their compliance visits during the assessments. The School also had a visit from the LA on Monday for this purpose.

The JHT also pointed to the attainment data from last year which was contained within the IDSR document that had been shared.

Governor attention was also drawn to the SDP 23/24. A Governor asked for assurance that all the items that were on track had evidence to support them. The JHT explained that this was the mid year review of the SDP. At the end of the year- the review would include all the evidence with the focus on tracking actions completed. At the end of the cycle, they would look at the impact and complete an impact statement. She added that for this mid year review, they had gone through with leads and made a judgement of where they thought they were at. With the coaching for example- they collected feedback from staff as they went along and then did feedback with the teacher or TA they had been coaching along the way.

#### 24/27 **Budget Discussion 2024/25**

The Chair of the Finance committee provided an overview of the discussion held on 4 May.

#### **Infant School**

The projected income was £2.22m and total expenditure was £2.25m. This left an in year deficit of approximately £28,000. The School did however have a current surplus of £34,078 left over from 2023/24. This would therefore leave the School with a contingency (surplus) in 2024/25 of approximately £5,800.

Pupil Premium (£1,480) was set to generate an income of £37,000 for the year (down from £60,350 for 2023/2024). Projected staff costs represented 72.7% of projected income, premises 6.8%, supplies & services 10.7%, agency and bought in professional services 9.2%.

£8,144 had been added for capital projects and there was £7,386 held in the capital income account; it was the intention to allocate this to new construction.

The IHT noted that in terms of Pupil Premium figures, they were losing a number of children and the number of children joining were not as high. It was noted that whilst there was still a need, parents were not meeting the criteria.

The School had also submitted a bid for a low arousal sensory space. They had been successful and placed the order for a pod. This would be situated where the old Butterfly House was. They received £3,000 towards it and it cost approximately £8,000 altogether. It would be used for when children were overwhelmed and dysregulated and the sensory room was not appropriate. It would be a bare room with bean bags and soft toys.

*Jeff Harris left the meeting at 7.20pm*

#### **Junior School**

The total income for 2024/25 was expected to be approximately £2.55m. Total expenditure for 2024/25 was budgeted at approximately £2.67m. This left the School with an anticipated in year deficit of £129,00. However, the School currently had a surplus of £150,000 left over from 2023/24. This left the School with a contingency (surplus) in 2024/25 of £20,739.

Pupil Premium (£1,480) was set to generate an income of £93,240 for the year (down from £111,275 for 2023/2024) and staff costs represented 76.0% of income, premises 8.7%, supplies & services 12.7%, agency 7.7%

£7,971 had been carried forward for capital projects and £3,000 had been added for a low arousal space.

It was noted that the in-year deficit would be a challenge for the Junior School the next year. The Three Year plan did not look positive with the final year projected to have a £450,000 deficit. The JHT noted that she had formulated a list of possible things to save money on that could be reviewed. Governors reiterated their commitment to delivering the best possible education for the current cohort of children. There would be no sacrifices made that would impact on the provision and care for the children.

This was a common picture across Barnet with the added challenge that neither income nor expenditure was static.

The committee recommended the budgets for Approval. Following a show of hands, Governors **RATIFIED** the budgets for both Schools.

Following a Governor question, it was confirmed that the School did run fundraisers and ask parents for voluntary contributions with some parents helping to write grants. The PA had also recently raised £5,000 from a silent auction.

#### 24/29 **Committee reports**

##### **Safeguarding committee**

It was noted that the Single Central Records had been reviewed in both Schools- they were compliant. They also reviewed a number of policies.

##### **Curriculum Committee**

A meeting was scheduled for 20 May.

*Clare Rosen left the meeting at 7.30pm.*

##### **Strategy Committee**

The Chair provided an overview noting that there was a new Governor survey that would be reviewed. She also reviewed the Terms of Reference and updated the policy list on Governor Hub. Committee chairs were asked to add the amendments when made. They would also look at the strategy for planning Governor visits.

##### **Premises committee**

A meeting had been held today. The committee had looked at the plans for the heat source installation and had also reviewed a number of policies as well as the new statutory one including the GDPR policy and the Infant School's Visitor policy. They also went through the roof replacement with the works starting in the summer. A walkabout with the Chair would be scheduled for later in the term.

Governors thanked the Chair for all her work on the Terms of Reference and policy list.

#### 24/30 **Wellbeing**

It was noted that Clare Rosen had undertaken several visits with Simon Greenhouse with a number of things going on in the Junior School. It was noted that staff always had someone to talk to and Simon Greenhouse worked very hard with the children to ensure that they felt supported. Kimberley from BASE also continued to work with the children and offered staff advice too. The service would also continue next year which was positive.

In the Infants it was noted that more and more staff were using the staff absence insurance sessions, which included physio for example.

#### 24/33 **Governor visits**

It was noted that the write ups of visits had been added to the Governor Hub.

#### 24/34 **Chair's correspondence**

The Chair noted that she had received a number of emails/messages about LIME bikes being left at the entrance of the School. She, Lisa Weinbrenn and Emma Howard had been in contact with LIME and they have added an instruction to the bikes so that they can't physically get any closer to the entrance of the School.

*James left meeting at 7.40pm.*

The Chair also spoke to Karen Gubbay who noted that she would reach out to her SEN network to see if there may be someone who would be interested in replacing Carol Frankl on the Governing Body. David Lee also noted that he may know someone.

#### 24/35 **Governor support and development, and report of the link governor**

The Chair noted that she had posted on Governor Hub about the courses available.

Lucy Tobin noted that she had signed up for the Governor Induction course in June.

There were instructions on Governor Hub about how to access the Barnet training portal.

#### 24/36 **Report of the Director of Education and Skills** (if available): <https://www.barnet.gov.uk/wwwc-home/information-for-schools/school-governors/meetings-and-reports.html>

This was noted.

It was noted that the deadline for the Governor effectiveness audit was 22 July. The Chair would discuss this further with James Clare.

***Action: Chair***

#### 24/37 **Dates of committee meetings**

- a. Finance: 25 June 12-1.30
- b. Safeguarding: TBC
- c. Curriculum: 30 May at 3- 4.30pm in person
- d. Personnel: May 23 1.30-2.30
- e. Strategy: June 7 12pm online
- f. Premises: May 13 2-3pm
- g. Mid year review date: JHT 14 June 2024 8:45; IHT 28 June 2024 8:45

#### 24/38 **Dates of governing body meetings**

Tuesday 2 July (unclerked) 6pm

If any Governor had any thoughts about future training or presentations, they were asked to share this with the Chair.

It was suggested that some of the Brookland leaders from the Infant school could attend the next meeting.

*The meeting closed at 7.50pm*