

**Minutes of the Full Governing Body meeting of Brookland School, held on 13 March 2024
at 6pm at the School**

LA GOVERNOR

Vacancy

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)

*Lucy Tobin

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 – late

Jeff Harris

*Judith Bernstein

*David Lee

*Daniella Jackson

ASSOCIATE MEMBER

*Carol Frankl – online

Sapna Shah

*Clare Rosen

PART I

24/19 **Welcome/ housekeeping**

All Governors were welcomed to the meeting.

The Chair introduced Lucy Tobin, potential LA governor. Governors introduced themselves.

24/20 **Acceptance/ non-acceptance of apologies for absence**

Apologies were received and accepted on behalf of Aimee Epstein, Jeff Harris, Cara Christie, Samantha Jayasekera-Heffer, Gabi Symons, Amy Simpson and Sapna Shah.

24/21 **Housekeeping**

It was noted that Laura Pincus' term of office was nearing its end. Following a show of hands Governors **RE APPOINTED** her to the position of Co opted Governor for a four year period ending on 12 March 2027.

24/22 **Declaration of pecuniary interests**

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

24/23 **Part I minutes of the meetings held on 24 January 2024**

The minutes of the meeting held on 24 January 2024 were agreed as an accurate recording of the meeting. The Chair signed the minutes.

24/24 **Matters arising**

The Chair confirmed that the skills audit had been circulated for completion by Governors. She agreed to review the Governor questions.

Action: Chair

All other actions had been completed.

24/25 **Headteachers' verbal updates**

Infant Headteacher

The IHT provided an update noting the current electricity issues in the School. She commended staff for how supportive and collaborative they have been through these challenges having to make changes to teaching for example with the lack of electricity.

It was noted that the issue was being caused by a board being overpowered with the need for the seals to be broken and changed which required a very specific electrician. There was a specific cable that needed to be replaced and that was not able to be delivered until Friday. This also necessitated three companies to be onsite together to solve and this would not be happening until Monday. This would require all power to be shut off after School meaning that there would be no after school club or lettings.

Following a Governor question, the IHT noted that the catering company had been very accommodating, supplying sandwiches etc for the children for lunch.

It was noted that this was currently affecting both schools, the swimming pool and the kitchen. There had been some interim measures put in place with electricians being able to re route some things. Y2 was the only area that was not fully powered. A generator was being delivered for the pool so lessons could still run over the weekend. There was however no heating. All other lettings had been informed.

Following a Governor question, the School confirmed that it had lettings insurance but it would be reviewing its overall insurance following this.

A Governor questioned whether the School had the electrical safety certificates, which the IHT confirmed. He suggested that those companies should be contacted as they may be liable for any of the faults.

The IHT noted that the School had also received a visit from the LNI Claire Syms who undertook a deep dive in Maths. This had been requested by the School as they currently did not have a Maths Lead and it was expected that this would be an area that Ofsted would want to look at when they came in.

Feedback from the visit had been positive with the students also speaking very positively about it. The LNI had also come back to the School to speak to some teachers and provide some coaching. Some of the recommendations made as part of the deep dive had already been implemented.

Following a Governor request, it was agreed that the SEN report would include more information on the strategies used and how the SENCO was supporting teachers with these. It was also confirmed that once student plans were set, they were then annotated to match the changing

needs of the children. The IHT added that they planned together as a year group and incorporated any necessary adaptations.

A Governor noted that the number of children in receipt of Pupil Premium seemed to increase as the years increased. She questioned whether there was any correlation with SEND. The IHT explained that the higher up the School, there were more children in receipt of PP. There was however a shift being seen in terms of eligibility. There was currently 10% of children in the Infant School in receipt of PP. This decreased number meant less income for the School.

Following a Governor question, the IHT confirmed that the School continued to use the PP checking service.

In terms of numbers for Reception, these were currently lower than in previous years, with 91 first place applications. The School were already aware of some families who would not be joining. Garden Suburb school had also temporarily capped their numbers at 60 for Reception and so it was expected that some of those children would apply to the School.

Governors noted that this seemed to be a national picture, with a number of schools having to close; faith schools seemed to be particularly impacted.

The IHT noted that Nursery places had been offered but the School were waiting to hear back. It was expected that they would be full. There were a lot more parents ticking the box to say that they wanted the free 15 hours and would pay for the additional 15 hours on top.

The IHT was thanked for her updates.

Nick Astaire arrived at the meeting.

Junior Headteacher

The JHT provided an update noting that the SDP actions were on track. She added that Arbor were the School's communication system and a parent payment system as a project for the office team. There was also a coaching project for the office team being implemented.

She added that the Toolkit project continued to progress and it would probably be two-three years before it was completed. CPD continued and was currently focused on the precision and collaboration of learning.

Following a Governor question, the JHT explained that the tool kit was an evolving document held on the shared drive. It would eventually be a published document.

In terms of the coaching projects, the JHT noted that this involved TA and teaching teams coaching together. Two TAs were also in the process of completing their NVQ level 3.

The School was also working on the Geography and Computing quality marks. Following a Governor question, the JHT explained that this involved a checklist/audit for very best teaching which you then received confirmation that you were meeting. The IHT noted that the Infant School were unable to enter for these due to the costs.

The Chair and Riaz were thanked for all their work on the School website which would be launched imminently.

The JHT highlighted the work around pupil wellbeing with the School receiving £11,000 from Beyond charity with a person coming in one day a week and supporting young carers and their parents. There had been a number of very useful sessions delivered already. There were currently nine young carers at the School.

Governor attention was drawn to the SEN report. A Governor questioned whether all TAs were allocated to children with SEND or if some were classified as whole school TAs. The JHT explained that most of the TAs were attached to children with EHCPs, however TAs were in year group teams who supported all the children with EHCPs and SEN support within that year group. These TAs would also run interventions within each year group based on the main areas of needs. There was a very detailed timetable in place and the eight children in Y6 last year who had moved on with EHCPs had done very well.

A Governor asked if the model of SLT and OT provision of services, one term on and one term off, worked. The JHT explained that the School had not had SLT since Jan 23. They had however been promised that they would have a SL therapist for the summer term. This meant that the School would have had 1 term each year of provision. The School had had OT support this term for some children. It was not felt that the current provision for SLT and OT was working. The therapists did not know the children and more time was spent re-assessing and very little time sharing resources and ways to support the child's difficulties.

The JHT added that the LA were very aware of what was going on. There was a helpline and parents were vocal about it too. There were unfortunately a shortage of therapists.

A Governor questioned whether those in charge of lettings had been informed about the location and use of defibrillators in the School. The JHT noted that the School were in the process of looking at all of the lettings and compiling an information pack. This would cover all the safeguarding and premises elements too. There was already information contained within the contracts but this would make it more explicit.

24/26 Ofsted

The IHT highlighted the uncertainty and anxiety around this. Governors were reminded of the importance of some of the key documents available including the SEF and SDP. They were also encouraged to make contact with their link subject leader.

The Chair noted that she had circulated some potential Ofsted questions from the School Bus.

A Governor questioned whether the physical condition of the building could have an impact on the Ofsted judgement. The IHT explained that this would only be the case if it was impacting on teaching and learning or whether something was unsafe and therefore impacting safeguarding.

It was noted that if the roof was replaced, there could be a lot of disruption to the Schools.

24/27 Budget Discussion 2023/24

This was deferred to the next meeting as the budget did not need to be submitted until the end of May.

24/28 Staff governors' reports

The Infant staff Governors reiterated the positive feedback received as part of the Maths deep dive. They had also had a fantastic world book day celebration which was linked in with the *Little People Big Dreams* books.

The Y2 students had also taken part in Barnet's dance festival which was really good. They had also been part of performance assemblies to show case their skills.

The Junior staff Governors noted the move to the new online parental system which would allow parents to input their own data. They also had a new member of office staff. They too had had a very nice world book day celebration as well as an Ancient Greek day history workshop.

24/29 **Committee reports**

Personnel committee

A meeting would be arranged for May.

Curriculum committee

The Computing learning walk had been postponed and a new date would be circulated. The committee had reviewed some policies including the EYFS policy.

Premises Committee

A meeting would need to be arranged.

Finance committee

The Chair of the committee provided an overview of the discussion which had focused on the SFVS as well as a number of policies.

It was noted that the officer from the financial services of the LA had now changed and so the School were having to adapt to this. It was noted that the SFVS had to be submitted at the end of March. The budget submission was due at the end of May; there were a number of concerns particularly with the Infant School budget. The next meeting was scheduled for 3 May at 12pm.

Safeguarding Committee

The Chair noted that a meeting was scheduled for the following week. There were a number of policies that needed to be reviewed. The Chair and Laura Pincus had had safeguarding meetings with the HTs and would be reviewing the Single Central Record for both Schools in the next few days.

24/30 **Wellbeing**

Clare Rosen, wellbeing Governor, provided an overview of some of the activities that were being undertaken.

She noted the number of initiatives and focus in both Schools. In the Infant School, she highlighted the number of children with challenging behaviour which was having an impact on staff resource. There had been a good inclusion day 'good to be me'.

There was also the Young carers club as well as a number of lunchtime clubs and specific ones for children with SEN to work on social skills for example. There were SEND coffee mornings once a month as well as wellbeing surgeries. A new pod was also arriving following a successful £2,000 bid. This would be used as a low arousal space.

It was noted that in the Junior School, there was a wellbeing hub for parents (lead by Simon Greenhouse) and parents had been surveyed about what they wanted to discuss and anxiety was the top choice. Lauren had come in to talk about this with parents. There were currently 47 children being monitored with completely different needs.

Both Schools had also signed up to the DfE Wellbeing Charter.

24/31 **Policies**

Committee chairs were asked to review the policies that had been uploaded and update where necessary. The Chair was thanked for all her work on collating these.

24/32 **Whistleblowing**

It was noted that this had been discussed as part of the Finance committee. Governors were reminded that if they were part of a whistleblowing incident they were not covered by insurance (as an employee of the School would be). Support would be provided if necessary and appropriate.

24/33 **Governor visits**

David Lee noted that he had completed a visit focused on Phonics in the Infant School. He had completed a report on this. He noted how impressed he was with the communication as well as the teaching and pedagogy.

Michael Farhi noted that he had attended and presented at the Sustainable city event in the Junior School. The children were very engaged and confident to ask questions.

Lisa Weinbrenn had completed a link visit in Music in the Infant School. She noted that there were a number of resource shortages.

Judith Bernstein noted that she had attended the online safety session for parents hosted for both Schools and it was very well done.

Farnoush Bikdeli noted that she had completed a EAL link in the Infant School visit where she observed a number of interventions. She was very impressed with the progress she saw.

It was noted that there was still a vacancy for Maths Link Governor. Lucy Tobin agreed to discuss this further with the HTs during her tour.

24/34 **Chair's correspondence**

There had been one incident that the Chair was dealing with.

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

Governors were reminded of the training available.

Lucy Tobin noted that she had completed safeguarding training.

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

This was noted.

24/37 **Dates of committee meetings**

- Finance: 3 May 12pm
- Safeguarding: 21 March 9am
- Curriculum: 30 May at 3pm in person
- Personnel: may tbc
- Strategy: 9 May 12-1.30pm zoom

- Premises: TBC
- Mid year review date: JHT 14 June 2024 8:45; IHT 28 June 2024 8:45

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

- Wednesday 15 May 6pm
- Tuesday 2 July (unclerked) 6pm

The meeting closed at 7.45pm