

**THE GOVERNING BODY OF BROOKLAND INFANT AND JUNIOR SCHOOLS**  
**MINUTES OF THE MEETING HELD VIA TEAMS**  
**ON TUESDAY 5 OCTOBER 2021**

**LA GOVERNOR**

Sapna Shah (Vice Chair)

**PARENT GOVERNORS**

\*Nick Astaire (Infant)

\*Claire Rosen (Junior)

**HEADTEACHERS**

\*Brenda McCafferty (Infant Headteacher)

\*Jenny Aylen (Junior Headteacher)

**NON-VOTING OBSERVERS**

Amy Simpson (Infant DHT)

\*Shirley Bates (Junior DHT)

**STAFF GOVERNOR**

\*Jenny Catley

\*Vacancy

**CO-OPTED GOVERNORS**

\*(Junior Teacher)- Bryony Davis  
(rotating)

Vacancy

\*Katie Attwood

\*Emma McCabe (Infant Teacher)

\*Farnoush Bikdeli (Junior Support)

\*Tim Jackson

\*Michael Farhi

\*James Clare

\*Lisa Weinbrenn

\*Tony Brand

\*Laura Pincus (Chair)

\*Joshua Hamerton

**ASSOCIATE MEMBER**

\*Carol Frankl – remotely

\*Harriet Bloom

\*Daniella Jackson- remotely

**PART I**

21/58 **Welcome**

All Governors were welcomed to the meeting. As Governors had been meeting virtually for some time, new Governors Joshua Hamerton and Nick Astaire were formally welcomed. They introduced themselves, providing an overview of their backgrounds.

21/59 **Acceptance/ non-acceptance of apologies for absence**

Apologies were received and accepted on behalf of Sapna Shah and Amy Simpson.

21/60 **Declaration of pecuniary interests**

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

21/61 **Appointment of Chair**

Nominations for the position of Chair were welcomed at the meeting. Governors considered the one nomination received on behalf of Laura Pincus.

*Laura Pincus left the room.*

Upon a show of hands, the Governing Body unanimously **RESOLVED** that Laura Pincus be re-appointed as Chair for the Academic Year 2021/2022, or until her successor was appointed.

#### 21/62 **Appointment of Vice Chair**

Nominations for the position of Vice Chair were welcomed at the meeting. Governors considered the one nomination received on behalf of Sapna Shah.

Upon a show of hands, the Governing Body unanimously **RESOLVED** that Sapna Shah be re-appointed as Vice Chair for the Academic Year 2021/2022, or until her successor was appointed.

#### 21/63 **Governor appointments** (New/Re appointments)

It was noted that Clare Rosen's term of office as Parent Governor was due to end in November.

It was proposed that Clare Rosen be appointed as Co-Opted Governor

Following a show of hands, Clare Rosen was appointed as Co-opted Governor for the four year period ending on 4 October 2025.

The JHT was actioned with running a Parent Governor election.

***Action: JHT***

Governors were reminded that Shiv Hari- Shah had resigned from his position as Governorship.

This left a Co- Opted Governor vacancy.

As Governor Hub only allowed for three Associate Members, it was agreed that Tim Jackson would remain as a Co-Opted Governor for the time being.

There was also a Junior Teacher Governor vacancy, which Bryony Davies was currently filling on rotation, pending a formal Staff Governor election.

Governors were asked to inform the Chair if they knew of any potential Governors. They were reminded that these should complement the skills or gaps that the Board currently had as well as remaining aware of the need for Governors to be diverse and reflective of the school community. The Chair re iterated the need for the nomination and appointment process to be formal and rigorous, accessible to all. She added that a skills audit of Governors would also be undertaken to assist with this.

A Governor suggested the use of the *Governors for Schools* website. The Chair agreed to circulate the skills audit.

***Action: Chair***

#### 21/64 **Declaration of Interests 2020-21**

The Chair reminded Governors to complete these via their Governor Hub personal profile. Declarations included such things as being a Governor of another school or being related to another Governor for example.

***Action: All Governors***

#### 21/65 **Part I minutes of the meetings held on 18 May 2021**

The Part I minutes of the meeting held on 18 May 2021, copies of which had been circulated prior to the meeting, were **CONFIRMED** and signed by the Chair, as a fair representation of the meeting.

21/66 **Part I minutes of the meetings held on 30 June 2021**

Due to an error with the agenda, the Chair agreed to add the minutes to Governor Hub following the meeting.

***Action: Chair***

21/67 **Matters arising from the minutes**

It was confirmed that all actions had been resolved.

21/68 **Annual Review of Committee Structure, Membership & Terms of Reference**

It was agreed that Committee Terms of Reference would be discussed/agreed via email.

***Action: Committee Chairs***

The Chair noted that she had contacted all Governors to ask if they were happy with their current committee and Link allocation. She had amended the committee membership to reflect the change in membership, removing Shiv Hari- Shah and adding Daniella Jackson. She suggested that Nick Astaire also join another committee but offered to discuss this with him in advance.

It was noted that Clare Rosen had expressed an interest in becoming the Wellbeing Governor. Governors discussed the importance of this role for both the students and the staff and questioned whether it could be combined with the PSHE Link Governor role. Clare Rosen explained that PSHE was more curriculum based compared to that of Wellbeing and so suggested that they be kept separate.

It was agreed that Clare Rosen would take on the role of Wellbeing Governor and Harriet Bloom, the role of PSHE Link Governor.

As there were currently no Looked After Children (LAC) at either of the Schools, it was agreed that this responsibility would be added to that of Pupil Premium Link Governor, particular as the funding was closely linked.

Josh Hamerton agreed to take on the role as RSE Link Governor.

The Chair agreed to circulate the updated list.

***Action: Chair***

The Headteachers agreed to send the updated list of subject leads to add to the document.

***Action: Headteachers***

21/69 **Governor Code of Conduct**

Governor attention was drawn to the updated Governor Code of Conduct, uploaded on to Governor Hub.

James Clare was thanked for his work on this.

Governors were asked to confirm their agreement by adding a tick to the relevant area in Governor Hub.

***Action: All Governors***

The Chair was asked to add her signature on behalf of the Governing Body, after which the document could be uploaded onto the School website.

***Action: Chair***

#### 21/70 **KCSIE**

Governor attention was drawn to the link for the KCSIE Part 1 that had been circulated and added to Governor Hub.

Governors were asked to confirm that they had read and understood the document by ticking the relevant section in their Governor profile (on Governor Hub).

***Action: All Governors***

#### 21/71 **Safeguarding training**

The Chair reminded Governors that she and Lisa Weinbrenn had been circulating links for relevant training. It was noted that a Safeguarding training session was scheduled for 14 October if Governors wished to sign up to this.

Governors were reminded to add their training onto Governor Hub.

Governors recognised the importance of ensuring that they were all aware of the changing safeguarding rules and stipulations especially as there were a number of iterations. Governors were encouraged to ensure that they updated their training at relevant intervals.

#### 21/72 **Approval of Residential Trips**

The IHT reminded Governors of the residential trip to Moat Mount which was provisionally booked for 5-8 July 2022. She explained that the trip would follow the same format as previous years although one activity had been changed that the children had much preferred.

Governors **APPROVED** the residential trip to Moat Mount.

The JHT reminded Governors of the residential trip to PGI in Osmington Bay which was currently scheduled for 19 June 2022. Following a Governor question, it was confirmed that the company had honoured a similar price to that charged before.

Governors **APPROVED** the residential trip to PGL.

#### 21/73 **Headteachers' reports/updates**

##### **Infant Headteacher**

Attention was drawn to the IHT's report and supporting documents, uploaded onto Governor Hub.

The IHT provided an overview. She noted that there had been a significant amount of movement in the School with a number of leavers. She confirmed that she had spoken to every family who had left and they had all provided positive feedback. She added that they all provided valid reasons for leaving, namely, moving abroad, out of London or to Faith or Private schools. She commended Tsveta Dimitrova for all her hard work in filling the vacancies particularly before the 30 September deadline and October census. She confirmed that the School was at full complement.

She added that there was also now a waiting list for Y1. Resettling all the children had also been positive, with processes in place to make this as streamlined as possible.

Governors were informed of the continued frustrations in terms of premises with the Y2 block having been demolished but the rebuild not confirmed or started. The Infant School were therefore still occupying two rooms in the Junior School.

Following a Governor question, the Headteacher explained that the delay was due to there not being full planning permission in place that Net Zero (the building company) required to start the build. Both Governors and the IHT had written to the LA, Councillors and MPs to try and speed up the process.

A Governor asked if the relocation to the Junior School was having an impact on staff and students. The IHT explained that they had responded very well although the move had required further organization for example, as the shared area was not accessible in those classrooms. She added however that there might be challenges once the weather worsened.

The IHT drew attention to the SEN report noting that it was based on the summer term. She explained that there had been changes for the autumn term in that three more Educational Health Care Plans (EHCPs) had been applied for in Y2. The panel had agreed to assess which if approved, would equate to nine children in Y2 with an EHCP. This percentage out of 90 children was evident.

The IHT explained that work was underway with staff to further expand the work of Teaching Assistants so that they were not limited to working with one child all the time. She confirmed that this did not however compromise the EHCP and they were there to support those children with EHCPs and ensure all targets were focused on, but it also allowed them to support other children too. Whilst this was financially more viable it was also more conducive to engendering children's independence skills. The School had very skilled TAs who were able to support on a one to one basis but also run interventions; it allowed better utilisation of skills with those assisting in the areas relevant.

Following a Governor question, the IHT explained that there were some parents who did want one to one support for their children but noted that the EHCP process was extremely long with at least two terms of evidence before it could even be applied for. She confirmed that there were students where one to one supervision was necessary and this was in place.

Governors discussed the challenges with securing Speech and Language Therapists even when these were stipulated in the EHCPs. The IHT noted that this was particularly frustrating considering that many children with an EHCP had social, emotional and communication needs.

A Governor challenged the fact that with an EHCP being legally binding, did the LA not have a duty of care to ensure that it upheld the stipulations of the plans. The IHT explained that this had been explored by both the School and parents questioning whether the money could be retrieved and private alternatives be sought. This however had been declined. It appeared that the shortage of such specialist therapists was an issue nationally, exacerbated by the pandemic.

A Governor commended the report noting the utility of including percentage comparisons of the School, Barnet and national.

Governors noted the SDP uploaded onto Governor Hub. Governor comments and questions were welcomed.

The IHT noted that the new children who joined in Nursery and Reception had settled in very well but the impact of the pandemic in terms of having more children who were not fully toilet trained, was evident. She added that with at least three to four accidents a day, this was a challenge on staff resources.

She noted that the impact of Covid was also evident in terms of language development with a lower level of social skills manifesting in children finding it more difficult to share, having more outbursts and being unable to handle the classroom setting for example. There were also a higher number of children and parents who were anxious which was adding to staff stress levels.

The IHT added that the School had had to adapt its curriculum in reaction to these changes. She confirmed that this did not mean that it was being pitched at a lower level but rather the focus was shifting slightly. The Early Years' Curriculum had also changed which entailed a greater focus on language.

It was noted that the School had been successful in its bid as part of the Infant Partnership, managing to secure and appoint a TA focused on language development in Reception.

A Governor asked for more detail on the baseline assessments that had been introduced. The IHT explained that she and the Deputy Headteacher were in the process of completing these with the children. She explained that these consisted of a Maths and English style assessment that was loaded onto a website. The School were also completing their own, more detailed baseline assessments.

*The IHT was thanked for her update.*

### **Junior Headteacher**

Attention was drawn to the JHT's report and supporting documents, uploaded onto Governor Hub.

Governor comments and questions were welcomed.

A Governor commended the progress with Pupil Premium during what was a very tough year as well as the additional counsellors for children's wellbeing.

A Governor questioned how many Early Career Teachers (ECTs) the School had. The JHT explained that there was currently one however there had been a number of changes introduced which meant a significant shift in approach. The Deputy Headteacher added further detail noting the new portals, test centres and programmes that had to be signed up to and adhered to. Whilst, in principle, the programme was very good, it was unfortunate that schools had not been given sufficient time to set it up. She added that she was the Lead Mentor with Vanessa Huckerby as the mentor; the latter was given time and funding for training. All work was to be reported through the ECT portal with videos and evidence etc.

The JHT pointed to all the wellbeing activity being undertaken with Simon Greenhouse continuing to work hard on this. She explained that the School had witnessed a 44% increase in children and families needing support over the last two years. In response to this, the School put in place a BYCAS group in year 3 which also took into account vulnerable pupils who required

support. This group met weekly and then took part in peer-to-peer teaching where teachers recognised an increase in confidence, engagement and developed their speaking and listening. This was repeated in year 4 and year 5 with a smaller group of children who had been identified as requiring support. School counsellor numbers were increased from three to five, which meant that they were the only school in the borough that has developed their own school counselling unit. This meant that 10 children were now being supported by professionals. This was necessary as the levels of support required went way beyond the support the School were trained to give. She added that the impact of this was evident across the School, assisting with morale, freeing up support and filtering through to other areas. The JHT noted that she had shared these successes at the Meet the Teacher event.

Following a Governor question, the JHT explained that BYCAS stood for Brent Young Carers.

A Governor questioned where the funding came from for the School counselling. The JHT explained that it was funded from the Pupil Premium funds and the School used a specific organisation.

Governors congratulated those Teachers on the NPQ programme particularly having to complete this during the pandemic. The JHT noted the utility of the whole school projects that these courses entailed as well as the useful CPD and leadership development.

A Governor questioned whether the Infant school also bought into the National College. The JHT confirmed this noting that this was the second year that they did. It was noted however that there was a limit on the number of usernames allowed. The Deputy Headteacher agreed to review the list to ensure Governors could also have access.

A Governor noted the reference to Grief Encounter and whether the School had had a number of losses. The JHT noted that there had been quite a few amongst both children and staff. She added that Grief Encounter were a very good charity who work with families over a longer period of time. It was noted that the Infant School also used them.

In terms of starters and leavers, the JHT noted that Maria Pitsillides had been working hard to fill spaces in the School. There had been 11 students leave and 12 join. There were currently two spaces and so the number on roll was 358. This would be the figure used for the census. She added that the School were also part of a new Junior Partnership called Partnership 13 and it was evident that a number of schools were struggling with numbers.

A Governor challenged whether it was unusual for the School to have two spaces. The JHT explained that this had often been the case and that those who had left, similarly to the Infant School, had moved overseas or out of the area. Feedback had been positive but there seemed to be a drop in number across London.

*Tim Jackson joined the meeting at 7.20pm*

It was agreed that the SEF would be discussed at the next FGB meeting to allow Governors more time to review the document.

The JHT noted that two versions of the SDP had been uploaded, one of them was from last year and the other from this term.

Attention was drawn to the SEN report, uploaded onto Governor Hub. Following a Governor question, the JHT explained that the School were moving to a more holistic approach in terms of their TAs, mixing groups of children for example. She added that this was not something that was new, but the School were just doing more of it.

The JHT added that she had met with Joanne Moore to discuss this noting that it was not sustainable to have that many one to one supports especially in financial terms. She noted that physical distance etc. had had to be incorporated during the pandemic and the School had continued with this good practice.

A Governor highlighted the importance of the School maintaining its balance and its understanding of quality first teaching. It also acted as a reminder to staff in that all children should be receiving this. The expectation was that if this level of teaching increased, then the level of need would decrease.

Attention was drawn to the benchmarking document uploaded onto the Governor Hub. The JHT explained that this included those Barnet schools that used a similar programme, not all Barnet schools. She noted that some other schools used Route Map for example whereas the School used Target Tracker. It was noted that the School in every single area (except one) scored above national. The JHT commended the Y6 team for all the work they had undertaken, particularly in terms of ensuring that Y6 were secondary ready.

Governors noted the Secondary School transfer list that had also been uploaded. Similar patterns to previous years were noted.

*The JHT was thanked for her update.*

#### 21/74 **Staff governors' reports**

The Infant Staff Governors provided an update noting that staff and children had settled in well and were having a positive start to the year. It was noted that a new Phonics programme had been introduced before the summer term following the government's announcement that all programmes had to be 'validated'. The School had chosen to use a programme called 'Little Wandle' from Letters and Sounds. The lessons were formatted differently and new resources had had to be ordered as well as training completed. The children had been responding well to the changes.

It was noted that a Phonics session was planned for parents the following day.

All TAs had received updated First Aid training on of the Inset days. It was noted that this style of training, being able to do it together at the School had been a lot more useful.

A Governor asked for further detail on the new Phonics programme and whether the removal of the 'robot hands' meant more screen time for the children. Emma McCabe explained that this was not the case and rather more sound talk was being used.

The IHT added that the new programme also ensured that the books used in the School were linked more clearly to the Phonics teaching.

The Junior Staff Governor echoed the positive start to the year.

A Governor questioned whether the same Y6 Teachers were in place as last year and whether this made a difference to the teaching and team. Bryony Davies explained that there had been some movement but this was always positive and allowed for a coaching and team work approach.

Following a Governor question, the JHT explained that four Teachers were currently finishing their NPQ. It was noted that these equated to high level, formal qualifications.



The IHT added that the Infant School were also reviewing the use of the Apprenticeship levy and whether it could be used to support a member of staff with some extra qualifications.

#### 21/75 **Committee reports**

##### **Premises Committee**

The Chair of the Committee confirmed that the swimming pool was being utilised well. Challenges continued with the Y2 block as detailed earlier in the meeting. The Chair was thanked for his continued tenacity.

##### **Finance Committee**

It was noted that a Finance Committee meeting was scheduled for Friday 8 October.

##### **Safeguarding Committee**

The Chair of the Committee provided an overview of the meeting held on 17 September which discussed the updates to Safeguarding and KCSIE documents. They also discussed the peer on peer abuse audit as well as wellbeing.

##### **Curriculum Committee**

The Chair of the Committee noted that a meeting would be scheduled for after half term. She noted the changes to the Early Years' framework as well as the assessment of progression of key skills that the JHT had presented at the previous meeting.

##### **Communication and Community Engagement Committee**

The Chair of the Committee provided an overview noting the change to the end of day arrangements that had been introduced as well as the routines for lunchtimes. A meeting would be arranged.

##### **Personnel Committee**

The Chair of the Committee provided an overview of the previous two meetings held on 27 May and 1 October. The committee had discussed staff wellbeing as well as relevant documents and policies.

##### **Strategy Committee**

The committee was scheduled to meet on 8 November. The time would be confirmed.

#### 21/76 **Wellbeing**

It was noted that the School community were working together with the wellbeing of both staff and children remaining a focus.

Clare Rosen noted that she had completed a Mental Health First Aid course which had been useful and questioned if there was something similar for adolescents.

#### 21/77 **Policies**

There were no policies for review.

#### 21/78 **Governor visits**

The Headteachers welcomed Governors into School to complete their visits. It was policy in the Junior School to take LFTs and whilst this was not a policy in the Infant School, Governors agreed to do one too before they visited the School.

The JHT agreed to circulate dates for such events as the Headteacher's awards for example.

#### 21/79 **Chair's correspondence**

The Chair noted that there was no correspondence to share.

#### 21/80 **Governor support and development, and report of the link governor**

Governors were reminded to complete their safeguarding training.

Once completed, Governors were asked to add it to Governor Hub.

21/81 **Report of the Director of Education and Skills:** <https://www.barnet.gov.uk/www-home/information-for-schools/school-governors/meetings-and-reports.html>

Governors noted the report and its contents.

Governors also noted the newsletter sent out by George Peradigou, which referred to the numerous updates.

The Chair agreed to send a summary of key points to Governors.

***Action: Chair***

#### 21/82 **Dates of committee meetings**

The dates of future committee meetings needed to be confirmed:

- Finance: Oct 8 2021 9:30am
- Safeguarding: 28 January 2022
- Curriculum: TBC
- CCE: TBC
- Personnel: Oct 1 2021
- Strategy: 8 November 2021
- Premises: TBC
- Headteacher appraisal dates

#### 21/83 **Dates of governing body meetings**

The dates of future Governing Body meetings were noted as:

- Wed 17 Nov 2021 6pm - unclerked
- Wed 12 Jan 2022 curriculum tea 3:30/FGB 5pm
- Tues 22 March 2022 6pm
- Tues 17 May 2022 6pm
- Wed 6 July 2022 6pm unclerked

#### 21/84 **Any Other Business**

##### **Safeguarding Audit**

The Chair raised two questions/comments regarding Safeguarding:

Do all staff, including SLT and governors, understand that even if **no** cases of peer-on-peer abuse have been reported, this is not an indicator that peer-on-peer abuse is not occurring?

Governors noted this highlighting the importance of remaining mindful and aware of possible instances and ensuring that these were always acted upon.

*Do Governors attend whole school training sessions? Are governors aware of and understand the BSCP safeguarding arrangements i.e. MASH?*

Governors were reminded that MASH referred to the multi agency hub which, when there were concerns about a child, this concern was RAG rated to indicate how urgent the concern was and referred to the hub accordingly. The hub was comprised of many agencies including the police who then approached the case in a more holistic and joined up manner.

All Governors confirmed that they were aware of this.

*The meeting ended at 8.15pm*