

**THE GOVERNING BODY OF BROOKLAND INFANT AND JUNIOR SCHOOLS**  
**MINUTES OF THE MEETING HELD VIA TEAMS**  
**ON WEDNESDAY 12 JANUARY 2022**

**LA GOVERNOR**

\*Sapna Shah (Vice Chair)

**STAFF GOVERNOR**

\*Jenny Catley

**PARENT GOVERNORS**

\*Nick Astaire (Infant)

Vacancy (Junior)

**CO-OPTED GOVERNORS**

Vacancy

\*Katie Attwood- late

\*Farnoush Bikdeli (Junior Support)

\*Tim Jackson

\*Michael Farhi

\*James Clare

\*Lisa Weinbrenn

\*Tony Brand

\*Laura Pincus (Chair)

\*Joshua Hamerton

\*Claire Rosen

\*Marcelle Jennings (Junior Teacher)

\*Aimee Epstein (Infant Teacher)

**HEADTEACHERS**

\*Brenda McCafferty (Infant Headteacher)

\*Jenny Aylen (Junior Headteacher)- late

**NON-VOTING OBSERVERS**

\*Amy Simpson (Infant DHT)

\*Shirley Bates (Junior DHT)

**ASSOCIATE MEMBER**

\*Carol Frankl

\*Harriet Bloom

\*Daniella Jackson

**PART I**

**22/1 Welcome**

All Governors were welcomed to the meeting.

**22/2 Acceptance/ non-acceptance of apologies for absence**

There were none.

**22/3 Declaration of pecuniary interests**

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

**22/4 Confirming Governor Appointments (Aimee Epstein and Marcelle Jennings)**

Governors welcomed both Aimee Epstein and Marcelle Jennings to the meeting. They both provided a brief overview of their backgrounds and role in the School.

Following a show of hands, Governors voted to **APPROVE** both appointments for the four year period ending on 25 November 2025 and 11 January 2026 respectively

**22/5 Part I minutes of the meetings held on 5 October 2021**

The Part I minutes of the meeting held on 5 October 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.

**22/6 Part I minutes of the meetings held on 17 November 2021**

The Chair agreed to circulate the minutes.

***Action: Chair***

**22/7 Matters arising from the minutes**

**21/63 Governor Appointments:** The Chair confirmed that she had circulated the skills audit.

**21/64 Declaration of Interests 2020-21:** It was confirmed that all forms had been submitted/added to the Governor Hub.

**21/68 Annual Review of Committee Structure, Membership & Terms of Reference:** Committee Chairs were reminded to discuss and agree the Terms of Reference for their committees.

***Action: Committee Chairs***

**21/68 Annual Review of Committee Structure, Membership & Terms of Reference:** The Chair agreed to circulate the updated Subject Lead list.

***Action: Chair***

**22/8 Headteachers' reports/updates**

**Infant Headteacher**

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

Governor comments and questions were welcomed.

It was noted that there were a number of staff absences at present as well as three children still abroad for a variety of reasons, expected to return the following week. In terms of Covid, there were nine confirmed cases currently in the School amongst the children and four amongst staff. There was also another member of staff with Covid but they technically were not due to start until next week and so had not been counted in the figures.

In addition to this, there were four members of staff off with a variety of illnesses, some of which may be longer term.

A Governor challenged how the School monitored their compliance of the Single Central Record etc. The IHT explained that the School bought into a specific programme that flashed red if areas were not up to date.

A Governor asked for further detail on the progress made by Pupil Premium students and whether this was in line with national expectations. The IHT explained that whilst these students were achieving below the national expectation for all children, it was in line when compared to national data available in 2021 for pupil premium students.. It is closely being monitored and



tracked by the Deputy Headteacher. She added that analyzing the lowest 20% of all children in cohorts (a School priority) showed that not all of them were in receipt of Pupil Premium.

The DHT noted that in Reception, only two of the 20% were Pupil Premium; in Y1, this was six (for Reading and Writing) and four for Maths and; in Y2, this was four across the subjects. She added that there were specific programmes in place to support progress.

The IHT reminded Governors that the baseline of students was a lot lower than normal levels. This was indicative of the impact of the pandemic and the School days/learning missed.

A Governor commended the behavior exhibited throughout the School noting that there seemed to be good respect amongst peers. The IHT added that behavior overall was very good. There were however some individuals who were struggling with the settings, with a number of strategies in place for this.

Following a Governor question, the IHT explained the difficulties with informing parents of Teacher absences. She added that they worked particularly hard to cover the classes with familiar adults for the children to help with consistency.

A Governor noted the slightly lower levels of attendance. The IHT explained that when compared to Barnet, the figures were sufficient. She added that there had however been a lot more movement with a number of children leaving. Many of these seemed to be moving to independent schools or abroad.

The IHT noted that the fencing had been erected around the Y2 building and the workman containers had arrived. The intention was for them to start work the following week but this had not yet been confirmed.

*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.

The JHT provided an overview of the recent Whole school meeting and the importance of the students being able to answer those key questions: *"What do Brookland pupils do to make the school safe and caring, What do Brookland adults do to make the school safe and caring and Why is Brookland a special place?"*

She added that there had been a number of PSHE lessons to support this as well as activities focused around anti bullying week. The children talked a lot about the School's values as well as the golden rules. They expressed how useful they found the Zones of Regulation as well as the peer mediators.

Following a Governor question, the JHT explained that ECT stood for Early Career Teacher; a programme that replaced the previous NQT one. She explained that this brought about a significant change to the structure and approach to training and support for those at the start of their career and for the School's mentors. She confirmed that they were delivering the new programme successfully, although it had required additional time and was less flexible than the previous structure.

Following a Governor question, the JHT explained that the 5 minute slots at the beginning of each staff meeting (any teacher could prepare 5 minutes of teaching and learning content)



focused on the examination of pages from Teaching Walkthrus and applying the content to subject areas. A Teaching Walkthrus book was bought for each staff member and has provided the staff with a clear and helpful research based resource on which to base their presentations. She noted that behavior management was also included within the book with up to date strategies and discussions of these.

A Governor noted her recent meeting with Simon Greenhouse in the Junior School and Alison Gross in the Infant School. She highlighted the importance that the School placed on the children's wellbeing and all the schemes in place to support this. She raised slight concern about the limit in the infant School of having counsellors due to the lack of space as a result of the building works.

The IHT noted this but explained that there were also challenges with the age of the children in the Infant School and it was slightly harder for them to talk to counsellors. She reminded Governors of the brilliant and extensive work that Alison Gross did with both the children and parents.

The Staff Governor also reminded Governors of the Young Carer's Group and the safe space that this created for the children to come to once a week. She highlighted how child-led the sessions were with them able to talk about all sorts of things. She confirmed that parents were aware that their child was attending this group with many others contacting the School and asking if their child could also be part of it.

*The JHT was thanked for her update.*

The Chair suggested that the timing of the January meeting be pushed back slightly to allow for sufficient time for report writing etc and so that the preparation time fell after the Christmas holidays. This would also be better for governor wellbeing.

#### **22/9 SDPs**

The JHT provided an update noting that the School were continuing with the SDP they currently had in place. She explained that they were in the process of amending and updating the document overall as well as the detail of the individual departmental ones.

She added that the SDP had initially been limited to the Autumn term due to the uncertainties around Covid but this would be evolved to cover the whole year. She noted that this would follow similar themes to previous ones and it would be shared with Governors once completed.

The IHT noted that she was still in the process of updating the SDP. There was also a meeting scheduled to review the SEF and update that.

#### **22/10 SEFs**

The Headteachers noted that these would be updated and circulated accordingly.

#### **22/11 Staff governors' reports**

The Infant Staff Governor echoed the comments of the IHT noting that the School had a fantastic team of staff with everyone pulling together to cover the number of absences.

The Junior Staff Governor reiterated this and highlighted how happy the children were being at School more consistently.

#### **22/12 Confirm Committees and Subject Links**



The Chair agreed to circulate the updated spreadsheet.

**Action: Chair**

## 22/13 Committee reports

### **Premises Committee**

The Chair of the Committee noted that a meeting had been held in December, the minutes of which had been uploaded to the Hub. The discussion had focused on the Y2 building and the future project plans. They also spent time reviewing updated policies.

### **Finance Committee**

The Chair of the Committee provided an overview of the last meeting, held before half term. Committee members reviewed the SFVS items, the current budget position, updated the Financial Management Policy and discussed the Whistleblowing Policy.

### **Safeguarding Committee**

The Chair of the committee noted that she and Laura Pincus both visited the School to undertake their Safeguarding Link visits. They were currently looking at how to streamline the visits.

The next meeting was scheduled for 28 January.

The Chair noted her previous request to add all policies onto one document, noting the utility of helping the FGB to organise itself and ensure there was no overlap.

### **Curriculum Committee**

The Chair of the Committee provided an overview of the meeting held in November. Discussion focused on the new EYFS curriculum and the new planning that that required. The Junior school ran through the updated RSE Policy and would be doing the same for the Infant School soon. The committee also reviewed the Curriculum Intent for both Schools and the development of the new Brookland Infant motto: 'Be kind, growing together, learning forever'.

The committee also looked at SATs and pupil achievement and they seemed to be on track.

The next meeting was scheduled for 8 February at 8.30am.

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

The Chair of the Committee noted that a GDPR review had been completed. The next meeting was scheduled for 18 January at 1.30pm.

### **Personnel Committee**

It was noted that the next meeting was scheduled for 4 February at 9am.

### **Strategy Committee**

A meeting would be scheduled.

## 22/14 Wellbeing

The IHT noted that she had signed up to the wellbeing first aid course that the Government provided a fund for. The first session was scheduled for March. She had also signed up to a course from the Local Authority on wellbeing for a whole school approach.

The Chair drew attention to the Education Staff Wellbeing Charter that she had circulated information on. This focused on the wellbeing of staff in education and was a type of promise that was made to staff to confirm that their wellbeing would always be taken seriously. This was not a mandatory charter but was a positive step to reiterate what the School was already doing.

The JHT agreed to discuss this with SLT at the next meeting.

## 22/15 Policies

### **School based email addresses** (as per Andrew Hall Safeguarding Briefing December 13 2021)

Governors discussed the utility of having school based email addresses and whether this was necessary in terms of safeguarding and GDPR.

The JHT noted that she had discussed this previously with the IT Technician who did not appear to be overly concerned. School staff used specific laptops and lgfl mail addresses. She agreed to check this with Badger and update Governors accordingly.

The CCE Committee was actioned with discussing this at their next meeting.

***Action: CCE Committee***

## 22/16 Governor visits

It was noted that Governors had had the opportunity to meet with their Subject Links earlier today. Governors were asked to share some of their experiences.

Harriet Bloom provided an overview of her conversation with the History lead which was very informative. She noted that it was more evident that the children had not had the same experiences as they once had in terms of travel and exploration. The focus was on vocabulary etc. which would help with this.

Lisa Weinbrenn noted her conversation with the English Lead in the Junior School which focused on Ofsted preparedness and the children being able to articulate their experiences of Writing. Reading continued to be a focus.

Sapna Shah added that she had undertaken a visit in her role as Pupil Premium Link Governor before half term. She advised Governors to ensure they had read all the Pupil Premium documents as they provided a useful and informative oversight of what was being done in the School for Pupil Premium children. She noted that there were really positive programmes in place.

Katie Attwood provided an overview of the catch up she had with the Maths Leads in both Schools. She noted that there were gaps in learning but these were not as significant as first anticipated. There was a lot of visual learning being undertaken with new tools to help children better understand numbers etc. There were also a number of intervention groups and catch up sessions in the afternoon.

Nick Astaire noted that he and Laura Pincus met with the Foundation Stage Leader for a walk around the area. This involved a review of the Phonics scheme, outside classroom and resources.

Governors were asked to write up their visits using the pro forma and share these on the Governor Hub.

***Action: Governors***

**22/17 Chair's correspondence**

The Chair noted that she had received a few emails from Mr Ingram.

She had also been contacted from the Tiny Forest about an initiative happening over the country with one being arranged in Mutton Brook, close to Henley's Corner on 24 February. This was to encourage children to get involved in tree planting.

The Chair agreed to share the email with the Headteachers.

***Action: Chair***

**22/18 Governor support and development, and report of the link governor**

Governors were reminded of the training available from Barnet. It was noted that there was a training on Ofsted scheduled for February which looked useful.

Governors were also reminded to complete their Safeguarding training and add this to their profile on Governor Hub.

The Chair noted the other useful platforms for training including the National College, NGA and Wellbeing for Governors.

**22/19 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. This had been reviewed at the previous meeting.

**21/20 Dates of committee meetings**

The dates of future committee meetings needed to be confirmed:

- Finance: 21 January 2022 at 8.40am
- Safeguarding: 28 January 2022
- Curriculum: 8 February 2022 at 8.30am
- CCE: 18 January 2022 at 1.30pm
- Personnel: 4 February 2022 at 9am
- Strategy: 1 March 2022
- Premises: TBC
- Headteacher appraisal dates- These took place on 7 December 2021. Mid-Year reviews were scheduled for 17 June 2022.

Committee Chairs were reminded to add committee meeting dates to the Governor Hub calendar.

**22/21 Dates of governing body meetings**

The dates of future Governing Body meetings were noted as:



- Tues 22 March 2022 6pm
- Tues 17 May 2022 6pm
- Wed 6 July 2022 6pm unclerked

22/22 **Any Other Business**

There was no other business to be discussed.

*The meeting ended at 6.50pm*

A handwritten signature in the bottom right corner of the page, consisting of the letters 'L' and 'B' in a cursive, stylized font.