

**THE GOVERNING BODY OF BROOKLAND INFANT AND JUNIOR SCHOOLS**  
**MINUTES OF THE MEETING HELD IN THE JUNIOR SCHOOL**  
**ON TUESDAY 22 MARCH 2022**

**LA GOVERNOR**

\*Sapna Shah (Vice Chair)

**PARENT GOVERNORS**

\*Nick Astaire (Infant)

\*Kate Blumhof (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

**CO-OPTED GOVERNORS (12)**

\*Marcelle Jennings (Junior Teacher)

\*Aimee Epstein (Infant Teacher)

\*Farnoush Bikdeli (Junior Support)

Tim Jackson

\*Michael Farhi

\*James Clare

\*Lisa Weinbrenn

\*Tony Brand

\*Laura Pincus (Chair)

Joshua Hamerton

\*Katie Attwood

\*Claire Rosen

**ASSOCIATE MEMBER**

\*Carol Frankl

\*Harriet Bloom

\*Daniella Jackson

**PART I**

**22/23 Welcome**

All Governors were welcomed to the meeting; they proceeded to introduce themselves.

**22/24 Acceptance/ non-acceptance of apologies for absence**

Apologies were received and accepted on behalf of Tim Jackson and Josh Hamerton.

**22/25 Declaration of pecuniary interests**

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

**22/26 Part I minutes of the meetings held on 12 January 2022**

P6, the IHT noted that she had signed up to the wellbeing first aid course that the Government *provided funding for*.

**22/27 Matters Arising**

22/6 *Part I minutes of the meetings held on 17 November 2021*: The Chair noted that she still needed to circulate these minutes.

***Action: Chair***

**22/7 Matters arising from the minutes, 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:** The Chair added that she also completed spot checks of the Single Central Record of both schools termly.

**22/15 Policies, Governor email addresses:** The Chair reminded Governors that the JHT had discussed this with Badger, the School's IT provider and they had agreed that it was not necessary to change to specific lgfl email addresses. The Governors were not sharing confidential information and this had been discussed further in the CCE Committee.

**22/14 Wellbeing:** the JHT confirmed that the information and commitment to the Wellbeing Charter had been added the SDP, which had been extended from covering just the Autumn term to the whole year. The IHT added that this would be added to the SDP in September. The JHT added that the Wellbeing committee would review the Charter, noting that most of it was already being done in the School, with the exception of one minor point. Clare Rosen, Wellbeing Governor, reminded that she was happy to be involved in the discussions etc.

The IHT reminded that she was progressing through her Mental Health First Aider training with different sessions aimed at both staff and child wellbeing. This was being run through the Place2Be provider. The JHT would be undertaking the course next term.

**22/16 Governor Visits:** Governors were reminded to upload any notes of Visits onto Governor Hub.

**22/28 Headteachers' verbal updates**

### **Infant Headteacher**

The IHT provided a verbal update. She noted that the School has had a visit from their Learning Network Inspector (LNI) this afternoon who undertook a deep dive into Reading and RE. The IHT explained that RE was chosen in discussion with the School and the informal feedback received had been extremely positive.

The LNI commented on the evident sense of community between the children and the staff; she went into lessons to observe and commended the level of work being undertaken. She highlighted the verbal ability of the children and their willingness to learn and vocalize their learning. Governors joined the IHT in thanking the staff for all their hard work on this.

The LNI's observations of Reading were also very positive. She focused on the lowest 20% of the cohort and read with them across the years.

The IHT drew Governor's attention to the School's website, under the curriculum tab. She explained that the School had been working hard on subject stories with each subject having its own curriculum intent, implementation and impact statement. This was based on the overall intent statement. The LNI had suggested adding some specific quotes from the students, noting some of the fantastic things she had heard during her visit.

The IHT noted that the formal report would be written and shared accordingly; there were some targets identified. She highlighted how nice it was to have the external validation after such a long time and to have that experience in the building on the ground.

The IHT provided an update on the building work noting that they had been informed by the LA that a completion date of 10 June had been set. The foundations were anticipated to be completed within two

weeks. Governors were reminded of the numerous challenges with these works. They thanked the IHT and Y2 for their continued perseverance and resilience as well as the Junior School for their patience as Y2 were using some of their classroom space. The IHT added the frustrations noting that as the works were underway, Reception had no playground and there was no hall so PE had to be undertaken outdoors. Despite the challenges, the children had been very positive.

The IHT was thanked for her updates.

### **Junior Headteacher**

The JHT provided a verbal update. She noted the recent SEF visit from the School's new inspector, G Pierce. The visit had focused on Reading and Maths with a similar deep dive to that described in the Infant School. The Inspector had been very positive with her observations, particularly the children's confidence in explaining their learning. Some action points in Maths had been identified and these were already being revisited.

The inspector's comments on Reading were 'wow'. She specifically commended the reading skills followed as they were bespoke to the School with Brookland book marks used.

In terms of the curriculum development, the JHT provided an overview of the work led by the Deputy Headteacher focused on ensuring a bespoke curriculum intent for each subject that was on the website. Each subject leader was also running an INSET for staff on their subjects. The process had also allowed for a further exploration and definition of the Brookland curriculum.

Following a Governor question, the Deputy Headteacher confirmed that she continued to monitor and update the COVID risk assessment. There had been a small increase in cases with one group of three in one class. At the moment there was one case in the School.

Following a Governor question, the JHT noted that there had been a lot of staff absence recently with different illnesses circulating.

The JHT also drew attention to some of the extracurricular, cultural capital focused activities that were going on. A Paralympian Nerys Pearce had come into the School to talk to the children for example.

The JHT wished to express her gratitude to the parental body as they continued to be extremely supportive and understanding with the changing asks and stipulations and particularly Covid testing. She added that they felt lucky to have such a responsible collective group of the parents.

The JHT noted that the tutoring programme was going well with the government tutoring scheme funding online Maths sessions for Y6 students every Tuesday afternoon. This was 1-1 tuition.

The School had also had a visit this afternoon which reviewed the £10,000 the School had received in conjunction with Garden Suburb for RRR. This focused on mentoring and the development of children who were less socially confident. This was prioritized for children with autism. The funding has allowed the School to employ a TA that had previously worked with the School and on this level/type of need until July.

Governors were also reminded of the Story Seekers group in place in Y6 for less confident children. This focused on their ability and confidence to tell stories. They also went to Garden Suburb to tell them their stories. The impact was already very evident.

Governors who took part in the safeguarding learning walk were thanked for their attendance and participation. The IHT noted that this had been followed up, with a child voice meeting where the children could talk about where they felt safe. It was evident that the children felt very safe and knew who to go to in the School if they did not.

The JHT was thanked for her updates.

### **Updated SEF/ Updated SDP**

The JHT noted that the updated versions were both saved in the January Governor papers folder. It was agreed that a new folder for SEFs/SDPs would be created and versions kept in there.

The JHT explained that the SDP had been updated for the whole year and the School was very much on track; a lot of work had been completed so far. She added that the SEF focused on what made the School unique and was specific to the pupil group.

A Whole school meeting was scheduled for Friday at 2pm; Governors were invited to attend. The subject focus was on specific qualities of different subjects and also what the School should do to celebrate the Platinum Jubilee.

The JHT explained what a Whole School meeting entailed noting that it was an opportunity for the children to reflect on a specific topic every term. Children were mixed between classes and year groups.

### **22/29 Budget Discussion 2021/22**

The Chair noted that as the deadline had been extended, the budget would be prepared and discussed for the May FGB meeting.

### **22/30 Staff governors' reports**

The Infant School Governor noted that most of the staff who had been off sick had now returned which had made it easier in terms of resource. She highlighted the benefits of being able to partake in more activities that had been restricted during Covid, for example intervention groups, trips and visits.

The Junior School Governors echoed the successful deinstitutionalization process with students able to mix with other year groups and greater parental involvement. The utility of having more child led teaching and the heightened interactivity was noted. The School had also moved to a new parent platform- Teacher2parents.

### **22/31 Confirm Committees and Subject Links**

The Chair confirmed that the list had been updated apart from Kate Blumhof. She was advised to attend a few different committee meetings to ascertain which one(s) she wished to join.

Kate Blumhof agreed to arrange dates with the Headteachers when to visit the Schools.

***Action: Kate Blumhof***

Marcelle Jennings and Aimee Epstein were reminded to submit their skills audits to the Chair.

***Action: Marcelle Jennings/Aimee Epstein***

### **22/32 Committee reports**

#### **Finance Committee**

Minutes of the meeting held on 18 March had been uploaded onto Governor Hub. In the meeting the SFVS and Financial Management Policy were approved. The Committee also discussed electricity renewal as the current Barnet contract fluctuated.

The committee had also met on 22 February. During this meeting, they reviewed the Three Year Plan and the challenges that this posed. They also discussed the pool contract as it was not sustainable at present cost wise as well as benchmarking.

### **Curriculum Committee**

The Chair of the committee noted that they had not met since the last meeting. A meeting date would be arranged to include a Maths walk.

***Action: Chair of committee***

### **Personnel Committee**

The Chair of the committee provided an overview of the meeting held on 4 February 2022. This included a discussion on wellbeing, a number of policies and the current staffing structures. The committee also met on 22 March where they discussed the Pay Policy and the intention to bring it in line with a more standard form. The Judicium model was being used for this.

### **Premises Committee**

The Chair of the committee agreed to arrange a meeting date.

***Action: Chair of committee***

### **Communications, Community and Engagement**

The Chair of the committee provided an overview of the two meetings held. These had involved discussions on GDPR policies and Child Privacy policies. The policies would be circulated for ratification.

### **Safeguarding Committee**

The Chair of the committee provided an overview of the meeting held on 28 January 2022. They had reviewed a number of policies including Child Protection and SEN. They had also looked at the swimming guidelines and site security with the new fence being erected.

The committee discussed the peer on peer abuse policy and conducted a Safeguarding walk in both Schools. The Chair confirmed that the children were very clear about what to do and who to go to with any concerns; the Schools were very safe and secure.

### **Strategy**

The Chair provided an overview of the discussion which involved subject presentations, School council and ambassadors, succession planning, communication and Governor elections.

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

***Action: Committee Chairs***

### **22/33 Wellbeing**

Governors were reminded why this had been added as a standing item. The JHT highlighted the positive impact of moving away from the Covid focus to a more normal primary practice. The School were also working on the Wellbeing Charter and the Wellbeing Working Group continued, chaired by Simon Greenhouse. She added that staff counselling sessions continued and children had a positive

and great attitude to learning. She reminded Governors of the four cs of commitment, control, community and challenge.

The IHT added that the wellbeing surgeries led by one of the TAs, continued. She also included updates on wellbeing in the staff newsletters.

The SENCo was also very proactive in signposting courses for parents etc.

#### **22/34 Governor visits**

Carol Frankl provided an overview of the visit she had conducted on 21 March focused on SEN in the Infant School. She noted that the SENCo had provided her with details of the SEND development focuses. She commended how well these related to the SDP. She highlighted the SENCos knowledge and understanding of the School's priorities and ability to clearly talk about the progress of the children.

Carol Frankl reminded Governors of the lack of provision of therapists through the LA and noted that she had written to the LA about this. The IHT echoed this noting the impact of this lack of provision on speech and language needs in particular, clearly identified in EHCPs.

A Governor questioned whether parental donations could be used to purchase some therapeutic hours. The IHT explained that whilst this had been done in the past it was very difficult to maintain particularly with the tighter budgets. She added that it was a service that should be provided by the LA and so it was not really appropriate to ask parents for it.

Governors extended their thanks to the SENCos and support staff for all their work with the children to ensure they received the support they deserved.

Lisa Weinbrenn noted that she had also completed a Governor visit. She and Laura Pincus visited the School for World Book day and sat through an assembly. They were also led around the School by some Y6 students.

Lisa Weinbrenn added that she was scheduled to meet with Emma McCabe in the Infant School the following day to discuss English.

#### **22/35 Chair's correspondence**

The Chair noted that she had received a few emails regarding the building work in the Infant School.

#### **22/36 Governor support and development, and report of the link governor**

It was noted that there were a few courses left for this term.

The email login for national college would be circulated for Governors to use.

Governors who had completed their safeguarding training were reminded to add this to the Governor Hub profile.

#### **22/37 Report of the Director of Education and Skills : <https://www.barnet.gov.uk/www-home/information-for-schools/school-governors/meetings-and-reports.html>**

The Chair provided a summary of the report.

#### **22/38 Dates of committee meetings**

- Finance: 4 May at 12pm
- Safeguarding: 3 May at 1.30pm
- Curriculum: TBC

- CCE: 19 May
- Personnel: TBC
- Strategy: TBC
- Premises: TBC

22/39 **Dates of governing body meetings**

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

*The meeting ended at 7.40pm*