



**THE GOVERNING BODY OF BROOKLAND INFANT AND JUNIOR SCHOOLS**  
**MINUTES OF THE MEETING HELD IN THE JUNIOR SCHOOL**  
**ON WEDNESDAY 25 JANUARY 2023**

**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)

\*Cara Christie (Junior DHT)

**STAFF GOVERNOR**

\*Jenny Catley

**CO-OPTED GOVERNORS (12)**

\*Marcelle Jennings (Junior Teacher)

\*Aimee Epstein (Infant Teacher)

\*Farnoush Bikdeli (Junior Support)

Michael Farhi

James Clare

\*Lisa Weinbrenn

\*Tony Brand

\*Laura Pincus (Chair)

Joshua Hamerton

Katie Attwood

\*Claire Rosen

Vacancy

**ASSOCIATE MEMBER**

\*Carol Frankl

\*Daniella Jackson

**AGENDA**

**PART I**

**23/1 Welcome**

All Governors were welcomed to the meeting. The meeting had been preceded by the Curriculum Tea.

**23/2 Presentation**

Governors were presented with numerous presentations from staff. The first of these was from V Culligan, Infant Writing Lead. She provided an overview of Little Wondle, the focus on writing as well as the work on the Handwriting Policy. She highlighted the different outcomes for EYFS and KS1 noting that students were working at expected levels in Reception, Y1 and Y2. Following a Governor question, she explained what the use of Funky Fingers was and how the activity was used for children to access their fine motor skills.

K Davies, Infant Reading lead provided a further update adding that the School had purchased Little Wondle books across the School for pupils still working in phases 1-5. She highlighted the importance of ensuring that reading books were in line with the children's comprehension and reading skills. She added that the reading garden had also been set up to be used by KS1. There was also a free outdoor library for children to take books home to keep. They could also donate books.

In addition to this, arrangements were in place for SEND and children in receipt of Pupil Premium to visit the local library and borrow books from there. She noted that the School continued to use the online platform for books to read as well as Bug Club. The latter asked

children to complete a number of comprehensive questions before they were able to move on to the next level.

Following a Governor question, she confirmed that a new organisation scheme for all books had been completed with different coloured stickers being used throughout the library and classrooms.

It was noted that additional Phonics interventions were in place led by both Teachers and TAs. The focus continued to be on promoting the love of reading.

For the Junior School, B Davies provided an update noting that Phonics and early reading continued to be one of the main drivers. She added that there were still a number of different cohorts of children that required different levels of Phonics interventions. For some of these, Little Wandle was being used.

Following a Governor question, it was noted that the impact of Covid could be seen particularly in Y3 as they had missed a lot of school during the lockdown periods. This was a similar picture for Y2. Both cohorts however were making good progress.

It was noted that the School had also undertaken a lot of work on Writing this year particularly focused on stamina, ideas and progression across the School. The concept of the 'Golden Sentence' had been introduced where the focus was on perfecting the sentence level and giving children the tools to write correctly from the base level. The next step for this was the progression model for Y3-6.

The JHT added that this had also been useful for professional development with Teachers having to be more precise and understanding the process.

The next set of priorities were outlined as spoken language, diversity, Writing across the curriculum, handwriting and embedding the 'Golden Sentences' further.

#### **23/2 Acceptance/ non-acceptance of apologies for absence**

Apologies were received and accepted on behalf of Sapna Shah, Josh Hamerton, Katie Attwood, Michael Farhi and James Clare.

#### **23/3 Declaration of pecuniary interests**

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

#### **23/4 Part I minutes of the meetings held on 20 September 2022**

The Part I minutes of the meeting held on 20 September 2022, copies of which had been circulated prior to the meeting, were **CONFIRMED** and signed by the Chair, as a fair representation of the meeting.

#### **23/5 Matters Arising**

It was noted that the Science learning walk was scheduled for the following week. It was suggested that the subsequent Learning walk be focused on SEN. Carol Frankl requested to be a part of this.

Farnoush Bikdeli noted that she had located the latest version of the GDPR policy and she was meeting with JHT to review it before presenting it to the next CCE Committee meeting.

It was noted that Farnoush Bikdeli was scheduled to complete her EAL Link Governor visit and Laura Pincus her EYFS link Governor Visit.

The IHT confirmed that she had written to the School's residential trip provider to ascertain the agreement in writing about attendance numbers but he had not yet replied.

The JHT agreed to collate the wellbeing activities offered and undertaken at the School. She noted that the School had had insets on educational support as well as Quell. A qualified member of staff was also available for support. She added that there was a lot of signposting done as well as discussions in the Personnel committee.

The wellbeing committee also met regularly and made suggestions. Simon Greenhouse was also arranging a theatre trip for staff.

The disproportionate number of pupils with additional needs etc was highlighted. The IHT noted that LAs had been given additional SEN monies.

### **23/6 Part I minutes of the meetings held on 16 November 2022**

The Part I minutes of the meeting held on 16 November 2022, copies of which had been circulated prior to the meeting, were **CONFIRMED** and signed by the Chair, as a fair representation of the meeting.

### **23/7 Matters Arising**

There were none.

### **23/8 Governor Terms of Office**

It was noted that Lisa Weinbrenn's term of office ends on 11 February 2023.

Following a show of hands, Governors **CONFIRMED** her re appointment for the four year period ending on 10 February 2027.

It was noted that Carol Frankl's term of office ends on 6 February 2023.

Following a show of hands, Governors **CONFIRMED** her re appointment for the four year period ending on 5 February 2027.

### **23/8 Ofsted report**

Governor attention was drawn to the Ofsted report. The JHT also distributed copies of the grade descriptors for all areas of the Ofsted Framework. She highlighted that nearly all the statements for outstanding had been met successfully except where they related to every area of the curriculum being exceptional. She noted that she disagreed with a number of the comments made in the draft report which were challenged, and some adjustments made to wording. The decision by Ofsted to allocate 4 secondary inspectors to the school for the first day and just the lead inspector for day two was challenged from the first phone call and has now been raised as a complaint by our local authority with the regional director of Ofsted. The impact of this allocation was significant for the school staff before and during the inspection was unfair and placed unreasonable expectations on the school. She was pleased to note that the area of personal development had been judged as outstanding as an exceptional strength of the school.

Following a Governor question, she explained that the inspection had focused almost solely on the lowest 20% of pupils.

It was suggested that the letter that the LA had sent to Ofsted on the School's behalf, also be shared with parents.

## 23/9 **Headteachers' reports and supporting documents**

### **Infant Headteacher**

Governor attention was drawn to the IHT report and supporting documents. Governor comments and questions were welcomed.

A Governor asked for more information regarding the two children that were being home schooled. The IHT explained that for one child who had joined in Y1, the family had put them in School as they had recently had a new-born. They had now returned to home schooling the child.

For the other child, the sibling in the Junior School had needed some time away and so the younger sibling had gone too. She added that it was a lengthy process when approached about home schooling. This had to be processed via the LA.

A Governor questioned how the School decided how the new sensory room was used. The IHT explained that this was when a child needed it and this could be throughout the School.

She added that there were also some children who had been identified in the School that when they needed to use it, others would be asked to leave. Staff were aware of these children. She added that for some children, the room was not the most appropriate and for others it was used as a reward.

Following a Governor question, the IHT confirmed that for children who had trouble regulating their emotions, there were strategies in place. The School were also looking to use another space which could be used for children in such situations to go to where they were not a threat to themselves or others.

She added that there were also a sufficient number of staff trained in positive handling. Many of the children were able to identify where their safe spaces were and staff were working with them to help them self recognise those signs too.

She confirmed that there were behaviour plans in place for children that required them and these had been discussed with the children, parents and teachers.

A Governor drew attention to the point about the support plans being sent home and the SENCo meeting with most of the families; she questioned why not all the families had been met with. The IHT explained that some parents did not want a physical meeting as the support plan was clear and for others, they had been communicated with via other channels.

The IHT further added that this meeting was in addition to the meeting with parents. This was an extra offer of a meeting.

### **Junior Headteacher**

Governor attention was drawn to the JHT report and supporting documents. Governor comments and questions were welcomed.

Governors highlighted the extensive work being undertaken on SEN. It was suggested that another letter be written to the LA to highlight this disproportionality. Carol Frankl agreed to meet with the SENCos to review the common and specific issues and then draft a letter accordingly.

## **SEN report**

It was noted that the data analysis had been reviewed as part of the Curriculum committee. Y6 outcomes from the previous year were very strong. Outcomes amongst Disadvantaged and SEN pupils were also very positive.

Clare Rosen noted that she was attending a Wellbeing Hub meeting the following week and they were also doing one for parents with the opportunity for networking and support.

## **23/10 Staff Governor Reports**

Farnoush Bikdeli provided an overview noting the sense of relief following Ofsted. She noted the positive impact of SLT in leading staff through the process and supporting them.

The JHT echoed this and thanked all the team for their continued support and hard work.

Farnoush Bikdeli added that there had been a lot of trips and staff were coming together well.

For the Infants, it was noted that children had settled in well to the new building with normal routines now back in place including the full use of the hall.

## **23/11 Committee reports**

### **Finance committee**

It was noted that the majority of schools were facing funding challenges. The School were in the process of re tendering for a new catering contract. The School were also looking for additional schools to rent the swimming pool. It was noted that the majority of suppliers seemed to have increased their prices.

The School Business Manager had also attended a termly briefing where it had been noted that an additional 35 schools had gone into deficit in Q3.

### **Safeguarding committee**

The Chair of the committee provided an overview of the last meeting. She noted that there were a number of upcoming training opportunities including Online Safety on 2 March and Safeguarding for Governors on 27 March.

### **Curriculum committee**

The Chair of the committee provided an overview of the last meeting. She noted that they had reviewed SATs data and target setting.

She added that they have changed the method of subject policy reviews, with the intention of making this more collaborative with Subject Leaders and Link Governors. Policies may be discussed at committee level if there were substantial changes to the curriculum.

### **CCE committee**

It was noted that the next meeting would discuss GDPR. This was tentatively scheduled as 7 February at 12pm.

### **Premises committee**

The Chair of the committee provided an overview of the last meeting. It was noted that some grant funding for energy efficient capital projects had been announced and so the School were awaiting more information on this. He added that the School had received some funding from the Travel Plan which would be used for lighting in the playground. Some pods had also been installed for counselling funded via the PA.

The next phase of the decarbonisation scheme (boiler, lights) was to commence on 1 February.

#### 23/12 **Governor visits**

It was noted that an Infant Maths Learning Walk had been conducted.

Lisa Weinbrenn and Laura Pincus had completed a Literacy Learning walk in November.

Laura Pincus had completed her EYFS Link Visit and Josh Hamerton had completed his for DHT and Science. Farnoush Bikdeli had also completed hers.

It was noted that there was a SEN- Looking at achievement Barnet course on 6 March.

#### 23/12 **Chair's correspondence**

The Chair noted that she had received some challenging parental letters.

23/13 **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>

The report would be signposted once released.

#### 23/14 **Dates of committee meetings**

- Finance: 24 February
- Safeguarding: TBC
- Curriculum: Science walk on 30 January at 1.30pm
- CCE: TBC
- Personnel: TBC
- Strategy: 27 February 12-1.30 remote
- Premises: 24 February
- Headteacher appraisal dates: 3 February for IHT (rescheduled from December)

#### 23/15 **Dates of governing body meetings**

- Tue 21 March 2023 6pm
- Tue 16 May 2023 6pm
- Wed 5 July 2023 6pm unclerked

*The meeting ended at 7pm*