

THE GOVERNING BODY OF BROOKLAND INFANT AND JUNIOR SCHOOLS
MINUTES OF THE MEETING HELD IN THE JUNIOR SCHOOL
ON TUESDAY 20 SEPTEMBER 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)

*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

*Harriet Bloom

*Daniella Jackson

PART I

22/41 **Welcome**

All Governors were welcomed to the meeting.

The Chair noted that it was Harriet Bloom's last meeting. She was thanked for all her hard work as History and Geography lead as well as Travel Plan lead. Harriet Bloom thanked all the Governors for their support.

She left the meeting.

The Chair formally introduced Cara Christie, the new Junior School DHT. Cara Christie introduced herself.

The IHT noted that the opening of the Y2 block was scheduled for 17 October at 3.15pm. Governors were welcome to attend.

22/42 **Acceptance/ non-acceptance of apologies for absence**

Apologies were received and accepted on behalf of Carol Frankl and Claire Rosen.

22/43 **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 2022/2023, or until her successor was appointed.

22/44 **Appointment of Vice Chair** (nominations to be invited at the meeting)

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 2022/2023, or until her successor was appointed.

22/45 **Governor appointments** (New/Re appointments)

It was noted that the terms of office for both James Clare and Michael Farhi were nearing their end.

Both were nominated for a further four- year term.

Following a show of hands, the Governing Body unanimously **RESOLVED** that James Clare be re-appointed as Co-opted Governor for a four year term ending on 19 September 2026.

Following a show of hands, the Governing Body unanimously **RESOLVED** that Michael Farhi be re-appointed as Co-opted Governor for a four year term ending on 19 September 2026.

The Chair noted that she had received an email from an individual who was interested in becoming a Governor.

22/46 **Annual Register of Business Interests 2022-23**

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

Governors were also asked to confirm that they had read and understood the KCSIE document as well as the Governor Code of Conduct. This could be completed in the Declarations section of their personal profile on Governorhub.

22/47 **Declaration of pecuniary interests**

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

22/48 **Part I minutes of the meetings held on 17 May 2022**

The Part I minutes of the meeting held on 17 May 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.

22/49 **Matters Arising from the minutes**

22/45 **Matters Arising**, 22/31 *Confirm Committees and Subject Links*: Kate Blumhof confirmed that she had had tours of both Schools.

22/45 **Matters Arising**, 22/27 *Matters Arising*, 22/7 *Matters arising from the minutes*, 21/68 *Annual Review of Committee Structure, Membership & Terms of Reference*: The Chair

explained that she was in the process of compiling a six-year plan. A meeting had been scheduled with Riaz for the previous week but this had had to be rescheduled.

22/46 Headteachers' updates: The Chair asked for an update on the site security and fencing that had been raised as part of the LNI visit. The JHT confirmed that this had been resolved. The IHT added that messages were going out to parents about the end of the day arrangements asking them not to walk over the playground to access the Nursery for example. This was similar for drop offs.

The utility of the new gate was noted with the buzzer still left to be installed. New signage had also been erected at the field entrance regarding the different timings.

A Governor asked for clarity about parents dropping of their children for school clubs. It was explained that the parents buzzed into the office and they let them in.

A Governor suggested that the School organise a short video with the children explaining the new arrangements that could then be shared with parents. She also noted that a lot of parents were unaware that their children could come back into the School by themselves when returning from an appointment for example.

22/50 Staff governors' reports: Josh Hamerton agreed to follow up on the phone box.

Action: Josh Hamerton

The IHT agreed to email Josh Hamerton regarding the money he wished to donate to the School.

Action: IHT

22/51 Committee reports, Communications, Community and Engagement: Farnoush Bikdeli had been actioned with arranging some GDPR training for the committee. She explained that this was arranged via Judicium and she needed to talk to Christ College about how best to organise it.

22/50 Part I minutes of the meetings held on 6 July 2022

The Part I minutes of the meeting held on 6 July 2022, copies of which had been circulated prior to the meeting, were **CONFIRMED** as a fair representation of the meeting.

It was confirmed that safeguarding training had been arranged for 16 November with Jane Morris attending at 6.30pm.

The meeting would also involve a discussion on some of the curriculum areas that arose from a training session that the Chair had attended.

James arrived at the meeting.

The Chair reminded Governors that any safeguarding concerns should be raised immediately with either the Chair or Headteachers.

22/51 Annual Review of Committee Structure, Membership & Terms of Reference

Governors reviewed the committee structure and membership.

The following changes were agreed:

- Katie Attwood to leave the Personnel and Curriculum committees
- Sapna Shah to step down as chair of the Finance committee. She agreed to discuss the role with Kate Blumhof.
- Aimee Epstein to move to the Curriculum committee and step down from the Communications, Community and Engagement committee
- Kate Blumhof to join the Communications, Community and Engagement committee

In terms of Governor Links:

Sapna Shah: Maths
 Nick Astaire: Geography
 Aimee Epstein: History
 Marcelle Jennings: RE
 Michael Farhi: Sustainability Governor and Travel Plan
 Sapna Shah: Gifted and Talented
 Katie Attwood: Pupil Premium

Vacancies remained for Art and EAL.

The Chair agreed to update the lists and circulate accordingly.

Action: Chair

22/52 Governor Code of Conduct

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

They were asked to confirm this via their profiles on Governor Hub.

Governors were reminded to continue to remain mindful of their social media presence as representatives of the Schools.

22/53 Approval of residential trips

The IHT provided an overview of the residential trip to Moat Mount. This was arranged as an overnight visit for each Y2 class in July.

Following a show of hands, Governors **APPROVED** the trip.

The JHT provided an overview of the Y6 trip to Osmington Bay.

Following a show of hands, Governors **APPROVED** the trip.

The Chair asked for clarity regarding the deposits that parents were asked to pay and what the School then had to pay if the child decided not to attend the trip.

The JHT explained that a set of Terms & Conditions had been devised to help cover the School in these types of occurrences. The JHT explained that these were a very clear set of conditions and linked to the Terms & Conditions of PGL. She added that the document also included a note on when the School had to exclude a child from attending due to their behaviour and the implications of this for the payments.

Following a Governor question, the JHT confirmed that where parents struggled to pay for the trip, a conversation would be had with them and the School would utilise PP funding where appropriate. The JHT confirmed that the School endeavoured for all children, who wanted to

attend, were able to do so. There was also the option for parents to pay in instalments for example.

Kate Blumhof agreed to review the document in detail as did the Finance committee.

The IHT explained that the School had an informal agreement with the organisers of Moat Mount and they were able to pay for how many children attended the trip at the time of the trip. The Chair asked the IHT to arrange for that agreement in writing.

Action: IHT

Farnoush Bikdeli left the meeting.

Governors discussed whether there was an option for parents to add a donation when paying for trips etc. The JHT noted that this was very difficult to set up administratively and there was a PA fundraising pot that parents could contribute to.

22/54 Headteachers' reports and supporting documents

Infant Headteacher

Governor attention was drawn to the IHT report, added to Governor Hub prior to the meeting. The IHT provided an overview noting that the number of boys and girls had not yet been split in Nursery and Reception as not all had started. She added that there had also been a lot of movement at the end of last term and the beginning of the year. This was for a variety of reasons, all were complementary of the School when leaving. The SBM had done an amazing job in filling the vacancies.

It was noted that the Year 2 building was finally ready and the staff and children had moved in. Thanks were extended to James Flanagan and Tim Jackson for all their hard work to get the project finished.

The IHT added that the new reception playground was almost finished and the School was now in the process of looking what the large space could be utilised for. There had also been a new library installed which was ready for the children to use and the sensory room would be installed on 31 October.

James Flanagan had also been successful in a bid for a Public Sector Decarbonisation Scheme, which meant both Juniors and the Infants would get new LED lighting and a heat pump installed over the next coming few months. This would also include solar PV panels and draught proofing.

The expected savings as a result were:

- Carbon saving: 44 tones, 55%
- Energy saving: 236,900 kWh, 57%
- Financial saving: £10,500 per year

Governor attention was drawn to the SEN report, uploaded onto Governor Hub before the meeting.

A Governor questioned how likely it was that any SEN support children would have EHCPs in the near future and how many pending/in process EHCPs there were currently.

The IHT explained that one was applied for by a previous nursery and was not granted and so the School would have to see how the child settled and maybe reapply. She added that another

had been applied for but not granted. The School had however put support in to ensure the child could make as much progress as they could.

The IHT noted that there were 55 new reception children starting and 44 new nursery children starting and the School did not yet know if there were such significant needs that they would need to apply for an EHCP. She added that the School were aware of some of the children with needs that were coming in and had done a very thorough handover with previous settings and specialists.

A Governor questioned whether the School still used the SCR auto checker. The IHT explained that the office staff had not found it useful and were doing it themselves and this would save the school money as well..

The IHT noted the week-long celebration plans for the Platinum jubilee which were scheduled for a week before half term.

The IHT was thanked for her updates.

Junior Headteacher

Copies of the JHT report, uploaded onto Governor Hub before the meeting, were received and noted by Governors. The JHT provided an overview noting that the summer term had been very busy with lots of school activities and trips.

She noted that Teachers had completed and moderated end of year assessments for all subjects. The School were pleased to note that end of year attainment remained strong across all year groups, taking into account the needs of each particular cohort, and was above national for all core areas according to the Target Tracker package. Subject leaders were currently analysing data for foundation subjects.

The JHT explained that the school had double the national average of pupils with EHCPs. As of September 2022, there were 18 pupils with an EHCP, likely to rise to 21+ by the end of the Autumn Term. She added that she and the SENCO had held a meeting with Barnet SEN lead and estates planning to outline the impact of this additional need on the school as a whole and to make a request for a replacement building to provide appropriate provision. The school was given some additional notional SEN funding of 21K and the building proposal was being considered by the LA. Attainment outcomes for pupils with SEN showed a very positive picture.

SATS results for the Yr6 Pupil Premium group were 85% Reading, 81% GPS, 69% Maths and 73% writing. These results were significantly above provisional national data for disadvantaged pupils.

Governor attention was drawn to the secondary school transition document.

The JHT added that there had been training and an induction for those in new SLT roles including a strategic planning half day out of school and a day for individual and team coaching from Paul Whitcombe, the School's former Learning Network Inspector.

The SDP had also been added to the Governor folder. This could be compared to the RAG rated SDP from the previous year to see the improvements made.

The impact of the PE Grant spending had been evaluated and the report could be found on the school website. Following an 18 month whole school project coordinated by the Science subject leader, the school had achieved the Primary Science Quality Mark gilt award in May. Marcelle Jennings was thanked for all her work on this. She explained that this was also a CPD and

training opportunity to really focus on the profile of science in the School and how that was engaged in across other subjects and the wider curriculum.

Marcelle Jennings was congratulated for her appointment to a temporary TLR post as autism champion supporting the SENCO. With the School having a higher number of children with autism, her role involved helping, supporting and championing that pupil group. She would be working with TAs on more targeted interventions and tracking and monitoring progress more closely.

Following a Governor question, the JHT explained that the 53 children listed as having a wellbeing concern was not a significant number. She noted that it was traditionally around that level and most were relatively minor or historic concerns.

Following a Governor question, both HTs confirmed that they were still part of school partnerships and activities would be arranged accordingly.

The JHT was thanked for her updates.

22/55 **Staff governors' reports**

These had been covered in the HT reports.

22/56 **Committee reports**

There had been no committee meetings this term. Committee chairs were actioned with scheduling these.

Action: Committee Chairs

Lisa Weinbrenn agreed to circulate a one page summary document outlining the updates to the KCSIE document. She provided an overview of some of the changes which included:

- Time constraints
- Having an appropriate adult present during a police investigation
- Governors to have mandatory safeguarding training
- The role and impact of Domestic abuse
- Peer on peer abuse retitled to child on child abuse
- New focus on early intervention
- Update to Prevent
- Addition of new resources

It was noted that the Maths Learning Walk had been completed.

22/57 **Wellbeing**

The IHT noted that the wellbeing surgeries had restarted and they seemed to be well attended. There were also additional wider wellbeing activities being undertaken including regular KS1 meetings with the KS1 leader where wellbeing was discussed.

The JHT added that new staff were all settling in well. She noted that there were a number of offers signposted too. She agreed to collate the activities undertaken this year and share with Governors.

Action: IHT

It was noted that the JHT was in the process of completing her Senior Mental Health Lead qualification. The IHT had completed this the previous year.

22/58 **Governor visits**

Carol Frankl had completed her Link Governor visit with the SENCo in the Junior School and Inclusion leader in the Infant School.

Governors were reminded to upload any reports on Governor Hub.

22/59 **Chair's correspondence**

The Chair provided an overview of the correspondence received. This included an email from a possible new governor and another resident.

22/60 **Governor support and development, and report of the link governor**

The Chair noted that she had circulated the link to courses from Barnet. She noted that there were a number of courses available.

22/61 **Report of the Director of Education and Skills** (if available):

It was noted that the new report was not yet available.

22/62 **Dates of committee meetings**

- Finance: 12 October 12-1.30
- Safeguarding: tbc
- Curriculum: 13 October (Maths learning walk in the Infant School at 9am)
- CCE: TBC
- Personnel: TBC
- Strategy: TBC
- Premises: TBC

The Chair reminded that a date for the HT appraisals was necessary. Panel members were herself, Sapna Shah and James Clare. The Headteachers agreed to contact the relevant assessors to arrange a time.

Action: Headteachers

22/63 **Dates of governing body meetings**

- Wed 16 November 2022 6pm unclerked
- Wed 25 January 2023 5pm
- Tue 21 March 2023 6pm
- Tue 16 May 2023 6pm
- Wed 5 July 2023 6pm unclerked

22/64 **Any Other Business**

Website Audit

The IHT confirmed that this had been completed for the Infant School and the School was compliant. The Chair noted that she would be discussing this with Riaz the following day.

The Headteachers confirmed that they had both completed the survey for the defibrillators; there was one in each School.

Strike action

Following a Governor question, the Headteachers confirmed that any response to strike action would be based on advice from the relevant bodies. Parents would also be informed of any action.

The meeting finished at 7.50pm