

**Brookfield School Full Governing Body Meeting
Minutes held on Wednesday 12 February 2014 at 6:30pm**

Governors present:

Linda Starkey-Queen
Helen Martyn – **Vice Chair**
Jessica Learmond-Criqui
Rachel Hermer
Oliver Lewis – **Chair**
Mike Yule
Mark Stubbings – Headteacher
Melanie Treseder
Fiona Miller-Smith
Justine Thornton

Associate/others present:

Nigel Bannerman
Talia Shapero
Korine Radicke - observer

Governor Services Officer:

Nasima Khatun

1.	Welcome & apologies for absence	Actions
1.1	The Chair welcomed governors and introduced Karin Radicke a parent at the school (observer) to the meeting.	
1.2	Apologies were received and accepted from the following: <ul style="list-style-type: none"> ▪ Miyawa Joujou Makela ▪ Lise Bruyrooghe ▪ David Snewin 	
1.3	There were no declarations of interest, pecuniary or otherwise, in respect of items on the agenda.	
2.	Minutes of the last meeting & matters arising: 18/12/2013	
2.1	The minutes of the previous governing body meeting, held on 18 December 2013 were AGREED as a fair and accurate record. This was signed by the Chair.	
2.2	In matters arising – <ul style="list-style-type: none"> a. PSWB Committee (re item: 8.3) – corrections to this item should state the Pay policy and Staff Appraisal Policy thresholds and the Work Plan was APPROVED at the last meeting. b. Salary Review (re item 4.2) – The Committee Chair updated that the thresholds were now AGREED. 	
3.	Headteacher's Report	
	<ul style="list-style-type: none"> a. The Headteacher headlined the key points from his report and took questions from governors. On staffing matters maternity cover has been arranged for the Y2 teacher as well as other staffing cover and arrangements with a new Assistant Head expected for 	

	<p>September 2014. On Pupil Premium the age related expectation figures on the report were incorrect (due to the Tracking system CAPTURE) and the correct figures were provided as a verbal update at the meeting (Reading 70%, Writing 61%, and Maths 58%). The Headteacher will circulate the other correct headlines figures following the meeting. Since the recent changes, the number of eligible children for FSM has dropped by about 5%. Many families have had to find solutions to the impact it has had on them as well as seeking employment and moving outside the borough. The Head explained different statistical data following recent trends in the school (within his report). Governors queried the correlations between PP pupils and FSM pupils. A sub-committee has also been set up to explore themes further in respect of trends and changes amongst pupil groups.</p> <p>b. The school attendance is doing well at 96.07% and up on previous years. The behaviour reports indicate a slight decrease in the number of serious incidents from the previous year. The school has taken this seriously and the PSWB committee have discussed various incidents in detail and are working with pupils and families to improve behaviour. Governors suggested using different graphs to present data in future. In response to governors' query on whether the numbers of racist incidents reflect the reality of cases, the Head felt it was broadly accurate. Children were very aware of what was and wasn't acceptable, and had been taught to report any unacceptable forms of racist language immediately. Staff members were also extremely vigilant. The Head stated that when younger children used racist language, they needed to be taught why this was unacceptable as they didn't always appreciate why.</p> <p>c. On other developments, 100 children were supported through the homework and breakfast clubs scheme and parents were appreciative of the free school meals pilot offered. Training is on-going and has been well supported by subject leads. For instance, the Literacy lead provided a modelled guided writing session for the TA's to use in class recently. The LA is also providing support and training for all staff. The Head is pleased with the level of career development provided for all staff; particularly teachers, with some considering moving into senior leadership. The mini review is due to take place on Monday and Tuesday after half-term with 3 inspectors expected (including the CPP's and head of early years). Lesson visits, and meetings with SLT, the school council and governors is expected to take place. The school will receive feedback from the review on strengths and areas for development.</p> <p>d. Mel reported on the preparations underway for the Science Week. Governors were impressed with the schedule of events and guest speakers and have been encouraged to attend. The School Council is doing well and will be presenting at the forthcoming primary council debates after half term. Progress on EYFS data was provided and Michelle will continue to work closely with Reception this year to track progress and provide support. The LAC committee has identified areas for improvement so intervention measures can be provided earlier. A new tracking system will also enable SLT to moderate the early years more rigorously. As part of engagement with parents and community cohesion the PTA continue to support the centenary celebrations and are very enthusiastic. The school has seen 98.4% of parents during parents evening which was highly praised.</p>	Head
4.	Rights Respecting School	
	Governors provided an update to the Rights Respecting School Award. A history to the Unicef project based on the Conventions to the rights of a child was provided with context around the	

	award levels a school can receive. It is considered as part of a behaviour management tool for teaching as opposed to imposing 'rules' on children. Children discuss the rights and opportunities they have as individuals and the reciprocity they must demonstrate. Talia and Charlotte have attended training and have also applied for recognition status award as well as completing an action plan. School assemblies have taken place and charters are up around the school.	
5.	Chair's item:	
5.1	Governor training – The Chair attended training on preparing for Ofsted for governors with a lead HMI. Notes will be sent to all members. Rachel Hermer attended training on RAISEonline and employment law training.	Chair
5.2	Governor drop in – The sub-committee reported on the minutes following the last Governor Drop-in session. Attendance was good and discussions were on issues of bullying, school dinners, Halal meat, interventions in classroom and how these are measured.	
5.3	Consultation on changes to constitution of governing bodies – The Chair briefed governors on the recent national consultation on the re-constitution of governing bodies. The DFE has consulted to make the 2012 model compulsory (as it was voluntary previously) for all schools by September 2015. Governors discussed the two frameworks and the implications for the school. Governors were encouraged to feedback any comments to the online consultation by 14 March 2014. Some governors aired their concerns with the new proposals.	
6.	Committee reports:	
6.1	Personnel Salaries and Well Being Committee Report – The PSWB Committee looked at issues on prevention and management of bullying incidents and produced a discussion paper for the Board. Proposals have been recommended with a consultation group expected to meet following the spring half- and report back to PSWB and subsequently to the GB at its May 2014 meeting. The anti-bullying policy will continue to be revised and additional support from the local authority is being sought from Gill Morris. This consultation is focused on policy revision and definition. The school continue to log and closely monitor individual cases. On performance related pay PSWB have discussed evidence gathering in order to better support the decision making around the threshold criteria. The criteria on performance related pay needs refining to ensure clarity. Pay related matters are detailed under the PSWB confidential minutes and presented to governors as a broader picture without naming individuals. There was discussion about better communication channels between management and staff on the criteria setting.	
6.2	Learning and Achievement Committee Report – The LAC committee reported on work around Ethnic Minority and EAL policy draft. Governors were provided the report for consideration and recommended that it gets taken back to Committee for ratification following further amendments. Governors AGREED . The Committee updated on progress data per year group as set out in the Heads report and achievement data and targets for any groups falling behind expected levels. Closing the gap for pupil premium and SEN pupils is a priority. The SEN/D coordinator is working with the school and governors to improve their knowledge and understanding around SEN. Governors were asked to note key points around: what percentage of pupils in the school are on the SEND register/ what's the most common reason why children are on	

	the register/the scale on interventions are appropriate for a child and the number of hours a child needs/how do we track check the progress record as on RAISE online and Dash Board. The school has in place strategic measures in identifying and targeting these areas. The funding formula will also address day-to day funding allocations per child needs. Governors praised the tracking data as provided by staff.	
6.3	Premises Committee Report – On premises matters, the minutes were presented and the Chair stated that the tender for the playground project is due on 12/02/2014 and negotiations with contractors will take place henceforth. The completion of works for the playground pitch is expected over Easter subject to satisfactory bids/timescales. Feasibility studies for a redesigned entrance hall had been carried out with an estimated bill expected around £130K. The budgets had been AGREED previously at the Finance Committee meeting.	
6.4	Finance Committee Report - The Finance Committee reported on the minutes and key headlines around performance against budget for 2013-14 and the overview funding for 2014-15 as outlined. There were a number of variances reported but that they were marginal. The forecast surplus was around £166K reduced from £170K in September. It assumes that the £100K expenditure for capital projects will be spent, with much of the works having been carried out already. Payment of the living wage to kitchen staff members APPROVED . Governors noted the increased annual staffing costs.	
7.	Any Other Business	
	Governors thanked David Snewin for his effort and appreciated his hard work in handling the premises matters.	
8.	Governing Body meetings 2013/14:	
	<ul style="list-style-type: none"> ▪ Thursday 27 March 2014 ▪ Thursday 22 May 2014 ▪ Wednesday 09 July 2014 <p>Meetings commence at 6.30pm in the school library.</p>	

The Chair thanked all for attending and the meeting closed at 8:45pm.

Signed.....
Mr Oliver Lewis
Chair of the Governing Body

Dated.....