

**CAMDEN CHILDREN, SCHOOLS AND FAMILIES DIRECTORATE – LOCAL
AUTHORITY (LA)**

BROOKFIELD SCHOOL

**MINUTES OF THE GOVERNING BODY MEETING HELD ON WEDNESDAY
10TH JULY 2013 AT 6.30PM**

LA:	Jessica Learmond-Criqui Helen Martyn, Vice Chair* Linda Starkey-Queen
PARENT:	Oliver Lewis, CHAIR John Brodholt Jonathan Butterworth Rachel Hermer Miyawa Joujou
STAFF:	Mark Stubbings, HEAD Melanie Treseder Rokib Ali*
COMMUNITY:	Vivien Frank Fiona Miller-Smith David Snewin* Justine Thornton
ASSOCIATE MEMBERS:	Nigel Bannerman Talia Shapero
GUESTS/OBSERVERS	Richard O'Mahony, PTA Co-Chair Rob Acting Deputy Mike Yule
GOVERNOR SUPPORT CLERK:	Dan Ritchie

*Denotes not present at meeting

1. INTRODUCTIONS/WELCOME

1.1 Introductions

The Chair welcomed Governors and observers to the meeting and explained that the SIP presentation would be considered next on the agenda.

2. SIP PRESENTATION

The Head explained that the SIP had eight priorities during the past year which he would address in the presentation, and would have eight in the year forthcoming.

2.1 Achievement in EY & KS1

The Head told Governors that the way in which achievement was measured in EY had been changed and this was responsible for the drop in the percentage of children achieving a good level of progress. 37% of children at the school compared with 41% nationally, achieved good progress. Those present were told that the percentage of children that had passed their phonics test in Year 1 had increased year on year from 49% to 65%. The Head also highlighted the increase in Year 2 pupils that had achieved a L2 or better had risen from 84% to 93%

Vivien Frank arrived at this point

2.2 Achievement in KS2

Governors noted that the 93% of KS2 children achieved L4 or better in reading. 96%, up from 86%, had achieved a similar level in writing; 93% up from 88% had achieved a similar level in maths and 91%, up from 90% had achieved a similar level in science. The Head explained that 62% of these children had achieved a L5 in reading, with 58% up from 37%, 69% up from 40% and 52% up from 39% achieving a similar level in writing, maths and science respectively. He added that four children had secured a L6 in writing and seven obtained a similar level in maths. Overall the gap in attainment between girls and boys had reduced. The Head identified various trends included in the paper circulated to those present.

2.3 Progress from KS1 to KS2

The Head explained that the percentage of pupils making at least two levels of progress from KS1 to KS2 in reading, writing and maths was 87%, 98% and 94% respectively. The percentage of pupils making at least three levels of progress from KS1 to KS2 in reading, writing and maths was 20%, 37% and 48% respectively. He added that 91% of pupils were achieving L4 in both Maths and English.

Fiona Millar-Smith arrived at this point

Rachel Hermer asked the Head whether he felt the results were cohort specific or that the school had taken a different approach. The Head acknowledged that the results were largely due to the cohort. He cited the 69% achieving L5 in maths as evidence of an exceptional group. He also suggested that this was due in part to the effect of streaming in maths. He also talked of a change in the approach to writing and that the SPAG test had improved the quality in this sphere. The Head added that Rob and Michelle had supported Y5 maths this year which he anticipated would have a beneficial impact on next year's results.

Governors discussed the achievement of FSM pupils. The Head informed them that one FSM pupil had achieved L6 in maths. Justine Thornton noted the Head's comments regarding the two children that had underperformed due to nerves during their tests. She asked if this was **characteristic of these** particular children or something regarding the school. The Head suggested that it was **the former** and that one of the children in question had not displayed any anxiety until the day of the tests. Vivien thanked the Head for the comprehensive notes and trends identified that accompanied the data in his report.

The Head identified the following as priorities for the 2013/14 academic year;
Priority 1: Raise standards in writing; particularly phonics and handwriting at KS1 and non fiction/SPAG at KS2.

Priority 2: Raise achievement in maths so at least 80% pupils made a minimum of two sub levels of progress.

2.4 Teaching and Learning

Rob informed Governors that 95% of lesson observations had been graded at least good. He reminded them that the summer observation cycle had seen teachers assessed whilst teaching ICT or a foundation subject. These had not been graded but had been very positive as teachers had been more creative in their delivery. He advised that this cycle **should** continue.

Governors were told that an APS score of 4.0 represented good progress. Overall progress in Years 1-5 in reading, writing and maths was 4.2, 3.5 and 3.6 respectively. The school had **raised the profile of maths through** assemblies, puzzle weeks and the engagement of Ocean maths amongst other initiatives.

Rob identified the following as priorities for the 2013/14 academic year;
Priority 1: Improve quality of teaching and learning for those eligible for the Pupil Premium.

Priority 2: Develop exciting cross curricular links to mark the schools centenary.

Mike Yule asked what improved teaching and learning meant. Rob told those present that the most effective way for pupils to make progress is through high quality teaching and learning. Mike asked how teaching and learning would be improved. Rob explained **that lesson studies would be a key way of supporting teachers to improve their practice**. The Head added **we would also be** encouraging children to engage in additional enrichment opportunities **to support their learning**. He explained that the school was appointing a 'closing the gap' teacher and this would enable 1:1 learning for those eligible. Vivien Frank asked if old school pupils would be involved in the centenary work. The Head indicated that this was his intention. John Brodholt asked if lesson observations would no longer be graded. The Head confirmed that two of the three would continue to be.

2.5 Leadership and Management

The Head pointed to the schools best KS2 SATs results as evidence of effective leadership and management. The school had got better in using data to track progress particularly for key groups. There had been increased parental engagement through open mornings and Governor drop-in's and support of [children's](#) learning. A teaching and learning policy had been devised and staff afforded more professional development opportunities. These had all had a positive impact at the school.

The Head identified the following as priorities for the 2013/14 academic year;

Priority 1: Review existing schemes of work and skills progression [across all subjects in line with the new national curriculum.](#)

Priority 2: [Research and invest in high quality professional development](#)

2.6 Behaviour

The Head identified the substantial reduction in 'red lights' (from 150 to 101) as evidence of improved behaviour. Governors were told that there had been just two external exclusions. The Skills for Life programme and Diversity and Disability awareness days had also had a positive impact on behaviour the Head opined. He added that the school had taken effective measures to deal with bullying at the school and had been awarded the Camden Award for Inclusion. The Head also pointed to a dramatic reduction in the number of 'lates' (from 1833 to 1260). Jon Butterworth asked what was behind the fall. The Head felt that over the course of time the message had gradually sunk in with parents.

The Head identified the following as priorities for the 2013/14 academic year;

Priority 1: Work towards achieving level one of Rights Respecting School status.

Priority 2: Improve aspects of behaviour as identified by each class.

The Chair congratulated the Head and Acting Deputy on achieving the schools best ever SATs results.

Justine Thornton left the meeting at this point

Governors considered the rest of the agenda in chronological order

1.2 Apologies for Absence

Apologies for absence had been received in advance of the meeting from Helen Martyn, David Snewin and Rokib Ali. Governors **AGREED** to formally accept the apologies.

1.3 Declaration by Governors of Interest, Pecuniary or Otherwise, in Respect of Items on the Agenda

There was no declaration of interest, pecuniary or otherwise, by any governor present.

3. MINUTES OF THE PREVIOUS MEETING/MATTERS ARISING

3.1 Minutes of the previous meeting

Subject to the following notified amendments the minutes of the meeting held on 22nd May 2013 were **AGREED** as a true and accurate record and were duly signed and dated by the Chair.

3.1.1 (re: item 7 Premises Committee Report) The Premises Committee met on 8th May 2013 and not 1st May 2013 as recorded.

3.2 Matters Arising

There were no matters arising.

4. HEADTEACHER'S REPORT

Head spoke to add to his written report.

4.1 Pupils Currently on Roll

Governors noted that there were currently 432 on the school's roll. The Head asserted that the numbers were rising and would continue to rise. He explained that there were vacancies in the nursery as though they were oversubscribed they have not all been taken.

4.2 Staffing

The Head informed those present that he had appointed a new Year 4 teacher to begin in September which he was very pleased with. Governors discussed staff turnover.

4.3 Achievement

Governors noted the data in this section of the Head's report. He told Governors that there were currently in Year 3 87% were on track in reading, 80% in writing and 84% in maths. All these percentages had increased and he spoke of his determination to ensure that this cohort continued to make good progress. The Head added that in the current Year 4 97% were on track in reading, 84% in writing and 84% in maths which compared favourably with the current Year 6 at this stage.

4.4 Attendance & Punctuality

The Head acknowledged that the attendance figure was down but remarked that since the census date the figure had begun to rise steadily. Vivien Frank felt that parents should be made aware of the impact of poor attendance on the school. The Head told Governors what the school did to stress the importance of good attendance to parents and the initiatives the school had in place to encourage good attendance and punctuality. John Brodholt opined that late arrivals were a reflection on the parent not the pupil and as such class awards could have a negative impact.

4.5 Behaviour

Governors noted the data included in this section of the Headteacher's report. The Head told Governors of the end of year awards which this year would also include a progress medal.

4.6 Spiritual, Moral, Social & Cultural Development

Those present observed the Head's comments in this part of his report.

4.7 Teaching & Learning

The Head outlined the various CPD that staff had undertaken.

4.8 Leadership & Management

The Head praised the work of the Acting Deputy over the past year. He advised Governors that the premises work had been delayed as the school had received only one tender. He suggested that the project may be divided in order to encourage a greater number of tenders. Linda Starkey-Queen commended David Snewin for his efforts in organising the works. The Head thanked Richard O'Mahony for organising a successful summer fair. Governors applauded Richard for his efforts. Richard thanked Governors and suggested that they advertise the open afternoons more prominently. The Head concluded his report by thanking Governors for their efforts on behalf of the school during the past year.

5. CHAIR'S/GOVERNORS' ITEMS

5.1 The Chair advised those present to take advantage of the Governor training that the LA offered. Mike Yule and Linda Starkey-Queen both commented that they had training booked.

5.2 The Chair asked any Governors that were free to attend the forthcoming parents afternoon/evening.

5.3 The Chair advised those present that the Committee Chairs had yet to meet in preparation for the forthcoming OfSTED inspection. Fiona Millar-Smith asked when the visit was likely to take place. The Chair suggested that next year was most likely.

5.4 Miyawa Joujou told those present that she wanted to be a Parent Governor to increase the schools engagement with ethnic minorities which she believed would have a positive effect on outcomes of their children. She wanted to know why they were underachieving and what the school could do to help. The Chair agreed that parents who became more involved in school life would likely benefit pupils. He suggested that next term the Governing Body could work on developing a parents survey devised by Joujou. Nigel Bannerman asserted that the data that he saw did not support the belief that African and Afro-Caribbean children at the school were underachieving, though did acknowledge that Congolese children across the borough were performing less well. Jon Butterworth echoed these

sentiments.

6. PERSONNEL, SALARIES & WELL-BEING COMMITTEE REPORT

6.1 Rachel Hermer presented the minutes of the PSWBC held on 9th May 2013. She explained that much of what had been discussed had been covered in the Head's report. Rachel advised that there appeared to be no prospect of resolution on the ongoing industrial action. She noted that next year would also see the introduction of Performance Related pay. Mike Yule asked if the school had yet to take a position on this issue. The Chair explained that the Governing Body had yet to fully consider the issue. Rachel advised that it was on the agenda of the first PSWB Committee meeting of the new academic year. The Head remarked that the LA was devising a model policy on the matter and the expectation was that schools would adopt this.

6.2 The Grievance Policy had been circulated before the meeting. Governors **AGREED** to adopt the Grievance Policy as had been presented to them.

6.3 The Allegations Against Staff Policy had been circulated before the meeting. Governors **AGREED** to adopt the Allegations Against Staff Policy as had been presented to them.

7. LEARNING & ACHIEVEMENT COMMITTEE REPORT

7.1 Jon Butterworth presented the minutes of the Learning and Achievement Committee meetings held on 29th April 2013 and 3rd July 2013. He explained that matters considered at the earlier meeting had been dealt with at the latter meeting. Jon told Governors that other than the consideration of policies the substantive topic had been an ICT presentation. He urged the school to consider buying more i-pads and described the need to upgrade the schools wi-fi system. The Chair suggested that the matter be referred to the Finance Committee for their consideration.

(Action: Finance Committee)

7.2 Jon explained that the revised Home School Agreement had been circulated to Governors prior to the meeting. He advised those present that the jargon included in the previous version had been redrafted as plain English. Governors **AGREED** the Home School Agreement as had been circulated prior to the meeting.

7.3 Jon told those present that the schools Assembly Policy was due for review in September 2013.

7.4 The Out of Hours Policy had been circulated prior to the meeting. Governors **AGREED** to the Out of Hours Policy as had been presented to them.

7.5 The Teaching and Learning Policy was circulated to all those present. The Chair suggested that the policy needed to be studied and digested and would be considered at the next meeting.

(Action: All Governors)

7.6 The Chair asked that all Governors read the Homework Policy in preparation for discussion and ratification at the next meeting.

(Action: All Governors)

7.7 Linda Starkey-Queen praised the work of Jon Butterworth during his time as a Governor and the Chair of the Learning and Achievement Committee. The Chair echoed her sentiments.

8. PREMISES COMMITTEE REPORT

8.1 The Chair presented the minutes of the Premises Committee meeting held on 19th June 2013. He explained that the substantive matter discussed was the refurbishment of the junior playground and referred those present to the item in the minutes.

8.2.1 Linda Starkey-Queen presented the minutes of the Health and Safety Committee meetings held on 16th January 2013 and 20th May 2013. Governors noted the minutes of the meeting in January had been previously discussed. Linda reported that there were no urgent matters that had arisen during the meeting in May. She advised Governors that the boilers were now almost fully operational and the company that had installed them were providing a rebate.

8.2.2 Linda presented the Health and Safety policy which she explained had been revised slightly after discussion at committee. Governors **AGREED** the Health and Safety policy as presented at the meeting.

8.2.3 Linda confirmed that although it was no longer mandatory for Governors to have CRB checks the school remained committed to ensuring that they were held by those present or that D&B documents were completed. She acknowledged that although sub-contractors could not be made to obtain similar clearance that the school needed to ensure that when they were present in school they remained distinguishable and overt.

John Brodholt asked if parents were still obliged to undertake a List 99 check in order to help with trips and so forth. The Chair clarified that this remained the policy. The Head explained that all parents were given the form in their induction pack and there had never been any issues or objections. John asserted that this was perhaps an indication of how ineffective it is. Linda suggested that John discussed the matter with members of the PSWB Committee noting that Governors had considered the matter before.

8.2.4 Jon Butterworth asked the Head if he was satisfied with the level of playground supervision given the number of issues reported. The Head acknowledged these but told those present that measures had already been taken to reduce the number of incidents.

9. FINANCE COMMITTEE REPORT

Fiona Miller-Smith presented the minutes of the Finance Committee meeting held on 27th June 2013. She explained that the carry forward from the 2012/13 budget had been 17% of the schools budget. The LA may seek to claw back any money over 8% of its budget that the school had not spent. Fiona advised that there were currently 27 schools within the borough with a carry forward of more than 10% but that the school could demonstrate that the carry forward had been earmarked for specific projects.

Fiona told Governors that funding for the forthcoming year remained relatively secure but appeared less certain from 2014/15. She reminded Governors that the school would need to clearly demonstrate what Pupil Premium funding was spent on and the difference it made. The Head added that staffing costs were the biggest proportion of the budget but a number of individuals were on fixed term contracts.

10. ANY OTHER BUSINESS

Governors thanked the Acting Deputy Head for his work over the past year and presented him with a card and gift. He thanked Governors for the opportunity and described it as a great experience.

11. DATE AND TIME OF NEXT MEETING

The Chair advised there had been a small amendment to the dates of the Governing Body meetings for the forthcoming academic year 2013/14 which had been circulated. They will take place on:

- Thursday 17th October 2013 @6.30pm
- Wednesday 18th December 2013 @6.30pm
- Wednesday 12th February 2014 @6.30pm
- Thursday 27th March 2014 @6.30pm
- Thursday 22nd May 2014 @6.30pm
- Wednesday 9th July 2014 @6.30pm

With there being no further business discussed the Chair thanked Governors for their time and closed the meeting at 9.10pm.

Signed..... Date.....

**Oliver Lewis
Chair, Brookfield Governing Body**