

**Brookfield School Full Governing Body Meeting Minutes Held on  
Thursday 17 October 2013 at 6:30pm**

**Governors present:**

Linda Starkey-Queen

Helen Martyn – **Vice Chair**

Rachel Hermer

Oliver Lewis - **Chair**

Mike Yule

Miyawa Joujou Makela

Mark Stubbings - **Headteacher**

Lise Bruyrooghe

Justine Thornton

**Associate/others present:**

Nigel Bannerman

Talia Shapero

**Governor Services Officer:** Nasima Khatun

1.	<b>Welcome &amp; apologies for absence</b>	<b>Actions</b>
1.1	The Chair welcomed governors and introduced Lise Bruyrooghe (observer) to the meeting.	
1.2	Apologies were received and accepted from the following: <ul style="list-style-type: none"> <li>▪ Jessica Learmond-Criqui</li> <li>▪ John Brodholt</li> <li>▪ Melanie Treseder</li> <li>▪ David Snewin</li> <li>▪ Fiona Miller-Smith</li> </ul> <p>The absence of the following governors was noted:</p> <ul style="list-style-type: none"> <li>▪ Rokib Ali</li> </ul>	
2.	<b>Declaration of interest</b>	
2.1	There were no declarations of interest, pecuniary or otherwise, in respect of items on the agenda.	
2.2	Governors completed Business Interest forms were handed to the school for their records.	
3.	<b>Elections of Chair &amp; Vice Chair</b>	
	Governors agreed to re-elect Oliver Lewis as Chair and Helen Martyn as the Vice-Chair. The term of office would remain for one year until 2014.	
4.	<b>Minutes of the meeting on 10 July 2013 &amp; matters arising</b>	
4.1	The minutes of the previous governing body meeting, held on Wednesday 10 July 2013 were <b>AGREED</b> as a fair and accurate record. This was signed by the Chair.	
4.2	<b>In matters arising –</b>  <b>Performance related pay</b> (re: item 6.1) – Governors queried whether this had been reviewed any further in relation to Camden’s Model Pay Policy 2013. It was not possible to submit the pay policy to the Gb for adoption as clarification on several points raised is still awaited from Camden HR. It was hoped to present it to the	

	<p>December GB.</p> <p>a. <b>Assembly Policy</b> (re: item 7.3) – It was confirmed that this policy was ratified previously and is now available for inspection purposes on the website.</p>	
<b>5.</b>	<b>School Improvement Plan</b>	
	<p>a. The School Improvement Plan (SIP) 2013 was devised by the school last term and informs all Committee and FGB business. The Headteacher discussed his report focusing on the 4 core objectives for the school (Quality of Teaching and Learning, Leadership and Management, Behaviour and Safety, Achievement and outcomes) as well as headlining the 8 main priorities for achievement.</p> <p>b. The school will set challenging targets across all year groups with an emphasis on writing and maths which will be monitored through lesson observations and assessment.</p> <p>c. Governors thanked the Headteacher for the SIP presentation.</p>	
<b>6.</b>	<b>Camden Professional Partner Report</b>	
	<p>a. Following a visit by Jean Lang, Camden Professional Partner (CPP) that included her feedback to suggest <i>the school was on target and achieving an overall 'good' but 'outstanding' in a significant number of year groups</i>. The report proved very insightful and will be crucial report for Ofsted inspections as the CPP evidence provides an independent challenge for the school.</p> <p>b. As part of the assessment and feedback, the school needs to improve standards in closing the gap at all key stages in mathematics and English, Also, the need to narrow the gap for those performing just below the national expectation in reading, writing and mathematics.</p>	
<b>7.</b>	<b>Headteacher's report</b>	
	<p>a. The Headteacher talked through his report updating governors on pupil roll, staffing updates, achievement results at all key stages, attendance, punctuality, behaviour, teaching and learning as well as key achievements and priorities for the year ahead. Particular focus was drawn to the key priorities in raising standards in maths and writing and well as training for staff currently being scoped by the Senior Leadership Team.</p> <p>b. In terms of Community Cohesion and engagement with parents, the Headteacher praised the positive impact from the Muslim community where parents have celebrated Eid with the school. They participated in school assemblies and provided free gifts to the children.</p> <p>c. The Chair met with governors to plan the next Parent's Survey with an aim of receiving feedback from <i>hard to reach parent groups</i> within the community. Further input will be required by the school to help launch this survey for the next term.</p>	
<b>8.</b>	<b>Chair's item:</b>	
8.1	<b>SLT and Chairs strategy meeting</b> – The Chair went through the minutes of the last Chairs and (Senior Leadership Team) SLT meeting which took place at the beginning of term. The	

	actions were noted and will be followed-up with the SLT to present to the next FGB meeting. The SIP for the following year 2014 will be reviewed at the last GB meeting of the year.	
8.2	<b>Governor training</b> – The next Camden School Governors’ Conference will be held on 26 November 2013 at 6-8:30pm.	
8.3	<b>Governor drop in</b> – The Governors’ drop in date is provisionally set for Monday 25 <sup>th</sup> of November 2013 at 9pm; Nigel Bannerman will confirm any changes via email.	
<b>9.</b>	<b>Committee reports:</b>	
9.1	<b>Personnel Salaries and Well Being Committee Report –</b> a. Following the annual salary review in September on staff performance, increments for Teachers and Thresholds were agreed. The Headteacher’s Performance Review is due to take place this term.	
9.2	<b>Learning and Achievement Committee Report –</b> a. It was noted that the date of the minutes for the Learning and Achievement Committee should read 14 October 2013 and <i>not 03 July 2013</i> . Much of the items had already been covered during the Headteachers report.  b. The Teaching and Learning Policy was previously circulated in July 2013. Hard copies were made available again during the meeting. Justine Thornton informed governors of the slight amendments to the sentencing structure where two changes had been made within the document. Governors <b>RATIFIED</b> the policy subject to these changes.  c. Following discussions on the Homework Policy, further clarity is still required in relation to what parents expectations are around marked homework. This will be reviewed by the LAC Committee and circulated via email for approval.	LAC Committee
9.3	<b>Premises Committee Report –</b> a. The Headteacher briefed on the Premises Committee minutes where the summer works had been completed and devised the work plan.  b. The on-going water leakage is being dealt with as is the issue with the boiler where there is still no hot water. The Headteacher with the Chair will write to Camden on the health & safety concerns around the flooding of Nursery.	Headteacher & Chair
9.4	<b>Finance Committee Report</b> - There were no Finance Committee minutes (being drafted).	
<b>10.</b>	<b>Membership of the Governing Body &amp; Committee</b>	
	a. The Chair confirmed that Vivian Frank had come to the end of her serving term as a governor and that she did not wish to renew her term due to ill health. Governors thanked Vivian for her commitment to the school and passed around a card/gift of thanks.  b. The vacancy of Community Governor was discussed in relation to Lise Bruyrooghe’s resume which was circulated to the Chair prior to the meeting. Lise briefed governors on her career and personal background to help governors make an informed decision. Governors had a private discussion (Lise outside) and <b>AGREED</b> to appoint Lise to the position of Community governor for a term of 4 years.  c. Link governors moved up/around a year group: <b>Nursery – JouJou Makela</b>	

	<p><b>Reception</b> – Jessica Learmond-Criqui  <b>Year 1</b> – Linda Starkey-Queen  <b>Year 2</b> – Helen Martyn  <b>Year 3</b> – Nigel Bannerman  <b>Year 4</b> – Jessica Learmond-Criqui  <b>Year 5</b> – Mike Yule  <b>Year 6</b> - Rachel Hermer</p> <p>d. Rachel Hermer would join the HT Performance Management Committee and Lise Bruyrooghe will join the PSWB committee.</p>	
<b>11.</b>	<b>Governing Body meetings 2013/14:</b>	
	<ul style="list-style-type: none"> <li>▪ Wednesday 18 December 2013</li> <li>▪ Wednesday 12 February 2014</li> <li>▪ Thursday 27 March 2014</li> <li>▪ Thursday 22 May 2014</li> <li>▪ Wednesday 09 July 2014</li> </ul> <p>Meetings commence at 6.30pm in the school library.</p>	

The Chair thanked all for attending and the meeting closed at 9pm.

Signed.....

Dated.....

**Mr Oliver Lewis**

**Chair of the Governing Body**