

**Brookfield School Full Governing Body Meeting Minutes held on
Wednesday 18 December 2013 at 6:30pm**

Governors present:

Linda Starkey-Queen
Helen Martyn – **Vice Chair**
Rachel Hermer
Oliver Lewis – **Chair**
John Brodholt
Miyawa Joujou Makela
Mark Stubbings – Headteacher
Melanie Treseder
Rokib Ali
David Snewin
Lise Bruyrooghe
Fiona Miller-Smith

Associate/others present:

Nigel Bannerman
Talia Shapero
Rosy Day (PTA, observer)
Mary Mount (PTA, observer)

Governor Services Officer:

Nasima Khatun

1.	Presentation on Achievement	
	<p>The Headteacher and Deputy Headteacher presented to the school on the school's <i>Attainment and achievement – successes and challenges</i>. The interactive presentation encouraged governors to participate in an activity on the 'Brookfield Journey' to success as well as acknowledge particular challenges. The school have adopted various intervention methods to help target underperforming groups particularly in the Early Years and Foundation Stage (EYFS) and KS1.</p> <p>a. EYFS pupils who started the school below the national average at Key Stage 1 (KS1) later completed their attainment gap significantly above the national average at Key Stage 2 (KS2). The multiple strategies adopted by Brookfield demonstrate focus on providing additional support to pupils in EYFS in an attempt to minimise later learning gaps/difficulties.</p> <p>b. The groups of pupils/areas for whom specialised high quality teaching support has been developed include:</p> <ul style="list-style-type: none"> ▪ Girls writing ▪ L3 Maths and Science ▪ Black African and Black Caribbean Children ▪ Pupil Premium Children ▪ SEN School Action ▪ EYFS Attainment 	

	<p>c. The school has further developed two working groups to focus on particular groups. The Pupil Premium Working Group and Afro Caribbean Working Group will monitor progress these children who required a more a tailored approach. Governors also discussed the research carried out by the Sutton Trust that indicates most effective tools used to help children learn.</p> <p>d. Governors had an opportunity to make suggestions and ask questions. There was a discussion about feedback and self-reflection and the Headteacher mentioned that staff are encouraged to self-reflect during staff meetings as well as compare learning with other schools as part of their CPD.</p> <p>e. There was a discussion about the use of evaluation tools and the termly moderation in maths and literacy. End of year assessments are also carried out as well as the use of colour-coding on a spreadsheet to capture progress indicators. Children also self-assess based on feedback provided by their teachers.</p> <p>f. Governors queried why the results were lower at the end of EYFS. The Headteacher mentioned a number of contributing factors including a change in the new assessment criteria where the bar was raised. It was agreed that the EYFS results would be kept under review.</p> <p>g. Governors praised the school in its overall successes and thanked them for the interactive presentation which they found very useful and informative on the ways to identify early intervention methods. The Chair thanked the Headteacher.</p>	
2.	Welcome & apologies for absence	Actions
	<p>The Chair welcomed governors to the meeting. Apologies were received and accepted from the following:</p> <ul style="list-style-type: none"> ▪ Jessica Learmond-Criqui ▪ Mike Yule ▪ Justine Thornton 	
3.	Declaration of interest	
	There were no declarations of interest, pecuniary or otherwise, in respect of items on the agenda.	
4.	Minutes of the last meeting and matters arising	
4.1	The minutes of the previous governing body meeting, held on Thursday 17 October 2013 were AGREED as a fair and accurate record. This was signed by the Chair.	
4.2	<p>In matters arising –</p> <p>a. Salary review (re: item 9.1a) – A correction to note that thresholds were not agreed in relation to the annual salary review for staff.</p>	
5.	Headteacher's Report	
	<p>a. The Headteacher discussed his Autumn report 2013. Governors were updated on the staff changes with replacement teachers now in place. The Performance targets have been set for all staff and SLT in line with the school priorities. Achievement data was presented for KS2 which indicates the school is making steady and sustained progress with maths now on track. KS1 attainment and key priorities were addressed. The school is confident it will achieve its reading targets this year. Attendance currently stands at 96% which is better than last year. The number of serious</p>	

	<p>behaviour incidents has declined, especially during playtime which in turn underpins the positive behaviour policy. The Brookfield history project is underway to celebrate the school's centenary celebrations. The school have been awarded the Arts Mark Gold which is a great achievement for the school. Lesson studies have continued to take place across the school as part of professional development for staff. Staff have taken on extra responsibility in setting-up a Rights Respecting Schools focus, a new school council notice board, and a bake sale for the Philippines appeal.</p> <p>b. Reception and Nursery staff have completed their baseline and end of term assessments for the progress review meetings with SLT. A governor asked whether monitoring made an impact on the overall learning for children this early on in the school. The Headteacher mentioned it was insightful in that it flagged up concerns and helps to identify needs early on, especially for pupils from outside the UK. It is important for tracking progress at the beginning of year to measure against for the next year (as no previous data is available). The school continue to support 2 children subject to child protection and are working closely with social services. The dates for the next Inset day have been circulated and governors are encouraged to attend on 06 January 2014 (1:30pm) session on Rights Respecting School presentation.</p>	
6.	Parental Engagement – Barriers to Participation	
	<p>The Parents Survey has been drafted by governors and will be reviewed by the Headteacher ahead of final distribution. The survey will be carried out in early 2014. Among the issues governors intend on investigating are the reasons why some parents and carers do not participate so much in school life. Another aim of this exercise is to reach out to more parents as well as less engaged groups/communities. Parents who are better informed are more likely to understand the impact they can make to their child's achievements. Governors queried what methods will be used to get more parents involved. In response the working group suggested wider advertising through posters/flyers to inform parents of the survey and engage with parents face-to-face.</p>	
7.	Chair's item:	
7.1	Governor training –Linda Starkey-Queen attended training on safeguarding. Rachel Hermer attended the Annual Governors Conference.	
7.2	<p>Governor drop in –</p> <p>a. The drop-in took place this term where some parents raised issues of bullying. It was suggested that the definition of bullying needs to be better defined so both parents and children have a better understanding of ways it can be dealt with. The school will revise its Anti-Bullying Policy. The school has raised awareness during the 'Anti-Bullying Week' and 'Diversity Week' to celebrate different cultures. A maths club was suggested to provide an extra boost after school to which the school will confirm if there is a demand/capacity in the future. Governors suggested a trial of structuring the drop-in sessions in different ways to attract more parents. A summary will be provided in written-form in future.</p> <p>b. The Pupil Premium working group – (minutes tabled) discussed the points raised during their meeting regarding the use of Pupil Premium (PP) funding. Last year's data was used to plan for this year to set out provisions for underachieving PP</p>	

	<p>students, as well as interventions and the timescales for closing the gap. In discussions around 'closing the gap' governors were concerned whether parents were aware of intervention strategies. Teacher will be able to provide individual data for pupil achievement during parents evening. Other intervention methods are also in place. Ofsted will scrutinise how well the PP funds have been allocated and the impact it has had on learning.</p> <p>c. The Black African and Black Caribbean Achievement working group – Black African achievement has been flagged up by RAISE data. Governors attempt to monitor attainment and progress data for these groups and will explore better engagement methods with parents as well as explore attitudes to learning. The Headteacher welcomed parent ambassadors to act as representatives and encourage more engagement from community groups.</p>	
8.	Committee reports:	
8.1	<p>Personnel Salaries and Well Being Committee Report (08/10/2013 & 21/11/2013) – The committee discussed the Pay Policy, Staff Appraisal Policy and the Work Plan 2012-13. The Camden Pay Policy recommendations were generated prior to the meeting and were APPROVED by governors at the meeting. The Performance Management Policy will be looked into at a later date. Safeguarding issues were raised as mentioned within the Headteachers report. The committee addressed how issues of bullying may need revisiting as it was flagged up during the drop-in sessions. A small number of cases of bullying were being monitored by the school and may well consider external mediation. Governors suggested different forms of consultation to engage with stakeholders and would form a temporary working group (school council/governors/teachers/non-teaching staff/parents).</p>	PSWB Committee
8.2	<p>Learning and Achievement Committee Report – The committee discussed provisions of instruments specific to particular cultures and had a presentation on music by Julia Reid. The school has a strong musical identity and has worked towards getting arts mark gold accreditation. The Learning Walks presentation will be followed-up at a later date and visits to the school will be organised by the Headteacher. Data on achievement and attainment were discussed following analysis of the school's 2012-13 results provided by Andrew Read on maths, reading, writing and phonics at KS1 and KS2.</p>	
8.3	<p>Premises Committee Report – The committee reviewed the Terms of Reference. The KS2 playground project is underway. The football pitch will be upgraded. Other improvements addressed included the entrance hall and the Junior Gate. Architects have provided the summary total costs which will need to be clarified from Camden Finance. The Health & Safety Policy was circulated and APPROVED at the meeting. The ongoing issues with the water supply and boiler will be re-visited and the school will write to Camden. The committee will review drinking water facilities in the school.</p>	Premises
8.4	<p>Finance Committee Report – The committee discussed (at their meeting of 13 December 2013) the letter sent by Camden regarding the unused reserves which they will now claw back. The projected reserves of £170k have been reduced from £184k. The London Living Wage for kitchen staff has been agreed. This will also be looked at by the PSWB committee.</p>	PSWB

9.	Any Other Business	
	The Chair confirmed he has received a letter of thanks from Vivian Frank to the school and governing body. Governors had also sent a gift and card to wish farewell to Vivian.	
10.	Governing Body meetings 2013/14:	
	<ul style="list-style-type: none"> ▪ Wednesday 18 December 2013 ▪ Wednesday 12 February 2014 ▪ 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 9:15pm.

Signed.....

Dated.....

Mr Oliver Lewis

Chair of the Governing Body