

BROOKFIELD PRIMARY SCHOOL
GOVERNING BODY MEETING
MINUTES OF MEETING HELD ON THURSDAY 27th MARCH 2014 AT 6.30PM

ATTENDANCE:

Oliver Lewis, **CHAIR**
 Mark Stubbings, **HEAD**
 Helen Martyn, **Vice Chair**
 Linda Starkey-Queen
 John Brodholt
 Mike Yule
 Rachel Hermer
 Melanie Treseder
 Fiona Miller-Smith
 David Snewin
 Justine Thornton

OTHERS PRESENT:

Nigel Bannerman
 Gemma Curtis
 Dan Ritchie - **Clerk**

	ITEM	ACTION
1.	WELCOME/INTRODUCTIONS	
1.1	Apologies for absence Apologies for absence were received in advance of the meeting from Rokib Ali, Lise Bruynooghe and Talia Shapero. Governors accepted these apologies.	
1.2	Declaration of Interests in respect of items on the agenda. There were no declarations of interest.	
2.	LITERACY PRESENTATION	
2.1	Gemma Curtis told those present that the recent mini review conducted by the school's CPP had pointed to a wonderful reading culture at the school. She explained that this was evidenced by activities on the recent world book day, bedtime stories being read after school and the teaching of non-fiction which was linked to science learning.	
2.2	Gemma informed Governors that she had delivered INSET on persuasive writing and moderating writing. She added that work on reading moderation had raised confidence throughout the school. Work on developmental marking had been commended	

	<p>by the CPP, which gave children small targets as success criteria. Teachers had developed literacy links across the curriculum and lesson observations had been mainly good or outstanding.</p>	
2.3	<p>Governors were reminded of the School Improvement Priorities regarding handwriting, reading and phonics. Gemma advised that some classes had already hit their targets and she had found it useful to have sat in on pupil progress reviews to offer advice on interventions.</p>	
2.4	<p>Gemma informed those present that at EYFS literacy provision and teaching was good. The school had made literacy a real focus at this stage. Teachers used modelled writing to develop skills and reading focus had been brought forward from the summer to spring term. At KS1 last year results had been above the national average in both reading and writing. Non-FSM, boys and summer born children all performed above expectations. Gemma noted that SA, SA+, SEND and Caribbean all performed below expectation. She was pleased to advise that the data from Y3 since then indicated an improving picture in reading and writing. Gemma explained that she was involved in planning and teaching literacy in Y2, that handwriting and presentation was being monitored regularly and that INSET was being run so that the school could have confidence in its moderated judgements.</p>	
2.5	<p>Governors were advised that last year the school had seen improvement above the national average in the L4 reading and writing results. Gemma asserted that this year the school anticipated even better results. She explained that the school was; working with Eleanor Palmer School on a SPAG project; working with secondary schools regarding the literacy moderation of L6 and holding 1:1 discussions with pupils about how their writing could be improved.</p>	
2.6	<p>The school had placed a real emphasis on the presentation of work, which had increased the pride and care taken by children. A whole school approach had been taken on improving handwriting to support this. Marking at the school had been reviewed and found to be generally consistent. The school had encouraged the children to respond to the feedback that they received and also introduced peer marking from Y2.</p>	
2.7	<p>Gemma advised that the immediate priorities for the school in the short term related to more book scrutinies, ensuring that there was regular developmental marking and opportunities for</p>	

	<p>children to respond and supporting Years 2, 4 and 6 with their planning and assessment. Longer term, the SPAG project with Eleanor Palmer was to be implemented across the school; the impact of the TA's role in class would be assessed and support provided to up-skill staff; and an emphasis placed on closing the gap between Pupil Premium and non PP children through planning and support.</p>	
2.8	<p>The Chair thanked Gemma for her presentation. He noted the progress made particularly by KS2 last year and praised the efforts of staff in light of this. He asked Gemma how the school approached groups who required additional support. She explained that groups were supported in a number of different ways including use of specific interventions (focus groups) and approaches which maximised pupil engagement (locational writing). The Head added that improving handwriting skills also has a positive impact on self confidence and writing outcomes.</p>	
2.9	<p>Mike Yule cautioned against the over reliance of success criteria for children and asked how this added to teachers burdens. Gemma accepted that this was an issue but explained that the aim was for children to recognise their mistakes before the end of the lesson so that staff were on hand to work issues through. The Head told Governors that he had been particularly impressed with Gemma's response to the mini review and congratulated her on a whole school response for literacy. Those present applauded Gemma.</p> <p><i>Gemma Curtis left the meeting at this point.</i></p>	
3.	<p>MINUTES FROM THE PREVIOUS MEETING AND MATTERS ARISING</p>	
3.1.1	<p>Subject to the following amendment the minutes of the meeting held on 12th February 2014 were agreed as a true and accurate record and were duly signed and dated by the Chair.</p>	
3.1.2	<p>(re: Governors Present) 'Korine' should read 'Karin'.</p>	
3.2	<p>There were no matters arising not covered on the agenda.</p>	
4.	<p>MINI REVIEW & SCHOOL RESPONSE</p>	
	<p>Governors agreed to consider the mini review as part of the Headteacher's report.</p>	
5.	<p>HEADTEACHER'S REPORT</p>	
	<p>The Head spoke to his written report.</p>	

<p>5.1</p>	<p>Staffing Update The Head reported two new appointments. He advised that Shelly had been appointed as a KS1 teacher and he expected her to prove to be a really strong addition. He added that he had also appointed Gemma an NQT. The Head informed Governors that he had received and expected to receive a number of resignations in the coming two days which would mean a further round of recruitment and reminded them of his efforts to appoint an Assistant Head. Justine Thornton asked if the level of recruitment was a concern. The Head felt there were obvious reasons for the resignations and noted that this was the busiest time of the year for resignations to occur.</p>	
<p>5.2</p>	<p>Achievement The Head noted the high level of attainment at KS2. He remarked that attainment at KS1 had been an issue but that interventions were now in place with this year's Y3 to address these and much better results were expected in KS1. The Head told Governors that he expected to have a much better idea of the gap between PP and non PP pupils from the data next term. Mike Yule asked if the Head knew of how many children in Y6 last year received private tutoring. John Brodholt speculated that six had received this. Mike felt that more than this number had and suggested that this might compromise the ethos of the school. Melanie Treseder believed that the number fluctuated year on year but the school had interventions in place for children identified as not making expected progress. Justine Thornton noted that private tutoring could create an impossible gap for the school to bridge regarding PP and non PP children. The Head accepted this but asserted that PP children with potential were given every opportunity to fulfil that. Melanie added that without a tutor most of the children would achieve good attainment and progress. The Head referred Governors to the chart depicting the spread of PP children across the school. Governors noted that the present Y6 had the highest numbers. Helen Martyn felt that this information should be seen by Governors every year.</p>	
<p>5.3</p>	<p>Behaviour The Head commented that the mini review had observed generally good attitudes. Linda Starkey-Queen asked the Head if he received many requests for leave outside of term time. The Head accepted that he had received several requests and that each one was judged on a case by case basis. Linda asked if he had exact figures. He explained that he did not but listed some examples of conditions he had put on agreeing to such requests.</p>	

	<p>He added that very few instances featured parents that had asked previously. Fiona Millar-Smith endorsed the policy employed by the Head towards these requests. The Head advised that there had been a drop in the number of 'red slips' issued in the playground and that the anti-bullying consultation group had yet to meet.</p>	
<p>5.4</p>	<p>Spiritual, Moral, Social & Cultural Development The Head advised Governors that pupils from the school had participated in the Camden Dance Festival, and sung at the Royal Albert Hall. The school had held a science evening and that the mini review had spoke positively of the efforts of the school to promote wellbeing and the enjoyment of learning.</p>	
<p>5.5</p>	<p>Teaching & Learning The Head acknowledged that the mini review had identified both positive and less pleasing aspects. However, he asserted that it had given the school real impetus and sharpened focus which had created an open dialogue with teachers. Fiona noted her surprise at the ratio of teaching judged good compared to outstanding. The Head agreed that he was expecting more outstanding lessons and told Governors that some of the less favourable judgements were made after inspectors had only been present in the classroom for 20 to 25 minutes. Fiona noted that the balance between lessons requiring improvement and those deemed good / outstanding were broadly consistent with those of the school.</p>	
<p>5.6</p>	<p>Maths Observations This section of the Headteacher's report was noted by Governors.</p>	
<p>5.7</p>	<p>Continuing Professional Development The Head listed the various CPD received by members of his staff.</p>	
<p>5.8</p>	<p>SEND The Head referred to the briefing in his report regarding changes to the new Code of Practice which Governors had requested.</p>	
<p>5.9</p>	<p>Every Child Matters The Head reported that Brookfield had recently hosted the Camden anti-bullying seminar and had delivered a presentation on celebrating diversity</p>	
	<p><i>Fiona Millar Smith left the meeting at this point</i></p>	

<p>5.10</p> <p>5.11</p> <p>5.12</p> <p>5.13</p>	<p>EYFS The Head informed Governors that improvements had been made to the way progress was tracked at this stage and this would be continued to be developed. He added that provision was praised in the mini review and he expected that teaching, learning and progress would all be judged to be good.</p> <p>Leadership & Management The mini review had identified that governance at the school was effective and that communications with parents was also a real strength. Areas for development included monitoring and support and improving feedback to ensure that teaching was consistently good.</p> <p>Engagement with Parents and Carers The Head explained that he looked forward to receiving the feedback from the latest parents' survey.</p> <p>Key Achievements The Head remarked on the recent achievements of the school and noted how busy the forthcoming short half term would be with recruitment, SATs, the centenary celebrations and OfSTED all looming. Justine told the Head that he should ask the Governors to support him in any manner he felt necessary.</p>	
<p>6.</p>	<p>CHAIR'S ITEMS</p>	
<p>6.1</p> <p>6.2.1</p> <p>6.2.2</p>	<p>No Governor reported any training recently undertaken.</p> <p>Nigel Bannerman briefed those present on the recent drop in session held by Governors for parents. He noted that the event was attended by familiar faces. He had spoken with them about parent ambassadors, and in particular trying to recruit white working class parents and carers to the role and some divisions in school. He added that he received two e-mails, one concerning bikes and storage and the other relating to the cost of after school provision. He noted that a recurring issue at the meetings was the use of halal meat in school dinners.</p> <p>He noted that fish was currently on the menu four times in a fortnight. To increase this to four times a week would cost around £100 per week. Linda reminded Governors that from this September infant school children would also get free dinners. Governors agreed to increase the number of fish school dinners to four a week. Rachel Hermer asked if the portion sizes were bigger yet. The Head confirmed that any pupil wanting more was</p>	

<p>6.2.3</p> <p>6.2.4</p>	<p>able to ask and receive.</p> <p>David Snewin reported that the issue regarding bikes and storage had been discussed before at Premises Committee and that there was no place for them to be stored and securely monitored. The Chair noted that whilst there might be nothing on the school site there were a number of bike racks on the pavements outside the school.</p> <p>Governors discussed the possibility of introducing a charge for the parents wishing for their children to have just the first hour of after school provision. The Chair asked Nigel if he would liaise with the provider and report back to the next drop in session which he agreed to do.</p>	<p>Nigel Bannerman</p>
<p>7.</p>	<p>PERSONNEL, SALARIES & WELLBEING COMMITTEE REPORT</p>	
<p>7.1</p> <p>7.2</p> <p>7.3</p>	<p>Helen Martyn presented the report from the PSWC. She advised that the minutes from the last meeting on 12th March had not yet been returned by the LA. She told Governors that Mike Yule had agreed to sit on the committee. Helen explained that the Child Protection Policy would be considered at their next meeting but it would be compliant with Camden's model policy.</p> <p>Helen referred Governors to the minutes of the committee's meeting from 21st January 2014. She explained that the main business had concerned reviewing the SLT structure and measures to address any bullying at the school. Helen explained that staff would be contacted regarding performance related pay. The Head asserted that he would be raising the matter at mid year reviews next week.</p> <p>Helen confirmed that the committee would meet again on 3rd April 2014.</p>	
<p>8.</p>	<p>LEARNING & ACHIEVEMENT COMMITTEE REPORT</p>	
	<p>Rachel Hermer presented feedback from the last LAC. She reported that she had sent minutes to the Governor Support Officer that had not been circulated. The committee had received a presentation from Rob regarding maths SIP targets which had focused on the joint work with Eleanor Palmer and support work with the LA. The committee heard of measures taken to identify and address areas where children required support. The LAC was pleased to note good KS1 maths results. Rachel advised that the committee would consider the Sex & Relationships Policy at its next meeting and staff morale following the review.</p>	

9.	PREMISES COMMITTEE REPORT	
	David Snewin presented the Premises Committee minutes from 6 th March 2014. He explained that the playground refurbishment had been put back from the Easter break to the summer holidays. Helen Martyn asked if the finances of the contractor were causing a concern. David advised Governors that he would speak with the contractor. David told those present that there had been ongoing issues with the fire alarm which he hoped to resolve. Melanie thanked the committee for the installation of drinking water facilities on the top floor. David shared with Governors that he had a Premises Committee agenda from eight years ago where this issue had been discussed!	
10.	FINANCE COMMITTEE REPORT	
	The Chair announced that an Extraordinary General Meeting would be arranged before the next Governing Body meeting to confirm the 2014/15 budget. He agreed to contact those present with a date. Nigel added that the finances were generally where they were anticipated to be.	Nigel Bannerman
11.	ANY OTHER BUSINESS	
11.1	The Head explained that a whole school theatrical production was being organised to celebrate the school's centenary and gave details of the logistics involved.	
11.2	The Head advised that Rokib Ali had stepped down as a Staff Governor. Governors recorded a vote of thanks for his efforts.	
12.	DATES OF FUTURE MEETINGS	
	The next full Governing Body meetings will take place on; <ul style="list-style-type: none"> ● Tuesday 20th May 2014 @6.30pm ● Wednesday 9th July 2014 @6.30pm 	

There being no further matters to discuss, the Chair thanked those present for attending and closed the meeting at 8.35pm.

Signed: _____ Date: _____

Oliver Lewis, Chair of Brookfield Governing Body