

BROOKFIELD PRIMARY SCHOOL
GOVERNING BODY MEETING
MINUTES OF MEETING HELD ON TUESDAY 20th MAY 2014 AT 6.30PM

ATTENDANCE:

Helen Martyn, **VICE CHAIR**
 Mark Stubbings, **HEAD**
 Linda Starkey-Queen
 Mike Yule
 Rachel Hermer
 Melanie Treseder
 David Snewin
 Justine Thornton
 Jessica Learmond-Criqui

OTHERS PRESENT:

Nigel Bannerman
 Talia Shapero
 Yvette Mahon
 Dan Ritchie - **Clerk**

	ITEM	ACTION
1.	WELCOME/INTRODUCTIONS	
1.1	Apologies for absence Apologies for absence were received in advance of the meeting from Lise Bruynooghe and Oliver Lewis. Governors accepted these apologies. Helen Martyn informed Governors that in the absence of Oliver Lewis she would chair the meeting.	
1.2	Declaration of Interests in respect of items on the agenda. There were no declarations of interest.	
2.	MINUTES FROM THE PREVIOUS MEETING AND MATTERS ARISING	
2.1.1	Subject to the following amendment the minutes of the meeting held on 27 th March 2014 were agreed as a true and accurate record and were duly signed and dated by the Chair.	
2.1.2	(re: item 5.3 Behaviour) 'yet to meet' should read 'met three times'.	
2.1.3	(re: item 5.3 PSWB Committee Report) 'PSWC' should read 'PSWB'.	
2.2	There were no matters arising not covered on the agenda.	

3.	HEADTEACHER'S REPORT	
	The Head spoke to his written report.	
3.1	<p>Pupils on Roll The Head reported that numbers at the school remained steady.</p> <p><i>Jessica Learmond-Criqui arrived at the meeting at this point.</i></p>	
3.2	<p>Achievement</p>	
3.2.1	<p>Rachel Hermer noted that APS progress in Y1 was significantly lower than all other cohorts at the school. The Head explained that this was because Y1 progress had been measured over one term whilst all others had been assessed over two. RH asked why this was. The Head told Governors that this concerned the transition that pupils in this cohort made from EYFS to the national curriculum. RH expressed her anxiety that the data did not reflect the cohort positively. The Head asserted that no data from any year group was flagging as a potential concern and he was confident in the credibility of the evidence.</p>	
3.2.2	<p>Justine Thornton asked the Head about the progress made by Year 4. The Head acknowledged that Y4 were receiving a significant amount of support, and in particular, those eligible for PP. He expected the cohort to make increased progress following these interventions. The Head added that in 7 of the 14 classes at the school, the measures put in place to support PP eligible children had seen them out perform their non PP counterparts in reading. JT asked why this was. The Head drew attention to daily guided reading as being one reason why this might be so.</p>	
3.2.3	<p>The Chair noted that over half the Y6 cohort were PP eligible. The Head asserted that in terms of overall APS there was an improving picture at the school. Mike Yule remarked that whatever the outcome of the SATs results, this data provided evidence of excellent progress.</p>	
3.3	<p>Behaviour The Head referred those present to the data included in his report and reflected that good progress was being made on behaviour trends at the school. He thanked the Helen and Laurel for their work on revised the anti-bullying policy. He was delighted to report on the dramatic reduction in the number of late attendances recorded at the school.</p>	
3.4	<p>Spiritual, Moral, Social & Cultural Development The Head spoke of the anticipation of the whole school production. Linda Starkey-Queen asked how teachers were coping with this. The Head acknowledged that it had tested resolve and capacity in equal measure but insisted there was a</p>	

	<p>great sense of excitement at the school and that the children would gain an awful lot from the experience.</p>	
<p>3.5</p>	<p>Teaching & Learning The Head noted that the recent review had focused in on certain key issues but that this had resulted in good practice being more firmly embedded across the school. He told Governors that there had been a focus on planning for the new national curriculum in recent staff meetings. The Head explained that the school was also looking to establish what the local offer for SEND was within Camden and build this into the School Improvement Priorities. LSQ asked what support there was for those with dyslexia at the school. The Head identified a member of staff who supported this group. JT asked who was involved with SENLOP. The Head explained that it was a group of local leaders, including Polly tasked with standardizing the SEND offer across the borough.</p> <p><i>David Snewin arrived at the meeting at this point.</i></p>	
<p>3.6</p>	<p>EYFS The Head explained how children were judged on entry and throughout their nursery education. He asserted that the data identified no trends that were of particular concern. Concern was raised that the data implied that 91% of children were at the expected stage of development or above upon entry to nursery with their listening and attention skills, but this fell to 76% by the end of the spring term. MY explained that the standards of expectation increased not that these skills had diminished. RH asked what impact the staff turnover in the nursery had had on levelling. JT asked the Head if in his professional judgement he was concerned. The Head conceded that he did have some slight reservations in the data owing to the difficulties experienced in the nursery but reiterated his faith in the provision for the forthcoming year. The Chair acknowledged that the unavoidable changes in staffing provision would have proved disruptive to these pupils. Despite all the disruptions, the Head expected the percentages of children making a good level of development to be much closer to the national average.</p>	
<p>3.7</p>	<p>Leadership & Management Governors noted this section of the Head’s report. The Head praised the wonderful commitment of staff to improving the teaching literacy and numeracy at the school.</p>	
<p>3.8</p>	<p>Safeguarding The Head reported that there were currently eight pupils on roll deemed Children in Need. There were no children currently on the CP register but one family is being investigated.</p>	

<p>3.9</p>	<p>Engagement with Parents & Carers The Head reported that recent parents' evenings had been attended by 98% of parents. JT asked that the Head inform PSWB of any parents that had failed to attend two or more of these events. The Head agreed to do so and also noted that there had been increased parental engagement through the whole school production and centenary celebrations.</p>	
<p>3.10</p>	<p>Resignations & Recruitment</p>	
<p>3.10.1</p>	<p>The Head reported that he had received nine resignations. He accepted that given the numbers involved that some would jump to conclusions that there was a massive problem at the school. He reminded Governors that the school was making great progress from a solid starting position. He anticipated that FS and KS1 results would continue to improve and KS2 results would be maintained. The Head acknowledged that the mini review had identified areas that the school could improve on but he was delighted to have retained some excellent staff members as well.</p>	
<p>3.10.2</p>	<p>The Head was asked why he thought that there had been so many resignations. He explained that PSWB was holding exit interviews to identify reasons why. Talia Shapero advised those present that teachers thought that this was an excellent idea. The Chair added that each exit interview was conducted by a member of PSWB and SLT. The Head conceded that the number was unusual but anticipated that the exit interviews would identify relocation, ill health, the end of fixed term contracts as a number of reasons why teachers were leaving.</p>	
<p>3.10.3</p>	<p>The Head was asked to identify other contributing factors. He accepted that staff morale was a factor. He explained that the imposition of Performance Related pay, an impending visit from OfSTED, the political climate and strike action were all issues but felt that the mini review had been particularly damaging with the feedback focusing on points for development not the excellent practice already established. The Head observed that the work life balance had fundamentally changed over recent times and that many of the staff leaving had been at the school for several years.</p>	
<p>3.10.4</p>	<p>The Head advised that he had already recruited seven staff to fill the vacant posts. Four NQTs had been appointed and the rest were teachers who were more established. He accepted that this would challenge the SLT in its ability to induct and support the new contingent. He explained that he had TLR's to fill and these provided excellent opportunities for staff development.</p>	
<p>3.10.5</p>	<p>Jessica Learmond-Criqui observed that a number of the factors</p>	

	<p>that the Head had identified were beyond the remit of Governors or school leaders to resolve. The Head agreed and added that the changes presented exciting opportunities to instill the school ethos, support new staff and reallocate money saved on staff costs. These challenges needed to be reflected in the School Development Plan. Nigel Bannerman advocated spending extra money on teaching costs to smooth the transitions of new staff. LSQ cautioned that if OfSTED visited the school at the beginning of the Autumn term the staff changes might have an impact on the overall judgment. The Head told those present that the staff were in constant readiness for OFSTED and that come Autumn, measures would have been put in place to mitigate against this happening</p>	
3.10.6	<p>MY was delighted to note that the Head had identified the opportunities that the resignations afforded the school. He wanted to encourage key themes fed back from the exit interviews to be incorporated into future SIP priorities. RH asserted the need for the school not to lose sight of what it represented. MY agreed that Governors needed to reiterate to staff the tremendous admiration they had for the role they performed and accept that the mini review contributed to a perception of a lack of support.</p>	
3.10.7	<p>The Chair confirmed that the matter would be considered fully at PSWB. JLC asked what measures were being taken in the meantime. Melanie Treseder opined that the focus was on September, on good teaching, on minimum expectations and effective support mechanisms. She asserted that SLT needed to focus on embedding best practice and planning strategically and effectively. JT asked if Governors 'buddying' with teachers would help overcome barriers. MT suggested that socials in the first few weeks of term should be attended and Link Governors should play an active role. MY reiterated the opportunity that the situation presented and the role each stakeholder had in contributing to the vision building process. MT told Governors that these sentiments were laudable but that unless the school achieved a 1 or 2 grade the external climate would ramp up pressure on teachers. She identified local examples of this.</p>	
3.10.8	<p>JLC asked if Governors had been too distant from the staff. MT observed that the recent review seemed to focus on negatives and that the excellent work was ignored. A better balance was required. The Head identified that staff needed greater faith in school leaders and that it was SLT's job to ensure that this was the case. JT felt that Governors too should share this responsibility. RH agreed that Governors should have communicated more with teachers following the review. The Head added that Governors should attend staff meetings and establish a basis for continuing dialogue.</p>	

3.10.9	<p>The Chair asked the Head how he intended to communicate the news of the resignations to parents. The Head explained that he usually communicated resignations via the school newsletter. He was cautious about raising concerns unnecessarily and felt when he had appointed replacements for all positions this would be a positive aspect to report. RH suggested that the new SLT and staff structure should also be identified. JT felt that this should be a matter for the Head to decide upon. RH asked what impact the resignations had had on those remaining. The Head acknowledged that some staff had been upset to see colleagues that they had worked with for years leaving but insisted they remained enthusiastic about teaching at the school. JT agreed to write a draft letter to staff and thank those leaving for their efforts whilst at the school, recognise the pressure they under and opportunities the school has in the near future.</p> <p><i>JT left the meeting at this point.</i></p>	<p>Justine Thornton</p>
4.	CHAIR'S ITEMS	
	The Chair advised those present that she had recently attended Governor training concerning homophobic bullying.	
5.	PERSONNEL, SALARIES & WELLBEING COMMITTEE REPORT	
5.1	<p>The Chair referred those present to the Safeguarding Policy previously circulated. Governors felt that a line in the policy should explain the role of the Link Governor. The Chair explained that Appendix 2 was a new addendum to the policy concerning children being collected by an appropriate adult. MY explained that he had a casual arrangement with another parent regarding collection of their children. The Head told Governors that in these circumstances the parents should inform the school office of the arrangement. MY asked how the Head would communicate this message to parents. The Head advised that he would include this in the next newsletter. Subject to an explanation of the Safeguarding Link Governor role being included, Governors agreed to adopt the Safeguarding Policy.</p>	<p>Head PSWB Chair</p>
5.2	Governors noted the minutes of the PSWB committee meetings held on 12 th March and 3 rd April 2014.	
5.3	LSQ noted that the school had received a request from a parent for their child to repeat a year. The Chair felt that this was a matter for the Head. The Head told Governors that it was an unusual request and that he was continuing to assess the value of such action.	
6.	LEARNING & ACHIEVEMENT COMMITTEE REPORT	
	RH advised those present that there were no minutes available from the last meeting of the Learning and Achievement	

	<p>Committee but there were two policies that had been circulated that needed to be formally agreed. These were the Personal, Social and Health Education & Citizenship Policy and the Sex and Relationship Education Policy. She added that both were based on the LA model policies. Governors agreed to adopt the PSHE & Citizenship policy and the SRE policy as presented to them.</p>	
7.	PREMISES COMMITTEE REPORT	
	<p>David Snewin presented the previously circulated minutes of the Premises Committee meeting of 30th April 2014. He explained that the substantive issue discussed concerned the possibility of placing bike and scooter storage in the junior playground. The committee were waiting the results of the travel survey before assessing whether such investment was prudent.</p>	
8.	FINANCE COMMITTEE REPORT	
	<p>NB told Governors that the Finance Committee had met and that approved the 2014/15 budget. He explained that the school enjoyed a significant carryforward. LSQ asked if there was money for additional resources for the mentoring and support of new staff. NB explained that budget lines would not be revised now but that there were sufficient resources for additional support.</p>	
9.	ANY OTHER BUSINESS	
9.1	Governors Engagement Survey	
9.1.1	<p>NB told those present that there had been 105 responses from the approximate 300 families with children at the school. He noted that the percentage of White British parents responding had fallen from 58% the last time the survey was undertaken to 40% this time. However, parents of children eligible for FSM had risen from 8% to 12% NB expressed himself broadly happy with the level of engagement which was significantly up on last time.</p>	
9.1.2	<p>NB accepted that the survey had an impact on teacher's time and that some of the families responding had a language barrier issue. He felt the school could and should do better in this respect. He noted the school had a decision to make regarding the production of its newsletter in digital or physical format. The survey indicated that more people read the physical version. The school also needed to do more to engage with Black and Caribbean parents and those whose second language was English.</p>	
9.1.3	<p>NB explained that a common theme from the responses were parents wanting to know what they could do to support their children's learning and homework. TS asserted that resources and access to resources should be put on the school's website. JLC asked if this should be within the remit of the new ICT co-</p>	

	ordinator.	
9.2	<p>Governor Drop-in's</p> <p>NB reported that just four parents had made the last event. He asked those present to consider how they could make the event more popular. He explained that issues that had been discussed included the spend of PP and a maths club. MT told those present that she was investigating options of how to deliver this but was not prepared to deliver a tutoring club. She perceived the initiative to be run along the lines of problem solving or an applied skills club. She noted her concerns about how possible it would be to deliver this provision in the short term given the amount of support that would be required for new staff. MY believed the club would be a quick win. NB felt that parents wanted a support mechanism for children's learning.</p>	
9.3	<p>Suggestion Box</p> <p>LSQ explained that anonymity was an issue following discussions about a suggestion box at the school. The Head felt that it was difficult to respond to suggestions if they were not identifiable. RH disputed this and felt that if the school identified a theme in the messages then it should tackle the issue. She felt that Governors needed to accept that some parents had issues with confronting the school. MY told those present that he would monitor the suggestion box.</p>	Mike Yule
9.4	<p>Sabbaticals</p> <p>The Chair told Governors that the school needed to establish a clear policy on providing sabbatical periods for staff. Until this was arranged she asked Governors to agree that no more than one member of staff be permitted to take a sabbatical break at any one time. Governors agreed with the Chair's proposal.</p>	
9.5	<p>Talia Shapero</p> <p>The Chair paid tribute to the contribution of TS at both the school and as an Associate Governor. Governors congratulated and thanked her for her efforts. TS acknowledged their gratitude.</p>	
9.6	<p>Governor Absences</p> <p>The Chair expressed her concern that three Governors had not provided apologies for absence. Governors noted that David Snewin's term of office was shortly to expire.</p>	
10.	DATES OF FUTURE MEETINGS	
	<p>The next full Governing Body meeting will take place on;</p> <ul style="list-style-type: none"> • 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 8.25pm.

Signed: _____ Date: _____

Oliver Lewis, Chair of Brookfield Governing Body