

**BROOKFIELD PRIMARY SCHOOL**  
**GOVERNING BODY MEETING**  
**MINUTES OF MEETING HELD ON WEDNESDAY 9<sup>TH</sup> JULY 2014 AT 6.30PM**

**ATTENDANCE:**

Oliver Lewis, **CHAIR**  
 Mark Stubbings, **HEAD**  
 Helen Martyn  
 Linda Starkey-Queen  
 Rachel Hermer  
 John Brodholt  
 Mike Yule  
 Melanie Treseder

**OTHERS PRESENT:**

Nigel Bannerman  
 Laurel Fleck  
 David Snewin  
 Dan Ritchie - **Clerk**

	<b>ITEM</b>	<b>ACTION</b>
<b>1.</b>	<b>WELCOME/INTRODUCTIONS</b>	
<b>1.1</b>	<b>Apologies for absence</b> Apologies for absence were received in advance of the meeting from Justine Thornton and Fiona Miller-Smith. Governors <b>accepted</b> these apologies.	
<b>1.2</b>	<b>Declaration of Interests in respect of items on the agenda.</b> There were no declarations of interest.	
<b>2.</b>	<b>SIP PRESENTATION</b>	
<b>2.1</b>	The Head explained that he and Laurel Fleck would review the targets set for the school this year and identify progress made. They would also look at targets for the forthcoming year	
<b>2.2</b>	Governors were told that last year 37% of pupils in EYFS had achieved a Good level. This year that figure had risen to 62% which the Head felt was probably above the national average. The number of children passing their phonics tests had fallen slightly year on year from 67% to 60% The end of KS1 results were the highest the school had achieved with 97% achieving L2+ in reading, science and maths and 93% in writing. He attributed these improved results to high quality teaching, monitoring and support. He reminded those present that the Y6 cohort that had just taken their tests had been reconfigured during Y3. Governors noted that over 93% of the cohort	

	<p>achieved L4+ in reading, writing, maths and science and the SPAG results continued to improve. The Head accepted that the numbers achieving L5 were slightly down but given the cohort the rate of progress would again be very good. The Head predicted that the school would achieve an APS score of around 30 compared with an average of 27.</p>	
2.3	<p>The Head confirmed to Governors that last year 20% of pupils made three levels of progress with their reading, this year 29% had. The figure had risen from 37% to 47% in writing and from 47% to 55% in maths. Last year the school was in the top 10% of schools nationally for value added and he was sure that these results would maintain that position. He explained that the school's priorities for next year were to ensure that all children made good progress particularly PP and to reduce the gap in writing between boys and girls.</p>	
2.4	<p>The Head explained that there had been good progress made in writing and maths but slightly less in reading. He described the interventions that had been put in place to support this progress. Governors were told of the success of science week and the difference CPD had made to marking in books. The Head told Governors that priorities for the year ahead in teaching and learning included improving EYFS provision and embedding the new national curriculum at both key stages.</p>	
2.5	<p>Governors were reminded that OfSTED judged Leadership at the school to be good with outstanding features. The Head observed that; the SATs results at KS1 and EYFS were the best ever at the school; the school had achieved Artsmark Gold Standard; there had been a programme of CPD and JPD and links had been forged with local schools and the LA to embed best practice and the profile of the school council had continued to rise. The Head asserted that the school would focus on developing the role of phase leaders to support high quality teaching and learning and ensure that outstanding practice was shared. Increasing parental engagement particularly with hard to reach groups would also continue to be a priority.</p>	
2.6	<p>The Head conceded that there were some specific children giving cause for concern regarding their behaviour. However, over the year, there had been a significant reduction in red slips issued in the playground; a recognition of commitment from Rights Respecting Schools; a significant reduction in the number of late arrivals from 1260 to 1055 and a positive impact from the new anti-bullying policy. Priorities for the forthcoming years for behaviour included achieving level one of RRS and improving movement around the school and calm play.</p>	
2.7	<p>The Head reiterated the schools priorities for the year ahead.</p>	

	<p>Linda Starkey-Queen asked what the Thomas Coram Initiative was. The Head explained that Bernadette Duffy would visit, interview staff and provide a focus for teaching and lesson study. LSQ asked what purpose this would serve. The Head informed Governors that this would improve teaching practice. Mike Yule noted that the first priority asserted that all children would make good progress. He asked the Head if the remit was too broad. The Head regarded this was an aspirational challenge. LF added that the leadership team had not got the full data yet but once they did they could refine the targets. John Brodholt asked if the school had a long and short term plan to narrow the gap between PP and non PP children. LF acknowledged that the school needed to be ambitious with its PP cohort and work out which interventions had the most impact in narrowing the gap. The Chair asserted that the Head of Primary School Improvement had advocated that SIP priorities had to have focus. He concluded that the data demanded congratulations of the Head and staff as a tribute to teaching and leadership. HM asked that the Head pass this message on.</p> <p>The Chair thanked the Head and LF for the presentation.</p>	
<p><b>3.</b></p>	<p><b>MINUTES FROM THE PREVIOUS MEETING AND MATTERS ARISING</b></p>	
<p><b>3.1.1</b></p> <p><b>3.1.2</b></p> <p><b>3.1.3</b></p> <p><b>3.1.4</b></p> <p><b>3.1.5</b></p> <p><b>3.1.6</b></p> <p><b>3.1.7</b></p> <p><b>3.2</b></p>	<p>Subject to the following amendment the minutes of the meeting held on 20<sup>th</sup> May 2014 were <b>agreed</b> as a true and accurate record and were duly signed and dated by the Chair.</p> <p><b>(re: item 3.2.1 Achievement)</b> 'anxiety' should read 'concern'.</p> <p><b>(re: item 3.2.1 Behaviour)</b> 'the Helen' should read 'Helen'.</p> <p><b>(re: item 3.10.1 Resignations &amp; Recruitment)</b> 'nine resignations' should read 'seven resignations plus two moving on'.</p> <p><b>(re: item 3.10.4 Resignations &amp; Recruitment)</b> 'vacant posts' should read 'vacant teaching posts'.</p> <p><b>(re: item 6 Learning &amp; Achievement Committee Report)</b> Rachel Hermer reminded Governors that no minutes were presented as the committee had not met.</p> <p><b>(re: item 9.1.2 Governors Engagement Survey)</b> The first line should read 'NB summarised that the principle barrier to parental engagement was lack of time and that some families had language barrier issues'.</p> <p>There were no matters arising not covered on the agenda.</p>	

<b>4.</b>	<b>HEADTEACHER'S REPORT</b>	
	The Head spoke to his written report.	
<b>4.1</b>	<p><b>Staff</b></p> <p>The Head explained that he had almost completed the number of appointments he had to make for the forthcoming academic year. He explained one apprentice had been appointed and one post remained to be filled. He was interviewing for two LSA's next week along with a 'closing the gap' TA. He added that one member of support staff had resigned today.</p>	
<b>4.2</b>	<p><b>Achievement</b></p> <p>The Head advised Governors that additional support will be brought in for primary languages in the new term. Governors noted the progress tables on p2 of the Head's report. The Head told those present that 30 children had gone to Oxford university though four of the PP children had not been able to make the event. The Chair asked if there were any measures that could be taken to ensure 100% PP attendance in following years. The Head agreed that this would be a priority but that in the forthcoming Y6 cohort there were only 15 PP children. RH insisted that the school should not be afraid to be clear that there were events that only PP children were entitled to attend. The Head agreed to write to parents to express these sentiments. Melanie Treseder informed Governors that only 50 FSM children went to Oxbridge last year.</p>	<b>Head</b>
<b>4.3</b>	<p><b>Miscellaneous</b></p> <p>The Head explained that the school was raising money through its Hip Hip Hooray DVD. Governors were pleased to note that the school had finished third in the borough cricket tournament today. The Head informed Governors that as part of the CPD programme for staff in the forthcoming year the Head at Eleanor Palmer would be visiting the school.</p>	
<b>4.4</b>	<p><b>Teachers</b></p> <p>The Head wished to congratulate teaching staff for their performance during the recent OfSTED visit. The majority of the lessons observed were good. He added that new staff had received handover documents and met with their classes. The Head acknowledged that the new staff would require additional support to begin with. Governors were told that there had been 102 responses to Parentview. RH asked if the pupils had been surveyed. The Head explained that it would happen before the end of term.</p>	
<b>5.</b>	<b>CHAIR'S ITEMS</b>	
<b>5.1</b>	RH and MY had both attended the Safer Recruitment training and the changes to the national curriculum presentation.	

5.2	The Chair explained that the Governing Body would need to be reconstituted prior to September 2015. The impact of the changes would see a reduction in LA Governors from three to one, a reduction in staff Governors from two to one (excluding the Head) and the rest of the Governors would be appointed members and parents. He asserted that the matter would need to be considered in the forthcoming academic year and he would put it on the agenda for the next meeting. Governors discussed the impact of these changes. LSQ felt that Governing Body meetings gave women an opportunity to become involved in politics.	
6.	<b>PERSONNEL, SALARIES &amp; WELLBEING COMMITTEE REPORT</b>	
6.1	Governors noted the minutes of the PSWB committee meetings held on 15 <sup>th</sup> May and 19 <sup>th</sup> June 2014. At their meeting in May the committee heard that all exit interviews had been conducted. HM told Governors that feedback from these would be forthcoming in due course. At their June meeting Governors attendance and pupil exclusions were the substantive matters discussed.	HM
6.2	Governors considered the Sabbatical Policy that was circulated. HM explained that she had sought advice from other LA primaries before formulating the policy. Governors <b>agreed</b> to adopt the Sabbatical Policy as presented.	
6.3	Governors considered the Anti-Bullying Policy that was circulated. HM explained that the strapline to the policy should read "in conjunction with dealing with suspected or confirmed bullying relationships". HM added that she wished to express her gratitude to LF for the hard work she had put in to devising the policy. The Chair asked how the policy would be communicated to parents. The Head advised that it would be posted on the website and mention made in the newsletter. RH felt that the school should be proactive in demonstrating to parents its commitment in this field. HM acknowledged a big gap between truth and perception. JB opined that the school should simply e-mail parents. HM agreed to right a guidance note on how to report bullying. The Chair asserted that at the beginning of the new academic year the policy and the guidance note should be e-mailed, uploaded onto the website and given to parents at drop in's. Governors <b>agreed</b> to adopt the Anti-Bullying Policy as presented.	
6.4	Those present noted the Brookfield Code of Conduct for staff. Governors <b>agreed</b> to adopt the Brookfield Code of Conduct for staff as presented.	
7.	<b>LEARNING &amp; ACHIEVEMENT COMMITTEE REPORT</b>	

7.1	RH presented the previously circulated minutes of the Learning & Achievement Committee meeting of 20 <sup>th</sup> June 2014 and earlier in the day. She advised that the substantive matters discussed included arranging an INSET day where all stakeholders could input into the development of the school's vision. She explained that the mood of the committee was the timing was right given the number of new staff and the recent visit of OfSTED. RH advised Governors that the committee had also considered the new national curriculum changes and the abolition of levelling. She confirmed that Brookfield were waiting to see what other schools would be doing in response to this.	
7.2	RH presented the Brookfield School offer for SEND. HM noted the document made reference to CRB checks instead of DBS checks. Subject to this revision, those present <b>agreed</b> to adopt the document. RH explained to Governors that it wouldn't read as one big document on the website but as a series of links.	
7.3	The committee considered the feedback following Hip Hip Hooray. It was evident that some teachers had questioned the value of the project over the impact on children's learning. The Head conceded that there were issues with communicating the objectives of the performance. RH opined that it was these issues the committee felt the school needed to learn from.	
7.4	Governors were told that the committee had considered the impact of the current Link roles and whether they would be more effective as phase or subject or SIP roles. RH advised she would e-mail Governors with proposals to consider over the summer.	RH
7.5.1	JB asked whether the school was continuing to strive for an OfSTED judgment of outstanding and questioned the validity of the INSET day to consider the school's vision. MY explained that the INSET would consider eight key aspects that made a school outstanding. JB asserted that this was the role of Governors not staff or parents. MY opined that the school served the wider community and they should be involved. MY told Governors that he did not think that any stakeholders would be dismissive of OfSTED and that this would be reflected in the mission statement. The Chair asked what the mission statement would look like. MY explained that it would be around 2/3 of a page in length with the 8 statements voted on by stakeholders reflected in the wording.	
7.5.2	JB believed that the school should not abandon its attempts to achieve OfSTED outstanding. MT observed that the two were not mutually exclusive. MY noted that OfSTED had changed its criteria a number of times and that they should be strong enough to demonstrate they know what 'outstanding' represents	

7.5.3	<p>without being led by the nose. RH felt that ‘outstanding’ should be an outcome not a driver. JB claimed that OfSTED had been a key influence in driving up educational standards. LSQ reasoned that until OfSTED was politically independent then it was important for the school not simply to be led.</p> <p>MY quoted Michael Wilshaw in claiming that OfSTED was responsible for the narrowing of the curriculum. He believed that there would be further changes recommended. RH felt that the school should consolidate and clarify what it represents and retains in times of adversity. The Chair asked how the school improvement priorities linked to the vision. MY asserted that the SIP was more focused on detailed changes and improvements. JB noted that the most recent OfSTED report seemed to be a document that all stakeholders were in agreement with so questioned the sense in not continuing to strive to reach criteria outlined. MT insisted that at Brookfield a significant issue was to close the gap as JB had been concerned with earlier on the agenda; however other schools had other priorities. RH noted that if this was included in the school’s mission statement it would be straightforward to explain to parents why only PP children were eligible to attend visits to Oxford and so forth.</p>	
8.	<b>PREMISES COMMITTEE REPORT</b>	
	<p>David Snewin presented the previously circulated minutes of the Premises Committee meeting of 18<sup>th</sup> June 2014. He reported that the playground project would begin in two weeks. The response from the bike and scooter survey did not demonstrate a great deal of demand for these facilities. DS told those present that the LA wanted the school to develop its sustainability and he was investigating funding opportunities for lighting, insulation and solar panels. Governors congratulated DS on his substantial amount of work during his time as a Governor.</p>	
9.	<b>FINANCE COMMITTEE REPORT</b>	
9.1	<p>NB told Governors that the LA had asked all schools with a surplus of more than 10% of their budget to provide a breakdown on how it was to be spent. He explained that the finances remained on course and that the first quarter had only just been completed. He thanked Cee Rowlands for her efforts on behalf of the committee.</p>	
10.	<b>ANY OTHER BUSINESS</b>	
10.1	<p>LSQ asked that future Governors meetings took place in the staff room. The Head asked if a wider table would counteract the problems noted by LSQ.</p>	
10.2	<p>The Chair praised the outstanding contribution of MT on the occasion of her last Governors meeting.</p>	
10.3	<p>DS was congratulated on his last Governors meeting after 14</p>	

10.4	<p>years' service. Those present gave him a football shirt in recognition of his work.</p> <p>HM thanked Governors, and in particular RH, for the presentation of a cake to mark a significant birthday.</p>	
11.	<b>DATES OF FUTURE MEETINGS</b>	
	<p>The Governing Body meetings for the 2014/15 academic year will take place on;</p> <ul style="list-style-type: none"> <li>• Thursday Oct 16<sup>th</sup> 2014 @6.30pm</li> <li>• Thursday Dec 18<sup>th</sup> 2014 @6.30pm</li> <li>• Thursday February 12<sup>th</sup> 2015 @6.30pm</li> <li>• Thursday March 26<sup>th</sup> 2015 @6.30pm</li> <li>• Thursday May 21<sup>st</sup> 2015 @6.30pm</li> <li>• Thursday July 9<sup>th</sup> 2015 @6.30pm</li> </ul>	

There being no further matters to discuss, the Chair thanked those present for attending and closed the meeting at 8.30pm.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Oliver Lewis, Chair of Brookfield Governing Body**