



BROOKFIELD PRIMARY SCHOOL BOARD OF GOVERNORS

DRAFT MINUTES AND ACTIONS ([here](#)) OF ONLINE FGB MEETING HELD ON

WEDNESDAY 15TH JULY 2020 AT 6.00 p.m.

ATTENDANCE:

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| Jo Cooke (Chair) | Co-opted (24.4.19 – 23.4.23) | ✓ |
| Rachel Hermer (Vice Chair)* | Co-opted (17.7.19 – 16.7.20) | ✓ |
| Laurel Robin, (Headteacher) | Ex-officio | ✓ |
| Elizabeth Dormandy | Co-opted (14.10.19 – 13.10.23) | ✓ |
| Anthony Mirams | Co-opted (22.5.19 – 21.5.23) | ✓ |
| Leanne Rivers | Parent (4.12.18 – 3.12.22) | ✓ |
| Frank Joseph | Parent (4.12.18 – 3.12.22) | ✓ |
| Emma Jay | Parent (14.10.19 – 13.10.23) | ✓ |
| Lauren Ditchfield | Staff (17.7.19 – 16.7.23) | ✓ |
| Stephen Kapos | Local Authority (12.7.17 – 11.7.21) | ✓ |
| Robin Bishop | Co-opted (24.4.19 – 23.4.23) | ✓ (from 6.55) |
| Sam Waller | Co-opted (24.4.19 – 23.4.23) | ✓ |
| Dorothy Toh | Co-opted (31.3.17 – 30.3.21) | ✓ |
| Al Keve | Co-opted (24.4.19 – 23.4.23) | ✓ |
| Zia Teshome | Parent (14.10.19 – 13.10.23) | ✓ (from 6.45) |
| Others present | | |
| Stephanie Clarke | Deputy Headteacher | ✓ |
| Melanie Treseder | Assistant Headteacher | ✓ |
| Fay Winslade | Assistant Headteacher | ✓ |
| Pete McGuigan | Clerk | ✓ |

| | ITEM | ACTION |
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| 1 | Welcome and declarations of interest | |
| 1.1 | Jo (JC) opened the meeting at 6.00 and welcomed everyone, noting that Robin (RB) would be late in joining the meeting. No other apologies had been received and there were no declarations of interest for the meeting. | |
| 1.2 | JC reported that 3 Governors would be standing down at the end of term, leaving 5 new Governors to be recruited - 4 co-optees and 1 LA appointee. JC noted the great contributions of <ul style="list-style-type: none"> • Al Keve, who had worked very hard over the year on the school's | |

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| | <p>Vision and Values</p> <ul style="list-style-type: none"> • Stephen Kapos, who had led the Premises Committee so well over years, with impressive dedication and knowledge, and facilitated a successful handover to Robin • Rachel Hermer, who had been such a great presence on the Governing Body, in many roles, including as Chair and Vice-Chair, Chair of PSWB and had been a great support to JC when taking over as Chair <p>JC and all Governors, wished AI, Stephen and Rachel well for the future.</p> | |
| 2 | Minutes of the previous meeting (20.5.20) | |
| 2.1 | <p>Governors agreed the accuracy of the previously-circulated minutes from 20.5.20. – JC agreed to sign a copy and PM to scan and upload to GovernorHub when possible.</p> | PM |
| 2.2 | <p>Governors agreed that all actions had been taken or were on the current agenda, noting that:</p> <ul style="list-style-type: none"> • since there were no issues to address, the Chair had not written to staff outlining Governor expectations • the Premises Committee had started to review the Business and Continuity Plan considering the Covid crisis • fund-raising and parental contribution would be discussed more fully in the autumn | FGB agenda |
| 2.3 | <p>Governors considered the previously-circulated draft Positive Behaviour Policy and through questioning and challenging Laurel (LR) and other SLT members, established that:</p> <ul style="list-style-type: none"> • PSWB had discussed it fully and it was included in the SIP • ‘rewards’ still needed to be finalised for the autumn and would emphasise recognition, over specific rewards • it would complement the PSHE and Anti-Bullying policies, which would also describe a restorative approach, supported by staff training, building trust relationships and careful and measured use of language in the policy, and in practice <p>Governors commended the SLT for their work on the policy, noting that it was clear and rounded with effective strategies, including ‘marbles in a jar’ and postcards being sent home.</p> | |
| 2.5 | <p>Governors considered the previously-circulated draft Letter to parents re financial support and through questioning and challenging, established that:</p> <ul style="list-style-type: none"> • Governors recognised that asking parents directly for financial support had not been part of the school ethos and there were clear divisions of opinion in the GB over whether it was right to ask | |

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| | <p>parents for these contributions. LR felt it could help to engage families in the life of the school.</p> <ul style="list-style-type: none"> • Governors who opposed the idea (6 out of 13 present, on a show of hands) felt it was potentially divisive, unfair and could put parents in difficult circumstances if they either could not afford to contribute or if they too felt it was wrong • all Governors recognized the financial need for the school, bearing in mind the previously-discussed budget shortfalls and agreed that if a letter was to be sent, it could be revised, to <ul style="list-style-type: none"> ○ be sensitively phrased and underscore the anonymity and voluntary nature of any contribution ○ emphasise the aim of retaining current staffing levels ○ clarify again, the need for all eligible families to apply for FSM, to generate Pupil Premium funding, and the support on offer from the school to apply for it. LR and Mel (MT) reported that identifying eligible families was difficult and potentially embarrassing, with the likelihood of this difficulty increasing, as post-Covid unemployment increased. <p>After discussion, Governors agreed to contact Dorothy (DT) or LR if they had any further concerns and for LR to:</p> <ul style="list-style-type: none"> • redraft the letter for discussion at the 1st FGB meeting in 2020-21 • continue to access as much DfE and Camden funding as possible | All LR |
| 3 | Headteacher's Report | |
| 3.1 | <p>LR thanked Al, Stephen, and Rachel for their support, wished them well for the future, and presented the previously-circulated report. Through close questioning LR, Governors established that:</p> <ul style="list-style-type: none"> • 195 children had returned to school in bubbles • staff retention had been good, with low staff turnover, and LR thanked staff for their support, noting that the crisis had enabled some pupil / teacher relationships to deepen • links to the Highgate Community Centre had been strengthened • school cleaning was done in-house, supervised by a lead cleaner, overseen by Derek and signed off by Pam • challenges included <ul style="list-style-type: none"> ○ developing good quality home learning systems and resources ○ low predicted numbers for Reception in September (although high numbers in Nursery) ○ settling children in September and re-establishing good learning behaviours • although the SIP was still in draft form, some Governors felt that it could be more ambitious, e.g. that developing the Forest School approach was already in hand – LR advised that the Covid crisis had interrupted its development and prevented a full assessment of its impact. | |

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| | <ul style="list-style-type: none"> other draft targets included establishing the new Behaviour system and ethos, developing the school's Vision and Values in the curriculum and raising progress and attainment, particularly for disadvantaged pupils, through developing Oracy. <p>LR agreed to review the SIP with the SLT and present the revised, more ambitious, version to Governors in the autumn term</p> | LR |
| 3.2 | <p>Mel (MT) updated Governors on curriculum development and highlighted:</p> <ul style="list-style-type: none"> 3 key principles of equity, community, and purpose, to inform the revised curriculum pedagogy and content the curriculum map was being developed from existing separate maps for each phase (KS1, LKS2 and UKS2), with learning mapped from EYFS, to Y1, through to Y6. Forest School provision mapped to the wider Foundation subjects including geography, history, and science, with other subjects to be mapped in September <p>Governors</p> <ul style="list-style-type: none"> commended Mel and the SLT on their work on reviewing the curriculum, that it was not yet finished, and was built up from children's perception of learning noted that issues raised by the Black Lives Matter movement needed to be prominent. Stephanie (SC) thanked Zia (ZT) for her input on developing wider cultural foci in the new curriculum noted that both staff and parents were interested and excited by the new curriculum, and that it was a big step forward for the school | MT |
| 4 | Governance | |
| 4.1 | <p>JC presented the previously-circulated discussion document for a new Governance structure, and highlighted:</p> <ul style="list-style-type: none"> a need to simplify the current committee structure to help make it more helpful, positive, effective, and efficient, thereby avoiding excessive time that impacted on Governors and school staff, especially LR that in drafting the discussion document, LR and JC had looked at committee structures in other schools and discussed it with current Brookfield committee chairs that two committees were proposed, each with half-termly meetings, (noting that committees with fewer members and limited time were often more effective and efficient): <ul style="list-style-type: none"> Resources: finance, premises, staffing, H&S, safeguarding Quality of education:, Pupil Premium, teaching and learning, behaviour, attendance | |
| 4.2 | Governors discussed the proposals: | |

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| | <ul style="list-style-type: none"> • one Governor felt strongly that reducing the number of committees would be impractical, with <ul style="list-style-type: none"> ○ the range of responsibilities for each committee being too wide and complex to be effective and a consequent loss of accountability ○ a need to approach any significant change cautiously, with sufficient time for discussion, considering the implications of such a change ○ a difficulty in comparing Brookfield to other schools, e.g. one of the schools that had been looked at had much newer buildings • other Governors felt that the proposed changes would work well, with: <ul style="list-style-type: none"> ○ the demand on LR's time for Governance being reduced ○ Governors having more input into strategy, including setting SIP priorities (LR noted that the School Improvement Committee had been helpful and effective, and invited Governors to the next SLT strategy day, for more collaborative working and suggested a full FGB meeting to consider strategy ○ successful examples from other schools <p>Governors agreed:</p> <ul style="list-style-type: none"> • <u>the proposal, with JC and LR to amend it, in line with comments from the current meeting and any other comments received from Governors before the end of term</u> • <u>For the new 2 committee structure to start in autumn 2021 on a trial basis, to be fully adopted (with and amendments) for spring term 2021</u> | JC LR |
| 5 | Committee Reports | |
| 5.1 | <p style="text-align: center;">PSWB</p> <p>Elizabeth (ED) presented the previously-circulated PSWB minutes and reported that the committee had discussed behaviour, staffing and staff welfare, and the impact of BLM on the curriculum, with ZT appearing in the Camden New Journal discussing her work with BAME teenagers.</p> | |
| 5.2 | <p style="text-align: center;">Premises</p> <p>Robin (RB) presented the previously-circulated Premises minutes and reported that they were considering renaming 'Business Continuity' as 'Service Continuity'.</p> | |
| 5.3 | <p style="text-align: center;">LAC</p> <p>Anthony (AM) presented the previously-circulated LAC minutes and reported that they had discussed the Covid crisis arrangements, SEND during 19-20 and plans for 20-21, and the new curriculum plan. AM noted that the committee needed to be more strategic and evaluative, perhaps with a RAG rating system.</p> | |

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| | Finance | | |
| 5.4 | <p>Dorothy (DT) updated Governors on the recently-held Finance committee meeting (with minutes yet to be done) and reported that</p> <ul style="list-style-type: none"> • the June data showed the school was still on track with its spending plan • the recent Finance Audit had recommended reducing cash transactions as much as possible • updating of policies and procedures was in hand • bids had been submitted for grant funding (some of which had been successful and were now in the budget) • some income had been received to support 2 new pupils with ECHPs • Brookfield kitchen costs were very high (between £30k and £50k more than if catering were to be outsourced). DT noted that Brookfield was unusual in having its own on-site kitchen and it was one of the few areas where savings could be made. Another Governor felt strongly that the less well-off children in the school needed the good quality food provided at Brookfield. A Governor noted that if meals were outsourced (e.g. to Caterlink), children would still access nutritious good-quality food. • the expected Reception intake in September was low (36), which would have a negative impact on 20-21 income. LR reported that <ul style="list-style-type: none"> ○ there had been more parent tours of the school and this appeared to have influenced a small increase in older year groups ○ the Nursery intake was almost at capacity for September and LR noted that some parents could choose to defer Reception entry for summer-born children for a year, or start in Reception mid-year • a Governor suggested running Brookfield recruitment events in some of the nearby estates. LR agreed to consider it and asked that Governors send any further ideas to her. <p><u>Governors agreed that</u> <u>SLT would make proposal over retaining the current kitchen to the FGB in time for setting the 20-21 budget, based on analysis of detailed data, including the expected Reception intake of 36 in September</u></p> | | LR LR |
| 6 | Dates of future meetings | | |
| 6.1 | Governors noted the FGB dates for 2021: | | |
| 6.2 | Monday 12.10.20 Thursday 10.12.20 Tuesday 16.3.21 | Wednesday 19.5.21 Monday 12.7.21 or Tuesday 13.7.21 (still to be agreed) | |

Jo thanked Laurel and Governors for their support, commended them for their hard work,

and reminded Governors that they were invited to a staff celebration at 2.00 p.m. on Tuesday 21.7.20. JC closed the meeting at 7.50 p.m.

Signed: _____ Date: _____

Jo Cooke, Chair of Brookfield Board of Governors

| | ACTIONS FROM 15.7.20 FGB | Status |
|------------|--|-------------------|
| 2.1 | JC to sign a copy of previous minutes (20.5.20) and PM to scan and upload to GovernorHub when possible. | In hand |
| 2.2 | fund-raising and parental contribution to be discussed more fully in the autumn | FGB agenda |
| 2.5 | Governors to contact Dorothy (DT) or LR if they had any further concerns or comments on asking parents for financial contributions | ?? |
| | LR to redraft the parental financial request letter for discussion at the 1 st FGB meeting in 20-21 | FGB agenda |
| | SR to continue to access as much DfE and Camden funding as possible | ?? |
| 3.1 | LR to review the SIP with the SLT and present the revised, more ambitious, version to Governors in the autumn term | FGB agenda |
| 3.2 | MT to ensure issues raised by the Black Lives Matter movement are prominent in the new curriculum | ?? |
| 4.2 | JC and LR to amend the Governance restructure in line with comments from the previous meeting | ?? |
| | new 2 committee structure to start in autumn 2021 on a trial basis, to be fully adopted (with and amendments) for spring term 2021 | ?? |
| 5.4 | LR to consider running Brookfield recruitment events in nearby estates | ?? |
| | SLT to make proposal over retaining the current kitchen to the FGB in time for setting the 20-21 budget | FGB agenda |