

THE GOVERNING BODY FOR BROADFIELDS PRIMARY SCHOOL
MINUTES OF THE MEETING HELD AT THE SCHOOL ON
THURSDAY 12 MARCH 2015

TRUST GOVERNORS

*Dr Pijush Bhattacharyya
*Mr David Drimer (Vice Chair)
*Dr Ibrahim Dustagheer (Chair)
Mrs Zoleikha Malekpoor
*Mr Manoj Parmar
*Mrs Kajal Shah

PARENT GOVERNORS

*Mr Zohe Mustafa
*Mrs Rebeca Zdroba

HEADTEACHER GOVERNOR

*Mr Robin Archibald

STAFF GOVERNORS

*Ms Beth Hanham
*Ms Rica Josephs

*denotes member present

IN ATTENDANCE

Mr Keith Golding, Clerk

PART I

15/01 **WELCOME**

The Chair, Dr Dustagheer, welcomed everyone to the Spring Term meeting.

15/02 **ACCEPTANCE/NON-ACCEPTANCE OF APOLOGIES FOR ABSENCE**

Apologies for lateness were received from Dr Pijush Bhattacharyya.

No other apologies having been received, Mrs Zoleikha Malekpoor was recorded as being absent without consent.

15/03 **DECLARATION OF PECUNIARY INTEREST**

None of the Governors present declared a business interest in the matters discussed at the meeting.

15/04 **PART I MINUTES**

25.11.14

The Part I Minutes of the clerked meeting held on 25 November 2014 were **CONFIRMED**, initialled and signed subject to the following amendment:

14/38 Matters Arising From The Minutes : With regard to the first paragraph in previous minute reference 14/06, the surname of Sheena Majana should be amended to read "Mojaría".

26.1.15

The Part I Minutes of the unclerked Strategic Meeting held on 26 January 2015 were **CONFIRMED**, initialled and signed.

Dr Pijush Bhattacharyya and Mrs Rebeca Zdroba arrived at this point

15/05 **MATTERS ARISING FROM THE MINUTES**

Arising from the Minutes :

25.11.14

14/38, 14/06 Matters Arising From The Minutes – Report of Headteacher – Broadfields' School Improvement Plan 2014 : In response to the matter being raised by a Governor, it was agreed that the "Broadening Minds" trips were important to the School and that the Headteacher would arrange for the teacher responsible for them to give a presentation to Governors at the next meeting.

Action: Headteacher

14/39 Strategic Plans for Reception : With reference to paragraph (vi) a Governor queried whether the first parents' coffee morning in the spring term had been organised. In response, the Headteacher confirmed that regular coffee mornings were now held on Thursday each week, and at the last one a total of 20 parents had attended. The Headteacher also advised that Governors were very welcome to attend these coffee mornings if they so wished.

14/40 Report of Headteacher – Self Evaluation Form (SEF) :

(a) with reference to paragraph (iii) a Governor queried whether the results of the parent survey were now available. The Headteacher confirmed that this had been done and the results placed on the School website. He then gave Governors a brief presentation and it was noted that:

(i) a total of 226 parents had replied to the latest survey undertaken in November 2014;

(ii) all of the respondents had either agreed or strongly agreed that their child was happy at the School;

(iii) all the respondents agreed that their child felt safe at the School;

(iv) a total of 10 parents had disagreed or strongly disagreed that their child received appropriate homework for their age. The Headteacher advised that the School had introduced a new homework system. However, a Governor stated that some parents felt they would prefer more for Year 3 pupils as Year 1 seemed to have more than them this term. The Headteacher undertook to investigate this further with the Year Teacher;

Action: Headteacher

(v) a total of 11 parents had either disagreed or strongly disagreed that the School dealt effectively with bullying and 20 had said that they didn't know. The Headteacher stated that not all parents understood the definition of bullying and it was the School's judgement that it happened only rarely at Broadfields.

Mr David Drimer arrived at this point

(b) with reference to paragraph (xi) a Governor queried whether the Headteacher had spoken to the School Librarian to check on the guided reading and ensure that the teachers were choosing suitable books. In response the Headteacher confirmed that both he and the Chair had checked the matter out with the Librarian and no issues had been identified. Another initiative that had taken place had been an assembly held the previous week with all the teachers doing readings from different books.

14/40 Report of Headteacher – School Attainment Progress Data : A Governor referred to the data for 2014 and queried what the situation was regarding the current year. In response the Headteacher stated that the current Year 6 cohort were expected to be better than the previous year's intake which had contained three times the proportion of SEN pupils compared to the national average.

14/40 Report of Headteacher – Target Setting : A Governor queried whether the "possible" target of 28% set for level 5 in both English and Maths (compared to the "expected" target of 20%) could have been set higher. In response the Headteacher advised that possible targets were dictated by the profile of the pupils (e.g. some were good at maths but poor at English and in this case the target set reflected the most likely outcome. With regard to Level 6 Maths the Headteacher confirmed that he was currently working with 12

pupils who had been identified as having the potential to achieve level 6 in this subject.

14/40 Report of Headteacher – School Website : In response to a query from a Governor, it was confirmed that the School complied with the requirements under “The School Information (England) Regulations 2008” regarding information that must appear on school websites.

14/43 Chairman’s Report – Headteacher’s Performance Review : The Chair informed Governors that the Headteacher’s mid-year review would be held on Thursday 14 June 2015 at 7.30 pm.

14/43 Chairman’s Report – School Improvement in Barnet : The Headteacher gave an update on the current situation and it was noted that:

(i) as there was now less support available from the LA, all schools had been asked in the Autumn to put themselves in groups that would support each other;

(ii) Broadfields had initially formed a school support group with local community primary schools: Woodcroft, Orion, Goldbeaters, Colindale and Barnfield, which all had Good Ofsted reports;

(iii) two Jewish schools, Rosh Pinah and Menorah Foundation then asked if they could join this group, which the Heads were agreeable to as it could add an extra dimension to what the group did;

(iv) the group was still in its early stages but had the potential for the schools to work together in a variety of ways to support each other;

(v) finally the Headteacher advised that Broadfields was working as consultants with a group of parents in Harrow who want to set up a free school. Broadfields had also joined another group of 16 schools in the Edgware area for training purposes. One of the schools in the Group was Northgate, based around Edgware Hospital, which dealt with teacher training at secondary level. There were also two infant schools in the group, the rest being primary schools. Broadfields currently had five teachers in training.

15/06 **REPORT OF THE HEADTEACHER**

The Headteacher’s report, copies of which were previously circulated, was noted.

Arising from the report:

Broadfields School Improvement Plan 2015 : It was noted that:

(i) the School had been successful in making real improvements in the outcomes for children in core subjects throughout the time they spent at Broadfields;

(ii) attainment on entry to the School in Nursery and Reception was generally low, with particularly significant factors being the large numbers of children whose first language was not English, and the large number of children eligible for free school meals;

(iii) in Reading, Writing and Maths, RAISEonline 2014 showed that pupils' attainment at Year 6 was in line with national outcomes and that progress across Key Stage (KS) 2 was outstanding (ranked on 13th percentile);

(iv) despite attainment at the end of Key Stage 1 in all three subjects being below average, progress data from the Early Years Foundation Stage (EYFS) starting points was good. Results in the Phonics Screening Test had been above national outcomes for the past three years, indicating successful teaching of phonics in nursery, Reception and Year 1;

(v) however, whilst overall performance data indicated generally good or better achievement, there were differences between subjects. Progress in Reading across KS2 was measured on the 28th percentile, whilst outcomes for Writing (18th percentile) and Maths (11th percentile) were better. Pupil outcomes in Writing at Year 2 & 6 had been moderated by the Local Authority (LA) in June 2013 and the findings had indicated that teachers had assessed the children's writing correctly;

(vi) as a result of this analysis the School would focus particularly on addressing the lower progress in Reading in 2014. Lesson observations had revealed that guided reading sessions across the School could be significantly improved. Broadfields' approach to develop this aspect of the School's practice this year would focus upon support for teachers that would improve the impact of guided reading as the key strategy to improve the standard of reading across the School;

(vii) another major area of improvement over the next year would be helping children to use growth mindset. This followed from research by Carol Deck and her colleagues which showed that a person's belief about themselves profoundly affected the way they lead their lives. This belief limits potential or enables success, and this year the children would have the opportunity to develop their understanding of this powerful concept.

(viii) a further major area for improvement identified was developing the pupils' curiosity towards the wonders of science, and to build understanding of how natural phenomena could be explained. The Headteacher stated that the aim for the current year was to raise the "wow" factor in science lessons and ensure that the children maintained and developed their interest in science.

Assessment – Implementation of a New Assessment Strategy : It was noted that:

(i) in April 2014 the Department for Education (DfE) had released “Assessment Principles”, a document outlining the core values all effective assessment systems should implement as part of the changes introduced with the new National Curriculum;

(ii) as the Government would not impose a single system for ongoing assessment it was up to schools to implement a system that could give reliable information about how the school and its pupils were performing , help drive improvements for pupils and teachers and make sure the school was keeping up with external best practice and innovation;

(iii) following from the above, over the current year the School would develop an effective assessment system that would meet the needs of all the School’s stakeholders, and support the School in embedding the DfE’s assessment principles. In response to a query from a Governor, the Headteacher stated that at the moment the School was testing out various assessment processes to check out what the children didn’t know and the information obtained would form the basis for teaching plans;

(iv) there were also plans in place for the main subject areas, Inclusion and ASC provision.

Pupil Information : It was noted that:

(i) at present there were 663 children at Broadfields, and the profile of the school roll was 364 boys and 299 girls;

(ii) there were currently two vacancies in the main school;

(iii) the profile of ethnic origin of pupils, using the DfE categories, was set out in the report, with the largest group categorising themselves as white and black European (120) followed by white English (85) and Black African (39);

(iv) the number of children who were eligible for free school meals (FSM) was 156, and this was the figure used to calculate pupil premium funding (at a rate of £1300 per FSM child);

(v) there were 86 children on the SEN register, 55 at SEN support and 31 pupils had a statement of SEN;

(vi) a total of 406 pupils had English as an additional language (EAL);

(vii) overall attendance in 2014/15 was very good as it had gone up to 96%.

Monitoring Teaching/Quality of Teaching Data : It was noted that:

(i) observations of teaching revealed that the quality of teaching across the School was improving with 98% being good or better (data 2014/15);

(ii) the Headteacher reported that the newly qualified teachers (NQTs) were generally very good this year, so the quality of teaching figures had significantly improved;

(iii) all teachers were involved in the Teaching and Learning Cycle which was the inclusive programme used to drive up standards of practice in the School;

(iv) those teachers who were either newly qualified or had been observed teaching a lesson that required improvement also took part in the Lesson Study programme, which was a more intensive intervention aimed at improving practice rapidly.

Behaviour – Spring Term Jan-Feb 2015 : it was noted that:

(i) 23 behaviour sheets had been issued in the first half of the Spring Term, with one child receiving a total of 8 sheets (7 for disturbing the learning of others and 1 for hurting another child);

(ii) out of the total of 23 sheets, 14 (60% of the total) were issued under the No Aggression Policy;

(iii) the amount of golden time being lost by individual pupils was highlighted to those children's parents.

Finance : It was noted that:

(i) following the audit report from Buzzacott, the appointed auditors to the School, the Headteacher's report set out for Governors' information the answers to a total of seven questions that had been raised;

(ii) the accounting software was now fully implemented/up to date and the Headteacher advised that training on using the new system was now being arranged;

(iii) the Management Accounts were now being prepared in an easily understandable format. A copy of a recent report was circulated at the meeting and Governors confirmed that it was a big improvement;

(iv) a list of large contracts that were in force in the School was set out in the report;

(v) with regard to payroll related matters, there was an on-going issue relating to November 2013 which remained outstanding. This concerned a variation in the Broadfields' favour of approximately £16,000 which the School was

unclear it was due. There was also a credit note from the Council for £28,377, also relating to the November 2013 salary invoice. Every effort had been made to resolve this, and no more time would be spent on the matter. The School would now pay the invoice.

The Chair thanked the Headteacher for his very informative report.

15/07 **REPORTS OF COMMITTEES**

Resources and Effectiveness: It was noted that the Committee had met this term and the minutes would be circulated at a later date.

Standards: It was noted that the Committee had met this term and the minutes would be circulated at a later date.

15/08 **CHAIRMAN'S REPORT**

The Chair, Dr Dustagheer, gave an oral report at the meeting and it was noted that:

(i) the Chair had been invited to, and had recently attended, a meeting of the School Council and had been pleased to note that all the pupils present had arrived on time and been very well behaved. A teacher was acting as facilitator at the meeting, and one of the pupils was taking notes. The topic discussed was activities for Red Nose Day. Judging from the contribution pupils had made to the debate, where there was no seniority between the years, the evidence was that the pupils were growing up into well-rounded people. This was evidence that the School was doing well in nurturing them;

(ii) another activity organised by the pupils was children touring the School premises on Fridays to collect rubbish. The Playground Leaders were also doing a good job in supporting positive play;

(iii) the Chair advised that a few policies currently need to be revised and he would send copies to Governors when they had been identified;

(iv) Lord Nash, Parliamentary Under Secretary of State for Schools had visited the School the previous Monday;

(v) finally the Chair referred to a document he had received from the LA setting out 20 Questions Governors should be asking and it was noted that the Headteacher would now arrange for it to be put on the Governor's page of the School website.

Action: Headteacher

15/09 **GOVERNOR SKILLS AUDIT**

It was **NOTED** that:

(i) at the previous meeting a National Governors' Association (NGA) Governing Body Skills Audit Form had been circulated;

(ii) it had been agreed at that meeting that each Governor should complete this form and return it to Valbona Ajeti in the School office;

(iii) an analysis of the completed forms would then be undertaken by the Chair and Headteacher and used for identifying the skills needed on the Governing Body which were not currently/sufficiently covered;

(iv) this would then be used regarding the recruitment of future Governors as necessary;

(v) the Chair advised that in the event the forms had been inadvertently shredded for which he apologised, and he requested Governors to again complete and return their forms to him if they had not already done so.

Action: Governors

15/10 **GOVERNOR VISITS**

It was **NOTED** that:

(i) Dr Pijush Bhattacharyya had attended the School to do two lesson observations of Year 3. One was in book reading as it was "Book Day" and the other was in Mathematics, and a copy of his Governor visit report was circulated at the meeting;

(ii) Mrs Kajal Shah, nominated Safeguarding Governor, had attended a meeting with Valbona Ajeti and had examined the single central register for DBS checks;

(iii) Mrs Rebeca Zdroba had visited the School for a meeting with the Lead Teacher for the Early Years Foundation Stage (EYFS) and reported that she could see that a lot of improvements over the last year;

(iv) the Headteacher stated that behaviour for learning was very positive at Broadfields and the key to this was the quality of teaching provided.

15/11 **REPORT OF THE DIRECTOR OF EDUCATION AND SKILLS**

The Report of the Education & Skills Director, Spring Term 2015, copies of which were circulated prior to the meeting, was received and considered:

1) The School information (England) Regulations 2008 – information that must appear on maintained school websites: Governors noted the information.

NOTED that it had been confirmed under “matters arising” that the School complied with the requirements under regulations regarding information that must appear on school websites (minute item 15/05 above refers).

2) Safeguarding Audit Tool for Schools: The information was noted.

3) The new OFSTED Framework and curriculum expectations: Governors noted the information.

4) Promoting fundamental British values as Part of SMSC in maintained schools: The information was noted.

NOTED that the Chair and Headteacher had prepared a document setting out some specific values and the ethos of the School and this had been placed on the School website.

5) The role of the governing body in relation to Children Looked After : Governors noted the information.

NOTED that Dr Ibrahim Dustagheer was the designated LCA Governor.

6) Essential briefings: Governors’ Responsibilities for Special educational Needs: The information was noted.

7) Unified Reward : Governors noted the information.

15/12 **GOVERNOR SUPPORT & DEVELOPMENT–LINK GOVERNOR’S REPORT**

It was **NOTED** that:

(i) Mr David Drimer, Link Governor, advised that for the current term there was now one course left in the termly Local Authority (LA) Governor Development Programme. This was on the new national curriculum and would be held on Wednesday 25 March;

(ii) it was also noted that the next termly meeting for Chairs and Vice Chairs had been changed to Thursday 30 April 2015 at 7.00 pm. This clashed with the next meeting of the Finance Committee and it was therefore agreed to change the date of the Committee meeting (minute item 15/14 below refers).

School Lettings Policy

The Headteacher reported that an issue had been raised regarding the hiring out of the School Hall, where an hourly rate of £35 was currently being charged. However, some of the groups that would like to hire the hall are community organisations that did not have a lot of funds at their disposal. He therefore proposed that the School charge a different rate for such one-off

activities and it was **AGREED** that the charge for such lettings should be on a non-profit cost only basis.

15/14 **DATES OF COMMITTEE MEETINGS**

Dates for the next Committee meetings were **CONFIRMED** as follows:

(i) Finance : Thursday 23 April 2015 at 7.30 pm

(ii) Curriculum : Thursday 7 May 2015 at 7.30 pm

N.B. The above are changes to the previously published dates.

15/15 **DATE OF NEXT MEETING**

The following meeting date was **CONFIRMED**:

Summer Term: Thursday 21 May 2015 at 7.30 pm

(Noted that Ms Rica Josephs had offered her apologies as she would be unable to attend this meeting)

Mrs Rebeca Zdroba left at this point

15/16 **MOTION OF CONFIDENTIALITY**

It was **RESOLVED** that, because of its nature, the business to be transacted be treated as confidential and not for publication.

PRIVATE AND CONFIDENTIAL

GOVERNING BODY FOR BROADFIELDS PRIMARY SCHOOL
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ON THURSDAY 12 MARCH 2015

Part II

15/17 **PART II MINUTES**

The Part II minutes of the meeting held on 25 November 2015 were **CONFIRMED**, initialled and signed as a true record of the meeting.

15/18 **MATTERS ARISING**

There were no matters arising

15/19 **SAFEGUARDING REPORT**

It was noted that no report was available at this stage. For the future, it was agreed that the Headteacher would ask Loretta Negri, Inclusion Manager, to provide a report.

Action: Headteacher

15/20 **ANNUAL REPORT TO THE GOVERNING BODY ON CHILDREN LOOKED AFTER (CLA)**

RECEIVED an annual report from Lorretta Negri the Designated Teacher for Children Looked After (LCA), copies of which had been previously circulated.

NOTED that:

(i) the purpose of the report was to enable the Governing Body to hold the School to account for the outcomes of Children Looked After;

(ii) the report also highlighted the work of the Designated Teacher, informed the School self-evaluation and would be part of the evidence base for Ofsted.

(iii) all children looked after educated in Barnet schools, and those placed out of the county, were on the roll of the Virtual School;

(iv) this report would form part of the Barnet monitoring of standards and outcomes for the work of the Virtual School, and the collective responsibility to improve the outcomes of this vulnerable group;

(v) CLA in the care of other Local Authorities would sometimes be placed in Barnet Schools. The placing authority's Virtual School would monitor progress and outcomes, oversee the Personal Education Plan and allocate Pupil Premium Plus.

It was **AGREED** that:

(a) the Chair, Dr Ibrahim Dustagheer, would be the nominated CLA Governor;

(b) the Headteacher would provide dates for training in CLA

Action: Headteacher

15/21 **MEETING WITH AUDITORS ON 10 DECEMBER 2014**

RECEIVED the notes of a meeting with the Auditors on 10 December 2014, copies of which had been previously circulated.

NOTED that action had now been taken to rectify the three most critical aspects of non-compliance detailed in the report.