

**GOVERNING BODY FOR BROADFIELDS PRIMARY SCHOOL**  
**MINUTES OF THE MEETING HELD AT THE SCHOOL ON**  
**THURSDAY 10 MARCH 2016**

**TRUST GOVERNORS**

\*Mr David Drimer (Chair)  
\*Mr Manoj Parmar (Vice Chair)  
\*Mrs Kajal Shah  
3 x vacancies

**PARENT GOVERNORS**

\*Mr Zohe Mustafa  
\*Mrs Rebeca Zdroba

**HEADTEACHER GOVERNOR**

\*Mr Robin Archibald

**CO-OPTED GOVERNORS**

\*Mrs Kirsty Sheena  
Mr Paul Hertzberg

**STAFF GOVERNORS**

Ms Beth Hanham  
\*Ms Rica Josephs

\*denotes member present

**IN ATTENDANCE**

Mr Keith Golding, Clerk

**PART I**

16/01 **WELCOME**

The Chair, Mr David Drimer, welcomed everyone to the regular meeting for the Spring Term including newly appointed Governor Mrs Kirsty Sheena.

16/02 **ACCEPTANCE/NON-ACCEPTANCE OF APOLOGIES FOR ABSENCE**

Apologies for absence were received and accepted from Ms Beth Hanham and Mr Paul Hertzberg.

16/03 **DECLARATION OF PECUNIARY INTEREST**

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

16/04 **PART I MINUTES**

The Part I Minutes of the clerked meeting held on 15 October 2015 were **CONFIRMED**, initialled and signed.

16/05 **MATTERS ARISING FROM THE MINUTES**

Arising from the Minutes:

15/54 Annual Review of Committee Structure, Membership & Terms of Reference – Appendix I:

**AGREED** that in the light recent changes to the Governing Body membership the membership of Committees and Governor responsibilities as set out in Appendix I should be amended as follows:

Curriculum Committee: Remove Dr Pijush Bhattacharrya who had since resigned, and Rebecca Zdroba and add Kirsty Sheena.

Resources and Effectiveness Committee: Add Paul Hertzberg.

Headteacher's Appraisal Committee: Remove Dr Pijush Bhattacharrya. Noted that the remaining membership of three was all that was required for this task (plus an independent advisor) and the appraisal would be undertaken in November/December of the Autumn Term.

Governors' Responsibilities:

Numeracy Governor : Delete Dr Pijush Bhattacharrya and replace with Kajal Shah.

Science Governor : Delete Manoj Parmar and replace with Paul Hertzberg.

Safeguarding Governor : Delete Kajal Shah and replace with Kirsty Sheena

A revised Appendix I which reflects the above changes is appended to the minutes.

15/57 Report of The Director of Education and Skills – Governance Self Evaluation Audit Tool:

**NOTED** that this matter would be referred to the Resources and Effectiveness Committee for completion and return.

*Action: Resources and Effectiveness Committee*

15/57 Report of The Director of Education and Skills – Publication of Information about the Governing Body:

**NOTED** that information required regarding the Governing Body was now on the Governors' page of the School website.

15/60 Any Other Business- Debt Recovery Policy Report and Procedures and Report of Outstanding Debt Levels – Autumn 2015: The Chair reported that in accordance with the Governing Body resolution he had signed the necessary

documentation under the procedures authorising the implementation of the debt recovery process.

## 16/06 **REPORT OF THE HEADTEACHER**

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

Arising from the report:

Broadfields School Improvement Plan - Major Developments 2016: It was noted that:

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

(ii) although attainment at the end of Key Stage 1 in all three subjects was below average, progress data from 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;

(iii) the Raise online results achieved by Year 6 cohort of children who left in 2015 showed that attainment in Reading, Writing and Maths at the expected standard was 95% (national 80%), and this placed the school very high in the Barnet league table of schools;

(iv) all of this information indicated the effectiveness of the school. However, whilst overall performance data indicated good or better achievement, when the School had analysed the statistics in more detail, they revealed that there were differences between subjects. Progress in English was not as high as maths. As a result of this analysis, the school would focus particularly on improving progress in English in 2016;

(v) in response to a query from a Governor as to the reason for the difference between English and Maths the Headteacher explained that children who came from families with English as an Additional Language their opportunities for becoming fluent in the advanced use of English might not be the same as those who came from families where English was the home language;

(vi) following from this, over the next year, one of the major areas for improvement were enriching language as having analysed pupil data carefully, the School needed to support more able children whose first language was not English more effectively. There were significant numbers of children whose acquisition of English reached competency, but were

prevented from developing full mastery of the language because they need to develop both a wider vocabulary and a deeper understanding of the meaning of vocabulary. The School recognised that it needed to work harder to support children to develop a greater love of reading, and to develop reading resilience when reading a book.

(vii) another area of improvement was the need to encourage children to take risks when writing, focusing on imagery and meaning, providing more time to revise and improve first drafts. Formative assessment strategies and recording were much improved following the introduction of the new national curriculum. This information now needed to be embedded into planning, all with the aim of supporting all the children to become great communicators.

Assessment: It was noted that:

(i) the new national curriculum provided a great opportunity to improve practice in this area. The most fundamental use of assessment was to build pupils' understanding and improve their learning within day-to-day lessons;

(ii) the School's aim this year was to develop strategies to ensure that assessment was used to serve this purpose successfully, and to provide accountability information for valid and reliable recording and reporting;

(iii) the School was in the "connected" school improvement partnership and studied how other schools in the group were doing/performing with the new national curriculum. The Headteacher stated that he was very happy to spend time with Governors to share where the School was at regarding assessment in Years 1 to 6. The key element of the new assessment system was that at parents' evenings they would be able to see their child's strengths and weaknesses regarding the curriculum. However the School had not yet got a summative process where it could track progress in terms of an overall picture although it could be done for individual children and the School's challenge was to find a way of doing it.

Buzz of Learning

It was noted that the school years of all children should provide the opportunity to systematically to develop and sustain learners' curiosity about the world, to maintain and develop enjoyment of learning and to build understanding of how we all can learn best. The School aimed to establish a Growth Ethos within each child where it was understood that intelligence and ability could be cultivated and effort was required for learning. It also aimed to support children to know how to behave intelligently when they didn't know the answer. Finally, the aim this year across the whole School, was to ensure that the children were able to say that they had enjoyed their day at School and increase the number of "bursting to tell" moments that the children experienced at school, and to ensure that children developed fascination in the wonder of the world. The Headteacher also advised Governors that the

School had taken part in the Barnet Dance Festival at the Arts Depot for the first time. It had gone really well and everyone had enjoyed it.

The School's Challenges: Details of challenges the School faced in the pursuit of its aims were set out in the report and it was noted that the School would continue to work with the Wake up to Values organisation to support this aim. A new code of conduct had been developed to support closer teamwork and this was attached to the Headteacher's report. The Headteacher stated that a team building day had been held the previous summer which had been very effective.

Pupil Information: a detailed breakdown of the profile of the School Roll, both in terms of numbers in each year group, and profile of ethnic origin were set out in the report and it was noted that:

(i) at present there were a total of 686 children in the School (364 boys and 322 girls);

(ii) the percentage of children who were eligible for pupil premium was 33%;

(iii) there were 77 children on the SEN register. The number of pupils with Educational Health Care Plans (EHPCs) was 28;

(iv) the number of pupils with English as an Additional Language (EAL) was 422 which was a high percentage of the total School Roll;

(v) application for Reception 2016 seemed healthy and currently approximately 150 parents had named Broadfields as a choice (78 first choice) for their children. This indicated that the Reception classes were likely to be full in September. However, the Headteacher stated that a number of children have had to leave the School due to Housing issues, and currently the children from two families were commuting from Tottenham with a further one from Brent which was very tough on them.

### Staff

An updated staffing structure for 2015/16 had been attached to the Headteacher's report and it was noted that:

(i) Miss Mansi, ASC Sky Class teacher, would be leaving at the end of the term as she was taking up an ASC advisory post with Barnet, and her post had been filled internally;

(ii) at least three teachers would be leaving at the end of the summer term, one of whom would be going to a School in Singapore. However, three teachers are currently on maternity leave, and therefore it was likely that the net effect of these changes would not require recruitment. In response to a query from a Governor the Headteacher advised that the School had tried to

stop using supply teachers but it did have two unqualified teachers which it used for cover and it three trainees were currently working at the school. However Mr Baker was employed by a supply agency although he had been at the School all year;

(iii) a Governor queried how many non- English teachers were on the staff and whether it had any effect on the English results being low. In response, the Headteacher stated that there were a number of staff who were either Irish, Scots, Indian, Australian and Romanian. As to whether this had had an effect on the English results he said the staff tended more inspired by maths than literacy based but they were very creative and he didn't think they were part of the problem.

Quality of Teaching Data: It was noted that so far this year, graded lesson observations of teaching had focused on NQTs and SD students. The data for the NQT observations revealed that the quality of teaching across the School was 90% being good or better, with 9% requiring improvement and none rated as inadequate. The Headteacher and Miss Keane had monitored the performance of the rest of the teachers by carrying out no notice learning walks several times every half term. These involved spending a short period of time in each room with an agreed focus, followed by a short discussion with the teacher where any issues identified were raised. The outcomes of these learning walks had been very positive. Children were focused, productive, happy and their books showed progress. This indicated that the monitoring and peer support procedures within the School continued to be successful at improving the quality of teaching. The Headteacher then referred to the Parents Open Day where approximately 50/60 parents had been involved. The children were seen to be working very hard and having a very positive approach to their learning and where not distracted by their parents touring the School.

Budget 2016/17: The report provided details of the website where information regarding the financial resources available for the forthcoming financial year were available and it was noted that:

(i) the School received £4234 per pupil per year, almost £1000 less per pupil than at least one local school. Similar schools to Broadfields also received more funding per pupil. It appeared that this was due to the LBB funding formula and IDACI (Income Deprivation Affecting Children Index) codes of pupil homes used by the Government for its national funding formula;

(ii) at the end of 2014/15, the reserves stood at £418,000;

(iii) from April 16, national insurance costs would increase by 3% for all staff in the pension schemes. The annual cost of this increase was estimated to be £50,000. The Headteacher also reported that under Barnet's Unified Reward Project a new pay agreement was to be implemented for non-teaching staff, and although the School was now an academy it had given a commitment to

maintain Council pay and conditions. In response to a query from a Governor the Headteacher advised that there would be more winners than losers at Broadfields which would have budgetary implications and work would begin on setting the budget for 2016/17 as soon as possible.

#### Outcomes of Audit 2015

It was noted that the outcomes of the audit were much more positive this year and the auditors made no systems recommendations which indicated that they were much happier about the financial management of the School. However, they did point out that a ratio analysis of the School's payroll costs were higher than other comparable schools. The Resources and Effectiveness Committee agreed to monitor this during the year and it would be an important consideration when setting the new budget.

Behaviour: It was noted that:

(i) during the first half of the Spring Term (4th January- 12<sup>th</sup> February 2016) a total of 38 Behaviour sheets were issued with 14 Sheets of those being issued for aggressive incidents and for the first time in the School a child has been excluded for a day;

(ii) the amount of golden time being lost by individual pupils was now linked to the Clasdojo reward system, where if a child made a small error they would lose five minutes of golden time. There were a few children who lost some golden time every week, and this information continued to be highlighted to those children's parents. In response to a query from a Governor the Headteacher confirmed that parents generally supported the School on this matter.

The Chair thanked the Headteacher for his report.

#### 16/07 **REPORTS OF COMMITTEES**

**Resources and Effectiveness**: The minutes of the meeting held on 20 January 2016, copies of which had been previously circulated, were noted.

**Curriculum and Standards**: It was noted that the Committee had met on the 20 October 2015 and the minutes would be circulated at a later date.

#### 16/08 **RATIFICATION OF POLICIES**

**RECEIVED** the following policies, copies of which had been circulated prior to this meeting:

Policy for Premises Management and Compliance Monitoring  
Policy for Public Sector Equality Duty (PSED) in Schools  
Policy for Staff Discipline

## Attendance Policy

### **NOTED** that:

(i) these policies had all been considered/reviewed in detail and were now submitted to the Governing Body for approval;

(ii) policies would in future be available/circulated to Governors via an accountability page on the new School website rather than including hard copies with the agenda papers.

**RESOLVED** that the policies listed above be ratified.

## 16/09 **CHAIRMAN'S REPORT**

The Chair gave a verbal report and it was noted that:

(i) the Chair had attended the Director for Education and Skills briefing for Chairs and Vice Chairs held at the Hub on the 19 January 2016. Officers from Cambridge Education who would be responsible for the future delivery of Barnet's Education and Skills Service had attended to give a presentation and answer questions;

(ii) He had also attended the Training Link Governor's meeting on the 28 January 2016 which had been held at the new Barnet Education and Skills Training (BEST) Hub in Burnet Oak. Governors had been given an update on educational issues and services provided by Governor Services. The speaker had been P.C. David Powell, Safer Schools Officer, who had given a talk on child abuse. He dealt with secondary rather than primary schools although he advised that 1 in 16 primary school children suffered abuse in one form or another. P.C. Powell also advised on training and dealt with parents verses schools disputes.

(iii) finally the Chair stated that to assist Governors he had prepared a list of acronyms and their definitions, and copies of this list were circulated at the meeting.

*Mr Zohe Mustafa left at this point*

## 16/10 **REPORT OF THE DIRECTOR OF EDUCATION AND SKILLS**

The Report of the Education & Skills Director, Spring Term 2016, copies of which were circulated prior to the meeting, was received and considered:

1) Unified Reward Project Update: Governors noted the information.

2) Progress update on the future delivery of the Education and Skills service: The information was noted.

**NOTED** that the School was concerned regarding the possible menu options that would be available under arrangements to sub contract the Catering Service.

3) Governance Self-Evaluation Audit Tool: Governors noted the information.

**NOTED** that the School would be undertaking this audit (minute item 16/05 above refers).

4) Contextual and Achievement Data for Barnet 2015: The information was noted.

5) New Handbook for Governors: Governors noted the information.

6) Managing Subject Access Requests: The information was noted.

7) Guidance on Complaints : Governors noted the information.

#### 16/11 **GOVERNOR SUPPORT & DEVELOPMENT AND GOVERNOR VISITS**

It was **NOTED** that:

(i) the Chair stated that he had visited the School to see the Headteacher on the 25 February when they conducted a tour of the School. They had visited each class and he was pleased to report that the children had been very well behaved and it had been an enjoyable visit;

(ii) Mrs Kajal Shah had visited the School in January 2016 to participate in a Learning Walk, and on the 9 March 2016 she had taken eight children to a chess tournament. She reported that it had been a good experience for the children and the Headteacher thanked her for undertaking this;

(iii) Kirsty Sheena had undertaken a Learning Walk with the Headteacher in February 2016 and had also attended the Level 3 Safeguarding Course on Thursday the previous week although she had not yet seen the School's Safeguarding Officer, Lorretta Negri. The Headteacher advised that Lorretta had led the safeguarding team when the last Ofsted inspection had been undertaken and Ofsted had been very happy with the work undertaken. He stated that Lorretta would be very pleased to meet Mrs Sheena, and advised Governors that all were welcome to visit the School at any time, and they should feel no concern about asking for a Governor's visit;

(iv) the Chair reminded the Governing Body of the courses available to Governors as set out in the termly Local Authority (LA) Governor

Development Programme and he recommended that they consider signing up for courses appropriate for their needs.

16/12 **ANY OTHER BUSINESS**

Health & Safety Audit

Noted that the School's annual Health & Safety audit would be taking place on Thursday 12 May 2016.

**MOTION OF CONFIDENTIALITY**

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

Part I (resumed)

16/13 **DATES OF COMMITTEE MEETINGS**

Dates of future meetings were **CONFIRMED** as follows:

Resources and Effectiveness: Tuesday 22 March 2016 at 7.30 pm

Curriculum and Standards: Thursday 12 May 2016 at 7.30 pm

16/14 **DATE OF NEXT MEETING**

**NOTED** that with regard to the date previously identified for the Governing Body meeting in the Summer Term (Thursday 16 June 2016) it was agreed that this date should be changed and the Clerk would provide the Chair and Headteacher with possible dates (either Tuesdays or Thursdays preferred).

*Action: Clerk*

16/15 **MOTION OF CONFIDENTIALITY**

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

**BROADFIELDS PRIMARY SCHOOL****APPENDIX I****ACADEMIC YEAR SEPTEMBER 2014 – JULY 2015****1. CURRICULUM COMMITTEE (STANDARDS AND PUPIL DATA)**

		CHAIR	SECRETARY
1.	Mr Robin Archibald		
2.	Mr David Drimer		
3.	Mrs Kajal Shah	✓	
4.	Ms Beth Hanham		✓
5.	Mr Zohe Mustafa		
6.	Mrs Kirsty Sheena		

**2. FINANCE COMMITTEE (RESOURCES AND EFFECTIVENESS) (Finance, Personnel, Health & Safety)**

		CHAIR	SECRETARY
1.	Mr David Drimer	✓	
2.	Mr Robin Archibald		
3.	Mr Manoj Parmar		
4.	Mr Zohe Mustafa		
5.	Ms Rica Josephs		✓
6.	Mrs Rebecca Zdroba		
7.	Mr Paul Hertzberg		

**3. HEADTEACHER / DEPUTY HEAD 4. STAFF DISMISSAL COMMITTEE**

## APPOINTMENT COMMITTEE

1.	Chair	Chair
2.	Vice Chair	Parent Governor
3.	Parent Governor	Parent Governor
4.	Community Governor	Community Governor

## 5. STAFFING APPOINTMENT CTTEE 6. PUPIL DISCIPLINE

1.	Chair	Chair
1.	Vice Chair	Parent Governor
2.	Parent Governor	Parent Governor
3.	Community Governor	Community Governor

## 7. Headteachers Appraisal Committee

		CHAIR
1.	Mr David Drimer	✓
2.	Mr Manoj Parmar	
3.	Mrs Kajal Shah	

<b>Governor</b>	<b>Name of Governor Responsible</b>	<b>Contact in school</b>
School Activities	Ms Beth Hanham	
Link Governor	All Governors to undertake termly on a rotating basis	n/a
Responsible Officer	Mr Manoj Parmar	Ms Clare Muggerridge
Numeracy Governor	Mrs Kajal Shah	Miss Charlotte Bright
Literacy	Mrs Kajal Shah	Mrs Tammy Greis
Science	Mr Paul Hertzberg	Mrs Sujata Deshmukh
Computers	Mr Zohe Mustafa	Miss Laura Magee
Early Years Foundation Stage	Mrs Rebeca Zdroba	Mrs Emma Vaghela & Mrs Zoe Nikolaou
NQT/GTP		Ms Beth Hanham
Safeguarding	Mrs Kirsty Sheena	Loretta Negri
SEN Matters	Mrs Rebecca Zdroba	Loretta Negri & Mrs Janet Dobney
EAL Governor		Sara Mansi
Health & Safety Governor	Mr David Drimer	Robin Archibald
Sport & PE	Mr Zohe Mustafa	Miss Thomson

10/3/16

**PRIVATE AND CONFIDENTIAL**

**GOVERNING BODY FOR BROADFIELDS PRIMARY SCHOOL**  
**MINUTES OF THE MEETING HELD AT THE SCHOOL**  
**ON THURSDAY 15 OCTOBER 2015**

**Part II**

16/16 **ANY OTHER BUSINESS**

Incident of Child Swallowing a 5p coin

A Governor queried the situation regarding the above incident, which they had read about the previous week. The Headteacher advised that a seven year old boy had ran ahead of his mother to the bus-shelter close to the School. When she had caught up with him the child had disclosed to her that a man had used a stick to push 5p down his throat. It had subsequently been established that there was 5p in his stomach, but no evidence could be found of the incident actually occurring and no one knows what actually happened. This was despite the police being involved, but the School nevertheless agreed to put out a warning to parents.

16/17 **PART II MINUTES**

The Part II minutes of the extraordinary meeting held on 24 September 2015 and the meeting held on 15 October 2015 were **CONFIRMED**, initialled and signed as a true record of the meeting.

16/18 **MATTERS ARISING**

There were no matters arising that were not on the agenda.

16/19 **SCHOOL SAFEGUARDING AUDIT**

**RECEIVED** the annual report to the Governing Body on safeguarding, copies of which had been previously circulated, and following consideration the details were noted.