

BROADFIELD PRIMARY SCHOOL

MINUTES OF THE MEETING OF THE GOVERNING BODY
HELD AT THE SCHOOL ON
THURSDAY 14 DECEMBER 2017

TRUST GOVERNORS

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

PARENT GOVERNORS

Mr Zohe Mustafa
1 x Vacancy

HEADTEACHER GOVERNOR

*Mr Robin Archibald

CO-OPTED GOVERNORS

*Mrs Kirsty Sheena
Mr Paul Hertzberg
*Ms Beth Hanham
Ms Ros Jenkins
*Mr Craig Tallon

STAFF GOVERNORS

*Ms Rica Josephs
*Ms Davina McIntosh

*denotes member present

IN ATTENDANCE

Sandra Scott, Clerk

PART I

17/37 **WELCOME**

The Chair, Mr David Drimer, welcomed everyone to the Autumn Term meeting.

17/38 **ACCEPTANCE/NON-ACCEPTANCE OF APOLOGIES FOR ABSENCE**

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

17/39 **DECLARATION OF PECUNIARY INTEREST**

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

All Governors were asked to complete and return the annual Declaration of Interest.

Action: All

17/40 **PART I MINUTES**

The Part I Minutes of the meeting held on 13 July 2017 were agreed as a true record and initialled and signed.

17/41 **MATTERS ARISING FROM THE MINUTES**

Minute - 17/25, the Headteacher reported that the Governor Self-evaluation tool had been sent to all Governors electronically, all Governors were asked to complete and return the document. The Head agreed to resend the document to all Governors.

Action: All

Kirsty Sheena reported that she had attended a Safer Recruitment course, a Safeguarding Forum and Safeguarding Radicalisation and Prevent training, she had also attended a termly catch-up meeting at the School. She reported that the training had been very useful and had identified some issues which she had discussed with the School, it was confirmed that the procedures identified were already in place. It was noted that Safeguarding was the responsibility of the whole Governing Board and all Governors should have Prevent training. The Headteacher agreed to send Governors the link for online Prevent training.

Action: Head

It was agreed that the Governors Open Day would be held on Wednesday 21 February 2018 from 8am until 12 noon.

It was also noted that the Governors website page needed updating and it was agreed that Governor photos would be arranged on the Open Day.

All Governors were asked to complete a Governor Visit form after a visit.

17/42 **MEMBERSHIP OF THE GOVERNING BOARD**

The Head reported that four governors had applied for the vacancy for a Parent Governor and an election would be held in January, a decision on future Governing Board members would take place after the election.

17/43 **COMMITTEE MEMBERSHIP**

The Committee membership was agreed as:

Resource committee – David Drimer,
Manoj Parmar
Robin Archibald
Rica Josephs
Paul Hertzberg

Standards Committee - David Drimer
Kajal Shah
Robin Archibald
Davina McIntosh
Beth Hanham
Kirsty Sheena

17/44 **REPORT OF THE HEADTEACHER**

The Headteacher's Report had been circulated and was discussed.

The Aiming for Ofsted report was reviewed. It was noted that the document listed the Ofsted descriptors and the actions being taken by the School to meet those descriptors were noted. The Head outlined the new Ofsted guidelines for schools and the new inspection procedures.

It was noted that the number of FSM Pupils at the School was falling and it was no longer in the highest deprivation area, there was a higher number of boys than girls at the School. It was agreed that it was important to maintain attainment throughout the School, high attainment in Early Years needed to be maintained through to KS2.

The Head reported that the national primary school league tables had been published that day and the School was above national average in attainment and progress in Reading and Maths.

It was noted that the only group who had not achieved better than the national average was the SEN group. The Head confirmed that the progress of this group was being reviewed and additional resources were being put in place to support these children in class. Davina McIntosh confirmed that she had observed the SEN Group this term and noted the improved progress they were making.

The Behaviour Statistics were reviewed. 52 Behaviour sheets had been issued in the Autumn Term, one child in Year 4 had been issued with 12 behaviour sheets, this child was on a Behaviour Support Plan.

The Staffing Report had been circulated and the teachers leaving at the end of the term were noted. The Head confirmed that new teachers were in place for all classes for next term.

The website checklist had been circulated. Kirsty Sheena agreed to check the website against the audit.

Action: Kirsty Sheena

17/45 **CHAIRS REPORT**

David Drimer reported that he would email the Effective Governance checklist to Governors as previously discussed.

Action: David Drimer

It was noted that the Financial Management Policy had been reviewed by the Resources Committee and would be ratified at the next meeting of the Governing Board.

Action: Head

David Drimer further reported that he had attended the Safeguarding Forum with Kirsty Sheena.

Governors discussed the new GDPR which would become law from May 2018. It was noted that GDPR training was being offered by Barnet on 22 February 2018. It was agreed that it was important to ensure that the School was GDPR compliant and additional research should be carried out into the requirements of the new legislation.

Action: Head

All Governors were asked to complete the skills checklist previously circulated.

Action: All

17/46 **GOVERNORS REPORT**

The LBB Autumn Term Governors Report was noted.

17/47 **SAFEGUARDING REPORT**

Kirsty Sheena reported that she had completed Level 1 and Level 3 Safeguarding training. It was agreed to check if she still needed to do Level 2 training.

Action: Kirsty Sheena

The Safeguarding Report had been circulated, it was agreed that this was a very informative report and showed the actions taken by the School. It was confirmed that this report would be updated on a regular basis. It was also confirmed that the Safeguarding Audit for Barnet had been completed.

17/48 **ATTENDANCE**

The attendance report to 6 December 2017. Attendance was good with only Year 1 having attendance below the target of 96%. The Head commented that the School's attendance figures would be affected by the recent Snow Day.

17/49 **REPORTS OF COMMITTEES**

Standards Committee

The Minutes of the Standards Committee meeting held on 2 November 2017 had been circulated.

Kajal Shah reported that the School's monitoring procedures had been discussed and she had attended monitoring meetings at the School. Davina McIntosh reported that she now attended the monitoring meetings as a Year Head, there was a clear policy for progression in Literacy and Numeracy however she felt that a clearer policy for Science progression was required. The Head commented that there was an opportunity for the Literacy and Numeracy leads to work together with the Year Heads but in the current timetable this opportunity was not available for the Science lead, he confirmed that he would review this in the future to see if this could be changed.

The School's Homework Policy was discussed. Children in Year 4 had compulsory and optional homework and it was suggested that this was rolled out to all KS2 year groups. It was noted that the optional homework was marked by parents and not teachers.

It was agreed that the Head of Literacy and Numeracy would be asked to give a brief presentation to Governors at a future meeting.

Action: Head

Finance and Resources

The Annual Report and Financial Statements to 31 August 2017 had been circulated. It was confirmed that these had been reviewed by the Resource Committee. The balance of the unrestricted funds at the end of the year was £556,000, it was also noted that the School had agreed to contribute £100,000 to the reserves of the School. The Auditors had found no major issues during the Audit process. One category A finding had been identified during the Audit process and it was confirmed that this had now been resolved.

The Annual Report and Financial Statements were approved and signed on behalf of the School.

It was also reported that current year expenditure was generally in line with budget. The meeting of the Resource Committee held on 28 November had reviewed the management accounts, staffing levels and the capital investment programme.

17/50 PUPIL PREMIUM STRATEGY

The Pupil Premium Strategy Report had been circulated.

The Head reported that the disadvantaged pupils performed above the national average in all areas.

The School's planned Pupil Premium expenditure for the year was noted.

17/51 PERFORMANCE MANAGEMENT

The draft form for Performance Management had been circulated. It was reported that the format of the form had changed from previous years and included a self-review against the teachers' professional standards. All teachers were aware of their targets.

17/52 SEN INFORMATION REPORT

The SEN Information Report had been circulated.

It was noted that following the resignation of the SEND Governor, a new SEND Governor was required.

17/53 **SCHOOL DEVELOPMENT**

The School Development Plan for Wellbeing and ICT had been circulated. These were both areas for development for the School for the year. A Staff Wellbeing session was held every Wednesday. A daily five-minute wellbeing session was held for pupils, it was considered that this had a positive impact on the children.

17/54 **GOVERNOR BUSINESS**

The Governing Body Strategic Plan had been circulated.

Governors confirmed that they liked the new format of the meetings, it was agreed that it was important to ensure that all papers were available in advance of meetings.

17/55 **MARKETING**

Governors discussed how to market the School. The Head confirmed that numbers in the Nursery were down on previous years and it was felt to be important to market this facility. It was noted that a website dedicated to the Nursery was being developed and it was suggested that the Nursery could be open during the School holidays to mirror the provision from private nurseries. It was agreed that the Nursery should be advertised in local Barnet magazines aimed at families. It was also agreed that the Press would be invited to the opening of the new play area and a local dignitary could be invited to open the area.

17/56 **DATE OF NEXT MEETING**

The date of the next meeting was confirmed as Thursday 29 March 2018 at 7.30pm.

17/57 **MOTION OF CONFIDENTIALITY**

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

