

MINUTES OF BROOKFIELD JUNIOR SCHOOL FULL GOVERNING BODY MEETING

Held at Brookfield Junior School on Monday 07 December 2015

Those Present : Melanie Blewer (headteacher), Carolyn Pratley (Chair), Sue Delves, Jenni Haywood Holly Baradell, Karen Down, Sam Wheeler, and Rachel Pearson (Clerk)

Agenda items	Item for discussion/Agreed actions	To be carried out by:
1. Welcome	The Clerk welcomed everybody to the meeting.	
2. Apologies Absentees	Apologies for absence Karen Underdown – sick – apology accepted Rob Baldock – sickness absence – apology accepted	
3. Minutes of previous meeting held on Monday 14 September, 2015	<p><u>Accuracy</u> The minutes were approved by the governors.</p> <p>Proposed by Carolyn Pratley, seconded by Holly Barradell.</p> <p>Matters arising Catering arrangements As the SBM was unable to attend it was agreed that thanking the school council for their role in the decision to use the current catering company was to be deferred until their next meeting.</p> <p>SENCO Report The SENCO had investigated the term “best endeavours” and found it was considered a strong comment but as the term was written into the SEND policy produced by KCC it was agreed that this term would be accepted in the school policy. The school policy was an adapted version of the KCC policy.</p> <p>Community Cohesion Policy The headteacher explained that the deputy head of the infant school was on long term sick leave so the information regarding British Values had not yet been produced so this action point is to be deferred to the next meeting.</p> <p>Information regarding business and pecuniary interests The clerk thanked governors for signing relevant forms and has emailed a chart to Jess Dean for the website. She agreed to check the website to ensure that the information was up to date. A governor asked if forms that needed a signature could be printed and brought to the meetings and this was agreed. A governor asked if it was good practice for all governors who were not involved with schools should have a DBS check. The clerk agreed to contact governor support to find out but suggested that it might be a recommendation for all governors to have a check and this would support the school’s safeguarding procedures</p> <p>Terms of reference and standing orders Changed to reflect governors appointing bodies.</p>	<p style="text-align: center;">SBM</p> <p style="text-align: center;">RP</p> <p style="text-align: center;">RP</p>

MINUTES OF BROOKFIELD JUNIOR SCHOOL FULL GOVERNING BODY MEETING

	<p>Governormark Holly had contacted governor support but so far had not received a response. It was agreed to file the completed review in the training and development file. It was agreed that this self evaluation tool which was reviewed in July, 2015 would be used as a part of the governing body action plan, as there were some points that could be used to support this.</p> <p>Ofsted "Grab bag" The headteacher has a "grab bag" file but the recommendations as to the contents are changed by Ofsted on a regular basis so it is rarely up to date. She agreed to bring it to the next meeting so this item will be on the agenda in the meeting in February, 2016.</p> <p>IT Conference The chair met with the IT staff today and will submit a report in due course.</p> <p>Governors Information for website The clerk thanked the governors for their support regarding pecuniary and business interests and explained that the governors information on the website will be kept up to date as much as possible.</p>	<p>HB</p> <p>MB/RP</p> <p>CP</p> <p>RP</p>
<p>4 Declaration of Business and Pecuniary interests.</p>	<p>There were no business or pecuniary interest declared at this meeting.</p>	
<p>5. Headteacher's report and School Development Plan KEY FOCUS Behaviour and Safety</p>	<p>Headteacher's report (attached) including: Overview of RAISEonline data Overview of whole school progress Details of measures to develop pupil personal development, behavior and welfare The headteacher presented her report. The governors discussed certain comments on the report. The chair asked whether 25% pass rate for the 11+ was a normal achievement for the school. The headteacher explained that this was the expected pass rate for this cohort.as they were lower attainers that was normally expected. The headteacher informed the governors that the report showed a snapshot of date because to the changes in the curriculum and also in the way children re assessed. The school is changing its form of recording achievement and staff have received training on using Pupil Asset as a medium for recording pupil progress. Two governors have discussed the progress of writing and the headteacher and deputy head have also discussed pupil achievement with the SIP. The SIP has written a report (attached) Before an inspection Ofsted study Data Dashboard and depending on the time of the inspection study the RAISEonline data. The headteacher, deputy head and the SIP studied the data to find out the story behind the results shown in the report. There were some children where there was no results available and apparently if this is the case RAISEonline issues these children with a L3 and if there is no results for a pupil in Year 6 they are issued with a L2 result. This can cause distorted results especially if there is high mobility in the school as was the case in the last school year. The chair suggested that a working party was set up to analyse the data with the headteacher. The chair and Sam agreed to meet on Monday 11 January, 2016 at 9.00 a.m. The headteacher agreed to email the RAISEonline report to all governors and if a</p>	<p>CP/SW</p>

MINUTES OF BROOKFIELD JUNIOR SCHOOL FULL GOVERNING BODY MEETING

	<p>governor had a question email the chair in order for this to be discussed by the working party.</p> <p>As part of the School Improvement Plan, Key issue 3 is on the behavior and safety of the pupils.</p> <p>A parent questionnaire has been completed and the results show that: The school ensures that pupils are well behaved – 91% agree, 9% disagree Bullying is dealt with effectively – 87% agree, 13% disagree. The headteacher included the actions that have been taken as a follow up to the questionnaire in her report.</p> <p>A governor asked if a pupil questionnaire could be distributed to the children from the governing body to show that the governors were aware of the safeguarding of children in the school.</p> <p>A governor agreed to produce a questionnaire that the pupils could complete in the near future.</p> <p>A governor enquired whether the anti bullying theatre show was a regular occurrence or used when necessary.</p> <p>The headteacher responded that this show was an opportunity for parents and children to be aware that the school was taking action to take pro active measures to endeavor to eliminate bullying tendencies. Another method was to talk about British values in assemblies.</p> <p>A governor suggested that as well as having rewards for children who achieve academically it may be helpful to have a “Brookfield Buddy” award for children who have shown particular support to another child.</p> <p>The headteacher agreed that this recommendation as a form of reward supported the school’s British values.</p> <p>A leaflet about safeguarding has been sent to the parents and all staff have received information too. The staff have also been informed that there is a governor responsible for safeguarding.</p>	<p>MB</p> <p>JH</p> <p>MB</p>
<p>6. Finance update</p>	<p>First quarter monitoring report</p> <p>The SBM was unable to attend the meeting because of ill health and therefore was unable to report on the budget and other monitoring.</p> <p>Sam had met with Rob and informed the governors that the budget was on track . However Rob is investigating a more cost effective way of photocopying. He and Sam will check this and report their finding to governors in the New Year.</p>	<p>RB/SW</p>
<p>7. Health and Safety Issues</p>	<p>Report on Health and Safety</p> <p>No report available as Rob is absent. Any information to be presented at the next meeting.</p>	
<p>8. Personnel Update</p>	<p>The governors considered that this item should be confidential</p>	
<p>9. Governing Body Action Plan and Governor monitoring</p>	<p>Vision Statement</p> <p>The chair explained at the chair training course there had been a discussion about schools’ developing a vision statement. As she considered the school currently did not have one it might be beneficial to formulate this. She demonstrated the one from the company with which she works and the governors agreed this could be used as a template.</p> <p>The chair recommended a working group was formed consisting of governors, staff and parents to be involved with achieving this. Carolyn, Sue, Sam, Holly, Melanie, Karen, and the two parents involved with the parents association may be part of this group. Thursday 21 January, 2016 at 2.00 p.m. was the suggested date.</p> <p>The chair suggested that Governormark could form part of this the vision statement. The chair agreed to be facilitator for this action.</p> <p>Training attended</p>	<p>CP</p>

MINUTES OF BROOKFIELD JUNIOR SCHOOL FULL GOVERNING BODY MEETING

<p>Holly reported on training undertaken by governors recently. She also presented a report about the training folder and explained the contents. In future Melanie will keep this in her office and it is available if governors wish to look through it. All governors have strengths that contribute to the governing body as a whole. Holly recommended that she was provided with copies of training certificates so they could be filed in the training file. She also agreed to download certificates for all governors who attended the bespoke training session. As part of the Prevent training the recommendation is that all governors undertake this online and also she agreed to discuss and complete the school self assessment when she visited the school on 21.01.16.</p> <p>The governors agreed to complete the Channel online training. Sue Delves has already completed this.</p> <p>As part of succession planning Holly recommended that some responsibilities needed another governor involved. As she is vice chair she has arranged to attend a meeting for new chairs on 10.03.16. Also she intends to attend a meeting regarding dealing with complaints on 21.03.16.</p> <p>Sam agreed to be attend special needs training to support Sue. Carolyn agreed to attend finance training to support Rob and Sam.</p> <p>Governors have attended the following courses: Jenni – Safeguarding Sue – Prevent Holly – Training and Development Effective Governor reporting training - Jenni</p> <p>Monitoring Reports Writing – Jenni and Sam (Reports attached) Jenni and Sam had monitored the progress of writing throughout the school and stated that although the pupils are making good progress the writing achievements are not as high as they could be.</p> <p>They had a conversation with Danielle, the shadow literacy leader. Debbie Mercanton, the literacy leader is on maternity leave. They asked challenging questions and had a conversation with a group of children.</p> <p>A governor asked if the children could be briefed if they are going to be part of a group being monitored so they are not so unaware in the future.</p> <p>It was agreed that talking to the children may be part of monitoring in the future. The headteacher informed the governors that following on from this monitoring visit the teacher involved had met with the headteacher and made some recommendations on the way writing was improved in the future.</p> <p>She suggested that for years 3, 4 and 5 the children were placed in setting groups for two terms and in this way their writing progress may improve. The headteacher stated that changing the teaching styles may produce good results and this experiment may prove to be beneficial.</p> <p>A governor asked if other schools followed this mode of teaching.</p> <p>The response was that every school is different and issues in one school is different from another school and various methods of learning need to be tried to improve results.</p> <p>Sports Funding – Sam (Report Attached) Sam had met with the PE Leader and discussed the action plan. This is on the school website and is being followed by the PE leader.</p> <p>Prevent – British Values – Sue (Report Attached) This item has been discussed previously.</p> <p>Safeguarding – Jenni (Report Attached) Jenni reported on the training she had attended. The self assessment for child protection is completed annually and this is reported to the governors at the appropriate time.</p> <p>Health and Safety – Carolyn</p>	<p>HB</p> <p>HB</p> <p>Govs</p> <p>HB</p> <p>SW CP</p>
---	--

MINUTES OF BROOKFIELD JUNIOR SCHOOL FULL GOVERNING BODY MEETING

	<p>Carolyn agreed to email the report to the governors in due course. She reported that in the absence of a site manager various tasks had been delegated to the SBM and the cleaner in charge.</p> <p>After assessing the health and safety in the school she had discovered that the health and safety of the premises was good but that curriculum related health and safety need closer monitoring. Risk assessments for various activities needed to be carried out more regularly.</p> <p>The deputy head reported the receptionist was attending risk assessment training in January. which will be beneficial in this area.</p> <p>The chair offered to follow up the assessment of the premises and the curriculum health and safety.</p> <p>Holly informed the governors that there was training in this area which the chair agreed to do.</p> <p>SEND – Sue Delves (Report Attached)</p> <p>Sue reported that in her report she had given herself some action points to follow up and these would be undertaken in due course.</p>	<p>CP</p> <p>CP</p> <p>SD</p>
<p>10. Curriculum Progression</p>	<p>Report on Progress School Improvement Plan (attached)</p> <p>The headteacher reported on the school improvement plan which included the 4 key outcomes for development. She has included approximate costings for each of the outcomes which was recommended in the compliance visit.</p> <p>Each area is led by various curriculum leaders in the school.</p> <p>A governor asked whether the national average could be included so that the governors were aware of progress and also how to support the school if progress was not as anticipated.</p> <p>The headteacher agreed to make this information available.</p> <p>Science is Key issue 2</p> <p>A governor enquired whether STEM was included in the action plan.</p> <p>The headteacher approved of this suggestion.</p> <p>Two governors had visited to monitor science and noticed that some pupils seemed to be unsure of what science actually was and did not understand language used in science.</p> <p>The headteacher reported that the staff development day in January will be focusing on science and this will help the children with the use of science language.</p> <p>The two governors agreed to visit again to monitor the pupils understanding of science in Term 3.</p> <p>Key Issue 4 is linked to British Values</p> <p>The headteacher suggested that this area needed development and invited governors to be involved with this and support the school in developing an action plan for this area.</p> <p>The chair suggested that there were displays for the various subjects to showcase development.</p> <p>A governor also recommended that the school held a science fayre and that parents were invited to support this project. In order to comply with involving the community in school life it was suggested that the fire brigade may be willing to visit to show pupils how science is part of dealing with fires.</p> <p>The headteacher reported that the mayor has visited and there had been photographs in the Kent Messenger so this showed that the school was showing involvement with the community.</p> <p>The Family Trust had also visited to perform their pantomime which the pupils had enjoyed. The director of the Family Trust organized a discussion with the pupils about what they thought about Christmas. This was recorded on Radio Kent and the debate would be played on Sunday morning.</p> <p>A governor asked if this could be played on the website and included in the “breaking news” area to show that the school was actively involved in publicity.</p> <p>Karen agreed to ask her son to add this to the website.</p>	<p>MB</p> <p>MB</p> <p>JH/SW</p> <p>OD</p>

MINUTES OF BROOKFIELD JUNIOR SCHOOL FULL GOVERNING BODY MEETING

11. Policies to update	<p>Pupil Premium (attached) The pupil premium policy was approved by the governors.</p> <p>Admissions Policy (attached) The Admissions Policy was approved by the governors.</p> <p>Recruitment and Selection Policy (attached) The headteacher suggested that there was a slight change and a sentence was included that the interview panel had a least one person who had successfully completed the training on Safer Recruitment either from SPS or NCSL. This policy was approved by the governors.</p> <p>Restrictive Physical Intervention Policy (attached) The headteacher has included a sentence to say that the Intervention report sheets are available and need to be passed to the SENCO for completion. Also if there has been an episode where a child has been restrained the headteacher or deputy head will inform the parents of this action. This policy was approved by the governors.</p> <p>The SENCO asked if the governors had received the single equality action plan and if they approved this. The governors approved this and Karen agreed to have this placed on the website. The SENCO and Sue had checked the action plan before it was distributed and agreed that this could now be publicized on the website. The chair asked how the school was coping with the lack of male role models. The headteacher replied that there were two consistent male role models in the school. When the school advertises for new staff male applicants are often shortlisted. There are events like Bring your Dad to school but few male parents volunteer to help out with reading or become involved with other events.</p>	<p>MB</p> <p>MB</p> <p>KD</p>
12 Chairs Action/ Correspondence	The governors considered that this item should be confidential.	
13. Any other urgent business	None.	
14 Confidentiality of proceedings	The governors considered two items relating to personnel issues and two items relating to chairs correspondence should be considered confidential. These items will be printed on green paper.	
15 Publication of minutes	These minutes can be published except the items on green paper. After approval by the governing body they can be displayed on the school website.	
16 Date of future meetings	The dates for future meetings will be Monday 1 February, 2016, Monday 21 March, 2016, Monday 16 May, 2016, and Monday 11 July, 2016. All meetings will take place at 6.30 p.m. in the Family Room.	

**There being no further business,
the meeting closed at 9.00 p.m**