



## Deansbrook Infant School

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Headteacher: Carole Catley

### MINUTES OF THE FULL GOVERNING BODY MEETING OF DEANSBROOK INFANT SCHOOL, HELD AT THE SCHOOL ON TUESDAY 21<sup>st</sup> NOVEMBER 2023 AT 6.30 PM

#### PRESENT:

Name	Governor Type	Other Information	Term of Office	Present/Apologies/ Absent
Julia Hutton-Squire (JH-S)	Co-opted	Chairman	03/04/2023-02/04/2027	Present
Nickolas Mailer (NM)	Co-opted		27/6/2023-26/06/2027	Present
Jade Cheung (JC)	Co-opted	Co-Vice Chairman	03/04/2023-02/04/2027	Absent
Nicola Simon (JC)	Co-opted		03/04/2023-02/04/2027	Present
Judith Suissa (JS)	Co-opted		22/11/2022-21/11/2026	Present
Carole Catley (CC)	Staff	Headteacher	Ex-officio	Present
John Parnaby	Staff		25/01/2022-24/01/2026	Present
Rajen Rajput	Parent		11/05/2021-10/05/2025	Present
Ryan Hannan	Parent	Co-Vice Chairman	07/10/2021-06/10/2025	Present
Penka Georgieva Mihov	Parent		07/11/2023-06/11/2027	Present
Roshi Klair	Parent		07/10/2021-06/10/2025	Apologies
Ben Amoah	Parent		07/11/2023-06/11/2027	Present
Hugh Rayner (HR)	LA		28/02/2022-27/02/2026	Present
Caroline Winston	Clerk			In attendance

## PART ONE

### 1. WELCOME & INTRODUCTIONS

- 1.1 Governors were welcomed to the meeting and introductions were made around the room for the benefit of newly elected parent governors Ben Amoah and Penka Georgieva Mihov.

### 2. ACCEPTANCE/NON-ACCEPTANCE OF APOLOGIES FOR ABSENCE

- 2.1 Consent was recorded to apologies for absence submitted on behalf of Roshi Klair.

### 3. DECLARATION OF PECUNIARY INTEREST, REGISTER OF BUSINESS INTERESTS AND ADOPTION OF CODE OF CONDUCT

- 3.1 None of the Governors present declared a pecuniary interest in the business to be discussed.  
3.2 Governors were reminded to complete their annual declarations on GovernorHub.  
3.3 The Governing Body Code of Conduct was **ADOPTED**.

### 4. APPOINTMENT OF CHAIRMAN FOR THE ACADEMIC YEAR 2023-2024

- 4.1 Nominations were invited for the position of Chairman. A nomination was received for Julia Hutton-Squire, who indicated her willingness to stand for one further year. The Governing Body **RESOLVED** that Julia Hutton-Squire be appointed Chairman for the academic year 2023/2024, or until her successor was appointed.  
4.2 A discussion ensued about succession planning for the Chairman stepping down from this role at the end of the academic year.  
4.3 Ryan Hannan expressed an interest in taking on this role and would therefore work closely with the Chairman for the next year as part of the handover process.

## 5. APPOINTMENT OF VICE CHAIRMAN FOR THE ACADEMIC YEAR 2023-2024

- 5.1 Nominations were invited for the position of Vice Chairman. It was suggested that as part of the succession plans there be two Co-Vice Chairs and nominations were received for Jade Cheung and Ryan Hannan. The Governing Body **RESOLVED** that Jade Cheung and Ryan Hannan be appointed Co-Vice Chairmen for the academic year 2023/2024, or until their successor was appointed.

## 6. MINUTES OF THE MEETING HELD ON 20<sup>th</sup> JUNE 2023 AND MATTERS ARISING/ACTIONS

- 6.1 The Part I Minutes of the meeting held on 20<sup>th</sup> June 2023 were confirmed, initialled, and signed by the Chair.  
6.2 There were no matters arising.

## 7. REPORT OF THE HEADTEACHER

- 7.1 The report of the Headteacher, copies of which had been previously circulated, was received and noted.  
7.2 Arising from the report:  
7.3 Languages The Headteacher highlighted that English remained the main language spoken by families attending the School, followed by Romanian. She added that the number of languages in the school had decreased this year to 31. This had been 42 the previous year.  
7.4 Achievement and Progress The Headteacher said that she was delighted that the percentage of children reaching a good level of development (GLD) in the EYFS had increased and in summer 2023 the School was above Barnet results and significantly above national results. This was the first time since 2019 that the School had achieved such positive results. There had been a gradual increase in data since 2021, which she believed was primarily a result of the pandemic.  
7.5 **ASKED** whether the methodology had changed for the assessing of children and whether this could have had an impact on outcomes, it was reported that this had not changed. Children had to meet the criteria in seven areas of development and these assessments were moderated across the year group and with other schools.  
7.6 It was suggested that these positive outcomes be published in the school newsletter and the Headteacher agreed to do this.  
7.7 Governors were reminded that the Curriculum, Attainment & Standards Committee analysed pupil data in detail at their meetings.  
7.8 **ASKED** whether the results had been positively impacted due to more children with English as their first language attending the School, the Headteacher said that this was not the case and added that EAL children often achieved greater outcomes than non EAL children.  
7.9 A newly elected governor asked how schools were impacted during the pandemic and a full overview was provided about school closures and how the children were supported at home with their learning. It was recognised that this had been more challenging for households where parents could not speak/read English.  
7.10 The Headteacher reported that there would be an LA review of the moderation of EYFS marking that year at the School.  
7.11 Governors were pleased to note that the Year 1 phonics screening test results had increased significantly from 61% in 2022 to 81.5% in 2023.  
7.12 **ASKED** whether the School had all the Rhino books that they needed now, this was confirmed.  
7.13 A new parent governor praised the Phonics Workshop organised in the first half of term and said that this had been invaluable for him to be able to support his child's phonics learning.  
7.14 The Headteacher reported that the end of Key Stage 1 results had not been as strong. It was explained that there were 90 children included in this end of KS1 data. The cohort had 22 children (24%) eligible for pupil premium funding and 13 children (14%) were children with SEND, 7 (8%) of whom had an EHCP (compared to 3 (4%) in 2022). Considering that many of this year group missed their early education due to the pandemic, and there was an unusually high number of EHPC's, the School was pleased that the results were still broadly in line with national data.  
7.15 The Headteacher said that the current Year 2 cohort were anticipated to do better in their end of year tests, based on their Phonics screening check outcomes.  
7.16 Quality of Teaching The Headteacher highlighted that the staff team had worked really hard since the Ofsted visit to address all the issues raised by the inspection team. They had continued to fully embed the new Twinkl phonics scheme and had purchased many more rhino reading books, which were directly linked to the scheme. More recently, the SLT had timetabled an additional adult to be in each KS1 class during phonics lessons to support the children working below expectations. They had also set up three groups of 6 children across the two reception classes. These groups would leave the classroom during the phonics session to allow them to have intense focused interventions. This meant that the children's learning would be accelerated, and, over time, the children would be able to re-join the class.

- 7.17 The Headteacher added that lots of work had been completed on re-writing some areas of the curriculum, keeping it topic based but making it more creative and interactive for the children.
- 7.18 School Review It was highlighted that the Headteacher had organised for a School Review to take place on 19<sup>th</sup> October 2023. The review, led by Tim McLoughlin (Ofsted Inspector) and his team, Ceri Dillo (Early Years consultant for Barnet) and Lisa Walker (head teacher of Courtlands Primary School) spent a day at the school and carried out six deep dives into Reading/Phonics, SEND, History, Science, Art and PE. The deep dives consisted of meeting with the subject leaders, observations of lessons, feedback to class teachers, scrutiny of books and talking to the children about their learning. During the day, Tim had also spoken to the Chair of Governors.
- 7.19 The review had a very positive outcome and teaching was recorded as being at least good in all areas. Subject leaders showed strong subject knowledge and the children were able to talk confidently about their learning.
- 7.20 The review report had been shared on GovernorHub for information and the actions arising from the review were noted.
- 7.21 The Headteacher said that she was now ensuring that the Reception children started phonics earlier in the term, so that learning between Nursery and Reception was continuous.
- 7.22 In order to extend the more able pupils in Foundations subjects, staff were working hard differentiating in lessons.
- 7.23 Katie Dawbarn, Learning Network Inspector, would be visiting the School in January 2024 to deliver three INSETS with teachers on adopting their teaching for less able and more able pupils.
- 7.24 The Headteacher's mentor was now visiting the School once every two weeks working with her to look at phonics. She had made the recommendation that the TAs do the group work rather than supporting children in the classroom and the teachers were finding this positive.
- 7.25 The Headteacher said that she judged the school good in all areas ahead of the review.
- 7.26 A new parent governor explained how useful it had been to have the visit to the School when choosing a place for their child in Reception, especially following publication of the inspection report.
- 7.27 It was suggested that some information be published on the School website about developments following the inspection. The Chairman undertook to co-ordinate this with a group of Governors.
- 7.28 A Governor suggested updating the testimonies page on the School website too.
- 7.29 PTA Events The new PTA committee had been elected at the AGM at the start of term.
- 7.30 They had organised a Halloween disco which had been enjoyed by the children and raised £500.
- 7.31 A Christmas Fun Day was planned for 8<sup>th</sup> December during the day, and this would be followed by the Christmas Fair inside the hall from 3.00pm-5.00pm. A Christmas grotto would be set up in the outside classroom.
- 7.32 The Headteacher reported that she had suggested the setting up of a parent/toddler group and some PTA volunteers had agreed to do this. The group was running weekly in the new Rainbow classroom.
- 7.33 A new internally run after school club was also now taking place daily from 3.15pm - 6.00pm. The Headteacher said that this was not yet making a profit, but the staff were enjoying running it and it was very popular with the children attending.
- 7.34 It was reported that the summer fair would be taking place on Saturday 6<sup>th</sup> July 2024.
- 7.35 Safeguarding **ASKED** whether there were currently any LAC children on roll, the Headteacher said that there was not.
- 7.36 It was reported that there was now one child on a CP plan and the School was working alongside social care to support this family.
- 7.37 Attendance The Headteacher reported that the car track system in the school hall was still working successfully as an incentive scheme for pupil attendance.
- 7.38 Governors were reminded about the stamp book scheme set up for PP children to encourage better attendance and the success this had been. The Headteacher said that this scheme was now going to be rolled out to all pupils with attendance under 90%.
- 7.39 **ASKED** whether hospital stays were included in the attendance data, the Headteacher confirmed that they were, and this was recorded as an authorised absence.
- 7.40 Any Other Business **ASKED** whether the BPSI review could be organised annually, the Headteacher confirmed that these would now take place regularly in the lead up to the next inspection.

Item	Action	Who?	Deadline
7.6	Publish EYFS outcomes in the school newsletter	HT	December 2023
7.27	Share information on school website about developments following the inspection	JHS	December 2023

## 8. REPORTS OF COMMITTEES

- 8.1 Finance and Premises Committee The minutes of the meeting held on 14<sup>th</sup> November 2023, copies of which were tabled, were received and noted.
- 8.2 Curriculum, Attainment & Standards Committee The minutes of the meeting held on 4<sup>th</sup> October 2023, copies of which had been previously circulated, were received and noted.
- 8.3 Pupils, Parents & Community Committee This meeting had been postponed.

## 9. UPDATE ON SAFEGUARDING

- 9.1 The Safeguarding Link governor undertook to circulate the training website link to Governors.
- 9.2 Governors were reminded to read the latest version of KCSIE and to click the box on GovernorHub to confirm when they had done so.

Item	Action	Who?	Deadline
9.1	Circulate safeguarding training link to all governors	RH	December 2023

## 10. ANNUAL REVIEW OF COMMITTEE STRUCTURE, MEMBERSHIP AND TERMS OF REFERENCE AND LINK GOVERNOR ROLES

- 10.1 The committee structure remained unchanged for the new academic year.
- 10.2 The following updates were made to the committee membership:  
- **Pupils, Parents and Community Committee** – Judith Suissa, Ben Amoah and Penka Georgiva Mihov joined.  
- **Curriculum Committee** - Ben Amoah and Penka Georgiva Mihov joined.
- 10.3 A brief discussion ensued about the format of committee meetings. It was agreed that committees would meet face-to-face at least once a year.
- 10.4 The Curriculum Committee would meet face-to-face in the Autumn term.
- 10.5 The Finance Committee would meet face-to-face in the summer term.
- 10.6 All PPC Committee meetings would be face-to-face.
- 10.7 The following Link Governor vacancies were filled:  
- EYFS – Ben Amoah  
- Art, design and D&T - Penka Georgiva Mihov  
- RE – Nick Mailer  
- SEND - Penka Georgiva Mihov
- 10.8 The Headteacher undertook to co-ordinate link governor visits in the Spring Term.
- 10.9 The Committee terms of reference were reviewed and remained unchanged.

Item	Action	Who?	Deadline
10.8	Co-ordinate link governor visits in the Spring Term	HT	December 2023

## 11. RATIFICATION OF POLICIES

- 11.1 There were no policies to ratify as some documents were to be reviewed by the PPC Committee, whose meeting had been postponed.
- 11.2 These would be shared on GovernorHub for ratification after their rescheduled meeting.

Item	Action	Who?	Deadline
11.2	Share policies on GovernorHub following the PPC Committee meeting	HT	December 2023

## 12. BELS DIRECTOR'S REPORT

- 12.1 The Director's report, a copy of which had been shared on GovernorHub, was received and noted.
- 12.2 The Chairman reported that at the recent Chair's briefing Alison Dawes had presented a report on the child demographics throughout Barnet when looking at pupil numbers. It was suggested that the Pupil, Parents and Community Committee review this data at their next meeting.

Item	Action	Who?	Deadline
12.2	Review LA data on pupil demographics in Barnet	PPC Comm	December 2023

**13. GOVERNOR SUPPORT AND DEVELOPMENT**

- 13.1 The Governor Support and Development programme was commended to Governors.
- 13.2 It was suggested that the new Governors attend induction training.
- 13.3 Governors were reminded that they should all have up to date safeguarding training.

**14. ANY OTHER BUSINESS**

- 14.1 Governing Body Membership Rajen Rajput reported that he would be stepping down from the Governing Body due to work commitments and that the spring term meeting would be his last meeting. He was thanked for his contribution to the School.
- 14.2 A Parent Governor election would be held after the next meeting.

**15. ANNUAL MEETING SCHEDULE 2023-2024**

- 15.1 The meeting schedule had been emailed to Governors and was available in the calendar on GovernorHub.

**16. DATE OF NEXT MEETING**

- 16.1 The date of the next meetings were confirmed as:
  - **Monday 26<sup>th</sup> February 2024 at 6.30 pm**
  - **Tuesday 18<sup>th</sup> June 2024 at 6.30 pm**

*Hugh Rayner left the meeting at this point.*

**17. CONFIDENTIAL ITEMS**

- 17.1 A discussion was held on confidential items, which were subject to separate confidential minutes.

Signed:.....  
Chair of Governors

Date:.....