



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 MONDAY 24th APRIL 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 | 3/4/2023-2/4/2027 | Present |
| Nickolas Mailer (NM) | Co-opted | | 27/6/2019-26/6/2023 | Present |
| Jade Cheung (JC) | Co-opted | Vice Chairman | 3/4/2023-2/4/2027 | Apologies |
| Nicola Simon (JC) | Co-opted | | 3/4/2023-2/4/2027 | 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 | | 07/10/2021-06/10/2025 | Present |
| Shabaz Dar (SD) | Parent | | 13/06/2019-12/06/2023 | Absent |
| Roshi Klair | Parent | | 07/10/2021-06/10/2025 | Apologies |
| Ayub Abdi | Parent | | | Present |
| Hugh Rayner (HR) | LA | | 28/02/2022-27/02/2026 | Present |
| Caroline Winston | Clerk | | | In attendance |

PART ONE

1. WELCOME & INTRODUCTIONS

1.1 The Chair welcomed Governors to the meeting.

2. ACCEPTANCE/NON-ACCEPTANCE OF APOLOGIES FOR ABSENCE

2.1 Consent was recorded to apologies for absence submitted on behalf of Roshi Klair and Jade Cheung.
2.2 Shabaz Dar was absent.

3. DECLARATION OF PECUNIARY INTEREST

3.1 None of the Governors present declared a pecuniary interest in the business to be discussed.

4. REAPPOINTMENT OF CO-OPTED GOVERNORS

4.1 The terms of office of Jade Cheung, Nicola Simon and Julie Hutton-Squire had expired on 2nd April 2023.
4.2 It was **AGREED** that they be reappointed for a further four-year term ending on 2nd April 2027.

5. MINUTES OF THE MEETING HELD ON 22nd NOVEMBER 2022 AND MATTERS ARISING/ACTIONS

5.1 The Part I Minutes of the meeting held on 22nd November 2022 were confirmed, initialled, and signed by the Chair.
5.2 Arising from the minutes:
5.3 Item 6.10 Add Lettings to the next agenda of the Finance and Premises Committee This had been completed.
5.4 The Headteacher reported that the School had signed up to Sharesy as agreed at the last meeting. There had been four lettings as a result, one of which was a weekly let for the whole of the summer term.
5.5 Item 6.15 Complete Governance Audit This action was closed.
5.6 Item 9.3 Circulate links to the online Safeguarding training This had been completed.

- 5.7 Item 10.2 Circulate staff contact details for link governor visits This had been completed.
- 5.8 Item 14.2 Add Co-opted Governor appointments to the next agenda This had been completed.

6. REPORT OF THE HEADTEACHER

- 6.1 The report of the Headteacher, copies of which had been previously circulated, was received and noted.
- 6.2 Arising from the report:
- 6.3 Staff Wellbeing The Headteacher informed Governors that Sam Knight had contacted her to offer free staff wellbeing training at the School in July.
- 6.4 **ASKED** what things other than time pressures staff had reported in the recent staff survey, the Headteacher said that there had been comments about the fast pace of change in education and the financial pressures faced by schools which was leading to a lack of resources.
- 6.5 **ASKED** whether staff yoga was still taking place, the Headteacher said that there was a session every half term.
- 6.6 **ASKED** whether it would be possible for the Headteacher to provide a breakdown by year group for SEND children on roll and the number of EHCPs, this was confirmed.
- 6.7 It was reported that the number of EHCPs across the whole school was currently 4.3%. The Headteacher explained that the threshold for additional SEND funding was 5% so the School did not yet fall into this category.
- 6.8 **ASKED** whether this 5% threshold was for infant schools only, the Headteacher said that this was for all mainstream schools. Infant schools were often negatively impacted in terms of SEND funding as it could take some time for EHCPs to be allocated when a child moved through the School.
- 6.9 **ASKED** for further explanation about recent CPD on the creative curriculum, the Headteacher said that this was work undertaken on the topic-based curriculum, reintroducing creativity following online learning due to the pandemic.
- 6.10 **ASKED** whether some of the staff CPD resulted in certification, the Headteacher said that the CPD reported was mostly internal, but staff did receive certificates for externally provided training for safeguarding, the new phonics scheme and epi-pen training.
- 6.11 **ASKED** for further information about external training, the Headteacher reminded Governors that the School bought-in to the LA BPSI service who provided specialist consultants to go into to schools to provide both support and training.
- 6.12 **ASKED** whether the school shared best practice with other local schools, the Headteacher said that this work had stopped during Covid restrictions, but she planned to resume this now.

Nick Mailer joined the meeting at this point.

- 6.13 **ASKED** for an update on pupil attendance, the Headteacher reported that this had been 92.3% during the recent Ofsted inspection due to illness. She added that there had been 15 children off from one class in the week after the Easter break due to an outbreak of chickenpox. Eid had also impacted attendance the previous week. As a religious festival, this was authorised absence. Romanian Easter had also had an impact on the attendance data.
- 6.14 **ASKED** whether families for whom persistent absence was an issue were being adequately chased by the School, this was confirmed.
- 6.15 A brief discussion ensued about the success of the racing track attendance incentive in school and the stamp book scheme for PP children. The Deputy Headteacher added that both punctuality and attendance had been positively impacted by these.
- 6.16 School Roll The Headteacher reported that there was currently one space available in Year 2. There had been some other pupil number movement in school, but fortunately when a child had left, the space had been filled immediately.
- 6.17 **ASKED** about predictions for Reception numbers in September, the Headteacher explained that 57 places had been offered on allocation day which was positive. She said that approximately two thirds of these spaces had been accepted to date and the others were being chased by the school office. There would be two classes in Reception for September 2023.
- 6.18 Governors were informed that 77 children would be moving up to Deansbrook Junior School in September. Some parents had not applied by the deadline assuming that they were not required to apply for the Junior School.
- 6.19 **ASKED** for an update on the number on roll in Nursery, the Headteacher reported that this was full at present with 51 on roll. There were 39 children in for the morning session and 26 in the afternoon.
- 6.20 **ASKED** whether there were any children on the waiting list for the Nursery, this was confirmed. The Headteacher said that there were seven children on roll who had another year left in Nursery and 44 would be moving up to Reception.

- 6.21 **ASKED** whether an extra member of staff would be required in the Nursery, the Headteacher said that this would not be necessary.
- 6.22 **ASKED** whether there would be enough children to fill three Reception classes if the Nursery waiting list was admitted to Nursery, the Headteacher said that this would not be the case.
- 6.23 The waiting list would be closely monitored. Governors were reminded that the staff ratio in the Nursery was 1:13. The Chair requested that this information be included in the Headteacher's termly report.

Hugh Rayner joined the meeting at this point.

7. REPORTS OF COMMITTEES

- 7.1 Curriculum, Attainment and Standards The minutes of the meeting held on 11th February 2023, copies of which had been previously circulated, were received and noted.
- 7.2 Finance and Premises Committee The minutes of the meeting held on 24th January 2023, copies of which had been previously circulated, were received and noted.
- 7.3 **ASKED** whether the School had fully utilised its Covid grant funding, this was confirmed. The Headteacher added that this tutoring was no longer taking place as schools were now required to cover 75% of the costs, which there was not budget for. Staff continued to provide the relevant interventions for children where required.
- 7.4 The School continued to be in a deficit budget, along with several other Barnet schools. The LA had requested an updated three-year recovery plan for this.
- 7.5 The impact of union strikes on staff salaries was highlighted.
- 7.6 Governors briefly discussed the issue of unfunded staff salary increases and the impact this was having on school budgets.
- 7.7 Pupil, Parents & Community Committee The minutes of the meeting held on 2nd February 2023, copies of which had been previously circulated, were received and noted.

8. UPDATE ON SAFEGUARDING

- 8.1 The Headteacher and Deputy Headteacher had updated their Designated Safeguarding Lead (DSL) training in January. This was updated every two years.
- 8.2 It was reported that all staff had recently updated their Prevent training.
- 8.3 Governors were reminded that safeguarding policies continued to be regularly reviewed. An amendment had recently been made to the safeguarding policy with the addition of information relating to suicide.
- 8.4 Staff and Governors were regularly reminded to keep abreast of updates to KCSIE.
- 8.5 The Headteacher requested that governors report any safeguarding training they do to the training link governor.
- 8.6 **ASKED** whether it was common for the School to identify safeguarding issues, this was confirmed. The Headteacher explained that staff noticed changes in children very quickly and these were followed up on.
- 8.7 CPMOMS continued to be used by staff for the logging of safeguarding concerns.
- 8.8 A Governor suggested sourcing some online safeguarding training for governors.

9. RATIFICATION OF POLICIES

- 9.1 The following documents had been shared:
- 9.2 Data Protection Policy After full consideration the policy was **RATIFIED**.
- 9.3 The Headteacher reported that the School had recently gone out to tender for a new IT Support provider and Inspire now had this contract. They would initially be dealing with the updating of the School's backup system at a cost of £400.
- 9.4 SFVS The document was **APPROVED** for submission to the LA.

10. CHIEF EXECUTIVE'S REPORT

- 10.1 The report had been shared with Governors for information.
- 10.2 The Chair highlighted the section on the review of outcomes in Key Stage 1 and Key Stage 2. It was noted that Barnet had not done as well as usual in Early Reading, Writing and Maths when compared to national and inner London schools.
- 10.3 **ASKED** what phonics scheme the School were now using, the Headteacher said that this was Twinkl Phonics. The PTA had donated £1,000 for the purchase of 300 new books. All staff had now been fully trained on the scheme.
- 10.4 The SLT had now written procedures for the teaching of Phonics so that there was consistency throughout the School.
- 10.5 Twinkl Phonics had been used in school since October 2022 and had replaced the previous scheme Letters and Sounds.

- 10.6 **ASKED** whether the scheme appealed to all children, this was confirmed and the Headteacher added that a broad range of new books had been purchased.
- 10.7 **ASKED** whether the phonics scheme was in line with the ethos of the School, this was confirmed. The Headteacher said that it met the needs of the children well and that they would continue to take a phonics screening test in Year 1.
- 11.8 Prescriptive guidance had been provided for teachers for the teaching of phonics and the impact of this would be monitored.
- 11.9 **ASKED** whether the scheme had differentiated pathways to meet the needs of all children, this was confirmed.
- 11.10 **ASKED** when the School could measure the impact of this scheme to pupil outcomes it was explained that this would be in June following assessments. The SLT would be undertaking lesson observations ahead of this.
- 11.12 The Deputy Headteacher said that this scheme was particularly accessible to EAL children due to its rhyming element.
- 11.13 It was reported that continued financial restraints meant that the SLT were continuing to support teaching and interventions rather than using additional staff.

12. GOVERNOR SUPPORT AND DEVELOPMENT

- 12.1 The Governor Support and Development Programme was commended to Governors.

13. ANY OTHER BUSINESS

- 13.1 Action Plan A document was tabled for information.
- 13.2 The Headteacher explained that the green items had already been completed.
- 13.3 **ASKED** whether parents would be provided with access to Twinkl for Phonics, the Headteacher said that she was looking into ways of how to share this information and it was hoped that links could be sent home weekly.
- 13.4 The Chair suggested the creation of a link governor role linked to Phonics and asked for a volunteer to do this. Ryan Hannan and Ayub Abdi undertook to share this role. The Headteacher undertook to inform the Phonics Leader about this.
- 13.5 It was noted that the yellow sections within the document were in progress.
- 13.6 **ASKED** what the most challenging part would be, it was reported that this would be the development of the foundation subjects within the curriculum.
- 13.7 **ASKED** whether subjects were linked across the curriculum, it was confirmed that they were linked via topics. The Headteacher said that there was a need to ensure that these links were clear throughout the School.
- 13.8 The Chair suggested inviting subject leaders to present on their subject before each Governing Body meeting. The Headteacher said that she would implement this from September.
- 13.9 **ASKED** when the report from the recent Ofsted inspection would be published, the Headteacher said that she had been informed that this would be at the end of the half term break. This would be circulated to all members of staff and the parent community.
- 13.10 Premises A Parent Governor reported that there continued to be an issue of a large puddle forming at the blue gate entrance in recent wet weather. The Site Manager said that he had been sweeping this out regularly but ultimately the area needed retarmacking.
- 13.11 This would be discussed at the next Finance & Premises Committee meeting.
- 13.12 It was reported that some repairs were being made to the roof, but this was being funded by the Borough.
- 13.13 Teacher Strikes **ASKED** how the decision was made about which classes closed during the NEU strikes, the Headteacher said that this was dependent on which teachers would be in school.
- 13.14 A discussion ensued and the Headteacher provided a full overview of the strike process and how this was managed in school.
- 13.15 It was suggested that a link to the NEU website be shared with parents so that they had a better understanding of the strikes.
- 13.16 School Fair It was reported that this would be taking place on Saturday 1st July 2023 and Governors were encouraged to attend.

| | | Action | Who? | Deadline |
|-------|----|--|------|----------------|
| 13.8 | a. | Invite a subject leader to present their subject to governors at the start of every GB meeting | HT | September 2023 |
| 13.15 | a. | Circulate link to NEU website to parents | HT | May 2023 |

14. ANNUAL MEETING SCHEDULE 2022-2023

14.1 The meeting schedule had been emailed to Governors.

15. DATES OF NEXT MEETINGS

15.1 The date of the next meeting was confirmed as:

- **Wednesday 10th May 2023 at 6.30 pm (budget ratification)**
- **Tuesday 20th June 2023 at 6.30 pm**

16. CONFIDENTIAL ITEMS

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

Signed:.....
Chair of Governors

Date:.....