

**THE GOVERNING BODY FOR FRIERN BARNET SCHOOL
MINUTES OF THE MEETING HELD AT THE SCHOOL ON
MONDAY, 4 FEBRUARY 2019**

MEMBERS:

CO-OPTED GOVERNORS

* Ms Ann Woodhall (Chair) (WLA)
* Mr Ian Bretman (BNI)
* Councillor Barry Rawlings (RSB)
Mr Trevor Renouf (RFT)
Ms Niki Savva (SAN)
Ms Sonia Ghaznavi (GIS)
* Ms Charlotte Fergusson (FNC)

PARENT GOVERNORS

* Miss Michele Buckland (BDM)
* Mr Martin Christie (CEM)
* Ms Olga Glazer (GRO)
* Mrs Joanna Goga (GAJ)
* Mr Nishad Gudhka (GAN)
* Mrs Sangeeta Kerai (KIS)
* Mrs Tracy Ward (WDT)

LA GOVERNOR

Councillor Anne Hutton (Vice-Chair) (HNA)

STAFF GOVERNORS

* Mr Simon Horne (Head Teacher) (HES)
* Mr Jerry Arnull (ALJ)

* Denotes members present

NON-VOTING OBSERVERS PRESENT

Ms Angela Moore (Deputy Head Teacher) (MEA)
Ms Jane Mullan (Deputy Head Teacher) (MNJ)
Mr James Robinson (Assistant Head Teacher) (RNJ)
Miss Isabel Nuñez (Y11 Head Student)
Mr Nathaniel Ricketts (Y11 Head Student)

IN ATTENDANCE

Mrs Jane Canavan – Clerk (CNJ)

A Woodhall

19/01 APPOINTMENT OF PARENT GOVERNORS

Following WLA's note in the school's newsletter, two parents had applied to become governors: Miss Michele Buckland (BDM) and Mrs Joanna Goga (GAJ)/ Both have children in Y7.

Proposed: CEM, seconded KIS. The Governors **voted unanimously to accept BDM and GAJ onto the governing body** for a term of four years, ending 4 February 2023.

BDM & GAJ joined the meeting.

19/02 WELCOME AND INTRODUCTIONS

The Chair welcomed everyone to the spring term meeting and introductions were made.

19/03 APOLOGIES FOR ABSENCE

Ms S Ghaznavi, Cllr A. Hutton, Mr Trevor Renouf, Ms Niki Savva - accepted.

19/04 STUDENT PARLIAMENT (SP) PRESENTATION

Led by Y11 Head Students Isobel Nuñez (NZI) and Nathaniel Ricketts (RSN).

Following an SP meeting on 25 November 2018, head students met with the Head Teacher on 4 December 2018. Items discussed and outcomes were as follows:

- Sex education - Will take place in tutor time and an external provider will train teachers. This will be rolled out to students – spring term 2019.
- Reporting bullying - Online reporting using new software to be trialled - Jan 2019.
- Eco ministers – Eco action team to be formed & discuss programme of action – Feb 2019.
- Litter picking – using students in detentions to pick up litter – in place.
- Teachers/staff (eating in class, using phones and dress code) – staff reminded of expectations by Head teacher.
- Students in indoor areas (corridors/some classrooms) when raining – to be trialled when there is a rainy day.
- Additional computer room at lunchtime- possibly just for Y11. Depends upon staff availability.
- Clean drinking fountains weekly – caretakers to monitor.
- Vending machines – caterers trying to source machines with fingerprint readers.
- Canteen – catering company to be invited back to review service – Spring term 2019.
- Charities – supporting Homeless Action in Barnet, FBS and Noah's Ark Children's Hospice.
- Learning Ambassadors – formerly Student learning consultants. Y8/Y9 students involved in the Accelerated Reader Programmes in form time to help Y7/Y8 students. Spring term will be trained in coaching skills to assist students in lessons and help with numeracy.
- Anti-bullying Ambassadors – 11 ABAs in Y8/9/10. Trained to deal with problems and how to pass on issues. Wear yellow lanyards.
- Sports Leaders – 25 in Y8/Y9. Assist in PE lessons, taking warm up/starters and help coach/teach others. Sports leaders helped organise Y7 basketball/netball tournaments held after school in summer term. Lead physical activities for Y6 students on transition day.
- Dance Leaders – 19 Dance leaders Y8-Y11. All have recognised awards in dance leadership. Went into primaries spring/summer terms 2018 – some for a lesson and older students for a day. The day programme planned by Dance Leaders involved choreography, games and directing students in Y5/6.
- Library Ambassadors – 13 in Y7/8/9. Meet monthly to share ideas. Role includes: shelving returned books; helping to find books and with it; labelling and stamping new books; supervising library users; organising events; keeping the environment tidy and safe.
- Barnet Youth Board Meeting – 7 February 6-8 pm. 3 senior students attending.
- New form meeting tool introduced to track form involvement and capture views from students. Provides opportunity for students to vote on questions/issues put to them from SLT.

FNC asked how they make sure it is not always the same students applying to be ambassadors. **RSN** said this was done through an interview process. If they pass the interview, they are appointed to the role.

GAN asked how they felt the software for reporting bullying would make a difference. **RSN** said that some students want to report it discreetly. This way they can contact parents. **BDM** asked how bullying was dealt with. **NZI** said there are safeguarding officers who keep the issues confidential.

CEM asked if, following reviews, there had been any improvement in the canteen food. **RSN** said they were pleased with the outcomes.

WLA asked how the litter picking was working. **RSN** said he thought it was going very well. The school is cleaner. **HES** said they wear high viz jackets and they do a good job litter-picking down Hemington Avenue.

WLA asked if the computer room was just available for Y11. **RSN** said Y11s go to the Usher building at lunchtime and it is an opportunity for them to catch up with course-work. He said having more options would be good. Rooms can only be used with a teacher present.

RSB asked if students feel listened to. **RSN** said Mr Horne is very supportive. If something cannot be done, he explains why. **WLA** asked when that happens, do they go back and think again. **RSN** said they keep trying to get things done.

GAN asked the students if they enjoy what they do. **RSN** confirmed he did and said he had wanted to do this since Y7.

WLA said SP seems to be developing well. **HES** said Isobel is a great dancer and Nathaniel is an excellent musician. He has performed around the world.

WLA thanked the students for their presentation.

RNJ, **RSN** and **NZI** left the meeting.

19/05 DECLARATION OF PECUNIARY INTEREST

None.

19/06 NEW GOVERNOR COMMITTEE ALLOCATION 2018/19

BDM: Student Inclusion Committee

GAJ: Teaching & Learning Committee

They would be linked to faculties in the next academic year and **WLA** explained governors could move to other committees when they are reviewed in October.

19/07 MINUTES OF THE LAST MEETING

The minutes of the meeting held on 8 October 2018 were **APPROVED**.

19/08 MATTERS ARISING

18/54 Pupil Premium

GAN said he would pass on detail of Enfield support to **MNJ**.

Action: GAN

18/42 GDPR

WLA confirmed the school has to keep data of students up to the age of 25.

18/64 Safeguarding Update

WLA reminded governors to ensure they had read the relevant safeguarding (The Management of Safeguarding paragraphs 52 – 58) and they should inform Maria Casling-Brown that they have done so.

WLA asked for confirmation that the school has the following in place:

Child Protection Policy – confirmed in place

Staff Behaviour Policy – confirmed a Code of Conduct in place

Acceptable use of technologies by staff – confirmed in place

Appropriate safeguarding responses to children who go missing from education.

MEA, as Safeguarding Lead, confirmed all were in place and updated regularly.

19/09 REPORT OF THE HEAD TEACHER

The Head's report had been circulated previously. HES highlighted items from his report. This is the first meeting since the October Ofsted inspection. He thanked everyone who was involved. The report is good and reflects well on the school.

HES said the SIP, based on the outcomes from the April Ofsted inspection was discussed at the last GB meeting. The relevant objectives are discussed in committee.

Staffing: the school is interviewing for a SENDCo this week

Performing arts: On Saturday, 2 February, there was a Dance Festival in aid of North London Hospice. Ludgero in Y9 was awarded a scholarship to the Pineapple Dance Studios.

Data: Analyse school performance (ASP): new performance tables have been published – key data was summarised in the report. HES said that they need to look at SEND support and making sure that high prior attainment children do well.

Ofsted: Ofsted propose inspections have more focus on the curriculum, how the school applies it and what is the impact. They have kept the four grades: unsatisfactory, requires improvement, good or outstanding. He added there will still be schools deemed outstanding and never being inspected.

Attendance: The school is currently above the national average. Persistent absenteeism is below the national average. HES said this is due to the very hard work going on around attendance.

Professional Development: HES said schools are trying to focus on metacognition, which involves students thinking about the most effective way of learning for them. Some use flash cards and others might use my maps. Teachers show different ways of learning and the students think about what is most effective for them. **GAN** asked if the school determines what a child's learning profile is. HES said he is a little skeptical about learning styles because the children will need to adapt to all learning methods. He said metacognition is about trying different strategies that might just work for them. **CEM** said his daughter uses different strategies for different subjects. **WLA** asked if she feels this is useful. **CEM** said he thought so although she doesn't like flash cards, she uses a whiteboard in her room. HES said how can you go wrong when talking about learning styles.

CEM said about students' learning, there is a new App: Cognito. HES said Richard Morgan, who was a governor for a short period and an ex-FBS student, works for the company who delivers Cognito and he has provided electronic text books for science and all children and they can have a virtual text at home.

19/10 LETTER FROM IAN HARRISON

Noted that FBS is no longer on the local authority's 'Cause for Concern'.

19/11 SCHOOLS BUDGET CONSULTATION

WLA said that some will know that there are issues with schools' budgets

HES said the local authority is taking a huge hit in funding next year and they are struggling with aspects of school budgets. High needs funding was cut at a time when additional support is given for children with conditions such as Downs Syndrome or autism. Everyone was trying to balance this issue and the government has now found more money to go to Barnet (£1m) for the next two years. The government has scrapped funding for school improvement and for the LA's statutory duties. HES said FBS has agreed to forfeit some funds from their budget to support school improvement. Cost to the school is about £20,000. Schools voted against losing funds for the LA's statutory services (eg: audit, health and safety, Chief Education Officer). The LA went to government and they have permission to take the cost of statutory services and they are allowed to deduct this money from budgets. Cost to the school is about £25,000.

HES said the government wanted to introduce the National Funding Formula and allowed local authorities to introduce this gradually. FBS would have benefitted by about £64,000 last year and this year but they are supporting other schools that stand to lose large sums of money. The phased transition was supposed to be two years, but the DfE has extended the time scale.

BNI asked if other schools might be more enthusiastic to take high needs and Pupil Premium (PP) children because of the funding that goes with them. **HES** said the school has a high number of PP children. He added that the funding hasn't encouraged other schools to take more. What it has done was to try to reduce the money that goes to PP or asking the DfE to get rid of it because they claim it isn't needed.

WLA said that because of the pressures on the school budget, the school had been looking at restructuring the school staff. However, some staff have left and not been replaced so they feel at the moment it will not be necessary to do anything else.

19/12 PUPIL PREMIUM (PP) REPORT AND ACTION PLAN

MNJ said the PP document is up on the school's website.

She said in April 2018, Ofsted highlighted that the school's PP statement was not in line with Ofsted requirements. **MNJ** said upon her return from maternity leave she undertook a review with LA School Improvement Officer, Susan Sutton.

MNJ said the PP strategy was approved by Ofsted in October. Throughout the year the school will be tracking the PP and disadvantaged students with a view to closing the gap – now diminishing differences.

Headlines: last year (Y11) 54% were PP students. By removing high needs students, the difference between PP and non-PP students was much closer. Disadvantaged students made more progress. **MNJ** said that many students' start in life puts them at a disadvantage. These are high, middle and low attainers. She said this is hard work and the outcomes are not always what they would like them to be but they did succeed in closing the gap.

MNJ said this year's cohort bring different challenges. Attendance is an issue and it is good to see an improvement. Ofsted said there is clear evidence that leaders now track the achievement of different groups (October 2018).

In September staff training looked at subject-specific barriers to learning. Literacy focuses on reading and writing and extended writing to enhance what is in the school improvement plan. Attendance and behaviour and social and emotional issues are dealt with through participation with the Resilience school programme.

BDM asked why Year 11 was highlighted as having poor punctuality and attendance. **MNJ** said that some students have a distance to travel and others have poor Attitude to Learning (AtL) and no sense of urgency to get to school. They are monitoring attendance and punctuality. **FNC** asked if this was always a problem. **MEA** said that Y11 is a particularly challenging year group. **MNJ** said they have used many strategies with this year group and it is difficult to get them all to work. **HES** said the school has high mobility. 85% are at FBS from Y7 to Y11. Mobility is 15%, FBS is in the highest group nationally.

WLA asked if expenditure and outcomes could be looked at through committees. **MNJ** said she will bring the outcomes to the full governors' meeting in October. She added Barry Rawlings is the PP governor. **RSB** said he had been looking at PP in primary schools.

HES said national data shows that the more disadvantaged children there are in a school, the lower attainment and lower progress there is. A suggestion that the number of PP children should be capped for schools. **MNJ** said they bring a 'richness' to the school. There is a group of students who have a positive impact on the school's Progress8. She added this is a joy of working in a comprehensive school.

BNI asked if the school had started the resilience schools programme. **MEA** said it was going very well. They have two trained mental health first aiders in the school. Two Terepia counsellors are

working with three students each. They have started a peer mentoring programme to train Y10 peer mentors. They will be working with Y7.

19/13 SEND REVIEW AND ACTION PLAN

The review took place in November 2018. Led by Samantha Rodwell with Joann Moore (both from HIST – high incidence support team) and Susan Sutton (school improvement officer).

Governors had been issued with a copy of the report.

MEA 'ragged' (Red, Amber, Green) the suggested actions. Many were already in green (completed) those in amber were in progress.

Developmental areas (mainly in red):

- TA standards: MEA said a lot of work needs to go into developing appropriate standards for TAs. They need an effective CPD programme in school where they work collaboratively with teachers
- A toolkit of resources for staff (under development)
- Development of resources on Firefly
- A more accessible curriculum for SEND learners

MEA said Holly Levitan (SEND teacher) started provides professional development opportunities around SEND and teachers attending feed back to their faculties. She said they need evidence of the actions undertaken. Things were not always as robust as they might have been.

SEND Code of Practice 2014. The idea is that the teacher is the expert in the room and needs to be working with the TA. Resources should be accessible to all learners. Middle leaders know this, but clarity wasn't there. All teachers should be able to understand how to identify and how to assess.

WLA said that the document contains reference to SEN and SEND. MEA said they should all be SEND. WLA said that once the new SENDCo is appointed, would there be another review. MEA said they are still buying into HIST. Samantha Rodwell leads on all the meetings and is happy to support the school. MEA added it would be useful to have another review. WLA said that this was an area that Ofsted had said the school needs to address. MEA said they felt the school was very inclusive but needed to ensure they were identifying ways to make sure appropriate education for SEND pupils was in place.

GAN said a theme that came out was lack of consistency in working practice. In terms of TAs, how do you deal with this? MEA said they have a revised training programme in place for TAs and they all go through it. Led by the SEND team, TAs do a lot of shadowing before they are able to go into the classroom on their own. She said the TAs learn very quickly and the training is repeated when new TAs join the school. TAs meet every Monday and share good practice. It is about communication and they report on how they support students. MEA said it is inevitable that there is going to be a high turnover but they do make sure they are managed very carefully.

HES said the focus has changed. They have appointed two SEND teachers who are specialists in this area. As a result they are employing fewer TAs. He added there is going to be a constant turnover of TAs as this is one of the routes to becoming teachers. MEA added that Holly Levitan started at FBS as a TA and then trained as teacher. She went and taught at another school and came back to FBS last September as a SEND teacher.

19/14 RATIFICATION OF POLICIES

WLA said the following policies had been through the relevant committees and were now presented for ratification:

Financial Management Policy and Procedures

Health, Safety and Welfare

Charging and Remissions

Anti Fraud and Corruption

Safeguarding and Child Protection

AW

Sex and Relationships

The SEND information report, having been through committee was also recommended for ratification.

The governors agreed to **RATIFY** the policies and the SEND Information Report.

19/15 RATIFICATION OF SCHOOLS FINANCIAL VALUE STANDARD (SFVS)

The governors agreed to **RATIFY** the Schools Financial Value Standard

19/16 GOVERNOR REPRESENTATION AT PARENTS' EVENINGS

6 February 2019 (Y8)	Tracy Ward
20 March 2019 (Y10)	Olga Glazer
1 May 2019 (Y7)	Sangeeta Kerai

19/17 REPORTS OF COMMITTEES

Minutes of committee meetings had been circulated previously:

Chairs Committee:	19-09-18
Teaching and Learning:	24-09-18; 05-11-18
Student Inclusion:	01-10-18; 19-11-18
Finance and Resources:	19-09-18; 06-11-18

19/18 GOVERNOR DAY FEEDBACK

Notes following feedback from Governor Day were circulated at the meeting. WLA asked governors to keep these notes **CONFIDENTIAL**. WLA asked if anyone had any comments about the organisation of the day. **FNC** said it might be useful next time for faculty leaders to have more idea of the structure of the day. She said although it was not an issue she had to go and look for children to talk to. **WLA** said faculty heads were advised they had two hours and within that time, the governor should meet a group of children and also talk to the HoF about the faculty review. **HES** said perhaps **SLT** needs to be a bit more specific about the use of time.

19/19 GOVERNOR TRAINING (FOLLOWING BUDGET RATIFICATION MEETING)

Governors were reminded that the Budget Ratification Meeting on Tuesday, 26 March needs to be quorate to sign off the school's budget.

Training follows this meeting. WLA said she thought it would be useful to have a session about where governors would like to see the school in five years' time. This could be about the curriculum, skills, technology, the school's unique offer.

WLA said **MEA** would be giving a presentation and some thoughts on guiding this discussion.

19/20 SEF – HOFs TEACHING & LEARNING SECTION

MNJ said **HoFs** are working on Section 2 (Teaching and Learning) of the Self Evaluation Form (SEF) and governor links should receive this by email before half term. She asked governors to contact her if they don't receive it.

19/21 LA TRAINING SPRING TERM 2019

Details had already been circulated. Should governors wish to attend a training session, please get in touch with the Clerk, Jane Canavan, who will arrange it.

19/22 ETHICAL FRAMEWORK FOR EDUCATIONAL LEADERSHIP (7 PRINCIPLES)

This document had been circulated previously. WLA proposed the governing body adopt this framework. **GAN** said he felt that the governors behaved ethically but it was a good thing to adopt and formalise it. **BNI** said it is probably quite useful in a low key way. It is about being role models and setting an example. **CEM** asked if this could be published so that parents can see what governors do. **WLA** said she could put something in the newsletter.

The principles will be incorporated into the Governors' Code of Conduct.

19/23 REPORT OF EDUCATION & SKILLS DIRECTOR – SPRING TERM 1

This document was circulated previously.

Governors to note the contents.

19/24 ANY OTHER BUSINESS

None

19/25 DATE OF NEXT MEETINGS

Tuesday, 26 March 2019, 6.30 pm (Budget Ratification Meeting)

Monday, 10 June 2019, 6.30 pm

The staff governor and non-voting observers all left the meeting.

The Meeting moved to Part II