

**THE GOVERNING BODY FOR FRIERN BARNET SCHOOL
MINUTES OF THE MEETING HELD AT THE SCHOOL ON
MONDAY, 7 OCTOBER 2019**

MEMBERS:

CO-OPTED GOVERNORS

* Ms Ann Woodhall (Chair) (WLA)
* Mr Martin Christie (CEM)
Councillor Barry Rawlings (RSB)
* Ms Niki Savva (SAN)
* Ms Charlotte Fergusson (FNC)

PARENT GOVERNORS

* Ms Olga Glazer (GRO)
* Mrs Joanna Goga (GAJ)
* Mrs Sangeeta Kerai (KIS)
* Mr Nishad Gudhka (GAN)
* Mrs Tracy Ward (WDT)

LA GOVERNOR

* Councillor Anne Hutton (Vice-Chair) (HNA)

STAFF GOVERNORS

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

* Denotes members present

NON-VOTING OBSERVERS PRESENT

Ms Kathryn Poynting (Deputy Head Teacher) (PGT)
Ms Paula Donaldson (Business Manager) (DNP)
Mrs Claudine Bernard (Acting Assistant Head Teacher) (BDC)

IN ATTENDANCE

Mrs Jane Canavan – Clerk (CNJ)

Prior to the Governing Body Meeting, there was a presentation by Mr Carl Robinson, SENDCo
Slides from the presentation are attached to the minutes.

A Woodhall

19/46 WELCOME & INTRODUCTIONS

The Chair welcomed everyone to the autumn (1) term meeting.

19/47 APOLOGIES FOR ABSENCE

Cllr. Barry Rawlings - accepted

19/48 APPOINTMENT OF CO-OPTED GOVERNOR

WLA proposed and HNA seconded the appointment of Mr Martin Christie from Parent Governor to Co-opted Governor.

The governors approved this appointment, unanimously.

19/49 DECLARATION OF PECUNIARY INTEREST

None.

19/50 ADOPTION OF TERMS OF REFERENCE FOR GB, COMMITTEES & PANELS

The Terms of Reference for the Governing Body, committees and panels were **APPROVED**.

19/51 ADOPTION OF CODE OF CONDUCT FOR GB

The Code of Conduct for the Governing Body was **APPROVED**.

19/52 GOVERNORS' YEAR PLAN

The Year Plan was noted. Clerk to email up-to-date plan to GB and SLT.

Action: Clerk

19/53 FACULTY LINKS 2019/20

Governor faculty link changes were noted. Clerk to email up-to-date list to GB and SLT.

Action: Clerk

19/54 MINUTES OF MEETINGS

Minutes of the following meetings (including Part II) were **APPROVED**.

3 June 2019

EGM 3 July 2019

EGM 23 September 2019

19/55 MATTERS ARISING

19/28 SP Presentation

HNA asked for follow-up concerning items raised by SP. (Canteen, Detentions, Building Works).

DNP said the canteen is still very busy. They are at the point of getting a vending machine in.

Delays were due to the type of machine (finger print/cash activated) and this should be installed soon.

She added students were being asked to complete a questionnaire, following which students will meet with the canteen manager.

HES said the students had asked for more consistency in the use of the Behaviour Policy, particularly with regard to issuing detentions and this had been relayed to staff.

Part II Minutes – 3 July 2019

HNA asked if there had been any appeals from the staff redundancies. **WLA** confirmed that there were no appeals from the three staff, who had all taken voluntary redundancy.

19/56 BUDGET MONITORING REPORT 2019/20

DNP circulated a budget monitoring report for the six months to end of September 2019.

The school budget runs from April to March and the school is now 50% of the way through.

GAN suggested lunch money income be accounted for separately. **DNP** said the income and

expenditure has to be in the main account. This applies also to trips funds (previously account for in another account).

HAN asked why there was not any income against I18 Free School Meals. **DNP** explained this is a code no longer used. **FSM** are now included in Pupil Premium (PP) funding. **DNP** said **GRO** had

asked that in future they show an additional line for PP Income. **GRO** said that as PP income is a

funding stream it might be useful to show this on a separate line in the income. HES reminded governors that PP income is accounted for in a separate report.

GAN asked if staffing costs included contracted staff. DNP confirmed supply/contracted staff are accounted for in Agency and Contracted Services (E26-E28)

DNP said the document shows the school is on track – just over 50% for income and expenditure. Capital funding and expenditure is accounted for separately.

19/56 ATTENDANCE DATA

BDC circulated the latest data.

This is the first time whole school attendance has hit the government target of 96%. BDC said the difficulty now would be to maintain the figure. She said they were continuing with the good work and keeping parents informed of their child's attendance - the pastoral team continually chase up attendance. BDC said current Y11 is a motivated cohort. Within the sub groups it was noted that girls' attendance was better than boys.

Persistent Absenteeism

BDC said they work very closely with the Education Welfare Officer (EWO) and they pick up early on any child whose attendance falls below 95%. The EWO sends a letter to the parents, detailing their child's attendance. CEM asked if the whole school figure was 24.2%. HES said this is the impact of some children having two days off in the first two weeks of term. He added this looks bad but the use of Fixed Penalty Notices (FPNs) will change this.

HNA asked if FPNs worked. BDC said they do because the process is followed through. She said a FPN is not something that anyone wants to receive and now it is becoming normal practice. She said attendance before and after holidays affects the school figures and parents are issued with FPNs if their child is not in school at those times and cannot supply medical evidence. BDC reminded governors of the link attendance has in raising standards. **WLA** asked where the money went. BDC said the money is collected by the local authority.

GAN said that Barnet is aware and is working with primaries because attendance has been very low. He asked if persistent absenteeism was still a big issue. BDC said they are working with these children. They are put on a Pastoral Management Plan (PMP) and other strategies are being used to help to get these children into school. She added a child is registered 'late' if they arrive to school after 9.15 am. So far this year there are 33 students with 49 unauthorised lates. BDC said they pass the relevant information to parents. Governors were asked if the format supplied was useful to governors. **HNA** said she liked the detail, on one page of A4. **WLA** said information concerning lates would be useful. **CEM** said to compare like with like, it would be useful to have the data presented in the same time frame.

GRO suggested if the school was collecting the fines on behalf of the borough, they could ask for a percentage to deal with the cost of administration. BDC said the money goes straight to the local authority. **GAN** said a school could be seen to be making money from fines and could create further disengagement. **WLA** asked if **HNA** could find out where these fines go.

BDC left the meeting.

HES said that BDC was one of the members of staff who had been seconded on to SLT.

19/57 SITE UPDATE

DNP circulated details of works recently carried out and upcoming planned works on the school site. **GAN** asked why students couldn't take a shower after PE. **ALJ** said that there wasn't time and also he would not wish to supervise students having showers. He said it is just not done these days.

DNP left the meeting.

19/58 STAFFING UPDATE

HES said there is a new Head of Maths (Alexander Pisani) who will present before the January GB meeting. He said they have an NQT in maths to replace another maths teacher who left in the summer. There is a new Head of History, Jen Herlihy.

HES said that Angela Moore has been seconded to Northgate Hospital School. The new Safeguarding lead is Jim Robinson, who will come to the next meeting. Claudine Bernard is now responsible for attendance and behaviour.

19/59 HEAD TEACHER'S VERBAL REPORT

- The school has been invited to take part in the National Theatre Youth Festival. Students will put together a piece which will be performed in the new year at the artsdepot. If they pass that audition they will then perform it at the National Theatre.
- KS4 Students have been on an immersive trip to Spain where they had to speak the language.
- Y7 transition has been very successful – currently, they are over-capacity by 3 children in the year group. The students have already had a trip to the Herts Young Mariners Base Outdoor Centre.
- Open Evening was very positive. 200 students came back to school to help. Attendance was good and people were very positive about the school.
- VEX Robotics – a new cohort is competing in this STEM technology.
- Institute of Education (IoE) sent 80 of their PGCE students into the school. This is a very good link – IoE recognise how good the school's young teachers are.
- Deborah Myer organised an excellent Careers' Fair for Y11 and some Y10 students. A number of ex students, now in sixth forms and at colleges, came in.
- An apprenticeship fair is coming up.
- Y11 students have settled in well. This is a very different cohort from last year and they are already focussing on the year ahead.
- There is a new behaviour focus to uphold standards such as good uniform and behaviour in lessons.
- Jane Mullan goes on maternity leave on Wednesday, 9 October. STOP PRESS! – she gave birth to baby girl (Sofia Louise) on the evening of the governors meeting (7 October).

HNA said she had introduced HES to a painter based in East Finchley. HES said that he is prolific and he has suggested hanging some of his paintings (abstract art) around the school. **FNC** suggested it might inspire some young people if he came in and talked about his work.

19/60 GCSE 2019 EXAM ANALYSIS

HES said the government has just published its progress figures. The data provided is an overview and SLT will be re-writing the SEF to take account of these results. He said that last year's Y11 was a very difficult cohort – a 60/40 boy-girl split and 50% Pupil Premium (PP). HES said, nationally, PP students under achieve. He added that pupil mobility also had a negative effect on results and there were 8% of the cohort with either few or no results (these were mostly children with mental health issues).

English results were far better than maths. There is a choice to enter students in either Foundation or Higher for maths. This year will enter more students into the Higher maths paper because there is more tolerance.

HES said there were ¹²~~39~~ students with lack of engagement and lack of engagement with parents. This was not helped by having a boy-heavy year group.

HES reminded governors this year's Y11 is very different and the shake-up of leadership team responsibilities would have a beneficial effect on the group. Kathy Newey (the other member of staff seconded to SLT) is responsible for the curriculum.

GAN asked if they had data from other schools. HES said that so far the government has published unvalidated data. There have been some re-marks and some have gone up. HES said that local schools have a higher proportion of high attainers.

CEM asked if there were any year groups that were showing concerns. HES said current Y9 feel a bit different and PGK agreed Y9 might be a year to watch.

GAJ asked what plans the school had put in place to ensure that attainment goes up. HES said they have exam strategies. The school is looking at how the KS3 curriculum prepares children for GCSE. Kathy Newey will tell governors about this at the next meeting.

He added that the current Y11 attitude to learning is good and some children are working really well. However, he said there are some who are not making enough progress and they are looking at different interventions.

HES said the Brilliant Club is going to carry on. English are preparing students to be A Level-ready.

WLA asked if they had looked at what had worked and dropped what hadn't worked. HES said Sharon Thomas (Head of Year 11) has been working hard on this. She doesn't have a big group of children to chase and she feels as if she is on top of her year group. PGK said it has been a positive start for Y11 this year because interventions are already in place.

HES said they used to worry about the Progress8 figure, the floor standard and the coasting standard. The DfE has now abandoned these. They now use the Ofsted term – requires improvement which triggers interventions. He added the next set of data will be very different.

19/61 SCHOOL IMPROVEMENT PLAN (SIP)

This document was circulated previously.

HES said they are trying to be more proactive earlier by collecting data for attitude to learning over the half term.

HNA asked about drop down days for PSHE. HES said there were issues because they have had visiting groups come in to deliver specific subjects and they were not followed through. They will deliver some things through the curriculum and some subjects will be explored in tutor time.

HES said governors will need to monitor the implementation of the new Ofsted framework.

CEM asked how the school was going to increase parental support. HES said they have three pastoral support managers who are making more direct contact with parents.

RAGGED SIP to be on January meeting agenda.

Action: Clerk

19/62 SELF EVALUATION FORM (SEF)

Carry forward to November Meeting

Action: Clerk

19/63 EXCLUSION DATA

HES circulated up to date data and it will be updated in the same format throughout the year.

He said it was a bit early to make judgements and because the school upholds consistently the behaviour policy, there would always be fixed term exclusions. **WLA** noted this was a good start and added they had asked for details of permanently excluded pupils to be added to the form.

19/64 PROFESSIONAL DEVELOPMENT OPPORTUNITIES (PDOs)/STAFF TRAINING 2019/20

The autumn term schedule had been circulated previously
PGK said some of the PDOs are for NQTs and PGCE students (who started in October). She said the school has bought into an NQT training package, provided by Alexandra Park School. HNA asked about safeguarding updates and PGK confirmed staff attended this session on the first day of term.

19/65 TEACHER PERFORMANCE

Data concerning lesson observation data for the previous academic year and faculty work sampling had been circulated previously.

PGK said lesson observations take place every term for all staff and additional observations are undertaken according to need. In addition there is faculty work sampling and this half term HoFs are sampling Y11.

PGK explained lessons are graded on six criteria, the most challenging of which is Differentiation and Challenge. In addition, a number of students are asked four questions about the lesson. Last year there were 101 observations. Green is 'good', yellow is 'adequate' and those in the red require improvement. CEM said they had noted improvements when they were monitoring lesson observation in the T&L Committee.

PGK said all teachers will be observed in the autumn term and she will provide data later in the year. She will also provide information concerning faculty work sampling.

19/66 GOVERNOR REPRESENTATION AT PARENTS' EVENINGS

WLA asked for a volunteer to be present at the next Parents' Evening. She said that parent governors should not volunteer for a year that their child is in.

| Date | Year Group | Governor |
|-------------------|------------|------------|
| Wed 27 Nov 2019 | Year 9 | Tracy Ward |
| Wed 15 Jan 2020 | Year 11 | |
| Wed 5 Feb 2020 | Year 10 | |
| Wed 18 March 2020 | Year 8 | |
| Wed 29 April 2020 | Year 7 | |

19/67 PLANNING FOR GOVERNOR DAY (TUESDAY, 12 NOVEMBER 2019)

Blank postcards were issued to governors to write down what they wanted to do/see on Governor Day and asked to return them to WLA or the Head Teacher so that they can plan the day. WLA said they had invited Trevor Renouf to the lunch on that day.

19/68 IDENTIFYING TRAINING NEEDS

The local authority governor training schedule had been circulated. WLA asked governors to note the training available and to contact the clerk, if they were interested in attending any of the courses.

19/69 RATIFICATION OF POLICIES

Children Looked After Policy

The policy had been presented at the last SI Meeting but there were some amendments to be made. Clerk to circulate to members of last year's SI Committee and then re-submit it for ratification.

Action: Clerk

19/70 REPORT OF EDUCATION & SKILLS DIRECTOR – Autumn 1

Governors were asked to note the contents.

Federations

WLA said the Governors Advice Office's report contained information concerning updating information on DfE statutory policies. They had also prepared a report about school partnerships and federations. Some primary schools in Barnet were part of a federation, where, as part of cost savings, they shared staff and expertise. WLA said that there was no need for FBS to think about this at the present time. HES said they are in partnership with some of the local schools and he added they would talk and work with anybody. GAJ asked if other schools were willing to share good practice. HES said they do a lot of work with Alexandra Park School (APS) and they are open to talking with other schools. GAJ said she wondered if other schools wouldn't want to share their strategies with other schools because of competition. HES said they are always happy to share ideas and resources with others. HNA said she thought the borough wanted schools to share resources and expertise and they always encourage cooperation between schools.

Ofsted

WLA said the new Ofsted frame work is looking at a more rounded curriculum. She suggested this might be a training topic in March (after the Budget Ratification Meeting)

19/71 ANNUAL REGISTER OF BUSINESS INTERESTS

Governors were asked to complete the form and return it to the Clerk.

19/72 ANY OTHER BUSINESS

Committee Meeting Minutes

These had not been included in the papers for the meeting but governors can obtain an email copy from the clerk, should they wish to read any of the minutes.

HNA said on 30 October the artsdepot were holding an educational cultural partnership presentation. HES said FBS has been contacted and they are involved in this.

19/73 DATE OF NEXT MEETING

Monday, 25 November 2019, 6.30 pm.

Preceded by presentation from Student Parliament at 6.00 pm.

AG