

**THE GOVERNING BODY FOR FRIERN BARNET SCHOOL
MINUTES OF THE MEETING HELD AT THE SCHOOL ON
MONDAY, 8 OCTOBER 2018**

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

Mr Martin Christie (CEM)
* Ms Olga Glazer (GRO)
* 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)

IN ATTENDANCE

Mrs Jane Canavan – Clerk (CNJ)

Ann Woodhall

18/47 APPOINTMENT OF CO-OPTED GOVERNORS

Ian Bretman's (BNI) term of office ended on 6 October 2018. He agreed to stand again for a period of time in order to train up a successor to his role as Chair of Finance & Resources Committee. Proposed: HNA, seconded: WLA. The Governors **voted unanimously to CO-OPT BNI onto the governing body** for a term of four years, ending 8 October 2022.

Charlotte Fergusson (FNC) applied to become a co-opted governor in 2016 and later withdrew owing to commitments for that year. WLA approached FNC recently and she agreed to re-apply. Proposed: RSB, seconded: RFT. The Governors **voted unanimously to CO-OPT FNC onto the governing body** for a term of four years, ending 8 October 2022.

18/48 APPOINTMENT OF PARENT GOVERNOR

WLA reported that Alison Felfeli had resigned as a parent governor. The governors expressed their thanks to Alison for her input and support over the past seven years.

WLA said Martin Christie (CEM) has agreed to re-stand as a parent governor for another term. Proposed: KIS, seconded: GAN. Governors **voted unanimously to reinstate CEM onto the governing body** for a term of four years, ending 8 October 2022.

The Clerk took the meeting at this point.

18/49 APPOINTMENT OF CHAIR FOR THE ACADEMIC YEAR 2018-19

A self-nomination had been received from Ann Woodhall (WLA). The governors voted **unanimously to appoint Ms Woodhall as Chair for the academic year.**

The Chair took over at this point.

18/50 APPOINTMENT OF VICE-CHAIR FOR THE ACADEMIC YEAR 2018-19

A self-nomination had been received from Cllr Anne Hutton. The governors voted **unanimously to appoint Cllr Hutton as Vice-Chair for the academic year.**

18/51 WELCOME AND INTRODUCTIONS

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

18/52 APOLOGIES FOR ABSENCE

Mr I Bretman, Mrs T Ward: accepted. Absent: Mr M Christie; Ms S Ghaznavi.

18/53 DECLARATION OF PECUNIARY INTEREST

None.

18/54 PUPIL PREMIUM REPORT/ACTION PLAN

Presented by Deputy Head Teacher, Jane Mullan (MNJ). MNJ explained she had been on maternity leave and returned to FBS in June.

MNJ explained Ofsted stated, in their letter of May 2018, that the school's allocation of Pupil Premium (PP) funding to support disadvantaged pupils was not used strategically enough. As a result, the school engaged with an external consultant, Susan Sutton, to carry out a Pupil Premium review.

Currently, 47% of pupils are PP children – these are 'ever 6' children who would have received free school meals at any time in the last six years. MNJ said a lot of good practice goes on in the school and she said the review gave a senior leader the opportunity to strengthen the practice. Susan Sutton had a series of interviews with staff and she looked at the support systems. These included extra curricular activities and interventions in class.

MNJ said she and HES met with Susan Sutton in September to agree the report: a self-evaluation exercise. As a result, a number of things were currently taking place:

- A review of PP spending (2017-18).
- Analysis of data to establish which interventions had an impact.

Following the above Susan Sutton would visit again and the school's action plan would be finalised. Staff have been asked to identify PP students and say what specific interventions they have used in their subject.

MNJ said they had identified five barriers to learning:

- Poor punctuality and attendance to school, especially current Y11
- Low literacy skills on entry in Y7 for a significant group of PP students, slowing progress
- Poor extended writing skills – especially in middle/higher ability boys
- Poor resilience in attempting challenging activities and poor independent study skills
- Low levels of support outside school – including poor parental engagement

Additional barriers include:

- More PP students experience Social, emotional and mental health issues, affecting behaviour and attendance
- Increasing numbers of social care involvements with a minority of families.

GAN asked what kind of rewards for attendance they gave to students. MNJ said these would generally be financial rewards. MEA said they have celebration assemblies where children receive silver, gold and platinum certificates for attendance. She said where children demonstrate 100% attendance within a specified period of time, they will receive money for this. She added at the end of last year they had a target group who were on 94% attendance and they were told if their attendance for the period reached 96%, they would receive £50. MNJ said they had also issued some fixed penalty notices that were also effective.

MNJ said that 30-35% of pupils come to FBS with low literacy skills. The school has implemented strategies to improve literacy. In addition to the Accelerated Reader Program, extra teaching groups in Y7/Y8 facilitate more support. MNJ said this support overlaps with that for students with SEND. She added extended writing is an important element in GCSE exams and there is a gap between girls and boys. They are working with boys to improve this skill.

MNJ said poor resilience can be a challenge and some students struggle to study independently. Teachers are promoting metacognition activities and including them in their planning. Where there are low levels of support outside school, teachers are encouraged to detail work on Firefly for pupils.

MNJ said there were additional, external barriers to learning for some students who suffered with mental health issues and those who were at risk of NEET (not in education, employment or training) at the age of 18. She said the school is part of the Resilience Schools Programme (RSP). MEA clarified the RSP is funded by Public Health and in Barnet there are 15 schools involved (primary and secondary). Meetings are collaborative and the programme is bespoke to each school.

MNJ said there is a requirement for all local authority schools to publish their strategic plan on their website. She said the template is not particularly user-friendly but the school has linked this to the Pupil Premium action plan. MNJ said while Pupil Premium is covered in the SI Committee, it is recommended that they have a governor linked to Pupil Premium.

RSB said he has been a Pupil Premium governor. He asked if there was any scope in doing some work with Y6 students coming to the school. He said there are a couple of ways to do this: for instance, ask them to write a small piece of work as a test of their literacy. He added that focusing on poor literacy skills could have a beneficial effect for these students. MNJ said four years ago they did some work with Y6 and then with some Y5s. She said the difficulty is that they could be working with many students who choose to go to another secondary school, so while the project could be successful, the impact and outcomes could be minimal.

HES said that research has shown that by the age of 5 there could be a huge difference in ability for Pupil Premium children. Interventions put in place in Y6 are too little, too late. **WLA** asked if they could do some work during the summer. MNJ said the government used to fund summer schools but, unfortunately, there is now no funding.

HNA asked if the school knew which were their feeder schools. HES said the main feeders were Queenswell, Holly Park and Garfield. **RFT** asked if the school knew which children were Pupil Premium. MNJ said they have an idea from the free school meals lists.

GAN asked if the school was able to offer support to children with low levels of support outside school. MNJ said there is a homework club up until 4.00 pm in the LRC. There is also an opportunity for vulnerable and special needs children to work in the bungalow after school. **GAN** asked if they could get the local authority to do more for these children. MNJ said Barnet do not have the resources to help. They might signpost children to a local library. **GAN** said he would send detail of whom he knew from Enfield to MNJ.

WLA thanked MNJ for her presentation and governors looked forward to seeing the finished report. MNJ said she would report back to the Teaching & Learning Committee. **WLA** said if anyone should like to see Susan's report, they should contact the Clerk. When the exercise is completed governors will receive a full copy.

18/55 ADOPTION OF THE GOVERNORS' TERMS OF REFERENCE (TOR)

WLA reiterated that all governors are equal and it was noted the TOR states: "*individual governors have no power or right to act on behalf of the governing body, except where the whole governing body has delegated a specific function to that individual*".

The terms of reference were adopted for the academic year 2018-19.

18/56 ADOPTION OF GOVERNORS' CODE OF CONDUCT

The code of conduct was adopted for the academic year 2018-19.

18/57 GOVERNORS' YEAR PLAN 2018-19

Governors were asked to note the dates. **WLA** said agenda topics would be reviewed in committees.

18/58 COMMITTEE MEMBERSHIP AND FACULTY LINKS 2018-19

These were revised to take account of current governing body. Clerk to email revised document to all governors and SLT. Following Ofsted (April 2018) recommendations a new link governor for Pupil Premium was appointed.

Action: Clerk

AW

18/59 MINUTES OF THE LAST MEETING

The minutes of the meeting held on 21 May 2018 were **APPROVED**.

18/60 MATTERS ARISING

18/33 Policies

WLA said the HT and Clerk were working on review dates for policies.

18/41 Faculty Feedback

WLA congratulated Deborah Myer whose hard work had led to the school being reaccredited with Investors in Careers status.

WLA asked if there was any progress on a link with Le Raincy. **HNA** said she had spoken with HoF MFL, Sabrina Bernardi, who had expressed an interest. Representatives from Le Raincy were due to come to Barnet over the next few weeks. **HNA** said she would follow this up with Sabrina.

18/42 GDPR

WLA said she was informed that the school ^{was to} can keep student data until they reach the age of 25. **MEA** said she understood there were different regulations relating to safeguarding. **GAN** said he hadn't seen anything about this but keeping records up to the age of 25 might contravene safeguarding regulations. **WLA** said she would re-check with Paula Donaldson, Business Manager.

18/43 Governor Training

WLA asked if any governor had undertaken any training.

18/61 REPORT OF THE HEAD TEACHER

The Head's report had been circulated previously. **HES** highlighted items from his report. **HES** said they had made some good staff appointments this September, including 5 newly qualified teachers.

Open Evening went very well. The whole school was involved – staff, students and governors greeted potential parents at the entrance. The weather was perfect and the school looked great. **HES** said as a charm offensive, they gave out school calendars to parents. **KIS** said she heard lots of positive feedback about the students and the school. **MEA** said they selected 80 guides from Y8 upwards. **HES** confirmed that the staff and students worked really hard.

HES said numbers on roll were lower than expected. They had been full in Y7 in August but he thinks there might have been some double-counting in the local authority. They had 787 on Census Day (this is the number that drives the following year's funding). **HES** said that other schools in the borough have lost more pupils than **FBS**. **WLA** said that at the Chairs' meeting she heard that some schools were 50 pupils down and she congratulated the school on keeping the numbers up.

HES said last year's attendance was 94%. At the time of this meeting attendance was 95.4%. He said current Y11 is a concern and they are working very hard to engage these students.

HES said they have produced a Parent's App on the school's website and he hoped for some feedback. **GAN** said he had downloaded it, but not used it yet. **GRO** said with the App, there is no need to keep logging in as there is with the website. She said using the website or the App is a matter of personal choice. **HES** said the school buys into a lot of software but there is no point in having it if it is of no use. **GRO** said that Firefly is the first place she goes to, if she wants to get information about homework.

HES highlighted the positive teacher absence figures compared with other organisations: a possible indication of good staff wellbeing.

18/62 SCHOOL IMPROVEMENT PLAN (SIP)

This document had been circulated previously.

HES said the SIP is based on the Ofsted Action Plan and it is to focus people's attention on the Ofsted report and this would be the school's priority this year. **HES** said the objectives were linked to governor committees. **WLA** said committees should base their objectives on the SIP.

18/63 EXAMINATION ANALYSIS 2018

This report had been circulated separately to all governors.

HES said this year results had improved and the school had reached the national average.

He said there are some subjects in the open element, such as art, drama and business studies where improvements need to be made.

HES said he was frustrated about comments concerning Pupil Premium (PP) children because this is a national issue. There is still a gap between PP children and non-PP children.

HES noted the need to address the attainment of high ability children. The six children with an education health care plan matched or exceeded their targets but there were mixed results for other SEND children. HES highlighted the issues facing nine PP children with poor or no results. If these children were removed from the results the Progress8 figure would improve and the gap would close.

RFT asked why the art results were so poor. HES said the moderator lowered all the school's marks. He said they were not fully happy with the moderator's report and they are looking to change the exam board.

WLA congratulated the school on the improved results.

18/64 SAFEGUARDING UPDATE

Angela Moore presented to governors. She said she had met HNA (safeguarding governor) before the meeting. They try to meet twice a year.

MEA said they presented updated safeguarding information to all staff. New staff get intensive training. She said the Keeping Children Safe in Education Document (KCSIE) had been sent out to all governors. They should let Maria Casling-Brown know they have read this document.

M.casling-brown@friern.barnet.sch.uk MEA said there is important information for governors within the KCSIE document, particularly part 2 paragraphs 52 to 58 which is key for safeguarding.

Action: all governors

MEA said there is an important change in reporting. For instance, should someone know that female genital mutilation (FGM) has taken place they must report it to the police.

She said there is a big section concerning peer on peer abuse. This does not replace bullying, but there needs to be an awareness of this. GAN asked if there is a difference if a child is bullied more than once. MEA said this would be dealt with should they see a pattern emerging, and it could be considered to be peer on peer abuse.

MEA said where children are missing from school, it flags up concerns. There are issues where children are used to traffic drugs to other parts of the country and they are at huge risk.

The school is involved in the Resilient Schools Programme. Three members of staff will be trained as mental health first aiders. By 2020 all schools should have at least one mental health first aider. MEA trained in July and drama teacher, Hannah Pearman, is being trained in 31 October/1 November. A third person will be trained in the spring term 2019.

MEA said they have a new monitoring program for the internet and this will recognise inappropriate words that children are using and identifying trends within the context of the school. She said children are always 50 steps ahead of us and they are trying to be open-minded.

HES said they are buying into the London Grid for Learning which blocks sites. This allows the school to be on top of things to track what is going on and to see if there are worrying trends.

GRO asked if the mental health first aider concentrates on signs being picked up. The children don't necessarily know whom they should go to. **MEA** said it would be through signs and symptoms. **GAN** asked if all staff should be trained to spot mental health issues and then refer them to a mental health first aider. **MEA** said that staff use the 'My Concern' program if a child is displaying any emotional issues. There is a link to safeguarding. She said staff are very vigilant. The Resilient Schools Programme is for all staff to have training to spot mental health issues.

WLA said she hoped that the SEND review and action plan would be ready for the next GB meeting.

18/65 RATIFICATION OF POLICIES

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

Performance Appraisal: Associate Staff

Acceptable Use Technology (Staff)

Data Protection

Critical Incident

Teacher Performance Appraisal

Safeguarding & Child Protection

Positive Behaviour for Learning

Acceptable Use Technology (students)

Marking and Feedback

Curriculum

SEND statement (for website)

Pay Policy for Teachers (agreed in Part II)

The governors agreed to **RATIFY** the policies and the SEND statement.

18/66 REPORTS OF COMMITTEES

Minutes of committee meetings had been circulated previously:

Chairs Committee: 08-05-15

Teaching and Learning: 30-04-18; 02-07-18

Student Inclusion: 14-05-18; 09-07-18

Finance and Resources: 08-05-18; 03-07-18

18/67 PLANNING FOR GOVERNOR DAY

WLA said Governor Day was on Tuesday, 13 November 2018, starting at 8.15 am.

HES will send round details. Draft programme:

8.15 am refreshments

8.45 am watch a Y7 assembly

Governors will spend time in their faculties, including meeting some students.

WLA said they would put together some questions to ask students.

11.00 am Break/refreshments

11.30 am Feedback session (CNJ to take notes)

Performance and lunch. Governors could leave at 12.30 pm and not have lunch.

Governors were reminded to bring their own lanyards.

18/68 REPRESENTATION AT PARENTS' EVENINGS

(Wednesdays: 4.30 – 7.00 pm)

28 November 2018	Year 9	Sangeeta Kerai
16 January 2019	Year 11	Trevor Renouf
6 February 2019	Year 8	TBA
20 March 2019	Year 10	TBA
1 May 2019	Year 7	TBA

Governors were reminded they need only be there for about 45 minutes, giving parents the opportunity to talk to a governor.

18/69 IDENTIFYING TRAINING NEEDS

Governors were asked to let WLA or CNJ know if they wished to attend training.

18/70 REPORT OF EDUCATION & SKILLS DIRECTOR – AUTUMN TERM

Governors to note the contents.

WLA suggested and governors agreed that having completed the audit for the past three years they not complete the Self Evaluation Audit Tool for this year.

WLA said to note primary admission places were falling.

WLA asked if the SENCo Toolkit would be of use to the school. MEA said the local authority said it would be helpful for the SENCo.

18/71 REGISTER OF BUSINESS INTERESTS

Governors were asked to complete a Register of Business Interests form. The school has to keep this information on record.

18/72 ANY OTHER BUSINESS

WLA said she had been meeting Bronwen Tumani, National Leader of Governance, on a management programme. This has now come to a natural conclusion. Bronwen mentored the Chair and we have shared some good practice with her.

WLA said detail for the next newsletter needs to be with the school by 15 November. SAN to provide a paragraph on being a teacher at Woodhouse and an FBS governor.

18/73 DATE OF NEXT MEETING

Monday, 4 February 2019, 6.30 pm

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

The Meeting moved to Part II