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 Headteacher: Carole Catley

MINUTES OF THE FULL GOVERNING BODY MEETING OF DEANSBROOK INFANT SCHOOL, HELD AT THE SCHOOL ON MONDAY 26TH FEBRUARY 2024 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	Present
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	Present
Ben Amoah	Parent		07/11/2023-06/11/2027	Apologies
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.

2. ACCEPTANCE/NON-ACCEPTANCE OF APOLOGIES FOR ABSENCE

- 2.1 Consent was recorded to apologies for absence submitted on behalf of Ben Amoah.

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.

4. MINUTES OF THE MEETING HELD ON 21ST NOVEMBER 2023 AND MATTERS ARISING/ACTIONS

- 4.1 The Part I Minutes of the meeting held on 21st November 2023 were confirmed, initialled, and signed by the Chair.
- 4.2 Arising from the minutes:
- 4.3 Item 7.6 Publish EYFS outcomes in the school newsletter This had been completed and it was suggested that the Headteacher also post these on the school website.
- 4.4 Item 7.27 Share information on school website about developments following the inspection This action was pending.
- 4.5 Item 9.1 Circulate safeguarding training link to all governors This had been completed.
- 4.6 Jade Cheung reported that she had booked to attend safeguarding training taking place on 21st March 2024.
- 4.7 Judith Suissa had booked to attend effective governance training.
- 4.8 Item 10.8 Co-ordinate link governor visits in the spring term The Headteacher shared a document with Governors listing the subject links so that they could organise their meetings with their relevant linked member of staff. It was suggested that they organise a one-hour learning walk where they could observe in

the classroom and look at the books. If this was not possible, they were requested to organise an in person or Zoom meeting with their linked member of staff.

- 4.9 Staff had been informed that these visits and meetings would be taking place in the week commencing 18th March.
- 4.10 Item 11.2 Share policies on GovernorHub following the PPC Committee meeting This had been completed.
- 4.11 Item 12.2 Review LA data on pupil demographics in Barnet The Headteacher reported that there had been 120 less children applying for Reception places in Barnet for this September. This amounted to four whole classes across the borough so was a substantial reduction in applications.
- 4.12 Governors heard that a new housing development was planned in Edgware, although this would not be immediate but over the next ten years.
- 4.13 It was reported that the school was currently providing places for families who were travelling from Colindale.
- 4.14 The school was currently full across the year groups.
- 4.15 Alison Dawes, Head of Access to Schools Barnet, had reported that Romanian families who had left the country during the pandemic were now returning to Barnet. Governors were reminded that Romanian families made up 20% of the current school roll.
- 4.16 A brief discussion ensued on how these families were supported and the school's close links with the Romanian Hub.
- 4.17 A Governor said that it would be positive to have a Romanian member of the school community on the Governing Body.

Item	Action	Who?	Deadline
4.4	Share information on school website about developments following the inspection	JHS	June 2024

5. REPORT OF THE HEADTEACHER

- 5.1 The report of the Headteacher, copies of which had been previously circulated, was received and noted.
- 5.2 Arising from the report:
- 5.3 SIP Update The information was noted.
- 5.4 It was highlighted that the SLT had revised plans for the Foundation subjects and were already seeing the impact of that. There was a renewed emphasis on developing skills as well as knowledge. Skills were progressive across the year groups and across the curriculum.
- 5.5 The Headteacher reported that, as a school, they had been working on a more team lead approach to how staff looked after and worked with SEND children in the classroom. This had followed a visit from Joanne Moore, LA SEND advisor, who had provided full guidance on the benefits of this approach and how to embed it within the classroom. The key difference was that one-to-one key workers did not have to stick only with their one-to-one child, but could offer assistance elsewhere in the classroom when they were free to do so. This provided additional staffing capacity within the classroom and allowed the one-to-one child to develop a sense of independence.
- 5.6 All staff had now been trained on this new way of working and it was initially being trialled in the Nursery class where there were already more adults due to staff ratios to the number of children.
- 5.7 The Headteacher said that this would take time to embed throughout the school.
- 5.8 Governors were reassured that children who required constant one-to-one support would not be impacted and that their member of staff would remain with them. This applied to two children currently on roll.
- 5.9 **ASKED** how staff were feeling, the Headteacher said that there had been a mixed response as it was a change to the way that they were used to working.
- 5.10 It was explained that teachers would continue to be the staff responsible for monitoring and managing progress in their classes. This new way of working would enable teachers to work with the one-to-one children as well as support staff.
- 5.11 **ASKED** how this new team lead approach in the classroom should impact on progress, the Headteacher said that this should have a positive impact as the SEND children would have various sources of support and support staff would be working with more children overall.
- 5.12 A discussion ensued on how this would work operationally, including changes to teacher planning.
- 5.13 Governors also discussed the potential financial benefits of working in this way as there could be an impact on the level of support staff hours required.

- 5.14 **ASKED** how Ofsted would view this new way of working, Governors were reminded that they had commented that they wanted to see all children engaged in class. Governors were informed that national research supported staff being utilised in the classroom in this way.
- 5.15 **ASKED** whether any other schools in Barnet had implemented this system, this was confirmed.
- 5.16 Governors would continue to monitor progress and attainment data closely.
- 5.17 The Headteacher said that the SLT did not plan to implement this in the rest of the school until September 2024.
- 5.18 Progress against IEPs would be important evidence of how the system was working.
- 5.19 **ASKED** whether SEND was being picked up in school quicker now, this was confirmed, particularly when children joined the Nursery. Evidence could therefore be gathered sooner when it was suspected that a child required an EHCP.
- 5.20 Invacuation Procedures The Headteacher reported that an invacuation drill would be taking place in school the following day.
- 5.21 Admissions It was highlighted that numbers on roll for Reception 2024 were currently at 43 (first preference), 15 (2nd preference) and 15 (3rd preference). The Headteacher said that the majority of these children were from the Nursery, which was very well attended.
- 5.22 **ASKED** whether the school could admit more than 60 to Reception, the Headteacher said that this was not possible whilst two-form entry, as this would breach staff and pupil ratio rules.
- 5.23 Rainbow Club The Headteacher highlighted that the Rainbow Club continued to run smoothly and the number of children attending had remained consistent and was gradually increasing. She was delighted that it had been so successful and was very grateful to the school staff who diligently supervised the club every day.
- 5.24 Governors were informed that, to date, the club had made a profit of £800.
- 5.25 **ASKED** what the income had been for the previous Busy Bees letting, this was reported to be £3,000.
- 5.26 The Headteacher reported that the hall was now being let every Thursday from 4.00pm – 6.00pm by a performing arts club.
- 5.27 Overall income from lettings was currently £7,000.
- 5.28 An Islamic Group had recently agreed a letting for three weeks over Ramadan. This would be generating income of £2,500.
- 5.29 Premises The Headteacher reported that she had contacted the LA regarding the dry rot in Red Class as the estimate obtained by the school for the work had been £13k minimum.
- 5.30 Alison Dawes had confirmed that she would add the school to the list for building repairs in the 2024-2025 budget and just before the spring half term break, representatives from the LA had visited the school to assess the damage.
- 5.31 Unfortunately, it appeared that the damage was far more serious and costly than first thought and it was urgent that it was dealt with quickly.
- 5.32 Governors were informed that the damage had been caused by a dip in the pathway between the Nursery entrance and the reception outdoor classroom, which was installed about 25 years ago. It was explained that, over the years, water had collected in this dip, causing it to slowly seep into the side wall on the classroom, soaking into the wall and the floorboards. The dry rot had been caused by this damp.
- 5.33 The LA were concerned that the dampness and dry rot could cause structural damage if left too long and so work would start in the Easter holidays. The Headteacher said that it would take several weeks to complete, and the plan was for work to restart during May half term, and then during the summer. This would prevent work taking place while the children were in school.
- 5.34 It was hoped that the room would be ready for use again in September.
- 5.35 **ASKED** whether the school would receive confirmation in writing from the LA that they would be funding this project, this was confirmed.

6. REPORTS OF COMMITTEES

- 6.1 Curriculum, Attainment & Standards Committee The minutes of the meeting held on 1st February, copies of which had been previously shared, were received and noted.
- 6.2 It was highlighted that the Educational Visits Policy, Teaching & Learning Policy and Curriculum Policy had been reviewed and approved.
- 6.3 Finance and Premises Committee The minutes of the meeting held on 24th February, copies of which had been previously shared, were received and noted.
- 6.4 The Chair reported that the LA had made a financial error with the School's figures which had shown them with a budget deficit of £400,000 (more than 10% of their income). The deficit year-end was actually predicted to be approximately £123,000 and this had since been rectified with the LA. Lisa Roberts, School Business Manager, had joined a group being run by the LA for schools in financial difficulty.

- 6.5 A Governor highlighted that the benchmarking discussed would also need accessing for completion of the SFVS.
- 6.6 The Chair suggested that a group of Governors research academisation as this had not been considered by the Governing Body in recent years and was one way that schools alleviated their financial issues.
- 6.7 Consideration would need to be given on how to tackle the deficit budget should a decision be made again not to academise.
- 6.8 The Chair and Judith Suissa undertook to complete this piece of research.
- 6.9 **ASKED** what happens if a deficit budget is not cleared within the three-year recovery plan period, it was reported that there was not a definitive answer to this.
- 6.10 The Chair reported that at a recent meeting with Neil Marlow it had been suggested that the school let some of their classrooms to BELS for training as an additional source of income.
- 6.11 **ASKED** whether federation with another infant school would be an option, it was confirmed that this could be considered.
- 6.12 Pupils, Parents and Community The minutes of the meeting held on 7th February 2024, copies of which had been previously shared, were received and noted.
- 6.13 The Headteacher reported that the PTA had been running a parent and toddler group but were trying to build a rota of parent helpers. She asked whether any governors were able to help with this session, which ran weekly on Wednesday mornings. The sessions were currently open to parents from the school, but it was hoped to expand this to offer it outside of the school community.
- 6.14 A Governor suggested approaching parents in person or erecting a school to attract volunteers.

Item	Action	Who?	Deadline
6.6	Research the benefits and process of academisation	JHS & JS	June 2024

7. UPDATE ON SAFEGUARDING

- 7.1 The Headteacher reported that there was currently one child on a Child Protection (CP) plan and one family on Early Help.
- 7.2 There were no other safeguarding concerns to report.

8. RATIFICATION OF POLICIES

- 8.1 Anti-Fraud and Corruption Policy After full consideration the policy was **RATIFIED**.
- 8.2 Curriculum Policy After full consideration the policy was **RATIFIED**.
- 8.3 Pay Policy After full consideration the policy was **RATIFIED**.
- 8.4 Education Visits Policy After full consideration the policy was **RATIFIED**.
- 8.5 Health & Safety Policy After full consideration the policy was **RATIFIED**.
- 8.6 Staff Code of Conduct After full consideration the policy was **RATIFIED**.
- 8.7 Teaching and Learning Policy After full consideration the policy was **RATIFIED**.

9. BELS DIRECTOR'S REPORT

- 9.1 The document was noted.

10. GOVERNOR SUPPORT AND DEVELOPMENT

- 10.1 The Governor Support and Development programme was commended to Governors.
- 10.2 A link to online safeguarding training had been circulated to Governors.
- 10.3 The Headteacher tabled Governors' login details for their LGFL email addresses and reminded them that these should be used for all governance related emails. She requested that they also update their GovernorHub email addresses to their LGFL one.

11. ANY OTHER BUSINESS

- 11.1 Departing Governor The Headteacher recorded thanks to Rajen Rajput as this was his last meeting with the Governing Body as he would be stepping down from the role due to personal commitments. He was thanked for his time and commitment to the school.

12. ANNUAL MEETING SCHEDULE 2023-2024

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

13. DATE OF NEXT MEETING

13.1 The date of the next meeting was confirmed as:

- **Tuesday 18th June 2024 at 6.30 pm**

14. CONFIDENTIAL ITEMS

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

Signed:..... Date:.....
Chair of Governors