

GOVERNING BODY FOR GARDEN SUBURB INFANT AND JUNIOR SCHOOL

**MINUTES OF THE MEETING HELD AT THE SCHOOL ON
THURSDAY 25 JUNE 2015**

MEMBERS

LA GOVERNOR

*Jane Harris

PARENT GOVERNORS

*Lisha Taylor (Junior)

*Omar Shah (Junior)

*Adrian Hodgson (Junior)

*Michael Kkafas (Infant)

*Gerard Wiseman (Infant)

Elisabeth Tacey (Infant)

HEADTEACHERS

*Sarah Sands (Infant Headteacher)

*Eileen Bhavsar (Junior Headteacher)

ASSOCIATE MEMBER

*Kathryn Malik (Junior Support)

STAFF GOVERNOR

*Alexia Dobinson (Infant Support)

CO-OPTED GOVERNORS

*Julia Sanitt (Chair)

*Francoise Wagneur (Vice Chair)

*Mary Ogle

*Evelyn Thomas

*Katalin Barcza-McQueen

Ruth Beedle

*Emma Woolston (Infant Teacher)

*Javoneh Daneshpay (Junior Teacher)

NON-VOTING OBSERVERS

*Lisa Berger (Junior DHT)

Liz Cormack (Infant DHT)

*denotes member present

IN ATTENDANCE

Mr George Peradigou (Clerk)

Laura Menezes and Tracey Allam (PE and Sports Co-ordinators)

Jessica Conheady (Sex and Relationships Education Co-ordinator)

Part I

15/61 **PRESENTATIONS TO GOVERNORS**

Infant School Presentation: Physical Education (PE) and Sports Funding Expenditure 2014-15

Laura Menezes and Tracey Alam presented information about the School's PE and Sports Funding expenditure for 2014-15 which, it was noted, was an Olympic Games initiative that would continue until 2020. They explained that research had shown that increased physical activity also expanded pupils' mental capacity in the classroom. Governors participated in a physical demonstration including stretches, hand-eye co-ordination and core-integration.

Governors noted that the funding for 2014-15 was spent on the following initiatives:

- Subscribed to the Barnet Partnership for School Sports (BPSS) which organised the Key Stage (KS) 1 Sports Festival;
- Replenished resources in the sports hall and playground to increase the quality of physical education;
- Employed Sports Specialist TA who supported more able pupils in Year 2 with PE;
- Participated in the Barnet Dance Festival 2015;
- Arranged visits and talks with professional athletes;
- Hosted a skipping workshop;
- Held an INSET training day for staff on supporting physical activity in the playground;
- Established Year 2 Play Leaders;
- Updated the School's website to include its PE and sports vision in order to keep the community informed;
- Employed a Teaching Assistant (TA) to deliver the 'Change4Life' programme and Gross Motor training sessions.

Governors noted that, in addition to the above, the School was in the process of applying for the Bronze Healthy School Award, which replaced the Healthy School Scheme which had operated between 1997-2011.

In response to a series of questions, the following points were noted about the new award scheme:

- Since April 2013, it had been funded by the Mayor of London;
- The School was already fulfilling the requirements to achieve a bronze award and felt confident it would achieve a silver award and eventually a gold award;
- It was not possible to apply for a silver or gold award before achieving the bronze award;
- The silver and gold awards required further planned actions within the School's action plan;
- The School's application would be submitted in September 2015;
- The action plan linked into the School Travel Plan where relevant;
- No extra funding would be received from achieving the awards. However, it would enable the School to use a logo which symbolises its achievement to promote it as a healthy school.

Governors **CHALLENGED** the School to ensure that parents were kept well informed throughout the process.

Action: Infant School Headteacher

The presentation ended with a video clip of the Year 2 Dance Festival. Governors commended the School and Year 2 pupils for their enjoyable performance.

Governors thanked Laura Menezes and Tracey Alam for their full and informative presentation.

Laura Menezes and Tracey Alam left the meeting at this point.

Junior School Presentation: Sex and Relationship Education (SRE)

Jessica Conheady presented information to Governors regarding the School's Sex and Relationship Education (SRE) programme.

Governors noted that the School had subscribed to the Christopher Winters Project as recommended by the Local Authority (LA). The programme included guides for teaching staff and representatives of the Christopher Winters Project visited the School to train staff.

In response to a Governor's query, Mrs Conheady explained that the School's policies relating to SRE had been updated with information about the new programme.

It was noted that a consultation meeting with parents had been held and that no negative responses had been received. In response to a Governor's query, it was noted that between 35-40 parents had attended the consultation meeting.

In response to a Governor's question, the Headteacher explained that information about the new SRE policy had been published in recent newsletters and the School's website and that consultation forms had been sent to all parents.

Mrs Conheady explained that the programme linked in well with science and safeguarding. The safeguarding elements included teaching pupils how to identify inappropriate physical contact and what to do about it, as well as correcting misinformation from the media – this also linked into the School's E-Safety Policy.

The Junior School Headteacher explained that, while 9-12 pupils would usually be withdrawn from SRE lessons due to cultural or religious reasons, far fewer pupils were currently being withdrawn. Governors noted that this showed that parents were more confident and comfortable with the programme.

Feedback from teachers expressed that the majority of pupils were responding positively to the new programme; that pupils were more engaged with the content; and that resources were age appropriate. Teachers also expressed that teaching the subject to both genders together worked well.

Mrs Conheady expressed her gratitude to the School for giving her the responsibility to lead on SRE as this had helped her develop her leadership skills.

Governors thanked Jessica Conheady for her full and informative presentation.

Jessica Conheady left the meeting at this point.

15/62 **WELCOME**

The Chair welcomed Governors to the meeting.

15/63 **ACCEPTANCE/NON-ACCEPTANCE OF APOLOGIES FOR ABSENCE**

Apologies for absence were received and accepted on behalf of Ruth Beedle, Elisabeth Tacey, and Liz Cormack.

15/64 **DECLARATION OF PECUNIARY INTERESTS**

It was noted that there were no pecuniary interests declared by Governors within the current agenda.

15/65 **CONSIDERATION OF APPOINTMENT OF CO-OPTED GOVERNOR**

Javoneh Daneshpay left the meeting.

The nomination for the appointment of Javoneh Daneshpay as a Co-opted Governor was considered. Upon a show of hands, it was unanimously agreed that she be appointed for the four-year period ending 24 June 2019.

Javoneh Daneshpay re-joined the meeting and was congratulated.

15/66 **PART I MINUTES OF THE MEETING HELD ON 7 MAY 2015**

The minutes of the meeting held on 7 May 2015, copies of which had been circulated prior to the meeting, were confirmed, initialled and signed by the Chair.

15/67 **MATTERS ARISING**

14/47 Parking Permits

It was noted that the School was still awaiting the Local Authority's (LA) response regarding parking permits for staff following its consultation regarding this. The Infant School Headteacher said that the LA had recognised that this was a staff retention issue.

15/24 Headteachers' Reports: Junior School: Bicycles

The Headteacher had previously explained that six bicycles and a bike shed had been purchased using School Travel Plan funding.

As per Governor's previous requests, she had enquired about potential liability in the event of an accident if the bicycles were to be leased out. She undertook to report back on this at the next Governing Body meeting, by which time she had hoped to receive a response.

Action: Junior School Headteacher

A Governor enquired as to the possibility of the School hosting a weekend bicycle scheme. The Junior School Headteacher explained that, while this could be considered, it would have to be treated as a letting. The Chair referred further discussions on the matter to the Premises Committee.

Action: Premises Committee

15/29 Governor Open Day: Mobile Phones

It was noted that, as previously requested, the Junior School Headteacher would place the appropriate signage around the School to inform visitors that mobile phones were only permitted to be used in the School hall for photography and videography.

Action: Junior School Headteacher

Headteachers' Reports/Updates: Infant School: Attendance

The Infant School Headteacher explained that parents had been informed that the LA's Educational Welfare Officers (EWOs) were issuing penalty charges to parents for unauthorised absenteeism. In response to a Governor's query, she confirmed that meetings had been held with parents of pupils with persistent absenteeism. In response to a further query, the Infant School Headteacher confirmed that, thus far, this had had a positive impact with the majority of these pupils at 100% attendance in the period following the meeting.

15/68 **HEADTEACHERS' REPORTS/UPDATES**

Infant School

The Infant School Headteacher highlighted particular updates from her report, a copy of which was circulated prior to the meeting. Arising from the discussion:

Staffing

Governors noted the various staffing changes and cover and support arrangements in place as set out in the Headteacher's report. The Headteacher explained to Governors that she wished to review the School's staffing structure over the coming year.

Early Years Foundation Stage (EYFS)

The Headteacher informed Governors that the School's EYFS was externally moderated. She was pleased to report that the external moderators were generally in agreement with the School's judgements.

School Improvement Partnership

Governors noted that the School had been working closely with other schools within its School Improvement Partnership exploring outdoor learning opportunities and arranging joint INSET training.

Music

It was noted that music teaching was being developed through a new scheme to which the School had subscribed. In response to a Governor's query, the Headteacher confirmed that the scheme provided teaching guidance which would be used for music lessons each week.

Sports

As part of its young leadership training, The Archer Academy had held a sports festival for the Infant School. Governors commended this initiative as a good example of a community link which strengthened physical education, as referred to in the Infant School presentation earlier in the meeting.

Trips and Events

Governors noted the various trips and events taking place. These included trips to a local allotment, London Zoo, The National History Museum, Big Wood, and Golders Hill Park.

Governors were invited to the School's end-of-term shows, which would be themed around habitats, on:

- Wednesday 8 July at 9.30am; or
- Thursday 9 July at 9.30am

Staff Development

It was noted that various members of staff were now working as external consultants. These included The School's Art Teacher, who was working as an Arts Consultant for the Barnet Partnership for School Improvement (BPSI), and the School's Deputy Headteacher, who was working as an external moderator for KS1 SATs in various other schools.

Governors joined the Chair in thanking the Headteacher for her informative verbal updates.

Junior School

The Junior School Headteacher highlighted particular updates from her report, a copy of which was circulated prior to the meeting. Arising from the discussion:

Staffing

Governors noted the various staffing changes and cover and support arrangements in place as set out in the Headteacher's report. The Headteacher informed Governors about a new job share arrangement in Year 6. One Governor expressed concerns as to whether Year 6 was a good year to use this arrangement. The Headteacher and Deputy Headteacher explained that this was likely to strengthen teaching and learning given that both teachers were experienced.

The Headteacher highlighted that Kathryn Malik was due to leave the School at the end of the term. Governors joined the Headteacher in recording thanks to her for her hard work and formidable loyalty to the School for 26 years. Governors were invited to her retirement tea party, which was to be held on 17 July at 3.30pm.

In response to a Governor's query, the Headteacher confirmed that Kathryn Malik's replacement had already been appointed and that a handover would be scheduled before the end of the term.

The Headteacher also informed Governors that the Music Co-ordinator was also leaving the School at the end of the term. When questioned, she confirmed that a suitable candidate from a reliable agency was due to be appointed, with whom she had already had a Skype-interview,.

Music

It was noted that music continued to thrive at the School and thanks were recorded to Miss Scott who was responsible for this. Governors noted that the School had performed in the Barnet Music Festival.

Governors were invited to the Schools upcoming concerts which were taking place on Monday 13 July and Tuesday 14 July at 2pm and Wednesday 15 July and Thursday 16 July at 7pm.

Sports

As part of its young leadership training, The Archer Academy had also held a joint sports festival with the Junior School.

Governors noted that, earlier that day, the School had competed in the Barnet Schools Athletics Championships, in which its pupils had won the long jump competition. Governors commended pupils and said that this was yet another example of how the Schools were using community links to advance physical education.

The Headteacher informed Governors that the British Memory Challenge Competition had ended and that a pupil from the School had finished in 7th place out of 18. Governors recorded their congratulations.

External Moderation

The Headteacher informed Governors that, as per the Governing Body's challenge, she had volunteered the School to be externally moderated. It was noted that the external moderator had generally agreed with the School's judgements. Governors noted that the external Moderator had highly commended the School's fictional writing and said that he would struggle to find better examples.

Governors also commended the School for now having four pupils working at Level 6 in writing (in comparison to none the previous year).

Trips and Events

Governors noted the various trips and events taking place. These included trips to a Hindu Temple and activities aimed at promoting fundamental British values.

Assessment without Levels

The Headteacher expressed concerns regarding the Government's initiative to remove assessment levels without replacing these with anything by which the School could accurately monitor assessments. It was noted that only Year 6 end-of-year descriptors had been published thus far.

In response to a Governor's query, the Headteacher explained that she had not rushed into subscribing to any assessment management tool packages due to the level of uncertainty as to what was to be expected. She said that an external consultant had agreed with her on this.

The Chair referred further discussions on the matter to the Curriculum Committee.

Action: Curriculum Committee

15/69 SCHOOL WEBSITE UPDATE

A discussion took place regarding the School's new website. The Headteachers informed Governors the new School website would go live to the wider community in September, although it was possible that this could happen earlier.

15/70 GOVERNOR OPEN DAY

The Chair commended the Governor Open Day, which had taken place on 5 June 2015. Governors expressed that they were impressed with the level of teaching and the engagement of pupils in both schools.

Governors recorded thanks to staff for hosting the day.

A discussion ensued regarding catering and pupils' food selections. The Chair undertook to circulate to Governors information received from the Head of Catering at the LA.

Action: Chair

15/71 **POLICY RATIFICATION**

The updated Sex and Relationships (SRE) Policy was presented to Governors. Having been reviewed in full at committee level, the Chair recommended that the document be ratified by the Governing Body.

Upon a show of hands it was resolved that the Policy be **RATIFIED**.

15/72 **REPORTS OF COMMITTEES**

Finance

The committee minutes of the meeting held on 16 June 2015, copies of which had been circulated prior to the meeting, were received and noted by Governors.

Curriculum

The committee minutes of the meeting held on 19 June 2015, copies of which had been circulated prior to the meeting, were received and noted by Governors.

Premises

The committee minutes of the meeting held on 9 June 2015, copies of which had been circulated prior to the meeting, were received and noted by Governors.

A discussion ensued regarding the new front gate of the School's premises which had been damaged by a parent. The Headteacher explained that a new magnetic device was being installed which would make the gate more resilient.

The Junior Headteacher updated Governors regarding the all-weather sports pitch. Governors noted that the quotation for this was £63,000, which was higher than expected and exceeded the capacity of the School's budget. The Chair referred further discussion on this to the Premises Committee.

Action: Premises Committee

15/73 **GOVERNOR SUPPORT AND DEVELOPMENT**

Governors reported back following Governor Support and Development courses they had attended.

The Chair commended the Governor Support and Development Programme to Governors and urged them to attend courses which were inclusive in the package to which the School subscribed.

As was agreed at the previous Governing Body meeting, a form was circulated in order to collate information about Governors' attendance at courses, school visits, inset training, and other relevant development endeavours. It was **AGREED** that this training and visits log would be stored at the Infant School office.

Action: Alexia Dobinson

15/74 **ANY OTHER BUSINESS**

There was none.

15/75 **DATES OF COMMITTEE MEETINGS**

The following committee meeting dates were confirmed:

Staffing:	2 October 2015, 8.30am
SEN and Pupil Wellbeing:	6 November 2015, 8.15am
Curriculum:	To be announced
Premises:	13 October 2015, 8.00am
Finance:	To be announced

15/76 **DATES OF GOVERNING BODY MEETING**

The next meetings of the Governing Body were confirmed as:

Autumn (1): Monday 12 October 2015 at 6.00pm
Autumn (2): Wednesday 25 November 2015 at 6.00pm

The Associate Member and Non-Voting Observers left the meeting at this point.

15/77 **MOTION OF CONFIDENTIALITY**

It was **RESOLVED** that, because of its nature, the business to be transacted, be treated as confidential and not for publication.