

**GOVERNING BODY OF GARDEN SUBURB INFANT AND JUNIOR  
SCHOOLS**

**MINUTES OF THE MEETING HELD AT THE JUNIOR SCHOOL  
ON THURSDAY 14 MAY 2009**

**MEMBERS**

**LA GOVERNORS**

- \* Mrs Mary Ogle  
Mrs Barbara Harris
- \* Mr Christopher Kellerman  
Mr Clive Lewisohn

**PARENT GOVERNORS**

- \* Dr Mike Page (Infant)
- \* Dr Hossein Jahankhani (Junior)
- \* Mrs Rachel Dunsmore (Junior)
- \* Mr Ali Kazimi (Infant)
- \* Ms Yasmin Iyyaz (Junior)
- \* Mrs Lisa Shattock (Infant)
- \* Mr Brian Rock (Infant)

**STAFF GOVERNORS**

- \* Miss Sarah Sands (Infant Headteacher)
- \* Mrs Eileen Bhavsar (Junior Headteacher)
- \* Mrs Lisa Berger (Junior Teacher)
- \* Mrs Anna Tosi (Infant Support)
- \* Miss Natalie Kay (Infant Teacher)

**COMMUNITY GOVERNORS**

- \* Dr Helena Mullins (Chair)
- \* Mrs Francoise Wagneur (Vice Chair)  
Mr Peter Loble
- \* Rev Dr Ian Tutton

\*denotes member present

**ASSOCIATE MEMBER**

Mrs Kathryn Malik

**NON-VOTING OBSERVERS**

- \* Mr Paul Warren (Junior DHT)
- \* Mrs Liz Cormack (Infant DHT)

**IN ATTENDANCE**

Ms T Champion (Clerk)

**Part I**

09/46 **ACCEPTANCE/NON-ACCEPTANCE OF APOLOGIES FOR ABSENCE**

Apologies had been received from Clive Lewisohn, Kathryn Malik, Peter Loble and Barbara Harris, and these were accepted by the Governing Body.

09/47 **DECLARATION OF BUSINESS INTEREST**

There was no declaration of interest in any item on the agenda.

09/48 **MINUTES**

The minutes of the meeting held on 31 March 2009 were noted, and two minor corrections were made. The minutes were confirmed, initialled and signed.

09/49 **MATTERS ARISING**

09/32(b) Infant Inclusion Policy It was noted that the proposal for a non-religious assembly would be discussed by the Curriculum Committee at the meeting on Tuesday 19 May, starting at 8am.

09/25 (b) New Secondary School Proposal Mike Page said that the letter would be sent to the new Director of Children's Service once he was in place.

09/50 **REPORT OF THE INFANT HEADTEACHER**

The report had been circulated in advance, and a copy filed in the Minute Book. The Headteacher said that she would take questions on the report, and then move on to the School Development Plan.

a) **Inclusion** A Governor asked if there had been any racial or homophobic incidents during the term, and the Headteacher said there had been none.

b) **Artsmark** Governors were informed that the children's work had been assessed, and the School had been recommended for a gold medal; the final result would be awarded in May 2009.

c) **Premises** The Headteacher said that the Infant toilets would be refurbished during the summer holidays 2009. The rest of the priorities would be tackled in 2010. The representative of the Garden Suburb Trust, David Davidson, had given helpful advice about the buildings.

The Infant Headteacher was thanked for her report.

09/51 **INFANT SCHOOL DEVELOPMENT PLAN (SDP) 2009/2010**

The Infant Headteacher said that the SDP was a long document, and she asked Governors to look at the overview which had been circulated separately. The seven areas for development were the following: the creative curriculum, learning and teaching, health and well-being, inclusion, ICT, leadership and management, and premises.

**Post-Ofsted Action Plan** The main elements of the action plan had been incorporated into the SDP. There would be a focus on leadership and management across the whole School. In the area of assessment and progress tracking, the new tools offered by the Assessment of Pupil Progress (APP) framework would be explored. In Foundation Stage, opportunities for using writing skills would be increased, and the creative

extension

team would look at extending this across Key Stage 1 as well. In Year 1 film would be used to stimulate creative writing. Higher achieving pupils would be put into ~~extended~~ groups which would present them with greater challenge in reading and writing skills. The Headteacher said that beyond the curriculum, pupil absence trends would be analysed more thoroughly. She added that software for a texting and email service to parents had been purchased and was being put into place, to improve communications via messages and newsletters. The cost was approximately £600 per annum, with a set-up cost of £200.

A gardening initiative had begun, and each class had been given a raised bed, and some would try growing vegetables. Some parents were supporting the initiative, and were thanked.

The Chair commented that the SDP overview was a very helpful document.

09/52 **REPORT OF THE JUNIOR HEADTEACHER**

The report had been circulated in advance, and a copy filed in the Minute Book. The Headteacher provided an update as follows:

**Staff Recruitment** The Headteacher thanked Francoise Wagneur and Yasmin Iyyaz for participating in the interview panel recently, when recruitment interviews took place over two days. She also thanked the Deputy Headteacher for assisting with the lesson observations and interviews of the nine candidates. Three appointments had been made: these were two NQTs and a science co-ordinator.

The Headteacher was thanked for her report.

09/53 **JUNIOR SCHOOL DEVELOPMENT PLAN (SDP) 2009/2010**

The SDP had been emailed to all Governors. The Junior Headteacher said that the basis for the SDP had been the action plan following the last Ofsted inspection, and she invited questions from Governors.

a) **ICT** A Governor asked how the 30 new laptops would be utilised. The Headteacher said that the laptops would be used by children right across the curriculum, and they would also be available for SEN use. The Deputy Headteacher said that the set of laptops was very useful as they could be used instantly in any classroom, instead of having to book the ICT suite in advance. They could also be taken outside as they were quite robust, and the facilities included a drawing screen.

b) **Outdoor Environment.** The Headteacher added that there would be an inset in September 2009 when staff would study how the outdoor environment could be used to inspire the children. Guidance from the LA indicated that school ponds and gardens had an important role to play in stimulating the children's learning.

c) **Premises** A Governor asked if the School Office would be moved downstairs in the near future, and the Headteacher said that this would not be happening in the short term. She added that most meetings between teachers and parents took place on the ground floor.

d) **Espresso** A Governor asked for more background about this software resource. The Headteacher said that it was a very useful learning resource for Key Stage 2, which could be accessed through the lgfl network, and downloaded for use during a lesson.

e) **Communications with parents** A Governor asked how opportunities for parents to meet class teachers could be increased. The Headteacher noted the sentiment, but felt that parent consultations and informal teacher access were already available to parents and she did not want the teachers to spend any more time outside the classroom.

The Chair thanked the Junior Headteacher for preparing the SDP. Both Headteachers said that Governors were welcome to email questions to them at any time.

At this point Ali Kazimi arrived.

#### 09/54 **REPORT OF THE ACTING DIRECTOR OF CHILDREN'S SERVICE**

The summer term 2009 (1) report had been circulated in advance.

1. **New Director of Children's Service** Governors were informed that the new Director was Robert McCulloch Graham, who would be taking up his post at the beginning of June 2009. Martin Baker was thanked for acting as Director for more than twelve months, which had been much appreciated by the education community in Barnet.

2. **One to One Tuition** A period of One to One tuition in English and Maths, delivered outside school by qualified teachers, would be provided for pupils who were identified as not reaching their potential in normal school settings. The first target age group would be children in Years 5 and 6 in identified schools which would receive ring-fenced funding.

The Chair asked the Junior Headteacher to find out whether the school would be eligible for this scheme

3. **Update on 14-19 Matters in Barnet: Diplomas** Of the four bids submitted in 2008 by Barnet to launch new diploma courses, the Creative and Media bid had received the most support from DCSF. Bids would continue to be developed as the national requirement was for seventeen diplomas to be on offer by 2013. There would be a Governors' briefing about diplomas on Tuesday 30 June 2009 at 7pm.

4. **Barnet celebrates Achievement** A week of celebration of young people's achievement in Barnet schools would take place in the week

beginning 6 July 2009. Governors were invited to an evening showcasing excellence in art, film, music and the performing arts, provided by Barnet's young people on Wednesday 8 July 2009 at North London Business Park, from 7pm – 9pm.

#### 09/55 REPORTS OF COMMITTEES

**Curriculum** The minutes of the meeting held on 3 March 2009 were noted.

**Finance** The minutes of the meeting held on 25 March 2009 were noted.

**Staff & Pupil Matters** The minutes of the meeting held on 28 April 2009 were noted.

**Complaints Panel** The Chair said that in accordance with the Complaints Policy, the Governing Body would require a panel of three Governors to hear a complaint in the first instance. If the complaint was not satisfactorily resolved, a panel of three different Governors would carry out a review. It was **agreed** that, currently, Ali Kazimi, Yasmin Iyyaz and Mike Page would serve on the second panel.

The terms of reference for the Complaints Panel and the Complaints Review had been circulated and were **approved**.

The Chair asked if a Governor linked to ICT was required, and Lisa Shattock agreed to take this role.

#### 09/56 RATIFICATION OF POLICIES

The Chair noted that the five policies circulated with the agenda had all been reviewed by the Staff & Pupil Matters Committee.

a) **Anti-Bullying (Infants, Appendix E)** In response to a Governor's question about Appendix E of the Behaviour Policy, the Infant Deputy Headteacher explained the strategies used to support children in resolving their difficulties with each other, and she noted that the School followed the guidelines provided by DCFS, which were quoted in the appendix. The Infant School anti-bullying policy was **ratified**.

b) **Anti Bullying (Juniors)** A Governor commented that the policy contained some ~~good~~ examples of the type of bullying observed at the School. Following a brief discussion, the Policy was **ratified**.

c) **Children's Welfare in School (Infants)** In response to a Governor's question, the Infant Headteacher said that the contents of the first aid boxes in each classroom were checked regularly. The policy was **ratified**.

d) **Behaviour Management (Juniors)** A Staff Governor commented that the children called staff by their surnames with the appropriate title, rather than just 'Miss' or 'Sir'. The policy was **ratified**.

e) **Complaints (both schools)** A discussion took place about how parents would be informed about the Complaints Policy. The Chair said that parents would be advised that there was a complaints procedure through the parents' notice board, and via the parent's newsletter.

**Action: Lisa Shattock**

They would be able to ask for a copy of the policy at the School office, or see it on the School website. The Headteachers agreed that, if a complaint from a parent was of a serious nature, the parent would be referred to the Complaints Policy, provided with a copy, and shown the Complaint Form requiring completion if they decided to proceed.

Following this clarification, the Complaints Policy was **ratified**.

A Governor recommended that, in the future updating of policies, the facility "track changes" be used, so that Governors had the option of quickly seeing where the changes were.

#### 09/57 **GOVERNING BODY MEMBERSHIP**

The Chair said that Peter Loble, a Community Governor, intended to step down at the end of the summer term, so there would be a vacancy. The Chair said that the size of the Governing Body would be an item on the next agenda.

**Action: Clerk, to next agenda**

#### 09/58 **GOVERNOR SUPPORT AND DEVELOPMENT**

Governors were recommended to consult the Governor Training programme for the summer term.

#### 09/59 **ANY OTHER BUSINESS**

**1. Extended School** It was agreed that this initiative would be considered further at the autumn term meeting.

**2. Swimming Lessons** In response to a Governor's question, the Junior Headteacher said that parents were no longer asked for a voluntary contribution towards the cost of swimming; the full cost was funded by the School.

#### 09/60 **DATES OF COMMITTEE MEETINGS**

**SEN:** Thursday 8 October 2009 at 8.15am.

**Curriculum:** Tuesday 19 May 2009 at 8.15am.

**Premises:** Tuesday 9 June 2009 at 9am.

**Finance:** TBA

**PR:** TBA

09/61 **DATES OF GOVERNING BODY MEETINGS**

It was agreed that at the second meeting of the summer term, a presentation would be given on the Artsmark and Target Tracker. At the first meeting of the autumn term, extended schools would be discussed.


**Action: Clerk**

Autumn term (1): Tuesday 6 October 2009 at 6pm.

Autumn term (2): Tuesday 24 November 2009 at 6pm.

09/62 **MOTION OF CONFIDENTIALITY**

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

Signed:   
Chair (Rachel Dunsmore)

Dated: 9th July 2009.

