

GOVERNING BODY FOR GARDEN SUBURB INFANT AND JUNIOR SCHOOL

**MINUTES OF THE MEETING HELD AT THE SCHOOL ON
THURSDAY 23 JANUARY 2014**

MEMBERS

LA GOVERNORS

*Mary Ogle
Evelyn Thomas
*Alison Zilberkweit
1 Vacancy

STAFF GOVERNORS

*Sarah Sands (Infant Headteacher)
*Eileen Bhavsar (Junior Headteacher)
*Alexia Dobinson (Infant Support)
*Emma Woolston (Infant Teacher)
*Laura Anderson (Junior Teacher)

ASSOCIATE MEMBER

*Kathryn Malik (Junior Support)

PARENT GOVERNORS

*Lisha Taylor (Junior)
*Omar Shah (Junior)
*Adrian Hodgson (Junior)
*Bob Bratland (Infant)
*Sean Lockie (Infant)
*Michael Kkafas (Infant)
1 Vacancy

COMMUNITY GOVERNOR

*Ruth Beedle
*Francoise Wagneur (Vice Chair)
*Katalin Barcza-McQueen
*Julia Sanitt (Infant, Chair)

NON-VOTING OBSERVERS

*Lisa Berger (Junior DHT)
*Liz Cormack (Infant DHT)

* denotes member present

IN ATTENDANCE

Mr George Peradigou (Clerk)

Part I

14/01 **WELCOME TO ALL GOVERNORS**

The Chair welcomed Governors to the meeting.

14/02 **ACCEPTANCE/NON-ACCEPTANCE OF APOLOGIES FOR ABSENCE**

Apologies for absence were submitted and accepted on behalf of Evelyn Thomas.

Apologies for their anticipated lateness were received on behalf of Omar Shah and Alison Zilberkweit.

14/03 **DECLARATION OF PECUNIARY INTERESTS**

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

14/04 **CONSIDERATION OF RE-APPOINTMENT OF COMMUNITY GOVERNORS RUTH BEEDLE AND FRANCOISE WAGNEUR**

Ruth Beedle and Françoise Wagneur left the meeting at this point.

The nomination for the re-appointments of Ruth Beedle and Françoise Wagneur as Community Governors were considered. Upon a show of hands, it was RESOLVED that they be **APPOINTED** for the four-year period ending 22 January 2018.

Ruth Beedle and Françoise Wagneur rejoined the meeting at this point.

14/05 **PART I MINUTES OF THE MEETING HELD ON 27 NOVEMBER 2013**

The minutes of the meeting held on 27 November 2013, copies of which had been circulated prior to the meeting, were confirmed, initialled and signed by the Chair as an accurate record.

14/06 **MATTERS ARISING**

13/115 Acceptance/Non-Acceptance of Apologies for Absence

In response to a Governor's query, the Clerk confirmed that Councillor Daniel Seal's governorship had terminated due to self-disqualification for having been absent from Governing Body meetings for a period of six months.

The Clerk advised that, in such cases, the start date for the six month period begins from the date that the Governing Body last received and accepted apologies for absence for the Governor in question.

13/100 Controlled Parking Zone (CPZ)

Governors noted that the CPZ had come into force. Councillors had been contacted by the School and Councillor Andrew Harper had offered to meet with the Headteachers to discuss parking vouchers for staff. The Headteachers undertook to report back to Governors following the meeting.

Action: Headteachers

14/07 **GOOD PRACTICE ON THE GOVERNING BODY**

Following a recent email miscommunication, the Chair reminded Governors that Governing Body meetings were the main platforms for reaching resolutions and decisions. She advised that, if circumstances arose, which required urgent decision making, Headteachers should discuss the matter with the Chair of the relevant committee, who would decide whether the issue required the attention of other committee members.

A discussion ensued on the role of the Governor. The Headteachers tabled and circulated a briefing paper which explained that Governors were

responsible for the strategic overview of the School; holding Headteachers to account; challenging the efficiency of the School's leadership; and policy setting. It was noted that the Headteachers were responsible for the operational running of the School.

The Headteachers recorded their thanks to Governors and thanked them for their consistent support.

It was noted that the Governing Body was committed to maintaining constructive email communication.

The Vice Chair informed Governors that the Governing Body's Terms of Reference, copies of which were tabled and circulated, had been reviewed and updated to reflect these commitments. These were **RATIFIED** by the Governing Body.

14/08 **HEADTEACHERS' REPORTS/UPDATES**

Infant School

The Infant School Headteacher highlighted sections of her report, a copy of which had been circulated before the meeting, and gave a verbal summary of updates to Governors. Arising from the discussion:

Ofsted Inspection

The Headteacher reported back to Governors following the Ofsted inspection which had taken place at the beginning of the term. She said that the inspection was more challenging, but fair, under the new Ofsted framework. She recorded her thanks to Governors, especially the Chair and Vice-Chair, who had met with the lead inspector. Liz Cormack and Alexia Dobinson were also thanked for their hard work in compiling the data and evidence asked for by the inspection team.

Although the official report had not yet been received, and the Headteacher was to inform Governors of the official grading in due time, initial feedback received had indicated the following:

- The School had a good level of self-evaluation in its Self Evaluation Form (SEF).
- Inspectors agreed with the priorities identified the School Development Plan (SPD). It was noted that the School Improvement Priorities would be uploaded to the School's website.

Action: Infant School Headteacher

- Inspectors were able to engage in high level dialogue with staff.

- The School had provided evidence which showed a good level of progress in mathematics.

Governors commended the Infant School for its hard work during the inspection. In response to a Governor's query, the Headteacher said that the knowledge of good practice gained by the Infant School would be shared with the Junior School.

Omar Shah joined the meeting at this point.

Universal Free School Meals (FSM)

The Headteacher informed Governors of the Government's plans to extend FSMs from September 2014 to every child in reception, year 1 and year 2 in state-funded schools in an attempt to improve academic attainment and save families money.

It was noted that this was unlikely to have a negative impact on the levels of Pupil Premium funding. Governors were reminded of the importance of keeping accurate records of Pupil Premium spending.

Laptops and Tablets

In response to a Governor's query, the Headteacher explained that, while the newly purchased tablets had not arrived yet, the laptops were being used to allow for tailored teaching for pupils, for example; with the use of visual aids and other background research.

Free School Meals

A Governor asked whether the Headteacher had assigned a member of staff the responsibility of co-ordinating and ensuring that 'Narrowing the Gap' interventions were effective in progressing FSM pupils towards their targets. The Headteacher explained that the Deputy Headteacher was responsible for co-ordinating this, while the Inclusion Team, year group leaders, and class teachers also monitored their individual areas.

Alison Zilberkweit joined the meeting at this point.

Sports Grant

In response to a Governor's query, the Headteacher tabled and circulated a briefing which outlined the Sports Grant criteria. A copy was filed in the minute book. The Headteacher explained that the purpose of the grant was to maintain the work started through the Olympic Legacy funding.

The Infant School received £9,000 per year to improve the quality of sports in the School through sustained interventions such as professional development. This was already in place given that the funding was being used on a variety

of interventions which would bring a sustainable positive impact. For example, a coach had been procured to work with the School's PE Co-ordinator.

Attendance

It was noted that holiday absence had been reduced to zero and this was highly commended by Governors. However, the Vice Chair highlighted that absence due to 'other circumstances' had recently increased from 8.77% to 11.58% and enquired as to the circumstances included in this category. The Headteacher explained that this included family bereavements, family weddings, a child being unable to board a returning flight, and parents/carers unable to bring the child to school. In response to a query, the Headteacher confirmed that holidays due to religious observances were authorised under a different category.

The Chair thanked the Headteacher for her full and informative report.

Junior School

The Junior School Headteacher highlighted sections of her report, a copy of which had been circulated before the meeting, and gave a verbal summary of updates to Governors. Arising from the discussion:

Video Lesson Observations

The Headteacher informed Governors that teaching staff had been video recording themselves teaching in order to later evaluate teaching methods and improve teaching and learning.

Sharing Good Practice

Sharing good practice continued with Junior School staff presenting lesson observation initiatives to the Infant School.

Pupil Premium

Governors noted that the data analysis indicated that attainment for Pupil Premium pupils was above national expectations in Key Stage 2 SATS except in writing, although progress in writing was good.

In response to a Governor's query, the Headteacher explained that the School tracked FSM children using its own data management systems as well Raiseonline and the School Data Dashboard.

The Headteacher said that the School was working hard to narrow the gap for FSM pupils through ability grouping and intervening before the gap grew.

Laptops and Tablets

The Headteacher said that, as previously expressed by a Governor, there was a general concern around technology inhibiting pupils from learning some skills in a more traditional manner. However, the new equipment would bring numerous benefits, including web browsing, science simulation, numeracy games, help with story writing, and so on.

Managed Learning Environment (MLE)

In response to a Governor's query, the Headteacher explained that the MLE was being made more attractive to pupils by uploading materials relevant to what they were learning in lessons; asking them to contribute to the MLE; allowing pupils to upload and present their homework via the MLE; curriculum co-ordinators are responsible for further developing their areas of the MLE; and facilitating a voting system for pupils to vote on options for PTA activities.

Anti-Bullying

A Governor enquired as to the efforts being made to ensure teachers, pupils and parents knew what to do if they felt a child was being bullied. In reply, the Headteacher explained that the Behaviour Policy, which entailed this information, was part of the Staff Induction Programme. Parents were made aware of procedures via the parent newsletters which often reiterated this information. Pupils were made aware of how to deal with bullying via assemblies and aspects of this information were part of the PHSE curriculum.

Curriculum Meetings

In response to a Governor's question, the Infant Headteacher explained that positive written feedback had been received and approximately 80% of pupils were represented by a parent/carer at the curriculum meetings being held.

Following a Governor's suggestion, a discussion ensued as to whether to begin podcasting the curriculum meetings. Concerns were raised as to whether this would deter parents/carers from attending the meetings since they could simply download the podcast. It was clarified that the written presentations of the curriculum meetings would be put on the website for the time being. It was noted that podcasts would be considered in the future.

Action: Headteachers

Breakfast Club

In response to a Governor's query, the Infant Headteacher said that a total of nine pupils attended the breakfast club from the Infant School.

A Governor asked if pupils receiving free school meals (FSM), who would benefit from the breakfast club, had been identified. The Headteacher said

that she felt that after school clubs had more of a positive impact on FSM pupils learning so she preferred funding them for these.

Sports Grant

It was noted that both School's had a PE Co-ordinator. The Junior Headteacher informed Governors that she was exploring the possibility of building an all-weather pitch to increase the amount of physical activity around the School as well as generate an income from lettings.

Junior School Playground Equipment

In response to a Governor's question, the Headteacher explained that, due to a lack of resources to provide adequate supervision, pupils were not allowed to play on the new playground equipment at the start and end of the school day. Each year group was allocated a day on which they could play on the equipment during their break times. After a lengthy discussion, it was noted that this allowed for proper supervision.

The Chair thanked the Headteacher for her full and informative report.

14/09 **GOVERNOR OPEN DAY**

It was noted that the Governor Open Day would be arranged in June 2014 to allow Governors to see the School in action.

The Chair requested that each committee determine the areas which they would like to monitor during the Governor Open Day.

Action: Committee Chairs

14/10 **REPORTS OF COMMITTEES**

Finance

The minutes of the meeting held on 6 December 2013 and 21 January 2014, copies of which had been previously circulated, were received and noted by Governors. Arising from the discussion:

Budget projections until April 2014 were healthy, with adequate contingencies for both schools.

The School Financial Value Standards (SFVS) had been completed. These were **AGREED** and signed by the Chair.

The following policies had been updated. These were reviewed and **RATIFIED** by the Governing Body:

- Charging Policy
- Whistle Blowing Policy

- Anti-Fraud and Corruption Policy
- Finance Policy

The Committee had decided it would be viable to have an ICT Working Group while the School's ICT was being upgraded. This would be linked to the Finance and Premises committees and the meetings and agendas would be co-ordinated by the Headteachers. Governors interested in being part of the working group were asked to contact Michael Kkafas.

No other committee had met since the last Governing Body meeting. The meetings were to be arranged.

14/11 **GOVERNOR SUPPORT AND DEVELOPMENT**

Governors reported back positively on the Governor Support and Development courses they had attended.

The Governor Support and Development Programme was commended to Governors by the Chair, who urged Governors to attend courses which were inclusive of the package to which the School subscribed.

It was noted that the new Governor training booklets had been circulated. Governors who did not receive a booklet in the post were handed a copy by the Clerk.

14/12 **EDUCATION AND SKILLS DIRECTOR'S REPORT**

The Director's Report, a copy of which had been circulated with the agenda to all Governors prior to the meeting, was tabled and noted. Arising from the discussion:

1. Example OfSTED Interview Questions to Governors 2012/13

It was noted that, under the current Ofsted framework, Governors' contributions to the School were evaluated as part of the judgement on Leadership and Management.

During an inspection, Ofsted would seek to meet with School Governors to evaluate their knowledge of the School's strengths and weaknesses, as well as their familiarity with the School's performance data.

Example questions, which Ofsted could potentially ask Governors, were outlined in the report.

2. Careers Guidance in Schools

From September 2012, The Education Act 2011 inserted a new duty requiring schools to provide independent careers guidance for pupils in Years 9-11. From September 2013, this was extended to encompass students in Year 8.

The careers guidance to be provided was to include information on all options available in respect of 16-18 further education to work-based training.

To support this, the Department for Education (DfE) had published 'Securing Independent Careers Guidance: A Practical Guide for Schools', in July 2012.

There was evidence to suggest that Barnet Schools had not fulfilled this statutory responsibility.

Following their thematic review of careers guidance in schools, Ofsted had confirmed that they would give careers guidance a higher priority in school inspections from September 2013, as part of their Leadership and Management assessments.

It was noted that the Local Authority's (LA) Youth and Community Service provided a high quality traded service delivered by Level 6 qualified advisers to assist schools in meeting this statutory duty. School's interested in this service would need to contact Sharon Glover, Operational Manager, Youth and Community Service, London Borough of Barnet, North London Business Park, Oakleigh Road South, London, N11 1NP, 0208 359 7875 or via email on Sharon.Glover@barnet.gov.uk.

3. Arrangements for Managing Allegations against Staff

Governors were reminded of the arrangements for handling allegations against staff within the children's workforce in Barnet. These arrangements were managed by the Local Authority Designated Officer (LADO).

Essential information about the relevant procedures, how to make a referral, training and safer working practices were available on the Barnet Safeguarding Children Board website: <http://www.barnetscb.org/lado>.

The Chair thanked the Clerk for summarising the Director's Report and asked that Governors read this in more detail in due course and contact the named officers underneath each item concerning any questions they may have.

14/13 ANY OTHER BUSINESS

There was none.

14/14 DATES OF COMMITTEE MEETINGS

The following committee meeting dates were confirmed:

Staffing:	12 February 2014, 8.15am
Finance:	18 March 2014, 8am
Premises:	To be arranged
SEN:	7 March 2014, 8.15am
Curriculum:	5 March 2014, 8.15am

14/15 **DATES OF GOVERNING BODY MEETING**

The next meetings of the Governing Body were confirmed as:

Spring (2): Changed to Tuesday 25 March 2014 at 6pm

Summer (1): Thursday 8 May 2014 at 6pm

Summer (2) Thursday 26 June 2014 at 6pm

14/16 **MOTION OF CONFIDENTIALITY**

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