

GOVERNING BODY FOR GARDEN SUBURB INFANT AND JUNIOR SCHOOL

**MINUTES OF THE MEETING HELD AT THE SCHOOL ON
TUESDAY 25 MARCH 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)
*Gerard Wiseman (Infant)

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

14/19 **WELCOME TO ALL GOVERNORS**

The Chair welcomed Governors to the meeting. A Special Welcome was extended to Gerard Wiseman, the new Parent Governor, who briefly introduced himself.

14/20 **ACCEPTANCE/NON-ACCEPTANCE OF APOLOGIES FOR ABSENCE**

Apologies for absence were submitted and accepted on behalf of Bob Bratland and Sean Lockie.

14/21 **DECLARATION OF PECUNIARY INTERESTS**

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

14/22 **PART I MINUTES OF THE MEETING HELD ON 23 JANUARY 2014**

The minutes of the meeting held on 23 January 2014, copies of which had been circulated prior to the meeting, were confirmed, initialled and signed by the Chair.

14/23 **MATTERS ARISING**

13/100 Controlled Parking Zone (CPZ)

It was reported that, the CPZ having come into effect, the Headteachers met local Ward Councillors to discuss their concerns. The Headteacher said that they now expected the Local Authority (LA) to issue key-worker parking permits to Schools with School Travel Plans. It was noted that these permits would be limited and would not be provided for all members of staff. Governors expressed their concerns having heard that this would have a negative impact on staff retention and attracting new staff.

The School Travel Plan will be added to the agenda for the next Premises Committee. The Infant School Headteacher undertook to raise the School's concerns with the next Headteachers' Forum.

Action: Infant School Headteacher and Premises Committee

14/24 **INFANT SCHOOL OFSTED REPORT**

The Ofsted Report from the inspection of the Infant School on 8 and 9 January 2014 was tabled and circulated to Governors. The Infant School Headteacher announced that the overall grade of 'Good' was awarded to the School.

The school was judged as 'Good' under the new OFSTED criteria which are more rigorous than the previous criteria.

A Governor highlighted that pupils' performance in maths had declined as opposed to English. The Deputy Headteacher explained that pupils' lack of language skills was one of the factors causing the decline in performance in maths.

The Headteacher tabled and circulated a further briefing for Governors. Relating to each Ofsted category, this described why the School was judged as 'Good', areas from improvement, and how the School planned to strengthen those areas.

Governors commended the planned actions.

14/25 **HEADTEACHERS' REPORTS/UPDATES**

Infant School

The Infant School Headteacher gave a verbal summary of updates since her last report to Governors. Arising from the discussion:

Staffing

The Headteacher updated Governors regarding the various staffing changes and cover arrangements.

Barnet Dance Festival

Governors noted that the School had taken part in the Barnet Dance Festival held recently at the Arts Depot. In response to a Governor's query, the Headteacher confirmed that this was an initiative lead by the LA.

Governors joined the Headteacher in recording thanks to Tracey Alam for her hard work and contribution during this project.

Science

It was noted that the hatching of chicks, which the pupils had been very excited about, had had a positive impact on pupil learning.

Mentoring

Governors noted the various professionals, including various athletes, brought in to speak to the pupils about determination and training.

Special Educational Need (SEN)

In response to a Governor's question, the Headteacher explained the way in which the School identified SEN pupils and explained that the School's inclusive culture supports pupils understanding towards SEN pupils in a class.

There was some discussion about learning passports', which are being considered to ensure that teachers (including supply and support staff) are fully aware of pupils' specific needs.

Subject Leaders

In response to a Governor's query, the Headteacher explained that subject leaders follow their subjects from foundation stage through to Key Stage 1. In response to a further query, she confirmed that subject leaders were teaching staff.

The Chair thanked the Headteacher for her informative verbal update.

Junior School

The Junior School Headteacher gave a verbal summary of updates since her last report to Governors. Arising from the discussion:

New Curriculum

The Headteacher informed Governors that the School was already teaching much of what was in the new curriculum. It was noted that heightened expectations in History, English and Maths would be the main challenges. She said that knowledge sharing was on-going to improve the leadership skills of subject co-ordinators, which would help counter these challenges.

Both Headteachers explained that their concerns were around the assessment methods being introduced with the new curriculum as they had not received any further information on this as yet.

World Book Day

Governors noted that, for World Book Day, pupils made and shared books with other classes during assembly. Governors were invited to view these in the main entrance of the School.

Science Week

It was noted that science week had had a positive impact on pupil learning. This included the hatching of chicks, which the pupils had been very excited about. The Headteacher recorded thanks to the School's IT Technician for having set up a web-cam live stream by which pupils monitored the chicks hatching.

Mentoring

A Governor asked what the School was doing in terms of helping children learn about the various professions which would be available to them in the future. The Headteacher said that parents were invited in to the School to speak about their professions. She gave the example of Science Week, when parents with science-based careers came and spoke to pupils about their professions.

Events and Activities

The Headteacher informed Governors of the recent School trips. Governors commended the School for having raised £1900 for sports relief.

Special Educational Need (SEN)

In response to a Governor's query, the Headteacher explained the way in which the School identified SEN pupils. She tabled a briefing which outlined this, a copy of which was filed in the minute book.

Governors noted the information in the 'Classification of SEN' briefing tabled by the Headteacher. A copy of this was also filed in the minute book.

It was noted that the inclusion team met regularly regarding the tracking of pupils with learning difficulties and that interventions were implemented as required.

Sex and Relationship Education

A Governor enquired as to what age sexual education was addressed with pupils. In response, the Headteacher said that relationship education began in the Infant School, puberty and bodily changes in Year 4, and reproduction was in Year 5. It was noted that parents had the right to withdraw their children from this teaching.

In response to a Governor's query, she explained that the reasons for this ranged from religion to parents wanting to address the issue with their children without the School's input. She explained to Governors that the School taught sex and relationship education in order for this teaching and learning to be continued with parents.

Attendance

A Governor enquired as to the reasons for the drop in attendance in the Junior School and what plans were in place to correct this. The Headteacher explained that this was slightly lower than the previous year and that there were no patterns or reoccurring reasons. She said that there was slightly more illnesses reported than previous years and that there were many more religious holidays during term-time close to holidays, for which parents had taken their children out of school.

A discussion ensued on whether the School should begin issuing fines for absences, as advised by the Government. It was noted that, while schools were successfully increasing attendance through this mechanism, relationships with parents could be negatively impacted.

In response to a Governor's query, the Headteacher confirmed that there were some persistent absentees and that the penalty charges would be issued at the Headteacher's discretion. She added that Ofsted may enquire as to why the School was not issuing fines.

It was **AGREED** that this matter be referred to the SEN Committee for discussion before a proposal was brought back to the Governing Body.

School Lunch

A Governor expressed concerns that a number of pupils in the Junior School had commented that the food provided during lunch times had deteriorated in quality. The Headteacher undertook to raise this with the LA's catering service. She said that if she had been told about this directly by parents, she would begin the process of resolving the issues with the School's catering provider.

The Chair thanked the Headteacher for her informative verbal update.

14/26 **BUDGET RATIFICATION**

Junior School

The final draft Budget for 2014/15 was explained by Michael Kkafas, Chair of the Finance Committee. It was **NOTED** that:

- i. The Finance Committee, at its meeting on 18 March 2014, had considered the final draft budget in detail.
- ii. The estimated carry forward was £100,000 and the final figure would be known in May 2014.
- iii. The contingency was £21,245.
- iv. Pupil Premium spending was estimated at £97,020.
- v. The Traded Services that the school bought.
- vi. Kathryn Malik was thanked for the savings she had made in cyclical maintenance.
- vii. The Committee agreed to recommend the approval of the 2013/14 budget by the Governing Body.

Upon a show of hands it was **RESOLVED** that the Budget for 2014/15 be **RATIFIED**. The Chair and Headteacher signed the required papers regarding approval of the budget.

Infant School

The final draft Budget for 2014/15 was explained by Michael Kkafas, Chair of the Finance Committee. It was **NOTED** that:

- i. The Finance Committee, at its meeting on 18 March 2014, had considered the final draft budget in detail.

- ii. The estimated carry forward was £75,500 and the final figure would be known in May 2014.
- iii. The contingency was £27,500
- iv. Pupil Premium spending was estimated at £55,007
- v. The Traded Services that the school bought
- vi. Alexia Dobinson was thanked for the savings she had made with regards to the School's ICT.
- vii. The Committee agreed to recommend the approval of the 2013/14 budget by the Governing Body.

Upon a show of hands it was **RESOLVED** that the Budget for 2014/15 be **RATIFIED**. The Chair and Headteacher signed the required papers regarding approval of the budget.

14/27 **PUPIL PREMIUM SPENDING**

Infant School

The Headteacher tabled and circulated a plan which set out the Pupil Premium Grant Expenditure for 2014/15.

It was noted that the Infant School's Pupil Premium spending for 2014/15 was estimated at £55,007. The Headteacher explained that the funding had increased from £900 to £1300 per eligible pupil.

Governors noted and accepted the spending plan set out in the plan.

Junior School

It was noted that the Junior School's Pupil Premium spending for 2014/15 was estimated at £97,020. The Headteacher explained that this was more than the Infant School's because Junior School's received funding based on FSM6, which was based on pupils who had received FSM anytime during the last six years.

Governors noted that most of the Junior School's funding was being allocated to staff development and securing additional teachers to extend provision to raise the achievement of targeted pupils in writing. The Headteacher explained that the aim for these pupils was to get them achieving at Level 5 since the School was already exemplary in terms of ensure they had achieved at Level 4.

The Headteacher said that some of the funding would also be used to bring in pastoral, emotional and health interventions for some pupils. Relevant trips for targeted pupils would also be supported.

14/28 **JUNIOR SCHOOL DATA DASHBOARD**

The Junior School's Data Dashboard report for 2013, a copy of which had been circulated previously, was reviewed by Governors. Arising from the discussion:

Governors commended the level of attainment at Level 4 across the board.

It was noted that the level of progress had increased and that the School was narrowing the gap for pupils targeted by Pupil Premium funding. While this was the case at Level 4, interventions were still being implemented to achieve this at Level 5.

It was noted that the School's disadvantaged pupils, including those receiving FSM were increasing.

14/29 **GOVERNOR OPEN DAY**

The Chair informed Governors that the Governor Open Day was due to take place on Thursday 1 May 2014 at the School. It was noted that nine Governors had confirmed their attendance. The Chair reminded Governors that the purpose of the Open Day was to allow them to familiarise themselves with the school-day.

A timetable of events was tabled and circulated to Governors.

14/30 **POLICY RATIFICATION**

Assessment, Marking and Feedback Policy (Junior School)

The updated policy was presented to Governors. Arising from the discussion:

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**.

Marking and Feedback Policy (Infant School)

The updated policy was presented to Governors. Arising from the discussion:

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**.

Recruitment Policy (Infant and Junior Schools)

The updated policy was presented to Governors. Arising from the discussion:

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**.

Dealing with Allegations against Staff (Infant and Junior Schools)

The updated policy was presented to Governors. Arising from the discussion:

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**.

Health and Safety Policy (Infant School)

The updated policy was presented to Governors. Arising from the discussion:

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**.

Health and Safety Policy (Junior School)

The updated policy was presented to Governors. Arising from the discussion:

Having been reviewed in full at committee level, the Chair recommended that the document be ratified by the Governing Body. However, the Headteacher suggested that there were parts of the policy which required updating. She undertook to update the policy and return it for ratification to the next Governing Body meeting.

Action: Junior School Headteacher

It was noted that, as of the next academic year, the Schools would share the same Health and Safety Policy.

14/31 **REPORTS OF COMMITTEES**

Finance

The minutes of the meeting held on 18 March 2014 were tabled and noted by Governors.

Curriculum

The minutes of the meeting held on 5 March 2014, copies of which had been previously circulated, were received and noted by Governors.

Premises

The minutes of the meeting held on 11 February 2014, copies of which had been previously circulated, were received and noted by Governors.

14/32 **GOVERNOR SUPPORT AND DEVELOPMENT**

Governors reported back positively on the Governor Support and Development courses they had attended. These included the courses based on the Pupil Premium, Safeguarding, and Raiseonline, which, it was noted, was complicated to follow.

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.

14/33 **GOVERNING BODY MEMBERSHIP**

Parent Governor Vacancy

The Clerk advised that Sean Lockie's term was due to end soon and undertook to schedule an election to take place in the following term.

Action: Clerk

LA Governor Vacancy

The Clerk advised that the LA's General Functions Committee was due to take place shortly, after which he would be able to confirm whether an LA Governor was appointed.

14/34 **ANY OTHER BUSINESS**

A Governor requested that the Headteachers update the list of Governors on the School website.

Action: Headteachers

14/35 **DATES OF COMMITTEE MEETINGS**

The following committee meeting dates were confirmed:

Staffing:	4 June 2014, 8.15am
Finance:	To be announced.
Premises:	3 June 2014, 8.00am
SEN:	13 June 2014, 8.15am
Curriculum:	25 June 2014, 8.00am

14/36 **DATES OF GOVERNING BODY MEETING**

The next meetings of the Governing Body were confirmed as:

Summer (1): Thursday 8 May 2014 at 6pm
Summer (2) Thursday 26 June 2014 at 6pm

14/37 **MOTION OF CONFIDENTIALITY**

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