

GOVERNING BODY FOR GARDEN SUBURB INFANT AND JUNIOR SCHOOL

**MINUTES OF THE MEETING HELD AT THE SCHOOL ON
THURSDAY 26 JUNE 2014**

MEMBERS

LA GOVERNORS

*Mary Ogle
*Evelyn Thomas
*Alison Zilberkweit
*Jane Harris

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)
*Elisabeth Tacey (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

14/40 **WELCOME TO ALL GOVERNORS**

The Chair welcomed Governors to the meeting. A Special Welcome was extended to Elisabeth Tacey, the new Parent Governor, who introduced herself.

14/41 **PRESENTATIONS BY REPRESENTATIVES OF BOTH SCHOOLS ON THE
NEW CURRICUOUM AND IN PARTICULAR, CHANGES IN INFORMATION
AND COMMUNICATION TECHNOLOGY (ICT)**

Representatives from both Schools presented Governors with information on the new curriculum and the particular changes to ICT.

14/42 **ACCEPTANCE/NON-ACCEPTANCE OF APOLOGIES FOR ABSENCE**

Apologies for absence were submitted and accepted on behalf of Ruth Beedle, Bob Bratland, and Kathryn Malik.

14/43 **DECLARATION OF PECUNIARY INTERESTS**

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

14/44 **PART I MINUTES OF THE MEETING HELD ON 25 MARCH 2014**

The minutes of the meeting held on 25 March 2014, copies of which had been circulated prior to the meeting, were confirmed, initialled and signed by the Chair, subject to the following amendments:

14/46 Governor Open Day

The seventh paragraph was amended to read: 'It was suggested and **AGREED** that, for future Governor Open Days, lesson visits would be a maximum of 30 minutes long.

14/47 Reports of Committees - Curriculum

The section was amended to read: 'The committee meeting was held on 8 March 2014. Copies of the minutes had not yet been circulated'.

14/45 **MATTERS ARISING**

14/23 Controlled Parking Zone (CPZ)

The Chair said that she had spoken to LA representatives and was advised that the LA would allocate vouchers to the School and that it would be at the School's discretion how these would be allocated. In response to a Governor's query, she said that she was awaiting a response regarding the timescale and would update Governors accordingly.

14/45 Headteachers Report: All-Weather Sports Pitch

Adrian Hodgson had previously undertaken to investigate the possibility of applying for a sports grant to cover some of the costs incurred in installing the all-weather sports pitch. He updated Governors on the progress he had made and said that he was awaiting further response, after which he would give a further update.

Action: Adrian Hodgson

14/49 Any Other Business - Dining Hall Roof Drainage

It was previously discussed that the Dining Hall Roof's draining system required updating. The Headteachers informed Governors that they had written to the LA regarding this and were awaiting a response.

14/49 Any Other Business – Uploading Committee Minutes

It was previously **AGREED** that the Chairs of each committee would be responsible for uploading their committee's minutes onto the School's website. The Junior School Headteacher undertook to provide Governors with log-in details.

Action: Junior School Headteacher

14/46 HEADTEACHERS' REPORTS/UPDATES

Infant School

The Infant School Headteacher gave a verbal summary of updates since her previous report earlier in the term. Arising from the discussion:

Staffing

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

Sharing Good Practice

Governors noted that the School's Arts Co-ordinator was now a Barnet Partnership for School Improvement (BPSI) Consultant. This meant that the School would charge the LA every time she was commissioned to another school. Governors commended the sharing of good practice that this provided for the borough.

In response to a Governor's query, the Headteacher confirmed that the School could refuse her services if it felt that the Arts Co-ordinator's school responsibilities were being compromised.

Key Stage 1 (KS1)

The Headteacher informed Governors that the KS1 assessments had been moderated externally and deemed accurate. In response to a Governor's query, the Headteacher confirmed that moderation was undertaken by the LA.

Events

Governors noted the various events which had taken place. It was noted that the Year 2 production would take place on 8 and 9 July at 9.30am. Governors were asked to RSVP with the School Office so that seats could be reserved for them.

Action: Governors

The Chair thanked the Headteacher for her informative updates.

Junior School

The Junior School Headteacher gave a verbal summary of updates since her previous report earlier in the term. Arising from the discussion:

Staffing

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

Events

Governors noted the various events which had taken place, including numerous events which focused on Child Protection. It was noted that the Year 6 production would take place on 14, 15, 16, and 17 July at 7pm. Governors were asked to RSVP with the School Office so that seats could be reserved for them.

Action: Governors

External Moderation

The School had requested and used the LA's moderators as well as those of a similar school to cross-check its assessments. Both processes had shown the School's judgements to be accurate and had provided valuable recommendations.

National Science Sampling Test

It was noted that the School had been chosen for the National Science Sampling Test, where some pupils were randomly selected for a moderation exercise with an external examiner.

Sharing Good Practice

The Headteacher informed Governors that the School had presented its lesson studies initiative with Child Hill Primary School

Chess Team

Governors joined the Chair in recording thanks to the School's Chess Coach for leading them into the National English Primary School Championships, where they finished in 6th place. Governors commended the School for this achievement.

Playground Equipment

A discussion ensued regarding whether the Headteachers might reconsider the rules related to access to the new playground equipment at the beginning and end of the School day. The Headteachers explained that there were various staffing and safety implications. It was also noted that, at the end of

the school day, this would cause delays to ensure that the School was vacated promptly.

The Vice Chair explained to Governors that this was an operational matter to be dealt with by the Headteachers as they saw fit.

All-Weather Sports Pitch

In response to a Governor's query, the Headteacher said that she had been collating parents' concerns about the all-weather sports pitch. It was noted that parents were concerned about replacing natural grass for artificial grass. Governors supported the Headteacher in stating that the natural grass was constantly waterlogged and that the artificial grass would resolve this issue. Governors **AGREED** that, while the School would focus on improving communication to parents, the potential benefits of installing an all-weather pitch outweighed the disadvantages.

The Junior School Headteacher undertook to arrange a presentation to parents once the plans were in place.

Action: Junior School Headteacher

The Chair thanked the Headteacher for her informative updates.

14/47 **SCHOOL TRAVEL PLANS (STP)**

Governors noted that the Schools had submitted their STPs.

In response to a Governor's query, Emma Woolston explained that data was being collated from each class regarding travel arrangements for pupils and parents were being encouraged to park their cars further away when dropping their children off to School in order for pupils to walk for the remainder of their journey. She explained that Schools received approximately £1600 for submitting an STP. She said that there was a 7% drop in pupils who were driven to school. One Governor suggested that cycling lessons could be of benefit, although this applied only to the Junior School, the pupils of which fell within the required age-range.

A Governor asked if parents were still parking illegally when dropping their children off and picking them up from the School. The Headteachers confirmed this to be the case and undertook to liaise with Cllr Marshall to request that parking wardens patrol the School more regularly.

Action: Headteachers/Chair

14/48 **RATIFICATION OF POLICIES**

E-Safety Policy

The E-Safety 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**.

Credit Card Policy

The Credit Card 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**.

14/49 **REPORTS OF COMMITTEES**

Finance

The committee minutes of the meeting held on 10 June 2014, copies of which had been circulated prior to the meeting, were received and noted by Governors.

Curriculum

The committee meeting was held on 25 June 2014. Copies of the minutes had not yet been circulated.

Premises

The committee minutes of the meeting held on 3 June 2014, copies of which had been circulated prior to the meeting, were received and noted by Governors.

14/50 **GOVERNOR SUPPORT AND DEVELOPMENT**

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

The Vice Chair said that the training she had attended on Safeguarding had advised that Schools should have a designated officer in place for Looked After Children (LAC). The Headteachers undertook to assign these roles to suitable members of staff in their respective Schools.

Action: Headteachers

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

14/51 **ANY OTHER BUSINESS**

Chair and Vice Chair

The Chair and Vice Chair encouraged Governors to step up to the position of Chair and Vice Chair at the autumn term Governing Body meeting when this would be included as an agenda item for discussion. They stated that they were only prepared to continue in their roles for one more year and offered to support interested Governors who could also shadow them.

Action: Interested Governors

Sean Lockie

Thanks were recorded to Former Parent Governor, Sean Lockie, for his hard work on the Governing Body, Finance Committee and the Premises Committee, which he also Chaired.

Forthcoming Changes to the LA

Governors noted that the LA had proposed that, due to budgetary constraints, it would no longer be spending additional funds on supporting schools. This meant that this section of the LA would be downsized dramatically.

The Clerk informed Governors that a briefing was due to take place for Governors at the North London Business Park (NLBP) regarding this on Monday 30 June 2014 at 7pm.

Committee Membership

The Chair advised that Governors who wanted to change the committees they were on should email her regarding this.

Action: Governors

Reconstitution of Governing Bodies

In a recent consultative document, the Department for Education indicated its intention to enable more effective governance by requiring all Governing Bodies of maintained schools to reconstitute by September 2015. All Governing Bodies of maintained schools had to reconstitute by this date.

The consultative document could be found at:

<https://www.gov.uk/government/consultations/maintained-school-governing-body-constitution-regulation-changes>

The government was concerned that the number of Governors should be no more than necessary and that every Governor should have the skills required to contribute to the effective governance and success of the school.

It was suggested that Governing Bodies of maintained schools, which had not already reconstituted in line with the School Governance (Constitution)(England)Regulations 2012, should consider reconstitution during the Autumn Term 2014. Governing Bodies should use this opportunity to review their structure and practices.

14/52 **DATES OF COMMITTEE MEETINGS**

The following committee meeting dates were confirmed:

Staffing: 1 October 2014, 8.15am
Finance: 4 October 2014, 8.15am
Premises: To be announced.
SEN: 7 November 2014, 8.15am
Curriculum: 13 November 2014, 8.00am

14/53 **DATES OF GOVERNING BODY MEETING**

The next meetings of the Governing Body were confirmed as:

Autumn (1): Monday 13 October 2014 at 6pm
Autumn (2): Wednesday 26 November 2014 at 6pm

14/54 **MOTION OF CONFIDENTIALITY**

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