

GOVERNING BODY FOR GARDEN SUBURB INFANT AND JUNIOR SCHOOL

**MINUTES OF THE MEETING HELD AT THE SCHOOL ON
MONDAY 13 OCTOBER 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)
*Elisabeth Tacey (Infant)
*Michael Kkafas (Infant)
*Gerard Wiseman (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

14/58 **WELCOME TO ALL GOVERNORS**

The Chair welcomed Governors to the meeting.

14/59 **ACCEPTANCE/NON-ACCEPTANCE OF APOLOGIES FOR ABSENCE**

Apologies for absence were submitted and accepted on behalf of Evelyn Thomas, Alison Zilberkweit and Alexia Dobinson.

14/60 **DECLARATION OF PECUNIARY INTERESTS**

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

The Clerk took the Chair for the next item

14/61 **APPOINTMENT OF CHAIR FOR ACADEMIC YEAR 2014/2015**

Nominations for the position of Chair were invited. Governors considered the one nomination received on behalf of Julia Sanitt.

Upon a show of hands, the Governing Body unanimously **RESOLVED** that Julia Sanitt be appointed as Chair for the Academic Year 2014/2015, or until her successor was appointed.

14/62 **APPOINTMENT OF VICE CHAIR FOR ACADEMIC YEAR 2014/2015**

The Chair invited nominations for the position of Vice Chair. Governors considered the one nomination received on behalf of Françoise Wagneur.

Upon a show of hands, the Governing Body unanimously **RESOLVED** that Françoise Wagneur be appointed as Vice-Chair for the Academic Year 2014/2015, or until her successor was appointed.

The Chair and Vice Chair explained that they hoped to hand the roles over to two other Governors the following year. They invited Governors who were interested to begin shadowing them.

14/63 **PART I MINUTES OF THE MEETING HELD ON 26 JUNE 2014**

The minutes of the meeting held on 26 June 2014, copies of which had been circulated prior to the meeting, were confirmed, initialled and signed by the Chair.

Adrian Hodgson joined the meeting at this point.

14/64 **MATTERS ARISING**

14/23 Controlled Parking Zone (CPZ)

The Chair said that she was awaiting a response regarding the timescale for the receipt of the allocated CPZ vouchers.

14/45 All-Weather Sports Pitch

The Junior School Headteacher undertook to make architectural plans available for Governor's to review as soon as they were available. She also undertook to arrange for these to be presented to parents.

Action: Junior School Headteacher

14/49 Uploading of 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 said that she would provide

Committee Chairs with log-in details following the launch of the new School website.

Action: Junior School Headteacher

14/47 Parents Parking Illegally

Parent Governors reported that the parents continued to park illegally outside the School when dropping off and picking up their children.

A discussion ensued and Governors made the following suggestions:

- To include examples of dangers caused by these actions in the School newsletters.
- To urge parents to inform the police of the vehicle registration numbers of offenders.
- Headteachers to urge the Parent Teacher Association (PTA) to seek volunteers who could wear florescent jackets and help enforce proper parking.

Action: Headteachers

Lisha Taylor undertook to contact the local authority (LA) and ward councillors to find out what could be done to resolve the issues.

Action: Lisha Taylor

14/65 **HEADTEACHERS' REPORTS/UPDATES**

Infant School

The Infant School Headteacher's report, a copy of which had been circulated before the meeting, was noted by Governors. Arising from the discussion:

Staffing

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

Census Day

The Headteacher explained that the School's funding was calculated based on the number of pupils on roll on Thursday 2 October 2014, which was the allocated census day for the year. She explained that the School's budget was negatively impacted by a £30-40,000 due to ten unfilled places on that day. In response to a Governor's query, she said that a number of factors may have contributed to the reduction in pupils on roll. These included the changes in the School's catchment area and the number of free schools and academies opening up in the local area.

The Headteacher assured Governors that this was the first time that the School had not been full on census day and that she would liaise with the LA's Admissions Team in order to try to avoid this reoccurring the following year. A Governor suggested that the Headteacher also investigate the demographics of the local area.

Action: Infant School Headteacher

In response to a Governor's query, the Headteacher confirmed that siblings, who were prioritised for school places, had reduced by approximately ten pupils. It was noted that this could have also been a contributing factor.

Laura Anderson and Michael Kkafas joined the meeting at this point.

Free School Meals (FSM)

The Headteacher drew Governors' attention to the section in her report which explained that nearly every pupil had now taken up FSMs. In response to a Governor's query, the Headteacher said that, whereas last year only 175 pupils were receiving school meals (paid or free), this year 220 were receiving Universal Free School Meals.

School Improvement Partnerships

The Headteacher explained that, due to the diminishing support from the LA, Schools were being encouraged to develop School Improvement Partnerships with other schools. She said that the School hoped to formalise its current partnerships as part of this initiative. In response to a Governor's query, the Headteacher confirmed that the federation between the Infant and Junior School also counted as a one of the proposed School Improvement Partnerships.

Katalin Barcza-McQueen joined the meeting at this point.

Early Years Foundation Stage (EYFS) Results

Governors commended the improved EYFS results in Reading (82% meeting national expectations compared to 66% the previous year) and Writing (78% meeting national expectations compared to 63% the previous year).

Mathematics

Governors joined the Vice Chair in congratulating the Infant School for increasing Key Stage 1 Maths Level 3 attainment (21% compared to 11% the previous year).

A Governor enquired as to whether the School was still prioritising maths in order to stretch attainment at level 2+ through the London Schools Excellence Fund project. The Headteacher confirmed that this was still the case.

Speaking and Listening

The Vice Chair enquired as to whether the School would continue to link Speaking and Listening with Reading for Pleasure. The Headteacher confirmed that this would be the case because it was felt that the two were intrinsically linked.

Narrowing the Gap

In response to a Governor's enquiry, the Headteacher confirmed that the School intended to introduce new initiatives to help narrow the gap for vulnerable children through its School Improvement Partnership work.

Tapestry and Classroom Monitor

The Vice Chair enquired about the two new assessment and information gathering systems being introduced; Tapestry and Classroom Monitor. The Headteacher explained that Classroom Monitor was a visual aid monitoring tool which recorded pupils' objectives. She explained that Tapestry was a system where the foundation stage profile of each pupil would be recorded and where observations and work could be scanned and safely uploaded and accessed by parents.

In response to a query from a Governor, the Headteacher confirmed that the system would be replacing the current scrapbook which pupils used. A Parent Governor expressed concerns about this as she felt it was useful for pupils to have a hardcopy of their scrapbook in order to evaluate their progress. The Deputy Headteacher explained that it was possible to print all scanned work from the system. The Headteacher said that the hardcopy scrapbooks took a long time to put together and that this system would be more efficient.

The Chair thanked the Headteacher for her informative report and verbal updates.

Junior School

The Junior School Headteacher's report, a copy of which had been circulated before the meeting, was noted by Governors. Arising from the discussion:

Staffing

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

School Improvement Partnerships

The Headteacher explained that the Junior School was also in the process of formalising its current partnerships as part of the LA's proposal for Schools to form School Improvement Partnerships.

Best Educational Garden Winners

Governors joined the Chair in congratulating the Headteacher and commending the School's staff and pupils for winning 'Best Educational Garden' in a gardening competition held by Young Gardeners Barnet. Thanks were recorded to Mr Warren, Miss Childs, Ruth Beedle, and parents who contributed to this achievement.

School Journey

The Headteacher recorded thanks to all who were involved in organising the residential school journey to the Isle of Wight planned for the week before half term.

Quality of Teaching

Governors joined the Vice Chair in congratulating the School for achieving 80% lesson observations graded good or better. It was noted that this was further backed up by improved pupil progress data.

In response to a Governor's query, the Headteacher explained that peer observations, team teaching, and videoing were being organised to facilitate professional development and nurture a culture of teachers reflecting and evaluating themselves individually and collectively.

Intrinsic Motivation

A Governor enquired as to how the School was helping to develop intrinsic motivation. The Deputy Headteacher explained that, following her research, she had discovered that this could be achieved through ensuring that the following six elements have been embedded into the teaching methods:

1. Challenge
2. Curiosity
3. Control
4. Co-operation
5. Competition
6. Credit

A Governor suggested a book called 'Punishment Through Reward', which related to this theory.

School Website and Managed Learning Environment (MLE)

A discussion ensued regarding the School website and the MLE. It was **AGREED** that, due to the significance placed on school websites during Ofsted inspections, the School's website would be prioritised and the MLE would cease to exist. It was further **AGREED** that, in order to maintain the parental involvement and interactive aspect previously offered by the MLE,

the year group rooms and a generic interactive homework area would be made available on the School's website.

It was noted that the statutory requirements for the School's website would need to be reviewed by the Governing Body.

Action: Governing Body

Computing

The Headteacher explained that the School want to invest in new technology to facilitate better teaching and learning of the computing element of the new curriculum.

In response to a Governor's query, the Headteacher explained that parents were being informed about the new curriculum via year group newsletters.

A Governor enquired about learning pads and their cost implications. The Headteacher explained that the learning pads were tablets and that the School had initially purchased 15 of them to trial across the curriculum. She informed Governors that the devices would be evaluated based on value for money before deciding on whether to purchase more of them.

The Chair thanked the Headteacher for her informative report and verbal updates.

14/66 **SCHOOL DEVELOPMENT PLANS (SDPs)**

Infant School

Governors noted the progress made on the Infant School SDP for 2013-14 and actions which would be continued and outlined in the 2014-15 SPD.

The Headteacher highlighted the action to improve physical education and sport by effectively targeting the Sports Premium Funding.

Junior School

Governors noted the updates to the Junior School SDP.

14/67 **SPECIAL EDUCATIONAL NEEDS (SEN) REFORMS**

The Headteachers reminded Governors about the new SEND Code of Practice. It was noted that the aims of the reform included ensuring that all schools offered the same level of support so that SEN pupils did not have to travel long distances to find adequate support.

In response to a Governor's query, the Headteachers confirmed that the School was providing the suggested level of support (within the limitations of its building).

It was **AGREED** that this would be reviewed by the SEN and Pupil Welfare Committee and that the School's SEND Policy would be revised accordingly.

Action: SEN and Pupil Welfare Committee

It was also **AGREED** that a SEND Information Report for parents be uploaded to the School's website.

Action: Headteachers

Ruth Beedle gave her apologies and left the meeting at this point.

14/68 **REPORTS OF COMMITTEES**

Finance

The committee had not met since the last Governing Body meeting. A meeting was scheduled to take place before the next Governing Body meeting.

Curriculum

The committee minutes of the meeting held on 25 June 2014, copies of which were tabled and circulated, were received and noted by Governors.

Premises

The committee had not met since the last Governing Body meeting. A meeting was scheduled to take place before the next Governing Body meeting.

14/69 **ANNUAL REVIEW OF COMMITTEE STRUCTURE, MEMBERSHIP AND TERMS OF REFERENCE**

The membership of the Governing Body's committees and areas of responsibility were reviewed and **UPDATED**.

The revised Governing Body Terms of Reference, copies of which were tabled and circulated, were reviewed and **RATIFIED**.

14/70 **ANNUAL REVIEW OF GOVERNING BODY PRIORITIES**

The Governing Body Priorities for 2014-15, copies of which were tabled and circulated, were reviewed and **RATIFIED** subject to the following section being added as an addition:

Special Educational Need and Disabilities (SEND):

- Discuss impact of changes at committee level.
- Conclusions to be reported to Governing Body.

14/71 **ANNUAL REVIEW OF REGISTER OF BUSINESS INTERESTS**

Governors were requested to complete the pro forma provided in their packs and return it to the School Office for inclusion in the Register of Business Interests. The Governors present submitted their completed forms to the Headteachers.

It was **AGREED** that absent Governors would complete their forms and return them to the School office.

Action: Evelyn Thomas, Alison Zilberkweit, Alexia Dobinson

The Clerk explained that, if required, the registers would be used for audit purposes.

14/69 **EDUCATION AND SKILLS DIRECTOR'S REPORT TO GOVERNORS**

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. 2014 Test, Assessment, and Examination Results

Governors noted the Director's congratulations to schools and to Barnet children and young people for high levels of attainment and progress in many areas, as outlined within the report.

2. School Improvement – Proposed Priorities and Consultation on a new Approach

It was noted that a report on school improvement has been prepared for the next meeting of the Council's Children, Education, Libraries and Safeguarding Committee on 15 September 2014. The report was available at:
<http://barnet.moderngov.co.uk/ieListDocuments.aspx?CId=697&MID=7925#A19098>

3. Alternative Delivery Model – Update on the ADM Survey and Proposals for further Consultation

The Council had been working with schools to develop a new way to deliver education related services in Barnet. A report which outlined the initial consultation feedback and included a draft outline business case could be seen at:
<http://barnet.moderngov.co.uk/ieListDocuments.aspx?CId=697&MID=7925#A19098>

4. Primary School Attendance

Governors noted that reducing absence in primary schools was a key priority for the LA. Pupil attendance at Barnet primary schools in 2012/13 was below the national average and well below the London average. Consequently, the LA had organised a conference on 8 October 2014 aimed at providing support to schools where levels of absence remained high. Invitations had been sent to Headteachers.

5. School Balances

A number of primary schools had revenue balances in excess of 15% of their 2013/14 budget share. Members of the Schools Forum had agreed that, such high balances required further scrutiny, albeit that it was recognised that many schools may have been saving money for capital projects. Schools would be asked to explain their high balances and any specific plans they might have to spend them.

6. School Places

The LA had managed to establish 208 additional reception class places over the last year and a further 118 in the current year. A report on the planning of new school places from 2015/16 to 2019/20 had been submitted to the Children, Education, Libraries and Safeguarding Committee on 15 September 2014 and could be seen at

<http://barnet.moderngov.co.uk/ieListDocuments.aspx?CId=697&MID=7925#A19098>

7. Reconstitution of Governing Bodies of Maintained Schools 2014-15

The report explained that all Governing bodies of maintained schools had to be constituted under the 2012 Constitution Regulations or the 2012 Federation Regulations, as appropriate, by 1 September 2015.

The Clerk explained that the Government were proposing that Governing bodies be no larger than they needed to be to have all the skills necessary to carry out their functions.

The Regulations, as amended, created an explicit requirement that all appointed Governors have the skills required to contribute to effective governance and the success of the school.

Governing bodies were advised to carry out a skills audit, such as that produced by the National Governors' Association (NGA), to identify any specific gaps that needed to be filled in the skills, knowledge and experience of existing Governors. The outcome of this would help it determine whether prospective governors had the skills (including their willingness to learn particular skills) required to contribute to effective governance. It would also help to inform governor elections.

Governors required good inter-personal skills, appropriate levels of literacy in English (unless a governing body is prepared to make special arrangements), and sufficient numeracy skills to understand basic data.

The Governing Body could not be smaller than seven members, and had to include (subject to the requirements regarding foundation governors in qualifying foundation schools and voluntary aided schools):

- at least two parent governors;
- the Headteacher unless the Headteacher resigns as a governor;
- one, and only one, staff governor;
- one, and only one, local authority governor; and
- the governing body may appoint as many additional co-opted governors as they consider necessary. However, the number of co-opted governors who are eligible to be elected or appointed as staff governors must not, when counted with the one staff governor and the Headteacher, exceed one-third of the total membership of the governing body.
- There is no upper limit but governing bodies should have regard to the statutory guidance in deciding their size.

In response to a Governor's query, the Clerk explained that Co-opted Staff Governors would be appointed in the same manner as Community Governors were under the current constitution.

Governors agreed that the contributions from all Governors currently on the Governing Body were valued and that the loss of Governors would have a negative impact on school leadership. Governors expressed that, since the Governing Body was a federated one, this justified the requirement for more Governors.

It was **AGREED** that the Chair, Vice Chair and Clerk would work on a proposed reconstitution model and return this for ratification at the next Governing Body meeting.

Action: Chair, Vice Chair and Clerk

8. Governing Body Checklist

The new Ofsted School Inspection Handbook (September 2014) provided clear guidance for inspectors on the duties and responsibilities of Governors. In order to assist Governors and Headteachers to identify strengths and weaknesses in governance, Appendix One of the report contained an 'Effective Governance Checklist' which Governing Bodies could complete and discuss with their Headteachers.

9. 2014 School Teachers' Pay & Conditions Document

The report summarised the main changes to teachers' pay & conditions since the 2013 document. Governors were required to ratify changes to pay and appraisal policies from September 2014 to reflect the changes.

Action: Governors

10. Improvements to HR and Payroll Services

In April 2014, the LA Human Resources Department transferred to the new way of working and asked schools to use the new Payroll and HR online systems “My View” and “AskHR” to process pay, transactions and to raise queries and access information.

11. 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 LADO (Local Authority Designated Officer).

12. SEN Code of Practice

School leaders and Governors were advised to consider the steps that should be in place to implement their new responsibilities for Special Educational Needs (SEN). A summary document on schools’ responsibilities, drawn from the new SEN Code of Practice, was available at:

<https://www.gov.uk/government/publications/send-guide-for-schools-and-alternative-provision-settings>

Action: Governors

14/70 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.

14/71 ANY OTHER BUSINESS

Parent Governor Resignation

Thanks were recorded to Former Parent Governor, Bob Bratland, for his hard work and contribution to the Governing Body.

14/72 **DATES OF COMMITTEE MEETINGS**

The following committee meeting dates were confirmed:

Staffing: 17 November 2014, 8.30am
SEN: 7 November 2014, 8.15am
Curriculum: 13 November 2014, 8.00am
Premises: To be announced.
Finance: 4 November 2014, 8.15am

14/73 **DATES OF GOVERNING BODY MEETING**

The next meetings of the Governing Body were confirmed as:

Autumn (2): Thursday 27 November 2014 at 6.00pm
Spring (1): Thursday 22 January 2015 at 6.00pm
Spring (2): Thursday 19 March 2015 at 6.00pm

14/74 **MOTION OF CONFIDENTIALITY**

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