

**GOVERNING BODY FOR GARDEN SUBURB INFANT AND JUNIOR SCHOOL**

**MINUTES OF THE MEETING HELD AT THE SCHOOL ON  
THURSDAY 27 NOVEMBER 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**

14/78 **WELCOME TO ALL GOVERNORS**

The Chair welcomed Governors to the meeting.

14/79 **PRESENTATIONS TO GOVERNORS**

The Chair explained that, while presentations to Governors would usually take place at the second meeting of every term, there were no presentations to be made at the meeting.

14/80 **ACCEPTANCE/NON-ACCEPTANCE OF APOLOGIES FOR ABSENCE**

Apologies for absence were received and accepted on behalf of Laura Anderson, Lisha Taylor, Michael Kkafas, and Ruth Beedle.

14/81 **DECLARATION OF PECUNIARY INTERESTS**

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

14/82 **PART I MINUTES OF THE MEETING HELD ON 13 OCTOBER 2014**

The minutes of the meeting held on 13 October 2014, copies of which had been circulated prior to the meeting, were confirmed, initialled and signed by the Chair.

**14/65 Headteachers' Reports: Infant School: Early Years Foundation Stage (EYFS) Results**

The paragraph was amended to read: 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).

14/83 **MATTERS ARISING**

**14/23 Controlled Parking Zone (CPZ)**

The Chair was still awaiting a confirmation from the local authority (LA) as to how CPZ vouchers would be allocated. Governors noted that the School's Learning Network Inspector had conveyed to the LA that parking restrictions would have a negative impact on recruitment and retention.

**14/47 Parents Parking Illegally**

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

**14/69 Education and Skills Director's Report to Governors**

The Chair undertook to lead on the response to the LA's consultation with schools on alternative delivery models.

Action: Chair

**14/65 Headteachers Reports: Census Say**

The Infant School Headteacher reported to Governors that she had had a meeting regarding pupil place planning with Alison Dawes, Head of Access to School, who was surprised that the School was not full on census day. She explained that Alison Dawes had undertaken to investigate the reasons behind this although it was felt that it could have been due to the fact that local schools had taken on additional bulge classes.

When questioned, the Infant School Headteacher confirmed that the LA had assessed the School's capacity to take on a bulge class and decided that it was not adequate.

*Adrian Hodgson joined the meeting at this point.*

## 14/84 **HEADTEACHERS' REPORTS/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. Governors noted that an Acting Year 5 Co-ordinator had been appointed.

#### **Events**

The Headteacher highlighted the various events which had taken place and those which were forthcoming.

Governors joined the Headteacher in recorded thanks to all who had contributed to the organisation of the school trip to the Isle of Wight. Governors recorded their appreciations to Kathryn Malik for managing the administrative procedures involved in organising the trip.

### **HMI Inspectors Survey**

The Headteacher explained that the HMI Inspectorate had undertaken a survey of the School's more able pupils. The School had been informed that, while an inspection report would not result from the survey, case studies could.

The process had involved the inspector undertaking interviews with the leadership team and more able pupils, learning walks, book scrutiny, and the reviewing of various pupil progress monitoring.

Governors were pleased to hear that the School had been graded 'Outstanding' in all areas. The Headteacher said that she had highlighted to the inspector the excellent partnership working between the federated Schools, the School's outstanding Raiseonline data, its vigorous assessments, its fair ability grouping, the accuracy of pupil progress tracking, the appropriate challenge in place, the leadership's understanding of the School, and the use of learning logs, upon which the inspector had decided to do a case study.

A Governor queried the Headteacher as to which actions were progressed from the previous full Ofsted inspection which had helped to achieve the outstanding grade for the survey. The Headteacher confirmed that various post-inspection actions had been progressed to help improve this area, including the improvement of ability grouping, marking and feedback, an increased focus on relevant teaching styles, and various other interventions.

Governors commended and thanked the Headteacher and her staff for their hard work to achieve this positive outcome. The Headteacher recorded thanks to the Deputy Headteacher for implementing many of the interventions which had helped to improve teaching and learning for the more able pupils.

Governors requested that the Headteacher should upload a summary of this news to the School website.

Action: Junior School Headteacher

### **Secondary School Transfer**

A Governor enquired as to why some pupils did not get into Henrietta Barnet. The Headteacher and Deputy Headteacher explained that there were many factors which had contributed to this, including different test settings.

### **Ability Grouping**

A Governor stated that ability grouping had worked well in other areas and enquired as to whether this intervention would also be used for maths. The Headteacher explained that this would require additional resources which the School did not currently have and that the School's maths results were currently good as shown in its Raiseonline report. They explained that ability grouping would be evaluated in the subject areas it was being used in order to inform a future decision on whether it would be beneficial to use it in other subject areas.

The Vice Chair said that there was evidence to suggest that overly applying ability grouping, while it may benefit more able pupils, would not improve learning for all pupils. The Infant School Headteacher said that she had also seen cases where ability grouping had had a detrimental impact on pupil learning overall. Governors suggested that the intervention would be best used on a case-by-case basis following careful evaluation of the cohort in question, subject area and available resources.

The Chair thanked the Headteacher for her informative report and verbal 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:

## **Creative Curriculum**

Governors noted that the projects pupils had been recently involved in which focused on creativity. These included various projects funded through gift aid, such as Diwali storytelling and drama sessions with the Rainbow Theatre Company.

## **Support for Parents**

Governors were reminded about the School's initiatives to support parents. The Headteacher explained that a joint coffee morning had been held with the Junior School for Iranian Parents. It was noted that the session was the second one of its kind and was used to signpost parents to support services which would improve their English and help them assist with their children's learning.

In response to a Governor's query, the Headteacher stated that the take up for the sessions was good and that nine parents had attended the latest one.

## **Events**

The Headteacher highlighted the various events which had taken place and those which were forthcoming.

## **Physical Education (PE) Development Plan and PE Premium Funding 2014-2015**

The Headteacher tabled and circulated the PE Development Plan and PE Premium Funding for 2014-15. Governors reviewed the way in which PE Premium Funding was being spent.

A discussion ensued and it was **AGREED** that the Governing Body would allocate a Link Governor to oversee the spending of the PE Premium Funding.

A nomination was received on behalf of Elisabeth Tacey.

It was **RESOLVED** that Elisabeth Tacey be appointed as the Link Governor for PE Premium Funding.

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

## **14/85 JUNIOR SCHOOL SELF EVALUATION FORM (SEF)**

The Junior School SEF, a copy of which had been circulated prior to the meeting, was reviewed by Governors. Arising from the discussion:

When questioned, the Headteacher said that pupils were expected to make two sub-levels of progress each year. She explained that those who did not

make expected progress were reviewed in pupil progress meetings and supported via the interventions in place.

Governors requested that the Headteacher should include the School's teaching philosophy in the SEF.

Action: Junior School Headteacher

The Chair invited Governors to send the Headteacher any further comment outside of the meeting if necessary.

The Chair and Headteachers reiterating the importance for Governors to familiarising themselves with the SEF given that it contained the information they would be expected to know during an Ofsted Inspection.

Action: Governors

#### 14/86 **SCHOOL WEBSITE UPDATE**

Governors noted that the Schools were in the process of re-designing the website according to Ofsted recommendations and in order to make it more parent-friendly. It was noted that the new website would also make it easier to upload documents.

#### 14/87 **REPORTS OF COMMITTEES**

##### **Finance**

The committee minutes of the meeting held on 4 November 2014, copies of which had been circulated prior to the meeting, were received and noted by Governors. Arising from the discussion:

It was noted that the committee had reviewed and agreed its terms of reference.

Governors on the committee requested that one more Governor joined the committee. The Chair undertook to circulate an email inviting Governors to volunteer to join the committee. She reminded Governors that finance-based training was available as part of the Governor Support and Development package which the School was subscribed to.

Governors noted that the lettings policy would be reviewed at the next committee meeting.

##### **Curriculum**

The committee minutes of the meeting held on 13 November 2014, copies of which had been circulated prior to the meeting, were received and noted by Governors. Arising from the discussion:

It was noted that the committee had reviewed and agreed its terms of reference.

Governors noted a correction to the attendance list on the minutes: that Omar Shah had been present.

The School's assessment data had been analysed extensively at the committee meeting.

### **Premises**

The committee minutes of the meeting held on 18 November 2014, copies of which had been circulated prior to the meeting, were received and noted by Governors. Arising from the discussion:

It was noted that the committee had reviewed and agreed its terms of reference.

The Health and Safety and Critical Incidence Policies had been reviewed at the committee meeting and would be brought to the next Governing Body meeting for ratification.

### 14/88 **ANNUAL REVIEW OF COMMITTEE STRUCTURE, MEMBERSHIP AND TERMS OF REFERENCE**

The Chair reminded Governors that the revised Governing Body Terms of Reference were ratified at the previous Governing Body meeting.

The Terms of Reference for the following panels, copies of which had been circulated before the meeting, were reviewed.

- Complaints Review Panel
- Complains Panel
- Pay Appeals Panel
- Performance Review Panel
- Staff Dismissal Panel
- Staff Dismissal Appeal Panel

Upon careful review, the Governing Body **RATIFIED** the terms of references for the above panels.

### 14/89 **POLICY RATIFICATION**

#### **Appraisal Policy**

The revised Appraisal 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**.

### **Pay Policy**

The revised Pay Policy was presented to Governors. Arising from the discussion:

It was noted that the policy had been updated in line with the Government's new guidance on further tying in pay with performance.

In response to a Governor's query, the Vice Chair explained that the national associate for Headteachers had provided pay scales for Headteachers and that this would be used by the School as stated in the policy.

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**.

### **Appeals Policy**

The revised Appeals 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**.

## 14/90 **GOVERNING BODY RECONSTITUTION**

The Clerk reminded Governors of the requirements which needed to be met in order to reconstitute the Governing Body by 1 September 2015, as was the statutory obligation. Governors noted that the Governing Body could be no smaller than seven members and had to include:

- i. At least two Parent Governors
- ii. The Headteacher(s), unless resigned as a Governor
- iii. One, and only one, Staff Governor
- iv. One, and only one, Local Authority Governor
- v. As many Co-opted Governors as the Governing Body considered necessary. However, the number of Co-opted Governors eligible to be elected or appointed as Staff Governors could not, when counted with the one Staff Governor and the Headteacher(s), exceed one-third of the total membership of the Governing Body.

Governors discussed reconstitution options in detail and the following proposed reconstitution was reviewed by the Governing Body:

- LA Governor: 1. Jane Harris
- Parent Governors: 1. Lisha Taylor  
2. Omar Shah  
3. Adrian Hodgson  
4. Elisabeth Tacey  
5. Michael Kkafas  
6. Gerard Wiseman
- Headteacher: 1. Sarah Sands  
2. Eileen Bhavsar
- Staff Governor: 1. Alexia Dobinson
- Co-opted Governors: 1. Emma Woolston (Infant Teacher)  
2. Laura Anderson (Junior Teacher)  
3. Mary Ogle  
4. Evelyn Thomas  
5. Julia Sanitt  
6. Francoise Wagneur  
7. Katalin Barcza-McQueen  
8. Ruth Beedle

Upon a show of hands it was resolved that the proposed reconstitution be **RATIFIED**.

A statement of intent was made that the Associate Member on the Governing Body would alternate every time the Staff Governor's term ended. This was in order to ensure that both Schools were represented in these roles.

14/91 **ANY OTHER BUSINESS**

There was none.

14/92 **DATES OF COMMITTEE MEETINGS**

The following committee meeting dates were confirmed:

- Staffing: 6 March 2015, 8.30am  
SEN: 6 February 2015, 8.15am  
Curriculum: 11 March 2015, 8.00am  
Premises: 17 March 2015, 8.15am  
Finance: 13 January, 8.00am

14/93 **DATES OF GOVERNING BODY MEETING**

The next meetings of the Governing Body were confirmed as:

Spring (1): Thursday 22 January 2015 at 6.00pm

Spring (2): Thursday 19 March 2015 at 6.00pm

*The Associate Member and Non-Voting Observers left the meeting at this point.*

14/94 **MOTION OF CONFIDENTIALITY**

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