

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

**MINUTES OF THE MEETING HELD AT THE SCHOOL ON  
THURSDAY 22 JANUARY 2015**

**MEMBERS**

**LA GOVERNOR**

\*Jane Harris

**PARENT GOVERNORS**

\*Lisha Taylor (Junior)

\*Omar Shah (Junior)

\*Adrian Hodgson (Junior)

\*Michael Kkafas (Infant)

\*Gerard Wiseman (Infant)

Elisabeth Tacey (Infant)

**HEADTEACHERS**

Sarah Sands (Infant Headteacher)

\*Eileen Bhavsar (Junior Headteacher)

**ASSOCIATE MEMBER**

\*Kathryn Malik (Junior Support)

**STAFF GOVERNOR**

\*Alexia Dobinson (Infant Support)

**CO-OPTED GOVERNORS**

\*Julia Sanitt (Chair)

\*Francoise Wagneur (Vice Chair)

\*Mary Ogle

Evelyn Thomas

\*Katalin Barcza-McQueen

\*Ruth Beedle

\*Emma Woolston (Infant Teacher)

\*Laura Anderson (Junior Teacher)

**NON-VOTING OBSERVERS**

\*Lisa Berger (Junior DHT)

\*Liz Cormack (Infant DHT)

\*denotes member present

**IN ATTENDANCE**

Mr George Peradigou (Clerk)

**Part I**

15/01 **WELCOME**

The Chair welcomed Governors to the meeting.

15/02 **ACCEPTANCE/NON-ACCEPTANCE OF APOLOGIES FOR ABSENCE**

Apologies for absence were received and accepted on behalf of Elisabeth Tacey, Evelyn Thomas, and Sarah Sands.

15/03 **DECLARATION OF PECUNIARY INTERESTS**

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

15/04 **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.

15/05 **MATTERS ARISING**

**14/47 Parents Parking Illegally**

Lisha Taylor reported back following her discussions with the Local Authority (LA) representatives. She said that parking wardens had been present recently and had issued a number of fines. She informed Governors that she would continue to request this service from the LA.

Action: Lisha Taylor

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

In response to a Governor's query, the Infant School Deputy Headteacher explained that it was anticipated that the School would have more siblings in the forthcoming academic year. It was noted that 23 siblings were currently on roll.

When questioned, the Infant School Deputy Headteacher explained that the main reason that the School was under-capacity on census day was because families had given up their secured places so close to census day. Given the short notice, these places were not filled by census day and were therefore not counted towards funding calculations. Governors were reminded that funding calculations were based on the number of pupils on school roll on census day each year.

*Katalin Barcza-McQueen and Omar Shah joined the meeting at this point.*

15/06 **HEADTEACHERS' REPORTS/UPDATES**

**Infant School**

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

**School Development Plan (SDP) October 2014 – September 2015**

The SDP for October 2014 – September 2015 was presented to Governors.

A Governor expressed concerns that the School was not being more ambitious with its pupil attainment targets and for teaching observations. The Deputy Headteacher explained that the School aimed to set targets which were realistic and sustainable based on the cohort coming through. She

reminded Governors that target setting was far from an exact science and that many factors would impact the final outcomes.

### **School Travel Plan**

Emma Woolston explained that she was collating data and updating the School Travel Plan, which was due for submission shortly. She proposed that some of the funding obtained be used to purchase relevant equipment and outdoor clothing.

### **Story Telling**

It was noted that a member of the support staff had recently delivered a very insightful INSET to both teaching and support staff to help reinvent the story telling skills of pupils. In response to a Governor's query, the Deputy Headteacher explained that this exercised pupil's abilities to create stories without props as a means of developing their imagination and confidence.

Jane Harris recommended a book based on social and moral ethos to the Deputy Headteacher which could further benefit the School in this area.

Action: Jane Harris

*Adrian Hodgson joined the meeting at this point.*

### **Promotion of Fundamental British Values**

The Chair enquired as to how the School was promoting fundamental British values. The Deputy Headteacher explained that, while this was more relevant for pupils in the Junior School, British values were promoted to pupils in the Infant School through various methods. These included: training pupils to express their views; the School Council's democratic processes; philosophy for children; an extended programme of school visits to places of worship; and regular celebrating multi-cultural events. Governors expressed that schools in London had the advantage of being in a multi-cultural community where diversity was embedded in the living environment.

### **Safeguarding**

In response to a Governor's query, the Deputy Headteacher explained that the School was in the process of re-evaluating its safeguarding procedures according to the LA's safeguarding audit.

The Chair and Vice Chair brought the Headteacher's attention to the fact that, as suggested by the LA's Safeguarding Audit, safeguarding procedures were required to cover recently identified areas for concern, such as female genital mutilation. Governors **CHALLENGED** the Headteacher to ensure that procedures were in place and staff were adequately trained to enable them to effectively monitor absenteeism, behaviour, and any other areas for concern in order to correctly carry out safeguarding procedures.

### **Looked After Children**

The Vice Chair enquired as to whether the School had a designated member of staff for Looked After Children. The Deputy Headteacher confirmed this to be the case. In response to a further query, she confirmed that the designated member of staff had received training in the past but undertook to arrange for them to renew their training.

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:

### **School Development Plan (SDP) October 2014 – September 2015**

The SDP for October 2014 – October 2015 was presented to Governors.

### **New Food Standards**

The Headteacher informed Governors that the LA's catering service, which provided the School's lunchtime catering, had informed her that all menus complied with the new food standards which would come into effect from February 2015. It was noted that the service had also been awarded the Soil Association Food for Life's silver catering mark.

### **Homework Club**

In response to a Governor's query regarding homework club, the Headteacher said that the purpose of the new initiative was to help tackle the needs of vulnerable pupils who were not doing their homework. She explained that the new initiative will be closely monitored and evaluated to ensure that it did not add unwanted pressure to pupils and that they did not perceive it as a type of 'punishment'. The Headteacher undertook to report back on the impact of the homework club at the next meeting.

Action: Headteacher

When questioned, the Headteacher confirmed the club was open to invited pupils only and that some of them were pupils on Pupil Premium. It was noted that 21 pupils had been invited to the homework club and that 15 had accepted.

Governors joined the Chair in recording thanks to Kathryn Malik for her hard work in helping to set up the homework club by contacting parents who did not respond to the letter sent out inviting their children to join the club.

## **Redraft Lessons**

A Governor enquired about initial feedback from redraft lessons. The Headteacher explained that the impact of this initiative was being closely monitored and that the School was working hard to ensure that enough variety was provided. When questioned further, she explained that sometimes this was a whole-class activity and at other times was applied to specific pupils.

Governors expressed concerns about these lessons becoming laborious for less able pupils and challenged the Headteacher to ensure that this did not occur. The Headteacher explained that the aim was to customise support for each pupil to ensure that this did not happen.

## **Assessment Levels**

When questioned, the Headteacher explained that, while further clarification was awaited from the Department for Education (DfE), end-of-year reports would state whether a pupil was above, at, or below national and Barnet expectations. She said that a recent consultation document had indicated that there would be descriptors for end of Key Stage assessments.

The Headteacher explained that this issue was also on the agenda to be discussed at her forthcoming School Improvement Partnership meeting.

A discussion ensued and Governors noted that it was felt that the previous assessment levels had been abandoned because they were ambiguous and difficult for parents to understand.

Governors expressed concerns that it would be more difficult to monitor progress without assessment levels. It was felt that progress monitoring would be particularly difficult when pupils joined the School mid-way through a Key Stage.

## **Girls' Football**

In response to a Governor's query, the Headteacher confirmed that the girls' football club had a separate coach from the boys' football club. She confirmed that 24 girls had signed up to the club, 23 of which did not have to leave another club to sign up.

It was noted that the club took place on either the playground or the playing field, which was large enough to share with the boys' club.

## **Under Charging Policy**

When questioned about the Under Charging Policy, the Headteacher explained that, all parents were approached for voluntary contributions towards additional school activities. Some pupils in receipt of Pupil Premium voluntarily contributed. In addition, some pupils were subsidised for extra-curricular activities and school trips on a case-by-case basis.

### **Promotion of Fundamental British Values**

The Chair enquired as to how the School was promoting fundamental British values. The Headteacher tabled and circulated an extract from the School's SEF which set out how the School was developing pupils on a social, moral, cultural, and spiritual level through the various initiatives listed. When questioned, she explained that this was not only being achieved through religious education (RE) but by embedding the listed initiatives into the whole curriculum and all school practices.

### **Memory Challenge**

The Vice Chair asked the Headteacher to explain more about the 'Memory Challenge'. The Headteacher informed Governors that Year 6 had been signed up to the Junior School Memory Championships. In preparation for the competition later that year, weekly training sessions based on memorising tasks had been arranged.

Governors commended this initiative as a way of further broadening the School's curriculum. It was noted that Ofsted were currently seeking for schools to broaden their curriculums with such initiatives.

### **Racism**

A Governor enquired as to the processes in place for dealing with racist incidents in the School. The Headteacher explained that processes were in place and involved recording the incident, discussions with pupils involved, and discussions with the relevant parents. Governors were assured that the process was effective in stopping racist behaviour. It was noted that the reporting process was also promoted through various assemblies.

### **Safeguarding**

The Chair and Vice Chair explained that they had attended the Education and Skills Director's Briefing to Chairs and Vice Chairs on 14 January 2015. They explained that Safeguarding was highlighted as a particular issue for attention. Governors noted that the Chair of Governors at St. Theresa's Primary School had explained at the briefing that, while the school was rated 'good' or better in all other areas, it received an Ofsted inspection rating of 'requiring improvement' because it was unable to evidence all of its safeguarding procedures.

In response to a Governor's query about safeguarding and child protection, the Headteacher explained that she was confident that all safeguarding

processes are in place and up-to-date. However, she explained that the School was in the process of re-evaluating its safeguarding procedures according to the LA's safeguarding audit.

The Chair and Vice Chair brought the Headteacher's attention to the fact that, as suggested by the LA's Safeguarding Audit, safeguarding procedures were required to cover recently identified areas for concern, such as female genital mutilation. Governors challenged the Headteacher to ensure that procedures were in place and staff were adequately trained to enable them to effectively monitor absenteeism, behaviour, and any other areas for concern in order to correctly carry out safeguarding procedures.

Action: Headteacher

### **Looked After Children**

The Vice Chair enquired as to whether the School had a designated member of staff for Looked After Children. The Deputy Headteacher confirmed this to be the case. When questioned further, she confirmed that the designated member of staff was due to attend training in February 2015.

### **School Travel Plan**

In response to a Governor's query, the Headteacher explained that the School Travel Plan was being reviewed and that recent class assemblies had promoted walking to school through a song, provided by the travel plan team.

A Governor said that he had been present for this assembly and commended the way in which a song by the pupils was used to urge parents to park safely and further away from the School when dropping off and picking up their children. A discussion ensued and it was suggested a video clip of the song could be added to the School's website along with details related to the School Travel Plan.

Action: Junior School Headteacher

It was noted that the School Travel Plan Co-ordinators from both Schools were due to attend the relevant training to help them in these roles.

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

## **15/07 SCHOOLS FINANCIAL VALUE STANDARDS (SFVS)**

The SFVS for both Schools were reviewed and noted by Governors. Arising from the discussion:

The Junior School Headteacher undertook to circulate an electronic copy of the document to Governors.

Action: Junior School Headteacher

The Chair of the Finance Committee explained that the document was an audit used by Schools for financial management purposes. He explained that the School needed a Disaster Recovery Plan and that the Finance Committee was in the process of producing this and would bring the final version to Governing Body in due course.

Action: Finance Committee

In response to a Governor's question, the Chair of the Finance Committee confirmed that an off-site secure back up of data was already in place. In response to a further query, he confirmed that an audit of voluntary funds was awaited from the LA.

## 15/08 **REPORTS OF COMMITTEES**

### **Finance**

The committee minutes of the meeting held on 13 January 2015, copies of which were tabled and circulated, were received and noted by Governors. Arising from the discussion:

Governors noted that the LA's finance department had agreed to change banks to Natwest and that, since the School managed its finances through the LA, this would become the School's new bank.

The Infant School's Internal Audit Report was reviewed and it was noted that progress was being made on actions arising from the report.

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

### **Curriculum**

The committee had not met since the last Governing Body meeting. It was noted that the Committee had scheduled a meeting to take place before the next Governing Body meeting.

### **Premises**

The Committee had not met since the last Governing Body meeting. It was noted that the Committee had scheduled a meeting to take place before the next Governing Body meeting.

## 15/09 **RATIFICATION OF POLICIES**

The following updated policies were presented to Governors and proposed for ratification:

- Financial Management Policy
- Whistleblowing Policy

- Charging Policy
- Anti-Fraud and Corruption Policy
- Terms and Conditions for Use of School Premises

Having been reviewed in full at committee level, the Chair recommended that the documents be ratified by the Governing Body.

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

### **Lettings Policy**

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

Governors **AGREED** that a disclaimer be added to the policy to reflect that it was the club co-ordinator's responsibility to properly supervise and risk assess the playground equipment and apparatus before use. It was noted that these were only available to extra-curricular clubs at certain times of the week.

Action: Headteachers

Upon a show of hands it was resolved that the Policy be **RATIFIED**, subject to the above amendment.

A discussion ensued regarding the dangerous use of the driveway entrance to the School by pedestrians and how this could be tackled. This issue was referred to the Premises Committee.

## 15/10 **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. The School Information (England) Regulations 2008 – Information that Must Appear on Maintained School Websites**

A letter received by all Local Authorities from Nick Gibb MP (Minister of State for School Reform) was attached to the report. The letter outlined the information that had to appear on the websites of maintained Schools.

Regulations about information that had to appear on maintained school websites was located at: <https://www.gov.uk/what-maintained-schools-must-publish-online>

### **2. Safeguarding Audit Tool for Schools**

The report stated that Ofsted was paying increasing attention to Safeguarding and that a number of schools nationally had received an adverse inspection judgement because of safeguarding concerns.

Schools had to have regard of any guidance issued by the Secretary of State under sections 157 and 175 of the Education Act 2002 in deciding what arrangements they had to make to comply with their duty. The latest guidance could be found at:

- [Keeping children safe in education](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/372753/Keeping_children_safe_in_education.pdf)  
[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/372753/Keeping\\_children\\_safe\\_in\\_education.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/372753/Keeping_children_safe_in_education.pdf)
- [Keeping children safe in education: information for all school and college staff](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/354151/Keeping_children_safe_in_education_Information_for_staff.pdf)  
[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/354151/Keeping\\_children\\_safe\\_in\\_education\\_Information\\_for\\_staff.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/354151/Keeping_children_safe_in_education_Information_for_staff.pdf)
- [Keeping children safe in education: childcare disqualification requirements - supplementary advice](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/362919/Keeping_children_safe_in_education_childcare_disqualification_requirements_-_supplementary_advice.pdf)  
[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/362919/Keeping\\_children\\_safe\\_in\\_education\\_childcare\\_disqualification\\_requirements\\_-\\_supplementary\\_advice.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/362919/Keeping_children_safe_in_education_childcare_disqualification_requirements_-_supplementary_advice.pdf)

The LA had updated its Safeguarding Audit Tool, which was attached, in accordance with recent concerns identified by Ofsted and were encouraging schools to complete it. In addition, it was advised that schools submitted their completed audits to the LA so that it could offer advice, support and, if necessary, training in any areas identified as weaknesses or gaps.

### **3. The new OFSTED Framework and Curriculum Expectations**

The report explained that the new Ofsted Framework (September 2014) had a greater focus on the quality of the curriculum, with inspectors particularly looking for evidence of a broad and balanced curriculum.

Governors noted the other factors being considered by inspectors, including the promotion of Fundamental British Values, promoting tolerance of and respect for people of all faiths, and a balanced approach to religious education which was broadly Christian but, where required, took into account the teaching and practices of the other principal religions represented in Britain.

It was noted that there had also been much reference, in recent inspections, to school duties in regard to the Education Act.

### **4. Promoting Fundamental British Value as Part of SMSC in Maintained Schools**

Governors noted the obligations of maintained schools, under section 78 of the Education Act 2002, to promote fundamental British values. Non-

statutory advice produced by the Department for Education (DfE), which was attached to the report, was noted by Governors.

## **5. The Role of the Governing Body in relation to Children Looked After**

The report explained that Local Authorities had a duty to safeguard and promote the welfare of a child looked after by them. This included a particular duty to promote the child's educational achievement. The government expected schools to take a proactive approach to discharge this duty.

Under the 2014 revised framework, Ofsted inspections would take account of the provision for looked after children in the school. Inspectors would consider how far the educational provision is closing the attainment and progress gap between looked after children and their peers.

Since 1 September 2009, governing bodies of all maintained schools were required (under the Children and Young Persons Act 2008) to appoint a designated teacher to promote the educational achievement of all looked after children on the school roll, to ensure that the designated teacher undertook appropriate training, and, as a minimum, consider an annual report from the designated teacher. Governors were also expected to ensure that looked after children are placed at the top of the oversubscription criteria for school admission.

## **6. Essential Briefings: Governor's Responsibilities for Special Educational Needs (SEN)**

The report explained that the new Special Educational Needs (SEN) Code of Practice had come into force from 1st September 2014, stating that "There should be a member of the Governing Body or a sub-committee with specific oversight of the school's arrangements for SEN and disability (SEND)".

## **7. Unified Reward**

The item updated Governors of community schools regarding changes to pay and grading arrangements and terms and conditions of employment that will affect their non-teaching staff.

## **15/11 GOVERNOR SUPPORT AND DEVELOPMENT**

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

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

Post Meeting Note: While the designated Safeguarding Governor was expected to have completed Level 3 training in Safeguarding and Child Protection, level 1 or equivalent, such as that offered within the Governor Services Support and Development Programme, was adequate for other Governors.

#### 15/12 **ANY OTHER BUSINESS**

##### **Weekly Litter Sweep**

A Governor had been approached by a local street cleaning warden who had highlighted that metallic string was being found around the school. It was noted that the warden voluntarily undertook a weekly litter sweep around the school and requested that this be eliminated as it was harmful for the natural environment. Staff Governors said that the material may have been falling from the pom poms used by pupils. The Junior School Headteacher undertook to investigate this issue.

Action: Junior School Headteacher

##### **Child's Way Waste Bin**

It was noted that the waste bin on Child's Way was scarcely emptied. Adrian Hodgson undertook to report this to the relevant department in the LA.

Action: Adrian Hodgson

#### 15/13 **DATES OF COMMITTEE MEETINGS**

The following committee meeting dates were confirmed:

Staffing:	6 March 2015, 8.30am
SEN and Pupil Wellbeing:	6 February 2015, 8.15am
Curriculum:	11 March 2015, 8.00am
Premises:	17 March 2015, 8.15am
Finance:	18 March 2015, 8.00am

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

The next meetings of the Governing Body were confirmed as:

Spring (2):	Thursday 19 March 2015 at 6.00pm
Summer (1):	Thursday 7 May 2015 at 6.00pm
Summer (2):	Thursday 25 June 2015 at 6.00pm

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

#### 15/15 **MOTION OF CONFIDENTIALITY**

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