

GOVERNING BODY FOR GARDEN SUBURB INFANT AND JUNIOR SCHOOL

**MINUTES OF THE MEETING HELD AT THE SCHOOL ON
THURSDAY 19 MARCH 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

15/19 **WELCOME**

The Chair welcomed Governors to the meeting.

15/20 **ACCEPTANCE/NON-ACCEPTANCE OF APOLOGIES FOR ABSENCE**

Apologies for absence were received and accepted on behalf of Michael Kkafas, Alexia Dobinson, and Liz Cormack.

15/21 **DECLARATION OF PECUNIARY INTERESTS**

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

15/22 **PART I MINUTES OF THE MEETING HELD ON 22 JANUARY 2015**

The minutes of the meeting held on 22 January 2015, copies of which had been circulated prior to the meeting, were confirmed, initialled and signed by the Chair.

15/23 **MATTERS ARISING**

14/47 Parents Parking Illegally

Lisha Taylor reported that, following her discussions with the Local Authority (LA) representatives, she had been informed that parking wardens had been present recently and had issued a number of parking penalty charges.

In response to Lisha Taylor's request, the Headteachers undertook to re-position the parking banner to the correct location.

Action: Headteacher

A discussion ensued regarding the possibility of having zigzag parking restrictions outside the School. Lisha Taylor undertook to begin a dialog with the LA regarding this.

Action: Lisha Taylor

14/65 Infant School Headteacher's Report: Census Day

The Infant School Headteacher reminded Governors that the reason why the School had been under-capacity on the previous 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 the school roll on the annual census day.

Governors were informed that, following a conversation with Alison Dawes, Head of Access to School, the Infant School Headteacher had been reassured that all reception places had been offered with an additional 56 potential pupils having named the School as their first choice.

In response to a Governor's query, the Headteacher confirmed that she had been assured that she would be notified about any concerns regarding unfilled places.

15/06 Headteachers' Reports: Safeguarding

Governors had previously challenged the Headteachers to ensure that all required safeguarding procedures were in place. In response to a query about progress, the Headteacher advised of the progress they had made:

The Junior School Headteacher informed Governors that INSET training on Level 1 Safeguarding for staff had taken place. It was noted that all staff had signed a 'disqualification by association' disclaimer.

The Infant School Headteacher explained that the Infant School's Level 1 Safeguarding training was scheduled to take place shortly and that the 'disqualification by association' disclaimers would also be signed by all staff.

15/06 Headteachers' Reports: Junior School: Homework Club

In response to a Governor's query, the Headteacher explained that the homework club was ongoing and took place for 45 minutes once per week.

15/07 Schools Financial Value Standards (SFVS)

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

Action: Junior School Headteacher

15/09 Ratification of Policies: Lettings Policy

Governors **AGREED** that a disclaimer be added to the Lettings Policy to reflect that club co-ordinator's had a responsibility to properly supervise and risk assess playground equipment and apparatus before use.

Action: Headteachers

15/24 HEADTEACHERS' REPORTS/UPDATES

Infant School

The Infant School Headteacher updated Governors with the following verbal updates since the previous Governing Body meeting. Arising from the discussion:

Headteacher's Sick Leave

The Headteacher recorded thanks to the Deputy Headteacher for covering for her during her sick leave. She also recorded thanks to all staff who continued to carry out their roles and responsibilities effectively.

Staffing

Governors noted the various staffing changes and cover arrangements, including that two teaching assistants (TAs) had left the School. In response to a Governor's query, the Headteacher explained that the School had been encouraging TAs to move on as the School would have fewer pupils with special education needs (SEN) in the coming year.

Events

Governors were informed of the various events and trips being organised and commended the Headteacher for using these to support a broad curriculum. It was noted that a selection of pupils from Year 2 had taken part in the Barnet Schools Dance Festival at the Arts Depot in Finchley. When questioned, the Headteacher confirmed that Year 1 pupils would participate the following year.

It was noted that, during the current academic year, Year 1 pupils would participate in a sports picnic festival in Alliance Park and that this would be funded through sports funding.

Staff Development

The Headteacher explained that joint-moderation with Brookland Infant School was ongoing and had proven useful in helping to assess progress without levels.

Governors noted that INSET training had been ongoing on Speaking and Listening and using tools to enrich writing – this had been delivered by a Barnet Partnership for School Improvement (BPSI) Consultant. It was also noted that peer observations were ongoing and were having a positive impact on staff development, as previously discussed.

Laura Anderson joined the meeting at this point.

Music Provision

In response to a Governor's query, the Headteacher explained that the School's music provision had been reduced to create capacity for the new curriculum as class teachers now delivered musical aspects of the curriculum in a cross-curricular fashion. Governors expressed concerns regarding this and it was agreed that the matter be referred to the Curriculum Committee for discussion.

Action: Curriculum Committee

Building Works Liaison

A Governor enquired as to who had responsibility for making arrangements with companies carrying out works at the School. She said that this would usually be carried out by a school's Business Manager, which the School did not currently have. The Headteacher explained that this post was not currently feasible but reassured Governors that the non-teaching staff from both the Infant and Junior Schools carried out these duties remarkably well. Governors joined the Headteachers in recording thanks to Alexia Dobinson and Kathryn Malik for carrying out these responsibilities.

A Governor reminded the Headteachers that they could consult the Premises Committee for assistance but requested that this be done before making any formal arrangements with building firms.

Accessibility Plan

Governors reminded the Headteacher that the Accessibility Plan needed to be drafted and brought to Governors for ratification.

Action: Infant School Headteacher

Governors joined the Chair in thanking the Headteacher for her informative verbal updates.

Junior School

The Junior School Headteacher updated Governors with the following verbal updates since the previous Governing Body meeting. Arising from the discussion:

Pupil Premium Provision

The Headteacher outlined the interventions used to ensure improvements were made in the Key Stage (KS) 2 results of disadvantaged pupils since 2011. She drew Governors' attention to a letter from David Laws MP congratulating the School for this. Governors noted that the letter recognised that the School's progress and attainment achieved for disadvantaged pupils since 2011 was evidence that it was 'highly effective in educating disadvantaged pupils'. The letter also recorded congratulations to staff, Governors, pupils and parents for their hard work contribution to this success. It was noted that this letter was mirrored by the congratulatory letter received from the LA's Education and Skills Director.

Governors commended the Headteacher and staff for their hard work in ensuring that interventions for disadvantaged pupils had a positive impact.

Staff Development

It was noted that training was ongoing on safeguarding, the new SEN code of practice, supporting the needs of pupils with speech and language difficulties, and pupil outcomes, in order to ensure that pupils of all ability levels were challenged appropriately. The Headteacher explained that lesson observations and peer observations continued to have a positive impact on staff development.

Sex and Relationship Education

Governors were informed that a sex and relationships education talk was taking place for pupils at 9.15am on 25 March 2015 and that they were welcome to attend. The Headteacher explained that a representative from the Christopher Winters Association would be delivering the session.

School Travel Plan

The Headteacher explained that the School Travel Plan had been reviewed and that she was confident that it would obtain either a silver or gold award. It was noted that six bicycles and a bike shed had been purchased using School Travel Plan funding. In response to a Governor's query, the Headteacher explained that the bikes would be used for cycling proficiency lessons for pupils. Governor's challenged the Headteacher to ensure that the bikes were utilised during periods when pupils did not require them for these lessons. Governors suggested a number of ideas. These included leasing the bikes out and offering them for use by disadvantaged pupils who perhaps could not afford bicycles of their own. The Headteacher undertook to seek legal advice about potential liability in the event of an accident.

Action: Junior School Headteacher

Music Provision

Governors joined the Headteacher in recognising that there were many talented musicians in the School and that, Mrs Scott, the Music Co-ordinator was extremely busy managing the orchestra, choirs and a number of other musical activities. Governors noted that feedback from parents regarding music provision was very positive and recorded thanks to Mrs Scott.

Events and Activities

Governors noted the various events and activities which had taken place and events that were planned for the near future. They commended the Headteacher for ensuring that the broad curriculum was being supported by the various school trips.

Condolences to Former School Cook

The Headteacher informed Governors about the recent passing away of Josie Walker, a former School Cook. Governors recorded their condolences and noted that the Parent-Teacher Association (PTA) had organised a fundraiser to raise funds to purchase a bench which would be dedicated to Mrs Walker's memory.

Omar Shah joined the meeting at this point.

Safeguarding and Child Protection

A Governor enquired as to whether the Police still visited the School to talk about 'stranger danger' and the 'magic 4'. The Headteacher confirmed that this provision was much less frequent now, possibly due to the Police's new priorities and budget constraints.

The Headteacher explained that the School was focusing on building safeguarding training for pupils into its teaching on relationships instead. She

said that this was also being done through new initiatives, such as the Christopher Winters project. The Governor expressed relief at this news as she had had various doubts about the content of the former Police projects.

All Weather Pitch

When questioned about the progress and details of the all-weather pitch, the Headteacher explained that the project was a work-in-progress and that she did not currently have any information regarding the type of surface or its robustness. She said that while there may be limitations in terms of its use for camping, it would still increase physical activity, which was its main purpose. Adrian Hodgson said he would continue his research into possible options and the Headteacher undertook to seek assistance from an LA Surveyor.

Action: Junior School Headteacher & Adrian Hodgson

Governors joined the Chair in thanking the Headteacher for her informative verbal updates.

15/25 **BUDGET RATIFICATION**

Infant School

Governors considered the proposed Budget for 2015/16 as presented by the Headteacher and it was **NOTED** that:

- i. The Finance Committee, at its meeting on 18 March 2015, had considered the final draft budget in detail.
 - ii. The estimated carry forward was £80,000 and the final figure would be known in May 2012.
 - iii. The contingency was zero. Governors expressed concerns about the lack of contingency. It was noted that, should the situation fail to improve, the School may be required to undertake a budget recovery plan. The Finance Committee undertook to monitor the situation closely through budget forecasting.
- Action: Finance Committee
- iv. A reduction in pupils on roll in the October 2014 census caused a funding reduction of £25,000.
 - v. Sports funding was expected during the 2015/16 academic, although this had not been included in the budget.
 - vi. The Committee agreed to recommend the approval of the 2015/16 budget by the Governing Body.

Upon a show of hands it was **RESOLVED** that the Budget for 2015/16 be **RATIFIED**. The Chair and Headteacher signed the required papers regarding approval of the budget.

Junior School

Governors considered the proposed Budget for 2015/16 as presented by the Headteacher and it was **NOTED** that:

- i. The Finance Committee, at its meeting on 18 March 2015, had considered the final draft budget in detail.
- ii. The estimated carry forward was £65,000 and the final figure would be known in May 2012.
- iii. The contingency was zero. Governors expressed concerns about the lack of contingency. The Headteacher agreed with Governors concerns and said that, should the situation fail to improve, the School may be required to undertake a budget recovery plan. The Finance Committee undertook to monitor the situation closely through budget forecasting.

Action: Finance Committee

- iv. There was only a reduction of one pupil in the October 2014 census which resulted in a £2,000 reduction in funding.
- v. The School would receive £34,655 which was attached to the five new SEN pupils it would receive into Year 3. However, due to the loss of two other pupils with statements of SEN, the LA would claw back £12,558. This meant that the School would no longer be able to afford to employ a new Learning Support Assistant (LSA). This meant that re-arrangements would need to be made internally to ensure support was in place. Governors expressed concerns as this meant re-allocating staff away from other interventions which were having a positive effect on teaching and learning.
- vi. Sports funding was expected during the 2015/16 academic, although this had not been included in the budget.
- vii. The Committee agreed to recommend the approval of the 2015/16 budget by the Governing Body.

Upon a show of hands it was **RESOLVED** that the Budget for 2015/16 be **RATIFIED**. The Chair and Headteacher signed the required papers regarding approval of the budget.

15/26 PUPIL PREMIUM REPORTS 2014-15

Infant School

Governors reviewed the Pupil Premium report for 2014/15, a copy of which had been circulated prior to the meeting. Arising from the report:

- The report outlined the various interventions used to ensure the progress of disadvantaged pupils from low income families who were eligible for Free School Meals (FSM), Looked After Children (LAC) and Children of Services Families.
- Of the 270 pupils on roll, 42 were eligible to receive the Pupil Premium Grant.
- The amount of Pupil Premium Grant received per eligible pupil was £1,300.
- The total amount of Pupil Premium Grant received was £55,007.

Having analysed the assessment data within the report, Governors **CHALLENGED** the Headteacher to review the way in which the Pupil Premium Grant was being spent in order to narrow the gap of achievement for disadvantaged pupils through effective interventions. It was anticipated that the School would continue to face challenge through the changing population and the challenging cohorts coming through the school.

Junior School

Governors reviewed the Pupil Premium report for 2014/15, a copy of which had been circulated prior to the meeting. Arising from the report:

- The report outlined the various interventions used to ensure the progress of disadvantaged pupils from low income families who were eligible for Free School Meals (FSM), Looked After Children (LAC) and Children of Services Families.
- Of the 355 total pupils on roll, 75 were eligible to receive the Pupil Premium Grant.
- The amount of Pupil Premium Grant received per eligible pupil was £1,352.
- The total amount of Pupil Premium Grant received was £101,400.

Having analysed the assessment data within the report, Governors concluded that there was adequate evidence to show that the Pupil Premium Grant was being spent on effective interventions to raise achievement for disadvantaged pupils.

The Headteacher reminded Governors of the letters received from David Laws MP and the LA's Education and Skills Director, which both congratulated the

School for the progress and attainment achieved for disadvantaged pupils since 2011.

15/27 **WEBSITE AUDIT AND UPDATE**

Governors had previously reviewed the letter received from Nick Gibb MP, Minister of State for School Reform, which was attached to the Education and Skills Directors Report. The letter had outlined the information which had to appear on the websites of all maintained schools according to the Schools Information (England) Regulations 2008.

The Headteachers explained that the School Website Audit Tool, which was attached to the Education and Skills Directors Report, had been completed and that actions arising from the audit were being progressed.

15/28 **PUPIL, PARENT AND STAFF SURVEYS**

It was noted that the pupil, parent, and staff surveys had recently been circulated.

Governors expressed concerns as the low response rate for the parent surveys. It was **AGREED** that an online survey provider be used for the parent survey the following year.

Action: Headteachers

15/29 **GOVERNOR OPEN DAY**

The date of the Governor Open Day, which was a whole school day event, was confirmed as:

Friday 5 June 2015

The Headteachers undertook to send the Chair the itinerary for the open day along with guidance.

A discussion ensued regarding the fact that mobile phones were not permitted to be used on the school premises. Governors requested that appropriate signage be posted up around the School and that parents be informed as to the reasons.

Action: Headteachers

15/30 **POLICY RATIFICATION**

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

- Joint Complaints Policy
- Joint Leave of Absence Policy
- Joint Safeguarding Overview Policy
- Junior Special Educational Need and Disability (SEND) Information Report

- Junior Health and Safety Policy

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 documents be **RATIFIED**.

15/31 **REPORTS OF COMMITTEES**

Finance

The committee minutes of the meeting held on 18 March 2015, copies of which were tabled and circulated, were received and noted by Governors.

Curriculum

The committee minutes of the meeting held on 11 March 2015, copies of which were tabled and circulated, were received and noted by Governors.

Premises

The committee minutes of the meeting held on 17 March 2015, copies of which were tabled and circulated, were received and noted by Governors.

15/32 **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:

A discussion took place between the Chair, Vice Chair and Clerk regarding maintaining a training record for the Governing Body. The Clerk advised that, while Governor Services maintained a record of courses which Governors have attended, it was recommended that Governing Bodies designate a Training Link Governor who would keep a more complete record of all training and school visits attended by Governors. This would include INSET training at the school and meetings with link subject/year group leaders.

It was noted that Governors would be required to inform the Training Link Governor of their training/visits attended which were not provided by Governor Services, a record of which could be obtained from the Clerk.

The Training Link Governor would also be welcome to attend the Training Link Governors' meeting held by Governor Services each term to provide feedback

on current courses and participate in an ongoing dialogue regarding potential training which would help Governors in their roles.

It was **AGREED** that the Governing Body would nominate a Training Link Governor at its next meeting.

Action: Governing Body

15/33 **ANY OTHER BUSINESS**

Sexual Relations Education (SRE)

In response to a Governor's query, the Junior School Headteacher explained that, while the Christopher Winters SRE programme was now being delivered to the next year group up, it was actually delivered six weeks later.

Safeguarding and Child Protection

A Governor **CHALLENGED** the Headteachers to ensure that safeguarding training was provided for volunteers. The Junior School Headteacher said that regular volunteers were invited to level 1 safeguarding and child protection training. She also assured Governors that volunteers were always supervised by staff who had been trained in safeguarding procedures. Following further discussion, the Headteachers undertook to produce a safeguarding leaflet for volunteers, which outlined safeguarding guidance and procedures.

15/34 **DATES OF COMMITTEE MEETINGS**

The following committee meeting dates were confirmed:

Staffing:	12 June 2015, 8.30am
SEN and Pupil Wellbeing:	24 April 2015, 8.15am
Curriculum:	19 June 2015, 8.00am
Premises:	9 June 2015, 8.00am
Finance:	16 June 2015, 8.00am

It was noted that the Staffing Committee minutes had incorrectly stated that the next meeting of the committee would take place on 5 June 2015.

15/35 **DATES OF GOVERNING BODY MEETING**

The next meetings of the Governing Body were confirmed as:

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.

15/36 **MOTION OF CONFIDENTIALITY**

It was **RESOLVED** that, because of its nature, the business to be transacted,

be treated as confidential and not for publication.