

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

**MINUTES OF THE MEETING HELD AT THE SCHOOL ON  
THURSDAY 7 MAY 2015**

**MEMBERS**

**LA GOVERNOR**

Jane Harris

**STAFF GOVERNOR**

\*Alexia Dobinson (Infant Support)

**PARENT GOVERNORS**

Lisha Taylor (Junior)

\*Omar Shah (Junior)

Adrian Hodgson (Junior)

Michael Kkafas (Infant)

Gerard Wiseman (Infant)

\*Elisabeth Tacey (Infant)

**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)

**HEADTEACHERS**

\*Sarah Sands (Infant Headteacher)

\*Eileen Bhavsar (Junior Headteacher)

**NON-VOTING OBSERVERS**

\*Lisa Berger (Junior DHT)

\*Liz Cormack (Infant DHT)

**ASSOCIATE MEMBER**

Kathryn Malik (Junior Support)

\*denotes member present

**IN ATTENDANCE**

Mr George Peradigou (Clerk)

**Part I**

15/40 **WELCOME**

The Chair welcomed Governors to the meeting.

15/41 **ACCEPTANCE/NON-ACCEPTANCE OF APOLOGIES FOR ABSENCE**

Apologies for absence were received and accepted on behalf of Jane Harris, Michael Kkafas, Lisha Taylor, Adrian Hodgson, Gerard Wiseman, and Kathryn Malik.

15/42 **DECLARATION OF PECUNIARY INTERESTS**

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

15/43 **PART I MINUTES OF THE MEETING HELD ON 19 MARCH 2015**

The minutes of the meeting held on 19 March 2015, copies of which had been circulated prior to the meeting, were confirmed, initialled and signed by the Chair.

15/44 **MATTERS ARISING**

**14/47 Parking Permits**

It was noted that the School was still awaiting the Local Authority's (LA) response regarding parking permits for staff. A Governor explained that the consultation ran by the LA had failed to include support staff and that Kathryn Malik had reported this to the LA.

A Governor suggested that the School politely pursue the LA on a more frequent basis for a response regarding parking permits.

Action: Headteachers

**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 the School had a higher number of offers for the following year and that it was anticipated that the School would be full.

**15/24 Headteachers' Reports: Junior School: Bicycles**

The Headteacher had previously explained that six bicycles and a bike shed had been purchased using School Travel Plan funding.

As per Governor's previous requests, she had enquired about potential liability in the event of an accident if the bicycles were to be leased out. She undertook to report back on this at the next Governing Body meeting by which time she had hoped to receive a response.

Action: Headteacher

**15/29 Governor Open Day: Mobile Phones**

It was noted that, as previously requested, the Infant School Headteacher had placed the appropriate signage around the school informing visitors that mobile telephones are only permitted to be used in the School hall for

photography and videography. The Junior School Headteacher undertook to do the same.

Action: Junior School Headteacher

## 15/45 **HEADTEACHERS' REPORTS/UPDATES**

### **Infant School**

The Infant School Headteacher highlighted particular updates from her report, a copy of which was circulated prior to the meeting. Arising from the discussion:

#### **Staffing**

Governors noted the various staffing changes and cover arrangements as set out in the Headteacher's report.

#### **Attendance**

Governors reviewed the spring term attendance data which currently stood at 93.89% compared to 93.84% the previous year.

In response to a Governor's query, the Headteacher confirmed that Pupil Premium (PP) pupils had a higher level of absenteeism but that many of them had special educational needs/disabilities (SEND).

The Headteacher and Deputy Headteacher explained that they were focusing support on persistent absentees in reception in order to resolve the issue before it became habitual. In response to a Governor's query, the Deputy Headteacher confirmed that the support had included speaking to parents about the issue. Governors commended this approach and expressed that attendance is often related to the attitude of parents. When questioned, the Headteacher confirmed that parents were being advised that the LA's Educational Welfare Officers (EWOs) were now issuing fines for unauthorised absenteeism.

The Headteacher undertook to continue these conversations with parents and report back to Governors on the impact they have had.

Action: Infant School Headteacher

### **Lunchtime/Playtime Activities**

The Chair enquired as to whether the focus on helping children to play during lunchtime/playtime had had a positive impact on behaviour both outside and inside the classroom. In response, the Headteacher explained that the initiatives were having an overall positive impact on pupils' attitudes towards sports and fitness. She explained that initiatives included a Game of the Month and having play leaders from the Junior School who focused on

particular children. This gave these pupils an opportunity to lead on playtime activities.

Governors noted that the School was also running a lunchtime motor-skills club and an energy club which focused on core-strength and stability.

### **Premises**

Governors noted the various premises updates as set out in the Headteacher's report.

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

### **Junior School**

The Junior School Headteacher highlighted particular updates from her report, a copy of which was circulated prior to the meeting. Arising from the discussion:

### **Staffing**

Governors noted the various staffing changes and cover arrangements as set out in the Headteacher's report.

It was noted that the School's Music Co-ordinator was leaving and that the Headteacher had informed the relevant agency to begin their search for suitable candidates for September 2015. Governors thanked the Music Co-ordinator for her high-quality service during her time at the School.

In total, six members of staff were leaving the School, three of which were to take maternity leave.

Governors recorded their thanks and best wishes to those leaving the school. Special thanks were recorded to Kathryn Malik, the School's Administrator, who would be retiring at the end of the academic year after working for the School for 26 years.

In response to a series of questions, she confirmed that:

- recruitment processes were being scheduled and that cover arrangements would be in place;
- 
- handover arrangements will be put in place for new staff and pupils;
- it was anticipated that not all candidates would be newly qualified teachers (NQTs), and;

## **Premises**

Governors noted the various premises updates as set out in the Headteacher's report.

### All-Weather Sports Pitch

In response to a Governor's query, the Headteacher explained that her discussions with the LA's Surveyor regarding the all-weather sports pitch were ongoing.

## **Sex and Relationships Education (SRE)**

The Headteacher informed Governors that the new draft SRE Policy had been uploaded to the School's website for consultation. Governors noted that no negative responses had been received and that no parents had notified the School that their pupils would be opted out of the SRE Programme.

In response to a Governor's query, the Headteacher confirmed that the Christopher Winters SRE Programme which will be used had been accredited by the Personal Social Health and Economic (PSHE) Education Association.

## **Safeguarding**

Governors were reminded that a safeguarding audit had been undertaken by the school and was presented to the SEN and Pupil Wellbeing Committee in January 2015. The Headteacher explained, while there were no safeguarding issues at the school, the audit had prompted actions to ensure the robustness of systems. These actions were being progressed. It was also noted that safeguarding was a common topic in assemblies to ensure that pupils were reminded about safeguarding processes.

## **School Circus**

Governors recorded thanks to the Parent-Teacher Association (PTA) for promoting the School's Circus which was due to take place on Tuesday 2 June 2015.

## **Scrutiny of Literacy**

The Chair enquired as to the findings of the scrutiny of literacy across the School. The Headteacher explained that, while they were scoring slightly lower than girls, boys were performing very well. She explained that the school had changed the way it marked comprehension, which was having a positive impact on teaching and learning.

## **Allotment**

The Chair highlighted that the School now had an allotment and enquired as to how time would be allocated to ensure that all children had an opportunity

to visit it. The Headteacher explained that it was currently only available to the gardening club but that there were plans to build in visits to the allotment by classes of children where appropriate.

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

#### 15/46 **INFANT SCHOOL SELF EVALUATION FORM (SEF)**

The Infant School Headteacher presented the Self Evaluation Form (SEF) to Governors, a copy of which had been circulated prior to the meeting. Arising from the discussion:

Governors noted that the Headteacher of Barnfield School, as part of his role as a School Improvement Partner in mentoring other Headteachers, had supported the School in developing the SEF. It was noted that the LA allocated this support and that, in the autumn term, it was usually focused on attainment reviews.

The Headteacher explained that the main advice received was for the School to use the SEF to highlight its strengths and achievements and explain why it felt it was still graded as 'good'.

Governors challenged the Headteacher to use the SEF to evidence the impact of interventions. In response, the Headteacher highlighted the addition of evidence to show the impact of support and interventions (with a separate action plan for those which focused on Pupil Premium and Narrowing the Gap) and procedures for evaluating them. Governors commended this approach.

The Infant School Headteacher undertook to update the SEF to include new assessment data.

Action: Infant School Headteacher

#### 15/47 **PUPIL, PARENT AND STAFF SURVEYS**

It was noted that the pupil, parent, and staff surveys had recently been returned and would be uploaded to the School's Governor's secure website. Governors commended the response rate for the parent survey, which was 63% for the Infant School and 64% for the Junior School.

Governors agreed that the feedback was generally positive. The Chair reminded Committee Chairs that any actions arising from survey feedback should be considered during committee meetings.

Action: Committee Chairs

The Chair undertook to prepare a summary of parents' and pupils' responses.

Action: Chair

15/48 **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. The Chair said that she would then circulate this to Governors for them to inform her what they wanted to attend.

Action: Headteachers

15/49 **YEAR 6 DESTINATIONS**

Governors enquired about the destinations of the Junior School pupils who were transferring to secondary schools. The Junior School Headteacher explained that fewer pupils were going to the Archer Academy compared to the previous year. In response to a Governor's query, she confirmed that the Archer Academy's catchment area had changed. She explained that between 15-20 pupils would be going to the Archer Academy, with a similar amount transferring to Hendon School.

When questioned, the Junior School Headteacher confirmed that the School was very clear in all correspondence that it did not promote particular schools for secondary transfer.

15/50 **POLICY RATIFICATION**

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

**Junior School Behaviour Management Policy**

A discussion ensued regarding the processes followed by staff in resolving incidents with pupils who were misbehaving. The Junior School Headteacher explained that staff were required to complete a behaviour form which would describe the incident and that this was then analysed by the Senior Management Team (SMT).

A debate took place regarding the reference to use of reasonable force. After a long discussion, it was **AGREED** that the addition of an appendix, similar to that of the Infant School's Behaviour Policy, would clarify the meaning of 'reasonable force'. The Junior School Headteacher undertook to add this to the policy's appendix.

Action: Junior School Headteacher

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

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

### **Infant School Behaviour Management 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**.

### **Junior School Attendance and Punctuality 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**.

### **Junior School Anti-Bullying 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**.

### **Infant School Children's Welfare in School 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**.

## 15/51 **REPORTS OF COMMITTEES**

### **Finance**

The committee had not met since the previous Governing Body meeting and was due to meet before the next meeting.

### **Curriculum**

The committee had not met since the previous Governing Body meeting and was due to meet before the next meeting.

### **Premises**

The committee had not met since the previous Governing Body meeting and was due to meet before the next meeting.

## 15/52 **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:

The Chair advised that Governors read the report outside of the meeting and report back any matters arising to the next Governing Body meeting. She advised that the report contained the contact details of the officers within the LA who were responsible for each item and that they could be contacted regarding any queries.

Post-Meeting Note:

### **Item 7: Publication of Governor's Details and the Register of Interests**

The item outlined that Governing Bodies should publish on their website information about their members. As a minimum, this would include for each governor:

- their name;
- their category of governor;
- which body appoints them;
- their term of office;
- the names of any committees upon which the governor serves; and
- details of any positions of responsibility such as chair or vice-chair of the governing body or a committee of the governing body.

It was noted that Governing Bodies would also be required to publish information for associate members, making it clear whether they have voting rights on any of the committees they serve on.

From 1 September 2015, Governing Bodies would be under a duty to publish on their website their register of interests. The register should set out the relevant business interests of governors and details of any other educational establishments they govern. The register would also set out any relationships between governors and members of the school staff including spouses, partners and relatives.

Governing Bodies should make it clear in their code of conduct that this information will be published on their governors and, where applicable, their associate members. Any governor failing to reveal information to enable the Governing Body to fulfil their responsibilities would be in breach of the code of conduct and as a result be bringing the Governing Body into disrepute. In such cases the governing body should consider suspending the governor.

Action: Governing Body

15/53 **GOVERNOR SUPPORT AND DEVELOPMENT**

Governors reported back following 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.

It was **AGREED** that a form would be circulated at each Governing Body meeting to collate information about attendance at courses, school visits, inset training, and so on. The Infant School Headteacher undertook to devise this form and keep it on file.

Action: Infant School Headteacher

15/54 **ANY OTHER BUSINESS**

There was none.

15/55 **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.

15/56 **DATES OF GOVERNING BODY MEETING**

The next meetings of the Governing Body were confirmed as:

Summer (2): Thursday 25 June 2015 at 6.00pm

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

15/57 **MOTION OF CONFIDENTIALITY**

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