

GOVERNING BODY FOR GARDEN SUBURB INFANT AND JUNIOR SCHOOL

**MINUTES OF THE MEETING HELD AT THE SCHOOL ON
THURSDAY 21 JANUARY 2016**

MEMBERS

LA GOVERNOR

*Jane Harris (Vice Chair)

PARENT GOVERNORS

*Omar Shah (Junior)
*Adrian Hodgson (Junior)
Michael Kkafas (Infant)
Gerard Wiseman (Infant)
Elisabeth Tacey (Infant)
1 Vacancy (Junior)

HEADTEACHERS

*Sarah Sands (Infant Headteacher)
*Eileen Bhavsar (Junior Headteacher)

ASSOCIATE MEMBER

*Julia Chalfen (Junior Support)

STAFF GOVERNOR

*Alexia Dobinson (Infant Support)

CO-OPTED GOVERNORS

*Julia Sanitt
*Francoise Wagneur (Chair)
*Mary Ogle
Evelyn Thomas
*Katalin Barcza-McQueen
*Ruth Beedle
*Emma Woolston (Infant Teacher)
Javoneh Daneshpay (Junior Teacher)

NON-VOTING OBSERVERS

*Lisa Berger (Junior DHT)
*Liz Cormack (Infant DHT)

*denotes member present

IN ATTENDANCE

Mr George Peradigou (Clerk)

Part I

16/01 **WELCOME**

The Chair welcomed Governors to the meeting.

16/02 **ACCEPTANCE/NON-ACCEPTANCE OF APOLOGIES FOR ABSENCE**

Apologies for absence were received and accepted on behalf of Gerard Wiseman, Michael Kkafas, Elisabeth Tacey, and Evelyn Thomas.

16/03 **DECLARATION OF PECUNIARY INTERESTS**

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

16/04 **PART I MINUTES OF THE MEETING HELD ON 26 NOVEMBER 2015**

The minutes of the meeting held on 26 November 2015, copies of which had been circulated prior to the meeting, were confirmed, initialled and signed by the Chair.

16/05 **MATTERS ARISING**

15/114 Governor Training and Visits Log

The Chair and Vice Chair reported back following their attendance at the School Improvement Partnership meetings of both Schools. They stated that they were impressed at how well the schools were working together within such a new partnership.

15/114 CCTV

Governors were reminded that the LA were planning to install new CCTV around the School due to known parking violations. In response to a Governor's query, the Headteachers explained that the LA had planned to complete installation in February 2016.

It was noted that all other actions had either been completed or were on the agenda to be discussed.

16/06 **INFANT SCHOOL HEADTEACHER'S REPORT/UPDATES**

The Headteacher informed Governors about various updates since her last report. Arising from the discussion:

Pupil Premium Expenditure Report 2014/15

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.

Having analysed the outcomes achieved by interventions, Governors concluded that there was adequate evidence to suggest that the Pupil Premium Grant was being spent on effective interventions which raised achievement for disadvantaged pupils.

Pupil Premium Expenditure Plan 2015/16

Governors reviewed the Pupil Premium Expenditure Plan for 2015/16, a copy of which had been circulated prior to the meeting.

School Improvement Plan 2015/16

The School Improvement Plan for 2015/16, a copy of which had been circulated prior to the meeting, was reviewed and **ADOPTED** by the Governing Body.

Governors were aware of a decline in pupils achieving Level 2B and above and enquired as to the interventions in place to resolve this. In particular, there was a concern around Reading. The Infant School Headteacher explained that the School was receiving support from the LA via visits from Neil Marlow, Head of School Improvement, and Paul Wiggins, Barnet School Improvement Partner who had been allocated to the Infant School to assist with its attainment review. She said that she had shared the SIP with the LA who approved the actions in place to overcome this challenge and raise attainment in the targeted areas.

Governors noted that, while this decline in pupils achieving Level 2B was evident, there had been an increase in pupils achieving Level 3.

Governors noted that the School was in the process of implementing the following interventions, which were all outlined in the School Improvement Plan 2015/16:

- Scheduled half-termly meetings with Neil Marlow, Head of School Improvement.
- A scheduled repeat visit from the School's Barnet School Improvement Partnership (BPSI) Partner.
- A continued focus on book scrutiny
- An increase in its provision of whole class teaching for Maths. This had now been introduced into Year 1 and continued to be provided for Year 2.
- The Lancashire Grid for Learning, a new scheme of working, was now being used by the School.
- Observations for reading were being carried out, with a particular focus on phonics.
- Phonics screening checks would be carried out half way into the term in order to identify pupils who are at risk of underachieving early enough to allow for interventions to be targeted and subsequently have a positive impact.
- A review of the quality of formative assessment. An INSET day had been scheduled with a BPSI consultant to review this.
- A review of the system used to track progress and analyse assessment results.

In response to a Governor's query, the Headteacher confirmed that whole class tuition was creative and did not mean that pupils were all doing the same activities. She said that staff had visited another school to observe a whole class maths lesson, and within our own school she had observed very good examples of the creative use of whole school teaching in grammar lessons.

It was **AGREED** that the Headteacher would keep the Curriculum Committee informed on the implementation of interventions to improve attainment in targeted areas. It was noted that this would also continue to be monitored by the Governing Body via the ongoing review of the SIP and the Headteacher's reports.

Action: Curriculum Committee and Governing Body

Core Learning Behaviours

The Vice Chair enquired as to whether a sense of responsibility and investment in their own learning was expected from pupils once the School had begun to develop their core learning behaviours. The Headteacher confirmed that this was expected and said that a high quality and broad curriculum itself promoted this in pupils. She explained that the forthcoming INSET day would explore how to develop the required core learning behaviours in pupils. It was anticipated that the desired core learning behaviours would include the development of self-esteem, respect for others, co-operation, collaboration, creative thinking, and problem solving skills. When questioned, the Headteacher confirmed that these core learning behaviours linked to the Prevent Duty as they gave pupils a greater sense of identity.

Creative Arts

In response to a Governor's enquiry, the Headteacher explained that timetables were being carefully planned to allocate time to the creative arts and ensure a broad curriculum.

Leadership Structure

The Headteacher informed Governors that the School was in the process of evaluating its Leadership structure and that ratification would be sought from the Governing Body once it had been approved at committee level.

BPSI School Review

Governors noted that the School was scheduled to have a BSPI School Review in June 2016. In response to a query, the Headteacher explained that this would act as a practice Ofsted inspection.

Omar Shah joined the meeting at this point.

School Roll

The School was currently full but it was possible that it may be required to take another pupil through In-Year Fair Access protocols.

Attendance

Governors were pleased to note that the School's attendance had increased to 95.24% for the Autumn term. The member of staff responsible for attendance had attended the LA's School Attendance Conference.

Outdoor Classrooms

It was noted that the Infant School Improvement Partnership had been discussing the use of outdoor classrooms. The Vice Chair enquired as to the School's plans for using these to benefit reading. The Headteacher explained that this was now included in the SIP and that the School would integrate it into pupils learning through involving reading to facilitate outdoor activities such as treasure hunts and construction plans.

Pupil Premium

Governors noted that the School was reviewing its criteria for monitoring the impact of interventions used to raise achievement of pupils with Special Educational Needs and Disabilities (SEND) and eligible for Pupil Premium.. She added that the School was currently in the process of costing intervention plans for SEND pupils.

Funtime After School Club

A Governor remarked that the School had impressive provision of after school activities and that the commercial company 'Funtime' provided an after school club in the dining hall. She enquired as to whether the staff of this company were appropriately trained to attend to pupils participating. The Headteacher confirmed that the company's staff were appropriately trained and that the company was Ofsted registered. She added that, as a new company, it had also recently received a visit from Ofsted and that no parental complaints had been received.

A Governor enquired as to the menu offered to pupils during the after school club in order to ensure that pupils were receiving adequate nutrition from the provider. The Infant School Headteacher undertook to request this and express that this was an important issue for the Governing Body.

Action: Infant School Headteacher

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

16/07 JUNIOR SCHOOL HEADTEACHER'S REPORT/UPDATES

The Headteacher informed Governors about various updates since her last report. Arising from the discussion:

School Development Plan 2015-16

The Headteacher drew Governors' attention to a summary which outlined the progress made towards targets identified by the SDP. The summary contained details of the actions taken and evidence of the impact made by various interventions.

Attendance

Governors were pleased to note that the School's attendance had increased to 95.62%. The member of staff responsible for attendance had attended the LA's School Attendance Conference.

In response to a query, the Headteacher confirmed that parents had continuously been reminded about the detriment to pupils learning through non-attendance.

Staffing

The Headteacher drew Governors' attention to the various staffing changes and cover/support arrangements in place. She explained that an Acting replacement Group Leader for Year 5 had been appointed. A discussion ensued regarding the difficulties faced by most schools to recruit.

Trips and Events

Governors noted the various events and activities which had taken place and commended the fact that they continued to support the School's broad curriculum.

Governors recorded congratulations to the Year 5 and Year 6 girls and the Year 6 boys football teams for reaching the finals of their respective tournaments.

Reading

A Governor enquired about the reading interventions. The Headteacher explained that there was a new 20 minutes slot four days a week scheduled for guided reading. Efforts were also being made to pay closer attention to the topics pupils enjoyed reading about, encouraging them to feedback regarding their findings, and ensuring they retained up-to-date reading records. Other activities included reading and reporting back on articles from First News, a children's Newspaper; joint reading of a novel during lesson time; and book club, where pupils could read extracts of books and recommend books they had been reading.

When questioned, the Headteacher explained that assembly time reading referred to pupils being kept back following an assembly for additional reading in a small group.

Library Visits

A Governor enquired as to how many times pupils visited the school library. The Headteacher said that whole classes visited the library once per week for approximately 30 minutes per visit. In addition, a box of books were borrowed from the library and rotated periodically so that pupils could continuously enjoy a new batch of books. When questioned, the Headteacher confirmed that pupils were able to borrow books and take them home.

Allotment

The Headteacher confirmed, in response to a query, that there was an arrangement in place so that pupils who attended to the allotment rotated termly. Thanks were recorded to Ruth Beedle who supervised the School's nature garden and Miss Childs who supervised the vegetable garden. A Governor highlighted that the gardens could be integrated into the curriculum by linking them to appropriate subjects such as Science and Maths. He gave an example of how a demonstration of turning wheat to flour accomplished this at another school.

New Curriculum

A Governor challenged the Headteacher to give examples of what teachers were doing to ensure their teaching was covering all aspects of the national curriculum.

The Headteacher explained that the School was doing well to cover the new national curriculum. She said that the School had subscribed to a new Maths scheme which had shown early signs of having a positive impact. She added that writing was being assessed using new assessment sheets which the School had customised for each year group according to the requirements of the new national curriculum. It was noted that the Senior Leadership Team had decided that this was a more productive approach than subscribing to an external assessment scheme and that it had already shown a positive impact on lesson planning. She said that a similar assessment sheet had also been developed for Reading to ensure that the various aspects of the new national curriculum had been covered.

Sport

In response to a query regarding the number of hours pupils engaged in sports lessons each week, the Headteacher confirmed this to be two hours per week on the School's timetable. She said that the sports covered included gymnastics, athletics, dance, and swimming.

Continuous Professional Development

A Governor enquired as to whether the intervention of videoing lessons had highlighted any trends of good practice or areas for improvement. The Headteacher said that this was undertaken so that teachers could reflect on

their own teaching and feedback from teachers suggested that this intervention was very useful for them. She highlighted that Ofsted were advising schools to offer more of such opportunities to teachers in order to reflect on their own teaching. Specifically, the aim was to self-reflect to ensure that teachers were engaging pupils by way of challenge, competition, control, co-operation, and credit. Teachers would then feedback their own good practice and areas for improvement at staff meetings. The Deputy Headteacher remarked that teachers were very open and comfortable about discussing their findings and that the atmosphere of the feedback sessions was very productive.

When questioned, the Headteacher confirmed that teachers observed each other teaching during another intervention termed 'peer observation'.

Safeguarding and the Prevent Duty

A Governor challenged the Headteacher to ensure that she or another member of the leadership team received specific training on "the Prevent Duty" and that the rest of the staff had general training in this area. The Headteacher explained that herself and the Deputy Headteacher had enrolled on the forthcoming Level 3 Safeguarding and Child Protection Course and that she had been appointed to the Safeguarding Board for Barnet.

The Junior School Headteacher undertook to arrange Prevent Duty training for all staff with the LA's Prevent Co-ordinator. She said that Governors would be welcomed to attend the session. She also undertook to enquire about the appropriate information which should be sent to parents to increase their awareness of the Prevent agenda.

Action: Junior School Headteacher

The Headteacher explained that, in December 2015, Level 1 Safeguarding and Child Protection training was provided for all new staff and staff who were required to renew their training in this area.

International Women's Day

The Vice Chair enquired as to whether the School would consider running an assembly to celebrate International Women's Day on Tuesday 8 March 2016 in the same way that it celebrates Black History Month. The Headteacher commended the idea and undertook to implement this.

Action: Headteacher

Child Obesity

The Headteacher explained that the School had a duty to educate pupils on how to lead a healthy lifestyle. She reported that, according to the child obesity statistics she had received for 2013-14, the School's level of child obesity was below the LA and national averages. The Infant School Headteacher denoted that this was also the case for the Infant School.

A Governor expressed concerns regarding the amount of sugar offered to pupils through school dinners. The Headteacher explained that the LA's catering department had responded to the Governor's previous enquiry regarding this and had explained that the Food Standards Agency permitted a certain amount of sugar to be served in school dinners, although it did recognise them as 'not essential'. Following further discussion regarding the way in which sugar impacted on pupils' physical and mental health, the Chair referred discussions to the Pupil Wellbeing Committee.

Action: Pupil Wellbeing Committee

Self-Evaluation Form (SEF)

The Headteacher reminded Governors that the SEF would be given to Ofsted to review as part of their inspection process. The Chair advised that Governors should review the document and send queries to the Headteacher outside of the meeting.

Action: Governors

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

16/08 UPDATE ON FEEDER SCHOOL ARRANGEMENTS WITH THE ARCHER ACADEMY

Governors who had attended the consultation meeting held by The Archer Academy regarding feeder school arrangements reported back to the rest of the Governing Body.

The meeting was a difficult one as some parents protested against proposals.

It was noted that local councillors were supportive of the proposals and that the public consultation was due to end on 31 January 2016.

16/09 REPORTS OF COMMITTEES

Finance

The committee had not met since the last Governing Body meeting. A meeting would be arranged. It was noted that the committee would be approving the School Financial Value Standards (SFVS) at its next meeting and that the document would be submitted to the LA at the end of January 2016. The relevant policies would be updated subsequently.

Action: Headteacher

Curriculum

The committee minutes of the meeting held on 27 November 2015, copies of which had been circulated prior to the meeting, were received and noted by Governors.

Premises

The committee had not met since the last Governing Body meeting. A meeting would be arranged.

16/10 **POLICY RATIFICATION**

It was **AGREED** that, as some further updates were required, the Lettings and Finance policies would be ratified at the next Governing Body meeting. The Clerk undertook to update the agenda for the next meeting accordingly.

Action: Clerk and Governing Body

16/11 **GOVERNOR SUPPORT AND DEVELOPMENT AND TRAINING AND VISITS LOG**

The Chair commended the Governor Support and Development Programme, to which the School subscribed, and urged Governors to attend courses as part of their development.

It was noted that Governors had completed the training and visits log, which had been circulated along with the attendance register, in order to retain a record of their training and development undertakings.

16/12 **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. Unified Reward Project Update

The report updated Governors on the progress made towards launching the Unified Reward Project, which would see the review of the terms and conditions of Local Authority (LA) staff. This did not include teaching staff; nor did it include support staff in voluntary-aided schools or academies.

2. Progress update on the future delivery of Education and Skills service

The Council, at its meeting on 8 December 2015, took the decision that Cambridge Education would assume responsibility for delivering the Education and Skills service of the LA. This would take effect from 1 April 2016 at which point all education staff currently employed centrally by the council, except catering staff, would transfer from the London Borough of Barnet, to Cambridge Education. It was noted that catering staff would transfer to Cambridge Education's catering sub-contractor, ISS, at the same time. Governors were assured that staff would continue to be based in their current locations and maintain the existing level of service.

3. Governance Self-Evaluation Audit Tool

The report denoted the Director's thanks to Governing Bodies who had completed and returned their Effective Governance Checklists in the Autumn Term of 2015. The return rate was 46%. It was noted that schools who had submitted their return before 31 December 2015 would receive individual feedback from the LA.

It was noted that a number of key themes had emerged from the audit:

1. A significant number of governing bodies highlighted the need for formal succession planning for the leadership positions of Chair and Vice Chair. In response to this, Governor Services had added a new course to its programme titled 'Taking on a Leadership Role: Support for Aspiring Chairs and Vice Chairs'. The course took place on 23 February 2016 and would be included in coming terms.
2. A number of returns indicated that there was not always clarity about the separation of roles between the Chair and Headteacher. It was noted that Governor Services was reviewing options to resolve this.
3. A high number of returns suggested that governors continued to feel confusion regarding managing pupil progress without levels. In response to these concerns, Governor Services had scheduled a 'Primary Assessment Update' which took place on 27 January 2016 and may be rescheduled in coming terms.

4. Contextual and Achievement Data for Barnet 2015

The report referred to two documents, 'School Performance in Barnet 2014-15' and 'School Partnerships – Performance 2014-15', which related to achievement data for Barnet for 2014-2015. Both documents could be found at:

<https://www.barnet.gov.uk/www-home/information-for-schools/school-governors/meetings-and-reports.html>

5. New Handbook for Governors

A new edition of the Department for Education (DfE) guide for governors was published on 26 November 2015. The document was called the Governance Handbook. The document was 20 pages shorter than its predecessor and contained links to the best practice and resources available to Governors. The document could be found at:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/481147/Governance_handbook_November_2015.pdf

6. Managing Subject Access Requests

It was noted that the Data Protection Act provided a right of access to all data subjects of a copy of all personal data a school held about them. This was known as a Right of Subject Access. The report outlined the way in which this right could be exercised via a written request.

7. Guidance on Complaints

The report denoted a link to a document on complaints handling procedures launched by the DfE. The publication was entitled 'Best Practice Advice for School Complaints Procedures 2016' and could be found at:

<https://www.gov.uk/government/publications/school-complaints-procedures>

16/13 **APPOINTMENT OF CHAIR FOR THE REMAINDER OF THE ACADEMIC YEAR 2015-16**

Julia Sanitt resigned the Chair. She explained that new work commitments did not permit her to continue in the role but that she would continue as a Co-opted Governor.

Nominations for the position of Chair were invited. 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 Chair for the remainder of the Academic Year 2015/2016, or until her successor was appointed.

16/14 **APPOINTMENT OF VICE CHAIR FOR REMAINDER OF THE ACADEMIC YEAR 2015/2016**

The Chair invited nominations for the position of Vice Chair, which was now vacant. Governors considered the one nomination received on behalf of Jane Harris.

Upon a show of hands, the Governing Body unanimously **RESOLVED** that Jane Harris be appointed as Vice-Chair for the remainder of the Academic Year 2015/2016, or until her successor was appointed.

16/15 **ANY OTHER BUSINESS**

There was none.

16/16 **DATES OF COMMITTEE MEETINGS**

The following committee meeting dates were confirmed:

Staffing:	29 January 2016 at 8.30am
SEN and Pupil Wellbeing:	4 March 2016 at 8.15am
Curriculum:	26 February 2016 at 8.00am
Premises:	To be announced
Finance:	To be announced

16/17 **DATES OF GOVERNING BODY MEETING**

The next meetings of the Governing Body were confirmed as:

Spring (2): Thursday 31 March 2016 at 6.00pm
Summer (1): Thursday 19 May 2016 at 6.00pm
Summer (2): Thursday 7 July 2016 at 6.00pm

Non-Voting Observers left the meeting at this point.

16/18 **MOTION OF CONFIDENTIALITY**

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