

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

**MINUTES OF THE MEETING HELD AT THE SCHOOL ON  
THURSDAY 31 MARCH 2016**

**MEMBERS**

**LA GOVERNOR**

\*Jane Harris (Vice Chair)

**PARENT GOVERNORS**

\*Omar Shah (Junior)  
\*Adrian Hodgson (Junior)  
\*Shivangi Smythe (Junior)  
\*Michael Kkafas (Infant)  
\*Gerard Wiseman (Infant)  
\*Elisabeth Tacey (Infant)

**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)  
Robert Wood (Junior Teacher)

**NON-VOTING OBSERVERS**

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

\*denotes member present

**IN ATTENDANCE**

Mr George Peradigou (Clerk)

**Part I**

16/23 **WELCOME**

The Chair welcomed Governors to the meeting and extended a special welcome to Shivangi Smythe, the new Junior School Parent Governor. A round of introductions took place for her benefit.

16/24 **ACCEPTANCE/NON-ACCEPTANCE OF APOLOGIES FOR ABSENCE**

Apologies for absence were received and accepted on behalf of Mary Ogle and Ruth Beedle.

16/25 **DECLARATION OF PECUNIARY INTERESTS**

There were no pecuniary interests declared by Governors within the current agenda.

**16/26 CONSIDERATION OF APPOINTMENT OF CO-OPTED GOVERNOR**

The nomination for the appointment of Robert Wood as a Co-opted Governor was considered. Upon a show of hands, it was unanimously agreed that he be appointed for the four-year period ending 30 March 2020.

It was noted that Robert Wood would also join the Curriculum Committee and the Staffing Committee.

**16/27 PART I MINUTES OF THE MEETING HELD ON 21 JANUARY 2016**

The minutes of the meeting held on 21 January 2016, copies of which had been circulated prior to the meeting, were confirmed, initialled and signed by the Chair subject to minor amendments.

**16/28 MATTERS ARISING**

**15/114 CCTV**

Governors were reminded that the Local Authority (LA) were in the process of installing CCTV around the School due to known parking violations. When questioned, the Junior School Headteacher confirmed that the posts had been installed and that the CCTV system would be operational shortly.

**16/06 Funtime Afterschool Club**

In response to a Governor's query, the Junior School Headteacher confirmed that the Funtime Afterschool Club had agreed to review its food policy so as to ensure it was in line with that of the School. The Chair requested that the Pupil Wellbeing Committee oversee progress on the matter.

Action: Pupil Wellbeing Committee

**16/07 Safeguarding and the Prevent Duty**

The Infant and Junior School Headteachers confirmed that they had attended the Safeguarding and Prevent training provided by the LA and that this was the topic of an INSET scheduled for 3.45pm on 18 April 2016. Governors were welcomed to join the INSET day.

**16/07 International Women's Day**

In response to a query from the Chair, the Junior School Headteacher confirmed that an assembly on International Women's Day had taken place and that the day was linked in with Science week by commemorating the various famous women in science.

A Governor enquired as to whether similar plans were in place to celebrate the Queen's birthday. It was noted that another school had previously

celebrated this by asking its pupils to dress as kings and queens for the day. The Headteachers undertook to devise a plan for this.

Action: Headteachers

### **16/08 Update on Priority School Arrangements with The Archer Academy**

Thanks were recorded to Shiv Smythe and the Parent-Teacher Association (PTA) for their work with the parent community to ensure a positive outcome with The Archer Academy.

The outcome of the consultation was that an additional 15 Year 6 places (in addition to those admitted from within the school's catchment area) would be available to Garden Suburb Junior School pupils at The Archer Academy in September 2017.

### **16/12 Progress update on future delivery of Education and Skills Service**

In response to a Governor's enquiry, the Headteachers explained that, other than catering staff, all other staff remained as employees of the LA. Support Services would be taken over by Cambridge Education.

The Chair deferred discussions regarding academisation until further information was made available.

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

## **16/29 INFANT SCHOOL HEADTEACHER'S REPORT/UPDATES**

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

### **Staffing**

The Headteacher tabled and circulated a briefing outlining the proposed staffing structure to be implemented in September 2016. The Headteacher explained that the LA's Head of School Improvement had applauded the proposal in light of the School's budgetary constraints. She added that the Chair and Vice Chair had assisted in recruitment processes and recorded thanks to them for doing so.

In response to a query, the Headteacher said that £3,000 had been spent on advertising vacancies thus far, and a further two vacancies would have to be advertised as part of the implementation of the new staffing structure. The Headteacher acknowledged the Vice Chair's suggestion to source candidates for teaching vacancies from the Institute of Education.

## **Events and Activities**

Governors noted the various events and activities which had taken place and were scheduled for the near future. They commended the Headteacher for ensuring that the broad curriculum was being supported through cultural diversity through the various events and activities.

## **Attendance**

Governors noted that the School's attendance had decreased slightly due to recent high sickness levels. When questioned, the Headteacher and Deputy Headteacher explained this was due to various viruses.

## **School Improvement Plan (SIP) 2015/16**

The SIP for 2015/16, a copy of which had been circulated prior to the previous meeting, was discussed. The Headteacher explained an INSET day had taken place with a BPSI advisor to support work towards objectives in the SIP. It was noted that the Teaching, Learning and Assessment Policy would be updated to reflect how the School would tackle new challenges, such as assessment without levels.

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

## 16/30 **JUNIOR SCHOOL HEADTEACHER'S REPORT/UPDATES**

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

### **Staffing**

The Headteacher drew Governors' attention to the various staffing changes and cover/support arrangements in place. Governors noted that two temporary teachers and one external candidate had been appointed. It was also noted that the Music Co-ordinator was due to leave at the end of the academic year and would need to be replaced. While one Learning Support Assistant (LSA) was leaving the School, they would not be replaced due to budgetary constraints.

### **Assessment without Levels**

The Headteacher updated Governors regarding assessment without levels and confirmed that an update had been uploaded onto the School's website. She and the Deputy Headteacher explained that the recent government guidance had stated that new national standard in Writing was broadly in line with the previous Level 4B. Governors were informed that the current Year 6 pupils faced the greatest challenge as they had only been taught the new curriculum for one year and were due to be assessed on it

Governors thanked the Headteachers and Deputy Headteachers for supporting their staff through this challenging time with limited guidance from the government to schools.

### **Continued Professional Development (CPD)**

The relevant staff had undertaken the Level 3 Safeguarding and Prevention of Radicalisation training. Furthermore, an INSET day and Twilight session on Writing was being planned with a BPSI advisor.

### **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. Activities included World Book day, Science Week, and Healthy Lifestyle Week, where pupils raised over £2,000 for Sports Relief.

It was noted that the PTA would also be working with the School to arrange a fun run and a family concert.

### **Attendance**

Governors were pleased to note that the School's attendance had increased to 95.84%, close to its target of 96%. When questioned, the Headteacher confirmed that the LA's fixed penalties were having a positive impact on attendance.

### **Sports Grant**

The Headteacher drew Governors' attentions to a briefing outlining the School's yearly PE Sports Funding spend since 2013, a copy of which had been circulated prior to the meeting.

In response to a Governor's query, the Headteacher explained that the amount of funding varied based on a number of factors, including the length of the date of introduction of the funding.

### **All-Weather Sports Pitch**

A discussion ensued regarding the all-weather sports pitch proposal. It was noted that a company that was advising the LA had advised the School to lay new grass and maintain drainage annually. The Chair requested that two or three Governors and the Junior School Headteacher form a working group which would oversee this project. Michael Kkafas, Adrian Hodgson, and Gerard Wiseman volunteered to join the working group.

Action: All-Weather Sports Pitch Working Group

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

## 16/31 **BUDGET RATIFICATION**

### **Infant School Budget 2016/17**

Copies of the final draft of the proposed Budget for 2016/17 were circulated and it was **NOTED** that:

- i. The Finance Committee, at its recent meeting, had considered the final draft budget in detail.
- ii. The estimated brought forward amount from the previous budget was £43,326.
- iii. The contingency to be carried forward to the next budget was £1,520.
- iv. An increase in National Insurance had cost the School approximately £18,000. A 1% pay increase had also been applied to non-teaching staff.
- v. The Committee agreed to recommend the approval of the 2016/17 budget by the Governing Body.

A Governor challenged the Headteacher as to the financial viability of the new staffing structure in light of budgetary constraints. The Headteacher explained that the new staffing structure would provide an additional level of leadership at only £2,000 additional cost per year, an element that the LA's Head of School Improvement had applauded.

The Headteacher explained that PTA and Gift Aid funds, which were not included in the budget, would be used to renovate the School hall. She said that £11,000 would be allocated under capital projects and used to pay for works on the Caretaker's house and the treatment of dry rot. She recorded thanks to the Vice Chair for liaising with the LA to enquire about possible grants for dry rot.

It was noted that with the current draft budget, the School would no longer have the cushion to be able to provide additional support where necessary. It would only be able to provide additional support to pupils who obtained Educational Healthcare Plans (EHCPs) and the funding attached to these plans. When questioned, the Headteacher confirmed that EHCPs required the School to provide dedicated support to the intended pupils. Governors challenged the Headteacher to identify and apply for EHCPs on behalf of all relevant pupils in order to obtain the necessary funding for the additional support required for them.

Action: Infant School Headteacher

Upon a show of hands it was **RESOLVED** that the Budget for 2016/17 be **RATIFIED**. The Chair and Headteacher signed the required papers regarding approval of the budget.

### **Junior School Budget 2016/17**

Copies of the final draft of the proposed Budget for 2016/17 were circulated and it was **NOTED** that:

- i. The Finance Committee, at its recent meeting, had considered the final draft budget in detail.
- ii. The estimated brought forward amount from the previous budget was £54,446.
- iii. The contingency to be carried forward to the next budget was £14,164.
- iv. An increase in National Insurance had cost the School approximately £24,000. A 1% pay increase had also been applied to non-teaching staff.
- v. The Sports Grant had been recoded and included in the budget. However, PTA and Gift Aid monies were not included in the budget.
- vi. The Committee agreed to recommend the approval of the 2016/17 budget by the Governing Body.

In response to an enquiry from the Chair, the Headteacher explained that two LSAs would be released from September 2016 and that the School would generally need to work with less LSA support due to budgetary constraints. This would result in a new challenge to continue to support vulnerable pupils and pupils with behavioural needs in the interim period before they were granted EHCPs. Governors challenged the Headteacher to identify and apply for EHCPs on behalf of all relevant pupils in a timely manner to ensure this interim period was reduced as much as possible.

Action: Junior School Headteacher

Governors also suggested that the School should be prudent when deciding to grant admission to pupils with high special needs and make sure that proper resources were made available to the schools for the benefit of those children. It was noted that this was a particular concern when pupils arrived mid-year and that the LA should be informed that, with less budget, the School found this increasingly difficult to manage. The Chair referred further discussion on the matter to the Finance and SEN Committees.

Action: Finance and SEN Committees

The School would not be recruiting to replace the additional Year 5 teacher. These would become financial savings. In response to a Governor's query, the

Headteacher confirmed that the workload would be covered internally and that this was manageable within the Headteacher's proposed staffing structure.

The Headteacher highlighted that the proposed budget assumed no redundancies. While particular services would no longer be subscribed to, they would be bought in on a pay-as-you-use basis when necessary.

A Governor enquired as to why the forecasted contingencies in both budgets were lower than the final figures and asked if there was a problem with the way in which the School was forecasting. The Headteachers explained that forecasting involved much estimation and that it was prudent to air on the side of caution when forecasting in order to plan for the worst possible scenario.

Upon a show of hands it was **RESOLVED** that the Budget for 2016/17 be **RATIFIED**. The Chair and Headteacher signed the required papers regarding approval of the budget.

## 16/32 **REPORTS OF COMMITTEES**

### **Finance**

The committee minutes of the meeting held on 27 January and 23 March 2016, copies of which had been circulated prior to the meeting, were received and noted by Governors. Arising from the discussion:

The Governing Body delegated powers to authorise the disposal of malfunctioning equipment to the Finance Committee.

### **Premises**

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

### **Curriculum**

The committee minutes of the meeting held on 26 February 2016, copies of which had been circulated prior to the meeting, were received and noted by Governors.

## 16/33 **POLICY RATIFICATION**

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

- Recruitment Policy

A Governor enquired as to whether references had been sought prior to interviews as this could deter applicants. The Infant School Headteacher explained interviews could still take place without them, although contractual agreements would be subject to the receipt of satisfactory

references. She added that references also helped identify potential safeguarding issues and allowed for further questioning regarding any discrepancies. In the case of teachers, good safeguarding practice required references to be sought prior to interview.

- Infant School Safeguarding Audit
- Infant School Monitoring and Evaluation Policy
- Junior School Assessment, Marking and Feedback Policy

A Governor enquired as to why there was no mention of scaled score grades for pupils who were working above the expected standard. The Junior School Headteacher explained that, with the exception of Writing which was teacher-assessed, pupils would either achieve the age-related expectation (ARE) or not. It was noted that something to reflect those who worked above the ARE was expected in the future.

- Equalities Plan

A Governor suggested that 'favouritism' be added to the list of types of discriminatory incidents and that an action related to boys be reflected in the action plan under Gender Equality Duty.

Action: Infant School Headteacher

In response to a query, the Headteacher confirmed that achievement data was analysed by ethnicity, gender, and disability and that this was also reflected in the School's Raiseonline report.

- Finance Policy
- Lettings Policy

It was noted that the scale of charges would be reviewed by the Finance Committee.

Action: Finance Committee

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**.

#### 16/34 **REVIEW OF COMMITTEE STRUCTURE AND MEMBERSHIP**

The Chair brought Governors' attention to a summary which outlined the Governing Body's committee structure and membership. A copy of the summary was circulated prior to the meeting. The Governing Body **ADOPTED** the updated committee memberships.

16/35 **GOVERNING BODY PRIORITIES UPDATE 2015-16**

Governors noted the progress update summary, a copy of which had been circulated prior to the meeting. The summary outlined whether the priorities set at the start of the year had been achieved. It also outlined the progress made towards those which had not yet been achieved.

The Chair proposed that a new priority be added to the list for 2016-17. The proposed priority was to devise a strategic three-year plan to overcome the forthcoming challenges related to the following:

- Budget limitations
- Cambridge Education
- Recruitment difficulties
- Secondary transfer
- Possible academisation.

16/36 **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.

Alexia Dobinson undertook to circulate the Governors training and visits log via email for Governors to return to her.

Action: Alexia Dobinson

Headteachers said that they would inform Governors of details for the Governor Open Day in due course.

Action: Headteachers

16/37 **ANY OTHER BUSINESS**

**Raised Pavement**

It was noted that the Vice Chair was in liaison with the LA regarding the raised pavement outside the School's entrance.

**Mid-Year Review of Headteachers**

The Chair informed Governors that the Headteachers' mid-year reviews had been completed.

16/38 **DATES OF COMMITTEE MEETINGS**

The following committee meeting dates were confirmed:

Staffing:	10 June 2016 at 8.30am
SEN and Pupil Wellbeing:	24 June 2016 at 8.15am
Curriculum:	8 June 2016 at 8.00am
Premises:	To be announced
Finance:	To be announced

16/39 **DATES OF GOVERNING BODY MEETING**

The next meetings of the Governing Body were confirmed as:

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.*

16/40 **MOTION OF CONFIDENTIALITY**

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