

GOVERNING BODY FOR GARDEN SUBURB INFANT AND JUNIOR SCHOOL

**MINUTES OF THE MEETING HELD AT THE SCHOOL ON
THURSDAY 7 JULY 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

16/64 **WELCOME AND PRESENTATIONS**

The Chair welcomed Governors to the meeting. Governors received the following presentations:

Infant School: Early Years Foundation Stage (EYFS)

The presentation by the Infant School EYFS Leader explained how play and Child-led Learning was used to raise standards and attainment in the Infant School.

Governors were informed about the role of the teacher and how the School empowered pupils to take ownership of their learning. A short video was presented to illustrate these methods.

Governors asked several questions regarding how teachers ensured that all children benefitted from this approach. They thanked the EYFS leader for her comprehensive presentation.

Junior School: Monitoring of Teaching & Learning

The Junior School Headteacher gave a presentation on monitoring Teaching & Learning. The presentation informed Governors of how to monitor and ensured consistently good teaching and learning across the school year groups. She thanked Governors for their continued challenge and support in helping to achieve this.

Following a brief questions and answers session, Governors thanked the Headteacher for her presentation.

A Governor requested that the Headteacher circulate her presentation to the Governing Body via email.

Action: Junior School Headteacher

Governors joined the Chair in thanking staff from both schools for their presentations and for working hard through what had been a difficult year with numerous changes. She congratulated both Schools for managing to maintain high standards.

16/65 ACCEPTANCE/NON-ACCEPTANCE OF APOLOGIES FOR ABSENCE

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

The Chair announced that Evelyn Thomas and Emma Woolston would be resigning their Governorships at the end of the current term. Governors joined the Chair in recording thanks to them for their valued input and contributions to the Governing Body.

In response to a Governor's query, the Chair confirmed that exit surveys were not completed by Governors.

16/66 DECLARATION OF PECUNIARY INTERESTS

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

16/67 PART I MINUTES OF THE MEETING HELD ON 19 MAY 2016

The minutes of the meeting held on 19 May 2016, copies of which had been circulated prior to the meeting, were confirmed, initialled and signed by the Chair.

16/68 MATTERS ARISING

Special Educational Needs (SEN) Sporting Events

A Governor drew the Headteachers attention to the various local sporting events organised for SEN pupils, such as that organised by the Saracens Rugby Team at Allianz Park. The Headteachers undertook to investigate the possibility of taking part in such events.

Action: Headteachers

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

16/69 **POLICY RATIFICATION**

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

- Joint Food Policy
- Infant Attendance and Punctuality Policy
- Junior School Attendance and Punctuality Policy
- Joint E-Safety Policy
- Recruitment Policy
- Complaints Procedure
- Leave of Absence Policy
- Capability Procedure
- Junior Drug Education Policy

A Governor enquired as to whether the Schools could have a joint Attendance and Punctuality Policy. Following a brief discussion, it was **AGREED** that a joint attendance policy be proposed for Ratification the following year.

Action: Headteachers

A debate ensued regarding whether the Drugs Education Policy required Appendix 2, which was a list of drugs. A Governor requested that the appendix be withheld from the School's website. The Junior School Headteacher explained that the policy needed to appear on the School's website to fulfil statutory requirement. The Junior School Deputy Headteacher explained that the policy was aimed at teachers and helped support pupils to withstand the peer pressure surrounding drugs misuse.

It was **AGREED** that the main policy could go on the website but the Appendix would be for staff use only.

Action: Headteacher

Having been reviewed in full by the relevant committees, 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**.

16/70 **PARENT VIEW**

Governors noted the parental feedback via the Parent View website. The Chair explained that feedback was generally very positive for both schools and that parents felt that their pupils were well taught. There was an overwhelming consensus that parents would not hesitate to recommend the Schools to others.

16/71 **INFANT SCHOOL HEADTEACHER'S REPORT/UPDATES**

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

Staffing

Governors noted the various staffing updates and cover arrangements in place. The Headteacher explained that increased recruitment costs were causing a concern to the budget. She undertook to report on this at the next meeting.

Action: Headteacher

SATS results and Assessment Data

The Headteacher summarised the projected assessment data for Governors. It was noted that a full analysis would be presented to the Curriculum Committee once official results were known in September 2016.

It was noted that:

- Early Years Foundation Stage results were above the national average.
- 87% of pupils achieved the phonics standard, which was above the national average.
- In Key Stage (KS) 1, attainment in Reading was in line with the national average but in Writing and Maths was below the national average.

Events and End of Year Production

The Headteacher summarised the various events ongoing in school for the forthcoming half term and the role of the PTA in organising some of those and raising money.

The Chair and Governors joined the Head Teacher in thanking the PTA for their contribution to the school.

Governors were invited to attend the School's end of year production which was taking place on Wednesday 15 July 2016 at 9.30am.

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

16/72 **JUNIOR SCHOOL HEADTEACHER'S REPORT/UPDATES**

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

SATS 2016 results

The Junior School Headteacher informed Governors that the School had achieved above the new Barnet and National raised standards in all subject areas except Writing, which was slightly below. When questioned, the Headteacher explained that the percentage of pupils achieving the standard was increasing in Writing which testified to the positive impact of interventions.

Staffing

Governors noted the various staffing updates and cover arrangements in place. The Headteacher explained that the School was fully staffed with the exception of one member of staff who was returning to a three day week as opposed to a five day week.

End of Year Production

Governors were invited to attend the School's end of year production which was taking place on Monday 11 and Tuesday 12 July 2016 at 2pm.

Assessment Data

The Headteacher explained that the Integris (data management system) report received was un-readable and had to be reproduced for circulation to parents. She said that this had been a frustrating experience which had taken a lot of time to correct. She recorded her thanks to the Deputy Headteacher and Year 6 staff.

Governors had been presented with detailed assessment data during the Junior School presentation at the start of the meeting.

Events and Activities

Governors noted the various events and activities which had taken place and were due to take place. They joined the Headteacher in recording thanks to the Parent-Teacher Association (PTA) for their on-going hard work to help the School. It was noted that the PTA had organised a recent concert, in which some of the School's pupils had taken part, which raised approximately £650.

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

16/73 MOTION OF CONFIDENTIALITY

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

(Part I Resumed)

16/74 MOTION OF CONFIDENTIALITY

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

(Part I Resumed)

Evelyn Thomas gave her apologies and left the meeting at this point.

16/75 REPORTS OF COMMITTEES

Finance

The committee had met on 5 July 2016. The minutes of the meeting had not yet been circulated to Governors.

Premises

The committee meeting was held on 16 May 2016. Copies of the minutes had not yet been circulated. The Committee Chair confirmed that there were no additional updates since the meeting.

Curriculum

The minutes of the committee meeting held on 8 June 2016, copies of which had been circulated prior to the meeting, were noted. The Committee Chair confirmed that there were no additional updates since the meeting.

16/76 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. Governors reported back following courses attended and visits to the School.

The Governor Training and Visits Log was circulated to Governors. It was updated and returned to the Infant School Office for the record to be retained.

16/77 GOVERNING BODY RECONSTITUTION

The Clerk explained to Governors that, as of 1 September 2016, new regulations meant that Governing Bodies of Federated Schools could only have 2 Parent Governors. As requested, he presented a reconstitution proposal which would allow the Governing Body to retain its current membership, although some Parent Governors would be Co-opted. The following proposed reconstitution model was reviewed:

LA GOVERNOR

1. Jane Harris (Vice Chair)

PARENT GOVERNORS

1. Shivangi Smythe (Junior)
2. Elisabeth Tacey (Infant)

HEADTEACHERS

1. Sarah Sands (Infant Headteacher)
2. Eileen Bhavsar (Junior Headteacher)

STAFF GOVERNOR

1. Alexia Dobinson (Infant Support)

CO-OPTED GOVERNORS

1. Julia Sanitt
2. Francoise Wagneur (Chair)
3. Mary Ogle
4. Vacancy
5. Katalin Barcza-McQueen
6. Ruth Beedle
7. Emma Woolston (Infant Teacher)
8. Robert Wood (Junior Teacher)
9. Omar Shah (Junior Parent)
10. Adrian Hodgson (Junior Parent)
11. Michael Kkafas (Infant Parent)
12. Gerard Wiseman (Infant Parent)

ASSOCIATE MEMBER

1. Julia Chalfen (Junior Support)

Upon a show of hands it was resolved that the proposed reconstitution be **RATIFIED**. Governors whose term was coming to an end were co-opted back on the governing body for a new term of four years.

Omar Shah gave his apologies and left the meeting at this point.

16/78 GOVERNING BODY PRIORITIES 2015/16

Governors noted the Governing Body Priorities which had been updated since the previous meeting.

It was noted that the results from the Governor Survey would be used to further update the Governing Body Priorities for 2016/17.

16/79 **REVIEW OF COMMITTEE STRUCTURE, MEMBERSHIP AND TERMS OF REFERENCE**

It was noted that the annual review of the committee structures, memberships and terms of references and the potential establishment of named governorships would take place during the following term. Governors noted the summary presented by the Chair regarding optional committee and named governorship structures. Arising from the discussion:

Committees

Governors expressed their opinions regarding the current committee structure. Two Governors said that they felt that the current structure allowed time for detailed discussions which would not be possible with larger meetings. The Chair explained that she was also in favour of the current committee structure but suggested that it needed to be more efficient with less duplication in order to help reduce the workload for the Headteachers.

The Chair advised that better evidence of work being done was required at committee level with more rigorous planning. It was **AGREED** that a policy review schedule was required in order to ensure efficient planning and agenda setting. The Chair suggested that this be included in the Terms of Reference for each committee. Committee Chairs would arrange a meeting to take place in September 2016 to produce a policy schedule.

Action: Committee Chair

Succession Planning

The Chair and Vice Chair explained that they would produce a pack for potential Governors which would help with succession planning.

Action: Chair and Vice Chair

Named Governors

A discussion ensued regarding potentially establishing named governorships. It was noted that these would require clear reporting lines and that links could be established with subject areas or key stage/year groups. The Chair advised that this would also assist with succession planning by increasing Governors' experience and understanding of the School's operations. The Infant school's Headteacher commented that Key stage Named Governors would fit well with the new staffing structure.

The Junior Deputy Headteacher commented that more useful work could be done with Key stage/Year group Named Governors as it could be organised around planning & monitoring meetings.

The Chair suggested that a working group be established to help develop proposals for link governorships, their various briefs and any training requirements. Gerard Wiseman and Elizabeth Tacey volunteered to participate in the working group. The Chair undertook to request further volunteers via email.

A Governor suggested that the working group should begin with investigating other good practice surrounding the use of link governors.

Action: GB Chair & Named Governors Working Group

Headteachers

The Chair reminded Governors that they needed to remain mindful of Headteachers' workloads. She suggested that a template be agreed between herself and the Headteachers in order to ensure that the most relevant information is shared.

16/79 ANY OTHER BUSINESS

There was none.

16/80 DATES OF COMMITTEE MEETINGS

The committee meeting dates were agreed as follows:

Staffing committee: Friday 4 November 2016

SEN & Pupils Wellbeing committee: Wednesday 9 November 2016

Curriculum committee: Thursday 8 November 2016

Finance committee: TBD

Premises committee: TBD

16/81 DATES OF GOVERNING BODY MEETING

The next meetings of the Governing Body were confirmed as:

Autumn 1: Thursday 13 October 2016 at 6.00pm (New Date)

Autumn 2: Thursday 1 December 2016 at 6.00pm

Spring 1: Thursday 2 February 2017 at 6.00pm

Spring 2: Thursday 23 March 2017 at 6.00pm

Summer 1: Thursday 11 May 2017 at 6.00pm

Summer 2: Thursday 6 July 2017 at 6.00pm

Non-Voting Observers left the meeting at this point.

16/82 MOTION OF CONFIDENTIALITY

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