

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

**MINUTES OF THE MEETING HELD AT THE SCHOOL ON  
THURSDAY 23 MARCH 2017**

**MEMBERS**

**LA GOVERNOR**

\*Jane Harris (Vice Chair)

**PARENT GOVERNORS**

Shivangi Smythe (Junior)

\*Elisabeth Tacey (Infant)

**HEADTEACHERS**

\*Sarah Sands (Infant Headteacher)

\*Eileen Bhavsar (Junior Headteacher)

**STAFF GOVERNORS**

\*Alexia Dobinson (Infant Support)

**ASSOCIATE MEMBER**

\*Julia Chalfen (Junior Support)

**CO-OPTED GOVERNORS**

\*Francoise Wagneur (Chair)

\*Julia Sanitt

\*Katalin Barcza-McQueen

\*Ruth Beedle

\*Michael Kkafas (Infant Parent)

\*Gerard Wiseman (Infant Parent)

\*Biljana Elia (Infant Teacher)

Omar Shah (Junior Parent)

\*Adrian Hodgson (Junior Parent)

\*Charlotte Leigh

\*Ajantha Tennakoon

1 Vacancy (Junior Teacher)

**NON-VOTING OBSERVERS**

\*Lisa Berger (Junior DHT)

Liz Cormack (Infant DHT)

\*Katie Dawbarn (Infant Schl Imp Partner)

\*denotes member present

**IN ATTENDANCE**

Mr George Peradigou (Clerk)

**Part I**

17/27 **JUNIOR SCHOOL PRESENTATION**

Governors received a presentation from Junior School representatives regarding Learning Powers.

The Junior School did a presentation on how the school was introducing 'Building Learning Powers' to the children in order to raise pupils' engagement with their learning. The Deputy Head, Mrs Lisa Berger delivered the presentation. The initiative is based on fostering four essential learning powers necessary for children to develop in order to enhance their confidence and attitude to learning: Resilience; Resourcefulness; Reflectiveness and Respectfulness.

The Deputy Head Teacher explained that, in order for pupils to make the most of marking and feedback, these learning powers were essential.

Governors enquired how this was delivered in the classroom and enquired how parents were going to be involved in this process. Governors were informed that this was still at the early stages and that information would be included on the school website as well as at curriculum talks eg Year 3 Induction Evening in June 2017. In addition, 'Building Learning Powers' would be included in the curriculum talks September 2017. Governors thanked The Head teacher and the Deputy Head teacher for their informative presentation.

17/28 **WELCOME**

The Chair welcomed Governors to the meeting.

Governors noted that Robert Wood had resigned due to his recent appointment as Deputy Headteacher at another school. Governors joined the Chair in congratulating him and noted the new Co-opted Governor vacancy, which was reserved for a Junior School Teacher.

17/29 **ACCEPTANCE/NON-ACCEPTANCE OF APOLOGIES FOR ABSENCE**

Apologies for absence were received and accepted on behalf of Shivangi Smythe, Omar Shah, and Liz Cormack.

17/30 **DECLARATION OF PECUNIARY INTERESTS**

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

17/31 **PART I MINUTES OF THE MEETING HELD ON 2 FEBRUARY 2017**

The minutes of the meeting held on 2 February 2017, copies of which had been circulated prior to the meeting, were confirmed, initialled and signed by the Chair, subject to minor amendments.

17/32 **MATTERS ARISING**

**17/07 Pupil Premium Report**

Governors **CHALLENGED** the Headteachers to add a Pupil Premium Strategy Statement to the School website. The Headteachers confirmed that this was already entailed within their annual Pupil Premium reports which showed the impact of interventions and were uploaded to the School's website. They undertook to ensure these statements were in line with recent recommendations.

Action: Headteachers

**17/12 Safeguarding Policy**

In response to a Governor's query, the Headteachers confirmed that they would liaise with the Local Authority (LA) regarding recommended gang prevention updates to the Safeguarding Policy and procedures.

Action: Headteachers

#### **17/14 Pupil, Parent and Staff Surveys**

It was noted that, due to delays with the provider used by the School to publish the surveys, they would be published the following term. After a lengthy discussion, it was **AGREED** that the same questions be used for the Pupil Survey on this occasion. Governors emphasised the importance of surveys being conducted in a way which allowed for pupils to complete them as independently as possible.

Action: Headteachers

#### **17/17 The Archer Academy and Christ's College Consultation**

It was noted that 15 admission places were retained by The Archer Academy for Garden Suburb Junior School as a feeder school. Thanks were recorded to Shiv Smythe for her work related to this.

It was noted that Christ's College Finchley was working with the Local Authority to review the current provision of secondary schools education in the borough. Parents were invited to a consultation meeting regarding the unmet demand for co-educational non-faith opportunities in the area on Monday 27 March at 9.30am at the college. Val White, Programme Direction, Education and Learning and Alison Dawes, Head of Education Partnerships, would be present at the meeting and would share information about demographic trends and patterns of demand. The Chair urged Parent Governors to attend the meeting and provide the rest of the Governing Body with an update. Lis Tacey and Jane Harris undertook to do so.

Action: Lis Tacey; Jane Harris

#### **17/19.8 Edubase**

There was a delay in entering the necessary information due to the Junior Business manager not being able to access the website properly. She is currently trying to make contact and sort out the problem.

Action: Junior Business Manager

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

#### **17/33 INFANT SCHOOL HEADTEACHER'S REPORT/UPDATES**

The Headteacher informed Governors about various updates since her last report. The Report had been circulated prior to the meeting. Arising from the discussion:

## **Staffing**

Governors noted the various staffing changes and cover/support arrangements in place.

## **Events and Activities**

Governors noted the various events and activities which had taken place and were scheduled for the near future. They commended the School for offering a broad curriculum and supporting cultural diversity through the various events and activities.

Governors commended the quality of pupils' art work and writing work on their trip to Kenwood house, which is on display around the school.

Governors recorded congratulations to Year 2 pupils who had participated in recent dance performances as part of the Barnet Dance Festival. In response to a query, the Headteacher explained that the School had access to the dance festival through its subscription to the Barnet Sports Package. Governors also commended Reception staff and pupils involved in the performance for parents earlier during the week, through which they had raised £320 for a charitable donation of books (chosen by reception children) to a school in Kenya. It was also noted that the art work of pupils will be displayed in the local Costa Coffee cafe.

In response to a further query, the Headteacher confirmed the school trips related to the work pupils were doing as part of the School curriculum and gave various examples of this.

## **Mid-Year Performance Data**

Following mid-year assessments, the Headteacher tabled and circulated a summary of the Infant School Mid-Year Performance Data. The summary compared current data with targeted outcomes for the end of the academic year. The Headteacher reminded Governors that the full progress and attainment review would be presented to Governors at the end of the academic year.

It was noted that the use of data to ensure that pupils in danger of making slow progress had been reviewed by the Chair in liaison with the Deputy Headteacher. The data would be presented to the Curriculum Committee for a full review.

Governors were pleased with the summary data, which reflected that the school was on track to meet its targets, with the exception of Writing at greater depth, which was anticipated and was a current borough-wide issue.

In response to a Governor's **CHALLENGE**, the Headteacher explained that the School was planning to invest in Maths interventions to ensure accelerated progress for identified groups of pupils.

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

## 17/34 **JUNIOR SCHOOL HEADTEACHER'S REPORT/UPDATES**

The Headteacher informed Governors about various updates since her last report. The Headteacher's Report had been circulated prior to the meeting. Arising from the discussion:

### **Staffing**

Governors noted the various staffing changes and cover/support arrangements in place.

A Governor **CHALLENGED** the Headteacher as to the support offered to a class which had recently dealt with a frequent change of teachers. The Headteacher assured Governors that the School had ensured a good level of communication throughout this process, that pupils had met the replacement teacher, and that both the current and replacement teacher had jointly attended parent/teacher consultations, in order to ensure a smooth transition. In response to a further query, the Headteacher confirmed that pupils had been assured that they were not the cause of these changes and that initial feedback had indicated that they were dealing with changes in a positive manner.

Governors noted that recruitment for mainscale teacher had taken place and that the Headteacher, Chair and Vice-chair were on the interview panel.

Governors noted that the Chair, Vice-Chair, Headteacher and Gerard Wiseman would form the interview panel for the new Assistant Headteacher.

### **Events and Activities**

Governors noted the various events and activities which had taken place and were scheduled for the near future. They commended the School for offering a broad curriculum and supporting cultural diversity through the various events and activities. These included Science week during which children from Year 6 had delivered workshops to other year groups.

### **School Travel Plan**

The Headteacher updated Governors regarding the School Travel Plan and the receipt of the Bikability Grant. They were pleased to note that all Year 3 pupils had attended cycle training. The Headteacher stated that she was particularly impressed with the resilient attitudes cultivated during this initiative where pupils were encouraged to continue in their efforts, after numerous failures, until they finally succeeded. It was noted that the School Travel Plan team were also working hard to tackle parking issues around the School.

### **Finance Audit Report**

The Junior School Financial Audit Report, a copy of which had been circulated prior to the meeting, was noted. Governors were pleased to note the audit result of 'Outstanding' and commended the School.

### **Data Monitoring**

The Headteacher explained that the School would not be subscribing to the LA's new data monitoring system, Routemap, as it had developed its own system. When questioned, she explained that an LA representative, who had helped develop Routemap, had reviewed the School's data management system and had commended it as one of the best she had seen. The LA are currently in discussion with RM regarding Route Map, being incorporated into Integris. If this happened then the Junior school would use this part of the Integris package

### **School Improvement Partnership**

The Headteacher updated Governors regarding the ongoing work of the Junior School's School Improvement Partnership. She explained that the Schools within the partnership had been conducting reviews of each school. She said that the School's review, at which the Chair and Vice Chair were present, had resulted in useful feedback, with the majority of feedback being positive and that the main challenge being around encouraging further feedback from pupils. The Deputy Headteacher added that the review was also useful in providing a means to cross-check strengths and areas requiring improvement which the School had already identified.

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

## **17/35 BUDGET RATIFICATION**

### **Infant School Budget 2017-18**

The proposed Budget for 2017/18 was reviewed by the Finance Committee. Governors noted various updates, as outlined by the Headteacher and Chair of the Finance Committee. Arising from the discussion:

- i. The Finance Committee, at its recent meeting on 16 March 2017, had considered the final draft budget in detail.
- ii. The contingency was £450, which would be carried forward to the following year's budget. While this was a low figure, the School expected to receive additional funding by way of various funds and grants, including Pupil Premium, SEND, and Sports funding.

- iii. The School had budgeted for the same traded services and overall staffing structure as the previous year. This included two teachers who would return from maternity leave.
- iv. The Committee continued to explore means of additional income from lettings.
- v. The contingency from the previous year's budget had saved the budget being proposed. However, it was noted that the School would not have this cushion the following year.
- vi. The Committee agreed to recommend the approval of the 2017/18 budget by the Governing Body.

It was **RESOLVED** that the Budget for 2017/18 be **RATIFIED**. The Chair and Headteacher signed the required papers regarding approval of the budget.

### **Junior School Budget 2017-18**

The proposed Budget for 2017/18 was reviewed by the Finance Committee. Governors noted various updates, as outlined by the Headteacher and Chair of the Finance Committee. Arising from the discussion:

- i. The Finance Committee, at its recent meeting on 16 March 2017, had considered the final draft budget in detail.
- ii. The contingency was £10,000, which would be carried forward to the following year's budget.
- iii. The School had budgeted for the same traded services and staffing structure as the previous year.
- iv. One agency support staff worker had not been budgeted for. The Headteacher confirmed, when questioned, that an agency LSA would be leaving the Junior School at the end of the Spring Term 2017.
- v. The contingency from the previous year's budget had saved the budget being proposed. However, it was noted that the School would not have this cushion the following year.
- vi. The Committee agreed to recommend the approval of the 2017/18 budget by the Governing Body.

It was **RESOLVED** that the Budget for 2017/18 be **RATIFIED**. The Chair and Headteacher signed the required papers regarding approval of the budget.

## 17/36 **POLICY RATIFICATION**

### **Infant School SEND Policy**

The updated Infant School SEND Policy was presented to Governors. Arising from the discussion:

Having been reviewed in full at committee level, the Chair recommended that the document be ratified by the Governing Body.

A Governor suggested that a section be added to the policy regarding the learning environment. The Infant School Headteacher explained that this would be added to the Accessibility Plan.

It was resolved that the Policy be **RATIFIED**.

### **Allegations Against Staff**

The updated Allocations Against Staff Policy was presented to Governors. Arising from the discussion:

In response to a Governor's query, the Headteacher explained that an allegation was retained on staffing records along with a summary stating whether it was upheld or not.

Having been reviewed in full at committee level, the Chair recommended that the document be ratified by the Governing Body.

It was resolved that the Policy be **RATIFIED**.

### **Infant School Early Years Foundation Stage (EYFS) Policy**

The updated EYFS Policy was presented to Governors. Arising from the discussion:

Having been reviewed in full at committee level, the Chair recommended that the document be ratified by the Governing Body.

It was resolved that the Policy be **RATIFIED**.

### **Pay Policy**

A proposed updated to the Pay Policy was presented to Governors. Arising from the discussion:

The School had been informed by Capita, following a staff consultation, that a car leasing scheme could be offered to teaching staff as an incentive for recruitment and retention (as per the School's Teachers Pay and Conditions STPCD 2016).

The one proposed change to the School's Pay Policy, since its review by the Governing Body in October 2016, was the addition of a paragraph to reflect the scheme which was being offered, subject to a gross salary sacrifice, under the section 'Recruitment and Retention Incentives':

*The Governing Body agrees that existing and new teachers have access to a leased car scheme provided by Capita/Zenith for a period of either 24 or 36 months.*

*In accordance with the STP&C 2016, Head Teachers, Deputy Head Teachers and Assistant Head Teachers are not eligible.*

*Teachers on temporary or fixed term contracts are not eligible for this scheme.*

*The teachers enter the scheme on the understanding that:*

- *They are taking a contract directly with Zenith and that the Governing Body is not responsible for any liability that could incur;*
- *By entering this scheme, teachers agree that they will have their gross salary reduced according to the scheme details and therefore will be paid a lower salary for the duration of the leasing scheme.*

*Salary deductions will end in accordance with the scheme's terms and conditions. Teachers should check these carefully before joining the scheme.*

The Finance Committee Chair explained that a gross salary sacrifice resulted in a tax benefit for the member of staff and a national insurance benefit for the School.

A discussion ensued and a number of questions regarding the scheme arose. Governors also expressed concerns that Capita had only given the School very short notice to opt in to offer the scheme to its staff.

A summary of the information published by Zenith on the scheme was tabled and circulated. The Chair informed Governors that she had contacted Audrey Marshall from Capita and Deborah Shaw from Human Resources regarding the scheme. She confirmed that, as cars would be leased via direct contractual agreements between the leasing company and employees, the Governing Body would not be liable for any contractual issues.

A Governor enquired as to whether the scheme would be offered to temporary staff given that, under EU Regulations, they received the same benefits as permanent staff once they had been with the School for more than 12 weeks. The Chair explained that this was averted as schemes offered were for a minimum of 24 months, which was longer than the length of time a temporary member of staff would stay with the School.

It was noted that, while information within the Pay Policy related to teaching staff, information regarding the scheme for support staff was also outlined within the Unified Reward Scheme.

Upon a show of hands it was resolved, via majority decision, that the Policy be **RATIFIED**.

## **Finance**

As the committee meeting was held on 16 March 2017, minutes had not been circulated. The Committee Chair and the Headteachers presented an oral report which was noted by Governors. Arising from the discussion:

It was noted that the committee had agreed on the proposed budgets for both schools, as presented earlier during the meeting.

## **Curriculum**

The committee minutes of the meeting held on 26 February 2017, copies of which had been circulated prior to the meeting, were received and noted by Governors. Arising from the discussion:

The committee reviewed mid-year assessment data for the EYFS and the Junior school progress. It was noted that the Infant school progress will be reviewed at the next meeting.

## **Premises**

The committee minutes of the meeting held on 7 March 2017, copies of which had been circulated prior to the meeting, were received and noted by Governors. Arising from the discussion:

The Committee Chair outlined the premises works which were due to take place at the school, details of which could be found in the committee minutes. These included plans to complete works to the roof of the corridor between the two schools.

### **17/38 NAMED GOVERNOR REPORT**

The Chair thanked Named Governors who had met with their relevant staff links to monitor progress on their allocated School Improvement Plan (SIP) objectives. Visits had been added to the Governor Training and Visits Log, an updated copy of record of which was kept by the Infant School Office.

Governors undertook to organise meetings with their relevant staff links for the forthcoming term and to complete visit report forms following their visits. The Junior School Headteacher undertook to circulate the required schedule for the Junior School visits.

Action: Named Governors and Junior School Headteacher

### **17/39 GOVERNOR SUPPORT AND DEVELOPMENT AND TRAINING AND VISITS LOG**

The Governor Visit and Training Log was updated. The Chair commended the Governor Support and Development Programme, to which the School

subscribed, and urged Governors to attend courses as part of their ongoing development. Governors reported back on courses they had attended.

17/40 **ANY OTHER BUSINESS**

**Governing Body Meetings**

Given that governing body meetings often ran over their allocated time, a Governor enquired as to whether it would be more time efficient to focus on one school during the first meeting of each term and the other school during the second meeting of each term. She said that this would also help improve the work/life balance of the teaching staff which currently attended each Governing Body meeting. The Chair undertook to discuss this with Headteachers and reply to the Governor directly.

Action: Chair

17/41 **DATES OF COMMITTEE MEETINGS**

The committee meeting dates were agreed as follows:

Curriculum: 26 April 2017

Finance: TBC

Premises: 16 May 2017

SEN & Pupil Wellbeing: 21 June 2017

Staffing: 19 May 2017

17/42 **DATES OF GOVERNING BODY MEETING**

The next meetings of the Governing Body were confirmed as:

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.*

17/43 **MOTION OF CONFIDENTIALITY**

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