

GOVERNING BODY FOR GARDEN SUBURB INFANT AND JUNIOR SCHOOL

**MINUTES OF THE MEETING HELD AT THE SCHOOL ON
THURSDAY 11 MAY 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)

*denotes member present

IN ATTENDANCE

Mr George Peradigou (Clerk)

Part I

17/47 **WELCOME**

The Chair welcomed Governors to the meeting.

17/48 **ACCEPTANCE/NON-ACCEPTANCE OF APOLOGIES FOR ABSENCE**

Apologies for absence were received and accepted on behalf of Elisabeth Tacey, Michael Kkafas and Charlotte Leigh.

17/49 **DECLARATION OF PECUNIARY INTERESTS**

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

17/50 **PART I MINUTES OF THE MEETING HELD ON 23 MARCH 2017**

The minutes of the meeting held on 23 March 2017, copies of which had been circulated prior to the meeting, were confirmed, initialled and signed by the Chair, subject to minor amendments.

17/51 **MATTERS ARISING**

17/07 Pupil Premium Report

In response to a previous **CHALLENGE** from Governors, the Headteachers confirmed that Pupil Premium Strategy Statements had been uploaded to the School website. It was noted that the Junior School was also in the process of updating its Pupil Premium report.

17/14 School Surveys

It was noted that the annual school surveys had been collated and that a full analysis would be presented at the next Governing Body meeting.

Action: Headteachers

17/17 Christ's College

The Chair urged Parent Governors to attend the Christ's College public meeting which had been organised for 16 May 2017 at 7pm and will outline the college's prospective plans to transition to Co-Ed provision.

Julia Chalfen joined the meeting at this point.

17/19 Edubase

It was noted that there had been a delay in uploading the necessary information to Edubase due to the Junior School Business manager not being able to access the website. She undertook to write to the organisation for assistance.

Action: Julia Chalfen

17/36 Zenith Benefit Scheme

The Governing Body reflected on the response from the Local Authority to its complaint regarding the Zenith Benefit Scheme. It was felt that the responses did not adequately answer the queries raised. Governors noted their disappointment in the amount of time they had to spend on this issue and to no avail.

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

17/52 **INFANT SCHOOL HEADTEACHER'S REPORT/UPDATES AND SCHOOL IMPROVEMENT PLAN (SIP)**

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

Staffing

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

Development Planning

In response to a Governor's query, the Headteacher and Deputy Headteacher explained that determining descriptors for good progress was proving to be one of the main challenges arising from the recent curriculum changes. This had been discussed at the recent curriculum committee. She explained that the two aspects of this were 1) whole school progress for a specific cohort by comparing its attainment in EYFS to that in Year 2 to determine the 'value added', and 2) academic year progress for each year group based on teachers' professional judgements as to whether progress is 'rapid, good or slow' progress.

The Headteacher explained that teachers were often cautious in their judgement of progress. In response to a Governor's **CHALLENGE**, she explained that the School was participating in the Local Authority's (LA) training on monitoring progress and holding staff meetings to monitor judgements and allow teachers to discuss and share views on the issue. She added that the Senior Leadership Team were monitoring progress through pupil progress meetings and book scrutinies were being conducted to monitor and challenge teacher's judgements. Furthermore, the Infant School Improvement Partnership continues to hold joint moderation sessions for further benchmarking and support.

The Chair informed Governors that she had had a progress review meeting with the Deputy Headteacher. Governors were satisfied with the School's approach to reaffirming progress descriptors for teachers.

Admissions

The Headteacher gave an update regarding admissions. It was **AGREED** that a Looked After Children named Governor would be appointed by the Wellbeing Committee.

Action: Wellbeing Committee

Extra-Curricular Activities

A Governor enquired as to how the extra-curricular clubs were monitored to ensure they complied with the School's policies, particularly around online safety and mobile device use. The Headteacher assured Governors that the policies of the club providers had to be Ofsted compliant.

The Headteacher undertook to conduct a review of extra-curricular club provision to ensure that appropriate supervision and communication lines were in place. This would be done through a checklist and ensuring that the PE Lead frequently liaised with club providers.

Action: Infant Headteacher

School Development Plan (SIP)

Governors noted the progress made towards the targets within the SIP, as outlined in the Headteacher's report. This included an outline of the impact made by each action.

Pupils' Conference

In response to a query regarding pupils' conference, the Headteacher explained that this was something every pupil experienced once per term in a self-reflection based one-to-one session with their teacher to discuss their progress.

Pupil Premium Grant (PPG)

A Governor commended the Headteacher for implementing emotional coaching for pupils targeted by the PPG who had attachment issues.

Attendance

Following a Governor's **CHALLENGE** regarding frequent absences, the Headteacher assured Governors that the School was countering this according to its Attendance Policy. This included targeting parents of pupils with persistent absences with regular letters and communications regarding the support available to them. The EWO makes half termly visits to the school to check attendance and children of concern.

Reading and Writing

In response to a query, the Headteacher assured Governors that early indications suggested that Reading and Writing assessment results would be improved in the forthcoming assessments when compared to the previous year. She attributed this to better planning and better identification of the gaps requiring support.

Quality of Teaching

When questioned, the Headteacher confirmed that the main area for ongoing development was assessment for learning, particularly consistency in measuring pupils' progress and focused support to low attaining pupils.

Maths

Governors congratulated the Headteacher on the work done in developing teaching in maths.

Developing Support Staff

The Headteacher confirmed that the School was working to develop the skills of Teaching Assistants (TAs) and redeploy them in the most effective manner. She explained that a full plan for development was in place and would be ongoing in the next academic year.

Leadership and Management

Governors commended the School for responding positively to the high number of changes brought about in terms of Leadership and Management. In response to a **CHALLENGE**, the Headteacher assured Governors that the Senior Leadership Team (SLT) had made great progress and that she was confident in roles being carried out by Senior Leaders. She explained that the SLT now needed to develop the way in which it worked in a more focused way (e.g. improved understanding of headline knowledge of data clarifying the articulation of impact). She said that, in the following year, the School would also focus on developing its Middle Leaders.

In response to a query, the Headteacher confirmed that the School had put systems in place which facilitated communication and evaluation of impact.

Early Years Foundation Stage (EYFS)

Governors congratulated the Headteacher and EYFS Leader for the quality and amount of work undertaken in this area.

A Governor enquired as to how success was evaluated in this area. The Headteacher explained that there was a high level of moderation in EYFS and each class' confidence across all criteria is a part of this.

When questioned regarding communication opportunities provided to parents, the Headteacher explained that the opportunities cited were only available to EYFS parents which may be the reason that not all Infant School parents received this correspondence. Different opportunities were available to KS1 parents.

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

17/53 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:

School Improvement Plan (SIP)

Governors noted the progress made towards the targets within the SIP, as outlined in the Headteacher's report. This included an outline of the impact made by each action.

Staffing

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

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)

Junior School Ofsted Inspection

The Chair and Junior School Headteacher outlined the process and initial feedback from the Junior School's recent Ofsted Inspection.

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)

Events and Activities

Governors noted the various events and activities which had taken place and were scheduled for the near future.

Fundamental British Values

It was **AGREED** that a section would be added to the School's website outlining the Fundamental British Values promoted at the School.

Action: Headteachers

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

17/54 **POLICY RATIFICATION**

Joint Online Safety Policy

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

Governors joined the Chair in recording thanks to Charlotte Leigh and Michael Kkafas for their work to update the policy. The Junior School Headteacher also recorded thanks to Jess Downs and the ICT Support Staff for their input.

In response to a Governor's **CHALLENGE**, the Junior School Headteacher confirmed that an E-Safety poster had been produced and was displayed around the School.

It was resolved that the Policy be **RATIFIED**, subject to minor amendments.

17/55 **REPORTS OF COMMITTEES**

Finance

The committee had not met since the last Governing Body meeting and a meeting was due to take place shortly.

Curriculum

The committee minutes of the meeting held on 26 April 2017, 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 and a meeting was due to take place shortly.

17/56 **NAMED GOVERNOR REPORTS**

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.

The Headteachers and Link Governors undertook to organise meetings with their relevant staff links for the current term and to ensure that visit report forms were completed accordingly.

Action: Named Governors and Headteachers

17/57 **GOVERNOR SUPPORT AND DEVELOPMENT AND TRAINING AND VISITS LOG**

It was noted that the Governor Visit and Training Log would be henceforth updated at the second meeting of each term. 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.

Governor Succession Planning

In order to plan for the academic year ahead efficiently, the Chair urged Governors to inform her whether they intended to leave the Governing Body.

Governing Body Evaluation and Impact Report

It was **AGREED** that the Governing Body would consider its Evaluation and Impact Report at the next meeting. The Chair announced that she had arranged a meeting with Bronwen Tumani to discuss this.

Action: Chair

17/58 **EDUCATION AND SKILLS DIRECTOR'S REPORT**

The Report of the Director of Education and Skills, a copy of which had been distributed previously, was noted by the Governing Body. Arising from the report:

1. Proposed Term Dates 2018-2021

The proposed term dates for Community Schools were outlined according to Appendix 1 within the report.

2. Competency Framework for Governance

The Governance Competency framework was published by the DfE in January. The non-statutory guidance helped Governing Bodies and training providers to clarify the skills and knowledge required for effective Governance. The framework could be found at www.gov.uk/government/publications/governance-handbook.

3. Governance Handbook

The item provided Governors with a link to the new Governance Handbook, produced by the Department for Education (DfE), which provided guidance for Governing Bodies in local-authority-maintained schools and Boards of trustees in academies and free schools. The handbook explained the roles and functions of Governing Bodies and Boards, their legal duties and where they could find support.

The handbook was available at <https://www.gov.uk/government/publications/governance-handbook>.

4. The Apprenticeship Levy

The item outlined key information regarding the Government's introduction of the UK Apprenticeship Levy on UK employers to fund new apprenticeships from 6 April 2017. It was noted that the Governing Body had three main areas for consideration:

1. To consider how to establish a programme of apprenticeship awareness for all students, parents and teachers.
2. To research the School's position with regards to the apprenticeship levy and calculate if it would be paying or not.
3. To look at roles within the School and whether apprenticeships could support its future recruitment and retention needs either through up-skilling existing staff or recruiting new staff.

5. Local Area Special Educational Needs and Disability (SEND) Review

In May 2016, Ofsted and the Care Quality Commission started a new type of joint inspection to hold local areas to account and champion the rights of children and young adults.

Under the Local area SEND inspection framework inspectors review how local areas fulfil their responsibilities to children and young people aged 0 – 25 who have special educational needs and/or disabilities (SEND).

Services and users would be notified of an inspection with a notice period of five working days. Inspectors will look for evidence of how children and young people with SEND are identified, how their needs are assessed and met, and how they are supported to progress to their next stage of education, transition to the world of work and wider preparation for adulthood.

6. Supreme Court Ruling: Regular Attendance and Term-time Holiday

The Supreme Court ruled on 6 April 2017 that regular attendance meant attending 'according to the rules'. Schools were advised to continue using the Fixed Penalty Notice process as normal. The full judgement could be accessed via <https://www.supremecourt.uk/cases/uksc-2016-0155.html>

7. Annual Conference for Governors and Headteachers

Details of the Annual Conference for Governors and Headteacher taking place at the BEST Hub on Thursday 18 May 2017 at 1-6.30pm with Keynote Speaker: Michele Robbins MBA were outlined.

8. Governor Skill Audit

The Governance Handbook 2017 states that Boards should carry out regular audits of the skills they possess in light of the skills and competencies they need, taking account of the DfE's Competency Framework for Governance.

It was noted that the National Governors' Association (NGA) had revised its skills audit template which could be found via its website.

17/59 ANY OTHER BUSINESS

There was none.

17/60 **DATES OF COMMITTEE MEETINGS**

The committee meeting dates were agreed as follows:

Curriculum: 11 October 2017 (Junior); 18 October 2017 (Infant)

Finance: TBC

Premises: 16 May 2017

SEN & Pupil Wellbeing: 21 June 2017

Staffing: 19 May 2017

17/61 **DATES OF GOVERNING BODY MEETING**

The next meetings of the Governing Body were confirmed as:

Summer 2: Thursday 6 July 2017 at 6.00pm

Non-Voting Observers left the meeting at this point.

17/62 **MOTION OF CONFIDENTIALITY**

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