

GOVERNING BODY FOR GARDEN SUBURB INFANT AND JUNIOR SCHOOL

**MINUTES OF THE MEETING HELD AT THE SCHOOL ON
THURSDAY 5 OCTOBER 2017**

MEMBERS

LA GOVERNOR

Jane Harris (Vice Chair)

PARENT GOVERNORS

*Shivangi Smythe (Junior)

Elisabeth Tracey (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)

Michael Kkafas (Infant Parent)

*Gerard Wiseman (Infant Parent)

*Biljana Elia (Infant Teacher)

*Omar Shah (Junior Parent)

*Adrian Hodgson (Junior Parent)

Charlotte Leigh

*Ajantha Tennakoon

Janina Quinn (Junior Teacher)

2 x Vacancies (Non-staff)

NON-VOTING OBSERVERS

*Lisa Berger (Junior DHT)

*Liz Cormack (Infant DHT)

*denotes member present

IN ATTENDANCE

Christine Jesuthasan (Associate Clerk)

Part I

17/85 **WELCOME**

The Chair welcomed Governors to the meeting.

17/86 **ACCEPTANCE/NON-ACCEPTANCE OF APOLOGIES FOR ABSENCE**

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

17/87 **DECLARATION OF PECUNIARY INTERESTS**

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

17/88 **APPOINTMENT OF CHAIR FOR THE ACADEMIC YEAR**

The Chair informed governors that if re-elected, this would be her last year as Chair.

Nominations were invited for Chair and one was received. Upon a show of hands, Françoise Wagneur was re-elected as Chair for the academic year 2017/2018, or until her successor is elected.

17/89 **APPOINTMENT OF VICE CHAIR FOR THE ACADEMIC YEAR**

The appointment of Vice Chair was deferred until the next governing body meeting as the current Vice Chair, Jane Harris, was not present today.

17/90 **CONSIDERATION OF APPOINTMENT OF CO-OPTED GOVERNOR**

The Chair noted that there was one staff and two non-staff vacancies in the co-opted governor category.

An application (non-staff) was received from Mr Ziya Kocabiyik and the Chair and Vice Chair met with him in August 2017. Mr Kocabiyik is involved with the North London Grammar School, which is an independent secondary school and also works with universities to recruit university students from overseas. Mr Kocabiyik has an interest in SEN and has a finance background. He holds a Bachelor's degree in Psychology and Master in Business Administration.

The governors made a unanimous decision to defer the consideration of this application until the Chair of governors at Mr Kocabiyik's current school has been spoken to and until Mr Kocabiyik has met with the Headteachers.

Action: Headteachers/Chair

Miss Janina Quinn has expressed an interest in becoming a staff governor for the Junior school.

Junior Headteacher informed governors that this is Miss Quinn's third year with the school and is art and website co-ordinator, NQT mentor, and a Year 6.

The governing body **AGREED** that Janina Quinn should be co-opted as a staff governor.

The Chair stated that she has circulated information on the governors' terms of office, three of which will be ending soon. She recommended that the governing body need to plan for succession planning.

It was agreed that an "advert" be inserted in the Infant school Parentmail.

Action: GB Chair; Infant Headteacher

17/91 **PART 1 MINUTES OF THE PREVIOUS MEETING HELD ON 07 JULY 2017**

The minutes of the meeting held on 07 July 2017, copies of which had been circulated prior to the meeting, were **CONFIRMED**, initialled and signed.

17/92 **MATTERS ARISING**

17/52: The governors nominated Elisabeth Tracey as the named governor for LAC. As Elisabeth was not present today, her agreement to be sought at the next meeting.

Action: Chair/Clerk

17/53: The Chair asked the Headteachers if a recruitment tab could be added to the school website, if possible this term.

Action: Head Teachers

17/58: Staffing committee and Executive committee to consider apprenticeships and report to the governing body meeting in December.

Action: Chair of Staffing and Executive committees

17/93 **MINUTES OF THE UNCLERKED GB MEETING HELD ON 14 SEPTEMBER 2017**

The Chair requested the Headteachers aim to bring a draft document to the governing body meeting in December if possible. (minutes with list of actions circulated in advance of this meeting).

Action: Headteachers; Charlotte Leigh; GB Chair

17/94 **INFANT 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:

Attendance

Attendance is improving and persistence absence, which is now set at 90%, has halved since 2014/2015.

Data

The data showed a marked improvement on last year and the restructure of the leadership team has contributed to a greater understanding of targets and raising standards. The only subject where the school did not match with Barnet was Maths (2% below Barnet average).

In response to a **challenge** regarding the results in EYFS and the apparent drop in Year one, the Headteacher explained that the change in key stage

and expectations make it hard to correlate the two and expectations are very different. The school is now making sure the teachers are clear about previous assessment and setting appropriate challenging targets. It may be, however, that there will be a difference and that the school should be looking at end of key stage outcomes, rather than end of each year as the content given to teach is designed to be covered over the full key stage.

When questioned, the Headteacher stated that the new maths intervention will target specific children, but it is not the whole picture. As each cohort is different, the school will be looking at the needs of the current cohorts and using the class review day, pupil progress meetings and appraisal process to ensure the curriculum meets the needs of the group. For example, in one class the teacher had identified a group for a maths intervention and in this case there were four girls who will receive this targeted support.

In response to a query, the Headteacher informed governors that the children in year 2 were either re-taking the test because they didn't meet the standard when they were tested in Year 1, or had arrived in the school from another country during year 2 so had not taken the test before (if they came from another UK school they would have been tested there and the school would have been given the results). The school does not exclude children from taking the test in Year 1 and all children take the test.

Pupil Premium (PP)

When **challenged** about having a specific member of staff responsible for pupil premium children, the Headteacher noted that the advice received from the Learning Network Inspector was that the PP should be the responsibility of all the SLT. The SLT are finding that, for clarity of responsibility and workload, everyone should have clear objectives relating to PP set out in their plan, rather than one member of the team taking on the whole of PP in addition to their own area (which proved challenging last year). SLT responsibilities towards PP are set out clearly in their job descriptions and, as a team, will review progress and provision at pupil progress meetings and in a follow up SLT meeting each term.

Staffing

When **challenged** on setting targets for TAs and their overall development, the Headteacher explained that targets would need to be in place for some areas such as in class interventions and collaboration with teachers and these they will be added after pupil progress meetings in October. However, in terms of TAs, it may be hard to separate out the influence they have in the classroom. The school will be looking at children having interventions making at least good progress, but the interventions are only a small part of the TA's work. The impact in the class is harder to measure but will be evidenced through observations.

The focus is on the whole class team, teachers and TAs working together, and a protocol for teachers and TAs has been drawn up, which will be used to guide observations and inform any areas of action for individuals. Targets set

out in the plan are related to the two aspects of the TA's work - support in class and interventions.

Specific Interventions

In response to a query, the Headteacher explained that only a limited range of interventions are used as they have to be manageable and the children should not be out of class for long periods. A number of the interventions are "boosters" for children who are "just" below where they should be and there is evidence that these are successful, and the children enjoy them. The big focus for the school, linking with all areas of the plan including SEND, is the focus on Quality First Teaching (QFT).

Maths

When **challenged** on how the focus on maths teaching and Learning will benefit progress and attainment of ALL children, the Headteacher informed governors that the focus on "Maths Mastery" applies to children at all levels. In a primary maths context, 'mastery' is when a child has achieved a secure understanding of mathematical concepts and processes, combined with genuine procedural fluency. The interventions are designed to enable children to gain mastery of the basic maths skills so it is not about moving children at a pace and always moving on to bigger numbers but it is about really getting secure with concept.

Boys

When questioned on the steps taken by the school to benefit boys' attainment as done in previous years, the Headteacher explained that each year, the needs of the cohort are looked at, but many of the techniques developed in the past such as "Wow" moments to start a topic are ingrained as are practical/exploratory activities and the use of drama.

Pupils' Voice

When asked if a particular staff/governor(s) will be involved in this new initiative, the Headteacher stated that this is contained within the Learning Behaviours SIP which is led by Liz Cormack, and also falls into the PSHE Curriculum which Liz is also leading on with Tracey Alam. Named Governors for these areas will discuss Pupils voice with the relevant staff.

Action: Deputy Headteacher; Named governor

PE Skipping Challenge

In response to a query on how the school is ensuring that the PE challenges are inclusive of all abilities, the Headteacher explained that skipping skills suitable for all abilities are taught, and there are workshops where a range of jumping and rope related skills are also taught.

School Business Manager

The Headteacher informed governors that the school has bought in extra time with the finance officer, Ramila Shah, who is employed through Barnet Traded Services. Ramila works one day per week in the Infants and another day in the Junior school and helps to alleviate some of the workload of the Business Manager.

School Census

The Headteacher stated that the total number of vacancies to fill was twenty, seventeen of which have been filled.

17/95 **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:

Admissions Data (September 2017)

There have been 29 in-year admissions to the school for the beginning of this academic year 19 of which are from schools outside of the UK. However, a lot of these parents have a good command of the English language, which was not the case last year.

Data

Barnet figures are not yet known but in Reading, Writing and Maths, the school is above National at 71 % (National is 61%).

There are still some gaps with pupil premium children but these are smaller than last year.

It will be a challenge to get the current Year 4 and 5 who came into school at below national average, to greater depth but in the current Year 6 cohort, 22% are expected to get greater depth.

Full data (including the School Review and the school profile) will be presented to the Curriculum committee.

School Development/Improvement Plan and Self Evaluation Form

Governors **challenged** the Headteacher on the school Improvement Plan being a bit too general and lacking a more precise action plan.

The Headteacher explained that the document circulated is a general overview so further information needs to be added. The Improvement Partner's advice is to reduce the number of targets but make it more detailed.

A more detailed Action Plan linked to the SIP will be presented to the next governing body meeting (7th December 2017).

Action: Headteacher

The Headteacher informed the governing body that there have been seven new members of staff and delegation of responsibilities is an area that she would need help with. The Improvement Partner has said that she would be happy to work with the school on this and has provided contacts who can offer further support. She will be visiting the school to work on this with the Headteacher on the 1st December 2017.

Action: Headteacher

The Headteacher added that the school's aim is to carry on the good work recognised by Ofsted and support the new Year group leaders adequately in leading their team.

Action Headteacher/SMT

A governor **challenged** governors' level of involvement in the SIP and SEF. The Headteacher stated the SEF is where the evidence is produced and this then feeds into the development of the SIP. The Chair explained that this had been discussed at the 14th September meeting and explained that it had been agreed that the Headteachers and their SMTs were responsible for drafting the documents. The first governing body meeting of the year, in October, was where governors had the opportunity to challenge, question and ask for changes. Therefore, governors are part of the whole process as both get presented to every full governing body meeting.

The Headteachers also stressed that the SIPs were working documents presented to the governing body each term to be discussed.

Improving Pupils' performance

Governors **challenged** the Headteacher regarding the perennial problem with the low outcome in writing at greater depth.

The Headteacher explained that writing was teacher assessed which created problems at Borough level and nationally. She recognised that it was a difficult problem to solve but insisted the school had been moderated and was found accurate in its judgement.

When asked about possible interventions for pupils working at greater depth, the Headteacher explained that the school aims to challenge all abilities and provides differentiated work for all abilities rather than have specific interventions for greater depth. However, there are different groups according to ability.

Middle Achievers

When asked about the school's strategies to improve the middle achievers, the Headteacher said that the school profile indicates that the middle

achievers performed well this year. It is everyone's responsibility to ensure that the core (middle) achievers are being challenged as they are the hardest group to move.

Boys

The Headteacher informed the governors that the boys outperformed the girls this year and there has been no gap between the boys and girls in the current Year 6. The school has subscribed to an online Times Table program called 'Times Tables Rock Stars' and it would be interesting to see whether the boys or the girls engage more.

Governors' Involvement

When questioned on whether governors will be involved in learning walks, the Headteacher stated that governors will be invited soon. The Chair asked the Headteacher to include governors in the development of Pupils Voice. The Headteacher confirmed that there will be governor involvement in the Pupils' Voice initiative as well.

Action: Headteacher; Named governors

Partnership with other Junior Schools

When asked if the new staff members would have an opportunity to work with other local schools, the Headteacher said that the NQTs are part of the borough programme and are released every Tuesday for training. The school's ICT Co-ordinator hosted partnership meeting with other ICT Co-ordinators and some children were being taken to a coding workshop as part of their ICT learning. In the course of the year, other staff will meet with their partnership co-ordinators as appropriate.

Incidents

The Chair noted that the school has had three racial incidents reported and two fixed term exclusions.

The Headteacher said that this is always about the same number of racial incidents and the school monitors it and takes appropriate steps.

17/96 POLICY RATIFICATION

Appraisal and Pay Policy

The Chair noted that the draft policy had gone to staff of both schools for consultation, comments from governors have been received and the policies have been amended accordingly.

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

Security Policy

Governors **challenged** the Headteachers regarding the automatic gates system for both schools being faulty since the beginning of the academic year. The Headteachers stated that steps had been taken to address this issue and contractors had been contacted. Everyone is aware to keep a look out at the gates. School keepers are in place at the gates during play times. This was discussed at the premises committee meeting and it is evident that safe systems are in place until the automatic Gate system is upgraded.

Action: Headteachers & Business managers

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

17/97 **REPORTS OF COMMITTEES**

Finance

The committee will be meeting in the second half-term.

Curriculum

The committee will be meeting in the second half-term.

Premises

A meeting was held on 26th September and one of the big concerns discussed was the automatic system for the gate. Steps are being taken to install this and there is a safe system in place until this is done.

17/98 **ANNUAL REVIEW OF GOVERNOR CODE OF CONDUCT**

The Governors **AGREED** the Code of Conduct.

17/99 **ANNUAL REVIEW OF TERMS OF REFERENCE**

The Governors **AGREED** the Terms of Reference.

17/100 **GB PRIORITIES FOR 2017-2018**

Safeguarding Audit

The Chair noted that together with the Headteachers, she will be undertaking the safeguarding audit.

School Review

The infant school Headteacher stated that the school review will be taking place on 28 November 2017 at 10.30am and they would want to meet with the Chair and some governors.

The Chair asked those governors interested in participating to inform her.

Committees

The Chair stated that each committee Chair should be taking responsibility for their own policies and ensure that committees are well-led, with papers arriving on time.

Named Governors

The Chair stated that Katalin Barzca-McQueen, who was the named governor for EYFS is no longer part of the governing body so she will join Gerard Wiseman as Named Governor for EYFS.

The governors agreed that Shiv Smythe will be taking on the role of Parent and Carers Community Governor.

17/101 GB AND COMMITTEE STRUCTURE

The governors agreed to co-opt one infant parent governor. Recruitment to be done via newsletter.

Action: Headteacher & Chair

The committee structure and Panels membership were agreed.

17.102 COMMITTEES & PANELS TERMS OF REFERENCE

Terms of Reference for committees and panels were reviewed and agreed.

17/103 NAMED GOVERNOR TERMS OF REFERENCE

The governors agreed the Terms of Reference for named governors.

17/104 EXECUTIVE COMMITTEE TERMS OF REFERENCE

The terms of reference and membership for this committee were agreed.

17/105 ANNUAL REVIEW OF REGISTER OF BUSINESS INTEREST

The registers were signed by each governor and passed to the Junior Associate Headteacher. Those governors not present today would need to sign the register at the next governing body meeting.

Action: Governors not present today

17/106 REPORT OF THE DIRECTOR OF EDUCATION AND SKILLS

Safeguarding Audit

The Chair will be undertaking this together with the Headteachers

Action: Headteachers/Chair

SEND

The borough wishes to re-distribute children with complex needs in mainstream schools due to financial cutbacks and one of the issues with this is the lack of space in schools and the lack of financial resources and staff.

17/107 GOVERNOR SUPPORT AND DEVELOPMENT AND TRAINING AND VISITS LOG

Alexia Dobinson informed governors that a log of training that the governors had attended will be presented to the December GB meeting.

Action: Alexia Dobinson

17/108 ANY OTHER BUSINESS

The Junior school Associate Member informed governors that there has been a change in the list of signatories and this would need to be signed off. The governing body agreed that Robert Wood would be removed and Nikhil Glazelle would be added in as the new Assistant Headteacher signatory.

17/109 DATES OF COMMITTEE MEETINGS

- Curriculum committee:
 - Junior school – 11th October 2017 – 8am
 - Infant school – 18th October 2017 – 8am
- Finance committee: 16th November 2017 – 8:15am
- Inclusion & Pupils Wellbeing committee: 15th November – 8am
- Premises committee: 26 September 2017 - 8:15am
- Staffing committee: 6th October 2017 – 8:30am

17/1010 DATES OF GOVERNING BODY MEETING

The Junior Headteacher informed governors that the date of the final GB meeting in July 2018 was not a suitable one as it is on the same day as the Year 6 theatre production. It was agreed that this meeting date would be changed from 12th July 2018 to 05th July 2018.

The next meetings of the Governing Body were confirmed as:

Autumn 1: Thursday 5 October 2017 6pm

Autumn 2: Thursday 7 December 2017 6pm

Spring 1: Thursday 8 February 2018 6pm
Spring 2: Thursday 22 March 2018 6pm
Summer 1: Thursday 17 May 2018 6pm
Summer 2: Thursday 05 July 2018 6pm

17/1011 **MOTION OF CONFIDENTIALITY**

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