

**THE GOVERNING BODY OF GARDEN SUBURB INFANT AND JUNIOR SCHOOL**  
**MINUTES OF THE MEETING HELD AT THE SCHOOL**  
**ON THURSDAY 07 DECEMBER 2017**

**MEMBERS**

**LA GOVERNOR**

Jane Harris (Vice Chair)

**PARENT GOVERNORS**

Shivangi Smythe (Junior)

1 Vacancy

**HEADTEACHERS**

\*Sarah Sands (Infant Headteacher)

\*Eileen Bhavsar (Junior Headteacher)

**STAFF GOVERNORS**

\*Alexia Dobinson (Infant Support)

**ASSOCIATE MEMBER**

\*Julia Chalfen (Junior Support)

**CO-OPTED GOVERNORS (12: 2Teach  
& 2Par from each School reserved)**

\*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**

Mrs Sahida Malik (Clerk)

**AGENDA**

**Part I**

17/112 **WELCOME**

The Chair welcomed Governors to the meeting.

17/113 **ACCEPTANCE/NON-ACCEPTANCE OF APOLOGIES**

Apologies for absence were received and accepted on behalf of Charlotte Leigh, Michael Kkafas, Jane Harris, Shivangi Smythe and Liz Cormack.

Late apology received by Adrian Hodgson who could not attend due to work commitment. Omar Shah and Elisabeth Tacey arrived late due to work commitments.

The Chair announced that Elisabeth Tacey is stepping down as Parent Governor from the Governing Body. The Chair thanked Elisabeth Tacey for all her contributions and support on the Governing Body, at committees and to both schools.

17/114 **DECLARATION OF PECUNIARY INTEREST**

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

#### 17/115 **APPOINTMENT OF VICE CHAIR FOR THE ACADEMIC YEAR**

The Chair suggested that in order to have a smooth succession planning she recommended there be joint Chairs in place for the next academic year. Due to being a federated governing body for two schools the amount of work generated was too much for one Chair to handle. The Chair and Executive Committee undertook to define roles and responsibilities for each of the Chairs to divide work equally.

**Action:** The Chair and Executive Committee

#### 17/116 **APPOINTMENT OF VICE CHAIR FOR THE ACADEMIC YEAR**

The Chair invited nominations for the position of Vice Chair. Governors considered the one nomination received on behalf of Jane Harris.

Upon a show of hands, the Governing Body unanimously **RESOLVED** that Jane Harris be appointed as Vice-Chair for the Academic Year or until her successor was appointed.

#### 17/117 **CONSIDERATION OF APPOINTMENT OF CO-OPTED GOVERNORS**

The Governors considered nominations received for appointments to the Co-opted Governor vacancies.

Upon a show of hands, the Governing Body unanimously **RESOLVED** that all three prospective governors, Ziya Kocabiyick, Aneka Grover and Tara Ward Amoun (Infant Parent), be appointed as Co-opted Governors for the Academic Year.

The Chair advised that there is still one more vacancy to fill for a Co-opted Governor.

#### 17/118 **MINUTES OF THE PREVIOUS MEETING**

The Minutes of the meeting held on 05 October 2017 were **CONFIRMED**, initialled and signed. The minutes are to be held by school.

#### 17/119 **MATTERS ARISING**

17/92: The Governors nominated Jane Harris as the named governor for LAC at the Inclusion & Pupils Wellbeing committee meeting. Received Elisabeth Tacey nomination for Jane Harris to be appointed as LAC governor.

17/94: Pupils Voice would be discussed at the next meeting.

17/95: The Junior Headteacher provided an update on the Junior SIP (School Improvement Plan). The Headteacher met up with the School Improvement Partner for feedback on the development plan produced. The school improvement partner suggested the plan needed be reduced and made more precise. The Headteacher handed out revised document to all Governors and Chair detailing main areas for development for October 2017 to October 2018.

A Governor asked the Junior Headteacher if she was satisfied with the Junior SIP document. The Headteacher replied the document is still work in progress. Although the Headteacher commented that she feels more supported with the School

Improvement Plan. A more detailed Development Plan will be presented at the next Governing Body meeting in February.

17/100: The Chair reported completing a Safeguarding Audit in the Infant school with the Infant Headteacher and School Business Manager. It was also noted that the Chair, Vice Chair and one of the co-opted parent governors had a meeting with the Head Reviewer. The Chair also reported conducting an Infant Website Audit with website lead. Infant Headteacher is to liaise with website lead to finalise few points identified in the Infant Website Audit.

**Action:** Infant Headteacher

A governor asked a question with regards to the “Named governor for Parents liaison”. The question asked was “What is the role of an elected parent governor?” It was discussed and all Governors including the Chair agreed that it is not the role of one governor to take ownership of parents concerns, as this is against the collective governing body. It was agreed by the Governors and the Chair that it must be a collective decision by the whole governing body and not by one governor alone. The Chair will liaise with Shivangi Smythe, Headteachers and newly elected Infant parent on developing a plan in the Spring term 2018.

**Action:** GB Chair

### **The Inclusion and Pupil wellbeing document**

A governor pointed out in the Inclusion and pupil wellbeing document, that section “EAL children”, page 3, the text needs to be changed from Jewish to Hebrew speaking.

### **17/120 POLICY RATIFICATION**

The Safeguarding Policy was reviewed and the following was identified:

In section 3.1 a link/reference needs to be added to the statutory guidance regarding Looked After Children (LAC).

It was noted that it is a legal requirement for a teacher to report to the police with regards to FGM in section 7 of safe-guarding the needs for a child. A number of Governors questioned this, as they felt the social services should also be notified alongside the Police. The Chair and Headteachers undertook to check who it should be reported to Police or Social Services or both parties.

**Action:** Chair and Headteachers

A Governor has challenged the current DBS checking in that the checks are not being re-done on regular basis specifically on Governors. The Business Manager explained the checking process is the same for school staff and volunteers at school and all follow the Ofsted guidelines in relation to DBS checking. The Headteachers undertook to check point 17.1 under “Safer recruitment” section where it says “Regularly come into contact with children under 18” (this is in relation to question 14 in the Governor Questions GB GSS Governing body meeting on 07 December 2017 document).

**Action:** Headteachers

It was noted by Governors that the wording in section 19.4 of “Staff Suitability” needs to be re-visited.

The Infant Headteacher undertook to check wording is correct in Safeguarding document section 19.4 under section “Staff Suitability”.

**Action:** Infant Headteacher

It was identified by a governor that the treatment of contractors appeared muddled. This was detailed in section 17.14, 17.22 and 17.23 of the Safeguarding document.

It was identified by a number of Governors that section 17.22 and 17.23 should both be relocated under section 17.14 (of the safeguarding document) as these are in wrong place.

**Action:** Junior Head

Teacher

#### 17/121 **REVIEW OF INFANT AND JUNIOR ETHOS AND VALUES**

The Chair reported that due to the workload this term, the Headteachers were not able to meet and produce a draft document of the “Ethos and Values” for both schools. It was agreed by the Chair and both Headteachers that the document will be presented at the Spring 1 Governing Body meeting.

**Action:** junior & Infant Head Teachers

#### 17/122 **INFANT HEADTEACHER REPORT/UPDATES**

The Infant Headteacher reported the school had a good environment and leadership skills. It was identified that the teaching had improved by the staff, attainment of students had arisen and the pupils were using the school resources to support their personal learning well, for example the “Working Wall”. There have been good learning behaviour put in place for pupils to follow. It was identified that pupils were a lot more co-operative, resilient and preserving with their learning behaviour.

The main three areas of focus identified were:

- How pupils respond to feedback? Currently each pupil is provided with oral feedback and this is then noted in their workbooks as a symbol.
- How to challenge the more able pupils, as well as balancing the teaching across board to all pupils.
- Discussions about leaders monitoring class teaching in preparation for Ofsted inspection.

The head teacher explained that the school had to ensure it was collecting clear and enough evidence of pupils’ progress.

#### 17/123 **JUNIOR HEADTEACHER REPORT/UPDATE**

The Junior Headteacher reported after careful consideration and research the school invested in purchasing iPads to support pupil learning.

#### **SEND**

The junior Headteacher has reported that managing SEND has become a challenge. Main area of challenge identified is were pupils with special needs are coming

through admissions via the normal route who don't have Educational Health Care Plans. .

Governors have expressed concern for school and pupils in relation to pupils who are not supported with SEN statements/educational health plans.

The Chair questioned how could this be managed. It was noted that it has become a duty of care.

A governor suggested a letter be sent with concerns to LEA on lack of support for teachers and pupils who have been identified with special needs without being supported by an Educational Health Care Plan.

The Chair suggested working with the borough to find a suitable solution to support these pupils.

### **Soft Start**

The Junior Headteacher informed the Governors that the introduction of 'Soft Start' has been successful and that the pupils had given positive feedback. The parents also provided informal positive feedback on 'Soft Start'. A staff governor commented that the pupils were a lot calmer and that class environment was calmer and relaxed. Overall staff and pupils found it to be a pleasant start to the day.

A governor commented that a few pupils may not respond so well and that parents may find it more difficult to have an informal chat with teachers about their child at the beginning of the day.

The Head teacher explained that it was carefully monitored and that parents views on the change would be sought later in the year.

**Action:** Junior Head teacher

### **Sport Success**

The junior Headteacher reported that the school were extremely proud of winning the "Indoor Athletics". The school is also taking part in the Boys' and Girls' football league.

### **Pupil Voice**

The junior Headteacher reported that the school council are now meeting every 2 weeks. The school council is run by the PSHE coordinator. It was also reported that every teacher now has pupil voice monitoring in their co-ordinator action plan. The chair suggested that governors be able to talk to some pupils later on the year.

**Action:** Named governor(s) & Head Teacher

### **Lesson Observation Monitoring**

The junior Headteacher reported that the Senior Management team had identified that more effort is needed to challenge the more able pupils. One of the main questions that had arisen from the lesson observation monitoring was ensuring that lessons were challenging from the outset for all pupils. The junior Headteacher commented that this would be added to the development plan (SIP).

The Infant and Junior Headteachers informed Governors and the Chair that an update will be available in the next governing body meeting which is Spring 1.

#### 17/125 **NAMED GOVERNORS**

It was reported by the Chair that Named governors visited the Infant school including: EYFS. Pupils' assessment, learning behaviors, EAL, and Teaching Assistant (TA) development.

The Chair reported with regards to EYFS that the work is very complex and it was suggested by the Chair that Governors may need look into better use of space and space development. As well as looking at ways of employing the teaching assistants for longer hours.

The Chair asked the junior Headteacher if she had a date arranged for the Named Governors Visit in the next first half term. The junior Headteacher confirmed that on Thursday 15<sup>th</sup> March 2018 she was organizing a school partnership visit to which governors will be invited.

The Chair insisted that other Named governors arrange a visit with relevant subject co-ordinators in the Spring term.

**Action:** Junior Head Teacher

#### 17/126 **REPORTS OF COMMITTEES**

##### **Finance**

It was noted that current forecast report for the Infants and Juniors had been reviewed by the Chair and Governors of the Finance committee. The Chair signed the report and handed it to the Headteachers to keep at school. The Chair reported that the Chair of finance was not happy that the report showed deficit. It was reported that a three year, plan should not show deficit. The Governors and Chair accepted the report as a working document and all agreed that it will be adjusted at next budget meeting when the new funding formula will be formalised.

It was reported by the Chair that the Chair of finance recommended sharing of finance resources between both schools. Both the Infant and Junior Headteachers replied that the schools share the finance resources more than other schools around their area.

It was agreed by the Chair and Governors that Julia Chalfen will join the Finance committee for this Academic Year.

##### **Curriculum (Minutes from 11<sup>th</sup> and 18<sup>th</sup> October 2017)**

The minutes of the meetings held on 11<sup>th</sup> and 18<sup>th</sup> October 2017 were **CONFIRMED**.

##### **Premises Minutes (26<sup>th</sup> September 2017)**

The minutes of the meetings held on 26 September 2017 were **CONFIRMED**.

##### **Inclusions and Pupils Wellbeing (PART II) (Minutes 15<sup>th</sup> November 2017)**

The minutes of the meetings held on 15<sup>th</sup> November 2017 were **CONFIRMED**.

It was noted that the committee will elect Chair and Clerk at next meeting. It was also noted that at least one more governor will need to be allocated for this committee.

### **Staffing PART II (Minutes 6<sup>th</sup> October)**

The minutes of the meetings held on 06<sup>th</sup> October 2017 were **CONFIRMED**.

Questions and comments from Governors for these minutes have been noted in PART II of this document.

### **Executive Committee Report (2<sup>nd</sup> November 2017)**

It was agreed by Chair and Governors that the Executive Committee report (2<sup>nd</sup> November 2017) will be revised in next governing body meeting.

## **17/127 GOVERNING BODY PRIORITIES FOR 2017-2018**

The Chair has recommended appointing Joint Chairs to provide adequate support for the two schools. Upon a show of hands, the governing body resolved that it was in favor of appointing Joint Chairs. The Chair undertook to confirm dates of voting and appointments.

A governor commented that the Governing Body should keep its options open, in case governors find a suitable candidate ready to take the Chair alone.

**Action:** Chair

A governor questioned if two Chairs are appointed, then the casting vote needs to be looked into. It has been recorded as recommendation (see Governing body Priorities document).

Items to be confirmed in next meeting:

- Ensuring Named Governors start in Junior School in the next half term.
- Ensuring Pupils Voice is developed by Spring first term.
- Plans on how to develop communication with Parents.

## **17/128 GOVERNORS CODE OF CONDUCT**

A draft amendment to the Governor Code of Conduct, a copy of which had been distributed prior to the meeting, was discussed by the Governing Body.

Some governors challenged the need for a specific communication protocol with staff and parents/carers. They explained that the text was too abrupt and discouraged communication.

Governors agreed that the amendments should be re-worded.

**Action:** Chair

## **17/129 GOVERNOR TRAINING, VISITS AND DEVELOPMENT UPDATE**

It was noted by the Chair and Staff governor that no Governors have attended recent LA training and development courses. The Chair stressed the importance of attending the LA training as more responsibilities and competencies are expected of Governors as well as succession planning. The Chair suggested that Governors

should ideally attend one training course per term. The Chair recommended all Governors should attend the Safeguarding training.

17/130 **ANY OTHER BUSINESS**

All Governors agreed that as Governors are in schools more often to assist with communication with parents that having a picture board or sharing the staff picture board of Governors pictures would make it easier for parents to know who they are. The Vice Chair and Business Managers to arrange governor picture board.

**Action:** Vice Chair and Business Managers

17/131 **DATES OF COMMITTEE MEETINGS**

- a. Curriculum Thursday 25th January 2018
- b. Finance 23<sup>rd</sup> January 2018
- c. Premises 8<sup>th</sup> January 2018
- d. Inclusion & Pupil Wellbeing 7th March 2018
- e. Staffing 23rd February 2018

17/132 **DATES OF GOVERNING BODY MEETINGS**

- a. Spring 1: Thursday 8th February 2018 6pm
- b. Spring 2: Thursday 22nd March 2018 6pm
- c. Summer 1: Thursday 17th May 2018 6pm
- d. Summer 2: Thursday 5th July 2018 6pm

17/133 **MOTION OF CONFIDENTIALITY**

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

*Members of staff left the meeting at this point.*

