

THE GOVERNING BODY OF GARDEN SUBURB INFANT AND JUNIOR SCHOOL
MINUTES OF THE MEETING HELD AT THE SCHOOL
ON THURSDAY 08 FEBRUARY 2018

MEMBERS

LA GOVERNOR

*Jane Harris (Vice Chair)

PARENT GOVERNORS

2 x Vacancies

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)

*Aneka Grover

*Ziya Kocabiyik

*Tara Ward-Amoun

*Gerard Wiseman (Infant Parent)

*Biljana Elia (Infant Teacher)

*Omar Shah (Junior Parent)

*Adrian Hodgson (Junior Parent)

Ajantha Tennakoon

*Janina Quinn (Junior Teacher)

1 Vacancy

NON-VOTING OBSERVERS

*Lisa Berger (Junior DHT)

Liz Cormack (Infant DHT)

* denotes member present

IN ATTENDANCE

Sahida Malik (Clerk)

AGENDA

Part I

18/01 **WELCOME**

The Chair welcomed Governors to the meeting, including the new Governors Aneka Grover; Tara Ward-Amoun; and Ziya Kocabiyik

18/02 **ACCEPTANCE/NON-ACCEPTANCE OF APOLOGIES**

Apologies for absence were received and accepted on behalf of Michael Kkafas; Liz Cormack; Julia Chalfen; Shivangi Smythe; and Ajantha Tennakoon.

Apologies had been received on behalf of Omar Shah for a late arrival to the meeting due to work commitments.

The Chair announced that Shivangi Smythe has handed in her resignation due to personal circumstances as Parent Governor from the Governing Body. Governors joined the Chair in recording thanks to Shivangi Smythe for her valued contributions and support on the Governing Body, at committees and to both schools.

The Chair informed Governors that there were now two elected Parent Governor vacancies and one Co-opted vacancy which need to be filled. An election for the Infant parent governor had been organised in January 2018. Unfortunately no parent

came forward. The Chair explained that, as the school had gone through the process, it was now up to the Governing Body to decide whether they preferred running a second election or co-opt a governor.

It was agreed that the Junior school would proceed with an election as soon as possible and then the Infant election.

The Chair and Headteachers would proceed with the necessary elections with the help of George Paradigou, the School's Governance Advice Officer.

Action: Infant and Junior Headteacher

18/03 **DECLARATION OF PECUNIARY INTEREST**

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

18/04 **MINUTES OF THE PREVIOUS MEETING**

The Minutes of the meeting held on 07 December 2017 where **CONFIRMED**, initialed and signed by the Chair to be held as a record by the School.

18/05 **MATTERS ARISING**

17/119 – The infant Headteacher confirmed all checks have been completed and policies have been updated on the school website in line with the Website audit undertaken with the Chair last term.

The Chair will report on the Parent Governor role training in the next Governing Body meeting, which is to be held in March 2018.

17/120 - The Safeguarding policy was corrected accordingly. It is on the Infant website and will be uploaded on the Junior Website next week (week commencing 12th February 2018).

17/124 – The infant Headteacher reported there is no school council in place for pupil voice, instead they use circle time. It was agreed in the governor meeting that the two named governors will attend a school council meeting at the Junior School and Circle Time at the Infants to gain pupil voice insight.

17/125 – The Chair asked the Junior Headteacher to pro-actively facilitate meetings between the named governors and the link staff next half term.

Action: Junior Headteacher

The Chair reminded the named governors to organise their visits to the Infant school and to write up their reports by next half term. The Chair emphasised the importance of this as it would be retained as evidence for Ofsted inspection.

Action: Named Governors

The Chair announced Aneka Grover as the new named governor for Writing/Literacy; Tara Ward-Amoun as the new named governor for the Pupil Premium and Ziya Kocabiyik as the new named governor for the Pupil Voice.

17/127 – The Chair advised the executive committee had met and discussed how to refine the Governing Body structure in order to make it more manageable for the governors and staff. Full proposal to go to March Governing Body after discussion with both Headteachers. **Action:** GB Chair

17/128 – The Chair confirmed the current Governor Code of Conduct, agreed in October 2017, was still in effect and that updates would be made, if necessary, before the next meeting.

18/06 **POLICY/PROCEDURE RATIFICATION**

Governors considered the following policies, copies of which, had been circulated prior to the meeting:

- Critical Incident & Emergency Response Policy (Joint)
- Anti-Fraud Policy
- Charging Policy
- Financial Management Policy

A Governor asked in relation to the Public and Private Funds (General) on page 25 what was meant by class lists being maintained to record payments for school journeys and educational visits. The Infant Headteacher replied that parents make payments via the school payment system on the website and that this is where the record of payment is kept. The reason for keeping record of payment for school journeys and educational visits is that if any money is left over it goes towards to the next school trip. Another question asked by a governor was whether there was a policy in place for maximum donations. Both Headteachers advised there is no such policy as they do not receive large donations on regular basis. The Chair asked if there is a correct procedure for donations to which they explained that there was not. The Chair suggested the Headteachers look into producing a procedure for maximum donations.

Action: Both Headteachers

- Joint Lettings Policy
- Scale of Charges for Lettings
- Use of School Premises
- Whistle Blowing Policy
- Emergency Response Plan Procedure (aka Critical Incident Plan)

A governor asked if there was a policy to regulate the activities of parents and guardians on the school premises. The Infant Head Teacher explained that there was no Parents policy but a leaflet was distributed to parents which explained the importance of Safeguarding and Health and Safety conduct around the school. Leaflets were distributed to governors. The Junior head Teacher explained that the school organised regular safeguarding/online safety sessions for parents. A governor suggested having a Parents Code of Conduct added to the leaflet for both schools.

Action: Infant & Junior Headteachers

The Head Teachers and a governor helping with the Emergency Response Plan explained that the plan was now complete. Some details had to be added including setting up SafeSmart. A local authority (LA) representative would be visiting in relation to this to offer guidance and advice.

Upon consideration and answering governors' questions, the above policies were **RATIFIED**.

- The SFVS Statement had been reviewed by the Finance committee and was **ratified** .

Action: Governors

18/07 **REVIEW OF INFANT & JUNIOR SCHOOLS ETHOS & VALUES**

The document was reviewed and agreed by Governors. The only amendment required was under point (1) in relation to the phrase "non-denominational". The sentence was amended as follow: "Garden Suburb Infant and Junior schools are non-denominational and multi-cultural schools with inclusive values at the core of everything we do".

Action: Chair

18/08 **INFANT HEADTEACHER'S REPORT & SIP/SDP UPDATES**

Governors raised a number of questions in relation to the report and SIP/SDP, which the Infant Headteacher answered accordingly:

The Infant Headteacher reported the figure for 271 children came from the attendance data at the time the report was produced and includes leavers and new starters. Currently, there were 90 pupils in Reception, 90 pupils in Year 1 and 87 pupils in Year 2, which meant there were three places unfilled.

Action: Infant Headteacher

A governor asked if there is a trend related to persistent absences and, if so, what the reasons behind the persistent absences were. The Infant Headteacher answered that the main reason for persistent absences were due to illnesses. Some children had complex needs that required appointments during school time and so, these were recorded as absent even if the pupil had attended school after or before the appointment. The Infant Headteacher confirmed that class teachers viewed the absence record each half-term and contacted the parents of those with high absenteeism to determine reasons to this. If absences persisted, a meeting with the Headteacher was then arranged for parents.

In response to a Governor query, the Infant School Headteacher explained that pre-teaching was a warm-up session for EAL pupils to ensure they understood the vocabulary, content and preparation needed for the lesson that is to take place. If the language was complex, pre-teaching was put in place to ensure they understand the lesson/topic. It was also noted that pre-teaching is also conducted in the Juniors for EAL pupils for any subject or lesson prior to the lesson starting in class.

The Infant Headteacher reported that home visits, are arranged in the first week of September for all reception children. The parents were provided with induction packs

in July to review and complete. The child's information is processed in the October census. There were several rounds of offers and not all parents took the school placement offer.

The Infant Headteacher advised there are currently no looked after children (under the care of authority) to report. The school have not had any for a while. However, Both the Infant and Junior schools have a LAC teacher who knows how to access relevant information to support these children. The Infant Headteacher reported that previously looked after which are now adopted fall under the Pupil Premium. It was noted that both schools have children that were looked after but are now adopted and are under the Pupil Premium. The school system can clearly identify these pupils.

To a governor question regarding (TAs) Teaching Assistants' training, the Infant Headteacher reported that teacher have one half a day per week for planning preparation & assessment work. The TAs do attend part of it and provide feedback of what they have done. The Infant Headteacher advised that the TAs, protocol, specifies what needs to be communicated and to whom. The protocol ensures good liaison with the class teacher. Class planning, is emailed to TAs prior to school lessons.

A governor asked if TAs were involved with planning and if they received staff training were relevant. The infant Headteacher advised that she holds weekly staff meetings with the TAs to feedback any issues or concerns they have. Sarah Josey leads on the ways of working with TA's in class environment. The infant Headteacher stated that one to one TAs have specific training for special needs.

In terms of Mental Health, The SENCO co-ordinates social skills support, such as the "school Bus of Adults". For interventions out of school, a governor asked if the staff depend on parents' feedback for such interventions and the Headteacher confirmed this to be the case.

The Infant Headteacher advised that the SENCO and EMA is a job-sharing role that has been clearly defined.

The Infant Headteacher distributed out the "Pupil Progress Meeting Cycle" to all governors in the meeting. The infant Headteacher informed that "the Pupil Progress Meeting Cycle" helped identify challenges and if there were any interventions needed.

A governor asked what EYFS children's understanding of the world meant. The Infant Headteacher and EYFS Lead confirmed it is the understanding of the world from the aspects of science, computing religion and humanities.

Another governor asked, if using Tapestry, is still a strain on teachers' workload and wellbeing or is this now more under control? The Infant Headteacher advised Tapestry is still time consuming. The way it has changed is that rather than gathering lots of evidence, it is more important to spend quality of time with a child physically in order to make meaningful observations. Teachers can then comment on these as they go along.

A Governor stated that some parents may be concerned that teachers are spending a lot of time doing the observations rather than teaching. The Infant Headteacher replied that observations will be recorded when significant as they are very time consuming and teachers are completing observations comments from home.

The Infant Headteacher reported that Liz Cormack is fully retiring at the end of the school year. Therefore, a recruitment process has started and the advert will go online press by next week. The Infant Headteacher also stated that the re-structure of the senior leadership posts for the school had also started by creating an Assistant Head position to replace one of the other senior posts. This restructure involves reconfiguring the positions that are already in place, recognising the responsibilities that are there already. The Infant Headteacher distributed the "Consultation for Proposed Staffing Structure for Garden Suburb Infant School" to the governing body to review. The Governing Body endorsed the proposal for the new structure and the consultation letter sent to all staff and Union.

18/09 **JUNIOR HEADTEACHER'S REPORT & SIP/SDP UPDATES**

Governors raised a number of questions in relation to the report, and SIP/SDP which the Junior Headteacher answered accordingly:

In response to concerns expressed by several governors regarding dangerous driving and parking around the schools at drop off and pick up times, the Junior Headteacher informed Governors that contact had been made with the Local Authority "Travel Planner", Robert Riley. The Junior Headteacher advised that Mr Riley will be helping to tackle Travel Plan and road safety issue. The Junior Headteacher advised Governors that an assembly was being organised to make children aware of the road safety issues at hand and encourage them to talk to their parents about it. The Junior Headteacher informed the governors that school staff were not insured to manage or monitor parking outside the school. A Governor suggested logging the incidents of illegal parking. It confirmed that the CCTV camera outside the school is active and that parents are being issued with tickets if they are parking illegally.

It was agreed that the Chair send a letter regarding this issue to all parents/carer via the schools, that a stakeholders meeting be organised by the Travel Plan Co-ordinator and that a letter from the Governing Body be sent to the LA to record concerns.

A question was raised by a governor about how the iPads recently purchased would be used. The Junior Headteacher replied that they were mostly used for coding and research during class time.

Another question was asked by a governor about the assemblies and British values as the current time commemorated women's' rights to vote. A Governor asked if the school intended to run lessons and an assembly on this topic. The Junior Headteacher replied that an assembly had been delivered showing pupils a film and related information conveying the importance of voting and encouraging all pupils to vote when they reach voting age. In line with this, Year 6 will be working on a project on the suffragettes during the summer term.

The Junior Headteacher reported that the Junior School Partnership were planning maths and writing moderation for Year 6. The Headteacher also informed governors that, as last year, the Junior Partnership Headteachers would meet for a review day

at Garden Suburb Junior school mid-March. She invited the Chair and Vice-Chair to attend.

A Governor had noted that 29 children were recorded as being persistently absent and that the highest percentage was amongst EAL children. A Governor challenged the Headteacher and asked how this was followed up. Governors also enquired as to whether there was a trend related to persistent absences and the reasons behind this. The Junior Headteacher replied that three children had recently left. As for the percentage being high for persistent absences with EAL children, this was due to travel as most EAL children have family overseas and other family reasons such as family illnesses. The Headteacher explained that the school have put in place vigorous checks on the reasons for travelling abroad. Other persistent absences are due to illness and children having to attend medical appointments that are within school time.

A question was raised by a Governor on the SIP Lesson Observation: Can an example be given of the challenge and is it related to the content of the curriculum or style of teaching? The Junior Headteacher replied it can be related to either or both of content of curriculum or style of teaching. Another question was raised related to how lesson observations could be stretched from the current 'good' grading to 'outstanding'. The Junior Headteacher advised from observation the issue was how teachers could improve the start of their lessons for children to be challenged more quickly. The SMT is now working with teachers on planning lessons from a different starting point, ie: starting with higher expectations for all pupils and then differentiating down.

The school has just organised a Whole school writing project based on "Catch a lot" to demonstrate and embed this approach.

A Governor asked about Middle Leaders Log, how it worked and if there was a format for keeping of the log which was not time consuming. The Junior Headteacher stated there was a format that was discussed with Elaine Elmer, which worked and was not time consuming. The Junior Headteacher advised that the log was kept by staff to allow them time to reflect on their impact on raising standards. The log shows what they have completed to raise the standards. A governor asked who reviewed the log and the Junior Headteacher replied that this was discussed in SMT meetings and appraisal meetings. She stated that it was a reflection and an accountability tool.

The Junior Headteacher reported, in relation to the "SIP – Additional Adults (Target3)", that there was no named governor visit on this during the previous term. The Chair asked the Junior Headteacher to ensure that the named governor will be invited this term.

Action: Junior Headteacher

A question arose from a governor from the SIP document on views of the pupils (Target 5): "How is the school council organised?" The Junior Headteacher stated that school council meetings are every 2 to 3 weeks and involves children from each class year. The agenda items discussed recently have been on healthy meals, parking issues, meeting up with the Maths co-ordinator and being involved in competitions. Another question asked by a governor was related to whether there was any representation from the vulnerable children on the school council and what

support was given for them to participate. The Junior Headteacher explained that a school council rep is elected by pupils in each class. The way in which vulnerable children are involved and participate is that members of staff ensure the school reps to support/represent the vulnerable children. Some extra curricular activities are aimed at vulnerable pupils eg Art club to encourage vulnerable pupils to get involved with school life. The Chair suggested that a named governor meet with the children involved in the school council and the school council co-ordinator in spring term.

Action: Junior Headteacher

18/10 **DEVELOPING PUPILS VOICE (UPDATE)**

This was covered in section 17/140 under "Matters Arising".

It was agreed that governors JH and ZK would be invited to attend Junior School Council meetings and talk with the children.

Infant school HT/Deputy HT to organize Pupil Voice visit for Named Governors.

Action: Junior HT; Junior Co-ordinator; Infant HT; JH; ZK

18/11 **REPORTS OF COMMITTEES**

- a. Finance (Minutes 23rd January 2018)
- b. Curriculum (Minutes 25th January 2018)
- c. Premises (Minutes 9th January 2018)

Asbestos concern – Governor asked when this would be removed. The Infant Headteacher advised the date is to be confirmed. A Governor suggested conducting a risk assessment and to advise the caretaker and any staff that need to enter the affected area. Progress to be reported to Premises committee and GB meeting in March 2018.

Action: Both Headteachers

- d. Executive committee update (2nd February 2018)
- e. Inclusion & Pupils wellbeing (PART II) meeting 2nd half-term
- f. Staffing (PART II) meeting 2nd half-term

The minutes for the above meetings held were, agreed and **CONFIRMED** by all governors.

18/12 **GOVERNOR TRAINING, VISITS & DEVELOPMENT UPDATE**

All governors received an email from the Chair highlighting relevant training. The Chair highlighted the importance on the relevance of training which supports governance, Chairs' and Named Governor work.

18/13 **ANY OTHER BUSINESS**

None that hadn't been covered earlier in the agenda.

18/14 **DATES OF COMMITTEE MEETINGS**

- Curriculum 27th June 2018
- Finance 16th March 2018
- Premises 24th April 2018

- Inclusion & Pupil Wellbeing 7th March 2018
- Staffing 23rd February 2018

18/15 **DATES OF GOVERNING BODY MEETINGS**

- Spring 2: Thursday 22nd March 2018 6pm
- Summer 1: Thursday 17th May 2018 6pm
- Summer 2: Thursday 5th July 2018 6pm