

**THE GOVERNING BODY OF GARDEN SUBURB INFANT AND JUNIOR SCHOOL**  
**MINUTES OF THE MEETING HELD AT THE SCHOOL**  
**ON THURSDAY 22 MARCH 2018**

**MEMBERS**

**LA GOVERNOR**

\*Jane Harris (Vice Chair)

**PARENT GOVERNORS**

1 Vacancy (Infant School)

Ruth Henrywood (Junior School)

**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**

Pakeezah Rahman (Clerk)

**Part I**

18/22 **WELCOME**

The Chair welcomed Governors to the meeting and extended a special welcome to the Associate Clerk. The Chair introduced Ruth Henrywood as the new Junior Parent Governor. Ruth works for the Department of Education and her children currently attend Garden Suburb. The Chair suggested that Ruth's expertise would be suited to the Inclusion Committee. Introductions of all members were made for the benefit of new attendees. The Chair also offered her sympathies on behalf of the Governing Body to Sarah Sands for her recent bereavement.

It was noted that the Local Authority (LA) had reappointed Jane Harris as LA Governor.

18/23 **ACCEPTANCE/NON-ACCEPTANCE OF APOLOGIES FOR ABSENCE**

Apologies for absence were received and accepted on behalf of Ajantha Tennakon, Omar Shah and Michael Kkafas

18/24 **DECLARATION OF PECUNIARY INTEREST**

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

18/25 **PART I MINUTES OF THE MEETING ON 8 FEBRUARY 2018**

The Minutes of the meeting held on 8 February 2018 where **CONFIRMED**, initialled and signed by the Chair to be held as an accurate record by the School.

18/26 **MATTERS ARISING**

**18/05 MATTERS ARISING**

17/127 Succession planning & GB structure for 2018 – 2019: There would be a full proposal of a Governing Body. The draft was completed but will be shown at next meeting.

18/06 Maximum donations will be agreed at the Summer Finance Committee meeting and reported to the May GB meeting.

Action: Head Teachers/ Chair of Finance

18/06 the Critical Incident plan is now complete. HTs to organise for LA adviser visit in the next Half-term. To be reported on at the May GB meeting

Action: Head Teachers

18/07 Vigorous Checks on Persistence Absence; A governor queried the thoroughness of the checks specifically in terms of Safeguarding and FGM. The Head Teachers explained that the schools do thorough checks on Persistence absence as part of Safeguarding. Regarding FGM and potential risks associated with persistent absence, this is part of staff training on Safeguarding, Certain profiles were looked out for and any concern would be referred. This is treated on an individual basis alongside historical records.

**18/11 REPORTS OF COMMITTEES**

Asbestos update: An assessment was suggested at the last meeting. The Governing Body questioned whether there was a plan in place and if a risk assessment had been carried out. A risk assessment update will be discussed at the Summer Premises committee meeting

Action: Headteachers/Premises Committee

18/27 **POLICY RATIFICATION**

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

**Junior Behaviour policy** Behaviour in the wider community, including public transport was discussed including that smoking is not allowed in the carpark or the playground.

**The policy was agreed and ratified by the Governing Body.**

### **Junior Managing Medical Conditions in School Policy**

In response to a governor query, the Head Teacher explained that regarding protocol in terms of bacterial infection or other contagious diseases

Parents were advised that if their children had diarrhoea or were vomiting to not let them return to school for 48 hours. NHS guidance is followed regarding different illnesses. The NHS link was given to parents on how long children should be away for and a summary of illnesses. Doctor notes were very rarely issued and the school did speak to a GP if necessary.

**The policy was agreed and ratified by the Governing Body**

### **Infant Children Welfare policy**

A governor pointed out that

One statutory update was needed on the Infant Policy. The 2017 version was available on the DFE website. The Governors questioned whether the policy had a review cycle. The Chair confirmed that it did and that it should be printed on the cover page with a date for the next review. All policies were said to be standardised.

**Subject to correction mentioned above, the policy was agreed and ratified by the Governing Body**

Action: Infant Head

Teacher

## 18/28 **GDPR: UPDATE ON NEW DATA PROTECTION POLICY AND PROCEDURES**

The Junior Headteacher said that the new policy impacted all professionals. The Headteacher attended the all-day training on GDPR which was found to be quite interesting. The culture change would take a while to adapt to but it was all about how the school obtained stored and shared data in more depth.

Ajantha Tennakoon was also due to undertake training on the new Data Protection regulations shortly.

The Chair pointed out that in the guidance it was clear that the school was already at a high level of compliance so only some tweaking was required to its current policy. Issues such as Parent Mail and extra curriculum clubs that collect student data had to meet legal requirements.

The signing in and out book needed to be reviewed and more clarification from the Local Authority was needed on that. Data mapping was also needed.

It was noted that the most challenging aspect was the role of the Data Protection Officer who would be doing all the checks and Risk Assessments. The school felt that the role of a Data Protection Officer could not just be added to one's job description.

The Governing Body questioned the possibility of schools pooling together to employ somebody for this role.

It was said that knowledge and expertise was needed in that area but if the school trained one person fully there was the possibility of that person leaving and taking that knowledge elsewhere and a wasted investment for the school. A potential service available currently being investigated is one that has been developed by 'Inspire ICT' who currently provide the school's ICT technical support. They have outsourced the role of Data Protection Officer (DPO) that schools could buy into.

The allocated data protection lead person would look at SLA and different companies' packages. It was pointed out that it could be a good option for this year but more work was needed before making a decision on how to manage the role of the DPO.

It was confirmed that the fines for data misuse were extensive although real intent had to be shown before a fine was imposed. In addition, warnings were issued before that stage. It was known to be generally aimed at big companies who misused data. Mapping was to be carried out very carefully which was noted to be time consuming.

The Governing Body was reminded that the new requirements were an evolution of the existing 20-year Data Protection Act. 90% of it consisted of logging activities and awareness which the school was already compliant with.

Starting the process during the first half of the summer term would show that the schools were not being negligent.

The Education Director's report showed a 12-step checklist which the schools would use.

Update to be given to the Governing body at the May meeting.

Action: The Infant & Junior Head

Teachers

## 18/29 **INFANT HEADTEACHER'S REPORT / UPDATES**

The Headteacher thanked the Chair for her involvement in the Deputy HT selection process. The advertisement attracted a high number of applicants with 12 applications being received.

A range of people had applied, a few of whom who had worked in Barnet infant schools and worked in other leadership positions. Five candidates were shortlisted. The Headteacher and the Chair visited at their schools to observe them during class and the impact they had.

Full day interviews were to take place the next day for 3 candidates. The quality of teaching and leadership would be tested.

The Chair commented that having been involved in the process she found Garden Suburb schools' standards were very high in terms of rigour.

It was noted that the role of Assistant Head would be part of the restructure.

Jane Morris, Safeguarding Lead for the LA had looked at the infant school single central record and confirmed that it was fully compliant with no gaps. Safeguarding records and how they were kept were shown which was said to be clear including the logs which were well documented. The visit was similar to that of an external audit during which questions were asked similar to those from Ofsted. In terms of staff employment checks, risk assessments were carried out for staff who had been employed for a long time but without references on file (previously held by HR)to

ascertain med/ low risk. Therefore, two pieces of information were required as reference records i.e. DBS checks

The Governing Body challenged the risk assessment for agency staff. The school confirmed that agency staffs were recruited via the recruitment agency who already conducted necessary checks. That information was entered on the school's single central record which ran for an academic year and updated weekly.

That information was then carried forward to the following year if necessary. This applied to all members of staff including club providers.

All children had benefitted from a tennis workshop at the Mercury Tennis club which was funded through the school's Sport/PE Fund. The sessions were very successful. That was noted to be a good use of funding from the government for the development of skills for both teachers and pupils.

Snow Day: The school remained opened. The Headteacher and the governors thanked the Members of staff for getting to school and the caretakers who worked hard to make the schools safe for all. The Dance Festival was postponed as a result.

Play Leaders: Needed reinvigorating. Incidents impacted on play times and lunch. Year 2 act as leaders and are good for the other children. Their presence had a good impact on behaviour in terms of teaching and channelling children in the right way.

Assembly for Iranian New Year: There were fantastic dancers led by TAs and MTS.

Other events: Project on Farm Animals and children baked biscuits in aid of Akili, a charity for Kenya for which they made over £500. The money raised would be used for books to be sent to Kenya.

Ofsted: The Chair thanked other governors for agreeing to step in in case of an inspection while she had been away.

The Infant Head teacher said that they could receive the Ofsted call at any time.

Finally the Headteacher and the Chair thanked Liz Cormack for stepping up for a few days while the Headteacher was away for a few days due to personal circumstances.

## 18/30 **JUNIOR HEADTEACHER'S REPORT /UPDATES**

A new Assistant Head was appointed for September 2018. The Headteacher thanked Governors for their help during the recruitment process. Josh David would join the school in September. The new Assistant Head would be coming from St Katherine's School and had extensive teaching experience. It was noted that there had been a good response to the advert.

The Junior School Partnership review was held in March 2018. The focus of the review were areas from the schools Development Plan eg 'soft start', pupil voice as well as a focus on writing. All of the school's middle leaders was interviewed. Jane

Harris, LA governor, was thanked by the school for attending and taking part on the day..

Feedback from the reviews would be included in next report. The Premises Committee has also looked at the 'soft start'. Different pupil voice groups were interviewed i.e. house captains and school council. The Heads were very impressed with the answers provided by children. It was a very rewarding experience and Jane Harris commented that she felt very proud of the students.

As the children were notably commended for being the best ambassadors for the school, it was suggested that, in the future, they could show parents around the school.

Middle leaders were able to confidently demonstrate the quality of their work in their year group.

Science week was very successful. The ducklings and the 'duck Cam' enabling the pupils to view the ducklings in the evening were exciting. House assemblies were led by Year 6 captains who demonstrated a science experiment in front of their Houses.. Children learned how to lead and were given more responsibility and opportunity to make an impact. The Governing Body thanked the Science Coordinator for all her input and support.

The school invited parents who worked in science-based jobs to speak to the pupils. One parent from Google also spoke about innovation. The school tried to expose children to professionals from a range of different industries to enrich their knowledge of potential future career directions.

Sporting Events: the children attended the finals of the National Youth Games and the qualified for the Barnet Indoor Athletics final and came in fifth place. Year 5 and Year 6 pupils participated in a Netball tournament. All of these events are co-ordinated through the School Sports Partnership which is funded by Sports Premium. Public transport was used to travel to some of these events which saved the school a lot of money and therefore attend more events.

World Book Day was not cancelled despite the snow. The Ham and High Newspaper took photographs on the day. The book was held during the school day. Children were invited to bring money to spend at the fair which they attended with their class teachers. Parents helped to take the money this year.

About £800 was spent on books. The children also collected books and resources for 'School Aid' a charity that supports schools in Africa.

Co-opted Governor, Mr Kocabiyik offered his school's transportation. They have 3 mini buses which could be available. Garden Suburb schools could contact the Governor when transportation was needed.

The Chair and Headteachers thanked Mr Kocabiyik for this kind offer.

18/31 **BUDGET RATIFICATION**

**INFANT SCHOOL**

Copies of the final draft of the proposed Budget for the next financial year were circulated and it was **NOTED** that:

The infant school Headteacher said that the budget had been reviewed by the Finance Committee and notes were circulated on parameters for how the budget was set.

The school had a £2 contingency. The school had to consider staffing but were unaware of how many children were enrolling who might need 1:1 support.

The increase in costs included the Apprenticeship Levy and BPSI costs. There were pay awards of 2% that needed to be funded. It was noted that the Infant school had been underfunded in the past. The new funding formula was meant to address this issue but due to its gradual introduction, funding was still low. Initially, there was a £65,000 deficit and the school had to cut costs in a number of areas.

PTA money was available to use on the school hall that was not in good condition. However there was a delay due to roof works. Additional funds could be used for ICT, laptops and iPads. Some capital funding was carried forward to do the care takers house (kitchen) and there would be more this year to invest in ICT and the school building. The core day to day business of the school including staff, training and resources had an impact on the budget.

It was also noted that Pupil Premium funding would decrease in the next year.

The Governing Body pointed out that the levy for an apprentice was heavy and discussed how the school could get value for its money. The Headteacher said that they could use apprentices in the school but higher skilled staff members were needed to do the office work.

It was said that other schools had used this to cover additional site staff and sports coaches. There was a possibility of hiring Teaching Assistants but at least another £10,000 or more had to be spent to employ them.

The Headteachers explained that, although the schools contributions to the Levy meant training was covered, the schools had to still invest money when employing an apprentice.

It was agreed that this avenue still needed to be investigated further.

Action: Headteachers & Finance committee

The Chair pointed out that maintained schools could raise funds and advised Governors to help by looking for other channels that could help raise money.

The Governing Body challenged that if more money had to be spent on problems that could arise with the care takers house, did that money go into next year's budget. The Headteacher said that their emergency funds of £7000 might have to be used in that instance. Contingency was already built in for the house.

Upon a show of hands, it was **RESOLVED** that the Budget for the next financial year be **RATIFIED**. The Chair and Headteachers signed the required papers regarding approval of the budget.

## **JUNIOR SCHOOL**

Copies of the final draft of the proposed Budget for the next financial year were circulated and it was **NOTED** that:

At the PTA event last week a parent who was a psychologist did a talk attended by 30 parents on managing anxiety with particular reference to children. £300 was made and that money would be put towards Emotional Health and Well Being.

It was noted that a large carry over was not sustainable for the future. The budget was set with a contingency of £8.6k.

Upon a show of hands, it was **RESOLVED** that the Budget for the next financial year be **RATIFIED**. The Chair and Headteacher signed the required papers regarding approval of the budget.

## 18/32 **REPORTS OF COMMITTEES**

### **Finance**

The minutes of the meeting held on 16 March 2018, copies of which had been previously circulated, were received and noted by Governors. A brief summary was given.

### **Curriculum**

The committee had not met since the last Governing Body meeting. It was noted that the Committee had scheduled a meeting to take place before the next Governing Body meeting.

### **Premises**

The committee had not met since the last Governing Body meeting. It was noted that the Committee had scheduled a meeting to take place before the next Governing Body meeting.

### **Executive Committee**

The committee had not met since the last Governing Body meeting. It was noted that the Committee had scheduled a meeting to take place before the next Governing Body meeting.

## 18/33 **GB STRUCTURE AND SUCCESSION PLANNING**

The Chair explained that she realises it would be disruptive and unfair on new governors and HTs if she was to step down completely in July as previously decided. She has worked on a draft proposal and discussed this with a couple of governors. As there was no time to consult the Headteachers, a full proposal paper would go to next meeting.

In brief, this would increase accountability of all governors to alleviate the burden on the Chair and Vice Chair



Named governors would have areas of portfolios with reports coming to the Governing Body.

The proposal also included the potential for joint Chairs or one Chair and two Vice-Chairs with specific areas of responsibility.

The full proposal would be reviewed at the next Governing Body meeting.

Action: Governing Body

#### 18/34 **NAMED GOVERNORS UPDATE**

Jane Harris had attended the Junior HTs Partnership Review and a Pupils Council meeting.

The Chair and Aneka Grover had a meeting with the Infant Literacy Lead and discussed the SIP priorities for writing, saw evidence of assessment for learning in books as well as pupils' work and progress.

#### 18/35 **GOVERNOR TRAINING, VISITS & DEVELOPMENT UPDATE FOR SPRING TERM**

Governors reported back regarding recent courses they had attended. The Governor Support and Development Programme was commended to the Governing Body by the Chair who urged Governors to attend courses. It was noted that courses could now be booked online via:

<http://www.barnetwithcambridge.co.uk/governor-services>.

All records were requested to be submitted to Alexia.

#### 18/36 **REPORT OF THE DIRECTOR OF EDUCATION AND SKILLS**

Governors had received a copy of the Directors report via

<https://www.barnet.gov.uk/wwc-home/information-for-schools/school-governors/meetings-and-reports.html>.

The Governing Body was advised to review the website to ensure compliance with legislation.

New changes were made to payroll with a new payroll software which went live on the 1st of April.

#### 18/37 **ANY OTHER BUSINESS**

- The Chair and a governor along with the local Councillor would hold a tour of the drop off and pick up points to get a first-hand experience for parents during the new admissions intake
- Travel Plan coordinators: School to hold a stakeholder meeting.
- Funding for Science, Technology, Engineering and Mathematics (STEM) specifically for Girls. STEM is dedicated to raising young people's engagement and achievement in STEM subjects and careers which could be very beneficial for the school.

18/38 **DATES OF COMMITTEE MEETINGS**

- Curriculum 27<sup>th</sup> June 2018
- Finance 16<sup>th</sup> March 2018
- Premises 24<sup>th</sup> April 2018
- Inclusion & Pupil Wellbeing 12<sup>th</sup> June 2018
- Staffing 14<sup>th</sup> June 2018

18/39 **DATES OF GOVERNING BODY MEETINGS**

- Summer 1: Thursday 17 May 2018 6pm
- Summer 2: Thursday 5 July 2018 6pm

**There being no further business in Part I, the meeting moved to Part II.**