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**Minutes of the Meeting of the Governing Body of
Garden Suburb Infant and Junior Schools
Held on Wednesday 6 February 2019**

MEMBERS

LA GOVERNOR (1)

Vacancy

PARENT GOVERNORS (2)

Ruth Henrywood (Junior)* (Co Chair)
1 Vacancy (Infant) –

HEADTEACHERS (2)

Sarah Sands (Infant Headteacher)*
Eileen Bhavsar (Junior Headteacher)*

STAFF GOVERNORS (1)

Alexia Dobinson (Infant Support)*

ASSOCIATE MEMBER

Julia Chalfen (Junior Support)*

CO-OPTED GOVERNORS (12:

2Teachers; 2Parents from each Schl)

Francoise Wagneur*

Vacancy

Adrian Hodgson*

Ajantha Tennakoon

Gerard Wiseman (Junior Parent)*

Omar Shah (Junior Parent)* (Co Chair)

Biljana Elia (Infant Teacher)*

Janina Quinn (Junior Teacher)*

Ziya Kocabiyik*

Aneka Grover (Infant Parent)*

Tara Ward Ammoun (Infant Parent)*

Paola Riddle*

NON-VOTING OBSERVERS

Lisa Berger (Junior DHT)*

Sarah Josey (Infant DHT)*

*Denotes attendance

Part I

19/1 Welcome

All Governors were welcomed to the meeting.

Governors were informed that sadly a Y6 pupil from the previous academic year had passed away. The School had been working with the classes of the younger siblings creating cards and messages for the family. A message had also been sent to the parents of children in these classes. The JHT had sought advice from the Educational Psychologist at the Local Authority (LA) on what action to take. The Governors wished to send a card to the family.

19/2 Acceptance/non-acceptance of apologies for absence

Adrian Hodgson, Gerard Wiseman and Omar Shah had informed the Chair that they had been slightly delayed. No apologies were received on behalf of Anjantha Tennakoon. The Chair agreed to follow this up.

Action: Chair

19/3 Declaration of Pecuniary Interest

There were no declarations of pecuniary interest.

19/4 Part I Minutes of the meeting held on 6 December 2018

The Part I Minutes of the meeting held on 6 December 2018, copies of which had been circulated prior to the meeting, were **CONFIRMED**, initialled and signed by the Chair, as a fair representation of the meeting.

19/5 Matters Arising

These had been actioned or were included within the current agenda.

19/6 Infant Head Teacher's Report/Updates

Governors' attention was drawn to the following documents, circulated prior to the meeting:

- Headteacher's Report
- School Improvement Plan

The number on school roll was 256. Fifteen children were SEN and a further four had Educational Health Care Plans (EHCPs).

Attendance for the Autumn term was 95.91% with 0.31% unauthorised absence and 3.78% authorised.

The *Take One Picture* whole school project was progressing well. Several trips and workshops had been booked to enrich it, including a trip to the RAF museum for Reception; a Pirate Workshop from 'History Off the Page' for Y1 and a boat trip on the Thames to see London landmarks for Y2.

Governors commended the extensive staff development activities undertaken at the School.

Following a Governor question, the IHT explained that ELKLAN was an organisation that wrote and delivered accreditations. It had delivered one-day training for all EYFS staff during the January INSET, provided using HIST hours.

The approach focused on the link between language and behaviour and the importance of staff understanding, the teaching of language, parental engagement and the outside environment. Vocabulary and commentary on language were key to this, facilitating the balance between children led and teacher led learning.

The IHT added that a Teaching Assistant (TA) was undertaking formal training to obtain a Level 3 qualification. The School were aiming to achieve the ELKLAN award; Biljana Elia and Annie Saunders were working on this. A representative from ELKLAN had completed her initial visit at the School to undertake a review and analysis. This would then enable her to draw a comparison when she visited again to assess the improvements made. This had to be completed by July in order to be able to obtain the accreditation.

It was noted that in Reception, there was more of a focus on making the environment communication friendly rather than using interventions.

Following a Governor question, Biljana Elia explained that children were screened when joining the School using a strategy called the Welcome Pack. This then helped them to identify children with EAL and/or SEN needs. An analysis of these groups would then be completed after the screening.

Governors were reminded of the challenges within Early Years, with a number of children not toilet trained for example. The School has currently had to allocate a dedicated member of staff to be on call for welfare, taking time away from classroom work.

Gerard Wiseman and Omar Shah arrived at the meeting.

A Governor enquired into the status of the English conversation classes for parents held at the School. The JHT noted that these ran every Tuesday morning from 9.15-10.45 led by a qualified Tefl teacher, M Brook. The sessions focused on building confidence as well as language. There had however not been a high take up this term. Each session cost £13 on the day or £10 if booked in advance.

It was noted that the LA provided a similar service at a lower cost. This would be discussed further at the Inclusion Committee.

Action: Inclusion Committee

Adrian Hodgson arrived at the meeting.

A Governor asked for further information regarding how many parents volunteered at the School and whether there was a specific scheme in place for this.

The IHT noted that there was a special induction programme in place for parental volunteers, completing forms to identify skills, providing references and understanding risk assessments. Thus far, 45 parents had been set up. Ten parents came into the School once a week to read with the children (15minute sessions); these parents had been trained. The School were also endeavouring to set up a similar scheme for Maths. There were also parents who came in for cooking sessions. On average, the School had 13-15 parents per week.

Following a Governor question, the IHT explained that there was no separate Breakfast club scheme for children under five at present. The club provider was currently in the process of registering with Ofsted so that under-five's could join breakfast and after-school clubs. They could currently attend for shortened sessions (under 2 hours a day) but there was only one child doing this.

A Governor enquired into whether there was a specific process used to share and embed training undertaken by staff. The IHT noted that staff undertook a lot of training with the four NQTs for example going out once a week for different sessions. She added that there were a number of new staff and so it was important to understand what the School already did internally. BPSI also offered regular trainings and meetings for Subject Leaders.

The IHT was thanked for her reports and updates.

19/6 Junior Head Teacher's Report/Updates

Governors' attention was drawn to the following documents, circulated prior to the agenda:

- Headteacher's Report
- School Improvement Plan

The JHT noted that three member of support staff had left at the end of Autumn as well as one child with needs. The total number on roll was 356, with 40 SEN pupils and six with an EHCP.

Attendance for the Autumn term was 96.4% with 0.19% unauthorised absence and 3.47% authorised.

There had been three racial incidents reported in September as well as five bullying incidents. There had been seven fixed term exclusions, totalling 17 days. The JHT confirmed that the School continued to focus on '*Building Learning Powers*' in order to promote positive learning behaviours.

Following a Governor question, the JHT explained that the planned whole school writing project had been modified to a project run by A Rosenberg, rolled out to Y4 in the first instance.

The theme of this project was to be the jungle, encouraging children to develop a character and expand their vocabulary ready for a more extensive piece of writing.

The JHT reiterated that the School were not achieving as well in Writing as they aimed to and therefore action needed to be taken. Following a Governor question, the JHT explained that these challenges were shared with other schools also.

She added that the School had had a very successful Art Day and would subsequently be hosting an Art exhibition on 11 and 12 February. Each year group had focused on a different artist and had produced some excellent work. Janina Quinn was thanked for all her work and organisation.

The School had collaborated with a company called Minie Masterworkss who scanned, printed and framed the children's art work. This was to then be exhibited in an open gallery for parents at 2.30pm and at the end of the day for them to purchase. Each piece of Art would cost £13.50; postcards could be ordered too.

Following a Governor question, the JHT confirmed that numerous photos had been taken and some already uploaded onto the School website. She added that if parents did not purchase their child's work, the School would purchase them at a discounted rate and display them in the School.

The School had also held a Maths week focused on all different aspects of Maths. Part of this involved a mathematical cake sale, raising money for the NSPCC.

A Governor enquired into what emotional support children were provided with at the School. The JHT explained that emotional health interventions had increased due to the high need of the children, focusing on building self esteem etc. Inclusion Manager, Mrs Houghton delivered two groups aimed at this: 'Mighty Me' in Y5 and Y6 and 'Magical Me' in Y3 and Y4. Mr McGwinn was also being trained to deliver 'Mighty Me' groups by the HEWs professionals.

Ziya Kocabiyik noted the importance of mindfulness lessons and agreed to send the JHT a link he had reviewed.

Action: Ziya Kocabiyik

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A Governor noted the incident with the water pipe in the playground and enquired into what action had been taken to rectify it. The JHT clarified that the School had been closed for three days as a consequence of the breakage. Insurance did not cover the costs as it was classified as wear and tear. It was noted that other areas of the water pipe may subsequently be effected and Governors needed to be aware of these potential costs.

This would be discussed further at the Premises Committee meeting.

Action: Premises committee

Following a Governor question, the JHT confirmed that both schools had focused on cyber bullying on 5 February with a specific Online Safety Day including assemblies and activities in the classroom. Governors were welcomed to attend training on this (in addition to parents and staff) on 21 March at 3.30pm.

A Governor asked for further clarity on the training provided to the Leadership Team in order for them to take a lead role in the appraisals of team members. The JHT explained that a lot of work had been undertaken with the leadership team, linked directly to the SDP to ensure that targets were specific and more accountable. She added that this approach was more useful in that the team leader worked directly with the person they were appraising and it was therefore more developmental.

A Governor enquired into what further collaborative work was taking place with the two schools. It was noted that the Assistant Headteachers from the Junior school were working more closely with the Infant School. They had recently attended a course and were involved in a project to develop classroom observations.

The JHT was thanked for her reports and updates

19/7 Policy Ratification

Governor attention was drawn to the following policies, circulated prior to the meeting:

- **Finance Policy**
- **Whistle Blowing Policy**
- **Anti-Fraud Policy**
- **Charging Policy**
- **Credit Card Policy**
- **Lettings Policy**

Governor comment was welcomed.

A Governor enquired into what benchmarking had been undertaken in regards to lettings. He noted that the hourly rate was higher than that offered at Fellowship House.

This would be discussed further at the next Premises and Finance committee meetings.

Action: Premises/Finance committees

Following a show of hands, Governors **RATIFIED** the policies.

The Staff Code of Conduct would be reviewed at the Staffing Committee.

Action: Staffing Committee

19/8 Minutes of Committees

Finance Committee

The Chair of the committee provided an overview of the discussion at the Finance committee meeting held on 31 January 2019. He noted that the committee had reviewed the SFVS, the Three Year Plan and the Budget Forecast.

The contingency in the Infant School had increased from £5K to £21K and from £17K to £44K in the Junior School. The committee had looked at both best and worst case scenarios and analysed these accordingly. Benchmarking exercises had been undertaken for both schools.

The Chair of the committee reiterated the financial challenges facing the School, in particular following the Three Year Plan, with a potential deficit of £250K. It was important that the School continued to be proactive, exploring all avenues for revenue and cost cutting.

The Budget and Three Year Plan were **RATFIED**.

19/9 Long Term Financial Planning

The Chair confirmed that discussions on long term financial planning had been undertaken.

Following the consultation, it had been confirmed that schools were now responsible for paying for their LNIs as well as the provision of statutory services. Central Government had however increased overall funding for SEN.

The Headteachers outlined the impact of the New National Funding Formula on the schools. The Infant Headteacher noted that the Infant School were actually set to gain from the new formula. The 3.8% projected increase however was to be capped at 0.5%; the biggest cap of any school in Barnet, equating to approx. £34K. The IHT noted that she had written to Ian Harrison regarding this disproportionality.

Following a Governor question, the IHT noted that there had been 198 applications for Reception in September 2019; 73 of these were first choice. With a drop in numbers overall in the current year, it was anticipated that the School budget would decrease by approx. £41.6K.

The JHT explained that the Junior School funding would essentially decrease as a result of the National Funding Formula. She added that the financial challenges were already having an impact on the quality of education, with less money available to be spent on support staff and less scope to undertake development work. Interventions were being closely monitored and impacts recorded and reviewed to ascertain whether they could be sustained long term. There was also an evident impact on behavioural management and releasing of staff to deal with these.

19/10 Travel Plan Updates

The Travel Plans for the Junior School was reported on. In particular work that may take place to make the roads surrounding the school safer at drop off and pick up. The JHT also reported that parking permits for school staff had been applied for again.

19/11 Named Governors Update

This had been covered.

19/12 Governor Training, Visits & Development update for Autumn term

Governors were reminded of the Governor training available.

Paola Riddle had attended a safeguarding course, identifying the dangers of exposure to social media etc. and use of phones in schools.

The JHT confirmed that safeguarding permeated the whole curriculum, noting RSE for example. Parental support and involvement was very important in this.

A Pupil Premium Link Governor needed to be appointed. This would be discussed at the Inclusion Committee.

Action: Inclusion Committee

19/13 Report of the Director of Education and Skills

1. Update on School funding

The Secretary of State announced the allocation of an additional £250m of High Needs funding for local authorities 'on top of existing High Needs allocations', with half to be paid in 2018-19 and the rest in 2019-20. The allocation for Barnet is £0.964m in each year for 2018-19 and 2019-20. Taking account of this injection of additional funding, the council has withdrawn its application to the Secretary of State to approve the transfer of 0.5% of the Schools Block (about £1.26m) to the High Needs Block in 2019-20. This means in effect that there is now £1.26m more for distribution through the local school funding formula than would have been the case had the transfer to the High Needs block taken place.

The council has not yet had a response to its request that the Secretary of State approve the proposal to fund £1m of services, previously funded from the Education Services Grant, from the budget shares of maintained primary and secondary schools.

2. Updates on fifth OfSTED monitoring visit of Barnet children's services

OFSTED undertook a Monitoring Visit on 27 and 28 November 2018. During this visit, inspectors reviewed the progress made in the areas of help and protection. Inspectors found "*strong practice in the MASH*".

The next Monitoring Visit will be held on 14 and 15 February 2019 and will consider the work with care leavers and children with a disability. It is likely to be the last monitoring visit with a re-inspection of all the children's social care services taking place before June 2019.

3. Governance self-evaluation audit tool

Many Governing Boards in Barnet now conduct an annual self-evaluation of their own effectiveness, which they use to drive improvement in the quality and impact of governance. The Barnet Governance Self-Evaluation Audit is also used by the local authority to gather data, which has helped build up a picture of the effectiveness of

governance, (set out in the Director's Report Summer 2018) and also identify themes, trends and training requirements.

4. New process for LA Governor nominations

Following the decision made by the Children, Education & Safeguarding Committee on 12 September 2018, the process for Local Authority (LA) Governor nominations has now changed, with the intention to improve the selection and appointment process of appropriately skilled Governors.

It has been agreed to delegate authority to nominate LA Governors to the Strategic Director for Children and Young People, following recommendation made by a Panel.

The process was outlined in the report.

5. New Barnet venue for professional development and training

The management team at Claremont school approached Barnet with a possible solution for a training facility. The Council have been working closely with the Elliott Foundation and after arranging some building work are expecting to begin training courses at the new training facility in January.

The space consists of three reasonable sized training rooms; one conference area (the old Infant hall) which should have a capacity of about 70-80; and a couple of small meeting rooms. There is also a reception area to allow us to greet visitors. The venue has its own pedestrian access and will be able to host courses during the day up to 6pm.

6. Information and communication channels, discussion forums and support networks for Governors

The Local Authority has a duty to promote and support high standards of governance, and this is this is undertaken in a variety of ways. These are listed in the report.

7. Governor Services: Governor Advice Officer (GAO) support in the spring term

The next termly GAO briefing, which will take place on **Thursday 7 February 2019 at 7 – 9pm, whether or not your school subscribes to the GAO service.** This is following the decision to combine the GAO briefing with the Spring Term Director's Briefing to Chairs and Vice-Chairs, and is therefore open to all schools.

19/14 Any Other Business

There was none.

19/15 Dates of Committee meetings

- a. Curriculum – Thursday 4th April 2019
- b. Finance – Tuesday 26th March 2019
- c. Premises – Tuesday 12th March 2019
- d. Inclusion & Pupil Wellbeing – Tuesday 5th March 2019
- e. Staffing – Thursday 14th March 2019

19/16 Dates of Governing Body Meetings

- a. Spring II: 28th March 2019
- b. Summer I: 16th May 2019
- c. Summer II: 4th July 2019

Andy Kew
28/3/19.