

**Minutes of the Meeting of the Governing Body of
Garden Suburb Infant and Junior Schools
Held on Thursday 16 May 2019**

MEMBERS

LA GOVERNOR (1)

Vacancy

PARENT GOVERNORS (2)

Ruth Henrywood (Junior)* (Co Chair)

Sanaz Saifolahi (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*

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 Jowsey (Infant DHT)*

*Denotes attendance

Part I

19/42 **Welcome**

All Governors were welcomed to the meeting.

19/43 **Presentation to Governors: 'The Development of Teaching and Learning in Maths September 2018- April 2019'**

Governors were presented with a presentation from Josh David, Karen Margolis and Sarah Leven focused on Maths and the developments that had taken place this year in the Junior School.

They talked about Maths Mastery, the development of a deep understanding and the fact that children can master concepts. Four areas were focused on: Fluency, Variation, Representation & Structure and Mathematical Thinking. This was also a focus of the SDP as well as the Partnership Review that had taken place in November 2019.

. The importance of a shared vision of Maths across the School and its consistency was noted.

The structure of the year across the three terms was detailed. In the Spring term for example, the School had had a Maths Inset with Sian Thomas from the LA.

They were also preparing children for the MTC- statutory tests for Y4 based on times tables which becomes statutory next year.

Comments and questions were welcomed.

A Governor noted that staff had to be quite skilled to use the new resources and questioned whether they had been given a mandate about how these should be used to ensure consistency.

It was noted that there was a lot of staff training undertaken to ensure that they were upskilled on how to use the new resources. Team teaching was also used as well as support in year group planning.

A Governor enquired into whether there was support embedding this for/from parents and noted that parents would benefit from learning how to translate the CPA approach used. It was noted that the School were currently in the process of re writing the Calculation Policy. Once this had been completed, it would be added to the School website and workshops offered to parents.

Following a Governor question, it was confirmed that the Homework Policy had not been changed and was not affected by this approach in Maths.

A Governor asked whether lower achieving children were able to catch on to the approach and make progress. It was noted that this group often grasped the approach quicker, finding it easier to use some of the resources and keen to learn a new pathway.

It was noted that the School was also part of a London wide Maths Hub that had been set up to discuss Maths topics in schools. It involved viewing and observing different lessons for example and discussing best practice. Sarah Leven was the lead for this from the School and would then cascade the information and training to other staff. The School had also received a £1,000 grant as well as additional resources.

19/44 Acceptance/non-acceptance of apologies for absence

Apologies were received and accepted on behalf of Janina Quinn and Tara Ward Ammoun.

19/45 Declaration of Pecuniary Interest

There were no declarations of pecuniary interest.

19/46 Part I Minutes of the meeting held on 28 March 2019

The Part I Minutes of the meeting held on 28 March 2019, 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, subject to minor amendments.

19/47 Matters Arising

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

19/48 Local Authority Governor nomination

The School had received a nomination from the Local Authority (LA) for a candidate for the position of LA Governor, Cllr Linda Freeman. The nomination had been discussed between Governors via email and was resumed at the meeting.

It was noted that the nominee has expressed opinions on social media that were not compatible with the ethos of the School.

As a result of this, Governors unanimously voted to **REJECT** the nomination for the reason stated above.

The GAO would be informed accordingly.

19/49 Junior Head Teacher's Report/Updates

Copies of the JHT report, circulated prior to the meeting, were received and noted by Governors.

The JHT provided an update on staffing. She noted that two resignations had been received thus far. Both were moving on to other jobs and it was not certain that they would be replaced. There were short timescales to recruit. An interview was planned for a new Music Coordinator on 21 May; both Ruth Henrywood and Paola Riddle would be on the panel.

Governors congratulated Mrs Lovatt on the birth of her baby; her class was being covered by Mrs Down and Mr Glazelle.

Following a Governor question, the JHT explained that they did not have a specific support staff/teacher protocol in place like the Infant School did. They continued to develop how staff worked together however, with LSAs moving around, they had to be more adaptable. There were a number of systems in place to help with this for example the use of planning documents outlining expectations as well as meetings between LSAs and Teachers.

A Governor questioned whether, due to budget constraints, the School would still be able to release time for Subject Leaders.

Training had been provided to the Leadership Team in order for them to take a lead role in appraisals of team members. Appraisal targets linked directly to the main priorities in the SDP and appropriate data was being used to measure impact. A Governor enquired into how training on Appraisals and Mid Reviews had been provided for the Assistant Headteachers specifically.

The JHT explained that pro formas had been created; these provided criteria and had been reviewed as part of SLT. The AHTs had also had the opportunity to discuss relevant areas where necessary. Having completed their own appraisals with L Berger, this had given them a further understanding of how they should be completed.

The JHT explained that covering for training/sickness would be a challenge due to budget constraints, particularly if there was any long term sick

The JHT confirmed that the SATs had been completed, administered seamlessly by Mrs Berger and her team. The School had been inspected unannounced and passed. It was noted that there were nine children with extra time and this was managed very well.

The School continued to be part of the Junior School Partnership and they had successfully applied for a grant from the Educational Development Trust to enable the Junior schools to join the Schools Partnership Programme. Training for the leadership of each school took place in March 2019 to enable development work to take place within the partnership. This would formalise the existing systems of school reviews.

The total number on roll was 350. The number of Pupil Premium (PP) was 74; there was one LAC; 40 on SEN support and six with an EHCP.

Attendance for the spring term was 96.53% with 3.18% authorised absence and 0.28% unauthorised absence.

A Governor noted that there were ten PP children and seven EAL children who had Persistent Absence and asked what the School were doing with specific families and if there had been any impact.

The JHT noted that the School used a variety of methods and strategies. Termly meetings took place with the Barnet EWO where the registers were monitored and suggestions made to support individuals. The School were rigorous in ensuring that every effort was made to ensure pupils had good attendance with support offered to vulnerable families. She added that attendance was quite good at the moment in Y3 and Y4 at 97%. Fixed penalty notices had been issued to families: two in October, three in January and five in May (three families).

It was noted that there was some misunderstanding regarding medical appointments. The School urged that these should be taken outside of the School day where possible but recognised that there were some instances where this was not possible. It was important that the School achieved the correct balance when communicating to parents that if the child had an appointment in the morning then they should come back to school for the rest of the day.

The JHT confirmed that the National Curriculum was being effectively delivered at the School. The broad and balanced curriculum had been identified as a strength in the Ofsted inspection in May 2017. The School also supplemented the formal curriculum with extra-curricular opportunities for pupils to extend their knowledge and understanding and to improve their skills in a range of artistic, creative and sporting activities.

From September 2018, PE had been taught as a PPA subject. Mr McGwinn has specialised in the teaching of PE and has increased the amount of inter and intra school events.

A Governor noted that there were currently 30 children in Y6 who were in receipt of Pupil Premium and questioned how many of these were more able. The JHT noted that there were not as many more able students in the Pupil Premium group at present with only two in the top set for Maths and English.

There had been no racial incidents reported between January and April; five incidents of Homophobic incidents reported and five fixed term exclusions. Following a Governor question, the JHT explained that the one exclusion in Y6 was due to a student having an offensive weapon; a key ring pen knife. This had been discussed with the Exclusions officer at the LA before any action was taken. It was confirmed that there was no dangerous intent from the child.

Following a Governor question, the JHT explained that the Tate project was part of an initiative from Steve McQueen. He was coordinating a photography project in which he planned to photograph every Y3 class in the country. This would form part of a photo montage to be displayed in the Tate. The School would also receive a framed photo.

A music concert was being held on Friday 17 May at 2.15pm called 'Stories that Sing'. All Governors were invited.

The Y6 production was to be Annie.

The JHT was thanked for her report.

19/50 **Infant Head Teacher's Report/Updates**

Copies of the IHT report, circulated prior to the meeting, were received and noted by Governors.

The IHT noted that a minor spelling error had been made for one of the staff members mentioned in the report. An update on staffing changes was provided in the report.

Recruitment was underway for a new Reception teacher. Candidates were being seen through the NQT scheme. The Pastoral Care role had been advertised internally with interviews scheduled for the following week. This was to form part of a job share with the administrative element (pupil admin/welfare) added back in. There was also a consideration whether a temporary staff member could be employed for busy times of the year.

An event to mark Mrs Cox's time at the School was planned for 22 July.

There was potential for the Meal Time Supervisor (MTS) vacancy to be filled by using the sports coach at lunchtime. A session was scheduled for the following week with sports coach apprentices and the IHT would explore the option of recruiting a sports coach apprentice to cover some of the lunch time provision as well as some of the smaller intervention groups that focused on motor skills for example.

The DHT had attended training on 'Effective Classroom Observation; run by Cambridge Education. This provided very useful opportunities to work collaboratively with the Junior School. Individual observations contributed one piece of evidence about teaching, learning and assessment over time and the training was helpful in maximising the effectiveness of observation through a number of ways.

This term, observations had been carried out jointly by the IHT and DHT, enabling the DHT to embed the training and coach the HT in using the same approach. The focus had been on the foundation stage subjects in the broader curriculum.

The number on School roll was 250. This included 38 children in receipt of Pupil Premium; 196 EAL, 15 SEN and four with an EHCP.

Attendance for the Spring Term was 95.96% with 3.78% authorised absence and 0.26% unauthorised absence.

A Governor highlighted the importance of Attendance and enquired into whether the School had any new plans or initiatives to improve PP attendance and/or lateness.

The IHT noted that this was more of an issue in Reception at present due to the high number of illnesses. The malady was noted but not tracked. Of the 76 children, 14 of these had low attendance and eight of these had been highlighted as having concerning attendance. Meetings between Teachers and parents had been held to raise awareness. Of the eight in Reception, five of them were not of statutory school age.

Following a Governor question, it was noted that attendance in EYs was based on the percentage of possible days (i.e. staggered start/half days etc.). The IHT agreed to check with the DfE whether those younger children counted towards official attendance figures.

Action: IHT

The School had also started a new scheme whereby letters were sent out to parents where attendance was below 90% to alert them. An external EWO had also visited the School and commended the efforts being made.

In Y1 attendance for PP children was slightly higher than for non PP. There was one PP child on a specific report. In Y2 where there were 17 PP, attendance was marginally lower than non PP. The parents of four of these had received letters alerting them of the concern.

The IHT added that absence for religious observance was very high in the Y1 classes and was higher in the spring term than in the autumn term.

A Governor noted the benefits of peer to peer support and activities and enquired whether such things as the Internet Safety Day could be used as an opportunity for collaboration with the Junior School.

The IHT welcomed this idea. There was a transition unit planned for Y2 and Y3 based on the story *Dear Teacher*.

A Governor congratulated the School on the wider curriculum and the wide variety of opportunities, in particular chess, the visit to Kew and the River boat trip.

There had also been a number of successful activities undertaken by the PTA for example the Treasure Hunt held the previous week. Outdoor libraries had also been set up which allowed for book exchanges. This would be publicised in the newsletter the following day.

The IHT was thanked for her report.

Copies of the Infant School SIP were received and noted by Governors.

Comments and questions were welcomed.

A Governor enquired into whether, after the review of the TA/Teacher protocol, any changes had been made. The IHT explained that there had been no major changes made but rather small tweaks in terms of timings of meetings. This would need to be reviewed further for the following year particularly in terms of the distribution of KS1 TAs as there would be a lower number.

A Governor asked for further information about Science, whether there would be strategy and scheme of work ready for the next academic year and what aspect of Science development the School were working on this term.

The IHT noted that the curriculum overview would be in place. She added that Science would need to be reviewed however. The Science Subject Leader currently only worked three days per week and another day would be required to focus on the lead role. Some thought would be needed on how to best organise this.

The broader curriculum had been included as a theme on the SIP this year and some work had been undertaken on it. The School however had to focus some of its support on NQTs this year which meant that priorities had to be adjusted in some ways. The IHT added that with the new Ofsted framework being introduced and its focus on a broad curriculum, it would be useful to have some input from the LA. K Dawburn was visiting the School the following term to initiate this undertaking a Learning Walk and looking at the current offer at the School.

Following a Governor question, it was explained that Fit Bags were a current initiative used in the EYFS. They were used to encourage the children to partake in more physical activity outside of school. They had been donated by the Non Stop Action charity and involved the children taking the bags home for set periods of time which contained physical activities and cards explaining them.

Admissions

The IHT provided an update on numbers in Reception. 89 places had been offered thus far for the first round and more were on the waiting list. There had been 76 acceptances thus far

compared to 70 this time last year and only two families who had not responded compared to 18. Nursery visits were beginning the following week.

19/51 Policy Ratification

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

- **Curriculum Policy** (April 2019)

It was suggested that more emphasis be added on Art and Music.

The IHT agreed to review this alongside the DHT.

Action: IHT

- **Assessment Policy** (April 2019)
- **Marking and Feedback Policy** (April 2019)
- **Parent- Carer Code of Conduct** (May 2019)

The IHT explained that the Conduct had been discussed with all class representatives. It was suggested that the Educational Visits Policy be mentioned as an affiliate policy. The IHT agreed to amend accordingly.

Action: IHT

This would be included in the induction pack for parents.

A Governor enquired into whether the Conduct was offered in different languages. The Accessibility feature was noted that was used on other schools' websites.

- **Teaching and Learning Policy** (April 2019)

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

19/52 Update on School Funding

The IHT provided an update on the activity of the Heads' forum. Another survey had been sent out to schools which had received 78 responses. Of these, 22% had set a deficit budget, 80% had an in year deficit; 28% had made redundancies and 78% were not replacing teachers that had left.

These findings were presented to a meeting held the previous week comprising of such groups as the Governors forum, Unions, Headteachers and Councillors. An action plan was created following this and the IHT would also be writing to Mr Freer.

Governors noted the importance of parental involvement in this and a letter would be sent from the Forum to all parents in Barnet to raise awareness further. It was noted that relevant petitions had been publicised to parents already.

On the 27 September, the company Worth Less were planning another Headteacher rally.

Governors discussed what other action could be taken including a letter from the Governing Body Chairs or whether letters from the children could be written. Governors welcomed the first suggestion but were apprehensive about student involvement in this way.

Francoise Wagneur agreed to look into organising some sort of fundraising group to help focus on income generation for the School.

Action: Francoise Wagneur

Ziya Kocabiyik, Omar Shah, Sanaz Saifolahi and Alexia Dobinson left the meeting.

19/53 **Minutes of Committees**

Finance Committee

The date of the next meeting was to be confirmed.

Premises Committee

A meeting was scheduled for 5 June 2019.

Inclusion and Pupil Wellbeing Committee

A meeting was scheduled for 18 June 2019.

Staffing Committee

A meeting was scheduled for 4 June 2019.

Curriculum Committee

A meeting was scheduled for 21 June 2019.

19/54 **Named Governors Update**

Anneka Grover noted that she had met with Rubina Kesajvi the previous term to discuss KS1 assessment and literacy.

Tara Ward Ammoun had also visited the Juniors where she met with the English Co ordinator.

19/55 **Governor Training, Visits & Development update for Autumn term**

Governors were reminded of the Governor training available.

All training was to be submitted to Alexia Dobinson.

It was noted that there had been a number of recent cancellations including the Finance training and the GAO briefing.

Ruth Henrywood noted that she had signed up for another training session. She would ask George Peradigou to recirculate the link to training.

A Governor enquired into whether the training was value for money. The cost in the Infant School was £1,050 for the full package including the GAO. It was slightly more in the Junior school.

It was agreed that Alexia Dobinson bring a list of training sessions attended to the next meeting.

Action: Alexia Dobinson

Francoise Wagneur informed Governors that she had completed her Level 3 Safeguarding free of charge externally.

A Governor questioned whether it was more economical to undertake private training in house. Two to three schools could come together to do training for example.

19/56 **Education and Skills—Director’s Report Summer 2019**

<https://www.barnet.gov.uk/sites/default/files/directorsreportssummer2019.pdf>

1. **Educational Standards in Barnet:** The quality of Barnet’s schools is seen as a significant contributory factor to making the borough a popular and desirable place to live and supports the strategic drive to be the most family friendly borough in London.

Attached is a report that was presented to the Council’s Children, Education and Safeguarding Committee on 13th March 2019. The report highlights the headline results for 2017/18 assessments and national examinations and key areas for development. Attached are the Committee Report and Appendix containing validated results.

Governors noted this information.

2. **Inspection of Local Authority Children’s Services (ILACS):** In April 2017, in Barnet, Ofsted completed their ‘Inspection of services for children in need of help and protection, children looked after and care leavers, and review of the effectiveness of the Local Safeguarding Children Board’. The outcome of this inspection was that services for children in Barnet were graded as Inadequate.

Since this inspection the LA has been on a journey of improvement and have had quarterly monitoring visits from Ofsted to ensure that improvement activity has had a positive impact. They are now going to undergo a full inspection similar to the one in April 2017 but under a slightly different framework called ILACS. The new ILACS framework was introduced by Ofsted in January 2018 and has a broader focus than the previous inspection. It includes assessing the effectiveness of arrangements to help and protect children and the experience and progress of children in care.

Governors noted this information.

3. **New Governance Handbook:** An updated version of the Governance Handbook was published on 22 March 2019 by the Department for Education (DfE). The handbook sets out the government’s vision and priorities for effective governance by outlining the core role and functions of the governing board, summarising and providing a first point of reference on all the legal duties on boards, signposting to more detailed information, guidance and resources, and providing information on the support available to boards to be effective.

Revisions include changes to recent policy and legislation, updates on acronyms, and clarification on previously published guidance. The core purpose and key features of governance remain unchanged.

The Handbook should be read alongside the department’s ‘*Competency Framework for Governance*’ and the ‘*Clerking Competency Framework*’, which describe the knowledge, skills and behaviours needed for effective governance and professional clerking.

Governors noted this information.

4. **SEND- frequently asked questions:** The council's SEN Service has created a "SEND Frequently Asked Questions" document about Special Educational Needs and Disabilities services that can answer many queries and signpost to relevant information and links. It includes details of support for SENCOs, the Complex Needs Panel, SEN Support, how to access specialist services and funding.

The SEND FAQs can be found on Barnet's Local Offer: www.barnetlocaloffer.org.uk under 'Information and Advice'.

The IHT highlighted the utility of this tool and advised Governors to use it. The Junior School had already accessed the 0-19 Hub and commended its utility.

5. **Governance Self Evaluation Tool:** Schools that submitted their audit by the deadline of 31 January 2019 should, by now, have received feedback. If your school subscribes to the Governance Advice Officer (GAO) Service, you may ask your GAO for more detailed feedback, help in action-planning and advice with regard to training and support required.
6. **Early Help 0-19 Hubs:** The council's vision is to make Barnet the most Family Friendly Borough by 2020. Barnet's Early Help strategy provides a framework to organise early help services, to monitor their success and to drive improvement. This enabled Barnet to tackle problems experienced by children and families as early as possible to improve outcomes and lower costs.

On 1 October, they launched three Child and Family Early Help 0-19 Hubs. South (based at Parkfield CC), West (based at Barnet and Southgate College- Colindale) and East Central (based at Newstead CC) as well as various other satellites across the hub area.

7. **Governor Services: Governance Advice Officer (GAO) support in the summer term:** The termly GAO briefing for all Governors of subscribing schools was held on **Wednesday 8 May 2019 at 7 – 9pm**. The GAO Briefing for Clerks of subscribing schools was on **Thursday 9 May at 12 – 2pm** at Watling Park School.

19/57 Parent, Pupil and Staff Surveys

This item would be deferred to the next meeting as it would be discussed at the Staffing committee on 14 June.

It was agreed that the Parent Survey would close the day before the Inclusion committee papers were circulated. Although the survey was open all year round, the School could run off a list of completed forms to review at the meeting.

19/58 Any Other Business

Measles vaccine

Following a Governor question, the IHT explained that there was a directive to all Local Authorities to work with schools in terms of managing information on the measles vaccine. Schools were sent through some information that had been sent to parents. The Junior school already asked if a child had been vaccinated and the Infant School asked for immunisation history.

Heritage Museum

The JHT noted that the School had been approached to be part of a project with the Heritage Museum. This would mean that there would be a link to the Heritage museum on the School website.

Governors **AGREED** to this.

Administration

Ruth Henrywood noted that she had been working alongside Alexia Dobinson to create specific school email addresses for each Governor. With the move to the cloud system, this would allow for a more secure domain. Governors would be informed of updates shortly.

On 23 May, any Governor who did not yet have a lanyard could come into the School for their photo to be taken. Governors were asked to email Julia Chalfen to inform her accordingly.

Action: All Governors

19/59 **Dates of Committee meetings**

- a. Curriculum- 21 June 2019
- b. Finance – TBC
- c. Premises – 5 June 2019
- d. Inclusion & Pupil Wellbeing – 18 June 2019
- e. Staffing – 14 June 2019

19/60 **Dates of Governing Body Meetings**

- a. Summer II: 4th July 2019

Glenn GW