

**Minutes of the Meeting of the Governing Body of
Garden Suburb Infant and Junior Schools
Held on Thursday 4 July 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 Sch)

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

19/64 **Welcome**

All Governors were welcomed to the meeting.

19/65 **Presentation to Governors: Maths**

Governors were presented with a presentation from Emma Martin focused on 'Maths and how we teach it'. She explained the different expectations and how processes and approaches had changed in line with the new curriculum. The focus was on a secure understanding of number with the ability to manipulate. Using such approaches as Concrete, Pictorial, Abstract (CPA) and Practical, Visual, Abstract (PVA), E Martin detailed the different tools available.

The importance of maths mastery was noted, explaining what a good mathematician was; someone who could explore answers, apply their Mathematical understanding and explain their thinking.

The different types of visual representation including bar modelling, number lines and grids were detailed. It was important for children to use and understand Maths vocabulary, applying their skills to real life situations and solve problems.

Following a Governor question, it was noted that it was sometimes difficult for lower attaining pupils but the child had their own choice when choosing the level of activity. With so many different types of Maths lessons, a child who was able in one area may not be as able in another. Some children did choose the easier tasks but this was often reflective of a lack of



confidence. It also took time for the teacher to get to know the children. Children then chose with guidance and could move up and through tasks within the lesson.

Following a Governor question, it was noted that there was some difficulty in ensuring that lessons were pitched at the correct level; this required creative and adaptive teaching. The importance of ensuring children had the basic Maths understanding to build the foundation as they moved up the school was highlighted. The expertise of TAs were being developed to help ensure that children grasped the necessary skills so that they were not at a disadvantage in later years. This was similar to Phonics with a TA specifically working with those children who had not achieved.

Governors noted the importance of undertaking Maths activities at home, playing simple maths games for example helping to make children more aware of the relevance of Maths to every day life.

E Martin was thanked for her informative presentation.

19/66 Acceptance/non-acceptance of apologies for absence

Apologies were received and accepted on behalf of Ruth Henrywood, Françoise Wagneur and Adrian Hodgson. Omar Shah had informed Governors that he would be delayed. It was agreed that Gerard Wiseman would chair the meeting.

19/67 Declaration of Pecuniary Interest

There were no declarations of pecuniary interest.

19/68 Part I Minutes of the meeting held on 16 May 2019

The Part I Minutes of the meeting held on 16 May 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.

19/69 Matters Arising

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

19/70 Infant Head Teacher's Report/Updates

The IHT provided a verbal update.

The IHT provided Governors with an update on staffing for next term; more detail would be included in the IHT report in September. Mrs McLoud was returning to Canada and J Dunn had been appointed as her replacement. Miss Patel was moving to Rugby and A Ali had been recruited to replace her. Mrs Cox was retiring at the end of the year after 32 years and Mrs Freeman and Miss Gonzales would be job sharing the role of pastoral support.

Following a Governor question, the IHT explained that there would be some training for the pastoral role for example on G2 Integris (system used in the School office). They would also be working closely with the Educational Welfare Officer (EWO) and therefore receive training through that. She clarified that both staff members were highly qualified on medical grounds as well as having other skills.

A Governor enquired into what role the welfare officer played in terms of such areas as infectious diseases. The IHT clarified that this was captured in the role and that the two staff

members were well experienced in both the First Aid and Medical fields. Policies were also very clear on actions and precautions.

Following a Governor question, the IHT confirmed that the role would have involvement in parent facing emails with a shared email account that they would both have access to. She noted the importance of communication within this adding that both individuals were in School for most of the time so would be able to get to know the children well.

These changes essentially meant a reduction of one Teaching Assistant (TA); with there not being a TA in every class (noting that some classes had very challenging children). Another Educational Health Care Plan (EHCP) had been approved for a child but the hours had not yet been confirmed. The IHT noted that this should allow for a part time TA, which the School would recruit through an agency.

A Governor asked for clarity on the ratio of TAs to classes and what the long-term plans were. The IHT explained that TAs tended to be out of class in the afternoons undertaking interventions. These were based on their area of expertise with two TAs focused on Reading; one undertaking Speech and Language interventions; one focused on fine motor skills and Art and another undertaking Phonics catch up (11 children had not achieved the Phonics level in Y1). In the mornings, TAs would be year group based instead of class based. A timetable would be formulated after reviewing what was needed in each year group.

Following a Governor concern, the IHT confirmed that TAs had been spoken to about the arrangement and there had been a positive response. Much of the activities were already in place and it helped with ownership of the interventions.

Miss Howard was also going on maternity leave. Due to budget constraints, the School had currently taken on agency cover on a termly basis only.

With Ms Riaz, Reception TA undertaking her PGCE, Mrs Liu would be redeployed to Reception (the latter had been supporting a child on a one-to-one basis who would be joining the Juniors in September).

A Meal Time Supervisor (MTS) was leaving on 5 July. This role would be temporarily covered by TAs to be advertised in due course. For the other MTS vacancy, the School were still reviewing the potential to fill this was a sports apprentice.

The IHT added that PPA cover would continue into next year utilising specialist teachers in Art and Music for example.

The IHT provided an update on the budget forecast; to be discussed further with the Finance committee in the Autumn term. The contingency was approximately £7,000. A letter had been written to M Freer explaining the challenges and impact of all the financial cuts. The IHT was also planning a letter to parents to ask them to write to their MPs accordingly.

The School had also received a visit from their Learning Network Inspector, K Dawburn. The focus of the visit was the broader curriculum. It involved a Learning Walk and review of the foundation subjects. The IHT noted that the visit had been very useful and helped to feed into the School Improvement Plan (SIP).

The IHT cited a number of events that had taken place this term. These included:

- Y1 football competition
- Walk to school week/Scoot to school week
- Girls football festival
- PTA summer camp

- Choir show
- Annual workshop for the whole school
- Tennis coaching- utilised some of the sports funding to enable each class to have a tennis lesson at the facilities opposite the School
- Road safety sessions
- PE day- led by the children
- KS1 sports day
- Recorder show

A Food Fair was scheduled for 5 July after school and the Y2 show was scheduled for 16 and 17 July; Governors were to inform the IHT if they wished to attend.

Alexia Dobinson informed Governors that the School had undertaken a fire risk assessment on 3 July. Whilst the School was compliant, the fire alarm system required updating and needed to be replaced in both schools. The School had been working with their consultant to obtain quotes and advice. Current quotes were approx. £30,000 for both schools. It was noted that the Capital funds had not yet been allocated and so there was scope to utilise these. The same specifications had been sent to all three companies and the cheapest company, also known to the School, was Reem Partnership.

Following a Governor question, it was clarified that sensors could not just be added as the current system did not allow that. It was confirmed that there was no conflict of interest evident and a separation of duties was assured.

Alexia Dobinson agreed to circulate the quotes to Ziya Kocabiyik and Adrian Hodgson.

Following a show of hands, Governors **AGREED** for the work to be undertaken.

It was noted that the LA had agreed to replace all the windows for both Schools. This work would be undertaken sections by section.

The IHT was thanked for her report.

19/71 Junior Head Teacher's Report/Updates

The JHT provided a verbal update, noting that a more detailed report would be reported to Governors in the Autumn term.

It was noted that the School were fully staffed with class teachers for September including a NQT, J Gardiner in Y3. The School were also in the process of recruiting H Larson who had previously worked at the School; a skype interview had already been completed and a lesson observation and presentation was scheduled for 15 July.

The JHT added that whilst there were quite a number of staff leaving, the School were reducing staff numbers. From September, the two Assistant Headteachers would be teaching in class; leading teaching from the ground, acting as excellent role models and helping to develop staff from across the School.

This would however have an evident impact on workload and the ability to focus on leadership. There was concern about how the School would ensure that everything was covered especially with unexpected events for example difficult or challenging behaviour.

It was noted that a number of candidates had been interviewed for the Music coordinator role but none had been successful. It was suggested that the School share a Music teacher with another school.

The level of LSA support had been reduced to a minimum which would prove to be a challenge the following year.

Mrs Margolis, who had been on a TLR for the previous year as group leader would continue to work in this capacity but with a focus on Maths.

As noted in the Infant School, there had also been a number of events undertaken in the Junior School. These included:

- A number of sports events, thanks to Mr McGwinn
- A Tennis tournament, the School came second place
- Stories that Sing music concert
- Barnet Music festival
- A number of fundraising events run by the PTA, the circus raised £2,000

The Y6 production was scheduled for 8 and 9 of July.

The JHT also informed Governors of the new safeguarding package called *My Concern* that the School had recently bought in to. All members of SLT had been trained on it. It acted as a digital hub to collate all information in one place, enabling better communication. It was also linked to the Information Management system currently used.

A Governor raised concern about accessibility of this new system and the possible issues with GDPR and data breaches. The JHT explained that the programme was GDPR compliant and was the package recommended and approved by the LA. It allowed for different levels of differentiation of access and also aided better accountability; if a staff member made a referral, it would have to be responded to by the safeguarding lead. It would also only include pupils present at the School from September.

The JHT added that it would be introduced in the Infant School once it had been embedded in the Juniors.

The JHT noted that Y4 had taken part in a trial test for the new Times tables tests to be introduced from September. This added an extra level of analysis and also put greater emphasis on parents practicing with their children at home.

Mrs Houghton had attended a two-day Mental Health First Aid course as part of her SEND role. It would soon become statutory for each school to have one member of staff with the qualification. The School were also part of the Resilience Schools initiative. Autism training had been booked for the next Inset day on 2 September. Governors were welcomed to attend, especially in the context of the recent appeal.

The JHT was thanked for her report.

19/72 Policy Ratification

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

Collective Worship (Infant)

A Governor questioned the reference to the Education Act 2002 and whether this was the correct date.

The IHT agreed to check this and amend accordingly.

Action: IHT

It was also noted that there was a lack of reference to cultures under 'purposes'. The policy should note that there were a number of cultural days that were not religious.

The IHT agreed to amend accordingly.

Action: IHT

A Governor questioned why the policy itself was necessary. The IHT explained that it was a statutory policy referring to the daily act of worship, as the School was part of SACRE.

Governors discussed the options available for children who came from a culture or religion with a lack of a belief and whether they could opt out. The paragraph that started with 'Dear God....' would have the sentence added to it '....or lets close our eyes'.

Action: IHT

The policy was **RATIFIED**, subject to the amendments noted.

Staff Code of Conduct (Joint)

A Governor asked for clarity about the reference made in point 6.7 'Member of staff forming close relationships.....'. A discussion ensued amongst Governors regarding who this referred to and how it could be worded more clearly in the policy.

It was agreed that this would be discussed at the Staffing Committee.

Action: Staffing Committee

Support Staff Appraisal (Joint)

It was noted that the appraisals were discussed in the Staffing Committee. Reviews would be amended to September.

Action: IHT

The policy was **RATIFIED**.

19/73 Update on School Funding

It was noted that this had been discussed under the Headteachers' updates.

The JHT added that she felt very nervous about the future noting the substantial impact budget constraints would have on provision. Budgets were increasingly becoming more and more difficult to forecast with staffing cuts inevitable. The School would no longer be able to offer children the same resources as they had done previously, risking the core business of the school and adding further stress to all those involved.

Governors noted the importance of communicating these challenges to parents. The Chair agreed to organise an extraordinary FGB meeting in September to discuss how best to approach this. The FGB needed to remain mindful of staff well-being and pressures.

Action: Chair

19/74 Minutes of Committees

Finance Committee

Copies of the minutes of the meeting held on 11 June, circulated prior to the meeting, were received and noted by the Governors. An amendment was made to the minutes noting that Gerard Wiseman was no longer stepping down as a Governor.

Premises Committee

Copies of the minutes of the meeting held on 5 June, circulated prior to the meeting, were received and noted by the Governors.

Inclusion and Pupil Wellbeing Committee

A meeting had been held on 18 June 2019.

Staffing Committee

A meeting had been held on 4 June 2019.

Curriculum Committee

Copies of the minutes of the meeting held on 21 June, circulated prior to the meeting, were received and noted by the Governors.

19/75 Named Governors Update

Aneka Grover informed Governors that she had met with Rubena to discuss Literacy in the Infant School. This included a Learning Walk as well as observing interventions and discussing KS1 assessment.

She agreed to circulate her report from the visit.

Action: Aneka Grover

Governors agreed to revisit the named Governor cycle.

Action: Chair

19/76 Governor Training, Visits & Development update for summer term

Governors were reminded of the Governor training available.

All training was to be submitted to Alexia Dobinson.

It was noted that Ruth Henrywood had attended training on Hearings/Panels.

Concern was raised about the reduction of the Governance service at the LA and whether the School were getting value for money by continuing to buy into the service.

19/77 Any Other Business

There was none.



19/78 **Dates of Committee meetings**

- a. Curriculum- TBC
- b. Finance – TBC
- c. Premises – TBC
- d. Inclusion & Pupil Wellbeing – TBC
- e. Staffing – TBC

19/79 **Dates of Governing Body Meetings**

Dates of FGB meetings for the next academic year would be agreed and circulated.

Paul King
16/10/19.