

**Minutes of the Meeting of the Governing Body of  
Garden Suburb Infant and Junior Schools  
Held on Thursday 13 May 2021 via Zoom**

**MEMBERS**

**LA GOVERNOR (1)**

Evathia Elsiwidy\*

**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**

**CO-OPTED GOVERNORS (12:**

**2Teachers; 2Parents from each Schl)**

Francoise Wagneur\*  
Paul Cohen  
Anthony Shayle  
Adrian Hodgson\*  
Omar Shah (Co Chair)  
Biljana Elia (Infant Teacher)\*  
Janina Quinn (Junior Teacher)\*  
Aneka Grover (Infant Parent)\*  
Tara Ward Ammoun (Infant Parent)\*  
Paola Riddle\*  
Pam Omeye Howell\*

**NON-VOTING OBSERVERS**

Lisa Berger (Junior DHT)\*  
Sarah Jowsey (Infant DHT)\*  
Andrea Bailey- School Business Manager\*

**AGENDA**

**Part I**

21/36 **Welcome**

Governors were welcomed to the meeting.

21/37 **Acceptance/non-acceptance of apologies for absence**

Apologies were received and accepted on behalf of Anthony Shayle and Paul Cohen.

21/38 **Declaration of Pecuniary Interest**

No Governor present declared a pecuniary interest in the business to be discussed.

21/39 **Part I Minutes of the meeting held on 24 March 2021**

The Part I Minutes of the meeting held on 24 March 2021, copies of which had been circulated prior to the meeting, were virtually **CONFIRMED** by the Chair, as a fair representation of the meeting.

21/40 **Matters Arising**

Matters arising would be addressed during the meeting if not already completed.

21/41 **Finance**

The Chair provided an overview. She noted that the Finance Committee had met on 10 May to review and discuss the budget forecasts, notes, explanations and plans provided by both Schools.

Following this review, the Finance committee noted that they were happy to agree the balanced budget put forward by the Junior School and expressed their support for the IHT in the submission of a deficit budget for the Infant School to the LA for licensing.

## **Junior School**

The JHT provided further detail on the budget for the Junior School. She noted that following advice from the Finance department at the LA, she had worked to set a budget that was realistic and pragmatic.

She explained, that the delay in the necessary submission of the budget until May had allowed for further scrutiny of budget lines and a better understanding of any extra income to be received etc. This had allowed her to set a balanced budget, noting the numerous vulnerabilities as a result of the unknowns.

Following a Governor question, the JHT confirmed that this did include the additional staff member that they wished to recruit. Since then however another staff member had tendered their resignation and so the School would need to decide whether to appoint on a part or full time basis. This would be discussed further at the next Staffing committee meeting.

She noted that forecasts were continually reviewed and updated, adapting to the changing situations.

A Governor questioned what the School had not budgeted for this year. The JHT explained that swimming had not been included as it tended to take place in the summer term, i.e. in the next academic year. The School were not yet clear on whether they would be able to provide swimming for those cohorts who had missed out this year due to the Covid closures. She added that she was currently in discussion with Brookland about the use of their pool, which was currently being refurbished.

Following a Governor question, the JHT explained that they were in the process of formulating a Three and Five Year plan which could then be shared with Governors. She pointed to the SDP which detailed the strategic plans for revenue generation.

Taking into account the discussion, recommendation from the Finance committee and confirmation that the budget did not compromise on the delivery of the School's priorities and objectives, Governors were asked to ratify the budget.

Following a show of hands, Governors **RATIFIED** the Junior School budget.

All those involved in the work on this were thanked.

## **Infant School**

The IHT drew Governor attention to the documents on the budget, uploaded onto the Governor drive. As outlined in the document entitled 'Notes on 5 year planning scenarios', the end of year deficit for 2021-22 was £58,246.

The IHT explained that this total was with a larger carry-forward from the previous year than originally assumed (£26,766, as opposed to £19,000). She added that originally, when setting the budget, the School had budgeted to replace an agency SEN Teaching Assistant who was leaving. This left the School with a deficit of £72,546. The decision however was made not to replace this Teaching Assistant, saving £14,300, and to instead to use existing staff to support the pupil. This resulted in an end of year deficit of £58,246.

The IHT explained that when a budget could not be balanced, it was necessary to set a recovery plan to show how a school would recover from the deficit situation. The IHT had spoken to Gareth Evans, Head of Finance for Barnet, who made a number of points as detailed in the document.

Three scenarios had therefore been set out for the recovery planning- a best, middle and worst case scenario. Three variables were looked at as part of this process:

- The possibility of savings made in the first year, which would reduce the end of year deficit in 2022
- A variation in pupil numbers
- Per-pupil funding.

Each scenario based on these different variables was detailed in the document. The IHT provided a summary of each. She noted that the aim was to recover in three years and if not, then five. Having three potential budget plans allowed the School to pivot between them very quickly to achieve the best results.

She noted the various budgetary unknowns citing the sports funding for example that could equate to £10,000 but was often received quite late in the year. £10,000 had also been included for maternity and sickness and the School were hoping to make a saving of £4,000 here.

For the variable on per pupil funding, the IHT explained that this was largely based on EAL funding, explaining that whole school funding overall was based on a number of different variables. The School had tended to have 80% of its pupils who were EAL and the funding was therefore worked out in that way. Other factors also included the number of Universal FSMs that a School had for example.

For all the scenarios depicted, the IHT noted that they included a reduction in the number of agency TAs in line with the reduction in the number of EHCPs. She explained that whilst a school received £6,000 per EHCP, the school were expected to contribute £3,000 more.

She added that the catering contract which currently generated an income of £6,500 was due to end this year and there was scope to renegotiate it.

With those changes, the IHT explained that the best case scenario would reach a balanced budget in three years and the middle case scenario, in four years. This was based on not bringing in any additional funds.

For the worst case scenario to achieve a balanced budget in five years, there would need to be significant changes made, reducing on leadership roles for example and one TA role. This could also mean the removal of all agency staff, supporting SEN children with current staff through redeployment. Another option was restructuring to a two and a half form entry with some mixed classes, losing one Teacher and one TA as a result.

A Governor asked for clarity on the removal of the pay award noted in the budget. The IHT explained that this was the pay freeze for all public sector employees as decided by the Government. It was confirmed that staff would still receive their incremental rises based on their appraisal and performance management until they reached the top of their scale.

A Governor enquired into why the cleaning contract had increased by 3.5%. The IHT explained that the School had signed up to the Council's contract that they had negotiated on behalf of Barnet schools and that this rise had been anticipated. She noted that whilst there was the option to look elsewhere, this contract benefited from the economies of scale etc.

Following a Governor question, the IHT explained that the amount noted for donations and the voluntary fund had decreased as it had been inflated the previous year based on one family who gave very generous donations. She explained that nothing was added to this until it was actually received.

Following a Governor question, the IHT confirmed that the School had different insurances for different staff groups and these were located in different budget codes.

A Governor questioned whether there were children in the area that could attend the School. The IHT explained that the School continued to be active and proactive with nurseries with a meeting scheduled for the following week to discuss further planning.

The Chair confirmed that all actions had been taken to mitigate the risk and compromising of Teaching and Learning. All those involved in the process were thanked for their continued work.

Following a show of hands, Governors **AGREED** and confirmed their support for the IHT to submit the Infant School budget to the LA for licencing.

#### **21/42 Junior Headteacher's General Updates**

The JHT noted that a new Music Coordinator had been recruited for three days a week, Julian Silverman. The School had also recruited another experienced Teacher and so were fully staffed for September.

It was noted that Miss Childs was currently working from home due to her pregnancy. A rolling programme of interventions for Y5 children had been formulated with 1-2 or 1-4 zoom sessions organised with her. These were primarily targeted at children in receipt of Pupil Premium and those not meeting the expected standards. Miss Childs met with the groups three times a week to focus on their needs. The DHT confirmed that parental consent had been obtained for this.

Miss Quinn was also scheduled to go on maternity leave shortly. Cover for her class had been arranged accordingly.

Extra-curricular activities had restarted in the School.

The JHT thanked Andrea Bailey for her organisation in redecorating the staff room. There had also been a useful Wellbeing event for staff at the start of term.

It was noted that student attendance remained good with activities planned to make the environment as fun and practical as possible; encouraging collaborative working.

The Y6 production had been confirmed as Cats.

#### **21/27 Infant Headteacher's General Updates**

The IHT noted that Pippa Lamberty had been accepted on to the SCITT course with The Compton School.

She added that there had been one resignation of a Meal Time Supervisor who would need to be replaced.

Governors commended the *Bling your Bike and Sparkle your Scooter* day the previous week which had been very successful. The IHT noted that she would be adding photos to the School website shortly. This was also followed by the odd sock day to raise awareness about difference and diversity.

The IHT added that the Y2 end of year show would be recorded and shared with parents accordingly. Y2 were also rehearsing for the Barnet dance festival, which would be held online. Barnet Sports festival were also coming to the School to undertake a range of activities with the children. Further details of these would be added to the written report for Governors at the next meeting.

It was confirmed that the extra-curricular activities were back up and running for singular year groups.

It was noted that the new Early Years Foundation Stage (EYFS) curriculum was scheduled to start in September. Further details on this were provided in the Director's report.

#### 21/28 **GB priorities and Covid recovery planning**

The Chair provided an update noting that the Marketing group were scheduled to meet on 21 May. The IHT explained that they planned to discuss the information provided at the meeting herself and Alexia Dobinson had attended with the consultancy firm and the areas they had mentioned for exploration.

The intention was for an action plan to be formulated and shared with the FGB accordingly. The Chair added that the Curriculum committee had also devoted two of their meetings to focus on the baselining of the children following lock down and the gaps in learning. They agreed that the School were addressing these gaps in the best possible way. It was suggested that this work be expressed in a similar way to that presented in the Pupil Premium Statement.

This could also set out future plans for Covid educational recovery, and act as a reference document for parents to use. The IHT confirmed that this had already been completed for the short term for the Infant School noting that the Covid catch up funding ended at the end of this term. She referred to the Director's report which provided details of the Renaissance project which was focused on recovery and the curriculum that would be offered to the children whilst at school.

The JHT noted that moving forward, these plans would be included in the SDP. She shared her computer screen with Governors to highlight the objectives in place. Similar messaging continued with the importance of quality teaching in the classroom supported by a number of Inset days to ensure this. This was to be supported further by having high expectations for everyone.

#### 21/29 **Finance documents**

##### **SFVS**

The Finance committee confirmed that the SFVS had been discussed at their last meeting. It had also been shared with Governors on the Governor drive.

The Finance committee put forward the SFVS for Full Governing Body ratification.

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

Finance Officer, Ramila Shah, was thanked for all her work on this.

#### 21/30 **Governor Training Update**

Pam Omeye Howell noted that she had booked to attend the New Governors Induction course scheduled for 28 May and 26 June.

#### 21/31 **Minutes of Committees** (for information)

Minutes of the following committees had been added to the Governor Drive:

**Premises**

**Finance**

**Curriculum**

21/32 **Report from the Director of Education and Skills** <https://www.barnet.gov.uk/working-children-barnet/information-schools/school-governors/meetings-and-reports> (if available)

Governors noted the report and its contents.

### 21/33 **Policies**

The following policies, circulated prior to the meeting, were reviewed by Governors:

#### **Teaching and Learning (Junior School)** **Anti Bullying**

It was confirmed that these had been discussed in detail at the Curriculum committee meeting.

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

### **Any Other Business**

Governors discussed the option of meeting in person before the end of the school year for an outside picnic. The Headteachers agreed to circulate some potential dates for consideration.

***Action: Headteachers***

### 21/34 **Dates of Committee meetings**

- I. Curriculum – TBC
- II. Finance – TBC
- III. Premises – 19/5/21 and 15/6/21
- IV. Inclusion & Pupil Wellbeing – Wednesday 26 May at 8.30am
- V. Staffing – 11/6/21 at 9.15am
- VI. Heads and Chairs of Committees – Tuesday 8 June at 8.30am

### 21/35 **Dates of Governing Body Meetings** (all at 6pm)

Dates of future meetings were confirmed as:

- Wednesday 23<sup>rd</sup> June 2021

*The meeting ended at 7.55pm*