

**Minutes of the Meeting of the Governing Body of
Garden Suburb Infant and Junior Schools
Held on Wednesday 23 June 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

21/53 **Welcome**

Governors were welcomed to the meeting. Governors were reminded to use their lgfl email addresses. The JHT agreed to review how to set up a global distribution list for the FGB and committees although she was not sure that this was possible.

The Chair noted the need to complete and circulate the end of academic year report to parents. She would be contacting committee chairs to write a short paragraph on what the committee had achieved/undertaken over the last year.

It was suggested that Governor attendance at FGB meetings be added to the School website.

Janina Quinn was thanked for her governorship, noting that she was shortly going on maternity leave. She left the meeting.

21/54 **Acceptance/non-acceptance of apologies for absence**

Apologies were received and accepted on behalf of Lisa Berger.

21/55 **Declaration of Pecuniary Interest**

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

21/56 **Part I Minutes of the meeting held on 13 May 2021**

The Part I Minutes of the meeting held on 13 May 2021, copies of which had been circulated prior to the meeting, were virtually **CONFIRMED** by the Chair, as a fair representation of the meeting.

21/57 **Matters Arising**

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

The Headteachers agreed to arrange a date for an in person Governor gathering.

Action: Headteachers

21/58 **Junior Headteacher's report and SEF**

Governor attention was drawn to the JHT report and SEF circulated prior to the meeting. The JHT noted that she had included a section on how the School intended to recover from the budget challenges etc.

The JHT provided an overview noting that an analysis of behavior trends had been undertaken. She had also spent a significant amount of time on recruitment noting that a member of staff who had newly joined would no longer be staying. Further candidates were lined up for interview. This would allow for one member of staff to be out of class to deliver interventions etc.

A Governor questioned whether foundation subjects would be linked to reading and writing in order to enhance "cultural capital". The JHT noted that this would be the case but only where it was appropriate to do so.

A Governor enquired into whether the School made enough use of the cultural diversity already existing among the pupil population in school. The JHT noted that there was more work to do on this. She added that she had attended a course a few weeks ago focused on this as well as relevant occurrences happening in the news. It was important to progress with how the School looked at issues, how it permeated across the years and what the best approach was.

A Governor drew attention to the Peer on Peer Abuse Audit tool noting the list of action points. She asked whether Governors could have a timetable on when these would be initiated/achieved. The JHT noted that this had been something that the LA had recommended. There were areas where work was needed particularly on pupil voice as well as mechanisms to allow for more feedback on areas such as the sex and health curriculum.

A Governor drew attention to the Risk Assessment form and asked if this was different to the standard Safeguarding procedures. The JHT explained that she had been taking advice from Jane Morris on this and that it would be revisited in September.

In terms of COVID catch up, the JHT noted that the School had identified that Writing was an area to focus on as it had been most impacted by the School closures. The School had recently held an INSET on English and, as a result, were redesigning and tweaking the teaching so that the children were better prepared. This approach was focused over a series of lessons over three weeks with a final independent big writing piece in the fourth week.

Following a Governor question, the JHT confirmed that there was still a lot of writing and handwriting undertaken in School.

21/59 **Infant Headteacher's report and SEF**

Governor attention was drawn to the IHT report and SEF, circulated prior to the meeting. The IHT provided an overview. She noted that they had successfully appointed a two day a week Teacher. Paola Riddle and Aneka Grover were thanked for their involvement in the recruitment process. The School were now in the process of looking for a 1-1 TA through an agency.

The IHT noted that the School had also received notification that they would be receiving sports funding. This would equate to £10,000 this financial year.

It was noted that the School were also submitting a bid for some further funding. As part of the recovery funding, BELS had invited partnerships to submit bids for funding to carry out projects in those partnerships. The School were therefore submitting a bid as part of the RRR. T Alan was undertaking some training on an enriching language programme and so the funding would be used to create a group of professionals across the schools to deliver this.

Governor approval for the bids was provided. It was noted that language was one of the School's priorities. The programme would focus on Y2 with targeted groups of children.

The IHT noted that there were other opportunities for bids for example ones around an occupational therapy programme where schools could put themselves forward for training looking at core stability and fine motor skills.

Following a Governor question, the IHT explained that the infant partnership was a group of likeminded schools that worked together to support one another.

A Governor questioned if the emphasis on the foundation subjects and subject leaders as referenced in the SEF had been somewhat disrupted this year due to the pandemic. The IHT confirmed this.

A Governor asked for clarity on the statement "ensuring that the foundation subjects are given the right priority". The IHT explained that this meant that if it was a History lesson for example, then there had to be a history objective and the children needed to understand that. Sarah Jowsey added that the School were reviewing the foundation subjects and the topics covered to better understand how they could be linked as well as ensuring more diversity.

Following a Governor question, the IHT explained that Maths Mastery had been joined two years ago. It continued to be embedded in the School with this year focused on variation in maths.

A Governor asked what the main implications of having to implement a new EYFS curriculum in September with a cohort that has been affected by the pandemic was and whether there was sufficient time for staff training. The IHT explained that a session had been undertaken the previous day with an Early Years Advisor for Barnet. The Advisor was delivering two twilight sessions this term for staff. It was noted that there was not a lot of change but still a lot to do. This included making sure the environment was appropriately challenging for example as well as thinking more about adult interactions.

Biljana Elias noted the focus on professional skills in all areas of learning and how this would then be translated into Y1 and then into Y2 and subsequently, up the School. The IHT noted the importance of being clear about what the principles were, linked closely to core staff skills and training.

A Governor noted that although an Equality Audit had been undertaken, the school (including governors) has not audited nor reflected on how they were doing and how good practice could be improved in terms of race, diversity and inclusion among staff and pupils for some time. After such a disrupted year, the IHT was asked if she had any plan to explore these issues in order to ensure best practice and help strengthen community cohesion.

The IHT confirmed this noting that they planned to discuss and review resources in the School looking at the books for example as well as the curriculum to see how diverse it was. It was important to ensure that the resources and work undertaken reflected the families of children as well as the wider world.

21/60 **SIP Updates**

Infant SIP

Copies of the Infant SIP, circulated prior to the meeting, were received and noted by Governors. The IHT explained that this was a plan for this term and this time next year. She reminded that it was an iterative document. There was new information about teaching Phonics for example which would require new resources.

The plan focused on recovery as well as language and the physical environment. This was also encompassed within the School's curriculum intent.

In terms of catch up funding, the IHT noted that this was being used to focus on wellbeing and readiness to learn through various interventions and initiatives. The nurture group introduced was very successful for example although difficult to measure at present.

Governors confirmed their support and **APPROVED** the SIP.

Junior SIP

Copies of the Junior SIP, circulated prior to the meeting, were received and noted by Governors. The JHT highlighted the focus on the feeling of community and togetherness as the ethos of the school and wellbeing of its pupils and staff. She noted the challenges with this as a result of the class bubbles.

She noted the success of the online interventions run by Miss Childs; pre teaching focused on Pupil Premium children, disadvantaged and gaps in learning as well as revision sessions. She had also carried out emotional health interventions with Y6 as well as transition sessions.

Governors confirmed their support and **APPROVED** the SIP.

21/61 Marketing Update

Pam Omeye- Howell provided an overview of the work that had been undertaken noting that there had been a number of committee meetings and plans formulated subsequently.

She noted that the focus for the Infant School was on pupil recruitment as well as income generation. This would also utilise digital assets including social media, updating the website and promotional flyers.

The FGB confirmed their support for this as well as in creating a formal sub committee to lead on this.

The IHT noted that whilst the School website was compliant, it needed to be updated. There was already an updated version that could be adopted using a good company at a reasonable cost of £2,500.

Governors **AGREED** to this.

Numbers for September were low at 66 and therefore just over two classes.

21/62 Finance Update

The Headteachers provided an update on the financial situations in each School noting that there had not been much improvement. Difficulties with pupil numbers were highlighted.

21/63 Pupil Premium strategies

A Governor questioned whether the Key Workers onsite school was offered to all PP/disadvantaged children. The JHT noted that this was not the case as not all PP children were from key worker families

and there had to be a priority. They did however offer spaces to all vulnerable children and some of these were PP. All children with an EHCP also attended the provision.

21/64 **Sports Premium report**

A Governor asked for further clarity on why the Reception children had "limited access" to the playground and whether this meant they had less access to the playground compared to the other children. The IHT noted that this referred to the staggered play times and the different routines installed due to the class bubbles. The children therefore had designated times outside.

21/65 **Minutes of Committees** (for information)

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

**Marketing
Inclusion
Staffing**

21/66 **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.

21/67 **Policies**

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

Junior Anti Bullying

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

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

21/68 **Pupil Voice**

Governors highlighted the importance of talk. The Schools recognised that there was more work necessary.

21/69 **EDI** - discussion of how to involve and update governors on EDI data, policies and practise

Governors questioned whether this item should be added as a standing agenda item to ensure appropriate and regular feedback. The diversity in each classroom was highlighted, with it necessary to have a mechanism to be able to monitor this. It was suggested that an audit be undertaken so that this could be used as a benchmark to measure from. A regular report could therefore be produced to include the diversity of the workforce, students and Governors. This could then be used to inform strategies for each School and also be picked up in relevant committees and subsequently the Equalities Plan.

The IHT agreed to check if the LA were able to create an audit or template for this to then review at the next FGB.

Action: IHT

21/70 **Succession planning**

The Chair noted the need to review Governor terms of office as well as committee chair roles.

Governors were asked to review committee membership on the Governor Drive.

Action: Governors

The Chair asserted that further information was necessary on the proposed Junior ICT spend before it could be approved.

21/71 **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

21/72 **Dates of Committee meetings**

- I. Curriculum – TBC
- II. Finance – TBC
- III. Premises – TBC
- IV. Inclusion & Pupil Wellbeing – TBC
- V. Staffing – TBC
- VI. Heads and Chairs of Committees – TBC

21/73 **Dates of Governing Body Meetings** (all at 6pm)

Dates of future meetings were confirmed as:

- 21st October 2021
- 2nd December 2021
- 3rd February 2022
- 24th March 2022
- 12th May 2022
- 23rd June 2022

The meeting ended at 8.20pm