

**Minutes of the Meeting of the Governing Body of  
Garden Suburb Infant and Junior Schools  
Held on Thursday 5 December 2019**

**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**

Julia Chalfen (Junior Support)\*

**CO-OPTED GOVERNORS (12:**

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

Francoise Wagneur\*

2 x Vacancy

Adrian Hodgson\*

Gerard Wiseman (Junior Parent)\*

Omar Shah (Junior Parent) (Co Chair)\*

Biljana Elia (Infant Teacher)

Janina Quinn (Junior Teacher)

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**

19/110 **Welcome**

All Governors were welcomed to the meeting.

19/111 **Acceptance/non-acceptance of apologies for absence**

Apologies were received and accepted on behalf of Janina Quinn, Aneka Grover and Biljana Elia.

19/112 **Declaration of Pecuniary Interest**

There were no declarations of pecuniary interest.

19/113 **Part I Minutes of the meeting held on 16 October 2019**

The Part I Minutes of the meeting held on 16 October 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 the following correction:

Paola Riddle had attended training on the New Ofsted Framework.

19/114 **Matters Arising**

19/94 **Infant Headteacher's Reports/Updates**, *School roll*: A Governor commented on the 79.9% EAL children at the School and questioned whether this could be raised with the DfE

considering outer London schools and the Funding Formula. Staff wages were also based on Barnet being an outer London borough and this did not seem proportional.

The IHT explained that the percentage of EAL pupils at a school was taken into account within the calculations. The inner/outer London divide was based more on the cost of living and was more of a historical concept. The IHT added that EAL was not seen as a disadvantage and the number of Pupil Premium children was actually quite low at the School. It was further explained that whether a child was EAL or not was decided by the parent when completing the induction forms and so was rather subjective.

**19/94 Infant Headteacher's Reports/Updates, Attendance:** A Governor enquired into how the attendance for Reception was this term as it appeared to be quite low last year. The IHT explained that it had only been half a term and so the data was quite skewed. Attendance for Reception at present was 94.5%; 96.4% for Y1 and 95.4% for Y2.

**Email to parents:** Governor attention was drawn to the email to parents that Ruth Henrywood had drafted and circulated. This detailed the role of Governors and the vacancies present.

It was agreed that this would be circulated in the new year.

**Action: Ruth Henrywood**

**19/103 Report of the Director of Education and Skills, 8. Governance Self Evaluation Tool:** Ruth Henrywood explained that she had completed this but had not yet circulated to Governors to review. Governors noted the utility of the document in identifying actions and areas for development.

Ruth Henrywood agreed to circulate the document to Governors for review and update.

**Action: Ruth Henrywood**

**19/103 Report of the Director of Education and Skills, 2. SEND report:** Following a Governor question, it was noted that the Infant SEND report had not yet been updated but the policy had been completed.

**19/103 Report of the Director of Education and Skills, 4. Consultation on Sickness Absence and Maternity Leave Pooling Arrangements:** A Governor enquired into whether any alternatives had been explored by the School. The IHT explained that the School would be addressing this in January 2020. They were obtaining information from a company who already provided this service as well as meeting with Infant Partnership schools to discuss this further during the January INSET.

**19/115 Infant Headteacher's updates**

### **KS1 2020 Targets**

Copies of the KS1 2020 Targets, tabled at the meeting, were received and noted by Governors.

Following a Governor question, the IHT clarified that the Beginning of Year Attainment referred to Y1 in June 2019 and the June 2019 Attainment referred to the current Y2 (what the last year group had achieved). She further explained that target setting involved the use of FFT data which the School modified and adapted according to the cohort. She explained that the School looked at the child's attainment in terms of their EYFS scores and predicted what they should achieve by the end of Y1 and Y2.

A Governor noted the decline in performance over the summer and questioned whether the School could provide children with some fun activities to do over this period to limit this. The IHT explained that libraries ran a number of activities to this respect, which the children were given details of. She added that the children usually picked up quite quickly once they returned in September and there were often a number of new starters at the beginning of the year which effected percentages.

Following a Governor question, the IHT confirmed that the targets were regularly adjusted and updated to reflect the children's progress. The LA did not stipulate that the targets had to be set in such a way.

### **School Improvement Plan**

Copies of the Infant School Improvement Plan, circulated prior to the meeting, were received and noted by Governors.

A Governor asked for clarity about how Foundation Subject Leaders' release time would be organised and how often it would happen.

The IHT explained that work was currently being undertaken to develop Subject Leaders. This was dependent on need and supply staff would be used as and when. The Infant DHT was working with relevant staff members to review the progression of skills, specific targets and action plans. A long term plan would be formulated moving forward.

Following a Governor question, the IHT explained that mentors for Subject Leaders were chosen relatively, working with the DHT. It was noted that a number of them had undertaken the role previously and therefore had experience.

A Governor asked for clarity of a number of acronyms. The IHT explained these: Interactive White Board (IWB); National Centre of Excellent Teaching in Maths (NCETM); Power Points (PPTS).

A Governor enquired into whether the School had managed to start working with the Reception team on using 'incidental Maths' effectively. The IHT explained that an initial Learning Walk with the Maths Hub Advisor had been undertaken. The Advisor gave feedback and advice for each area and she also supported planning. There were ongoing visits scheduled for other areas focused on the learning environment.

A Governor questioned whether the School could find a way of funding access to After School Clubs for Disadvantaged children. The IHT explained that the School were currently looking at access to clubs provided for free.

A Governor questioned when the School planned to have developed pupils' voice by and when a Pupil Survey would be administered. The IHT explained that the new Pupil Voice Link Governor Sanaz Saifolahi had come into School to work on this, meeting with School Council and working to explore options for a survey etc.

### **Pupil Premium Impact & strategy for 2019 – 2020**

Copies of the Pupil Premium Impact & strategy for 2019 – 2020, circulated prior to the meeting, were received and noted by Governors.

### **School Sports Plan**

Copies of the Infant School Sports Plan, circulated prior to the meeting, were received and noted by Governors.

## **Premises improvement plan**

Copies of the Infant School Premises improvement plan circulated prior to the meeting, were received and noted by Governors.

## **Updates**

The IHT informed Governors that the staff member who had had recent surgery was due to return to School in January. Their post was being covered by another experienced teacher. Two members of staff would be going on maternity leave; one in January and the other in April. Cover for the latter would need to be arranged for the three days per week.

The various and extensive School trips and visits were detailed. These included:

- The Harvest Festival at the Free Church
- Space Dome, which was very immersive for the children
- Great Fire of London workshop run by the History off the Page company
- Sponsored Circuit training day; £1,770 was raised
- An additional gymnastics class from 4.30-5.30 for Reception children had been added
- Diwali dance workshop
- Maths and Reading workshops for parents had been held which were well attended
- The School achieved Gold for the Travel Plan with a number of initiatives running off of this (JTAs standing on the green after School with posters; parking poster competitions; Walk on Wednesday; Travel Dog; new bikes and road signs for the playground and; road safety workshops)
- Silver Healthy Schools Award
- Opened the multi sports club up to Reception children
- Flu vaccines made available across both Schools

Following a Governor question, the IHT explained that most children had the vaccine but not all of them; there were no evident patterns.

A Governor enquired into whether any more work could be done for the MMR and Measles vaccines. The IHT explained that the School currently obtained information from parents in regard to their child's vaccinations on forms and the system of storing this information needed to be reviewed.

Governors asserted that this was a health priority and it was necessary to be aware of the number of children who had not been vaccinated. They enquired into whether there were any campaigns for it or information raising resources.

The JHT explained that she had met with the School nurse today who had indicated that she wanted to be more involved at a community level and would perhaps be organising drop ins at the School. This could also encapsulate something on vaccinations. The School nurses details would be added to the School newsletter and this would be discussed with her further.

***Action: JHT***

The IHT was thanked for her updates and documents.

19/116 **Junior Headteacher's updates**

**KS2 2020 Targets**

Copies of KS2 2020 Targets, tabled at the meeting, were received and noted by Governors. This had been divided into all RWM combined and Disadvantaged RWM.

### **School Improvement Plan**

Copies of the Junior School Improvement plan circulated prior to the meeting, were received and noted by Governors.

A Governor asked for further clarity on how the School envisaged auditing workload and wellbeing of staff.

The JHT explained that Sanaz Saifolahi, as Wellbeing Governor, met with T Barney, the staff member responsible for Healthy schools/PSHE etc. and plans had been made for INSETs on staff wellbeing; the first of these was scheduled for 13 January 2020. A staff survey focused on wellbeing would also be administered and the outcome of this would be used at the staff INSET, which Sanaz Saifolahi would attend. A session on pupil wellbeing was scheduled for 27 January 2020.

The JHT added that staff wellbeing continued to be a focus and was very much part of a cultural change. It formed part of the Staff Code of Conduct and could also be promoted in relevant policies. Wellbeing had also been added as a target in appraisals to ensure that conversations were being had. Governors highlighted the importance of both mental and physical wellbeing and the need for it to be explicit. It was suggested that it form part of the recruitment package, detailing what the School did to promote it etc.

A Governor asked for clarity regarding the Teacher's Performance Management and its separation with Teacher's Appraisals as this did not appear to be in line with the Appraisal Policy. The JHT clarified this and confirmed that the correct procedures were followed.

A Governor asked for further detail on how the School were developing Pupil Voice. It was noted that there were a number of different facets to this including pupils leading things, having House Captains and the forming of different groups. Sanaz Saifolahi explained her role further and it was agreed that she would work with Françoise Wagneur to finalise the Pupil Survey.

#### ***Action: Sanaz Saifolahi/Françoise Wagneur***

A Governor questioned whether anything specific on SEND wellbeing and voice needed to be considered here. The JHT explained that SEND wellbeing was paramount throughout the whole SEND provision and included such elements as tolerance, respect and understanding. There would be a user-friendly approach so that they could also access their Pupil Voice etc.

Following a Governor question, the JHT confirmed that the School intended to develop communication with parents to get them more engaged in various ways. This included a health focus via the school nurse as well as possible maths workshops planned by Mr David which would show children actually partaking in activities/schemes etc.

A Governor asked for more information on the 'Resilient School Programme'. The JHT explained that this was a borough initiative that they had joined. A member of the programme was visiting the School in February to do a demo of Quell, a counselling service for Teachers.

A Governor challenged as to whether the School had enough funding to ensure fair access to extra-curricular activities for Pupil Premium children or whether they needed to find a way to increase this.

The JHT explained that approximately £2000 was set aside for this. The School always discussed this with parents and would facilitate where necessary, for example with the funding of musical instrument tuition or attendance on trips.

### **Pupil Premium Impact & strategy for 2019 – 2020**

Copies of the Junior School Pupil Premium Impact & strategy for 2019 – 2020 circulated prior to the meeting, were received and noted by Governors.

### **School Sports Plan**

Copies of the Junior School Sports Plan circulated prior to the meeting, were received and noted by Governors.

### **Premises improvement plan**

Copies of the Junior School Premises Improvement Plan circulated prior to the meeting, were received and noted by Governors.

The JHT informed Governors that a fire drill had been taken on 5 December at 2pm and the evacuation was completed within two minutes. This had been logged on the safe smart database and the new fire doors had worked effectively.

### **Updates**

The JHT informed Governors that the School Keeper who had been off sick for a few months had fully recovered. Governors extended their gratitude to Rob Sheppard who had been assisting during this time.

An LSA who had been off was scheduled to return to School in January and another was having emergency surgery. The School had also recruited one new LSA who was also an aspiring Teacher; they were being employed temporarily from an agency. Governors congratulated Mr David on becoming a father; he was currently on paternity leave. Mr O'Connor was covering music until the end of term. In January the new Music Co-ordinator would take up her post in the school.

The JHT detailed a number of successful events. These included:

- A positive and successful trip to the Isle of Wight; all those involved were thanked
- Y6 continued to develop their cultural capital with workshops on Macbeth and visiting the theatre to watch it
- Y5 visited Hatfield House as part of their study of the Tudors
- Diwali Assembly
- Positive sport achievements
- Boccia festival hosted the previous week. This was specifically for children with special needs (partnership schools came to the School to participate)
- The PTA (both Schools) continued to undertake some amazing work. They were currently taking part in a Lottery which the JHT would circulate further information on. They had also created a Facebook and Instagram page and were in the process of obtaining sponsorship from a local estate agents.

A Governor questioned whether the School had a Social Media Policy and noted that this was necessary with such changes. Whilst the Chair of the PTA was responsible for administering the platforms, it was agreed that the School should offer some guidance and notes on permissions for photos etc.

**Action: JHT/Gerard Wiseman**

- A clothing recycle box had been installed in the playground
- There had been a number of new clubs introduced including a coding club for Pupil Premium children, targeting disadvantaged children who could then lead and teach other children

The JHT was thanked for her updates.

#### 19/117 **Website Audit**

It was noted that this was scheduled as part of the Governor annual cycle. The JHT explained that this had been completed recently but that it was a work in progress. The action would be continued.

Compliancy would be ensured and reported at the next FGB.

**Action: Headteachers/Chairs**

Governors were reminded that they all should have received log in details for the School Bus. They were asked to log in and reset their passwords.

**Action: All Governors**

#### 19/118 **Committee Reports**

##### **Finance Committee**

Copies of the minutes of the meeting held on 5 November, circulated prior to the meeting were received and noted by Governors. It was noted that as the committee had not been quorate, the budget forecast needed to be ratified by the FGB.

The Chair of the committee provided an overview and recommended it for ratification.

Following a show of hands, the budget forecast was **RATIFIED** by the Governors.

##### **Curriculum Committee**

Copies of the minutes of the meeting held on 15 November, circulated prior to the meeting were received and noted by Governors.

#### 19/119 **Named Governor Reports**

Governors provided details of some of their visits.

Ruth Henrywood noted that in her role as Pupil Premium Link Governor, she had visited the Junior School to review the model used for identifying characteristics of Pupil Premium children.

It was suggested that Mr David be invited to the FGB to present similar information to the Governors as it had been very informative.

**Action: JHT**

Ruth Henrywood would be undertaking a Learning Walk on Pupil Premium in the Infant School in January.

***Action: Ruth Henrywood***

Sanaz Saifolahi in her role as Pupil Voice Link Governor had visited the School to discuss this and the opportunities available to the students. She had also met with the School Council.

Aneka Grover had also completed a Governor Visit and had met with Rubina Kesavji

#### 19/120 **Governors' Skills Audit**

It was clarified that this was a different document to the Governor Self Evaluation form that needed to be submitted to the LA. This was a document to be completed on an individual basis.

The JHT agreed to send the current form to be completed and updated by the new Governors.

***Action: JHT***

It was noted that it was necessary for Governors to have a shared file space and Governor email addresses. The JHT agreed to investigate this further to confirm when this would be ready for use.

***Action: JHT***

#### 19/121 **Policies for Review:**

Copies of the following policies, circulated prior to the meeting, were received and noted by Governors:

- **NQT Induction Policy**
- **Exclusion**

The JHT explained that this had been discussed with J Morris at the LA and circulated to the Inclusion Committee. It was noted that it was not necessary to have a separate Exclusion Policy and that it could form an annex to the Behaviour Policy.

Governors agreed that the document would need to be made more parent friendly with the legal guidelines clearly stipulated.

- **Junior School Behaviour Policy**
- **SEND information report**

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

#### 19/122 **Decision on Survey Model for Parents; pupils & Staff surveys 2020**

The JHT agreed to discuss the staff and pupil survey with T Barney who was undertaking work on this (alongside Sanaz Saifolahi).

***Action: JHT***

For the parents, the Ofsted online questionnaire would be used. Computer rooms would be set up with the surveys open for parents to complete during parents' evenings in March and if any issues were identified, action would be taken accordingly to address these.



The JHT agreed to circulate the new questions.

**Action: JHT**

19/123 **Governor training update**

Governors were encouraged to undertake the training courses offered.

Gerard Wiseman noted that he had attended training on the SFVS. He had also started his Level 3 Forrest School Leadership training as well as an OSN course on Understanding Challenging Behaviour in the Outdoors.

Governors were reminded to notify Alexia Dobinson via email once they had attended a course.

19/124 **Any Other Business**

**Secondary School Transition**

A list of secondary school transfer for Y6 students was tabled at the meeting. Governors noted the changes to destinations over the past few years with those attending Christ College increasing and The Archer, decreasing.

Governors were informed that the admissions criteria for Henrietta Barnet had changed this year.

A Governor suggested that the School ask affiliated estate agents to add a note on the School as being in the catchment area of their property list.

**Committee Chairs Meeting**

The Chair explained that it was necessary to have an extra FGB meeting focused on the long term strategy. This would be held on 5 March 2020 at 6pm.

A pre meeting of Chairs, Vice Chairs and Headteachers would be held on Tuesday 14 January at 8.15am (with an alternative of 23 January at 8.15am if necessary). This would be used to agree broad points to be discussed at the FGB meeting.

19/125 **Dates of Committee meetings**

- a. Curriculum: 12 March 2020
- b. Finance: 29 January 2020
- c. Premises: 19 March 2020
- d. Inclusion and Wellbeing: 3 March 2020
- e. Staffing: 13 March 2020

19/126 **Dates of Governing Body Meetings**

- a. Spring I: 4<sup>th</sup> February 2020
- b. Spring II: 26<sup>th</sup> March 2020
- c. Summer I: 14<sup>th</sup> May 2020
- d. Summer II: 23<sup>rd</sup> June 2020

*The meeting finished at 8.40pm.*