

**Minutes of the Meeting of the Governing Body of
Garden Suburb Infant and Junior Schools
Held on Thursday 24 March 2022 via Zoom**

MEMBERS

LA GOVERNOR (1)

Evathia Elsiwidy*

PARENT GOVERNORS (2)

Ruth Henrywood (Junior) (Chair)*
Sanaz Saifolahi (Infant)*

HEADTEACHERS (2)

Sarah Sands (Infant Headteacher)*
Eileen Bhavsar (Junior Headteacher)*

STAFF GOVERNORS (1)

Vacancy

ASSOCIATE MEMBER

**CO-OPTED GOVERNORS (12:
2Teachers; 2Parents from each Schl)**

Alexia Dobinson (Infant Support)*
Francoise Wagneur*
Paul Cohen* (Infant Parent)
Anthony Shayle*
Adrian Hodgson*
Vacancy x2
Biljana Elia (Infant Teacher)*
Isabel Clarke (Junior Teacher)*
Tara Ward Ammoun*
Paola Riddle
Pam Omeye Howell (Infant Parent)*

NON-VOTING OBSERVERS

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

Part I

Reference	Action	By Who
22/18 <u>Matters Arising</u> 22/5 Matters Arising, 21/95 <i>Governor Appointments</i>	It was noted that the Staff Governor election had not yet been undertaken.	IHT
22/18 <u>Matters Arising, 22/5</u> Matters Arising, 21/95 Governor Appointments	A review of the Governors' skills audit still needed to be arranged	Chair/Vice Chair
22/19 <u>Headteachers' Updates</u> JHT Updates	The JHT agreed to share the reports (LNI and SEND) with Governors once finalised.	JHT
22/19 <u>Headteachers' Updates</u> JHT Updates	A Governor questioned whether there were any PTA activities planned. The JHT noted that activities had been largely stalled due to the resistance of having large gatherings. This would be picked up and a meeting date set	A Governor questioned whether there were any PTA activities planned. The JHT noted that activities had been largely stalled due to the resistance of having large gatherings. This would be picked up and a meeting date set

22/14 **Welcome**

Governors were welcomed to the meeting.

22/15 Acceptance/non-acceptance of apologies for absence

Apologies were received and accepted on behalf of Bilijana Elia.

22/16 Declaration of Pecuniary Interests

No Governor present declared a pecuniary interest in the business to be discussed. The Chair reminded Governors of her role as Board of Trustees and the IHT as on the board for BELS.

22/17 Part I Minutes of the meeting held on 3 February 2022

Part I Minutes of the meeting held on 3 February 2022, were virtually **CONFIRMED** by the Chair, as a fair representation of the meeting.

22/18 Matters Arising

22/5 Matters Arising, 21/95 Governor Appointments: It was noted that the Staff Governor election had not yet been undertaken.

Action: IHT

22/5 Matters Arising, 21/95 Governor Appointments: A review of the Governors' skills audit still needed to be arranged.

Action: Chair/Vice Chair

22/5 Matters Arising, 21/98 Matters Arising, 21/83 GB Strategy, Proposed Committee structure: It was confirmed that the Committee Terms of Reference had been finalised and uploaded onto the Governor Drive. All those involved were thanked for their efforts with this.

22/19 Headteachers' Updates

IHT Updates

Governor attention was drawn to the IHT report, added to the Governor Drive before the meeting. The IHT provided a brief overview.

In terms of the SEF, the IHT explained that various actions had been taken on the curriculum. This was a significant piece of work that the Deputy Headteacher was leading on. The intention was to have areas in place by September, with a revised plan for the rest.

The Deputy Headteacher noted that the School had made good progress on the curriculum but unfortunately, this had been hindered by staff absence.

The IHT drew Governors attention to the information on the interventions being undertaken as well as the Pupil Premium Grant.

It was noted that E Martin would act a KS1 Lead whilst the current post holder was on maternity. The Literacy post was also being covered by the Headteacher and Deputy Headteacher for this term with the intention of advertising for one term.

The census and budget had been set on 222 pupils. There had been an increase in admissions this week with eight/nine new joiners, the vast majority of which were in Y2. One of these was from the Ukraine; it was anticipated that schools would be given funds to assist with new Ukrainian joiners.

Following a Governor question, the IHT explained that the majority of the new joiners were boys, with some returning from independent schools and others from abroad.

It was noted that staff absence, because of COVID, had been high this term, with six staff off the previous week and a consistent two to three each week. Following a Governor question, the IHT explained that it did not appear that the cases were linked. At present, there were three positive cases.

The IHT reminded Governors of the discussion at the last Curriculum Committee meeting where Governors were presented with midyear data and a comparison to two years ago (pre lockdown) was undertaken. The IHT explained that the data looked relatively comparable apart from Y2, which seemed to be the most significantly impacted by the loss of learning in terms of the number of children performing at greater depth. There was an evident lack of resilience in their work. There also seemed to be a core group of children, mainly boys, who the School were struggling to shift, particularly those with an additional special need.

A Governor questioned what plans were in place to accommodate refugees from Ukraine. The IHT noted that the numbers were very much dependent on where the hotels were situated and where families were being housed. The Chair added that the DfE were working to provide support as well as the Golders Green Parish Church who were also doing a lot to welcome hosts and families.

Governors noted the importance of this in terms of wellbeing and diversity and the utility of having mechanisms in place in terms of processes and strategies. The JHT added that there was also guidance available from the LA.

Antony Shayle joined the meeting at 6.25pm

The IHT was thanked for her updates and reports.

JHT Updates

Governor attention was drawn to the JHT report, added to the Governor Drive before the meeting. The JHT provided a brief overview.

The JHT highlighted the good news stories detailed in the report including the girl's football team who represented Barnet the previous day. All those involved were thanked and congratulated.

It was noted that the School had also had two external reviews. One of these was from the Learning Network Inspector (LNI) and the other was a SEND review completed by the School Inclusion Team. Governors were thanked for all their involvement in these.

The JHT provided a brief overview of the feedback from the SEND review. This noted the staff commitment and differentiation as well as the quality of teaching in the classroom. The review also commended the calm environment and the independence of the children with SEN as well as their ability to talk about challenge.

Geraldine Pairs (LNI) focused on the curriculum intent in two particular areas, Writing and PE and how these acted as a model for how all subjects were approached. The JHT highlighted the utility for staff in preparing for the visit with each subject's curriculum intent on the School website. It was noted that there was further work needed on pupil voice.

The JHT agreed to share the reports with Governors once finalised.

Action: JHT

The JHT noted that the School had said farewell to the Kitchen Manager after 25 years with the School. The Governors agreed to send her a card in recognition for her service.

A Governor questioned whether there were any PTA activities planned. The JHT noted that activities had been largely stalled due to the resistance of having large gatherings. This would be picked up and a meeting date set.

Action: JHT

22/20 Budget

Infant School

The IHT provided an overview noting that they were currently in the process of setting the budget. She explained that it would traditionally have been set by this point but the School were having difficulty in making it balanced. She explained that whilst they had predicted that they would go into deficit, the amount of this deficit had increased. Within this current year for example, the deficit had started at £58,000, reduced to £37,000 in June, to £27,000 in September and then increased by £46,000 at present.

The IHT explained that this increase had been caused by a number of unexpected things. These included the back dated support staff pay award (which was being negotiated on for over a year) at a cost of £5,500 and long term sickness and COVID cover, costing £11,000.

Whilst the School did receive some funds to assist with the increase in National Insurance contributions, there was also a significant increase in energy bills. For electricity, the School had been quoted a 59% increase, as well as a 155% increase in gas bills.

At present, the deficit predicted for 2022-23 was therefore £168,000. Whilst further funding was expected, this would not allow the School to reach a balanced budget. The School would therefore need to formulate a Five Year Plan to try and remedy the situation.

A Governor questioned whether more work needed to be done to increase revenue. The IHT reminded that the number on roll had decreased by another 11 children this year. The Reception numbers moving forward were still unclear and so structures would be reviewed accordingly.

Following a Governor question, it was noted that the School had been advised to budget for £17,000 for energy costs and £10,000 for gas. This total of £27,000 was therefore 20% of the deficit.

It was noted that the LA were awaiting the contents of the White Paper to better understand the implications of academisation etc.

Junior School

The JHT noted that the initial budget prediction was £25,000 in deficit. This was expected to reduce to approximately £15,000. There had however been quite a lot of COVID staff absence and still a number of bills to account. The overall deficit was predicted at £116,000.

Following a Governor question, the JHT explained that the approximate cost of COVID absence cover was £35,000.

22/21 Lettings

Governor attention was drawn to the Lettings proposal paper, uploaded on to the Governor Drive before the meeting. Alexia Dobinson and Andrea Bailey provided an overview. It was noted that currently, neither school was actively promoting lettings as the administrative process was very time consuming and with

very little financial return for either school. The cost of overhead charges for opening/locking up the School were also expensive. Furthermore, if the School took on lettings in the evenings or weekends, the charges for caretaking costs were deducted and then the profit was split 60/40 between schools. A charge for administration was not currently built in.

The objective of the proposal was to be able to generate an increase in income from lettings without additional time required from SBM's and with a reduction in the cost of opening/locking up. It was also necessary to review and sign off the current letting Rate Card as well as agree the change in the profit share between schools.

Sharesy were a company that promoted and managed lettings primarily for schools on an on-line platform. The school set up the availability calendar and Sharesy promoted the space and managed all the administration and finance around the lettings.

It was noted that Sharesy were currently collaborating with many other Barnet schools and the feedback had been positive. They charged a 20% admin fee for all new bookings; existing bookings could also be transferred to the platform free of charge. The company's photographer was due to visit the site to take professional photographs at no charge to the School.

Governors discussed the options, the benefits of pursuing this partnership and the split arrangements between the Schools. If an individual school arranges a booking for their part of the site, they receive 100% of the income and reimburse the other school for caretaker overtime. If a shared area is booked, or impacts on another school's ability to let their part of the school, the income is shared 60/40% if the junior school arrange (to the juniors, due to them paying the majority of maintenance costs) or 50/50% if the infants arrange (due to the cost of the caretaker overtime). The Finance Policy will change to reflect this.

Following a show of hands, Governors **AGREED** to pursue the partnership and split the funds as discussed.

It was noted that the rate card would also be reviewed by the Finance committee and shared with Governors.

22/22 SFVS

The SFVS had been reviewed as part of the Finance committee discussion on 15 March. It was recommended to the FGB for ratification.

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

22/23 Policies

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

GSIS Attendance and Punctuality Policy
GSIS Children's Welfare in School Policy
GSIS SEND Policy
GSJS Attendance Policy
GSJS SEND Policy

It was confirmed that they had all been reviewed by the relevant committees.

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

22/24 Committee Minutes

Finance Committee

Copies of the Finance committee minutes from 15 March had been added to the Governor Drive.

It was noted that the damage to the fencing caused by the storm was not covered by the School's insurance. The IHT explained that the policy would be reviewed again in September.

Staffing Committee

Copies of the minutes had not yet been added to the Governor Drive.

22/25 Report from the Director of Education and Skills

The Report had been added to the Governor Drive for information.

Governors noted the report.

22/26 Governor Training

Governors were reminded to inform Alexia Dobinson of any training completed.

Sanaz Saifolahi noted that she had attended recent Ofsted training.

22/27 Any Other Business

Ukraine

Following a Governor question, the JHT explained that staff were not actively discussing the situation in the Ukraine. Rather, they were responding to any issues or comments raised by the children. She confirmed that Teachers were dealing with it as a sensitive issue appropriate to the age group.

22/28 Dates of Committee meetings

- Finance: 14th June 22
- Pupil Well-being: Tuesday 7th June 22
- Staffing: 29 April

22/29 Dates of Governing Body Meetings (all at 6pm)

Dates of future meetings were confirmed as:

- 12th May 2022
- 23rd June 2022

The meeting ended at 8.05pm