

**Minutes of the Meeting of the Governing Body of
Garden Suburb Infant and Junior Schools
Held on Thursday 20 October 2022 via Teams**

MEMBERS

LA GOVERNOR (1)

Evathia Elsiwidy*

PARENT GOVERNORS (2)

Luisa Pettigrew*

Daniel Asher*

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

Anthony Shayle*

Adrian Hodgson

Vacancy x2

Biljana Elia (Infant Teacher)*

Isabel Clarke (Junior Teacher)

Tara Ward Ammoun*

Paola Riddle*

Pam Omeye Howell (Infant Parent)*

Ruth Henrywood* – Chair

NON-VOTING OBSERVERS

Lisa Berger (Junior DHT)*

Sarah Jowsey (Infant DHT)*

Andrea Bailey*

Part I

22/57 Welcome

All Governors were welcomed to the meeting. It was noted that Paul Cohen and Sanaz Saifolahi had resigned from the Governing Body. They were thanked for all their hard work and contributions.

New Parent Governors Daniel Asher and Luisa Pettigrew were welcomed to the meeting. They provided a brief overview of their backgrounds.

22/58 Acceptance/non-acceptance of apologies for absence

Apologies were received and accepted on behalf of Francoise Wagneur and Isabel Clarke. Adrian Hodgson sent his apologies after the meeting.

22/59 Annual Register of Interest forms

Governors were reminded to complete the Annual Register of Interests form via their profiles on Governor Hub.

The IHT agreed to set up the new Governors on Governor Hub.

22/60 New Governors and Governor Vacancies

It was noted that Daniel Asher and Luisa Pettigrew had recently been appointed as new Parent Governors.

The Chair noted that there were currently two vacant Co- Opted Governor positions. It was suggested that the unsuccessful candidates from the Parent Governor election be invited to re-submit their personal statements to the GB who would then be asked to deliberate and vote on whether they were suited to the role. Information on the vacancies would also be added to the School newsletter outlining the desired skills and expertise to ensure that other individuals could also apply.

The IHT noted that there had been no nominations for the position of Staff Governor from the Infant School and so suggested that this be opened up to the Junior School. It was agreed that the necessary process of an election would be undertaken.

Action: IHT/JHT

22/61 **Appointment of Chair**

Nominations for the position of Chair were welcomed. Governors considered the one nomination received on behalf of Ruth Henrywood.

Following a show of hands, Ruth Henrywood was **RE-APPOINTED** as Chair for the academic year 2022-23 or until her successor was appointed.

22/62 **Appointment of Vice Chair**

Nominations for the position of Chair were welcomed. As there were no nominations raised it was agreed that this item would be deferred to the next meeting.

22/63 **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.

22/64 **Part I Minutes of the meeting held on 23 June 2022**

Part I Minutes of the meeting held on 23 June 2022, were virtually **CONFIRMED** by the Chair, as a fair representation of the meeting.

22/65 **Matters Arising**

22/49 **Headteachers' Updates:** Mr David had been invited to join the meeting to thank him for his contributions to Ofsted. He had agreed to join the meeting if he could.

22/52 **Committee Minutes, Environment, Resources and Audit Committee:** As Adrian Hodgson was not present, an update could not be provided on whether he has discussed the possibility of grants with a member of the Resident's Association.

22/66 **GB Strategy**

Annual GB Cycle

Governor attention was drawn to the Annual GB cycle, uploaded on to the drive before the meeting. The Chair explained that the document identified the areas and items that were discussed at FGB meetings across the year.

Governors **APPROVED** the document.

GB structure

Governor attention was drawn to the committee structure, added on to the drive before the meeting. The Chair explained that the structure remained the same as the previous year with the exception of removing the EDI committee and ensuring that these elements were covered in FGB and committee meetings. A standing item on EDI would therefore need to be added to agendas moving forward.

Following a Governor question, it was confirmed that quorate referred to having three non-staff Governors on each committee.

Each Committee Chair was reminded to review and approve its TOR at the first committee meeting of the year.

Action: Committee Chairs

GB Terms of Reference

The Chair noted that these had not changed significantly from the previous year.

Governors **APPROVED** the GB TOR.

Code of Conduct

Governors were reminded to ensure that they had read and understood the document as it would be used to hold each Governor to account.

Governors **APPROVED** the document.

GB strategic priorities

Governor attention was drawn to the GB strategic priorities, uploaded on to the drive before the meeting.

Governors **APPROVED** these.

22/66 Headteachers' Updates

IHT Updates

Governor attention was drawn to the IHT report, circulated prior to the meeting.

A summary of the SIP was included within the report, outlining the main priorities. Appraisals of Teaching and Support Staff were currently being undertaken.

In terms of pupil groups, 22.2% were in receipt of Pupil Premium, 80.75% were EAL with 48 languages spoken and 12.1% (9.9%) were SEN (including EHCPs).

Governor attention was drawn to the data report. The IHT provided some context surrounding the cohort noting that of the 81 children who completed the end of KS1 assessment, 13 had joined in Y2 and 10 in Y1. All of the joiners except one was EAL. Of these, 25% were quite new to English.

The results showed a drop in children meeting expectations compared to the cohort of children who last took statutory assessments, in 2019. In particular, in 2022, fewer children were Working at Greater Depth (WGD) in all subjects, and more children Working Towards or Below expectations. Results did however increase to 78% for those fluent in English. EAL remained a key focus in the SEF.

In all areas, there was a group of boys who had been consistently working below expectations, and support had been in place throughout year one and year two (such as 3 "Happy Cats" nurture group and

phonics catch-up/keep-up). Progress for this group had been more evident in Reading, but limited in Maths and Writing. Girls' attainment was higher than boys in Reading and Writing, but attainment for boys and girls was equal in Maths.

In Reading, the attainment of children entitled to Pupil Premium was equal to their peers at the end of the year, with PP children making greater progress than their peers. Interventions had focused on reading/phonics, and these appeared to have been effective. In Writing and Maths, PP children made progress but there continued to be a gap at the end of the year.

Following a Governor question, the IHT explained that schools were not required to submit data to the DfE this year. Data was reported to the LA but this remained confidential in recognition of the pandemic and the challenges that schools had faced.

The IHT further explained that there were specific standards that were used to assess, with ambitious targets in place. The School continued to celebrate bilingualism but it was quite clear that children needed longer than three years with the School for them to have a significant impact. She highlighted the importance of a structured curriculum within this with an emphasis on building language and vocabulary.

For Y1, 55% of the children had achieved a Good Level of Development (GLD) at the end of their Reception year. Writing was the area with the most children working below expectations, and this had tended to be related to fine motor control. Outcomes in Maths are good, with 70% of the cohort working at expected levels or higher. It was noted that the year group had had a full year of the "Mastering Number" daily, whole class interventions. In Reading, 20% of the children had been assessed as working at greater depth.

The introduction of "Little Wandle Letters and Sounds" had included good, regular reading practise in class, as well as the phonics teaching and keep up sessions. This programme started later in the first term, meaning that the full coverage of sounds teaching was delayed, but reading practise has been strong, building on prosody and comprehension as well as the letters and sounds.

For Phonics the IHT noted that scores had dropped considerably from the last screening carried out. This year, 64.56% of the children passed the test, compared to 82% previously.

Copies of the Infant School SEF, added to the drive prior to the meeting, were received and noted by Governors. The IHT provided an overview of the relationship between a SIP and SEF and noted that following advice from the LA, she would be reframing the SEF slightly before recirculating to the GB for approval.

She added that Teacher appraisals were also linked to each of the priorities and sufficient work was underway on curriculum design as well as direct teaching and leadership skills.

The IHT reminded Governors of the extensive work that been underway focused on the curriculum and ensuring that it was spiral in its approach to allow for *repeat and revisit* learning. These improvements were evident on the School website with information about the curriculum intent, success criteria and curriculum pathways for different subjects. Detailed work had already been done in the areas of Art and Geography and staff were now in the process of working more on Science and RE.

She added that the School had also done a lot of work on pupil voice, helping children to talk about their learning etc.

To support this work further, the School had also held a number of curriculum mornings for each year group sharing information with parents. These had been very positively attended. Each year also had a curriculum book, which provided parents with an outline of what the children would be learning. This was supported by a full review of planning to clearly identify what the children would be learning throughout their school journeys.

Following a Governor question, the IHT confirmed that there were drop in sessions planned for more information on Phonics and resources. She agreed to circulate the dates for these should Governors wish to attend.

Action: IHT

All staff were thanked for their continued dedication and work.

The IHT was thanked for her updates.

JHT Updates

The JHT provided an update. She reminded Governors of how challenging the year had been and the difficulties of adjusting to the new normal. She extended her gratitude to all staff and Governors for their support and guidance and highlighted the various instances of external feedback that the School had received that had been positive.

Governors noted the Ofsted report following the inspection in May. This had been preceded by a SIP review in February with the support of Jane Morris, as well as two visits from Louise Yarwood, the School Improvement Partner, for SEV (Self-Evaluation Visits).

Governors noted the External Audit report, which identified no critical or high risks and thanked those involved in the process.

Governor attention was drawn to the data reports. The JHT explained that Y6 students had achieved above both national and Barnet data highlighting the hard work of both staff and children following the two interrupted years of Covid.

Y4 also took part in the compulsory Multiplication assessments with 91% of the cohort achieving 15 marks of higher and 26% achieving full marks.

School attendance was also highlighted with it reaching 95.11% at the end of last year.

Governor attention was drawn to the staffing structure. The JHT explained that they had managed to retain all staff, which was a good basis for the new academic year. She noted that SDP targets remained in line with the previous year as a number of interruptions had meant that some areas could not be completed.

The JHT confirmed that Ofsted had spoken positively of the safeguarding procedures and protocols in place at the School.

The JHT reminded Governors of the mixing of the Y3 and Y4 classes that had taken place at the end of the academic year and some of the challenges and anxiety this had caused amongst some parents. She explained the reasoning behind the mixing and the benefits for the teaching and learning. However, she expressed that the approach and communication had been reflected upon and improvements put in place to improve this moving forward.

Meet the Teacher sessions had restarted which provided both children and parents opportunities to meet their new Teachers and help with existing anxieties. The Marketing committee had also been actioned with exploring different ways that the School could better communicate with parents.

A Governor questioned how the School could progress from a Good Ofsted rating to an Outstanding rating. The JHT noted that this was difficult to explain with different criteria and expectations now contained within the new Ofsted framework. She added that a lot of this depended on the focus of the visit as well as how embedded the inspectors felt certain areas were.

She suggested that time be made at the next meeting for Governors to review the framework in greater detail. There was also specific Governor training on it within the Barnet training offer.

A Governor questioned whether there could be a clear set of action points to identify what was needed for the School to improve.

The IHT added that this worked in conjunction with the continual process to improve and embed the curriculum as well as a greater focus on subject leadership. There would always be changing expectations but the Schools were working on the best way to provide high level teaching and learning to all pupils enriched with cultural capital and experiences.

The JHT was thanked for her updates.

22/67 SIP/Priorities

These had been included within the HT reports.

22/68 SEF

The Headteachers had included a summary of these within their HT report items.

22/69 Safeguarding

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

Safeguarding Policy

The IHT explained that the changes had been highlighted in yellow.

Following a Governor question, the IHT confirmed that the School did have a register of all the children who had a safeguarding concern and the relevant Teachers were aware of these. She added that the School used a system called My Concern, which was where information could be recorded and held securely. She reminded that the School also had a Single Central Record that the Safeguarding Governor reviewed and monitored on a regular basis. She confirmed that the School were compliant.

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

KCSIE

The Chair re asserted the importance of this document and the implications and responsibility of Governors within this.

Governors were reminded to confirm that they had read and understood the document via Governor hub.

Action: All Governors

Safeguarding training

Governors were reminded that safeguarding training needed to be up to date.

22/70 Committee Minutes

Environment, Resources and Audit Committee

The Chair of the committee provided an overview. In terms of premises, he explained that positive work had been completed on the fabric of the building and surrounding area, including a new front playground. He added that completion of other works were subject to finances and sign off by the LA moving forward.

The IHT provided an overview of the financial challenges in the Infant School. She noted that the current deficit was circa. £150,000 and this was expected to increase. She explained that the challenges had been mainly due to the reduction in pupil numbers with an average of 11 less children per year. Whilst there were 229 children (of a maximum 270) on census day, this still represented a loss in funding overall. The numbers were not low enough to remove a class but with staffing costs also increasing- an additional £31,000 on staff pay rises and no funding for this- the School were in a worsening financial position.

Governors were reminded of previous discussions whereby the Infant School had been working with the LA on a Five Year plan to recover from their deficit budget. With a further reduction in income and an increase in expenditure, the IHT explained that it was very difficult to now realise that Five Year plan.

The JHT provided an overview in the Junior School noting that the deficit had also risen and was now at circa. £81,000. She explained that the number on roll had never fallen below 352 and at census this was 226. This represented a £45,000 reduction in income. This too was coupled with rising costs that were making the financial situation untenable.

It was noted that the utility price per unit had increased on average by 200% over the last two years.

Governors discussed the options open to the Schools. They reiterated the importance and their commitment to the teaching and learning experience of the pupils.

The Chair noted that she and the HTs were meeting to discuss the various options and potential longer-term scenarios. These would then be discussed more widely with the GB.

The IHT added that she was part of a working group with other HTs to try and work through different scenarios as Garden Suburb was not the only school effected in this way.

Pupils Experience Committee

A meeting had not yet been held.

Diversity and Inclusion Committee

A meeting had not yet been held.

Following a Governor question, the Chair explained that any discussions that were had in committees that all Governors needed to be made aware of, then these could be added to the GB agenda.

20/71 Director's Report

Governors noted the report and its contents.

Daniel Asher confirmed that he had completed Safeguarding training.

The Chair added that had presented at the Barnet Governor forum regarding the School's Ofsted visit.

22/72 Any Other Business

There was no further business to be discussed.

22/73 **Dates of Committee meetings**

- **Environment, Resources and Audit Committee- TBC**
- **Pupils Experience Committee- TBC**

22/74 **Dates of Governing Body Meetings** (all at 6pm)

Dates of future GB meetings were confirmed as:

- Thu 1 Dec
- Thu 9 Feb
- Thu 23 Mar
- Thu 18 May
- Thu 29 June

The meeting ended at 8.45pm