

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

22/44 **Welcome**

Governors were welcomed to the meeting.

22/45 **Acceptance/non-acceptance of apologies for absence**

Apologies were received and accepted on behalf of Andrea Bailey and Lisa Berger.

22/46 **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.

22/47 **Part I Minutes of the meeting held on 12 May 2022**

Part I Minutes of the meeting held on 12 May 2022, were virtually **CONFIRMED** by the Chair, as a fair representation of the meeting.

22/48 **Matters Arising**

22/35 **Matters Arising**, 22/18 *Matters Arising*, 22/5 *Matters Arising*, 21/95 *Governor Appointments*: The Vice Chair asked for clarity regarding her role in the Governors' Skills Matrix noting that she would shortly be stepping down from the Vice Chair role. The Chair agreed to review this and action accordingly.

Action: Chair

22/36 Finance Documents: The IHT explained that the cash flow for the budget was near completion and there was a meeting with the Finance department scheduled for the following week to discuss it. The next step in the process was for the School to put in a request for the deficit amount. This was accompanied by the recovery plan and the detail of the repayments. The latter sum would be added to the budget plan for Governors to view.

Following a Governor question, the IHT explained that the School requested the full amount of the deficit to be paid into their account and then that was paid back each year, incorporated into the five-year recovery plan. She added that an annual payment plan would be discussed and agreed.

22/49 Headteachers' Updates

IHT Updates

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

The IHT noted that the School had been informed that they had been awarded the Healthy Schools Gold Award. This would be added to the website. All staff involved were thanked for their extensive work on this.

The IHT added that there was an internal vacancy for three days a week for an Early Years Leader. Applications were currently being invited from current staff and the role would work alongside Biljana Elia.

There was also an internal advert out for maternity cover for literacy subject leader.

The IHT noted that the School now had five children from the Ukraine, one of which had special needs. The School received funding through the Homes for UK Schemes, but this was only applicable to two of the children. The School were trying to appoint some specific Ukrainian speaking TAs to help with the transition etc.

In the meantime, the School was being very proactive with parents for example helping with translation.

Following a Governor question, the IHT confirmed that those children from the Ukraine would count towards the number on roll if they were present on census day.

The IHT noted that a lot of work was underway focused on the curriculum plan for next year.

The School had been visited twice by Louise Yarwood, the School Improvement Partner, for SEV (Self-Evaluation Visits). The purpose was "to explore the content and sequencing of curriculum planning with subject leaders". Positive feedback had been received. Her first visit had focused on Art in terms of both content and planning. She also came in on 16 June with a focus on Geography with a deep dive that looked at implementation, visiting classes and talking to pupils with their books. She expressed how impressed she was with how the curriculum was matched to the context of the children as well as how coherent the planning was.

As highlighted in the minutes of the Environment, Resources and Audit Committee, the toilets had been raised through the LA's condition survey. This was the document that the LA and DfE used to allocate funds to schools to undertake such projects. The School were unable to commit to any works at present due to the lack of funding.

Following a Governor question, the IHT explained that attendance did include those sick with Covid. There was currently an outbreak in the Y2 class.

In terms of staffing, the School were nearly at full complement in terms of Teaching staff. They were still looking for a one day a week Teacher as well as a TA in EYs. The latter had not yet been budgeted for.

The IHT noted that they had revised the curriculum section of the SIP, in order to give more clarity about this plan, which was the main focus of school improvement at present. Data would also be added once received.

Copies of the ethnicity report, circulated prior to the meeting, were received and noted by Governors.

The IHT was thanked for her updates and reports.

JHT Updates

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

The JHT reminded Governors of the Ofsted visit although the final report had not yet been received. She noted that staff had worked extremely hard in strategically getting ready and preparing everything.

The visit had involved deep dives into PE, PSHE and Spanish.

All those involved in the process were thanked. It was agreed that Mr David would be invited to the next FGB meeting for Governors to thank him more formally.

Action: JHT

The School had also been scheduled to be audited at the same time but this had been postponed to the following week. The report for this had not yet been received and would be shared with Governors accordingly. The Audit had complimented the FGB minutes and the discussion that Governors had about the Schools' finances.

Andrea Bailey was thanked for all her work on the Audit.

A Governor congratulated the staff on all their efforts and improvements made in Writing and enquired into whether this had had an impact on the Y6 SATs. The JHT noted that it had been a very busy term for them. There had been the School Journey for example, which was traditionally undertaken in October. Staff had also been undertaking the Teacher assessments, which needed to be submitted. She explained that there was sometimes a difference between these and how the children performed in the actual test. These Teacher assessed floor standards also included all the children which the SATs did not.

For the Teacher assessed standards, 75% reached expected in English, 82% in Reading, 78% in Writing and 90% in Maths.

Governors were reminded of the Y2 and Y6 productions. These were scheduled for:

Infants: 11/12 at 9.15am

Juniors: 11/12/13 at 2pm and 13/14 at 7pm

Governor attention was drawn to the SEV report which had taken place in February. This had been discussed at the previous FGB meeting.

The JHT was thanked for her updates.

22/50 SIP Updates

These had been included within the HT reports.

22/51 Policies

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

Health & Safety Policy

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

22/52 Committee Minutes

Environment, Resources and Audit Committee

Minutes of the committee meeting held on 14 June, uploaded onto the Governor Drive, were received and noted by Governors.

The Chair of the committee provided an overview of the discussion.

It was noted that there had been a walk around/inspection undertaken in May which had identified a number of areas that needed remedial works and one to two areas where specific attention was required. Some concerns had been raised regarding the roof of the IHT's office and the fire exit. Alexia Dobinson noted that she was working with a company who specialised in dangerous structures. They had been asked to visit the School and submit a quote for a full check and certification of the fire exits.

Following a Governor question, it was noted that there were still ongoing issues with the windows overlooking the playground. These had not yet been resolved.

It was confirmed that the fencing issues had been resolved.

Governors discussed the different options available in terms of works to the building as well as the impact the current status quo was having on energy bills. Adrian Hodgson agreed to discuss this, and the possibility of grants, further with a member of the Resident's Association.

Action: Adrian Hodgson

A Governor questioned whether the committee had devised a schedule of priorities and work for the next year. The IHT noted that the School were awaiting the final condition survey and then would work on that accordingly.

A Governor questioned whether the Apprenticeship scheme could be used to alleviate some of the pressure on the Admin team that had been noted. The IHT agreed to look at the scheme in more detail and whether something could be done with TAs. She explained that Kick Start was different as the School did not have to pay the wages.

Pupils Experience Committee

Minutes of the meeting held on 21 June had been added to the Governor Drive.

Diversity and Inclusion Committee

Minutes of the meeting held on 26 June had been added to the Governor Drive.

20/53 Director's Report

Governors noted the report and its contents.

22/54 Any Other Business

There was no further business to be discussed.

22/55 **Dates of Committee meetings**

- Resources: 12 October
- Pupil Well-being: Tuesday 7th June 22 8.30am
- Staffing: 20 October

22/56 **Dates of Governing Body Meetings** (all at 6pm)

Dates for next year would be circulated.

The meeting ended at 7.55pm