

**Minutes of the Meeting of the Governing Body of
Garden Suburb Infant and Junior Schools
Held on Thursday 23 March 2023 via Teams**

MEMBERS

LA GOVERNOR (1)

Evathia Elsiwidy*

PARENT GOVERNORS (2)

Luisa Pettigrew (Junior)* (Jul 26)

Daniel Asher (Infant)* (Jul 26)

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)

Anthony Shayle (Junior Parent)*

Adrian Hodgson* (Jul 22)

Ruth Henrywood (Chair)

Biljana Elia (Infant Teacher) (April 22)

Isabel Clarke (Junior Teacher)*

Tara Ward Ammoun*

Paola Riddle (May 22)

Pam Omeye Howell (Infant Parent)*

Alexia Dobinson (Infant Support)*

Greg Bookman* (Dec 26)

Caroline Olshewsky* (Dec 26)

NON-VOTING OBSERVERS

*Lisa Berger (Junior DHT)

*Sarah Jowsey (Infant DHT)

Andrea Bailey- School Business Manager

Part I

23/1 **Welcome**

All Governors were welcomed to the meeting. Greg Bookman and Caroline Olshewsky were formally welcomed to the meeting. Governors introduced themselves.

23/2 **Acceptance/non-acceptance of apologies for absence**

Apologies were received and accepted on behalf of Andrea Bailey, Paola Riddle and Biljana Elia. In the absence of the Chair, Anthony Shayle agreed to chair the meeting.

23/3 **Presentation to FGB about Ofsted preparation**

Helen Cheung, Infant School Improvement Partner, provided Governors with an Ofsted preparation presentation.

The IHT highlighted the significant documents that Governors should ensure that they familiarised themselves with. These included (but were not limited to) the PP funding, SEF, which set out the background in terms of the curriculum and the SIP which set out the priorities and where the School was now.

The School also had evidence of external validation including the recent School effectiveness visit which focused on Phonics.

The School had commissioned a Special Needs review that had been discussed at the Curriculum committee meeting.

The IHT also highlighted the importance of the curriculum and how it was structured according to the curriculum intent. There was a high language need in the Infant School for example with 80% EAL and varied levels of understanding within this. The School were also focusing on the physical development of children ensuring that they had sufficient upper body strength and ability to write.

Learning behaviours were another key facet in terms of independence, cooperation and resilience. This was all within the context of a rich cultural capital, good quality teaching and learning with good quality interventions. For EYs the focus was on the rich language environment as well as the breadth of the curriculum overall.

The IHT added that the IDSR document had identified the lower Phonics scores as well as Greater Depth in Reading and Maths and the School were already focusing on these.

The School were still working on the new phonics scheme Little Wondle and ensuring the integrity of the scheme. It was important to ensure that the children were using the same resources and menu of offer across the school and this was being consistently well taught. The School were also undertaking a mock Phonics screening in Y1 to provide further evidence.

As part of the SDP, the School were reviewing the Induction and Transition Policy and how quickly they were able to identify the welfare needs of the children for example.

If Governors had any questions on the presentation or anything to do with Ofsted, they were encouraged to contact the IHT in the first instance who would then discuss these with Helen Cheung.

Helen Cheung was thanked for her presentation. She left the meeting.

23/4 **Appointment of Vice Chair**

It was noted that Tara Ward Ammoun and Anthony Shayle had agreed to become joint Vice Chairs. Governors **AGREED** to these appointments.

23/5 **Declaration of Pecuniary Interests**

No Governor present declared a pecuniary interest in the business to be discussed. The IHT reminded Governors of her role on the board for BELS. Isabel Clarke noted that she ran a business that created and produced personalised stickers.

23/6 **Part I Minutes of the meeting held on 1 December 2022**

Part I Minutes of the meeting held on 1 December 2022, were virtually **CONFIRMED** by the Chair, as a fair representation of the meeting.

23/7 **Matters Arising**

These had all been resolved.

23/8 **Headteachers' Updates**

IHT report

Governor attention was drawn to the IHT report, circulated prior to the meeting. Governor comment and questions were welcomed.

The IHT pointed to the SIP and the summary of the mid year KS1 data. These had been reviewed in detail at the Curriculum committee. The School were also reviewing induction processes including their

approach to asylum seekers. There had also been some challenges with attendance due to illness and travel.

Following a Governor question, the IHT noted that there were quite a number of families asking for additional leave. The School were looking at attendance and the measures being used to ensure they were properly monitoring this to ensure impact. There were also a number of events underway to enrich the curriculum.

Following a Governor question, the IHT confirmed that there was a distinction between authorized and unauthorized absence. She noted that for some cases, unauthorized absence did not equate to fixed term penalties. Fixed term penalties were £60 per child per parent.

The IHT was thanked for her updates.

JHT Updates

Governor attention was drawn to the JHT report, circulated prior to the meeting. The JHT provided an update.

The JHT noted that there were some issues with parents bringing dogs into the School. A discussion ensued amongst Governors about whether they thought this was acceptable or not especially with dogs soiling for example. Some Governors suggested that signage be erected whereas others felt that they should not be allowed on the School premises. There was also a challenge in the School with the use of WhatsApp and children being members of groups.

The JHT added that attendance had been excellent recently although there had started to be a slight drop due to some extended holidays. About 15 to 20 letters had been sent to individuals about their child's attendance with a warning and a request to provide the relevant medical evidence.

The JHT added that the School had been selected in January for a visit from a Minister. Unfortunately, the visit had been cancelled but the School should be celebrated for the reasons they were selected.

A Governor commented on the statistics in the behaviour report and asked how these compared to other schools. The JHT noted that she was not aware of any comparative figures but the School was focused on monitoring its own behaviour levels and ensuring that any trends were addressed and resolved.

The JHT was thanked for her updates.

23/9 Policies

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

Infant:

Assessment
Calculation
Curriculum
Marking & feedback
Monitoring & Evaluation
Phonics
Teaching & Learning
Asthma
Behaviour
Child on Child Abuse
Food

Pupil Mental Health and Wellbeing

Junior:

Assessment, Marking & feedback Learning & Teaching

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

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

23/10 **Committee Minutes**

Environment, Resources and Audit Committee

It was noted that the Traded Services that the School bought into needed to be reviewed and confirmed by the Governors. As the Governors had not had sufficient time to review the offer, it was agreed to defer this item to the next meeting.

Pupils Experience Committee

The Chair of the committee provided an overview of the meeting. The minutes would be reviewed at the next meeting. Mr David had provided the committee with a very thorough presentation on data analysis.

A Governor enquired into how the School ensured its GDPR and data protection compliance. The JHT explained that the schools used a safe server, had encrypted passwords and laptops and adhered to the data protection policy. All staff had also received the relevant training.

Diversity and Inclusion Committee

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

It was noted that committee membership more generally would need to be reviewed.

Action: Vice Chairs

23/11 **Director's Report**

Governors noted the report and its contents.

23/12 **Governor Training**

Tara Ward Ammoun noted that she had completed training on Curriculum and Ofsted on 21 March 2023.

Governors were reminded of the training on offer.

23/13 **Communications Survey**

It was noted that 150 responses had been received from each School which was positive. Initial analysis of the results had started. Further detail would be brought to the next FGB meeting for discussion.

23/14 **Any Other Business**

A Governor asked whether calendar invites with joining details could be sent in advance of the meetings.

It was suggested that Governors be able to add items to AOB via email prior to the meeting. This would be discussed further at the Chairs and Vice Chairs meetings.

A discussion on succession planning was also necessary.

23/15 **Dates of Committee meetings**

Environment, Audit and Resources: 30.3.23 (Full GB) 6pm

Staffing: 31.3.23 at 10.15am

Pupils: 21.3.23

23/16 **Dates of Governing Body Meetings** (all at 6pm)

Dates of future GB meetings were confirmed as:

- Thu 30 Mar unclerked (budget ratification)
- Thu 18 May
- Thu 29 June

The meeting ended at 8.30pm