



**Minutes of the Meeting of the Governing Body of  
Garden Suburb Infant and Junior Schools  
Held on Thursday 29 June 2023 via Teams**

**MEMBERS**

**LA GOVERNOR (1)**

\*Evathia Elsiwidy

**PARENT GOVERNORS (2)**

\*Luisa Pettigrew (Junior)  
Daniel Asher (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 School)**

\*Anthony Shayle (Junior Parent)  
\*Adrian Hodgson  
\*Biljana Elia (Infant Teacher)  
\*Isabel Clarke (Junior Teacher)  
\*Tara Ward Ammoun  
Paola Riddle  
Pam Omeye Howell (Infant  
Parent)  
\*Alexia Dobinson (Infant Support)  
\*Caroline Olshewsky  
\*Greg Bookman  
Vacancy

**NON-VOTING OBSERVERS**

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

23/33 **Welcome**

All Governors were welcomed to the meeting.

23/34 **Acceptance/non-acceptance of apologies for absence**

Apologies were received and accepted on behalf of Pam Omeye Howell.

23/35 **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.

23/36 **Governor Terms of office**

Governors reviewed the current terms of office. It was noted that Paola Riddle's term of office had ended. The Chair noted that she had discussed this with her and she did not wish to stand for another term. The FGB thanked Paola Riddle for all her continued work and efforts for the School. The Chair agreed to email her to express thanks on behalf of the GB.

***Action: Chair***

Governors also wished to send their bet wished to Tracey Allam and to Sharon. The Chair agreed to arrange some flowers to be sent.

***Action: Chair***

23/37 **Part I Minutes of the meeting held on 18 May 2023**

Part I Minutes of the meeting held on 18 May 2023, were virtually **CONFIRMED** by the Chair, as a fair representation of the meeting.

23/38 **Matters Arising**

The Chair agreed to review Governor Terms of office as well as vacancies overall.

***Action: Chair***

The skills review would be completed.

***Action: Chair***

***Due to the business to be discussed, the discussion reverted to Part II***

Part I discussion was resumed

23/40 **Headteachers' reports**

**IHT**

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

She noted that numbers in Reception for September were significantly low with 65 on roll. The School had also received some very sad news about a member of staff who was currently undergoing treatment. The School felt that it was not appropriate to appoint someone to the post temporarily and so, following discussions with the LA, had agreed to reduce to two forms and so would cap the numbers from September. The School were also aware of eight EHCPs as part of this cohort.

She added that a number of local schools were also not full. Following a Governor question, the IHT explained that this was not a permanent change in roll but rather a response to the current situation.

The IHT noted that she had written to parents to explain the changes. The intention was to have two classes across three classrooms with sufficient staff across them.

Governors commended the data, especially in Phonics. This was inclusive of the 19 new children that had joined in year. Outcomes for Reception were also positive.

Governors noted the celebration of black history and commended the School for its approach.

The IHT reminded Governors of the key areas of focus which they continued to build upon. This was on the curriculum with a real focus on the teaching of it. A lot of work had been undertaken on curriculum plans and these were now being refined and delivered.

In terms of staffing, the IHT noted that P Callagher would be going on maternity leave in September and so they were in the process of recruiting a teacher to cover the post.

The IHT was thanked for her updates.

### **JHT report**

Governor attention was drawn to the JHT report, circulated prior to the meeting. She noted that the formal data had not yet been published. An analysis of Teacher assessed data had however been completed and this had been added to the Governor drive for review.

In terms of the MPC test for Y4 which was externally marked, there were only two children who did not meet the standard. There were also five children who were disapplied from taking it.

In terms of the highlights from data more generally, the children were making good progress. The most vulnerable cohort were the current Y5 and so particular focus was being given to them.

The JHT confirmed that they had recruited all staff for the academic year although they were still recruiting some LSAs. New staff inductions had started with them coming in to visit the School for example.

A Governor noted the commitment to a communications and engagement plan regarding a parental survey and the actions that came from that being included in the SDP. The JHT noted that this was included in p3.

In terms of Y3 transfer, it was noted that there were only four places left. All but seven of the new families had all signed up to Parentmail which was very useful and positive feedback had been received from parents so far.

Governors were reminded of the Summer fare on Saturday as organised by the PTA.

Governors were also invited to the Y6 production:

Monday 10<sup>th</sup> at 2pm

Tuesday 11<sup>th</sup> at 2pm

Wednesday 12<sup>th</sup> at 2pm and 7pm

Thursday 13<sup>th</sup> at 7pm

The JHT was thanked for her updates.

### **23/42 Finance**

Governor attention was drawn to the finance papers, circulated prior to the meeting. HTs provided an overview of the current financial position for each of the schools.

### **IHT**

The IHT noted the paperwork that had to be submitted for a licensed deficit. She explained that whilst the School had had to take similar action previously, they had not needed to call on additional financial support, which was now the case.

She added that they had been reviewing the cash flow and based on this, it was predicted that by October the School would need to call on extra funds. The licensed deficit also included reference to the Five Year Plan.

Following a Governor question, the IHT explained that a high number of schools were in similar positions. The LA were in the process of setting up a new panel to work with schools to identify how best to support and help them financially. If the situation worsened, a further application to the LA could be made.

Following a show of hands, Governors **APPROVED** the submission of a deficit budget.

## **JHT**

The JHT noted that the deficit still sat at £84,000. A further forecast would be completed in September which would provide an update on this.

She noted that the authorised signatories had to be updated. Governors **AGREED** to these changes, with the JHT, Lisa Berger, John Morrissey, Jackie Golnma and Andrea Bailey being listed.

It was also **AGREED** that the new Assistant Head would be added to the private account bank mandate form.

Following a Governor question, the JHT confirmed that there were levels of authority within the signatories and process which ensured a separation of duties. The School also had a Financial Management Policy which set this out more formally.

The JHT added that the School had been awarded a grant from the Residents Association for School Journey which the Pupil Premium funding did not cover. This additional £6,800 could therefore be used for that. The RAS as well as Luisa Pettigrew were thanked for their involvement.

The JHT noted that they were also in discussions with Education Mutual and would circulate the quote once received.

### ***Action: JHT***

The JHT reminded Governors of the diverse cohorts at the School with 52 languages spoken in the Infants and 65 in the Juniors. The School were working to ensure it was as inclusive as possible.

## **23/44 Policies**

It was confirmed that there were no policies to review for the meeting.

## **23/45 Committee meeting minutes**

Committee Chairs provided an update.

Tara Ward Ammoun agreed to add the minutes from the Curriculum committee and the Staffing Committee to the drive once finalised.

The Chair of the CE committee noted that she had added the minutes from the last meeting.

Tara Ward Ammoun noted the cancellation of the last meeting due to other Governor priorities taking precedence.

It was noted that the Finance committee had reviewed the most recent BVAC and had approved them.

23/46 **LA report** (<https://www.barnet.gov.uk/working-children-barnet/information-schools/school-governors/meetings-and-reports>)

Governors noted the report and its contents.

23/47 **Governor training**

Tara Ward Ammoun noted that she had attended the following training sessions:

22 May and 5 June: Induction for Newish Governors

6 June- Chairs and Vice Chairs Forum

19 June- Role of Parent Governors

14 June- Barnet SEND Governors consultation focus group

23/48 **AOB**

It was noted that there were currently three vacancies on the Governing Body. It was agreed that the upcoming governance review would be used to help identify any skills gaps. The review would take place early in the autumn term.

Governors noted the importance of ensuring a balance between the strategic and operational elements.

Governors extended their thanks to Tara Ward Ammoun and Anthony Shayle.

*The meeting ended at 9.40pm*