



**Minutes of the Meeting of the Governing Body of  
Garden Suburb Infant and Junior Schools  
Held on Thursday 16 May 2024 at the Junior School**

**MEMBERS**

**LA GOVERNOR (1)**

\*Evathia Elsiwidy (15.5.29)

**PARENT GOVERNORS (2)**

\*Luisa Pettigrew (Junior) (19.10.26)

\*Abigail Haye (3.12.27)

**HEADTEACHERS (2)**

\*Sarah Sands (Infant Headteacher)

\*Eileen Bhavsar (Junior Headteacher)

**STAFF GOVERNORS (1)**

\*Andrea Bailey (18.10.27)

**ASSOCIATE MEMBER**

**CO-OPTED GOVERNORS**

**(12: 2Teachers; 2Parents from each School)**

\*Anthony Shayle (Junior Parent) (23.3.26)

\*Adrian Hodgson (17.05.27)

\*Biljana Elia (Infant Teacher) (17.05.27)

\*Isabel Clarke (Junior Teacher)

\*Tara Ward Ammoun (1.12.25)

\*Alexia Dobinson (Infant Support)

Greg Bookman (30.11.26)

Ian Phillips (29.12.27)

\*Claire Calman (5.02.28)

Vacancy x2

**NON-VOTING OBSERVERS**

\*Lisa Berger (Junior DHT)

\*Sarah Jowsey (Infant DHT)

24/26 **Welcome**

All Governors were welcomed to the meeting.

24/27 **Acceptance/non-acceptance of apologies for absence**

Apologies were received and accepted on behalf of Ian Phillips and Greg Bookman.

24/28 **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.

24/29 **Part I Minutes of the meeting held on 21 March 2024**

Part I Minutes of the meeting held on 21 March 2024, were virtually **CONFIRMED** by the Chair, as a fair representation of the meeting.

24/30 **Matters Arising**

The Complaints policy would be discussed later in the meeting. A version had been uploaded onto the drive and the intention was to mirror this for the Infant School.

#### **24/31 Updates from the Infant School**

Governor attention was drawn to the IHT report and supporting documents, added to the drive prior to the meeting.

The IHT noted the visit from the LNI, Claire Syms, which focused on Science at the School which was good and they were focused on developing the new subject leader in Science. The visit had been positive with progress evident and planning coming on a lot. The School had also completed Science week with children involved in building marble runs. They also had visits from Scientists as well as a number of assemblies.

There had also been a workshop on the Great Fire of London for Y2, as well as a successful trip to Kew Gardens and another one to Kenwood for Y1. Reception also went on their first big trip to the farm.

There were a number of upcoming PTA events.

In terms of staffing, there were two retirements coming up with staff members who had been with the School for a number of years. The two supply teachers covering maternity were also leaving.

The IHT was thanked for her updates.

#### **24/32 Updates from the Junior School**

Governor attention was drawn to the JHT report and supporting documents, added to the drive prior to the meeting. The JHT provided an overview noting that the children had won the Barnet athletics championship. They also continued to work on Science and were implementing the new curriculum.

Y4 had finished their two week block of swimming and that had gone well. They had also held a meeting on secondary transfer and school journey- with the introduction of the new venue. This week was also SATs week which was going well. Thanks were given to Ms Berger.

They had also announced the Y6 production – Oliver. Dates for the show would be circulated shortly.

It was noted that Mr McGwinn would be leaving at end of this term. Mrs Sadiq and Mrs Quinn would be going on maternity leave so there was a need for three new staff members. Two had been recruited and they still needed to recruit one more.

There was also a number of PTA events planned including a disco and summer fayre.

All staff had had PE training as part of the BPSI hours. Andrea Bailey and the JHT had also completed Safer Recruitment training.

The JHT was thanked for her updates.

#### **24/33 Policy ratification**

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

##### **Infant Staff Wellbeing policy**

It was noted there had been no changes and it had been reviewed by committee. It was very bespoke to the Infant School.

### **Junior Wellbeing Policy**

The JHT noted that this was a new policy and was similar to the Infant one. It had been added to the policy folder. The School would not be buying into the Wellbeing Mutual any longer.

### **Safer Recruitment Policy**

It was noted that this policy had been reviewed at committee in January.

### **Infant Health and Safety policy**

The IHT noted that they had added a section on medication and ensuring that it was kept in a locked fridge. Following a Governor question, it was noted that the safety officers were the HTs; this would be clarified in the policy.

The policies that it referenced needed to be cross referenced and the Safeguarding one would be added too.

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

### **24/34 Committee Minutes**

#### **Environment, Audit and Resources committee**

It was noted that there were three sets of minutes on the drive. The most recent ones would be added after they had been ratified. It was confirmed that the VOIP installation had been completed. The Management Information system (MIS) would also be changed in both Schools. This had not yet been included in the budget. The cost analysis showed that there would be a small saving once up and running. The system would however allow one version of accurate information and reduce officer time significantly. There was a joint Barnet approach to this and a special thanks was given to E Palman from Hasmorean School.

It was confirmed that there would be a communications and engagement plan for parents once further work had been done. It was still in the early stages.

Following a Governor question, it was confirmed that there would be some terms and agreement in place about how the system would be used in terms of ensuring that it was kept positive.

It was confirmed that all GDPR etc was in place as well as having DPO officers in both Schools.

#### **Staffing committee**

The committee had reviewed the Complaints policy.

#### **Pupils Committee**

The minutes had not yet been reviewed at committee.

#### **Curriculum committee**

No further meeting had been held.

### **Communications and Engagement committee**

The Chair of the committee noted that there would be an audit about the approach to communication with parents and the community etc. It was also agreed that they would do the Ofsted survey with parents at least once a year and this would be sent out the following day by the HTs.

**Action: HTs**

24/35 **LA report** (<https://www.barnet.gov.uk/working-children-barnet/information-schools/school-governors/meetings-and-reports>)

Governors noted the report and its contents.

### 24/36 **Governor training**

Governors were reminded to report any training they had completed at each meeting.

Anthony Shayle noted that he had completed Child Safeguarding and GDPR training. Isabel Clark had completed training for using Modern.Gov on Academy Governance, another on Finance for non-Financial Managers, one on Teacher Pay and one on RSE and Health Education curriculum.

### 24/37 **AOB**

It was noted that dates for future committee meetings needed to be confirmed.

It was also agreed that a separate working group would be set up to focus on finances. In the first instance this would be made up of the Co-chairs, Abigail Haye, Ian Phillips and the HTs. If anyone else wanted to be part of this, they were asked to notify them.

### 24/38 **Future Meeting dates**

The next meeting was confirmed as:

Tues 25 June - in person

### 24/39 **Committee meeting dates**

#### **Committee meeting schedule:**

**Staffing** – 19<sup>th</sup> June @ 9am

**Curriculum** – 18<sup>th</sup> June @ 9am – 11am

**Pupils** – TBC

**Comms** – TBC

**Envt, Audit & Resources** – TBC

**Heads and chairs of Committees** – TBC

*The meeting ended at 7.45pm*

