

**GOVERNING BODY OF GARDEN SUBURB INFANT AND JUNIOR
SCHOOLS**

**MINUTES OF THE MEETING HELD AT THE JUNIOR SCHOOL
ON THURSDAY 9 JULY 2009**

MEMBERS

LA GOVERNORS

- * Mrs Mary Ogle
- * Mrs Barbara Harris
- * Mr Christopher Kellerman
Mr Clive Lewisohn

PARENT GOVERNORS

- * Dr Mike Page (Infant)
- * Dr Hossein Jahankhani (Junior)
- * Mrs Rachel Dunsmore (Jnr) (Chair)
Mr Ali Kazimi (Infant)
- * Ms Yasmin Iyyaz (Junior)
- * Mrs Lisa Shattock (Infant)
- * Mr Brian Rock (Infant)

STAFF GOVERNORS

- * Miss Sarah Sands (Infant Headteacher)
- * Mrs Eileen Bhavsar (Junior Headteacher)
- * Mrs Lisa Berger (Junior Teacher)
- * Mrs Anna Tosi (Infant Support)
- * Miss Natalie Kay (Infant Teacher)

COMMUNITY GOVERNORS

- * Dr Helena Mullins
- * Mrs Francoise Wagneur (Vice Chair)
- * Mr Peter Loble
- * Rev Dr Ian Tutton

*denotes member present

ASSOCIATE MEMBER

- * Mrs Kathryn Malik

NON-VOTING OBSERVERS

- * Mr Paul Warren (Junior DHT)
- * Mrs Liz Cormack (Infant DHT)

IN ATTENDANCE

Ms T Champion (Clerk)

Part I

The meeting was preceded by two presentations given by members of staff.

Creative Curriculum The first one was given by the Infant School creative team, and included a presentation on the National Gallery "Take One Picture" project: the children had studied Turner's "The Fighting Temeraire", and it had provided very creative themes for cross-curricular study. Miss Jowsey, Mrs O' Regan and Miss Ford were thanked for the presentation on the importance of the creative curriculum in the School.

Assessing Pupil Progress The second presentation was given by a Junior teacher, Mrs Lisa Berger, and focused on the new framework for Assessing Pupil Progress (APP), which would be running parallel to Year 6 SATS, and introduced for core subjects over a three-year period. Greater emphasis is now being placed on creative

↳ which will be applied in all years

teaching and learning and less emphasis on practice papers for Year 6. Mrs Berger was thanked for her presentation, which had involved some lively role-play for Governors on the contrast between written tests and pupil assessment.

The Junior Headteacher said that staff were using a new pupil progress tracking software programme called Target Tracker, and the analysis of individual pupil data will be used at the termly monitoring meeting for each child. Target Tracker would also identify new trends.

09/66 **ACCEPTANCE/NON-ACCEPTANCE OF APOLOGIES FOR ABSENCE**

Apologies had been received from Clive Lewisohn, and these were accepted by the Governing Body. Ali Kazimi had advised that he would be late, but in the event did not arrive.

09/67 **DECLARATION OF BUSINESS INTEREST**

There was no declaration of interest in any item on the agenda.

09/68 **MINUTES**

The minutes of the meeting held on 14 May 2009 were noted, and two minor corrections were made. The minutes were confirmed, initialled and signed.

09/69 **MATTERS ARISING**

09/53 Junior SDP: Outdoor Environment In response to a question, Governors were advised that the delivery of new guidance on this area would take place at an inset and further details would be provided in due course.

09/54 One to One Tuition The Junior Headteacher said that there would be funding for twelve children to receive this tuition, which would be delivered by outside tutors or members of staff, during extended hours.

Schools Website Governors were informed that the building of the website continued, and it was hoped to launch it at the end of the summer term.

Gift Aid The Junior Headteacher said that the administrative arrangements should be completed in time for the start of the new academic year 2009/10.

CRB checks for Governors Yasmin Ilyaz said that the last few checks were being completed.

09/70 **REPORT OF THE INFANT HEADTEACHER**

A verbal update was given by the Infant Headteacher.

a) **Gold Artsmark** The Headteacher was delighted to tell Governors that the School had been awarded the Artsmark following a great deal of time and effort on the part of all staff, especially the creative team. Members of staff had attended an LA Creativity conference, and Liz Cormack had given a presentation.

RCJ

b) **Staff Development** Four teachers had attended an LA training course, "Leading from the Middle", and had been involved in delivering some of the items. They were congratulated.

c) **Staffing** The Headteacher said that two teachers had completed a very successful year as NQTs, and were about to move on. Long term cover had been arranged for maternity leave from September 2009.

d) **Health & Safety** Governors were informed that a child had fallen on the climbing frame and had broken an arm. The procedures for an accident had been followed.

e) **Swine Flu** Both Schools had been closed for a week in the middle of June because of an outbreak of swine flu which had affected about eighty children in each School, and some staff. Parents had been kept informed, and were thanked for their patience and co-operation.

f) **Admission Appeals** Governors were informed that there had been six appeals for admission to reception, three of which had been successful. Governors would be kept informed of the final numbers for reception, and whether any action was needed as regards staffing.

At this point Ian Tutton reiterated an interest in this item, and the meeting moved on.

09/71 REPORT OF THE JUNIOR HEADTEACHER

A verbal report was given by the Junior Headteacher.

a) **Swine Flu** Governors were informed that the closing of the Schools had been the first such closure in the borough, and this had resulted in problems being solved as matters developed; senior management and administrative staff, especially Kathryn Malik, who was thanked, had worked in partnership with the LA to find the best solutions possible in the circumstances. Many of the children had been upset because several major activities were missed. Parents were thanked for their sympathetic response.

b) **Staffing** An update on staff changes for September 2009 was given, and a final list would be circulated at the beginning of the autumn term.

c) **Curriculum** There had been an Open Afternoon focusing on different areas of the curriculum, attended by parents. Helena Mullins was thanked for her professional input into Money Week. The school nurse had visited three times to support the sex education programme.

At this point, Christopher Kellerman left.

d) **Events** Year 6 had planned a Victory in Europe (VE) party to follow the end of their study of the Second World War period. They had dressed up and had made appropriate food, and played music and games of the period to celebrate. There had been a report in the Ham & High newspaper. The Junior Headteacher said that Year 6

were working on an end of term production, and they would be helping to operate the new lighting system which had been installed in the hall recently and funded by the PTA.

e) **SATS** Governors were informed that the SATS results had been very pleasing, and in each area had reached or surpassed the targets set.

f) **Secondary transition** The Junior Headteacher said that all children had received offers of places at secondary schools, and the current position was that all but four had accepted places.

09/72 REPORTS OF COMMITTEES

Curriculum The minutes of the meeting held on 19 May 2009 were noted. There was a brief discussion regarding the final item, concerning the proposal for non-faith assembly. It was **agreed** that the Committee would discuss this further at a meeting open to all Governors, and a decision would be recommended to the Governing Body. This meeting would take place on Tuesday 13 October 2009 at 8.30am, and the discussion on the proposal would begin at 9am. A recommendation to GB would be forthcoming.

Premises The minutes of the meeting held on 9 June 2009 were noted. Governors were informed that before the end of the summer term, there would be a meeting concerning the eventual redevelopment of the dining hall, which would be attended by Keith Rowley, Head of Capital Team at the LA.

PR The future of this Committee had been discussed, and at present it was thought to be superfluous; the role could be carried out by two or three responsible governors. This matter would be settled in the autumn term.

Action: Clerk, to next agenda

Committee Structure The Chair asked the Governing Body to think about the committee structure before the autumn term 2009. She proposed a streamlining exercise with the following changes: the pupil matters part of the S&PM Committee could be accommodated within the SEN Committee. The Pay and Performance Management Committee could be merged with the staff part of the S&PM Committee.

Action: all Governors

09/73 RATIFICATION OF POLICIES

Learning & Teaching (Infant and Junior) The policies had been circulated in advance, and were now **ratified**.

Religious Education (Infant) The policy had been circulated in advance. Following a brief discussion of amendments proposed by Mike Page, the policy was amended and then **ratified**.

09/74 GOVERNING BODY MEMBERSHIP

Community Governor vacancy Governors were informed that Peter Loble would be stepping down as a Community Governor at the end of the summer term, creating a

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vacancy. Following a brief discussion, he was co-opted to serve on the Finance Committee as a non-voting adviser. He was thanked for his important contributions as a much-valued member of the Finance, SEN and Curriculum Committees over recent years, especially during the budget discussions.

Action: Clerk

Vice Chair Francoise Wagneur said that she would not be seeking re-election as Vice Chair in the autumn of 2009.

09/75 GOVERNOR SUPPORT AND DEVELOPMENT

Sharing Good Practice session: feedback The session had been held on Tuesday 9 June 2009, and the main focus had been the SEN curriculum in all its aspects. A summary of the main items and the contributions from participants had been circulated. There was a general view that SEN was well managed at Garden Suburb. The Governor Services Manager had said that further sessions would be planned, as this training concept had been considered very worthwhile by the attendees.

09/76 TERMLY ACTION POINTS AND GOVERNING BODY PRIORITIES

Two documents listing these items had been circulated to Governors in advance. All the termly action points for the year had been addressed and progress had been made on all of the priorities. Some unfinished business will be carried over into next year's priorities. A decision on the Parents' Survey would be taken at the next Heads and Chairs meeting.

The Chair asked Governors to email her with any further substantial items that they would like to see discussed at GB next year.

09/77 ANY OTHER BUSINESS

There was no other business.

09/78 DATES OF COMMITTEE MEETINGS

Finance: Thursday 16 July 2009 at 8am.

Premises: Tuesday 22 September 2009 at 9am.

Staffing: Thursday 1 October 2009 at 9 am.

SEN: Thursday 8 October 2009 at 8.15am.

Curriculum: Tuesday 13 October 2009 at 8.30am

09/79 DATES OF GOVERNING BODY MEETINGS

Autumn term (1): Tuesday 6 October 2009 at 6pm.

Autumn term (2): Tuesday 24 November 2009 at 6pm.

09/80 MOTION OF CONFIDENTIALITY

It was **resolved** that, because of its nature, the business to be transacted be treated as confidential and not for publication.

Signed  5, Dated: Thes. 6th October 2009
Chair

