

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

**MINUTES OF THE MEETING HELD AT THE JUNIOR SCHOOL  
ON TUESDAY 6 OCTOBER 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 (Jnr, Vice Chair)
- \* 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 Françoise Wagneur
- \* 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**

09/83 **ACCEPTANCE/NON-ACCEPTANCE OF APOLOGIES FOR ABSENCE**

Apologies had been received from Yasmin Iyyaz, and these were accepted by the Governing Body. Ian Tutton had advised that he would arrive late.

*Post-meeting note:* Clive Lewisohn, Ali Kazimi and Christopher Kellerman later advised that they had not received their papers because of the postal strike, and so had not known about the meeting.

09/84 **ELECTION OF CHAIR**

Nominations were invited for the post of Chair for the academic year 2009/10. A nomination was received on behalf of Rachel Dunsmore, who had indicated that she

was willing to serve again. Following a brief discussion, and upon a show of hands, it was **resolved** by the Governing Body that she be elected Chair for the academic year 2009/10, or until a successor was appointed. She was thanked for her work as Chair during the previous year.

**Action: Clerk**

08/85 **ELECTION OF VICE CHAIR**

Nominations were invited for the post of Vice Chair for the academic year 2009/10. One nomination was received on behalf of Yasmin Iyyaz, in her absence. She had indicated that she was willing to serve. Upon a show of hands, it was **resolved** by the Governing Body that she be elected Vice Chair for the academic year 2009/10, or until a successor was appointed.

**Action: Clerk**

09/86 **MINUTES**

The minutes of the meeting held on 9 July 2009 were noted, and following a minor edit, the minutes were confirmed, initialled and signed.

09/87 **MATTERS ARISING**

09/71 f) Secondary Transition Mike Page said that the letter to the LA regarding the shortage and lack of choice for secondary places for Garden Suburb children, and which had previously been agreed by the Governing Body, had not yet been sent because the Director of Children's Services was not yet in post. In the meantime a pressure group had been formed by Governors from other local primary schools. Following a brief discussion it was **agreed** that the letter would still be sent, but first it would be emailed to all Governors for review. A Governor questioned whether this issue fell within the Governing Body's remit, but it was agreed that it impacted upon the children's welfare and was a matter for the Governing Body.

09/69 Schools' Website The Junior Deputy Headteacher said that the sites had gone live, but were still being adjusted. Governors would be sent the link to their secure area. Governors were also informed that the school photographer would be visiting on Wednesday 14 October 2009, when they could be photographed for the website and the Governors' notice-board.

**Action: Chair and Governors**

09/69 1:1 Tuition The Junior Headteacher said that funding for this initiative had been received. Tutors were being arranged, and it would be implemented in the Spring Term 2010.

09/69 Gift Aid The Junior Headteacher said that the Gift Aid scheme was now ready to use. The forms were accessible on the website, and the bank account had been opened.

09/88 **ANNUAL REVIEW OF THE REGISTER OF BUSINESS INTERESTS**

Governors were requested to complete the pro-forma provided, which would be kept in the School office for audit purposes.

09/89 **DECLARATION OF BUSINESS INTEREST IN THE CURRENT AGENDA**

There was no declaration of <sup>business</sup> interest in any item on the agenda.

09/90 **REPORT OF THE INFANT HEADTEACHER**

The report had been circulated in advance, and a copy filed in the Minute Book; the Headteacher invited questions.

**Resources** A Governor asked what the writing table resource was, and the Headteacher explained this was a table in each classroom with all the necessary resources for the activity of writing. There was also a portable box with similar resources which could be taken elsewhere.

The Headteacher said that the Barnet Headteachers' conference in Brighton had been very successful. The Director of Children's Service and the Chief Executive had attended, and there had been an excellent presentation by Guy Claxton.

The Infant Headteacher was thanked for her report.

09/91 **REPORT OF THE JUNIOR HEADTEACHER**

The report had been circulated in advance, and a copy filed in the Minute Book; the Headteacher highlighted some points and invited questions.

a) **Activities** In answer to a Governor's question, the Headteacher described the recent Greek day, and gave a summary of the activities of the after-school clubs. She added that, if necessary, financial support could be given so that no child was prevented from attending. Occasionally a waiting list operated if a club was very popular.

b) **Intervention Groups** The Junior Deputy Headteacher, who was also the SENCO, described how these were made up. Children were assessed and where necessary, were targeted for support in literacy, numeracy, speech and language, reading, and motor skills. Their progress would then be tracked. LSAs were specialising in various aspects of support under guidance from the SENCO and specialists.

c) **Maths link-up** Governors were informed that Christ's College, a specialist maths school, would undertake outreach work with the school.

d) **MLE** The term MLE, Managed Learning Environment, was explained and there was a discussion around its potential use

e) **Art and Community** The Headteacher said that the Year 6 children from the School had worked with a mosaic artist to create mosaic tiles. On Friday 2 October 2009, the artist had had a slot on the People's Plinth in Trafalgar Square, where the mosaic tiles which they had made were distributed to members of the public.

At this point Ian Tutton arrived.

f) **ICT** Governors were informed that the netbooks were now in use.

g) **Continuing Professional Development (CPD)** Two Assistant Headteachers had begun the leadership Pathways course.

h) **School Journey** Children would visit an activity centre on the Isle of Wight before the end of October 2009.

The Junior Headteacher was thanked for her report.

#### 09/92 **REPORT OF THE DIRECTOR OF CHILDREN'S SERVICE**

The Autumn Report 2009 had been circulated in advance.

1. **Opening Introduction by the Director** The item was noted.
2. **The new OFSTED Framework and the new Self Evaluation Form**  
The item was noted.
3. **Building Schools for the future** The item was noted.
4. **Funding for 3 and 4 year olds in Nursery classes** The item was noted.
5. **School Revenues Balances and Budget Forecasts** The item was noted.
6. **Headteacher Performance Management: the roles of Governor Reviewers and the School Improvement Partner** The item was noted.
7. **Primary Places 2010** The item was noted
8. **School closures** The item was noted.

#### 09/93 **GOVERNOR SUPPORT AND DEVELOPMENT**

**New Ofsted Framework** The Chair said that she would attend the training session on Wednesday 6 October 2009. The Junior Headteacher said she had already attended the training, and that the Junior School was due for an inspection.

**Safeguarding** Several Governors said they intended to attend the NCSL Safer Recruitment training course, and others said they would like to see a course on SEN in the training programme. The Chair said she would contact Governor Services.

#### 09/94 **GOVERNING BODY TERMS OF REFERENCE**

The terms of reference had been circulated in advance and were now **approved**.

acv

09/95 **GOVERNING BODY CODE OF CONDUCT**

The Code of Conduct had been circulated in advance, and was now **approved**.

09/96 **GOVERNING BODY PRIORITIES**

The list had been circulated in advance and was now **approved**.

The delegation of Headteachers' authority was discussed, and Governors were informed that the guidance from FMSiS had been used. Consideration of the repayment of Governors' expenses would be sent to the Finance Committee.

The list of policies due for review had been circulated, and individual policies would be allocated to the appropriate committee.

**FMSiS** The Headteachers paid tribute to Kathryn Malik and the School Finance Officer for their work in preparing all the material for compliance.

09/97 **ANNUAL REVIEW OF COMMITTEE STRUCTURE, MEMBERSHIP, AND TERMS OF REFERENCE (TOR)**

The committee structure would be considered at the next meeting. In the meantime, committees were asked to review their terms of reference and elect their chairs at their next meetings.

**Action: Clerk, to next agenda**

**Heads and Chairs Committee** The TOR were **approved**.

09/98 **REPORTS OF COMMITTEES**

**Finance** The minutes of the meeting held on 16 July 2009 were noted.

**Premises** The minutes of the meeting held on 22 September 2009 were noted. Keith Rowley, Head of Education Capital Team, had been unable to attend the committee meeting. His visit regarding the dining hall rebuild had been re-arranged for Tuesday 13 October 2009. The LA was supporting an initiative to invest in insulating the premises and researching solar heating panels.

09/99 **GOVERNING BODY MEMBERSHIP**

A candidate for community governor was still being sought.

09/100 **EXTENDED SCHOOLS**

The Junior Headteacher said that planning for the extended school initiative was ongoing. The five areas that extended school service included were:

- A varied menu of activities
- Parenting support
- Swift and easy access to specialist and targeted services

- Childcare 8am-6pm 48 wks/year
- Wider access to school facilities (for families and local community)

The Headteachers had carried out an audit of the facilities currently available for extended school service.

The schools felt that they were meeting the first three requirements, but not the childcare or access provision. The last parent survey had shown a significant preference for after school clubs rather than childcare, and space constraints meant that the schools could not provide both. Until the redevelopment of the dining halls, the schools would not be able to provide childcare on-site, but would look at sign-posting to other providers.

It was hoped that the full extended school provision would begin in September 2010; Sheila Abbott, the LA Extended Schools Consultant, was advising the schools. It was noted that parents would have to pay for childcare facilities, and that the age-group to be catered for would have to be considered carefully.

The Head Teachers agreed to discuss with Brookland their arrangements and assess the feasibility of sign-posting to the Brookland's after-school childcare club.

Following a brief discussion, the Chair recommended that the lettings policy should be discussed at the next meeting of the Premises Committee.

**Action: Premises Committee**

09/101 **ANY OTHER BUSINESS**

**School signage** A Governor noted that the signs by the school gates carried some out-of-date information, and it was **agreed** that this would be updated.

**Action: Headteachers**

**Schools' Centenary** It was noted that the centenary of the Schools' establishment would occur on 30 January 2013.

**Governor Update** Governors were informed that the husband of Dorothea Brandes, a long serving ex-governor, had passed away recently. The Governing Body sent condolences to Dorothea.

09/102 **DATES OF COMMITTEE MEETINGS**

**Curriculum:** 13 October 2009 at 8am. All Governors were invited to this meeting, which would discuss whether a non-religious assembly should be offered periodically.

**Finance:** Thursday 5 November 2009 at 8am.

**Staff & Pupil Welfare:** Friday 6 November 9 -10.30am.

**SEN:** Thursday 8 October 2009 at 8.15am.

**Premises:** Wednesday 13 January 2009 at 9am.

09/103 **DATES OF GOVERNING BODY MEETINGS**

**Autumn (2):** Tuesday 24 November 2009

**Spring (1):** Wednesday 20 January 2010

**Spring (2):** Monday 22 March 2010

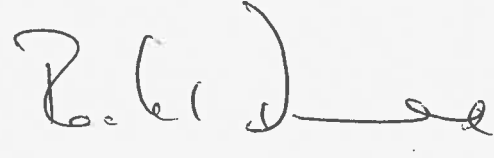
**Summer (1)** Thursday 13 May 2010

**Summer (2):** Thursday 1 July 2010

All meetings begin at 6pm.

09/104 **MOTION OF CONFIDENTIALITY**

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

Signed:   
(Chair) RACHEL DUNSMORE  
Dated: 24/11/9

