

GOVERNING BODY OF GARDEN SUBURB INFANT AND JUNIOR SCHOOLS

**MINUTES OF THE MEETING HELD AT THE JUNIOR SCHOOL
ON TUESDAY 24 NOVEMBER 2009**

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
- 1 vacancy

*denotes member present

ASSOCIATE MEMBER

- * Mrs Kathryn Malik

NON-VOTING OBSERVER

- * Mr Paul Warren (Junior DHT)

PART I

09/108 **ACCEPTANCE/NON-ACCEPTANCE OF APOLOGIES**

Apologies had been received from Yasmin Iyyaz, Mike Page and Clive Lewisohn, and these were accepted. The Deputy Headteacher of the Infant School had sent apologies as she could not attend.

Post meeting note: Apologies from Brian Rock had been sent to the Chair by email, and the Governing Body would be informed at the next meeting.

09/109 **DECLARATION OF BUSINESS INTEREST**

There was no declaration of any interest in current agenda items.

09/110 **MINUTES**

The minutes of the meeting held on 6 October 2009 were confirmed, initialled and signed.

09/111 **MATTERS ARISING**

- a) Managed Learning Environment (MLE) 09/91d The Junior Deputy Headteacher said that Governors would be invited to a presentation on MLE during the ~~spring~~ ^{summer} term 2010.
- b) Governor Support 09/93 The Chair said that the LA programme of training for Spring 2010 would be available soon. She added that the Governing Body would keep its own record of training attended.

- c) Extended Schools 09/100
Breakfast Club The Junior Headteacher said that she had asked for guidance on setting up a Breakfast Club from the head of the Barnet Catering Team. Governors were informed that LA Catering would provide breakfast costing 85 pence per child; the School would have to employ staff to supervise the club, and posts would be advertised internally.
After School Childcare The Junior Headteacher said that provision between 3.30 and 6pm was being researched, and parents and Brookland school were being consulted.
- d) School Website 09/69 The web-site is working well. The Governor photo board needs updating and there are some photos required. Anna Tosi and Kathryn Malik were asked to update the boards to reflect the recent changes in the Governing Body
- e) CRB checks 09/96 The process was still incomplete for four Governors.
- f) Secondary Transition 09/71f The Chair said that she and Mike Page had had a positive meeting with the Director of Children's Service, at which the Chairs from Martin School and Brookland School Governing Bodies has also been present. The Director's initial response was shared with Governors. It was agreed that the letter from the Governing Body about secondary school options, should be re-drafted and circulated to Governors. In addition, the Chair would circulate her notes from the meeting via email.

Action: Chair, Mike Page

- g) One to One Tuition 09/69 The children would be selected in the spring term.

09/112 REPORT OF THE INFANT HEADTEACHER

The report had been received in advance, and a copy filed in the Minute Book. The Headteacher replied to questions submitted in advance.

- a) **Curriculum** The Headteacher described the measures put in place to raise standards in core subjects: extra staff training, parental workshops, and curriculum mornings and evenings for parents. There had been an Art Day in school when prints of works by Mondrian, Paul Klee, Julia Donaldson and others had been displayed in the corridors. Governors were informed that elements of the "explorative curriculum" were being included in the children's study of science.
- b) **Staffing** Interviews were being held for a mealtime supervisor and a learning support assistant for a statemented child.
- c) **Fund-raising** The children had raised more than £1,000 during the course of their Skipathon on Tuesday 3 November 2009. The funds would be used to pay for fitness workshops in dance and circus skills, for example.
- d) **Charitable Giving** Funds would be raised for WaterAid during the rest of the academic year.
- e) **MLE** The Infant School would join the network at no cost during 2010.
- f) **Premises** Members of the Premises Committee had recently made a Health & Safety inspection of the School premises.
- g) **Staffing Structure** Governors had been circulated with an amended version of the School staffing structure; there had been no changes in basic structure or cost elements, but it showed that responsibilities within the Senior Leadership Team had been re-allocated, with the approval of the Staffing Committee.

09/113 REPORT OF THE JUNIOR SCHOOL HEADTEACHER

The report had been received in advance, and a copy filed in the Minute Book. The Headteacher replied to questions submitted in advance, and also highlighted several items.

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a) **Performance Management (PM)** The head teachers submitted their performance management checklists to confirm completion of the performance management cycle. A more thorough discussion of the Performance Management process would take place within the relevant committee.

Action: Pay & PM Committee

b) **Staff Changes** The Headteacher updated the Governing Body on the most recent staff changes.

c) **Healthy School** Governors were informed that the School had received the Healthy School award, and the PSHE coordinator was thanked.

d) **School Journey** The Headteacher said that there had been a very successful Year 6 journey to the Isle of White, and the children had behaved very well.

e) **Pupil Progress** Although pupil progress meetings were time consuming, the Headteacher reported that they were proving to be useful.

f) **Extra-Curricular** During Black History Month, the children had enjoyed African dance and story-telling workshops. The School choir would be performing with other Barnet schools at the Royal Albert Hall in April 2010.

g) **School Website** Governors were informed that the School website was now online. It would carry the parents' newsletter each week, and could be updated with urgent notices such as information about school closure.

h) **MLE** The Junior Deputy Headteacher had delivered training to staff about the development of MLE for the school community. Staff expected to begin using a web-based pupil record keeping system shortly, and children would be recording their progress on "learning logs". The Junior School Secretary, Kathryn Malik, said that the school office had begun an electronic record-keeping system, as part of a pilot scheme in the borough, and she would be giving feedback to the LA on the system's efficiency.

i) **Community Links and Partner Schools** The Headteacher said that Year 4 children had been to a multi-sports festival at Henrietta Barnett Secondary School. Year 4 had also visited the Jewish Free School for religious education workshops, and the School had been complimented on their good behaviour. Year 5 children had participated in a Maths workshop co-ordinated by Christ's College.

09/113 **REVIEW OF STANDING ORDERS**

A copy of the Governing Body standing orders had been circulated in advance and was now approved, subject to the dates being amended.

09/114 **REVIEW OF COMMITTEE STRUCTURE, MEMBERSHIP AND TERMS OF REFERENCE (TOR)**

An updated committee membership list had been circulated.

Curriculum At the next meeting, the optimum number for committee membership would be reviewed.

Staffing The committee would elect a Chair and a clerk at the next meeting. The membership of the other committees would remain the same.

Premises Mike Page would act as clerk.

Finance The Committee would review the number required for a quorum, and amend its TOR. Ali Kazimi was elected Chair, and Helena Mullins would act as clerk.

The TOR for other Committees were approved.

09/115 **REPORTS OF COMMITTEES**

Staff & Pupil Matters The minutes of the meeting held on 6 November 2009 were noted. A Governor asked about the progress of the staff wellbeing Programme. The Infant Head Teacher reported that the Head Teachers were due to attend a follow-up meeting.

Action: Infant & Junior Headteachers

Curriculum The minutes of the meeting held on 13 October 2009 were noted.

Premises The Committee had had a meeting with Keith Rowley, the Head of LA Asset Management, concerning the building project. The LA had agreed to fund works costing £800,000. The architects would make a presentation to the school community on Monday 30 November 2009.

Finance The Committee had met on 12 November 2009 and the minutes would be circulated as soon as possible. Governors were informed that budget monitoring showed that spending remained on track.

09/116 **RATIFICATION OF POLICIES**

The following policies had been circulated in advance:

Performance Management, Pay, and Pay Appeal. They were recommended by the Pay and Performance Management Committee, and were **ratified**.

09/117 **THE NEW OFSTED FRAMEWORK**

Changes in the Framework

Governors had received a summary of the new framework in advance, and the Chair highlighted the main changes described in the summary. The Chair was asked to review the Governing Body's duties in relation to the New Ofsted Framework to ensure that all responsibilities were being fulfilled, and this would then be discussed at committee level. Following a discussion, it was agreed that each committee would discuss the areas appropriate to it, and then report back to the Governing Body.

Action: Chair and all Governors

Preparing for the next Junior Ofsted inspection

An action plan was circulated showing the progress that had been made by the junior school since the last Ofsted inspection with an analysis of its impact.

Action: Junior Headteacher and all Governors

Parent and Pupil Survey

The Headteacher said that an outside agency would conduct the parent surveys and that the schools were also undertaking a pupil survey this year. The decision regarding parent surveys had previously been delegated to the Heads and Chairs Committee. It was felt that the data was particularly important for the new SEF, which is more evidence-based, and so the survey should be undertaken this term in advance of the SEF process.

The SEF would be discussed at the next GB meeting.

09/118 **ANY OTHER BUSINESS**

Governor Walkabout Day This would take place on Tuesday 23 March 2010.

Governor/Staff Social Following a discussion, it was agreed that, rather than having a staff/Governor Christmas social, Governors would provide lunch in School for staff and Governors on the Governors' Walkabout Day on 23 March 2010

School Events: Governors were cordially invited to all events.

Infant School Show: The Nativity This would take place on 9,10 and 11 December 2009 at 9.30am.

Infant Assembly: Hannukah This would take place on 16 December 2009.

Junior School Christmas Show This would take place on 15 and 16 December 2009 at 6.30pm.

09/119 **COMMITTEE DATES**

Staffing: Thursday 21 January 2010.

SEN: Thursday 7 January 2010 at 8.15am.

Curriculum: Wednesday 2 December 2009 at 8.15am.

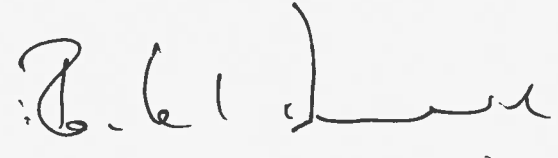
Premises: Friday 12 February 2010 at 9am.

09/120 **GOVERNING BODY MEETING DATES**

- Spring (1): Wednesday 20 January 2010
- Spring (2): Monday 22 March 2010
- Summer (1): Thursday 13 May 2010
- Summer (2): Thursday 1 July 2010

09/121 **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: 20th January 2010

