

GOVERNING BODY FOR GARDEN SUBURB SCHOOLS

MINUTES OF THE MEETING HELD ON WEDNESDAY 20 JANUARY 2010
HELD AT THE SCHOOL

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)
- 1 vacancy

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
- * Rev Dr Ian Tutton
- 1 vacancy

*denotes member present

ASSOCIATE MEMBER

- * Mrs Kathryn Malik

NON-VOTING OBSERVERS

- * Mr Paul Warren (Jnr DHT)
- * Ms Liz Cormack (Inf DHT)

In Attendance

Ms Trevena Champion (Clerk)

PART I

10/01 **ACCEPTANCE/NON-ACCEPTANCE OF APOLOGIES FOR ABSENCE**

Apologies had been received from Barbara Harris, Clive Lewisohn, Ali Kazimi, Anna Tosi, and Hossein Jahankhani. The Chair informed the Governing Body that Helena Mullins had resigned for family reasons: Governors expressed great regret, and it was agreed that she would be very much missed. The Chair added that she had also received a resignation from Brian Rock, which was also regretted.

10/02 **DECLARATION OF BUSINESS INTERESTS**

There were no declarations of any business interest in the current agenda.

10/03 **MINUTES**

The Part I minutes of the meeting held on 24 November 2009 were confirmed, initialled and signed.

10/04 **MATTERS ARISING**

a) 09/111 MLE Lisa Shattock said that she would be attending training on E-safety for primary school pupils.

b) 09/111 CRB checks Governors were reminded that the Governing Body had agreed to request checks for all Governors, and that this would shortly become statutory.

c) 09/111 Extended School The Junior Headteacher said that the establishment of a breakfast club would depend partly on the rebuilding of the dining room and kitchen area. Discussions about the establishment of an after-school club were continuing with Brooklands School.

10/05 **GOVERNING BODY MEMBERSHIP**

Community Governor vacancies: Consideration of Nomination Forms The Clerk explained that following the resignation of Helena Mullins and the expiry of the membership of Francoise Wagneur, and including the existing vacancy, there were currently three vacancies. Two nomination forms were now circulated for consideration by Governors: one for re-appointment from Francoise Wagneur, and one from Ruth Beedle. Following a show of hands, Francoise Wagneur was re-appointed as a Community Governor, and Ruth Beedle was appointed as a new Community Governor. One vacancy remained.

Action: Clerk

10/06 **CHILDREN'S CENTRE**

A report of the meeting held with the LA on 11 January 2010 had been circulated to Governors. It had been proposed that a Phase 3 Children's Centre would be located at Garden Suburb, to provide services primarily to local families with pre-school children, opening in March 2010. The Chair and both Headteachers had considered the proposal; they had found the deadline to be extremely close, and considered, after discussion with the HGS Trust, that the project was likely to impact negatively on the planning process for the dining room rebuild. A decision had been taken to turn down the proposal, and this had been communicated to the LA.

10/07 **SECONDARY SCHOOL TRANSFER ISSUE**

Following the meeting with the Director of Children's Service, (DOCS) in November 2009 concerning secondary school transition in NW11, the issue had been discussed at the previous Governing Body meeting on 24 November 2009. The Chair had then responded in a letter to the Director on 14 December 2009, saying that although the provision at Whitefield School had been highlighted at the meeting, this provision alone was not considered to offer sufficient choice for year 6 girls in

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the NW11 area. A reply to this letter was awaited. It was noted that Whitefield school had applied for Foundation status. The Chair proposed that it would be worthwhile for her to discuss the issue with the Governing Body of Henrietta Barnett School, and this was **approved** by the Governing Body.

Action: Chair

10/08 **PARENT AND PUPIL SURVEYS**

The surveys had been sent out to parents and pupils of both schools, and a 75% response had been received, which was thought to be very satisfactory. The Chair said that the feedback was very helpful. The Chair of the Curriculum committee said that there were clearly several areas causing parents particular concern, and these were as follows:

- Homework – frequency and challenge
- Curriculum – insufficient challenge at higher levels in all years
- Years 5 and 6 – inadequate preparation for the following year

The Junior Headteacher said that these were the areas which some parents traditionally highlighted, and that it was not clear what improvements in homework parents would like to see.. The Chair suggested that a targeted electronic survey could request more details, thus providing clear evidence of what parents wanted.

Governors were informed that, currently there was a new homework initiative in the Junior School. Pupils were being asked to keep a “learning log”; at home they were expected to reflect on their learning and summarise it in their log. It was clear that, so far, children were responding to the log with interest.

The Chair thanked the Junior Headteacher for this update, and suggested that the results of the surveys be included in the SEF.

10/09 **NEW OFSTED FRAMEWORK REVIEW**

Section on Governance A document had been circulated to show the responsibilities of the Governing Body within the new Ofsted Framework And where the responsibility for fulfilling these duties lay within the Governing Body’s committee structure.

10/10 **REPORT OF THE INFANT HEADTEACHER**

The report had been circulated in advance and a copy filed in the Minute Book. The Headteacher highlighted the following points for Governors.

a) **Curriculum development** Governors were informed that the Literacy co-ordinator and Reception staff had attended training on the National Strategy for Communication, Language and Literacy Development (CLLD). The focus was to carefully track the progress of language development within the class as it improved for all children, and to monitor the improvement of the literacy environment. The school had volunteered to be part of a pilot scheme study.

b) **Premises** The dual-pump boiler had broken down. One pump only had been repaired as quickly as possible, otherwise the pump would have been out of action for several days. The Premises committee would be asked to find a longer term solution.

Action: Premises Committee

c) **School website** Parents were being asked to check the website as a matter of routine to see if there was any relevant information, when the weather was bad, etc. Staff hoped to keep the website up to date as efficiently as possible.

Questions were invited by the Head Teacher.

d) **ParentMail** A Governor noted that the parent email contact system had failed during the snowy weather, and communications had broken down temporarily. The provider had paid for the repairs, and a refund was given.

The Infant Headteacher was thanked for her report.

10/11 **REPORTS OF COMMITTEES**

Curriculum The minutes of the meeting held on 2 December 2009 were noted. The Junior School targets for SATS 2011 had been set, following a full discussion of the methods used. An explanation of the tools used in pupil tracking had been given. The maths sets contained pupils of varying ability, so that the achievement of the less able would benefit from working alongside the more able.

Finance Budget monitoring showed that spending was on track. The Chair of the committee said that more members would be welcome, and asked Governors to consider this.

Premises The committee would be meeting the following week. Governors had met the Trust architect for a discussion of the plans for the new dining room building. Funds had been allotted for the dining room refurbishment itself, but if the project was expanded, more funds would be needed. Among the different proposals being considered was the possibility of adding three classrooms and a library, and this could be financed with a loan in the region of £100,000, to be repaid from Capital over three years. If possible, a firm plan would be made at the forthcoming committee meeting.

10/12 **RATIFICATION OF POLICIES**

Copies of the following policies were accessible on the school website, and were now recommended for ratification: **Drugs (Infants), Religious Education (Juniors), and Financial Management**. Following a brief discussion, the policies were **ratified**.

10/13 INFANT AND JUNIOR SCHOOL: SELF EVALUATION FORMS (SEF)

The SEFs had been finalised and circulated on 15 January, and the Headteachers apologised for the late arrival of the documents; they added that it had been helpful to share experience and support each other in the preparation of the SEF.

Governors, who were thanked for their involvement in the process, had thought that Leadership and Management in the schools should have been graded as outstanding (1), whereas the Headteachers thought that a grade of good (2) was more appropriate. It was noted that very firm evidence had to be available to support grade evaluations in all areas, particularly those under the current spotlight, for example Safeguarding. The Learning Network Inspector (LNI), Chris Brook, would visit the school shortly to advise the Headteachers on building data which related to the "grade descriptors" for the SEFs, and her comments would be included in the texts.

Governors were informed that the statistics for attendance tended to impact negatively on the overall performance of the schools, and that this area received constant attention in both Juniors and Infants.

It was agreed that further discussion about the SEF would take place within committees.

At this point, Chris Kellerman left the meeting.

In response to a question from the Chair, the Junior Headteacher said that following the LNI's visit and the finalisation of the SEFs, they would be uploaded to the website.

10/14 ANY OTHER BUSINESS

Governors' Walkabout Day This would take place on Tuesday 23 March 2010, and Barbara Harris would contact Governors about the timetable for the day. During the day there would be a celebration of the work accomplished during the "Take One Picture" project, to which parents had been invited.

1:1 Tuition The Junior Headteacher said that twelve children had been selected for the initiative; the sessions had begun at the end of the school day, but had been changed to take place during the school day, for one hour per week for one term.

Parent Survey The Chair was thanked for her work on preparing the Survey, as this had generated a lot of useful information for the SEF and the work on preparing a response with regard to the Children's Centre proposal.

10/15 REPORT OF THE DIRECTOR OF CHILDREN'S SERVICE

The spring term report had been circulated in advance and was now considered.

a) **CRB Checks for new governors** This guidance indicated that all new governors joining governing bodies on or after 1 January 2010 should be CRB checked. A new scheme, the

Independent Safeguarding Authority (ISA) register, would begin in July 2010 for all school employees, and would eventually include governors.

The Governing Body agreed that all governors should be CRB checked. A parent governor said that the item was quite hard to follow.

b) **14-19 Strategy Developments** This informed Governors about the range of diploma qualifications currently available in secondary schools across the borough, and about those due to be introduced in the next few years.

c) **Report It !** This item concerned the reporting of accidents and incidents at schools and other settings.

d) **Allegations against Staff working with children** The item referred to new training to be offered, so that staff were made fully aware of the procedures following an accusation. Training was being offered in the Spring term, and at least one member of SMT should be encouraged to attend.

10/16 DATES OF COMMITTEE MEETINGS

The following meetings would take place in the spring term 2010.

Premises: Tuesday 26 January; Curriculum: Tuesday 2 February; Finance: Tuesday 9 February; and Staffing: Friday 26 February at 9am.

10/17 NEXT GOVERNING BODY MEETING

The next meeting would be held on Monday 22 March 2010, when the School Improvement Plan would be discussed. The Headteachers would provide hard copies if requested.

Summer (1): Thursday 13 May 2010 Summer (2): Thursday 1 July 2010

10/18 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: Rachel Dunsmore
(Chair (Rachel Dunsmore))

Dated: Mon 22nd March 2010