

GOVERNING BODY FOR GARDEN SUBURB SCHOOLS

MINUTES OF THE MEETING HELD ON THURSDAY 13 MAY 2010
AT THE INFANT 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 (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

* Mrs Ruth Beedle
Mrs Françoise Wagneur
* Rev Dr Ian Tutton
* Ms Sachika Yamawaki

*denotes member present

ASSOCIATE MEMBER

* Mrs Kathryn Malik

NON-VOTING OBSERVER

* Ms Liz Cormack (Inf DHT)

In Attendance

Ms Trevena Champion (Clerk)

PART I

10/43 **ACCEPTANCE/NON-ACCEPTANCE OF APOLOGIES FOR ABSENCE**

Apologies had been received from Clive Lewisohn, Chris Kellerman, Barbara Harris, Ali Kazimi and Françoise Wagneur. Lisa Shattock and Hossein Jahankhani had advised that they would be delayed.

The new Community Governor, Sachika Yamawaki, was welcomed to the Governing Body, and introductions were made.

10/44 **MINUTES**

The minutes of the meeting held on 22 March 2010 were confirmed, initialled and signed.

10/45 **MATTERS ARISING**

10/35 Governors' Walkabout Day The day had gone smoothly, and Barbara Harris was thanked for making the arrangements.

10/30 SATS 2010 Governors were informed by the Junior Headteacher that, with the agreement of the staff, there had been no boycott of the tests at the Junior School. A Parent Governor asked if the atmosphere in school had been stressful, and the Headteacher said it had not.

10/25 f) CRB Checks for Governors The Governing Body were informed that the outstanding checks were now in progress.

10/46 **GOVERNING BODY MEMBERSHIP**

Parent Governor Election The Clerk reported that 2 nominations had been received, and a ballot would be arranged.

Action: Clerk

The Chair informed Governors that she and her family would be moving away from the area at the end of the summer term, and she would be resigning from the Governing Body at the end of July. At that point the Vice Chair would take over until the annual election in the autumn term.

10/47 **REPORT OF THE JUNIOR HEADTEACHER**

The report had been circulated in advance and a copy was filed in the Minute Book. The Headteacher drew Governors' attention to a number of points.

a) **Attendance** Governors were informed that, on the advice of the School Improvement Partner (SIP), the overall grade in the School Self Evaluation Form (SEF) had been changed from 2 to 3, because of the negative impact of the school attendance statistics (spring term average 92.2%, target 94.5%). Unfortunately, the prevalence of a severe gastric bug among children during the spring term had affected the figures rather strongly.

Extra measures were being taken to focus on attendance, including the introduction of new software to monitor data more thoroughly, and the role of the welfare assistant: she was liaising more closely with children who were persistently recorded as late or absent. The Education Welfare Officer (EWO) was also pursuing a more pro-active role with the parents of these children, by making home visits if a child was away sick for a long period, or if there appeared to be a welfare issue.

An LA Governor asked if a homework or diary log could be expected of a child going abroad in term time; and the Headteacher said that this was being considered.

At this point Lisa Shattock joined the meeting.

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Committee minutes of the meeting at which the admission criteria were considered. The Governing Body supported her in this decision.

Action: Chair

c) **Response from Director of Children's Service(DOCS)** A reply to the Chair's letter to the DOCS had been received from Val White, the Assistant Director of Partnerships, Performance and Planning, and this had been circulated to Governors. A parent Governor said that the rationale presented in the letter, concerning the future secondary school offer in the south of the borough, was particularly unconvincing.

d) **Feedback from parents** Parent Governors reported that, in the Junior playground, parents of children in Years 3 and 4 were already talking about what they would need to do to get their child into a good school. A discussion followed about whether information about options should be given to parents before Year 5, as happened at present. A Community Governor said that leaving research until the child was in Year 6 was probably not the best approach. A number of views were expressed, and it was decided to make this into an item for a future agenda, for a fuller discussion.

Action: Clerk, to a future agenda

10/53 **SAFEGUARDING BRIEFING FOR BOTH SCHOOLS**

Governors had been signposted to the Ofsted guidance on safeguarding, and committee chairs had been provided with a copy of the full document. The Infant Headteacher, speaking on behalf of both schools, highlighted some of the points, after giving a list of the policies which were required for compliance. These included: Health & Safety, Risk Assessment, Critical Incident Plan, First Aid, Pupil Welfare, Managing Medicine, Security Policy, Attendance & Punctuality,

a) **Safeguarding** The Governing Body was reminded that, in an Ofsted inspection, a poor grading in the safeguarding measures in place in a school was an automatic limiting judgement. Part of the safeguarding inspection would examine the "single central record", checking the recruitment policy and the status of vetting procedures in the school, which included CRB checks of Governors.

b) **Child Protection** Both schools had child protection policies, which in the Infant School included a section on "Good practice in intimate care". The general curriculum was designed to include learning about the issues on the PHSE agenda.

c) **Keeping Children Safe** The Educational Visits policy had been written using the guidelines provided by the LA. An E-safety policy had been written recently, and was in the process of being checked; it would be brought to the next meeting for ratification.

Action: Headteachers and SEN & Pupil Wellbeing Committee



The School Admission pack would contain good practice guidelines for taking photographs of children. Other significant ratified policies were: Behaviour & Anti-Bullying, Racial Tolerance, Whistleblowing, Equal Opportunities & Inclusion, SEN, Complaints.

d) Questions from Governors

i) Pupil Voice In response to a Governor question, the Infant Headteacher said that a questionnaire had gone out to the children which included questions on how safe children felt at school, so that the pupil voice could be heard, and the response recorded and acted upon.

ii) CRB record keeping The Chair asked if the Central Register (CRB record) was up-to-date; the Infant Headteacher replied that the central administration of the records had changed recently, and the school files had been reorganised accordingly.

The Junior Headteacher commented that there were flaws in the system which affected both schools, over which they had minimum control. For example, sports coaches provided by the LA and temporary catering staff from agencies would regularly arrive without a copy of their CRB certificate. The Junior School had turned cleaners away recently because they were not able to provide the correct documentation. In contrast, supply staff from agencies came well-prepared. She commented that it would be important to continue to pressure for an improvement in provision for professionals visiting the school to work with children.

At this point, Ruth Beedle left the meeting as arranged.

iii) Governor Training The Chair said that she had attended the Safer Recruitment training offered by Governor Services, thus fulfilling the requirement on the Governing Body. She noted that, as she would be resigning at the end of term, the Governing Body would need to arrange the same training for one or more Governors.

Action: Staff Committee

iv) Dealing with Allegations The Junior Headteacher said that schools had been asked to prepare a policy named "Dealing with allegations against school staff", and the LA had issued guidance, which would be adapted for Garden Suburb.

Action: Headteachers and Staffing Committee

The Infant Headteacher was thanked for her briefing.

10/54 **REPORTS OF COMMITTEES**

The Chair said that no meetings had taken place, but reports would be given at the second meeting of the term.

b) **Events** The Headteacher said that the Junior Choir had participated in the wonderful Barnet Music Festival at the Royal Albert Hall in early May, and parents and children had enjoyed it very much.

c) **One to One Tuition** The Headteacher reported that the scheme was going very well, and 12 children from Years 3,5, and 6 were benefiting. Teachers had remarked that the confidence and attitude of these children had improved very noticeably. It was hoped that the funding would be repeated.

d) **Premises** It was noted that the insulation of the loft had taken place, but the contractors had not cleared up properly, and this would have to be discussed.

Action: Premises committee

The Junior Headteacher was thanked for her very full report.

10/48 **REPORT OF THE INFANT HEADTEACHER**

The report had been circulated in advance and a copy was filed in the Minute Book. The Headteacher drew Governors' attention to a number of points.

a) **Assessment** The work of children in Key Stage 1 had been assessed and graded, and the LA literacy consultant had visited the school to moderate this process and look at the evidence. She had approved the grading given to the children.

b) **School Events** The annual treasure hunt would take place on Sunday 16 May in the afternoon. On Wednesday 26 May there would be sponsored singing to raise funds for the "WaterAid" campaign.

c) **Premises** Governors were informed that, while mending a pipe in the roof space above purple classroom, the caretaker had put his foot through the classroom ceiling. The Premises committee had been informed.

d) **Finance** The Headteacher said that PTA funds had been offered to pay for the re-surfacing of the Infant playground. A Community Governor asked if this work would not be funded by the school budget rather than through fund raising, and was informed that, because the work was an enhancement using soft play surfacing, not a complete resurfacing, this was an appropriate use of PTA funds.

e) **Admissions** The Headteacher said that the list of admissions was expected soon from the LA. Governors had been informed that 45 siblings had applied; a Governor asked if any of these lived outside the catchment area, and the Headteacher said that she would find out.

Action: Headteacher

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f) **Staff Attendance** Governors were informed that the volcanic ash event had delayed the travel plans of a number of teachers returning from the Easter holidays.

The Infant Headteacher was thanked for her very full report.

At this point, Hossein Jahankhani arrived.

10/49 **SCHOOL PROFILES**

Copies of both school profiles had been circulated to Governors, and they were informed that the school profiles had been uploaded to the school websites. It was also noted that the information obtained from the school profile on the Government website had still not been updated.

10/50 **DINING-ROOM REDEVELOPMENT**

A response to the planning application was awaited from the LA.

10/51 **EXTENDED SCHOOL**

a) **Teamy After-School Club** A successful club was being run at Brooklands Infant School, and there was now a firm proposal for Garden Suburb children to share these facilities, by going across to Brooklands at the end of the school day. Transport would be provided by mini-bus, and they would have a snack when they arrived, and then join in the activities, which varied each day. It was likely that a member of their staff would drive the children over, and parents would collect the children from Brooklands. The arrangements were being clarified and then an offer would be made to parents of children in Year 1 and upwards. The expected start date was September 2010.

b) **Breakfast Club** The start date for a Breakfast Club was under review, because of the expected refurbishment of the dining room, which would be the area to be utilised.

10/52 **SECONDARY TRANSFER**

a) **Whitefield** The Chair reported that she had attended a meeting at Whitefield Secondary School with the Headteachers of Whitefield and the Compton Secondary School, and other Chairs of Governors of local primary schools. She had received a very good impression of the school improvement plans for Whitefield.

The Chair asked Governors to consider, in due course, whether the Headteacher of Whitefield should be invited to give a talk to the Junior School parents, if Whitefield requested it.

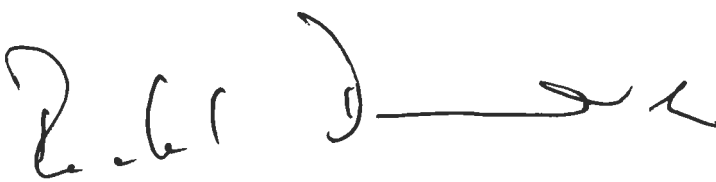
b) **Henrietta Barnett School** The Chair had circulated the reply from the Chair of Governors at the school, which she had found very unhelpful. She said that she would write to ask for a copy of the Henrietta Barnett Admissions

c) The Headteachers were asked if the Governing Body could hear some feedback from the staff welfare survey carried out in 2009. The Staffing Committee were requested to provide this for a future agenda.

Action: Staffing committee, Clerk

10/58 **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

Dated: 1st July 2010.

(c)

10/55 **GOVERNOR EXPENSES SCHEME**

A summary of a proposed scheme for reimbursing Governor Expenses had been circulated in advance. Following a brief discussion about the issues involved, it was **agreed** that this matter be reviewed by the Finance committee, and that the School Finance Officer(SFO) be consulted for advice.

Action: Finance Committee and SFO

10/56 **REPORT OF THE DIRECTOR OF CHILDREN'S SERVICE**

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

1 **School Uniform** The item was noted. The Chair queried whether the school's uniform offer was sufficiently inclusive, and a robust discussion followed. A Governor said that parents had been consulted about uniform costs a couple of years ago and the matter had been reviewed in detail then. It was noted that any profits from the sale of uniform by the PTA went back to benefit the two schools.

2 **One to One Tuition** The item was noted.

3 **Report It!** The item was noted.

4 **Revised 2010/11 Budget Shares for all Schools** The item was noted.

5 **Data Security** The item was noted. It was relevant to the E-Safety policy now being written, and the item would also be discussed by the Premises committee.

Action: Premises committee

6 **Report on Governance** The item was noted.

7 **Governors' and Headteachers' Conference** The item was noted.

10/57 **ANY OTHER BUSINESS**

a) **Staffing** The Chair said that a management position in the Junior School would shortly be advertised, and that she had approved the advert at the beginning of the week outside due process. When asked for details, she said she was reluctant to give any at present, but the Staffing committee would be informed shortly.

Action: Chair/Staffing Committee

At this point, Ian Tutton left the meeting.

b) A Governor asked if notice of presentations to parents could be given to the Governing Body as well; the Chair asked the Headteachers to add Governors' details to the parent newsletter list.

Action: Headteachers