

GOVERNING BODY FOR GARDEN SUBURB SCHOOLS

MINUTES OF THE MEETING HELD ON THURSDAY 1 JULY 2010 AT THE INFANT SCHOOL

LA GOVERNORS

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

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)

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)
- * Mr Sean Lockie (Infant)
- * Mrs Julia Sanitt (Infant)

COMMUNITY GOVERNORS

- * Mrs Ruth Beedle
Mrs Francoise Wagneur
- * Ms Sachika Yamawaki
1 vacancy

*denotes member present

ASSOCIATE MEMBER

Mrs Kathryn Malik

NON-VOTING OBSERVERS

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

In Attendance

Ms Trevena Champion (Clerk)

The meeting was preceded by Powerpoint presentations on the introduction of the Managed Learning Environment (MLE) in both school communities. Governors were informed about how children and their parents could access, from home, the resources and activities available on MLE. The Junior Deputy Headteacher said that, in the autumn term, he would arrange a workshop for parents to explain all the facilities. The Infant Deputy Headteacher said that staff had had a brainstorming session at a June Inset, when teachers had agreed that the use of MLE by the Infants would be set within a framework of outdoor activities.

In response to a question from the Chair, Governors were told that an ICT corner could be set up at school, to provide a study area for those children who did not have access to the internet at home, in order that they could have access to the MLE at school. Attention was also drawn to the Government-funded scheme for providing reconditioned PCs for families without resources.

A brief discussion took place on whether the school MLE should have a social networking facility. A variety of opinions were expressed, and it was agreed that the issue would be revisited.

The presenters were thanked, and the formal part of the meeting began.

PART I

10/61 ACCEPTANCE/NON-ACCEPTANCE OF APOLOGIES FOR ABSENCE

Apologies had been received from Clive Lewisohn, Chris Kellerman, and Françoise Wagneur, and Katherine Malik. The apologies were accepted.

The new Infant Parent Governors, Sean Lockie and Julia Sannitt, were welcomed to the Governing Body, and introductions were made.

10/62 DECLARATION OF BUSINESS INTEREST

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

10/63 MINUTES

The minutes of the meeting held on 13 May 2010 were confirmed, initialled and signed.

10/64 MATTERS ARISING

10/48e) Infant Admissions The Infant Headteacher said that she was still waiting for a reply to the question about siblings who lived outside the catchment area.

Action: LA Admissions, Sara Sands

10/52b) Secondary Transfer Governors were informed by the Chair that she had written to the Chair of Henrietta Barnett School to request a copy of the Admissions Committee minutes, but so far had not received a reply.

10/57b) Governing Body communications Governors were informed that their names would be added to the distribution list for the parents' electronic newsletter, and that a governor group area would be added to the school website.

Action: Jnr DHT and Mike Page

10/65 GOVERNING BODY MEMBERSHIP

Current changes On behalf of the Governing Body, the Chair paid tribute to retiring Governors, Ian Tutton and Lisa Shattock, thanking them for their generous contribution to the work of the Governing Body over recent years.

Barbara Harris informed Governors that she would be resigning at the end of the summer term 2010, and she was very warmly thanked for her work over the past 8 years.

Rachel Dunsmore informed Governors that she would be resigning at the end of the summer term, as her family were leaving the area; the Vice Chair, Yasmin Iyyaz, (who would act as Chair until the next election in October 2010) thanked Rachel on behalf of all Governors for the sterling work she had done during her time as Chair.

Autumn Election and appointments The Clerk said that a Parent Governor election would be arranged in September, and that LA would be informed of the vacancy. Consideration would be given to the Community Governor vacancy, and the Governor One-stop Shop would be consulted.

Action: Clerk

10/66 REPORT OF THE JUNIOR HEADTEACHER

The Junior Headteacher gave a verbal update.

a) **Parent Events** Governors were informed that curriculum workshops had been offered to parents, one on E-safety, and one on Sex and Relationships education (SRE) for parents of Years 4 and 5. Regarding use of the internet, parents were being briefed before their children went on the School journey, and before secondary transition.

b) **School Events** Governors were informed that the Junior Sports Day had gone very well, as had Open Afternoon. The children had participated in the Barnet Music Festival at the Artsdepot, and enjoyed themselves very much. The Junior Show would take place on Tuesday 13th and Wednesday 14th July at 7pm, and Governors were invited.

c) **Staffing** The Junior Headteacher said that it had been a very busy term, and she thanked the staff for working so hard to support the children. She added that the final year graduate student, Jessica, had fitted in very well, and had been recruited to work as an NQT from September 2010.

d) **Admissions 2010** Governors were informed that, except for 7 or 8 children going elsewhere, pupils in the Year 2 classes had been prepared for the transition from Infant to Junior in September 2010. The Junior Headteacher added that, from that date, the LA would be handling all admissions in both Key Stages.

e) **FMSIS** The Headteacher reported that preparations were being made for re-accreditation.

The Junior Headteacher was thanked for her update.

10/67 REPORT OF THE INFANT HEADTEACHER

The Infant Headteacher gave a verbal update.

a) **Staffing** Governors were informed that staffing was currently stable. Johnny, the playleader, was going to the USA for one term to work as a football coach, and the Governing Body wished him good luck with this venture.

b) **Extra-curricular** The children had enjoyed a Movie Night, which had been held after school. They had also chosen to have a workshop provided by the SPLAT circus skills group, which had been paid for with the funds raised by the children themselves at the

sponsored Skipathon in autumn 2009. Some children had joined in a Singalong performance at the St Judes' Music Festival in the Garden Suburb, in the last week of June. A food fair had taken place earlier in the day, organised by the PTA, and parents had been invited. Induction Day for new pupils had taken place the previous week, at which many siblings had been present, and there had been a very nice atmosphere.

c) **Premises** The Infant School entrance lobby had been redesigned in preparation for refurbishment, and an accessibility grant of £44,500 to enable the fitting of a ramp had been awarded.

d) **Lettings** Preparations were being made for letting the school hall for hire, and the requisite policy was being written. An enquiry had been received from the Garden Suburb Theatre group, which needed a rehearsal space.

e) **Events** The Infant Show would take place on Wednesday 14th and Thursday 15th July at 2p, and Governors were invited.

f) **School garden** The Headteacher said that she would have a separate discussion with Sean Lockie about plans for the school garden, and about becoming an Eco-school. The children were already growing fruit and vegetables, and local volunteers had been helping them.

The Infant Headteacher was thanked for her update.

10/68 **DINING-ROOM REDEVELOPMENT: UPDATE**

The Chair of the Premises Committee gave Governors an update on progress. The LA Capital Asset Management team had selected the preferred tender, and these architects had produced plans for a scheme which apparently cost double the original budget of £750,000. Since then, the Premises Committee had asked them to produce alternative plans within budget by using less expensive materials; at the same time, members of the Committee would discuss the design options available to the school.

Action: Mike Page & Sean Lockie

The LA surveyor who was advising the school had said that, because of the budget cuts expected in 2010/11, there could well be a reduction in the original amount allocated by the LA. The Chair said that she would contact Cllr Harper, the Deputy Leader of the Council, to ask him what the financial situation was likely to be. She had already had a meeting with the new MP for Finchley, Mike Freer, who had said that Government funds would match the £400,000 allocated by the LA.

Action: Chair

10/69 **EXTENDED SCHOOL: UPDATE**

Governors were informed that a questionnaire had been sent to consult parents about an offer to send children to the afterschool club at Brooklands School, which was run by the operator Teamy. Children would have been bussed to the other school at 3.30pm to stay there until 6pm. However, the response was so large, that the Teamy manager proposed

setting up a separate club at Garden Suburb Schools, and both Headteachers were in favour.

The proposed afterschool club would also accept children who would be coming along after going to a school activity club until 4.30pm; they would be collected and brought to the afterschool club where they would stay until 6pm.

Following a discussion, the Governing Body agreed with the proposal to set up an Afterschool Club run by Teamy (show of hands in favour).

Action: Headteachers

The Teamy manager had also been invited to set up a Breakfast Club, which would entail applying for an Ofsted certificate, a process which would take several months. It was noted that the process of Ofsted registration for this provision could take several weeks.

10/70 **ACADEMY STATUS: CORRESPONDENCE**

The following papers had been circulated in advance to all Governors:

- i) From the Secretary of State for Education, Michael Gove: an invitation to register an interest in applying for Academy status.
- ii) From ATL, NASUWT and NUT, the teachers' unions: a joint letter advising against taking Academy status.

Governors were asked to look at the supporting documents, which would be posted on the website, and the matter would be discussed at a future meeting in the next academic year.

Action: Clerk

10/71 **DCSF REPORT ON SCHOOL GOVERNANCE**

The long-awaited report on school governance produced by the previous Government, received from the DCSF shortly before the General Election in May 2010, was next summarised for Governors by the Chair. Most of the recommendations in the report had already been adopted by the Governing Body. However, the report contained a positive indication concerning a general reduction in size of school governing bodies; and a steer on this issue would be awaited from the new Government.

The Chair was thanked for her research.

10/72 **SECONDARY TRANSFER LOCAL ACTION GROUP: FEEDBACK**

Mike Page reported that he, and several governors from other local schools, had met the Headteacher of Christ's College. The visiting governors had asked if the secondary school would consider admitting girls to the lower school (they were already admitted to the sixth form), and the Headteacher said that he would take the request to the Christ's College Governing Body' autumn meeting.

Some other governors had met Mike Freer, MP, to discuss the idea of founding a free school under the new Government initiative which would be funded. Such a project might be affordable if empty council premises could be adapted.

It was agreed that this matter would be discussed again at the autumn meeting.

Action: Clerk, to next agenda

10/73 REPORTS OF COMMITTEES

Premises The minutes of the meeting held on 22 June 2010 were noted.

Finance The minutes of the meeting held on 17 June 2010 were noted.

Curriculum The committee had met very recently and, following confirmation, the minutes would shortly be circulated.

10/74 FMSIS ACCREDITATION

a) The following policies were **approved** by the Governing Body:

Charging, Financial Management, Finance, and Whistleblowing.

The draft Lettings Policy was currently being prepared by the Infant Headteacher.

b) The following documents were **approved** by the Governing Body:

The Statement of Internal Control, the Terms of Reference of the Finance committee, the minutes of the Finance committee meetings (last two years), the Finance Policy Matrix, the Shared Cost Document, and the Keeping Your Balance Questionnaire.

c) The committee had been made aware of the scheme for financing schools. The Chair of the Finance committee informed the Governing Body that the current three-year budget was balanced. He added that, in future, the Private Funds account would be administered in accordance with FMSIS controls. The benchmarking exercise was underway.

The Chair of the Finance committee, both Headteachers, and the School Finance Officer were thanked very warmly for the huge amount of time they had invested in preparing for FMSIS.

At this point, Mike Page and the Deputy Junior Headteacher left the meeting.

10/75 RATIFICATION OF POLICIES

The following policies had been discussed at the recent Curriculum, Staffing and Finance committee meetings and had been circulated to all Governors by email. They had all been recommended by the relevant committees, **and were now ratified:**

Safeguarding, Allegations of Abuse, E-Safety, Pay & Performance Management, Financial Management, Whistleblowing, Charging, New Governor Induction, Sex & Relationship Education (Infant), Teaching & Learning (Junior), and Outdoor Play (Infant).

10/76 **GOVERNING BODY REVIEW OF PRIORITIES YEAR 2009/10**

The Chair had circulated a document which reviewed the progress made by the Governing Body towards achieving its agreed priorities, which were listed as: Extended Schools, Dining Hall, Parent Survey, Junior School Ofsted, and Governing Body Development

It was **agreed** that substantial progress had been made in several areas; areas of planned capital spending were currently on hold until the new Government was able to provide clarification of future budget allocation.

10/77 **ANY OTHER BUSINESS**

Retirement of Chair On behalf of the Governing Body and the school communities, both Headteachers paid a very warm tribute to Rachel Dunsmore, and thanked her for her unwavering commitment to the positive development of both schools, and for her very efficient work as Chair. A presentation would be made later at the Governors' dinner.

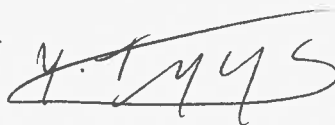
In response, Rachel said that her family had chosen to sponsor the 1913 plaque on the Museum of London Timeline to commemorate the foundation of the schools in that year.

10/78 **DATES OF FUTURE MEETINGS**

The first meeting of the autumn term would be held on Thursday 7 October 2010, and the second on Wednesday 24 November 2010, both at 6pm.

10/79 **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) Y: IYAZ

Dated: Thurs. 7th October 2010

