

GOVERNING BODY FOR GARDEN SUBURB SCHOOLS

MINUTES OF THE MEETING HELD ON THURSDAY 7 OCTOBER 2010
AT THE INFANT SCHOOL

LA GOVERNORS

Mrs Mary Ogle
Mr Clive Lewisohn
* Mr Christopher Kellerman
1 vacancy

STAFF GOVERNORS

* Miss Natalie Kay (Infant Teacher)
Mrs Anna Tosi (Infant Support)
* Miss Sarah Sands (Infant Headteacher)
* Mrs Eileen Bhavsar (Junior Headteacher)
* Mrs Lisa Berger (Junior Teacher)

PARENT GOVERNORS

* Dr Mike Page (Infant)
Dr Hossein Jahankhani (Junior)
* Mrs Julia Sanitt (Infant, Vice Chair)
Mr Ali Kazimi (Infant)
* Ms Yasmin Iyyaz (Jnr, Chair)
* Mr Sean Lockie (Infant)
1 vacancy

COMMUNITY GOVERNORS

* Mrs Ruth Beedle
* Mrs Françoise Wagneur
* Ms Sachika Yamawaki
1 vacancy

*denotes member present

ASSOCIATE MEMBER

* Mrs Kathryn Malik

NON-VOTING OBSERVER

* Ms Liz Cormack (Inf DHT)

In Attendance

Ms Trevena Champion (Clerk)

10/85 **WELCOME**

All Governors were welcomed to the first meeting of the new academic year.

10/86 **ACCEPTANCE/NON-ACCEPTANCE OF APOLOGIES FOR ABSENCE**

Apologies had been received from Mary Ogle, Anna Tosi, Clive Lewisohn, and Hossein Jahankhani, and these were accepted by the Governing Body. No apologies had been received from Ali Kazimi, and he was recorded as being absent without consent. Apologies for absence had been received from Paul Warren, Junior Deputy Headteacher.

10/87 **MINUTES**

The minutes of the meeting held on 1 July 2010 were confirmed, initialled and signed without alteration.

10/88 **MATTERS ARISING**

10/64 Infant Admissions Update Governors were informed that there were 11 children from outside the catchment area. One child with a statement for special educational needs had started in Reception, and there was one looked-after child. The majority of new pupils were siblings.

10/89 **ELECTION OF CHAIR**

Nominations were invited for the post of Chair for the academic year 2010/11. A nomination was received on behalf of Yasmin Iyyaz. 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 2010/11, or until a successor was appointed. She was thanked for her work as Vice Chair during the previous year.

Action: Clerk

10/90 **ELECTION OF VICE CHAIR**

Nominations were invited for the post of Vice Chair for the academic year 2010/11. A nomination was received on behalf of Julia Sanitt. Upon a show of hands, it was **resolved** by the Governing Body that she be elected Vice Chair for the academic year 2010/11, or until a successor was appointed.

Action: Clerk

10/91 **ANNUAL REVIEW OF REGISTER OF BUSINESS INTERESTS**

Governors were asked to complete the pro-forma provided, and these would be kept in the school offices for audit purposes.

Declaration of pecuniary interest in the current agenda: there were no declarations.

10/92 **REPORT OF THE INFANT HEADTEACHER**

The report had been circulated in advance, and a copy was filed in the Minute Book. The Headteacher gave an update.

a) **Internal Audit** The Headteacher thanked administrative staff for coping so well with the internal audit which took place recently: the feedback had been very positive. The formal report would follow.

b) **Redevelopment of entrance area** The Headteacher thanked Mike Page for his support with this project. The Finance Committee had agreed that a further £12,000 would be taken from the contingency fund to complete the list of extras required. The contractor and architect were thanked for the successful alterations, which had been complete 3 weeks into term.

c) **After-School Club** The new activity was expected to begin after the autumn half-term, and the letter inviting applications would go out to parents on Monday 11 October.

10/93 **REPORT OF THE JUNIOR HEADTEACHER**

The report had been circulated in advance, and a copy was filed in the Minute Book. The Headteacher gave an update.

SATS 2010 Governors were informed that, in English, 92% had reached Level 4, and 75% had reached Level 5, both results exceeding the targets and the national average. Both staff and children were congratulated. Governors were reminded that each cohort was different, and therefore results would vary from year to year. In addition, in some years the children found that the questions were more appealing and stimulating.

Both Headteachers were thanked for their reports.

10/94 **FINANCIAL MANAGEMENT STANDARDS IN SCHOOLS (FMSIS)
RE-ACCREDITATION**

Governors were advised of the following:

Staffing Structure There had been no change since April 2010, and the staffing structure was **ratified**.

Governor Competency Governors were thanked for completing the individual audits. The Junior Headteacher said that, in accordance with FMSIS requirements, **the Finance committee had members who were financially competent**.

G4 All Governors **acknowledged the receipt of the G4**, which had been circulated in advance. The G4 listed all the evidence being presented for the re-accreditation procedure.

The Junior Headteacher said that the FMSIS portfolio was now ready to be submitted to the School Finance Service.

Ramillah Shah, the Schools' Finance Officer, was thanked for all the support she had given to the leadership team and the administrative staff during the process.

10/95 **REPORTS OF COMMITTEES**

Finance & Premises (Dining Hall re-development)

The Junior Headteacher reported that some very costly estimates, well in excess of £1M, had been received, despite the cap of £800,000 stated by the LA. After a discussion with the LA Head of Catering, Teresa Goodall, the Headteacher had been informed that the LA would provide another £150,000, provided that the School could find matching funds.

It was the school's intention to draw down 2 years' funding from the capital fund, and the Junior Headteacher asked for the approval of the Governing Body, which was then given with a show of hands.

Other committees had yet to meet.

10/96 **ANNUAL REVIEW OF COMMITTEE STRUCTURE, MEMBERSHIP AND TERMS OF REFERENCE (TOR)**

The membership list was updated. The TOR of the Finance Committee would be updated to comply with the requirements of FMSIS. Governors were asked to consider the committee vacancies, as nominations would be requested after half term.

Action: Clerk, to next agenda

10/97 **COMMITTEE MINUTES**

Curriculum The minutes of the meeting held on 25 June 2010 were noted.

There were no other minutes.

10/98 **SECONDARY TRANSFER OPTIONS**

Mike Page gave feedback on this initiative. He said that Governors from 6 local primary schools had been invited to the recent Governing Body meeting at Christ's College, to put their case for making the secondary school co-educational. Prior to that, a survey had been done among the Garden Suburb parents, and 108 replies had been received.

If Christ's College were co-educational, the following preferences were expressed:

- Overall, 83% said that Christ's College would be more attractive.
- 68% of boys' parents would still choose it.
- 86% of girls' parents would choose it.
- 96% of families with both boys and girls would choose it.

Following the presentation by the visitors, the Governing Body of Christ's College agreed to consider the idea, and they said they would inform the visitors when a decision was reached.

10/99 **EXTENDED SCHOOLS**

Governors were told about the new "Activity Support Grant", which was aimed at supporting those children on Free School Meals (FSM), to access extended school activities, especially the new After-School club. The continuation of the grant was not guaranteed.

Governors were asked by the Infant Headteacher if they would approve the use of the special grant to fund after-school club places for appropriate children. **Governing Body approval was given.**

Governors were then asked by the Junior Headteacher if they would approve the use of the special grant to help fund the cost of the School Journey for appropriate children. **Governing Body approval was given.**

Teamy, the service provider, would be opening the new club after the autumn half-term; the hours would be 3.30 – 6pm.

At this point, the Infant Headteacher and the Vice Chair left to go to another meeting, as arranged earlier.

10/100 **GOVERNING BODY PRIORITIES**

2009 – 2010 The priorities had in general been dealt with, apart from the Issue of Governor Expenses, about which the Clerk said she would consult the Governor Services Manager.

Action: Clerk

2010 - 2011 A document had been circulated which listed five new areas, and these would be given consideration when planning Governing Body strategy for the coming year.

10/101 **REPORT OF THE DIRECTOR OF CHILDREN'S SERVICE**

The Autumn 2010 report had been circulated in advance.

1. **Barnet Healthy Schools Programme** The item was noted; and it was confirmed that both schools had achieved Healthy School status.
2. **Headteacher Performance Management arrangements** The item was noted. Governors were informed that arrangements had been made for all staff, including the Headteachers.
3. **Sure Start Children's Centres and the ASCL Act 2009** The item was noted.
4. **Multi-agency Groups improving early intervention** The item was noted.

10/102 **GOVERNOR SUPPORT AND DEVELOPMENT**

Governors were recommended to consider the LA Governor training programme, especially the new Governors. The Junior Headteacher and Françoise Wagneur said that the Governing Body would benefit from training in planning school finances, and the Chair said that she would consult the Governor Services Manager.

Action: Chair and Governors

10/102 **ANY OTHER BUSINESS**

- a) **Internal Audit** The Infant School had recently been visited by the LA auditor, and good feedback had been received. The formal report would be received in due course.
- b) **Junior School Ofsted** A "light-touch" inspection had been conducted at the end of the summer term. Inspectors had not visited the school, but had requested paperwork. The feedback was good.

10/103 **DATES OF COMMITTEE MEETINGS**

For the autumn term 2010, (time to be advised):

Staffing – Friday 8 October Pupil Welfare – Friday 15 October
Finance – Thursday 21 October Curriculum – Friday 5 November

10/104 **GOVERNING BODY MEETING DATES**

For the academic year 2010/11, all meetings starting at 6pm:

Autumn (2) – Wednesday 24 November
Spring (1) – Thursday 20 January
Spring (2) – Wednesday 16 March

10/105 **MOTION OF CONFIDENTIALITY**

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