

**GOVERNING BODY FOR GARDEN SUBURB SCHOOLS**

**MINUTES OF THE MEETING HELD ON WEDNESDAY 24 NOVEMBER 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, Acting Chair)
- Mr Ali Kazimi (Infant)
- Ms Yasmin Iyyaz (Jnr)
- \* Mr Sean Lockie (Infant)
- \* Ms Rachel Silver

**COMMUNITY GOVERNORS**

- \* Mrs Ruth Beedle
- \* Mrs Françoise Wagneur (Vice Chair)
- Ms Sachika Yamawaki
- 1 vacancy

\*denotes member present

**ASSOCIATE MEMBER**

- \* Mrs Kathryn Malik

**NON-VOTING OBSERVER**

- \* Mr Paul Warren (Jnr DHT)

**In Attendance**

Ms Trevena Champion (Clerk)

10/109 **WELCOME**

A warm welcome was extended to Rachel Silver, the new Parent Governor. Julia Sanitt chaired the meeting as Acting Chair, in Yasmin Iyyaz's absence. Mrs Françoise Wagneur was nominated as Acting Vice Chair.

10/110 **APOLOGIES**

Apologies had been received from Clive Lewisohn, Ali Kazimi, Hossein Jahankhani, Sachika Yamawaki, Chris Kellerman and the Infant Deputy Headteacher. The apologies were accepted by the Governing Body.

10/111 **MINUTES**

The minutes of the meeting held on 7 October 2010 were confirmed, initialled and signed.

10/112 **MATTERS ARISING**

*10/94 FMSIS* The Junior Headteacher said that the documents for re-accreditation for FMSIS had been submitted just before the government announced the scheme was to be scrapped.

*10/98 Secondary Transfer future options* Mike Page updated Governors. The Governing Body of Christ's College had voted against becoming a co-educational school. This was acknowledged to be a disappointing result, and Mike said that a meeting had been arranged with Cllr Harper and LA officers to find a way forward.

10/113 **DECLARATION OF PECUNIARY INTEREST**

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

10/114 **GOVERNING BODY MEMBERSHIP**

**Community Governor Vacancy** A nomination from a member of the local community was expected to be presented at the next meeting.

**Action: Clerk and Acting Chair**

10/115 **REPORT OF THE INFANT HEADTEACHER**

A verbal update was given.

a) **Curriculum** The Dads' Reading Week had been a great success, and many parents and relatives had come into school to read for the children.

b) **Fundraising** Children from every year-group had enjoyed a salsa workshop funded through last year's Skipathon. The annual Skipathon had taken place after half-term, and the sponsor money was still being collected.

c) **Staff** There were 3 postgraduate teacher trainees training in the school, being mentored by staff members.

d) **CPD** Laura Menezes had led an Inset training on methods of introducing philosophy for children. Another Inset session led by Anita Flatman had focused on Numakon, which was a numeracy strategy with central concepts.

e) **Premises** Work had been planned to improve accessibility in the Infant corridor, and it was hoped that this would be completed before summer 2011; the work would be funded by the LA Access budget.

f) **Extra-curricular** The Acting Chair was thanked for starting a chess club on Monday lunchtimes for Year 2 pupils.

g) **Events** Hanukah and Diwali had been recently celebrated, and the Infants' Show would be performed on Friday 10 December (all Governors were invited).

10/116 **REPORT OF THE JUNIOR HEADTEACHER**

A verbal report was given.

a) **Premises** The existing ICT suite has been refurbished with capacity for 31 users. The 31 workstations mean that each child in a class can work individually. The room's security

had been improved, and a new server had been installed (the old server had been passed on to the Infant School). The new contract for IT support with Andy Badger of Inspire ICT Ltd, and this had proved very satisfactory so far.

b) **School Journey** The Headteacher thanked the Deputy Headteacher, Paul Warren, for leading the school journey so magnificently. Special arrangements had been made, so that a child who was in a wheelchair following surgery, could be included in the trip. All children in the group, including those with special needs, had behaved very well and had supported each other. Those staff remaining behind at the school were also thanked for the extra work they had done. The Acting Chair said that she had received a heartfelt letter of thanks from the parents of the child recovering from surgery.

c) **Extra-curricular**

Year 4 children had been taken in a group to Finchley Road, to practise road safety at the pedestrian crossings.

In mid-November, Junior School children had joined in the Skipathon and had raised £800 to fund playground equipment.

d) **Staff** 2 postgraduate trainee teachers have been working in the school, and the Headteacher said that this link with the UL Institute of Education was mutually beneficial. A part-time MFL teacher was being recruited to teach Spanish. The Headteacher said that she was sad to lose the Maths co-ordinator, Amanda Parker, who had resigned; but it was hoped that the post would soon be satisfactorily filled.

e) **ICT** The Deputy Headteacher, Paul Warren, gave feedback on an ICT conference he had attended at NLBP. He and another member of staff had given a presentation on MLE.

f) **SEF** The Junior Headteacher said that that the SEF would be a focus at the next Governing Body meeting.

**Action: Clerk, to next agenda**

Both Headteachers were thanked for their updates.

10/117 **TARGET SETTING KEY STAGE 2, 2012**

The Learning Network Inspector had worked with the Junior Headteacher to agree the SATS 2012 targets for the current Year 5, with the help of the Fischer Family Data guidance. A paper setting out the targets for SATS KS 2 in 2011 and 2012 had been circulated to Governors in advance.

Governors were informed that the SATS results of the 2010 Year 6 had been in the top 5% nationally as shown in the RAISE online statistics.

The targets were **approved** by the Governing Body.

10/118 **DINING HALL REDEVELOPMENT: UPDATE**

There had been a meeting with officers from the LA Capital team, and Sean Lockie gave some feedback.

There had been a discussion of the capital shortfall position concerning the Governing Body's redevelopment proposals. Next the most realistic options had been listed:

- A single-storey dining hall with a flat roof (the cheapest option, costing £1.1M approx)

- A building with a ground-floor dining hall, and a first-floor with 2 classrooms at the shell stage
- A fully finished 2-storey building providing a dining hall and 2 classrooms ready to use

The Junior Headteacher said that she had spoken to the Lead Officer in School Finance, Nick Adams, and asked him to clarify the maximum borrowing which could be authorised on the school's capital account; she awaited a response.

Sean Lockie said that there would be another meeting with the LA on Tuesday 7 December 2010, and the Premises committee would request permission to explore alternatives such as a design/build solution. He then gave the Governing Body a short briefing about the concept of "Value Engineering", which featured more economical, more sustainable and more environmentally sound methods of construction. A general discussion followed, which indicated that the majority of Governors were unhappy with the way in which this situation had developed, considering that it was ~~2 years~~ since architects had been first engaged. It was also proposed that the PTA should be kept more fully informed, as they might well have an important contribution to make, being major stakeholders.

(more than one year)

On behalf of the Governing Body, Mike Page volunteered to write as soon as possible to the LA, informing them about the discussion which had taken place, and the direction now being taken by the Governing Body.

**Action: Finance & Premises committee**

## 10/119 REPORTS OF COMMITTEES

### **Wellbeing**

#### Matters Arising - GIFTED & TALENTED UPDATE

Following the last report of the Wellbeing committee, a question had been received from a Governor regarding the current situation of pupils on the Gifted & Talented Register, and the Junior Deputy Headteacher had prepared a response:

Governors were informed that between 5% and 10% of children in the Junior School were identified as being gifted or talented. This divided into those who were especially gifted in one or more aspects of their curriculum study, and these could be given extra support to enable them to reach a higher level. This group might also be guided towards higher thinking skills. Those who were talented in the extended curriculum, for example in art, music, sport, drama etc, could be provided with opportunities to help them explore their potential. The Deputy Headteacher emphasised that all children in the school were stretched appropriately.

A Parent Governor asked if the parents of the children on the G&T register were informed of their child's status; he was told that it was the school's policy not to routinely inform parents, unless there was a practical necessity.

The Deputy Headteacher was thanked for his update.

**Staffing** The committee had met on 8 October 2010, and the minutes were tabled.

**Finance** It was proposed that Francoise Wagner be co-opted to the committee membership in Yasmin Iyyaz' absence, and this was **approved** by the Governing Body.

**FINANCE:** The committee had met on Thursday 21 October 2010, and the minutes were tabled.

**Curriculum** The minutes of the meeting of 5 November 2010 were noted.

**Premises** The report had been given above, at item 10/118

10/120 **RATIFICATION OF POLICIES**

The policies had been circulated in advance. They had been reviewed at committee level, and were now recommended.

**Drugs Education (Infants)** The policy was **ratified**.

**Lettings (both schools)** The policy was **ratified**.

10/121 **GOVERNOR SUPPORT AND DEVELOPMENT**

Julia Sanitt said that she had attended the training for new governors, and had found it very thorough, especially in the areas of school development and accountability. Regarding communication channels with the school community, she said that the Governing Body area on the school website was functioning well, and the Governors' newsletter was going out termly. There was a Governing Body notice-board in each school, and these needed updating.

10/122 **EXTENDED SCHOOL UPDATE**

**Afterschool Club** The club had been opened at the beginning of November 2010, and so far 13 children were using it. It was run by Peter Mathews, and was independent of the Infant and Junior schools, being subject to inspection by Ofsted.

**Breakfast Club** A member of staff had offered to organise a Breakfast club, and the options were being researched, with a view to opening at the beginning of January 2011.

10/123 **ANY OTHER BUSINESS**

- a) **Farmers' Market** Sean Lockie said that a farmers' market had been organised for Saturday mornings, on the carpark next to St Jude's Church.
- b) **Heath Extension** Sean Lockie asked whether the Heath Extension could be used by the children for sporting activities.
  - The Infant Headteacher replied that school staff planned carefully to ensure that local facilities were being used by the children at least once per term.
  - The Junior Headteacher added that the children were included in various Barnet athletic and sporting competitions, where they were given the opportunity to use excellent equipment. They had participated in the 2010 sports festival held at Cophall sports ground.

The Headteachers took the opportunity to remind Governors to email their questions before the meeting if possible, so that a fuller answer could be provided.

c) **Junior Christmas Concert** The concert would be performed in the last week of term each morning at 10am, from Monday 13th to Thursday 16<sup>th</sup> December inclusive.

10/124 **DATES OF FUTURE MEETINGS**

SEN - Monday 3 February 2011 at 8.15am

Curriculum – Friday 4 March 2011 at 8.15am

Staffing – Thursday 17 February 2011 at 8.30am

Finance and Premises – TBA

Spring term 2011 Governing Body meetings at 6pm:  
Thursday 20 January and Monday 28 March

10/125 **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: Julia Sanitt.  
Acting Chair: (Julia SANITT)  
Dated: 20<sup>th</sup> Jan 2011