

GOVERNING BODY FOR GARDEN SUBURB SCHOOLS

MINUTES OF THE MEETING HELD ON THURSDAY 20 JANUARY 2011
AT THE INFANT SCHOOL

LA GOVERNORS

- * Mrs Mary Ogle
- Mr Clive Lewisohn
- 2 vacancies

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

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

*denotes member present

ASSOCIATE MEMBER

Mrs Kathryn Malik

In Attendance

Ms Trevena Champion (Clerk)

11/01 **WELCOME**

All Governors were welcomed to the first meeting of the Spring term. The Junior Headteacher gave the Governing Body the sad news that Chris Kellerman, was seriously ill. His resignation had been received, and Governors were very sorry to hear of his illness, and agreed that his contribution would be missed very much. The Headteacher said that she had sent flowers and a card on behalf of the schools and the Governing Body, and she was thanked for this thoughtful gesture.

11/02 **ACCEPTANCE/NON-ACCEPTANCE OF APOLOGIES FOR ABSENCE**

Apologies had been received from Sachika Yamawaki, Natalie Kay, Hossein Jahankhani, Yasmin Iyyaz, Clive Lewisohn and Kathryn Malik, and the apologies were accepted by the Governing Body.

The Junior Deputy Headteacher was unable to join the meeting as he was on a visit to his new school, and Governors sent him their best wishes.

11/03 **MINUTES**

The Minutes of the meeting held on 24 November 2010 were initialled, signed and confirmed.

11/04 **MATTERS**

10/112 Secondary Transition

Mike Page reported that, with other local Governors, he had attended a meeting with the LA on 10 January 2011, hosted by the Director of Children's Service, the Assistant Director (Val White), and the Cabinet Member for Education. The opportunities offered by Whitefield Secondary School were discussed once more; Whitefield was a Trust School and was now seeking Academy status. The Governors' working group would ask Christ's College Governing Body for another meeting.

11/05 **DECLARATION OF BUSINESS INTEREST**

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

11/06 **GOVERNING BODY MEMBERSHIP**

Community Governor vacancy The Clerk said that she had contacted Ruth Beedle's contact about the vacancy, and although this lady had expressed interest, she said that, for personal reasons, she would prefer to wait 6 months before considering it.

11/07 **REPORT OF THE INFANT HEADTEACHER**

The report had been circulated in advance, and a copy filed in the Minute Book. The Infant Headteacher highlighted several points for Governors' attention.

a) Parental Involvement

The Headteacher said that, on Tuesday 18 January, there had been a very well-attended evening for parents when the MLE (Managed Learning Environment) was demonstrated. Mary Ogle and Françoise Wagner had also attended and they said it had been delivered very well. On 25 November, a Maths workshop for parents had been organised in the evening, and this session was also very well-attended; Sean Lockie had been present, and reported that it had been very helpful.

b) Mosaic Art

The children had won a competition for a mosaic design: the prize was £450-worth of materials, and £450 to pay an artist to work with the children in creating the work.

c) Premises

The work on renovating the entrance lobby had been out to tender, and an estimate of £57,000 from a known builder had been accepted. It had been agreed at committee level, that an additional piece of work, the insulation of the lobby's flat

roof, costing approximately £10,000, would be completed at the same time. The funding would be as follows: £24,000 from the LA, and £20,000 each from the PTA and the school's contingency fund. The work was planned to start before the Easter holiday.

The Infant Headteacher was thanked for her full report.

11/08 **INFANT SCHOOL SELF EVALUATION FORM (SEF)**

The SEF had been circulated in advance and the Infant Headteacher next answered questions from Governors.

a) Frequency of local walks The Headteacher said the local environment, which included a high street, residential streets, and beautiful parkland and woods, was valued as offering an excellent series of resources for the children to explore and benefit from. Earlier in the week, for example, a group of children had visited the fishmonger to look at the fish, and some trout had been bought. Back at school, one fish was used as a subject in an art lesson, while the other was cooked and served with bagels and salad the children had also shopped for. This had resulted in the children saying that the outing had been the best ever. Governors were very pleased and impressed. The Headteacher added that all outings were risk-assessed, and these assessments were kept and updated each time. Parents' permission to local outings was requested when a child entered the Infant school.

b) Attendance The Infant Headteacher said that she had put a full summary of attendance statistics in her report. She drew attention to the fact that this authorised/unauthorised attendance data should not, strictly speaking, be compared to national data for primary schools (Reception – Year 6), as the context of an Infant school was different. The target for attendance was 94.5%, and this had not been achieved in the Autumn term, but it was hoped that the Spring term would show an improvement.

c) Reading The Infant Headteacher informed Governors that Reading had become a whole school focus due to the decrease in the number of children achieving Level 3.

The Headteacher said that although the SEF had just been discontinued by the DFE, it had brought some useful rigour into evaluating progress in terms of school improvement, and this process would be continued. She added that the SEF also highlighted the areas where staff would be focusing their efforts, in order to move the school from good to outstanding in Ofsted terms. These included:

- Focus on supporting reading skills
- Increasing opportunities for children in a Healthy School
- Strategy for improving attendance
- Continuing outstanding areas of achievement
- Building on beneficial links with Middlesex University

Mary Ogle asked how the successful outcomes of a Healthy school could be measured, and the Headteacher replied that children were asked relevant questions and their activities were observed.

Ruth Beedle offered help for the children with cultivating the outdoor growing areas, and she was thanked.

The Acting Vice Chair commented that it was important that the well-being of staff was supported. The Headteacher said that there had been an Inset training on this topic, and that there were several staff wellbeing teams. Individual members of staff chose their own personal goals and they were members of a team. Each week everyone had a chance to talk about their progress before the staff meeting took place, and periodically outings were organised. Staff Governors commented that the atmosphere had become noticeably more positive.

The Infant Headteacher was thanked for her presentation of the SEF.

11/09 **REPORT OF THE JUNIOR HEADTEACHER**

The report had been circulated in advance, and a copy was filed in the Minute Book. The Junior Headteacher informed Governors that the Junior Deputy Headteacher, Paul Warren, had been appointed as Headteacher of a Junior school in north Wales, and she paid a warm tribute to the huge contribution he had made to the school community over the past 8 years. Governors sent their warmest congratulations.

a) Staffing

The recruitment process for a new Deputy Headteacher had begun, and interviews were planned for Monday 14 February 2011.

b) Ofsted Letter

The Headteacher said that she had received an unexpected letter from Ofsted, responding to positive feedback from parents following the recent school journey for Year 6 pupils. The letter had complimented the school on its good practice on inclusion.

The Junior Headteacher was thanked for her full report.

11/10 **JUNIOR SCHOOL SELF EVALUATION FORM (SEF)**

The SEF had been circulated in advance, and the Headteacher commented that producing the SEF had, as always, required a huge amount of work by the Senior Management Team. Although it would no longer be required after September 2011, the SEF contained much valuable work. The Headteacher highlighted several points.

a) Premises Members of the Premises committee were thanked for their help in seeking a best value contract for the Dining Hall rebuilding project.

b) MLE Two sessions to demonstrate MLE to parents would be held on the mornings of Wednesday 9 and Thursday 10 February 2011.

c) Action Plan The final page of the SEF listed the actions seen as important to development in each area, and these would migrate to the School Development Plan.

The Junior Headteacher asked Governors to email her with any questions they might have on the content of the SEF.

Francoise Wagneur commented that many areas of the SEF were now receiving a higher grade than before, and were moving towards Grade 1. The Headteacher thanked her, and said that this represented much continuing hard work by all staff.

The Junior Headteacher was thanked for her presentation of the SEF.

11/11 **DINING ROOM DEVELOPMENT: UPDATE**

Mike Page gave an update. He said that since the last Governing Body meeting, there had been several meetings with the LA. Governors were informed that the LA had increased the finance available for the scheme to £1.25M; and the Junior School would provide £75,000 from its own resources. This funding would provide a new dining-hall on the ground floor, and upstairs there would be 2 Junior classrooms and a library, provided in a shell state. The building would be timber-framed, and it was hoped that most of the works would be done in the summer holidays 2011.

The Headteachers said that, earlier in the day, they had attended a meeting about the redevelopment with the Director of Children's Service, and on Thursday 27 January there would be a meeting at the school attended by Keir, the builders, and James Wills Fleming, LA Head of Corporate Planning. The Junior Headteacher said that David Davidson, the architectural advisor to the Garden Suburb Trust, had given helpful advice regarding the planning.

A Governor asked when the local community should be told about the redevelopment works, and the Junior Headteacher said that the school would wait for the funding to be confirmed before informing parents and community.

A Parent Governor asked what would happen about school meals during building works, and the Headteacher said that the LA had undertaken to provide suitable meals for the children when the time came.

At this point Anna Tosi left as pre-arranged.

11/12 **REPORT OF THE DIRECTOR OF CHILDREN'S SERVICE**

The Spring 2011 report had been circulated, and the following items were noted.

1. Financial Management Standard in Schools (FMSIS) cessation

It was agreed that compliance with FMSIS had resulted in best practice organisation of the schools' financial systems, which was a significant benefit.

2. Pupil Place Planning

The item, with its implications for the future, was noted.

3. Barnet Partnership for School Improvement (BPSI)

The information about the proposed service was noted and it was estimated that it would cost about £7,000 per annum. This change would be discussed by the Curriculum and Finance committees.

Action: Curriculum & Finance committees

4. Development of the Multi-agency Support Team

The item was noted.

5. Team around the setting

The item was noted.

6. Preventing Exclusion Meetings

The item was noted.

7. Consultation on the future of Barnet Children's Centres

The item was noted.

11/13 EXTENDED SCHOOL: UPDATE

a) **After-school Club** The Junior Headteacher reported that the provider Teamy enabled the school to offer after-school care until 6pm. The service had proved very popular with parents.

b) **Breakfast Club** The start of Breakfast Club had been postponed until after the redevelopment of the dining hall area.

The Junior Headteacher said that Extended School activities had introduced a new concern, which was that children were sometimes left too early in the playground and picked up too late, possibly because parents thought that staff were still "on duty" out of school hours. She added that the gates to the playground were not locked, and that this had so far been part of the school's ethos. The Clerk recommended that the Insurance arrangements in case of accident were checked, and she offered to do this and give feedback.

Action: Clerk

11/14 GOVERNOR SUPPORT AND DEVELOPMENT

Governors had received the programme of training sessions organised by Governor Services, and they were encouraged to make full use of them.

11/15 TERM DATES

Governors were informed that the last day of the summer term, Friday 22 July 2011, had been designated an Inset day; the last day for children would be Thursday 21 July.

At the beginning of the summer term, Thursday 5 May 2011 would be a local election day, and the schools would be used as a polling station. Staff would use the

day for Inset. The Junior Headteacher noted that Friday 29 April 2011 would be an extra bank holiday to celebrate the Royal wedding.

11/16 **ANY OTHER BUSINESS**

There was no other business.

11/17 **DATES OF COMMITTEE MEETINGS**

Committee meeting dates would be emailed to Governors shortly.

11/18 **GOVERNING BODY MEETING DATES 2011**

Spring (2) – Monday 28 March (to include budget ratification)
Summer (1) – Wednesday 4 May
Summer (2) – Monday 27 June

(all meetings to start at 6pm)

11/19 **MOTION OF CONFIDENTIALITY**

It was resolved that, because of its nature, the business to be discussed would be in the Part II confidential section.

Signed: JULIA SANITT
Dated - Mon 28th March

Chair: 

