

GOVERNING BODY FOR GARDEN SUBURB SCHOOLS

**MINUTES OF THE MEETING HELD ON MONDAY 28 MARCH 2011
IN THE INFANT SCHOOL**

LA GOVERNORS

- * Mrs Mary Ogle
Mr Clive Lewisohn
- * Cllr Daniel Seal
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

- Dr Katalin Barcza-McQueen
- * Mrs Ruth Beedle
Ms Sachika Yamawaki
- * Mrs Francoise Wagneur (Acting Vice Chair)

*denotes member present

ASSOCIATE MEMBER

Mrs Kathryn Malik

NON-VOTING OBSERVERS

Mr Paul Warren (Junior DHT)
Mrs Liz Cormack (Infant DHT)

In Attendance

The meeting was preceded by a reception in honour of Paul Warren, the Junior Deputy Headteacher who was leaving the school at the end of the spring term.

11/23 **WELCOME**

All Governors were welcomed to the second meeting of the Spring Term. The new LA Governor, Cllr Daniel Seal, was welcomed to the Governing Body, and introductions were made.

11/24 **ACCEPTANCE/NON-ACCEPTANCE OF APOLOGIES FOR ABSENCE**

Apologies had been received from Hossein Jahankhani, Sachika Yamawaki, Yasmin Iyyaz, Natalie Kay, and Kathryn Malik, and were accepted by the Governing Body. Clive Lewisohn was recorded as absent without consent.

Post-meeting note: Apologies were emailed by Clive Lewisohn on the following day in the evening, and these would be considered at the next meeting.



11/25 **TRIBUTE TO CHRIS KELLERMAN, LA GOVERNOR**

On behalf of the Governing Body, the Chair recalled the outstanding service of Chris Kellerman, following his sad loss after he had become seriously ill at the end of the previous year. Chris had been a Governor since March 2005, and during that time he had made a very significant contribution to the Governing Body. His skill and experience was highly valued by the Premises committee, and it was remembered that he had also been the Secretary and Manager of the Hampstead Garden Suburb Trust. Both Headteachers remembered him as a steady, trustworthy colleague, whose support could always be counted on; they had both attended the funeral, and Governors were told that Chris's wife had said how glad he was of his link with the schools.

The Junior Headteacher proposed that a memorial be installed to honour Chris's memory, and this was endorsed very willingly by the Governing Body. It was thought that a bench for the garden might be appropriate, and this suggestion would be passed to the Premises committee for consideration.

Action: Premises committee

11/26 **MINUTES**

The minutes of the meeting held on 20 January 2011 were confirmed, signed and initialled.

11/27 **MATTERS ARISING**

11/04 (10/112) Secondary transfer Mike Page gave an update, first providing some background to the current improved academic standards at Whitefields school.

At this point Ali Kazimi joined the meeting.

Mike volunteered to give a briefing to Garden Suburb parents about the facilities at Whitefield School, and this would take place in the summer term. In the autumn term 2011, the Whitefields Headteacher would be invited to speak at the Garden Suburb Junior meeting for parents, when the options for secondary transfer were formally discussed.

11/28 **DECLARATION OF BUSINESS INTEREST**

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

11/29 **RATIFICATION OF SCHOOL BUDGETS 2011/12**

The DP11s and the budget summaries for both schools had been circulated in advance, and the Finance committee had met the previous week to set the budget. The budgets were presented to the Governing Body by the Chair of the Finance committee.

- Governors were informed that the major reduction in funding had fallen in the capital sector, and that, at present, the facility for drawing down capital had

been cancelled. The current building projects were funded, but after their completion, premises spending would be confined to repairs and renewals, because there would be relatively small amounts for any capital project.

- The contingency for the Infant School was £12,500, and for the Junior School, £19,000, both considerably less than in former years.
- Sean Lockie suggested that the Governing Body give serious thought to ways of fund-raising for capital projects. The Chair of Finance said that it was fortunate that both schools had made steady improvements to the premises over recent years.

The Chair of Finance said that **the committee recommended both budgets to the Governing Body, and they were ratified by a show of hands.**

The statement of internal control had been circulated, and was ratified.

The Traded Services buyback list had been circulated and was approved. The Headteachers had decided to buy into the new school improvement service, BPSI, for a trial period of one year.

11/30 REPORTS OF THE HEADTEACHERS

Firstly the Junior Headteacher said that she wished to pay tribute to Paul Warren, her Deputy, who had been an outstanding member of staff and a very supportive member of the senior team. He had worked at the school for nine years and was leaving to be Headteacher at a primary school in south Wales. This tribute was warmly endorsed by all Governors. Paul said that he had enjoyed working at the school very much, and had learned a huge amount; he added that he was very glad that the post had gone to Lisa Berger, who was also congratulated by the Governing Body.

The Headteachers gave verbal updates.

Junior Update

Staffing The Headteacher gave an update on staff recruitment, and informed governors that Mr T Warren was also leaving the school after ~~a number of~~ years.

Pupils Governors heard that some of the children on the SEN register had been participating in special activities at Burnt Oak Leisure Centre. There had been a number of inspired assemblies on SEAL aspects of the curriculum (Social & Emotional Aspects of Learning), and these had been well-attended by parents.

Extra-curricular Children had been competing in LA sporting events, and junior children had won two silver medals in the cross-country running.

ICT Governors were informed that MLE was now functioning properly, and Paul Warren was thanked for his part in this.



SEF The Headteacher said that she was glad to say that the Learning Network Inspector had visited the school to assess safeguarding measures, and had raised the grade from 2 to 1.

Infant Update

Whole School Project The Infant Headteacher said that, this year, the school was participating in the "Take One Author" project, focusing on Julia Donaldson. Her books were being studied and were the inspiration for various cross-curricular activities, including a dress-up day.

Building Works The work on the Infant school entrance was underway and going as planned.

Staffing Governors were updated on staff changes. Three PGC trainee teachers would continue working in the school until Easter, and their contribution had been much appreciated. The Infant Deputy Headteacher was thanked for her careful mentoring of the PGC students.

Staff Well-being project A "Mood-Board" to chart staff feelings had been put in the staff-room, members of staff could record their feelings daily if they wished. They had also organised ~~a sharing opportunity three times a week.~~

well being support teams.

School Events

First-Aid training The PTA was thanked for organising a First-Aid one-day course for parents: it had been delivered by professionals, and the participants had paid.

Treasure Hunt The annual event would take place in Big Wood on Sunday 8 May.

Car-boot Sale These sales had proved to be a good method of fund-raising, and the next one would be on Sunday 22 May.

Literacy workshop An evening workshop had been given earlier in the term for parents: it was quite well attended, but not as popular as the Maths workshop. Further workshops would be organised for the autumn term.

National Gallery *To Ford and Sarah Jowsey (Infants)*
~~The Art co-ordinators from both schools~~ had recently been invited to the Gallery to give a presentation to colleagues from the profession, about the children's participation and achievements in the "Take One Picture" project in 2010.

11/32 **SCHOOL DEVELOPMENT PLANS (SDP)**

Junior School

The Headteacher said that the development areas from the current SEF were migrated to the SDP (including behaviour, well-being, and safety of pupils), and these formed the backbone of the plan. Other items were added, following discussions which took place at a recent staff Inset, such as CPD to support EAL teaching, social skills and communications for vulnerable children, and good behaviour through structured play inside and outside. There was an overall intention to support children to move up to the next level, especially from 4 to 5. Questions were invited.

Monitoring E-Safety A Governor asked how E-Safety was being monitored. The Junior Headteacher said that guidance was periodically given to parents, and that most problems arose at home with mistakes made by children on Facebook and MSN Messenger, which then sometimes reflected on their relationships at school. These incidents, if known about, were recorded by the school. The environment on MLE was much safer, and could be monitored if necessary. The Headteacher said that children would learn from experience by making mistakes, and the guidance given to them was being increased.

Infant School

The SDP had been circulated to Governors in advance, and was now approved. There were no questions.

11/33 **DINING ROOM REDEVELOPMENT**

Governors were informed that a community liaison meeting had been held with local residents two weeks previously, and that their concerns had been noted.

Sean Lockie gave a brief update of the latest communication from the LA contractor. At present, the intention was to demolish the dining hall in the summer holidays 2011, followed by the new build, which would be ready for use in March 2012.

Approval had been given to the ^{was submitted to} plans ~~by~~ the Hampstead Garden Suburb Trust, and ^{also} ~~new~~ LA planning permission had been applied for.

- The Chair asked about the provision of school lunch during the autumn and spring terms. The Headteachers said they would be meeting the LA Head of Catering to find an appropriate solution.
- A Governor asked what would happen to the After-school club, Teamy, during that period. The Headteachers said that this would require careful thought, as it was preferable that the club should continue.

Action: Headteachers

11/34 **REPORTS OF COMMITTEES**

Finance The committee had met the previous week to set the new budget, and it had already been reported at item 11/29 above.

Cllr Seal agreed to join the Finance Committee. There was a vacancy on the Pay Appeal panel, and Ali Kazimi agreed to take this role.

Curriculum The committee had met on 4 March 2011 and the minutes were noted.

At this point, Cllr Seal left as arranged.

11/35 **RATIFICATION OF POLICIES**

The following policies had been reviewed and circulated in advance by email:

- **Drugs Education**
- **Gifted & Talented**
- **Recruitment**
- **Child Protection**

11/36 **GOVERNOR SUPPORT AND DEVELOPMENT**

The Governing Body was informed about the new online training package, E-learning for Governors, which offered modules: this had been purchased at a discount through Governor Services. The schools had also bought-in to the LA Governor Training package.

11/37 **GOVERNING BODY MEMBERSHIP**

Role of Chair

Governors were informed that Yasmin Iyyaz had decided to step down as Chair on health grounds, although she would continue as a Parent Governor. Julia Sanitt said that she was willing to continue in the role of Acting Chair until the elections in September 2011. Francoise Wagneur said that she was willing to continue as Acting Vice Chair. Both were thanked for taking these positions to ensure the smooth-running of the Governing Body.

Community vacancy nominations

Community Governor nomination forms had been received from three candidates: Ivor Hall, Janet Scharf, and Katalin Barcza-McQueen. These had been circulated in advance, and were now considered by Governors. A show of hands was requested in favour of each candidate, and following this, Dr Katalin Barcza-McQueen was appointed by the Governing Body.

Action: Clerk

11/38 **EXTENDED SCHOOL**

The launch of a Breakfast Club service had been postponed until the completion of the new dining hall building work. The Teamy After-school club was going well and was popular with parents.

11/39 **TERM DATES**

The Headteachers said that the term dates for 2011/12 were being discussed, prompted by the number of extra public events during the summer term. In reply to a Governor's question, the Junior Headteacher said that headteachers had discretion to grant a maximum of 10 days' authorised absence to ~~parents spread over each~~ ^{children,} ~~Key Stage~~.

11/40 **ANY OTHER BUSINESS**

Henrietta Barnett School The Chair said that she had ^{written} ~~received~~ a letter ^{to} ~~from~~ the Chair of HBS Governing Body about the criteria governing the HBS admissions policy, and ~~explaining that it was not intended to change it at present.~~

it would be copied to all governors,

11/41 **DATES OF COMMITTEE MEETINGS**

The dates would be set or confirmed by email.

11/42 **DATES OF GOVERNING BODY MEETINGS**

- Summer (1) – Wednesday 4 May 2011 at 6pm
- Summer (2) - Monday 27 June 2011 at 6pm

11/43 **MOTION OF CONFIDENTIALITY**

