

GOVERNING BODY FOR GARDEN SUBURB SCHOOLS

**MINUTES OF THE MEETING HELD ON WEDNESDAY 4 MAY 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)
- 1 vacancy (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

Mrs Liz Cormack (Infant DHT)
Mrs Lisa Berger (Junior DHT)

In Attendance

Ms Trevena Champion

11/48 **WELCOME**

All governors and observers were welcomed to the first meeting of the summer term.

11/49 **ACCEPTANCE/NON-ACCEPTANCE OF APOLOGIES FOR ABSENCE**

Apologies had been received from Anna Tosi, Kathryn Malik, Daniel Seal and Yasmin Iyyaz, and these were accepted by the Governing Body. No apologies had been received from Ali Kazimi, and he was recorded as absent without permission.

11/50 **MINUTES**

The minutes of the meeting held on 28 March 2011 were confirmed, initialled and signed after minor editing.

11/51 **MATTERS ARISING**

a) 11/27 Secondary transfer Mike Page undertook to give a briefing on secondary transfer to Year 5 parents on Wednesday 11 May 2011. Following a brief discussion, it was agreed that the Junior Headteacher would not attend the meeting, but would deliver her own briefing as usual later in the term. The Chair offered to support Mike at the meeting, and this was agreed.

Action: MP, Chair

b) 11/33 Dining Hall Governors were informed that the LA Planning Committee would be considering the schools' application for planning permission for this project, later in the same evening.

c) 11/40 Henrietta Barnett School (HBS) admissions criteria A reply had been received from the Chair of HBS, saying that the criteria were reviewed every year. The advice was reiterated, that the school was selective, and did not at present have a criterion based on geographical distance regarding the waiting list. Following a brief discussion, the Chair was asked to write again.

Action: Chair

11/52 **DECLARATION OF BUSINESS INTEREST**

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

11/53 **GOVERNING BODY MEMBERSHIP**

Staff Governor vacancy It was noted that as Lisa Berger had been promoted to Junior Deputy Headteacher, she would resign her position as Staff Governor, and would in future attend as a non-voting observer. The Clerk said that a Staff Governor election would be organised for the Junior School in the summer term.

Action: Clerk

LA Governor vacancy The Clerk said that as the position had been vacant for more than 6 months, if the Governing Body could find a suitable candidate, the Governor Services Manager would facilitate the appointment process.

Action: Chair, Clerk

11/54 **REPORT OF THE INFANT HEADTEACHER**

The report had been circulated in advance, and a copy filed in the Minute Book. The Junior Headteacher drew Governors' attention to several points.

a) **Admissions**

The Headteacher said that there had been 244 applications for admission to the 90 places in Reception for September 2011. Of these, 41 children had siblings in the school already. She added that not every applicant from within the catchment area gained a place in the first round of offers.

The Headteacher next replied to questions which had been received in advance.

- She informed Governors that Take 10 and KrazyKatch were games with equipment involving ball skills.

- The Headteacher tabled a summary of the additional support available in the school, for children who required it. Further support was personalised.
- Regarding ICT for the more able, the Headteacher said that, on Fronter, there were all kinds of multi-media activities which could be selected to suit the individual child. During curriculum exercises, children were asked to decide if an ICT application would enhance their work.
- Responding to a question about philosophy teaching, the Headteacher said that, to start with, this would take place during circle time. It would involve critical thinking skills, and link with PHSE, SEAL topics, and the development of empathy and understanding. Staff would be receiving training in September 2011, and the teaching would begin after that.
- The Headteacher said that there was an increased focus on improving attendance by means of increased intervention. Meetings were being held with those parents whose children had a below-average attendance record. Support and advice was offered where appropriate, and this was generally offered in the form of parenting workshops, which were well-attended.

The Infant Headteacher was thanked for her report.

11/55 **REPORT OF THE JUNIOR SCHOOL HEADTEACHER**

The report had been circulated in advance, and a copy was filed in the Minute Book. The Headteacher highlighted the following two points:

a) **Curriculum**

The Infant Art Co-ordinator, Sarah Jowsey, had been working with the Junior children again. The topic had been the art of the second World War period. The Juniors had been learning about the evacuee children, and had been painting expressive pictures. Lisa Berger said that these would be displayed in the lobby.

b) **Attendance**

Governors were informed that the LA annual average attendance target for the school was 94.5%, and so far the average was 94/3%, which was a very good result to have achieved by the end of the spring term, and in fact, the best ever. The Headteacher said she had tightened up on the management of unauthorised absence, and much work was done on the follow-up of absentees and latecomers.

The Headteacher was thanked for her report.

11/56 **DINING ROOM UPDATE**

- The next step was the granting of planning permission by the LA.
- Ruth Beedle said that the HGS Allotment Society had offered to plant a herb bed with the children, outside the new dining room.
- The PTA had proposed that a temporary footpath should be made along the inside edge of the Green, outside the school car-park, as there had been so much builders' activity there.

Action: Premises c'tee

11/57 **REPORT OF THE DIRECTOR OF CHILDREN'S SERVICE**

The summer term report had been circulated in advance, and was now considered.

1. **Investment in school places**

The item was noted.

2. **Academies and Free Schools Update**

The item was noted.

3. **Post-16 education and training**

The item was not applicable to primary schools.

3. **Schools Financial Value Standard**

The item, regarding the new standard which had replaced FMSIS, was noted.

5. **Update on Headteacher performance management**

The item was noted. The role of SIP had been made redundant, and in future, it would be necessary to employ an external adviser to support Governors.

11/58 **GOVERNOR SUPPORT AND DEVELOPMENT**

Governors had received the summer term training programme from Governor Services. The Chair circulated a leaflet explaining how to access Modern Governor, the online training programme that the Governing body had bought into.

11/59 **JUNIOR STAFFING STRUCTURE: REVIEW**

A summary showing the updated staffing structure had been circulated.

- Mrs Lisa Berger had been appointed Deputy Headteacher
- Assistant Headteacher – Mr Robert Wood had been appointed to begin in September 2011
- Assistant Headteacher – Miss Anita Houghton had started in her post in April 2011
- Mr Tim Warren and Miss Annie West had both resigned for personal reasons
- 2 class teacher vacancies, and the post of Maths co-ordinator(+TLR) were currently being advertised

11/60 **ANY OTHER BUSINESS**

1. **MLE** An LA Governor asked if Fronter could be opened up for Governor access, so that Governors could see what activities were available for children in the online curriculum. The Infant Headteacher said that, because of safeguarding requirements, access to Fronter was restricted. Even parents were only allowed access to their own child's page, and some parents had concerns about whether the current guidance was too liberal. Both Headteachers commented that Fronter was synonymous with the "inward" face of the school, and was not for external access.

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It was agreed that Governors would be given a further demonstration of Fronter during Governors' Walkabout Day.

2. **Governors' Walkabout Day** It had been agreed that the Walkabout would take place on Wednesday 22 June 2011, and Governors were urged to attend. A viewing schedule was being arranged by the Chair and Vice Chair, and would be circulated shortly.

Action: all Governors

3. **PTA fundraising** The Junior PTA was warmly thanked by the Junior School Headteacher for organising various events during the winter terms which had raised more than £2,000 for the Junior school. A similar tribute was paid to the Infant PTA by the Infant Headteacher, and the Chair expressed the gratitude and appreciation of the Governing Body.
4. **School Travel Plan** A Parent Governor said that, at the nearby small roundabout on the far side of the Green, on Asmun's Hill, there had been 3 near-misses in the past 4 months, during school rush-hour. The PTA was discussing whether to man the crossing at busy times with a rota of volunteers wearing fluorescent jackets.

Action: premises c'tee/Parents' questionnaire

The Vice Chair said that she had attended a residents' meeting in Willifield Way, which Cllr Harper had addressed, and she proposed to write to him, and also to Cllr Seal, to let them know of these concerns.

11/61 **DATES OF COMMITTEE MEETINGS**


Staffing – Wed 25 May at 8.30am
Curriculum – Fri 10 June at 8.15am
Finance – Thurs 9 June at 8.15am
SEN – Friday 20 May at 8.15am

11/62 **FUTURE GOVERNING BODY MEETING DATES**

Dates in 2011 (all at 6pm):
- Summer (2): Monday 27 June
- Autumn (1): Thursday 6 October
- Autumn (2): Wednesday 23 November

11/63 **MOTION OF CONFIDENTIALITY**

The motion of confidentiality for a move to Part II was resolved.

Signed: 
(Chair J. SANITT)

dated: Mon 27th June 2011

