

GOVERNING BODY FOR GARDEN SUBURB INFANT AND JUNIOR SCHOOLS

MINUTES OF THE MEETING HELD AT THE INFANT SCHOOL

ON MONDAY 10 OCTOBER 2011

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)
- * Miss Claire Burns (Junior Teacher)

PARENT GOVERNORS

- * Dr Mike Page (Infant)
Dr Hossein Jahankhani (Junior)
- * Mrs Julia Sanitt (Infant, Acting Chair)
Ms Rachel Silver
- * Ms Yasmin Iyyaz (Jnr)
Mr Sean Lockie (Infant)
1 vacancy (Infant)

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

Part I

11/85 **WELCOME**

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

11/86 **ACCEPTANCE OR NON-ACCEPTANCE OF APOLOGIES FOR ABSENCE**

Apologies had been received from Hossein Jahankhani, Sean Lockie, Clive Lewisohn, and Kathryn Malik.



11/87 **ELECTION OF CHAIR**

A nomination was received on behalf of Julia Sanitt, and following a show of hands, she was appointed as Chair for the academic year 2011/2012.

11/89 **ELECTION OF VICE CHAIR**

A nomination was received on behalf of Francoise Wagner, and following a show of hands, she was appointed Vice Chair for the academic year 2011/2012.

11/90 **MINUTES**

The minutes of the meeting held on Monday 27 June 2011 were considered. A correction was made to the item 11/74, Parent Surveys. It was noted that the percentages quoted in the final two paragraphs referred to the percentage of parents who had responded, not the whole parent body.

Following this amendment, the minutes were confirmed, initialled and signed.

11/91 **MATTERS ARISING**

a) 11/69 Travel Plan Survey Feedback The Chair and Vice Chair had a meeting with Alison Sharp, LBB Traffic Plan Co-ordinator, and Cllr Harper. They had looked at the Garden Suburb Schools' Travel Plan, and had proposed some additions to the "Travel Issues" section, as follows:

an area map, parents' comments, and plans and photos.

Cllr Seal said that at present there was no funding available for environmental changes close to the Schools, but if there was any change, the proposals would be ready and he would support them in Council. It was agreed that the Chair would send a final letter to the LA, re-iterating the needs of the school community.

b) 11/72 Fair Access Protocol The Infant Headteacher again explained the LA's Fair Access to Schools' Protocol. through which the school is required to admit pupils in need of a school place even if it takes a class size over the legal limit of 30. Under a separate procedure the school was recently successful in appealing against the placement of a statemented child in year 2, which would also have taken one of our classes over the 30 limit.

11/92 **REVIEW OF REGISTER OF BUSINESS INTERESTS**

Governors were requested to complete the pro-forma listing any business interests, which had been circulated in advance. These would be retained in the school office for internal audit purposes.

11/93 **DECLARATION OF PECUNIARY INTEREST**

There were no declarations of pecuniary interest in any item on the agenda.

11/94 GOVERNING BODY MEMBERSHIP

Both Headteachers gave an appreciative tribute to Ali Kazimi, a former Parent Governor, who had moved abroad with his family. They said he had made a great contribution as Chair of the Finance committee, and his support in financial and personnel matters would be very much missed. The Governing Body had sent good wishes to Ali in his new venture.

Parent Governor vacancy

As there was a Parent Governor vacancy in the Infant school, an election would be held after half term.

Action: Clerk

LA Governor vacancy

The vacancy was listed with the appointing body. The Clerk explained that if a suitable candidate was found, they could be nominated for this vacancy by the Governor Services manager.

Action: all Governors

It was agreed that contact details for members of the Governing Body would be circulated via the secure process.

11/95 REPORTS OF THE INFANT HEADTEACHER

The report had been circulated in advance and a copy was filed in the Minute Book. The Infant Headteacher invited questions.

a) SATS assessment KS1

A Governor asked how the data was achieved, and the Headteacher replied that it was based on teacher assessment of each child over a period of time. The process would be discussed in detail at the next meeting of the Curriculum committee.

b) SATS: Maths results

A Governor noted that Maths assessment had not reached the standards achieved in English and Science. The Headteacher replied that there would now be a focus on Maths work, and this strategy would be discussed by the Curriculum committee.

c) Assessment in Foundation Stage

A Governor asked how the children were assessed in Foundation Stage. The Headteacher said that each area of the curriculum had nine assessment points, and the evidence for assessment in each area was collected by such means as observational notes, photographic record, the e-profile.. The Infant Deputy Headteacher was thanked for her leadership in this area.

d) EAL profile

A Governor asked about the high incidence of children entering the school with low English language skills. The Headteacher said that this was not unusual in London, and provided that the child's level was accurately assessed on entry, it was not problematical, as the school was organised for this probability.

e) **Challenge** A Parent Governor said that some parents would prefer to see their children given more challenge. The Deputy Headteacher commented that knowledge was like a climbing frame, it could be tackled from a number of directions; she contrasted this approach with that of a ladder, which was not so supportive of a child's multi-faceted development.

The Infant Headteacher was thanked for her report.

11/96 **REPORT OF THE JUNIOR HEADTEACHER**

The report had been circulated in advance and a copy was filed in the Minute Book. The Headteacher invited questions.

a) **Assessment Focus**

A Governor asked about how assessment was performed in APP (Assessing Pupil Progress), which had been introduced recently. The Junior Headteacher responded that the new method of APP was focussed on assessing children's achievement and ensured that by focusing on the AF's in lesson planning the opportunities to assess the learning had become more fine tuned in reading, writing and science.

b) **Science**

A Governor asked if there could be a greater emphasis on actual scientific enquiry by the children. It was acknowledged that interactive whiteboards could show children amazing things, but it was no substitute for children actually experimenting themselves. The Junior Headteacher agreed, and said that practical experiments were being re-introduced, and that some Year 6 children were participating in a programme of visits to Henrietta Barnett School to work in the Science laboratories there. There was another programme where Science undergraduates from University College visited the school to work with the children.

c) **Science achievement Level 5**

A discussion took place about the variations in achievement, and it was agreed to wait until the LA data analysis was received later in the term, when the variations would be discussed by the Curriculum committee.

d) **MLE**

Claire Burns provided Governors with feedback from the School Council on the take-up of MLE. Two-thirds of all pupils were logging on at least once a week. The younger children loved using Purple Mash. Most children would like to see an improved news link. The Library room and the School Council room were now established. Claire was thanked for doing the survey.

e) **Standards** The Headteacher said that attainment had been significantly above similar schools both in attainment and progress for the fourth year in a row. She paid tribute to all the hard-working staff,
The Junior Headteacher was thanked for her report.

11/97 **ANNUAL REVIEW OF COMMITTEE STRUCTURE AND MEMBERSHIP**

There were no major changes to membership and the updated committee membership list would be circulated shortly. Committees were recommended to meet as soon as possible, and to review TOR and elect their Chair for the year.

Action: Vice Chair

11/98 **GOVERNING BODY PRIORITIES 2011-2012**

A document had been circulated in advance, and all Governors were asked to study it. Each committee had appropriate Ofsted-related issues assigned to it. The improvement of communications between parents and the Governing Body would be one of the priorities during the coming year, and a site for a notice-board would be chosen. Both Headteachers said that this was a very useful document.

The website was being kept up-to-date with pages for parents and governors. Governing Body minutes and newsletters would be posted on the parents' page.

11/99 **DATA PROTECTION**

The Chair and Vice Chair had attended the Director of Children's Service briefing in September, and now informed Governors about the recommendations given in the Data Protection item. She had already discussed the item with both Headteachers, and had received assurances from them that data was being protected in the approved manner. A Data Protection policy would have to be compiled to comply with LA requirements

Action: both Headteachers, Safeguarding committee

11/100 **REPORT OF THE DIRECTOR OF CHILDREN'S SERVICE**

The autumn 2011 report had been circulated in advance.

1. Learning Network Inspector (LNI) visits and the arrangements for the autumn term

The role of the LNI had been refined and details of their current duties were given. Governors were informed that the SIP role was no longer being funded, and that they would be required to appoint an external adviser for the Headteacher Performance Management process. The item was noted.

2. Academies and Free Schools update.

The item provided a summary of the number of schools in the borough converting to academy status, and the establishment of new free schools. Governors once more discussed this item at length.

3. Schools Financial Value Standard (SFVS)

Since the scrapping of FMSIS, the DfE had introduced a new standard of monitoring schools' financial management, to be known as SFVS. A summary of the major points was given for Governors' information, and the item was noted.

Training for Governors was listed in the programme for Tuesday 18 October 2011, and for Headteachers, Tuesday 8 November 2011.

4. Barnet Safeguarding Children's Board (BSCB)

An overview of the work of the BSCB was given. The BSCB was organised as a multi-agency partnership which has an overall statutory responsibility for ensuring the children in the borough are effectively safeguarded, and details of this process were given. The item was noted.

11/101 GOVERNOR SUPPORT AND DEVELOPMENT

Governor Training

Governors were asked to consult the Governor Services training programme and choose at least one course to attend during the coming year. The Chair and the Vice Chair had attended the training on Headteacher Performance Management. Two Governors are to attend the training session entitled "Fierce Conversations".

Governor Visits

New Governors were asked to visit the schools and get to know them. The Headteachers said that there were many events in the schools which were suitable for Governors to attend, and that these were listed in their reports, in the newsletters to parents, and on the website.

11/102 ANY OTHER BUSINESS

There was no other business.

11/103 DATES OF COMMITTEE MEETINGS, AUTUMN TERM 2011

Finance – Thursday 13 October at 8.15am
Staffing – Friday 14 October at 8.30am
Curriculum - Wednesday 9 November at 9am
SEN – Friday 11 November at 8.15am
Premises – TBA

11/104 DATES OF GOVERNING BODY MEETINGS

The second meeting of the autumn term would be held on Wednesday 23 November 2011 at 6pm.

The dates of the spring term 2012 meetings were as follows:

Meeting (1) – Thursday 19 January at 6pm

Meeting (2) – Monday 19 March at 6pm

11/105 MOTION OF CONFIDENTIALITY

It was agreed to move to Part II for the discussion of confidential items.

Signed - 

Chair - J. SAWMATT

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Dated - Wed 23rd Nov 2011