

**GOVERNING BODY FOR GARDEN SUBURB INFANT AND JUNIOR SCHOOLS**

**MINUTES OF THE MEETING HELD AT THE INFANT SCHOOL**

**ON WEDNESDAY 23 NOVEMBER 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, 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 (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**

11/111 **WELCOME**

Governors were welcomed to the second meeting of the autumn term.

11/112 **ACCEPTANCE, NON-ACCEPTANCE OF APOLOGIES FOR ABSENCE**

Apologies had been received from Clive Lewis, Hossein Jahankhani, Yasmin Iyyaz, Cllr Seal, Anna Tosi, and Natalie Kay, and these were accepted by the Governing Body.

11/113 **MINUTES**

The minutes of the meeting held on 10 October 2011 were confirmed, initialled and signed.

11/114 **MATTERS ARISING**

a) 11/98 Governing Body noticeboard The Chair said that there was now a noticeboard for the use of the Governing Body; it was located inside the entrance to the Infant School.

b) 11/91 Fair Access Protocol(FAP) The Infant Headteacher said two more children would be admitted to the school under FAP.

11/115 **DECLARATION OF PECUNIARY INTEREST**

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

11/116 **GOVERNING BODY MEMBERSHIP**

**LA vacancy**

Governors were informed that a nomination for the vacancy had been received from Peter Loble, and that, since the vacancy had existed for more than six months, Governor Services would add the nomination to the list for the next LA General Functions appointing session in January 2012.

**Action: Clerk**

**Parent Governor vacancy**

The Clerk said that an election was in progress for the Infant Parent Governor vacancy, and the process would be complete by the end of term.

11/117 **COMMITTEE TERMS OF REFERENCE (TORS): REVIEW**

The Chair said that the updated TORs were accessible on the school website, on the committee page.

11/118 **HEADTEACHER VERBAL UPDATES**

**Infant Headteacher**

a) **Curriculum**

- Governors were informed that teaching staff had all been trained on the introduction of Philosophy for children. Both children and staff were enjoying the new subject.
- Recently, a day called "No Pens Wednesday" had been devoted to verbal communications, to encourage children in their speaking skills.
- There had been an Art and Communication day before half-term, when children had talked about their own work, and that of famous artists. The day had begun with an assembly on the same theme.
- A Curriculum Morning and an Evening session had been held for parents, to introduce them to the different areas of the children's learning.
- A reading support workshop for Reception parents had been held on Monday 19 September 2011.

b) **Events**

The Annual Skipathon had been held, and had raised around £600 to fund the school's health and fitness project for pupils, including the Olympic initiative.

The school had been visited by the LA High Incidence Support Team (HIST), providing guidance for TAs in supporting children with speech and language development.

Governors were informed that "Dads' and Grandads' Reading Week" was currently in progress.

**b) Staff**

The Infant Headteacher reported that there were three PGC students in the Infant School: there was one student in each Year 2 class, and they had settled in well. Their progress was being monitored by members of the permanent teaching staff.

The Infant Headteacher was thanked for her report.

**Junior Headteacher**

**a) Extra-Curricular**

The Junior Headteacher said that Year 6 children had been to see Shakespeare's play, "The Tempest", at the theatre. They had been well prepared beforehand at school, with a workshop. Their behaviour in the theatre had been exemplary, and the staff accompanying the party had been complimented on this by members of the public and the theatre management.

Children had been taken on a walking tour of the local environment, looking at the nearby busy shopping street and a quiet residential road, as well as green spaces. They were encouraged to make comparisons and to think about the contrasts. The school had hosted a visit of the "Great Taste, Less Waste" exhibition, which demonstrated to children how to use food carefully and avoid waste, as well as demonstrating some cookery skills.

**b) Building work: dining hall**

Because of the building work, there would be no Christmas concert at the end of term. Instead, parents would be invited to special class assemblies before the end of term. A Parent Governor commented that class assemblies, which were now held after lunch as a general rule, were difficult for some working parents to attend. The Junior Headteacher noted that mornings were reserved for learning activities.

**c) Staffing**

Governors were informed that the staffing structure had been re-organised, and the new document had been circulated to Governors for consideration. This would be discussed in detail in the Staffing committee.

**Action: Staffing Committee**

**d) Pupils**

The Junior Headteacher reported that booster groups would be organised for Year 5 pupils.

**e) BPSI**

The new education service would provide a speech and language training session for staff on the Inset day in January, at the beginning of the spring term 2012. It was hoped that this would directly benefit those children with EAL needs.

**f) Admissions and Roll**

Governors were informed that a different trend had been observed in the September 2011 admissions, when, unusually, nine entrants to the Junior School had been new to Garden Suburb. In addition, nine other children had been admitted at the beginning of November to fill various gaps across the school.

**g) School Journey**

The School journey to the Isle of Wight in mid-September had gone very well. The weather had been very good, and the children had really enjoyed all the activities. Behaviour had been good, and there had been no major concerns, teachers and children had bonded well. The Junior Headteacher sincerely thanked all members of staff who had accompanied the children, as the extra working time involved was unpaid.

The Junior Headteacher was thanked for her update.

**11/119 TARGET SETTING KEY STAGE 2**

A summary of the targets set had been circulated in advance.

The Junior Headteacher commented that this year's process had been unusually complex because, as described in the previous item, nine children with EAL needs and incomplete records had just entered the school. Accordingly, in the review of SATS targets for 2012, targets had been decreased by 2% or 3% at Level 4+ for English and Maths, but were actually increased at Level 5. Science targets were left unchanged.

The targets for SATS 2013 showed a decrease of a further 1% at Level 4+, to reflect the overall difference in ability of that cohort.

All teachers and teaching assistants would be receiving extra training on speech and language. (see previous item 11/118(e) above)

The targets for SATS 2012 and 2013 were approved by Governors. It was noted that targets were no longer required to be submitted to the Director of Children's Service.

**11/120 DINING ROOM UPDATE**

Governors were informed that although the building work was progressing according to schedule, a significant error had been spotted at the last review with the project manager: an important internal doorway had been missed out. The plans had been altered without consulting the Headteachers. The Junior Headteacher had followed this up with the project manager, who apologised and ensured that the doorway was constructed as planned.

11/121 **REPORTS OF COMMITTEES**

a) **Curriculum**

The committee had met on Wednesday 9 November 2011, and the minutes had been posted on the website.

b) **Finance**

The committee had met on Thursday 13 October 2011, and the minutes had been posted on the website.

The other committees had not yet met.

11/121 **RATIFICATION OF POLICIES**

The following policies had been circulated to Governors by email, in advance, for their consideration.

**Infant School**

**Learning & Teaching  
Sex & Relationships**

**Drugs Education  
PSHE & Citizenship**

**Junior School**

**Religious Education**

The policies had all been considered by Governors, **and were now ratified.**

11/122 **GOVERNOR SUPPORT AND DEVELOPMENT**

The Chair and Vice Chair will attend the training session "Cycle of Governance" given by Governor Services at NLBP.

11/123 **ANY OTHER BUSINESS**

a) **Proposed Industrial Action by Teaching Unions**

The Headteachers said that because the majority of teachers intended to take strike action on 30 November 2011, the schools would have to close to children on that day, and parents had been informed.

b) **Parental Query**

*A child*

A parent had asked an Infant Parent Governor why the children had not been out to play on the field for weeks. The Junior Headteacher responded that classes were on a planned rota for play on the field, so that all classes had an equal opportunity.

11/124 **DATES OF COMMITTEE MEETINGS**

Dates of meetings to be held in the spring term 2012:

**Curriculum** – Thursday 8 March at 8.15am

**Finance** – Thursday 2 February at 8.15am

**Premises – TBA Staffing** – Friday 2 March at 8.15am

**SEN** - Thursday 15 March at 8.15am

11/125 **DATE OF NEXT GOVERNING BODY MEETING**

The first meeting of the spring term would be on Thursday 19 January 2012, and the second meeting on Monday 19 March 2012. Both meetings would begin at 6pm as usual.

11/126 **MOTION OF CONFIDENTIALITY**

It was resolved that discussion would move to Part II for confidential items.

Signed by CHAIR,  
~~BARBARA~~ JULIA SANITT;  
Dated: Thurs 19 Jan 2012  
JS