

GOVERNING BODY FOR GARDEN SUBURB INFANT AND JUNIOR SCHOOLS

MINUTES OF THE MEETING HELD AT THE INFANT SCHOOL

ON THURSDAY 19 JANUARY 2012

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)
- * Mr Jonathan Jewell (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

12/01 **WELCOME**

All Governors were welcomed to the meeting, especially Jonathan Jewell, the new Parent Governor.

12/02 **ACCEPTANCE/NON-ACCEPTANCE OF APOLOGIES FOR ABSENCE**

Apologies had been received from Yasmin Iyyaz, and Rachel Silver. Sachika Yamawaki, Sean Lockie and Katalin Barcza-McQueen had advised that they would arrive late.



(Post-meeting note: Cllr Seal had left a message for the Clerk to say that he had been detained by a flight delay, and would be unable to attend.)

12/03 **MINUTES**

The Part I minutes of the meeting held on Wednesday 23 November 2012 were confirmed, initialled and signed.

12/04 **MATTERS ARISING**

11/114 Fair Access Protocol(FAP) The Infant Headteacher said that since the last meeting, the total on roll had changed again, and all Infant classes were back to 30 in each. She added that the LA pupil census had been conducted earlier in the day, and that, fortunately, the school roll was currently full. Governors were informed that there had been more pupil mobility than usual since the beginning of term,

12/05 **GOVERNING BODY MEMBERSHIP**

LA Governor vacancy The Clerk said that feedback was awaited from the LA Democratic Services, following the Council meeting at the beginning of the week, when some LA Governor appointments had been made.

Action: Clerk

12/06 **REPORTS OF THE HEADTEACHERS:**

1. JUNIOR SCHOOL

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

a) Attendance

The Junior Headteacher noted that, at the last Ofsted, attendance had been judged as satisfactory, and action had been recommended. She said she was glad to report that Lynne Morgan Chiswick, the welfare assistant, had been working very hard with children and families who needed support with their attendance. In addition, the Headteacher said that she had become much stricter when considering leave requests outside normal holiday times. The result of this focus was that attendance standards were now much improved, and were currently exceeding the LA target.

At this point, Sachika Yamawaka joined the meeting.

b) Moderating

Governors were informed that moderating sessions were being shared with Brookland and Menorah Primary schools.

c) Booster Groups

The Junior Headteacher said that ability groups had been formed in Year 5 for literacy. The method had been tried and tested in the past as a way of raising achievement, and positive feedback had been received from pupils and parents.



A Parent Governor asked if booster groups were there to support both the more able and the less able children. The Junior Headteacher said that the strategy was intended to meet the needs of all children.

At this point Sean Lockie arrived.

d) Staffing

Governors were informed that on the day when class teachers met to evaluate individual pupil progress in their year, their classes were covered by supply teachers from the Bigfoot agency who deliver drama workshops to support the curriculum.

e) Extra-curricular

The Junior Headteacher said that the year-long celebration of the Garden Suburb Centenary would begin on 6th February 2012, with a week of events.

2. INFANT SCHOOL

The report had been circulated in advance, and a copy was filed in the Minute Book. The Infant Headteacher gave an update.

a) Attendance

The average attendance figure for the autumn term 2011 (94.62%), showed a big improvement on the figure for the previous year (92.14%), and the Infant Headteacher said that she was very pleased with this statistic.

b) PTA fund-raising

The Infant Headteacher said that she would like to thank the PTA on behalf of the Governing Body for funding the following improvements:

- £13,500 towards the refurbishment of the kitchen
- Giftaid contributions which had paid for three interactive whiteboards
- Purchase of a new gutter and water barrel system for the Infant canopy, for the purpose of collecting rainwater for use on the garden

The Vice Chair asked about the "No-Pens Day". The Headteacher said that on this particular day, the children were asked to focus on verbal communication, and there was a special focus on widening vocabulary.

A Parent Governor asked if the trees bordering the playground required attention, and was informed that this was on the list of premises tasks awaiting attention.

Both Headteachers were thanked for their reports.

12/07 BUILDING WORKS: UPDATE

Governors were informed that the roof was going on the new building. The budget was going according to plan, although the schedule was slightly behind. Both Headteachers said that it had involved them in a lot of extra work, particularly the time involved in making decisions about lighting and windows. A full site visit had recently been made by both Headteachers and Parent Governors, Mike Page and Sean Lockie, and the Junior Headteacher now thanked both Governors, on behalf of

the school community, for the great contribution they had made with their involvement in the building project. It was hoped that the building would be ready for use at the beginning of the summer term, when the service of hot lunches was expected to resume.

12/08 **SCHOOL DEVELOPMENT PLANS 2012/2013 (SDP):**

A) INFANT SCHOOL SDP

The SDP had been circulated to Governors in advance. The Infant Headteacher informed Governors that the SDP in future would run from September to September in tandem with the financial year, in order to make better planning sense. The first part of the plan summarised the outcomes from the previous year's SDP. The priorities for the coming year were as follows:

1. Reading skills: the strategies for improvement included increased interaction with parents, and monitoring and assessment had shown that standards had already begun to rise. A review of resources would take place later in the year.

2. Leadership skills of staff: these would be developed at all levels of management. Some staff members were involved in the mentoring of student teachers and NQTs, and this was an important role which was intended to benefit both parties.

3. Greater challenge for more able pupils: the next focus would be delivered in the maths curriculum.

An LA Governor said that, earlier in the day, she had attended the maths workshop offered to parents, which had been full of good material and well attended.

4. Attendance: Monitoring of attendance would continue as planned.

5. Philosophy: Staff and pupils would continue their exploration of the subject.

6. Speech, Language & Communications: The Infant Headteacher said that it was clear that writing had improved, following a focus on this area of literacy during the autumn term. She noted that approximately 10% of children who entered the school had no nursery or school experience, and therefore would be targeted for intervention strategies, which were detailed in the SDP.

Governors were informed that the Infant school had bought into the High Incidence Support Team (HIST), in order to access specialist support for children with speech and language difficulties.

Governor Questions:

A Parent Governor asked if any children on the EAL register also had needs in communicating in their mother tongue. The Infant Headteacher replied that this was sometimes the case.

A Governor asked how the new phonics programme was progressing. A Staff Governor responded, and said that the children were led through the National Curriculum daily phonics programme, but it could seem rather fast for some children. Sometimes it seemed to take precedence over the creative curriculum.

A Governor asked if children's progress was assessed as they went through the programme, and the Staff Governor said that a record of children's progress was kept.

B) JUNIOR SCHOOL SDP

The plan had been circulated in advance, and the Junior Headteacher outlined the new areas which would receive attention.

1. Improving teacher skills: now a priority, in order to raise standards further.

2. Data analysis: There is now a more detailed analysis of assessment data which takes place termly, and this assists staff in making decisions about where to give support in each cohort. The data is analysed in an increased number of ways, to show results by group (gender, Free School Meals, and so on)

3. Pupil Progress analysis: a new software programme, "G2", has been purchased, which is capable of providing more refined data. This is because, in future, details of each child's educational level will be linked to the school's administrative package which will streamline the management of data. will The Junior Headteacher said that part of the work which lay ahead was the transfer of existing data from the "Target Tracker" programme already in use, and she acknowledged that this would be quite a big administrative exercise.

4. Homework: children, parents and members of staff were all becoming familiar with the new system, which encouraged children to do some homework each evening. The pilot cohort had been using the new system for two years, and most of the feedback from parents was positive. In Year 6, most of the homework would be generated by booster groups, but in Years 3, 4 and 5, homework would be teacher-generated..

5. MLE: in future, one part of weekly homework would consist of a "question of the week", which would be posted on each class page of Fronter. This would ensure that all children were accessing Fronter at least once each week. Staff had concerns that after so much work had been invested in the system, it was actually being underused, because children preferred to access the internet with its more sophisticated resources. A Governor noted that the DFE had dropped its emphasis on the widespread provision of MLE. The Chair recommended that this issue be discussed in the Curriculum committee.

Action: item to Curriculum c'tee agenda

12/09 REPORTS OF COMMITTEES

Premises

The committee had met on 12 January 2012, and the minutes were circulated and noted. Governors were informed that the caretaker had done some of the renovating of his house during the summer holidays.

Other committees would meet soon.

Jonathan Jewell volunteered to join the Finance and the Premises committees.

12/10 RATIFICATION OF TERMS OF REFERENCE (TOR)

The TOR of the Governing Body, which had been circulated by email, was now approved and **ratified**.

The TOR of the Headteachers' and Chairs' committee, which had been circulated by email, was also approved and **ratified**.

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

The spring report from the Director of Children's Service had been circulated in advance, and was now considered.

1. Leadership Group Pay: Update and summary of changes

The item was noted.

2. The new Common Assessment Form (CAF)

The item was noted.

3. Family Focus Team

The item was noted. The Junior Headteacher said that the Family Focus team's support had already been requested, and the situation was progressing.

It was noted a letter had been circulated regarding the recent initiative to set up a new Barnet Governors' Association, and the first meeting would be on Wednesday 8 February 2012.

12/12 GOVERNOR SUPPORT AND DEVELOPMENT

- Mary Ogle said that she had attended the Safer Recruitment training course on 18 January 2012.
- Sachika Yamawaki said that she had attended the training for the new finance standard for schools.
- The Chair said that she had attended the training for the Cycle of Governance, and that in February, she would attend the training for Ofsted preparedness.

12/13 **ANY OTHER BUSINESS**

Centenary celebrations

Both Headteachers said that preparations were being made for school activities to celebrate the centenary of the founding of Garden Suburb Infant & Junior Schools. There would be an exhibition, assemblies, and performing arts events. Governors would be kept informed.

12/14 **DATES OF COMMITTEE MEETINGS**

These were agreed as follows for the remainder of the term:

Finance – 2 February at 8.15am

Staffing – 2 March at 8.15am

Curriculum – 8 March at 8.15am

SEN – 15 March at 8.15am

Premises – 1 May at 9am

12/15 **DATES OF FUTURE GOVERNING BODY COMMITTEES**

These had been set as follows:

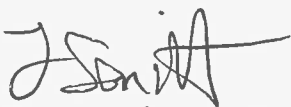
Spring term (2) – Monday 19 March at 6pm

Summer term (1) – Thursday 10 May at 6pm

Summer term (2) – Wednesday 27 June at 6pm

12/16 **MOTION OF CONFIDENTIALITY**

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

Signed : 
Chair - Julia SANITT

Dated : Mon 19th March 2012

