

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

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

**ON MONDAY 19 MARCH 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 (Junior)
- \* 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**

12/20 **WELCOME**

All Governors were welcomed to the second meeting of the Governing Body.

12/21 **ACCEPTANCE/NON-ACCEPTANCE OF APOLOGIES FOR ABSENCE**

Apologies had been received from Clive Lewisohn and Hossein Jahankhani. Claire Burns had advised she would arrive late, as she was attending a Parents' consultation evening.

*Post-meeting note: the day after the meeting, the Junior Headteacher advised the Clerk that an email apology had arrived from Cllr Seal after the start of the meeting. This would be considered at the next Governing Body meeting.*

**Action: Clerk**

12/22 **MINUTES**

The minutes of the meeting held on Thursday 19 January 2012 were confirmed, initialled and signed following a spelling correction.

12/23 **MATTERS ARISING**

12/07 Building Works The Headteachers said that a tour of the new dining hall and classrooms would be arranged for Governors before the end of term.

12/14 Finance committee Governors were advised that the Finance meeting which had been planned for Friday 2 February had been postponed because of the Ofsted inspection of the Junior School.

12/24 **GOVERNING BODY MEMBERSHIP**

**LA Governor vacancy**

a) The Clerk advised that this vacancy was listed for the Council meeting on Thursday 28 March 2012.

b) Mary Ogle was advised that her membership would end on 30 April 2012.

**Parent Governor future vacancies**

The Clerk advised that, on 30 April 2012, the terms of membership of two Junior Parent Governors (Hossein Jahankhani and Jasmin Iyyaz), and one Infant Parent Governor (Mike Page), would end. Therefore, Parent Governor elections would be called in the first half of the summer term.

12/25 **REPORTS OF THE HEADTEACHERS: (VERBAL UPDATES)**

**1. Infant School update**

**a) Staff development**

Governors were informed that the speech & language therapist who had been coming to train members of staff had fallen ill, and the visit had been cancelled.

**b) Assessment**

A half-day had been spent on Maths moderation, and levels had been agreed.

**c) Curriculum themes**

All Infant classes had been to visit Kenwood House in different groups, and had thoroughly enjoyed their day. They had looked at the Library and some of the art galleries. They had chosen two portraits which would be used at school as the basis for art work projects, and they were building a model library.

In the summer term, the Olympic Games would be used as a theme for curriculum projects.

**e) Extra-curricular events**

*World Book Day* On Thursday 1 March, the children's author, David Melling, had visited the school to talk to Year 1 classes. Staff and children had enjoyed dressing up as characters from their favourite books.

*Sponsored skipathon* This had taken place and it raised money to bring in sports professionals to work with the children as well as to purchase additional equipment

**f) Outdoor environment**

The new play equipment, chosen by the School Council, had been ordered and would arrive soon. The items included small boxed games which two or more children could play together.

**2. Infant School SEF**

The Infant Headteacher said that some of the document was confidential, but that Governors could request a copy individually.

*Section 5* She wished to draw attention to Section 5, which covered the spiritual, moral and social development of the children. Events would be planned which, it was hoped, could give the children a sense of the wonder of life, providing them with rich experiences to stimulate their thinking and feeling. The teaching of philosophical ideas had been included in this section.

*Key Priorities* These were summarised as the following:

- Supporting children to reach level 6+ in phonics
- Narrowing the attainment gap, especially in boys' reading
- Challenging the more able children in Maths
- Improving the evaluation of individual children's progress
- Working towards an improvement in attendance statistics
- Planning Staff development

*At this point Claire Burns joined the meeting.*

The Infant Headteacher asked Governors to send questions by email, and she was thanked for her update and her summary of the SEF.

**3. Junior School Ofsted report**

The Ofsted report had been circulated to Governors and a copy was filed in the Minute Book.

The Junior Headteacher said that she had been very pleased with the judgment of "**good with outstanding features**", especially as the new and more demanding criteria had been used. The children's achievement and behaviour had been rated outstanding, and leadership and management had been rated good. The lead inspector had agreed with the assessments made in the SEF, and had commented on the positive and cheerful atmosphere throughout the school and in the staffroom.

The children had been asked if they were worried about bullying, and they responded in the negative.

The Junior Headteacher thanked all members of staff, who had come in voluntarily during the preceding weekend because they were committed to the school doing well in the inspection. She very warmly thanked the Deputy Headteacher, Lisa Berger, for all her support, especially her contribution to developments in teaching and learning and in the continued improvement of the school systems for assessment, marking, and feedback to pupils on their progress.

Finally the Junior Headteacher thanked the Governing Body, especially the Chair and Vice Chair, for all their continuing support in their role as "critical friends". She added that the Director of Children's Service had also sent a letter of congratulation. On behalf of the Governing Body, the Chair congratulated the Junior Headteacher and all her staff for the extremely good result.

#### **4. Junior School update**

##### **a) Centenary Week**

Governors were informed that the Schools' Centenary Week had taken place in February, after half-term. There had been a dressing-up day when pupils and staff had dressed in Edwardian/Victorian-style costume, and the school had been run in a Edwardian/Victorian manner for the day – which had been quite a revelation for the children. For part of the day they wrote about their experiences and their imaginings about life for children 100 years ago.

##### **b) Science Week**

To celebrate our science curriculum there was an exciting week of practical science investigations as well as some special visitors:

- Parents who have science related jobs gave talks to all classes. These include a veterinary surgeon, a plastic surgeon, an ophthalmologist and a public health adviser!
- Animal workshops where children had the opportunity to see and touch a range of different animals.
- Planting in the nature garden helped by members of the Hampstead Garden Suburb Horticultural Society.

Assemblies during our science week were taken by the Year 6 House Captains who gave a presentation about scientific developments in the past 100 years. There was also a 'Mad Science' assembly given by an organisation that will be offering a science club next term.

Thank you to all of the parents/carers who offered their support during this week. Thank you also to our Science Co-ordinator, Miss Childs who organised all of these interesting events.

##### **c) Premises**

Governors were informed that the rooms in the new building were expected to be in use at the beginning of the following week. The new kitchen was ready for use, and the other rooms were currently being finished. All members of staff and the children

were thanked for being so patient during the building period, and putting up with all the unavoidable disturbance; the Junior Headteacher said that she hoped that everyone would feel that it had been worth the wait. She was also grateful to nearby residents who had been very understanding, and she thanked the contractors, Keir, who had always been accommodating and available for dialogue when required.

#### **d) Extra-Curricular**

Governors were informed that the Junior Choir and the guitar club had won a place in the final of the Barnet Eurovision contest, and they would be participating in the final on the following day, Tuesday 20 March 2012. The Junior Headteacher added that the boys' choir would be singing at a massed children's choirs event at the Royal Albert Hall on St George's Day, Monday 23 April 2012.

The Junior Headteacher paid an especially warm tribute to Parent Governors Sean Lockie and Mike Page, who had given endless support with the building project, and whose professional assistance had been greatly appreciated. This tribute was extended to the members of the Finance and Premises committees, who had all been involved.

#### **5. Junior School SEF**

The Junior school SEF had been circulated to all Governors, and had been validated by the Ofsted inspector.

### **12/26 RATIFICATION OF THE SCHOOL BUDGETS, 2012/2013**

The Finance committee had met on Wednesday 14 March 2012, with both Headteachers, to set the new budgets for both schools. The committee minutes had been circulated to Governors by the committee Chair, Sachika Yamawaki. The budget summaries were now presented to the Governing Body.

#### **1. Infant School Budget 2012/13**

Governors were informed that the carry-forward figure would be approximately £43,000, double the figure expected. The surplus would be allocated to extra teaching assistance and resources. The contingency fund for the year was estimated to be approximately £55,000.

Following a brief discussion, **the Infant School Budget 2012/13 was ratified by the Governing Body.**

#### **2. Junior School Budget 2012/13**

Governors were informed that the carry-forward figure would be approximately £140,000, about 40% more than anticipated. Some of the surplus had been allocated to new furniture and fittings, and learning support resources. Some would go towards the general maintenance programme of the school, which had been put on hold temporarily during the building programme. The contingency fund for the year was estimated to be approximately £110,000.

Following a brief discussion, **the Junior School Budget 2012/13 was ratified by the Governing Body.**

On behalf of the Governing Body and both Headteachers, the Chair thanked Sachika Yamawaki and the other members of the Finance committee for their sterling work on setting the budgets.

## 12/27 RATIFICATION OF POLICIES

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

### 1. **Complaints**

The policy had been updated and **was now ratified.**

### 2. **Induction and Transition (Infant School)**

The policy had been updated in accordance with the new DFE School Admissions Code of Practice. One of the changes would be that, in future, parents would be offered increased consultation and more flexible options, and the final offer would be in writing. **The policy was now ratified.**

### 3. **Junior School: Assessment**

The policy had been updated and **was now ratified.**

### 4. **Junior School: Homework**

The Junior Headteacher commented that the feedback from children was positive, and parents were getting accustomed to the new system. It had been approved by the Ofsted inspectors. **The policy was now ratified.**

### 5. **Child Protection (both schools)**

Governors were informed that a small section had been updated, following advice from the Ofsted inspectors. **The policy was now ratified.**

### 6. **Equal Opportunities**

The policy remained in its present form, but the Governing Body was advised that, following the 2010 Disability and Discrimination Act, in due course, the policy would be re-written as the "Equalities Statement". A draft would be circulated to all Governors.

**Action: Staffing committee**

## 12/28 REPORTS OF COMMITTEES

### a) **Curriculum**

The minutes of the meeting held on Thursday 8 March 2012 were noted.

### b) **Finance**

The minutes of the meeting held on Wednesday 14 March 2012 were noted, and had been discussed above in the Budget Ratification above, at item 12/27.

## 12/29 SECONDARY SCHOOL TRANSFER: UPDATE

*State Selective Schools:* The Junior Headteacher said that some of these Barnet schools had made changes to their admissions policies, and changed the usual date of their entrance exam, and this information could be viewed on their websites. She added that all Year 6 children were well-prepared for transfer to secondary school,

whether or not they were attempting entrance exams for selective schools. In Year 6 the children were grouped by ability for some of the curriculum, so that they were faced with sufficient challenge.

#### *Local Free School Initiative*

Governors were informed that the group hoping to establish a free school in the N2 area had now gathered more than 300 signatures for the allocation, and this had been submitted to the DFE. A discussion took place about whether Garden Suburb wished to send a "link" Governor to the meetings of the free school group, and it was agreed that a formal link would not be made, but that interested parents would be approached to form a link between the school and the free school parent body. Governors were free to attend public meetings as private individuals if they so wished. Governors agreed that it was appropriate to be kept informed of the latest developments.

### 12/30 **CENTENARY OF GARDEN SUBURB SCHOOLS: CELEBRATION PLANS**

Governors were informed that planning was well underway, and they would be informed of the programme shortly.

### 12/31 **GOVERNOR SUPPORT AND DEVELOPMENT**

- The Chair of the Finance committee had attended the training for the new Financial Standards in Schools protocol, and the committee would begin to make the required changes in the autumn term 2012.
- Jonathan Jewell had attended the LA training for new parent governors, and found it moderately helpful; there had also been an opportunity to network with other Barnet governors.
- The Infant Headteacher, the Chair, the Vice Chair and Jonathan Jewell would attend the governor training for Ofsted preparedness.

### 12/32 **ANY OTHER BUSINESS**

#### **1. Clerk's Item: CRB checks for the Governing Body.**

The Clerk said that the CRB check for Cllr Seal was still outstanding, and that this had been noted during the Ofsted inspection. She said that she would request the outstanding information from Cllr Seal as soon as possible.

***Action: Clerk, Cllr Seal***

#### **2. Parental parking: contravening parking regulations**

Jonathan Jewell said that there was a good deal of concern among the parent body delivering and collecting children from school, with regard to some parents who were regularly parking in Child's Way, which was pedestrianised. They were causing a danger to pedestrians, both adults and children, who were numerous at busy times. It was agreed to send this item to the Premises committee for full discussion, with the recommendation that if necessary, the LA Highways department would be asked for guidance.

***Action: item to Premises committee agenda***

12/33 **DATES OF COMMITTEE MEETINGS**

These were as planned in the Governing Body calendar, and would be confirmed by email.

12/34 **DATES OF GOVERNING BODY MEETINGS**

Summer term 2012: Thursday 10 May and Wednesday 27 June, both at 6pm.

12/35 **MOTION OF CONFIDENTIALITY**

It was resolved that the discussion of confidential items would continue in Part II.

Signed: J. Sanitt

Chair (JULIA SANITT)

Dated: Thurs. 10<sup>th</sup> May 2012