

GOVERNING BODY FOR GARDEN SUBURB INFANT AND JUNIOR SCHOOLS

MINUTES OF THE MEETING HELD AT THE ^{JUNIOR} INFANT SCHOOL

ON WEDNESDAY 27 JUNE 2012

LA GOVERNORS

- Mrs Mary Ogle
- Mr Clive Lewisohn
- * Cllr Daniel Seal
- * Mrs Evelyn Thomas

STAFF GOVERNORS

- * Miss Natalie Kay (Infant Teacher)
- Miss Claire Burns (Junior Teacher)
- * Miss Sarah Sands (Infant Headteacher)
- * Mrs Eileen Bhavsar (Junior Headteacher)
- 1 vacancy (Infant Support)

PARENT GOVERNORS

- * Ms Lisha Taylor (Junior)
- * Mr Omar Shah (Junior)
- * Mr Adrian Hodgson (Junior)
- * Mr Bob Bratman (Infant)
- * Mr Jonathan Jewell (Infant)
- * Mrs Julia Sanitt (Infant, Chair)
- * Mr Sean Lockie (Infant)

COMMUNITY GOVERNORS

- * Dr Katalin Barcza-McQueen
- * Mrs Ruth Beedle
- * Mrs Francoise Wagneur (Vice Chair)
- Ms Sachika Yamawaki

*denotes member present

ASSOCIATE MEMBER

- * Mrs Kathryn Malik

NON-VOTING OBSERVERS

- * Mrs Liz Cormack (Infant DHT)
- (for presentation only)
- * Mrs Lisa Berger (Junior DHT)

In Attendance

Ms Trevena Champion

PRESENTATION: PHILOSOPHY FOR CHILDREN

The Junior Headteacher introduced the subject of the presentation, which was the teaching of philosophy to pupils, "Philosophy for Children" (known as P4C). The Infant Deputy Headteacher continued the presentation. Governors were informed that the subject had been recently introduced in both schools, following staff training, and members of staff were very enthusiastic. The children were being introduced to the thinking skills: how to reflect on ideas, and how to question concepts. Philosophy sessions took place twice each half term for each class, and the focus would be given during circle time. It seemed to be very inspiring for the children if the session took place during a special focus week, for example, Black History week. Governors were informed that the feedback from children was very positive, and they were asking for more frequent philosophy sessions.

At this point the Governing Body meeting began.

Part I

12/59 WELCOME

The Chair welcomed three new Junior Parent Governors to the Governing Body: Lisha Taylor, Adrian Hodgson and Omar Shah, and introductions were made.

12/60 ACCEPTANCE, NON-ACCEPTANCE OF APOLOGIES FOR ABSENCE

Apologies for absence had been received from Mary Ogle, Clive Lewisohn, Claire Burns, Sachika Yamawaki, and Liz Cormack. The apologies were accepted.

Cllr Seal advised that he would have to leave the meeting early at 7.15pm, to attend a council function.

12/61 MINUTES

The minutes of the meeting held on Thursday 10 May 2012 were confirmed, initialled and signed.

12/62 MATTERS ARISING

There were no matters arising that were not dealt with on the current agenda.

12/63 BUSINESS INTEREST

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

12/64 GOVERNING BODY PROTOCOL

The Chair asked all Governors to refresh their understanding of the protocol by reading its terms on the Governors' page on the schools' website.

12/65 GOVERNING BODY MEMBERSHIP

The Clerk said that all categories of membership were full apart from Staff Governors. A Support Staff Governor election ballot was in progress in the Infant School, and Governors would be informed of the result when it was known.

The Governing Body was informed that the Junior Staff Governor for the teaching staff, Claire Burns, had resigned and would be leaving the school at the end of the summer term. The Chair thanked Claire for her contribution to the Governing Body, and said that a Staff Governor election would be held in the Junior School in the autumn term.

12/66 HEADTEACHERS' VERBAL UPDATES

Infant School

a) Events

The Infant Headteacher said that there were numerous activities taking place in connection with the London Olympics, and all classrooms had displays with cross-curricular relevance. Dame Tessa Jowell was expected to attend an Infant School assembly the following week, and she would be talking to the children about sporting achievement.

The children had enjoyed a tea-party to celebrate the Queen's Diamond Jubilee.

Governors were invited to visit an overnight camping activity for families, planned to take place in the field on Saturday 30 June.

b) Curriculum

The new phonics check had been conducted in Year 1, and 30% of children were expected to achieve the recommended standard. The Infant Headteacher said that members of staff had mixed feelings about the usefulness of this test. Feedback would be gathered from colleagues at other schools.

c) Admissions

The meeting for new Reception parents had taken place the previous week. Governors were informed that some reception admissions appeals hearings had been arranged.

At this point, Cllr Seal left the meeting as arranged.

d) Staffing

The Infant Headteacher gave an update about staffing recruitment; full details were given in the Part II Staffing committee minutes.

Junior School

a) Staffing

The Junior Headteacher gave an update about staffing recruitment, and full details were given in the Part II Staffing committee minutes. There would be a significant number of new members of staff beginning in September 2012, including Tim Warren, who had been appointed to the new temporary post of Assistant Headteacher. Senior members of staff, in particular the ^{new} Assistant Headteacher, would be very involved in the induction of new members of staff, which was such an important process. Newly Qualified Teachers would also be attending the LA induction programme.

The Junior Headteacher thanked those Governors who had been involved in the recruitment process. A Governor asked if the use of supply cover would now decrease; the Junior Headteacher said that, even in fully staffed circumstances, there was always a need for supply cover. However there would be more opportunities for this to be done internally.

b) SATS

Governors were informed that it was the first year that children's writing skills were being assessed rather than tested. The Junior School's moderating results would in turn be moderated by the LA.

c) Events

- The Juniors had enjoyed an opening Olympic Ceremony which took place at the start of the Junior Sports Day.
- An Olympic athlete had visited the Junior School, and given an inspiring talk to the children.
- The Junior children had enjoyed a VE day-style tea-party, to celebrate the Queen's Diamond Jubilee.
- The Summer Fete had taken place on Saturday 21 June, and had been very successful, raising more than £6,000. On behalf of the Governing Body, the Chair thanked the PTA for all their work to make the event go so well..
- The Junior Choir had enjoyed participating in the Barnet Musical Festival. Governors were informed that the two PGCE music students from Middlesex university, were coming to the school weekly until the end of term to observe music teaching.
- The Junior School U9 and U11 chess teams had won a place in the finals of The English Primary Schools Championships. The finals are taking place in July. Six children at the school play chess at County level and Barnet came first in the County Championships. The children who played in this competition were invited to a celebration tea with the Mayor, as had a Year 6 child who had won the Barnet Poetry competition. A Year 5 child had won the new Barnet Handwriting competition.

Governors were invited to attend the Junior production of "Oliver" which would take place on 11 and 12 July at 7pm.

Both Headteachers were thanked for their updates.

12/67 SCHOOL UNIFORM

The Governing Body was informed that a new school uniform supplier had been found online, and had been approved by the PTA, the School Administration Officers, and the Finance committee. In response to a Governor's query, the Junior Headteacher said that although the fibre content was not 100% natural, the uniform was approximately the same quality as the old supplier. The PTA was thanked for working over many years to buy stocks of uniform items, which were then sold to parents. In addition, they had been able to donate to the schools quite large sums raised through these sales.

12/68 GOVERNOR WALKABOUT DAY AND VISITS TO SCHOOL

Governors were informed that the date chosen for the Governors' Walkabout day was Friday 16 November 2012, and all were asked to put the date in their diaries and try to visit the school on that day. Those who intended to visit were asked to let the School Administrator know in advance.

New Governors were advised that they were welcome to visit the school, provided they let the school office know in advance. There would also be occasions when all Governors would be invited, for special events and assemblies.

12/69 **RATIFICATION OF POLICIES**

The Chair said that much work had been done on preparing policies for ratification, by members of staff and Governors' committees. The following draft or updated policies had all been emailed in advance to Governors for consideration:

1. Infants Marking & Feedback
2. Infants Monitoring & Evaluation
3. Infants Assessment
4. Leave of Absence
5. Equality Plan
6. Recruitment
7. Pupil Attendance
8. Whistleblowing
9. Charging
10. Financial Management
 - (to include the updating of cheque signatories - two in each school - the Headteacher and a member of SLT)

After a brief discussion and minor edits, **all the above policies were ratified.**

12/70 **REPORTS OF COMMITTEES**

a) **Finance**

The minutes of the meeting held on Tuesday 19 June 2012 were noted. Members of the Finance committee had been asked to complete the skills audit as required by the new arrangements for the Schools Financial Value Standard (SFVS). The SFVS Form was being prepared by the School Finance Officer, and the draft would be presented to the next meeting of the committee.

b) **Curriculum**

The minutes of the meeting held on Thursday 24 May 2012 were noted.

The other committee reports would be considered in Part II.

12/71 **SECONDARY SCHOOL TRANSFER**

Governors were given an update, hearing that a larger group than before, 6 children, were going to Whitefields School. Other nearby secondary schools, Christ's College and Hendon were both receiving groups of about 15 children. A full summary would be given at the next Governing Body meeting.

The Chair gave an update on the local group promoting the Archer Academy Free School, who had attended an interview at the DFE on 28 May 2012: following which, the group had later received positive feedback. All those local parents who had

completed the survey required by the DFE were thanked by the Archer group. A decision was expected from the DFE at the beginning of July 2012.

At this point Katalin Barcza-McQueen left the meeting.

A Governor asked if the Governing Body was liaising with the Archer group. The Junior Headteacher replied that it wasn't school policy to favour or promote any particular secondary school, and, in general, this was supported by the Governing Body. The Governor asked for further clarification, and this was provided by the Junior Headteacher and the Chair.

All Governors were reminded that, on the LA website, parents were provided with balanced information about all secondary schools in the borough, and they were able to make a free choice. The Chair said that any parent, whether they were a Governor or not, was free to join the Archer group, but they would not be representing the Governing Body.

Feedback concerning the group's application was welcomed, and the Governing Body wished it well in its endeavours, and awaited the final decision with interest.

12/72 CENTENARY OF GARDEN SUBURB INFANT & JUNIOR SCHOOLS: CELEBRATION PLANS UPDATE

Governors were informed that plans were developing, and that local historian Alan Dean was assisting, for which he was thanked.

12/73 GOVERNOR SUPPORT AND DEVELOPMENT

Evelyn Thomas had attended the LA training for new Governors, and said that it was very informative about the Governor's role. The course, which was held twice termly, was recommended to the new Parent Governors.

The Chair and Vice Chair had attended the Financial Management training for Governors on 17 May 2012 and the Safer Recruitment training on 26 June 2012.

The Clerk said that the next Governors' training programme, for the autumn term 2012, would be available on the LA website at the beginning of September.

At this point Kathryn Malik left the meeting.

12/74 ANY OTHER BUSINESS

There was no other business.

12/75 DATES OF COMMITTEE MEETINGS (autumn term 2012)

Premises – Tuesday 18 September, 9am
SEN – Thursday 18 October, 8.15am
Curriculum – Thursday 15 November, 8.15am
Finance – Tuesday 20 November, 8.15am

The Chair said that she would speak to new Governors about which committees they would be joining.

Action: Chair

12/76 **MOTION OF CONFIDENTIALITY**

It was resolved to move to Part II for the discussion of confidential matters.

Signed: J. Sawitt

(Chair)

Dated: 24th Sept. 2012

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