

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

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

**ON MONDAY 24 SEPTEMBER 2012**

**LA GOVERNORS**

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

**STAFF GOVERNORS**

- 1 vacancy (Infant Teacher)
- 1 vacancy (Junior Teacher)
- \* Miss Sarah Sands (Infant Headteacher)
- \* Mrs Eileen Bhavsar (Junior Headteacher)
- \* Mrs Alexia ~~Dobson~~ (Infant Support)  
*Dobinson*

**PARENT GOVERNORS**

- \* Ms Lisha Taylor (Junior)
- \* Mr Omar Shah (Junior)
- \* Mr Adrian Hodgson (Junior)
- \* Mr Bob Bratland (Infant)
- \* Mr Sean Lockie (Infant)
- \* Mrs Julia Sanitt (Infant, Chair)
- 1 vacancy (Infant)

**COMMUNITY GOVERNORS**

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

\*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**

12/80 **WELCOME**

All Governors were welcomed to the first meeting of the autumn term, especially the new Staff Governor, Alexia Dobinson.

12/81 **ACCEPTANCE, NON-ACCEPTANCE OF APOLOGIES FOR ABSENCE**

Apologies had been received from Cllr Seal, with respect to the Jewish holidays, and were accepted by the Governing Body.

12/82 **ELECTION OF CHAIR**

The Clerk invited nominations for the post of Chair for the academic year 2012/13, and a nomination was received on behalf of Julia Sanitt. Following a show of hands, Julia

Sanitt was re-elected to the post of Chair for the academic year 2012/13. She was thanked for standing again, and for her work during the previous year.

12/83 **ELECTION OF VICE CHAIR**

The Clerk invited nominations for the post of Vice Chair for the academic year 2012/13, and a nomination was received on behalf of Francoise Wagner. Following a show of hands, Francoise Wagner was re-elected to the post of Vice Chair for the academic year 2012/13. She was thanked for standing again, and for her work during the previous year.

12/84 **MINUTES**

The minutes of the meeting held on Wednesday 27 June 2012 were considered. Following several minor edits, the minutes were confirmed, initialled and signed.

12/85 **MATTERS ARISING**

There were no matters arising not dealt with elsewhere in the agenda.

12/86 **REVIEW OF REGISTER OF BUSINESS INTERESTS**

Governors were requested to complete and sign the pro-forma which had been circulated to them in advance. These would be kept in the School Office for the purpose of internal auditing.

- **declaration of business interest in the current agenda:**

There were no declarations.

12/87 **GOVERNING BODY MEMBERSHIP**

Governors were informed that Jonathan Jewell, an Infant Parent Governor, had resigned in the summer, because his job had been re-located outside London. They also heard that Natalie Mitchell (nee Kay), Infant Staff Governor, had resigned from the Governing Body. They had been informed last term that Claire Burns, Junior Staff Governor, had resigned with effect from the end of the summer term.

**Vacancies**

*Parent Governor – Infant School.* A Parent Governor election had just begun in the Infant School.

*Staff Governors – both schools.* Staff Governor elections had begun in both schools.

On behalf of the Governing Body, the Chair thanked the Governors who were stepping down: Natalie Mitchell, Claire Burns and Jonathan Jewell.

## 12/87 REPORT OF THE INFANT HEADTEACHER

The report had been circulated in advance, and a copy was filed in the Minute Book. The Infant Headteacher referred to the questions which had been emailed to her.

### a) **Key Stage 1 Results**

A Governor had asked why, following the assessments in Key Stage 1, achievement seemed to be on a lower level than the previous year. The Infant Headteacher replied that the previous year's cohort had included a number of higher-achieving children. She added that the autumn term meeting of the Curriculum committee would be looking at the results in detail. In literacy, the achievement in speaking and listening <sup>was</sup> ~~were~~ quite good, but reading had been a little lower. Results in maths and science were good.

The Infant Deputy Headteacher commented that a higher proportion of children were coming into <sup>Reception</sup> ~~Nursery~~ with a lower level of personal skills, and that this situation was requiring more attention from staff. The Infant Headteacher said that more parenting workshops would be arranged to support this need. The Junior Headteacher said that there had been a significant increase in the number of parents whose use of English was very limited.

The Infant Headteacher said that, as usual, special care would be taken to involve boys in literacy. The School Development Plan (SDP) would be focusing on boys and literacy (including motor skills), and the raising of achievement of children registered as FSM, as well as the new Foundation Stage curriculum. It was acknowledged that low language skills held some children back from achieving Level 2a, and that this would also be addressed in the SDP. Following a comment from a Parent Governor, it was agreed that the themed weeks generally provided a good stimulus for the children's work, and these would be repeated.

### b) **Breakfast club**

In response to a question, Governors were informed that the Club had started at the beginning of term, and there were already some customers.

### c) **Walk to school week**

In response to a question, the Infant Headteacher said that it was a little too soon to assess, but it did appear that more parents were parking further away from the school, so that the children could walk part of the way.

### d) **Premises priority**

Governors were informed that the Infant playground needed re-surfacing. A number of sections had deteriorated, and the drains needed re-setting. In addition, a soft surface area would be an advantage under the canopy, and also in the games area.

The Infant Headteacher was thanked for her report.

## 12/88 REPORT OF THE JUNIOR HEADTEACHER

The report had been circulated in advance, and a copy was filed in the Minute Book. The Junior Headteacher provided an update and also referred to the questions which had been emailed to her.

#### **a) Staffing**

The Junior Headteacher said that the summer term had been very demanding in terms of the amount of recruitment that had taken place. The results had been very satisfying, but the process had been long and arduous. She thanked the Chair and Vice Chair, and other members of the Governing Body who had supported the interview process for five new members of staff. Full details were given in the report.

#### **b) Reported Incidents**

The Junior Headteacher said that two incidents had been listed in her report; one homophobic and one racist. For the benefit of new Governors, she explained what type of behaviour these represented, and what measures staff took to resolve the issues.

#### **c) SATS 2012 headline results**

Governors were informed that the SATS data had just been received, and a full analysis would be done in the Curriculum committee. The result of the English test was now made up in a different way, because for the first time, reading and writing tests were combined for marking. This made it more difficult to make comparisons with previous years at this stage. When the value-added data was received later in the term, this process would get easier.

The number of pupils who had achieved two levels of progress was larger than the average for the borough or the national average. The number achieving Level 5 or above had diminished, which had not occurred nationally.

Governors were informed that the school had participated in the SATS 2012 and had also carried out teacher assessments, and so could now compare these two groups of data. The school had participated in the moderating of teacher assessment with two other similar local schools.

The Headteacher said that a simple comparison of test results with the assessments made by teachers showed that the teachers' assessments judged the children more rigorously than the SATS themselves. She explained this by saying that teacher assessment took into account the child's progress over the year, while the SATS were in effect a snapshot of effort on a given day, when children were under pressure to succeed.

The Vice Chair asked about current initiatives regarding the energising of literacy for boys, and the Headteacher said that a Specialist literacy teacher was visiting the school on 25 September 2012 to support SLT with this focus.

#### **d) Curriculum**

In response to a Parent Governor's question, the Headteacher said that, across the whole Junior school, there were currently 21 children with low-level English language skills. These had been arranged in groups, where possible, according to mother tongue, and were provided with tutoring in English and were given appropriate dictionaries.

In response to a further question, the Headteacher said that the children's daily activities were timetabled flexibly, so that it was not possible to issue a weekly calendar describing what would be taught at any given time. However, it was clear what themes

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were being studied, and how, and this information was given to parents each term. The homework question was highlighted in the newsletter each week, so that parents could be aware of it. In addition, there was a homework area on MLE which parents could access.

**e) MLE**

In response to a Parent Governor's question, the Headteacher explained that the school website was currently being improved, and would shortly provide access to the MLE section, containing separate rooms for the Library, the School Council, Games, Science, and Spanish. The Parents' section of the website would migrate to MLE. In October, Governors would be given their passwords for MLE.

**f) Breakfast club**

Governors were informed that 7 or 8 children were registered for Breakfast club. The club opened at 8am, and the cost was £3.50 per day if booked in advance, and £4.50 on the day. The Headteacher said that more information would be provided to families, as it seemed likely that any children who were regularly brought to the playground quite early, might benefit from the club. The provision would be monitored, and more feedback given to Governors.

The Junior Headteacher was thanked for her report.

**12/89 REVIEW OF COMMITTEE STRUCTURE AND MEMBERSHIP**

The committee structure and membership were reviewed, and no changes were made. The Chair said that the information was on the Governors' page on the website.

**12/90 GB PRIORITIES 2012/2013**

The document had been emailed in advance.

*Next Infant Ofsted*

Governors were informed that the Infant School should be prepared for an Ofsted inspection in the summer term 2013 or soon after. The Chair asked all Governors to review the last Infant School Ofsted report, and to check the points on the action plan.

*Next Parent & Pupil Surveys*

The Chair said that the Parent and Pupil surveys were completed every two years, and the next ones would be organised at the end of the spring term 2013. It was noted that about 50% of the parent body returned the survey, and that was considered to be quite a good response. In answer to a Governor's question, the Chair said that more analysis could be done within year groups, to see if there were hard-to-reach groups of parents who were not responding. The responses were analysed for parents and a summary was sent back to them.

*Communication with Parents*

Both Headteachers said that contact was being made with parents in a growing number of ways than before: curriculum presentations, newsletters, the MLE, parental workshops, and the schools' websites.

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### *Staff Training*

Staff would be given more help to prepare for challenging meetings with parents, which seemed to be on the increase; the borough was offering some new training which would be taken up by both schools.

### *Schools' websites*

The development of the website would continue, and Governors were reminded that Ofsted Inspectors now looked at school websites.

*At this point Clive Lewisohn left.*

## 12/91 **AUTUMN REPORT OF THE INTERIM DIRECTOR OF CHILDREN'S SERVICE**

The Interim Director's Report for the autumn term had been circulated in advance.

### 1) **Message from the Interim Director of Children's Services**

The first item was an introduction to the Interim Director, Kate Kennally, and her plans to take the Children's Service forward.

### 2) **School Funding Reform - 2013/14**

The item referred to the new funding formula for all schools and the fact that the October census of pupil roll would be used to determine school funding. A consultation process with schools on the principles of the new funding formula was currently underway.

### 3) **New Appraisal Regulations for Teachers, including Headteachers**

The item gave information regarding changes to the performance management of teachers and Headteachers, and the need for appropriate policies which would include a capability measures process.

### 4) **Raising the Achievement of Looked After Children**

The item gave an overview of the LA's plan for raising the achievement of looked after children. Governors noted that they were required to ensure that a Designated Teacher (DT) for Children in Care was appointed in the school.

### 5) **Scheme for Financing Schools: DfE Directed Revisions**

The changes to the scheme were highlighted for Governors. These included the statement of best value being replaced by a section on efficiency and value for money, and the Financial Management Standard in Schools (FMSiS) being replaced by the School Financial Value Standards (SFVS). In addition, Governing Bodies were advised to adopt a Fraud and Corruption Policy, a model of which had been made available to schools.

## 12/92 **RATIFICATION OF POLICIES**

The new Staff Appraisal policy had been circulated in advance, and all of it, especially the section referring to capability measures and the appeals process, had been scrutinised by the Staffing committee. It would be reviewed every year.

A discussion followed, and it was agreed that although the draft policy had been through the full consultation process in the summer term 2012, and it was agreed in principle, some minor editing might be required. It was clarified that the new appraisal cycle had just begun in September 2012, and would continue for the rest of the academic year; staff had been fully briefed.

Governors were asked to email any final comments to the Vice-Chair.

The Staff Appraisal policy was **ratified**, subject to minor editing.

#### 12/93 **SECONDARY SCHOOL TRANSFER: UPDATE**

The Junior Headteacher had provided a full analysis of Year 6 pupils' transfer to secondary school. It was noted that 9 pupils had gone to Whitefields Academy, a substantial increase on the previous year.

The Governing Body was informed that the organisation promoting the Archer Free School had been awarded a license by the DfE, and was now looking for premises, and planned to open in September 2013.

#### 12/94 **PTA FUNDRAISING AND PR**

This item had been raised by a Community Governor, who was speaking on behalf of some members of the local community, who were concerned by the proliferation of estate agents boards proclaiming support for the Garden Suburb Infant and Junior schools beneath their company logo. They were objecting because they considered that the pleasant appearance of the Garden Suburb was being adversely affected.

A robust discussion followed, and the facts and figures of this type of fund-raising were clarified. In general, it was parents living in the vicinity who agreed to display the boards in their front gardens, in return for a standard donation made to the school community by the agents involved. The Headteachers said that the amounts raised in this way annually were quite significant, for example, the Junior school - £1750, and the Infant school - £1500. The agents also sponsored banners at the School Fair for £500, and paid for raffle prizes.

The Chair said that the PTA liaised between the agents, the parents and the schools.

The general consensus was that this fund-raising initiative generated quite large amounts, and should be continued, although adequate notice should be taken of the views of the local community. The Chair proposed that the terms of the contract which governed the arrangement should be reviewed by the ~~Welfare~~ <sup>PTA</sup> committee, and the situation should be monitored. The PTA would be asked to inform the local community of the distinct financial benefits accruing to both schools as a result of this PR initiative.

**Action: ~~Welfare committee and PTA~~**

At this point, Sachika Yamawaki left the meeting.

12/95 **GOVERNOR SUPPORT AND DEVELOPMENT**

The Governor Services training programme booklet had been sent to Governors, and new Governors were recommended to attend the appropriate training, which was given in two parts.

12/96 **ANY OTHER BUSINESS**

The Junior Headteacher said that Tess Jowell had visited the schools during the build-up to the Olympics, and the Garden Suburb News had printed photos and given an account of the day.

12/97 **DATES OF COMMITTEE MEETINGS**

The dates of meetings had been circulated by email.

12/98 **DATE OF NEXT GOVERNING BODY MEETING**

The second meeting of the autumn term would be held on Wednesday 21 November 2012 at 6pm.

12/99 **MOTION OF CONFIDENTIALITY**

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