

GOVERNING BODY FOR GARDEN SUBURB INFANT AND JUNIOR SCHOOL

**MINUTES OF THE MEETING HELD AT THE SCHOOL ON
WEDNESDAY 21 NOVEMBER 2012**

MEMBERS

LA GOVERNORS

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

STAFF GOVERNORS

*Miss Sarah Sands (Infant Headteacher)
*Mrs Eileen Bhavsar (Junior Headteacher)
Mrs Alexia Dobinson (Infant Support)
*Miss Emma Woolston (Infant Teacher)
*Miss Laura Hunt (Junior Teacher)

ASSOCIATE MEMBER

*Mrs Kathryn Malik (Junior Support)

NON-VOTING OBSERVERS

*Mrs Lisa Berger (Junior DHT)
*Mrs Liz Cormack (Infant DHT)

PARENT GOVERNORS

*Ms Lisha Taylor (Junior)
Mr Omar Shah (Junior)
Mr Adrian Hodgson (Junior)
*Mr Bob Bratland (Infant)
*Mrs Julia Sanitt (Infant, Chair)
*Mr Sean Lockie (Infant)
*Mr Michael Kkafas (Infant)

COMMUNITY GOVERNOR

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

* denotes member present

IN ATTENDANCE

Mrs Janet Robinson, Acting Clerk

Part I

12/103

WELCOME TO ALL GOVERNORS

The Chair welcomed the Governing Body to the autumn term meeting. An additional welcome was given to the Acting Clerk, Mrs Janet Robinson. Governors were informed that the former Clerk, Ms Trevena Champion had moved away from the area and had subsequently left the Local Authority (LA). The Acting Clerk stated that a new Clerk would be allocated to the Governing Body. The Chair, on behalf of the Governing Body, thanked Ms Champion for her work. Round the table introductions took place for the benefit of the Acting Clerk.



12/104

ACCEPTANCE/NON-ACCEPTANCE OF APOLOGIES FOR ABSENCE

Apologies for absence were submitted and accepted on behalf of Mrs Ruth Beedle; Dr Katalin Barcza-McQueen; Ms Sachika Yamawaki; Mr Omar Shah; Mrs Alexia Dobinson and Mr Clive Lewisohn.

12/105

PART I MINUTES OF THE MEETING HELD ON MONDAY 24 SEPTEMBER 2012

The Part I minutes of the meeting held on 24 September 2012, a copy of which had been distributed earlier, were checked for accuracy. They were then confirmed and signed by the Chair.

12/106

MATTERS ARISING

Pg 5: 12/90 GB Priorities 2012-2013 – Next Parent & Pupil Surveys

Governors enquired if the same questions would be repeated for future Parent and Pupil surveys, and if they would be returned to the Governing Body. The Chair stated that the questions followed the Ofsted model ^{but would be discussed at a later date} and would remain the same and would be returned to the Governing Body. It was **AGREED** that this item would be carried forward as an agenda item for discussion at the next Governing Body meeting.

Action: Chair and Clerk

12/107

VERBAL DECLARATION OF ANY BUSINESS INTEREST IN THE CURRENT AGENDA

There were no declarations of pecuniary interest within the current agenda.

12/108

GOVERNING BODY MEMBERSHIP

It was noted that there were no outstanding Governor vacancies.

12/109

HEADTEACHERS' REPORTS/UPDATES

Governors were given the following verbal Headteachers' Reports' and Updates:

Infant Headteacher Report



- Governors were informed that an additional Teaching Assistant (TA) had been employed for the Reception class and would work five mornings each week. Governors were informed that although the post had been advertised as a full time post the successful applicant had preferred a part time position.
- Attendance was lower than the previous year The absence figures in the first half of the autumn term were low at 93.9% due to religious holidays taken during term time. . If absence for religious observance were discounted the figure would rise to 95.7%. Governors noted that faith schools took their school holiday period during the time of the religious holiday. The Headteacher monitors attendance on a half termly basis.
 - The School Development Plan would include a priority to improve literacy.
 - The outcomes for Key Stage (KS) 1 results were better than average.
 - Governors noted that 34% of pupils had passed the new phonics test which included 40 words, some of which were real words and some were non-real. Governors noted that results for boys had been better than the results for girls.
 - Staff INSET would be carried out to refresh staff on teaching strategies; phonics and focus on boy's achievement. The School would use planning and tracking with themes for boys. Governors noted that fathers; grandfathers and uncles were good role models for boys' learning, and that 25 male family members had volunteered to come in to school for Dads Reading week. The School would work to narrow the attainment gap between boys and girls and raise boys' attainment. Governors were informed that whilst male role models in schools would be beneficial, primary schools nationally receive fewer applications for teaching posts.
 - Parents/carers attendance at events was high. Governors were informed that the School would look at ways to engage the hard to reach parents/carers.
 - Subject Leaders would be monitoring the work of high achieving pupils.
 - The School would budget for the new staffing requirements for covering Planning, Preparation and Assessment (PPA) in Reception Classes. Governors were informed that one morning per week had been covered by the Music Teacher and three



classroom assistants. This would now need to be covered by qualified teachers only.

- Training for Teaching Assistants (TAs) would continue.
- Governors were informed that the Child Protection Policy would be updated and that mobile telephones were not allowed to be taken into the classrooms. Governors noted that this would be included in the updated policy.

Junior Head Teacher Report Staffing Update

- Governors were informed that a member of staff currently taking maternity leave, had given birth to a baby boy on 20 November 2012. It was **AGREED** that, on behalf of the Governing Body, the Chair would send a card to the member of staff.

Action: Chairman

- A new Maths Coordinator had been appointed, Mrs Sergeant – Small.
- A PTA event 'Phil the Bag' had taken place. The event entailed recycled clothing and shoes being placed in a sack and when full would be sent to a specific charity. The School received money for the weight of the sacks which was approximately £500 per 1 ½ tonne and that any items not used would be recycled. Governors were informed that the local newspaper the 'Ham and High' had taken photographs of the event.
- Nine members of staff had accompanied 78 children out of a cohort of 85 on the School journey. Those children who did not attend worked with the Year 5 children for the week. Governors were told that the trip had been very successful. Governors were informed that the staff and parents/carers had provided very good feedback of the trip.

Governors were informed that the children had written speeches of their experience and presented them to the Year 5 classes.

The Chair, on behalf of the Governing Body, thanked all staff who were involved.

- Training would be carried out to challenge all learners. Governors were informed that demonstration lessons in P4C would take place on 22 November 2012 for all year groups.



- The School would continue to focus on the quality of teaching. Peer observations had been an effective tool to support teaching and learning.in addition to team teaching..
- Year 3 parents/carers would be invited to attend training related to learning logs and e-safety during the spring term.
- Ongoing support was being provided for Newly Qualified Teachers (NQTs).
-
- The children would be included in discussions for the playground refurbishment, which it was anticipated would cost approximately £26,000.00. It was noted that the funds would be provided by the Parent Teacher Association (PTA).
- Many of the windows had been repaired during the half term holiday and quotes had been sought for works to all of the other windows which were in need of repair.
- The Headteacher stated that the Year 6 SATs Assessment process had changed and that the children would be prepared for the new Grammar Tests.

JUNIOR SCHOOL DEVELOPMENT PLAN

12/111

The Headteacher went through the main areas for development.

INFANT SCHOOL DEVELOPMENT PLAN

The Headteacher went through the main areas of the development plan

12/112

PUPIL PREMIUM

The Pupil Premium information, a copy of which was tabled at the meeting, was noted by the Governing Body. Governors were informed that the new initiative had commenced in April 2011. Governors were informed that the Government allocated £619 for each pupil and the Pupil Premium funding was for support and resources for children from low income families who were eligible for Free School Meals (FSMs); Looked After Children (LAC) and children of Services families.

The Headteacher stated that it was the responsibility of the School to report to the Governing Body and parents/carers, as to how the funds were allocated.

JS

12/113 **APPRAISALS**

Governors were informed that all teacher appraisals had been carried out and that further information would be included in the next Headteachers' Reports.

Action: Headteacher (Infant), Headteacher (Junior) and Clerk

112/114 **UPDATE ON POTENTIAL FREE SCHOOL**

The Chair reported that Mr Mick Quigley, Deputy Director of Children's Services, had been appointed to the post of Headteacher for the new free school, the Archer Academy. She said that she would attend a meeting on 28 November 2012 when Mr Quigley would present a talk about the vision for the new school.

112/115 **RATIFICATION OF JUNIOR SCHOOL BEHAVIOUR POLICY**

The Junior School Behaviour Policy, a copy of which had been distributed electronically, had been noted by the Governing Body. It was **AGREED** to ratify the policy. The Headteacher stated that the policy would be included in the School brochure to parents.

Action: Headteacher (Junior)

112/116 **GOVERNOR SUPPORT AND DEVELOPMENT**

The following Governors reported that they had attended governor training courses:

Ms Lisha Taylor, Mrs Alexia Dobinson, Mrs Evelyn Thomas and Mr Adrian Hodgson attended the Newish Governor Induction training.

The Infant Headteacher and the Junior Headteacher had attended a workshop related to the new Ofsted Framework. Governors were informed that they had to 'challenge' the School.

12/117 **ANY OTHER BUSINESS**

Headteacher, Mrs Eileen Bhavsar stated that she would contact the Governors to inform them of a date and time of next school council meeting.

Action: Mrs Eileen Bhavsar and Governing Body

112/118 **REPORTS OF COMMITTEES**

Finance committee – 4 December 2012



Governors noted that the Finance committee had agreed that it would meet on 4 December 2012 at 8.15 am.

Premises committee meeting - 18 September 2012

The minutes of the Premises committee meeting held on 18 September 2012, a copy of which was tabled at the meeting, was noted by the Governing Body. Governors noted that the tree survey was ongoing. It was noted that the Hampstead Garden Suburb Trust would have to agree to the work being carried out.

Curriculum committee meeting – 15 November 2012

The minutes of the Curriculum committee meeting held on 15 November 2012, a copy of which was tabled at the meeting, was noted by the Governing Body.

12/119

DATES OF COMMITTEE MEETINGS

The following committee meeting dates were confirmed:

Staffing: 29 November 2012 at 8.15 am.

Finance: 4 December 2012 at 8.15 am.

Premises: 15 January 2013 at 9.00 am.

Special Educational Needs: 28 February 2013 at 8.15 am.

Curriculum: ⁵ March 2013 at 8.15 am.

12/120

DATES OF GOVERNING BODY MEETING

The following Governing Body meeting dates were confirmed:
Spring (1) – Thursday 24 January 2013, 6.00 pm

Spring (2) – Tuesday ~~21~~²¹ March 2013, 6.00 pm.

A Governor stated that the first day of Passover fell on 26 March 2013 and suggested that it might be preferable to change the Governing Body meeting date. The Clerk stated that she would inform the new Clerk of the request. It was **AGREED** that the Clerk would liaise with the Chair concerning the re-scheduled date.

Action: Chair and Clerk

Summer (1) – Thursday 9 May 2013, 6.00 pm.

Summer (2) – Thursday 27 June 2013, 6.00 pm.



Part II

12/121

MOTION OF CONFIDENTIALITY

It was **RESOLVED** that, because of its nature, the business to be transacted, be treated as confidential and not for publication.

