

GOVERNING BODY FOR GARDEN SUBURB INFANT AND JUNIOR SCHOOL

**MINUTES OF THE MEETING HELD AT THE SCHOOL ON
THURSDAY 24 JANUARY 2013**

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)

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

NON-VOTING OBSERVERS

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

* denotes member present

IN ATTENDANCE

Mr George Peradigou, Clerk

Part I

13/01 **WELCOME TO ALL GOVERNORS**

The Chair welcomed Governors to the first meeting of the spring term and introduced the new Clerk, who had replaced Trevena Champion after her retirement.

13/02 **ACCEPTANCE/NON-ACCEPTANCE OF APOLOGIES FOR ABSENCE**

Apologies for absence were submitted and accepted on behalf of Cllr Daniel Seal, Mrs Evelyn Thomas and Ms Sachika Yamawaki.

13/03 **DECLARATION OF PECUNIARY INTERESTS**

There were no pecuniary interests declared.

13/04 **PART I MINUTES OF THE MEETING HELD ON 21 NOVEMBER 2012**

The minutes of the meeting held on 21 November 2012, copies of which had been circulated prior to the meeting, were confirmed, initialled and signed by the Chair, subject the following amendments:

12/106 Matters Arising: 12/90 Governing Body Priorities 2012-13

The Chair stated that the questions followed the Ofsted model 'and would remain the same' was amended to read 'but would be discussed at a later date'.

Other minor amendments were made by Governors.

Omar Shah joined the meeting at this point.

13/05 **MATTERS ARISING**

12/112 Pupil Premium

The Chair said that the required information on the Pupil Premium had been uploaded to the websites of both of the Schools.

13/06 **HEADTEACHERS' REPORTS/UPDATES**

Junior Head Teacher Report

Governors noted the information within the Headteacher's report. Arising from the report:

Level of Challenge

Looking back on the 2011 parental survey results, a Governor asked how the school had responded to the fact that 28% of parents felt that their child's work had not provided them with sufficient challenge. In reply, the Headteacher said that School was striving to provide sufficient challenge for its wide range of children. She said this was being dealt with through weekly planning meetings to moderate teaching across classes and review pupil outcomes to ensure that the provision was sufficiently challenging. Questioning, engagement and differentiation were used to tailor teaching and learning to all the ability ranges and this ensured that teachers were using differentiation in lessons. Governors were assured that differentiation was taken seriously by teachers at the School because it was a key focus in their performance management.

The Headteacher said that 'Setting' had been taking place for Years 5 and 6 to ensure that the varied paces at which children were learning was taken into account through differentiation. She added that the previous Ofsted assessment revealed that the School's differentiated approach to teaching and learning was a strong point.

Homework

A Governor said that, in the 2011 parent survey, results had shown that parents from both schools had been disappointed with the level of challenge posed by homework. Governors AGREED that, to check that measures put in place had positively changed parents' perceptions, the forthcoming parent surveys would include a question that judged the challenge posed by homework, and whether there should be more or less homework. The Headteacher said, although parents' perceptions were as noted and while this would always be judged objectively, Ofsted had identified homework as one of the School's strong points.

Action: Headteachers

Progress Tracking for Disadvantaged Pupils

A Governor challenged the Headteacher as to whether the progress of pupils on Free School Meals (FSM) was specifically reviewed at pupil progress meetings to ensure that school was narrowing the gap between the performances of this disadvantaged cohort and the less disadvantaged pupils. The Headteacher confirmed that this was happening and said that intervention measures were arranged for those eligible. As examples of intervention measures, the Headteacher mentioned referrals to breakfast club to support pupils so that they are ready for learning, as well as possibly referring pupils to the support provided by the Emotional Health and Wellbeing traded services that the school had bought into. In addition a programme of interventions across the school was available such as phonics groups and ability groups classes in Year 5 and Year 6.

New Leadership Post Impact

A Governor asked how the new leadership post had impacted on teaching and learning. The Headteacher said that the new post holder had been working with Year 5 because this year contained the highest number of pupils on FSM. He had been running demonstration lessons, team teaching and mentoring newly qualified teachers (NQTs), which was having a positive impact on the quality of teaching. She added that he was actively supporting interventions in Year 5 and Year 6 for under-achieving pupils.

Breakfast Club

A Governor asked how many pupils used the breakfast club and enquired how many of these were on FSM. In reply, the Headteacher said that, on its busiest day, the Breakfast Club had 9 pupils attending and it needed 13 pupils to be financially viable. Governors expressed disappointment in the lack of demand for this initiative. The Headteacher said that she had undertaken further data analysis to identify more pupils who would benefit from this facility. In response to further enquiries from Governors, she confirmed that the cost of breakfast club was only £3.50 per morning and that it was being publicised through newsletters and circulars.

Catering

A Governor asked how the quality of the catering at the Schools compared to the national standards and how this was monitored. In reply, the Headteacher confirmed that the School had bought into the Local Authority's (LA) catering service and that Teresa Goodall, Head of the Catering Service, had confirmed that the food provided was in line with the government's foods standards as monitored using Suffron, a nutritional analysis package. Diagrams were tabled and circulated with benchmarking data to show this. She added that the catering service was also awarded the Food for Life Catering Mark Bronze Award in December 2012 for the second year and were working to achieve the Catering Mark Silver Award for 2013.

A Governor suggested that meal time supervisors should encourage pupils to make the right choices. Governors suggested that the above information could be included in a newsletter as a good news story.

It was noted that, although the catering service was aiming to increase organic foods, this was likely to increase costs.

IT Provision for pupils with Special Educational Needs (SEN)

A Governor asked about the IT provision for pupils with Special Educational Needs. The Headteacher said that a £6,000 budget had been allocated to the purchase of new IT equipment and that staff were due to attend the Computers in Education exhibition to review options. She said that electronic white boards and software programs which support SEN pupils were already being used. She added that SEN needs were often very specific and the School would purchase required equipment to meet those needs on a case-by-case basis.

A Governor suggested that a project working group could be formed to oversee the decision on how to spend the allocated budget for new IT provision. It was AGREED that interested Governors would email the Chair if they were interested in joining this working group.

Action: Interested Governors

Infant Headteacher Report

Governors noted the information within the Headteacher's report. Arising from the report:

Maternity Leave

The Headteacher gave an update on a maternity leave and the cover arrangements being arranged.

Self Evaluation Form (SEF)

The Headteacher said that the audience for the SEF was School Staff, Governors and Ofsted, which meant that its content should be kept confidential. Governors noted that the SEF would be used by OFSTED to evaluate the School and that, although it was not mandatory, it was good practice to have a SEF. It was noted that the SEF template was provided by the LA and Governors were expected by Ofsted to know the SEF's content.

The Headteacher informed Governors that parts of the SEF were updated each term as necessary. The SEF directly linked to the School Development Plan. In response to a Governor's enquiry, the Headteacher confirmed that the SEF and RAISEonline data would be used by Ofsted as the main guides for the School's inspection.

After some discussion, it was AGREED that the parent and pupil survey response rate within the SEF would be amended to show a percentage of the total as this would be clearer. The Headteacher undertook to do this but said that, within the analysis, the written format needed to be kept the same.

Action: Headteacher

Level of Challenge

Looking back on the 2011 parental survey results, a Governor asked how the school had responded to the fact that some parents felt that their children were not being sufficiently challenged. In reply, the Headteacher said that, although initiatives were in place to ensure sufficient challenge, this needed to be communicated to parents more. She said that the School was organising curriculum events to show parents the teaching methods used. ~~Governors agreed that this was a perception. The school had been proactive in this regard.~~

IT Provision for pupils with Special Educational Needs (SEN)

A Governor asked about the IT provision for pupils with Special Educational Needs. The Headteacher said that a £9,000 budget had been allocated to the purchase of new IT equipment. Similar phonics and word programs employed by the Junior School were being used; electronic white boards and software programs that supported SEN pupils were already being used. She added that SEN needs were often very specific and the School would purchase required equipment to meet those needs on a case-by-case basis.

Foundation Stage

A Governor asked the Headteacher to explain the philosophy of the School regarding the Foundation Stage. The Headteacher said that the School was teaching phonics as one part of the reading and writing process alongside the other skills needed, with a focus on building enthusiasm and confidence, to enable pupils to progress in their education.

A Governor asked if the School could have a nursery on site with the forthcoming development of the new building. The Headteacher said that it was very unlikely that the School would be seen as a priority for this, given the high number of private nurseries in the area.

Breakfast Club

A Governor asked how many pupils used the Breakfast Club and enquired how many of these were on FSM. In reply, the Headteacher said that, 9 pupils attended the Breakfast Club, of which only 1 was receiving FSM.

Mathematics Workshops

A discussion ensued about the recording and pod casting of mathematics workshops. The Headteacher undertook to speak to the workshop presenter about this.

Action: Headteacher

The Chair thanked both Headteachers for their full and informative reports.

13/07 STAFFING STRUCTURES

The staffing structures were reviewed and APPROVED by Governors.

13/08 PARENT, PUPIL AND STAFF SURVEYS

Governors reviewed the Parent, Pupil and Staff Surveys and agreed the following changes:

Parent Survey

- The section related to homework was edited to record parents' perceptions on the amount and frequency of homework and whether it was challenging enough.
- Governors added a question concerning the MLE and its use in communication between the school and parents. . It was noted that this was relevant to pupils of the Junior School only.
- In question two, 'The school is helping to prepare my child for their next year group, school or the world of work', the text 'or the world of work' was removed.

Pupil Survey

- In the section Teaching and Learning, Governors added, 'The MLE helps me with my learning'. It was noted that this was relevant to pupils of the Junior School only.
- Governors removed question 33, 'The Headteacher does a good job', from the survey. Governors agreed that this was inappropriate.

In response to a Governor's query, the Junior School Headteacher said that the surveys would be distributed before the Easter break.

13/09 **REPORTS OF COMMITTEES**

Finance

The meetings were held on 4 December 2012 and 22 January 2013. Copies of the minutes had been previously circulated. The Committee Chairman gave a verbal update. Arising from the discussion:

Three Year Budget Plan 2012-2015

Governors noted that the Three-Year Budget Plan for 2012-2015 was prepared by the committee. This was reviewed by the Governing Body and RATIFIED. The budget plan was signed by the Chair.

Quarterly Financial Forecast

The Quarterly Financial Forecast for January-March 2013, as produced by the committee, was reviewed by the Governing Body and RATIFIED. The financial forecast was signed by the Chair.

Schools Financial Value Standards (SFVS)

The SFVS was reviewed, RATIFIED by the Governing Body, and signed by the Chair.

Premises

The minutes of the meeting held on 15 January 2013, copies of which had been previously circulated, were noted by Governors.

13/10 **DIRECTOR OF CHILDREN'S SERVICE REPORT**

The Director's Report of the spring term, copies of which had been previously circulated, were received and noted. Arising from the report:

Developing an Education Strategy for Barnet

The Chairman introduced the item to Governors who noted that, due to recent changes in the education landscape, the LA had developed a programme of consultation to develop an Education Strategy. The briefing notes, presentations and documents related to the consultation were available online at www.barnet.gov.uk/WorkingWithChildrenInBarnet/info/20045/education_strategy. Governors were informed about the Governors' and Headteachers' conference, which was part of the consultation programme.

Pensions Auto Enrolment: Summary of New Legislation and Employer Responsibilities and Duties

Governors noted that all employers would be requested to enrol eligible employees into a workplace pension scheme. The go-live date for the London Borough of Barnet was noted to be 1 June 2013, from which date staff would be auto-enrolled. Although there would be an option for staff to opt-out of the scheme, they would only be able to do so after they were auto-enrolled. It was noted that academies and free schools would need to consult the Pension Regulator to discover their roll-out date.

Youth Support Service Programme

The programme offered by the Youth Support Service to challenge and support young people were noted.

13/11 **ANNUAL REVIEW OF COMMITTEES' TERMS OF REFERENCE**

The Terms of Reference of the following committees and panels, copies of which had been previously distributed, were reviewed and **RATIFIED**:

- Curriculum Committee
- Premises Committee
- Finance Committee
- Staffing Committee
- Special Educational Need (SEN) and Pupils Wellbeing Committee
- Complaints Panel
- Complaints Review Panel
- Performance Management & Pay Appeals Panel
- Staff Dismissal Panel

13/12 **RATIFICATION OF POLICIES**

Fraud and Corruption Policy

The policy, a copy of which had been distributed electronically, had been noted by the Governing Body. After a detailed review, the policy was **RATIFIED**. Governors noted that this policy was based on the LA's model.

Whistleblowing Policy

The policy, a copy of which had been distributed electronically, had been noted by the Governing Body. After a detailed review, the policy was **RATIFIED**. Governors noted that this policy was based on the LA's model.

Lettings Procedure

The policy, a copy of which had been distributed electronically, had been noted by the Governing Body. After a detailed review, the policy was **RATIFIED**.

A discussion ensued on the income generated from lettings. In response to a Governor's query, the Junior School Headteacher assured Governors that the School's lettings rates were competitive. She said that the rates had been benchmarked against the market rate and the rates charged by other schools.

13/13 GOVERNOR SUPPORT AND DEVELOPMENT

The Governor Support and Development Programme was commended to Governors by the Chair who urged Governors to attend courses which were inclusive of the package the School subscribed to. Governors reported back positively on courses they had attended.

Governors gave feedback on the training courses they had attended. One Governor said she found it difficult hearing what was said at recent courses she had attended and that induction loops and the use of microphones were required. The Clerk undertook to feed this back to the LA's Facilities Management team.

Action: Clerk

13/14 GOVERNING BODY MEMBERSHIP

The Chair highlighted the LA Governor vacancy. The Clerk advised that the General Functions Committee was due to meet and was expected to elect an LA Governor. The Chair said that the School had a potential nominee to put forward and undertook to pursue this.

Action: Chair

13/15 ANY OTHER BUSINESS

Changing Area

A discussion ensued as to the arrangements for pupils to change into sportswear for Physical Education (PE) lessons. Staff Governors reported that, due to the lack of changing facilities and the fact that only 1 supervisory staff member was available, male and female pupils changed their clothing at opposite ends of the same classroom. Governors noted that female pupils would sometimes excuse themselves to change in the lavatories and that this was acceptable to teachers. ~~One Governor commented that this seemed acceptable throughout her own primary school education where she had grown up abroad.~~

One Governor suggested that a dividing screen could be used to resolve the problem.

One Governor, who had grown up in Eastern Europe, commented that the standard practice in primary schools was to change clothing at opposite ends of the classroom up until age 9 and in separate changing rooms from age 10. The practice acknowledged the various possible intense emotions linked to exposing one's dramatically changing adolescent body in front of pupils of the other gender.

A Governor asked why students could not change in separate rooms. In reply, the Junior School Headteacher said that; although this could be accommodated occasionally, in general this was rarely possible due to the limited availability of supervisory staff. After further discussion, Governors **AGREED** that it would be appropriate for the HT to talk to parents about changing for P.E and privacy matters at the Yr 5 SRE meeting and the importance of parents being in contact with their class teacher if this is causing a concern for their child.

13/16 **DATES OF COMMITTEE MEETINGS**

The following committee meeting dates were confirmed:

Staffing:	14 March 2013 at 8.15 am
Finance:	To be announced
Premises:	To be announced
Special Educational Needs:	28 February 2013 at 8.15 am
Curriculum:	5 March 2013 at 8.15 am

13/17 **DATES OF GOVERNING BODY MEETING**

The following Governing Body meeting dates were confirmed:

- Spring (2): Thursday 21 March 2013, 6pm (including budget ratification)
- Summer (1): Thursday 9 May 2013, 6pm
- Summer (2): Thursday 27 June 2013, 6pm

13/18 **MOTION OF CONFIDENTIALITY**

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

25/3/13

JS