

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

**MINUTES OF THE MEETING HELD AT THE SCHOOL ON  
THURSDAY 26 MARCH 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**

13/22 **WELCOME TO ALL GOVERNORS**

The Chair welcomed Governors to the second meeting of the spring term.

13/23 **ACCEPTANCE/NON-ACCEPTANCE OF APOLOGIES FOR ABSENCE**

Apologies for absence were submitted and accepted on behalf of Ruth Beedle, Francoise Wagneur, Sean lockie, Michael Kkafas, and Daniel Seal.

Bob Bratland had sent his apologies for lateness and was expected to join the meeting later.

13/24 **DECLARATION OF PECUNIARY INTERESTS**

There were no pecuniary interests declared.

13/25 **PART I MINUTES OF THE MEETING HELD ON 24 JANUARY 2013**

The minutes of the meeting held on 24 January 2013, copies of which had been circulated prior to the meeting, were confirmed, initialled and signed by the Chair, subject the following amendments:

**Attendance Record**

The attendance record was changed to show that Evelyn Thomas had not been present.

**13/06 Infant Headteacher's Report: Level of Challenge**

The final sentence of the only paragraph regarding parents' awareness the level of challenge applied to childrens' learning, was changed to read 'Governors agreed that this was a perception and communication issue'.

**13/15 Any Other Business: Changing Area**

The final sentence in the first paragraph was changed to read '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 nine and in separate changing rooms from age ten. The practice acknowledged the various possible intense emotions linked to exposing ones dramatically changing adolescent body in from of pupils of the other gender.

13/26 **MATTERS ARISING**

**13/06 Junior School Headteacher's Report: Breakfast Club**

In response to a Governor's query, the Junior School Headteacher confirmed that there were nine children from each School who were attending the breakfast club.

13/27 **GOVERNING BODY MEMBERSHIP**

It was noted that Clive Lewisohn's term had expired. He was thanked for his contribution during his term of office. The Clerk informed Governors that the vacancy would remain until the Local Authority's (LA) General Functions Committee had appointed somebody and that the Governing Body could put forward nominations to the LA.

13/27 **HEADTEACHERS' REPORTS/UPDATES**

**Infant School Headteacher Report**

The Headteacher reported updates since her last report verbally to Governors. Arising from the discussion:

## **New Homework Books**

The new approach to homework using homework books had been introduced for a trial period, with a view to be launched fully in September 2013. Initial feedback, via the parent survey responses, were positive and revealed that parents felt that this was a great initiative that allowed them to be involved more in their child's homework. The Headteacher said that this, in serving a dual purpose, also increased parents' knowledge of the School's teaching methods.

In response to a Governor's query, the Headteacher confirmed that positive feedback had also been received from pupils.

## **Staffing**

The Headteacher drew Governors attention to the various staffing updates and the cover arrangements put in place.

An increase in staff and pupil sickness was noted during the current term. Thanks were recorded to staff who had taken on additional workloads to keep the School on track.

## **Junior School Headteacher Report**

The Headteacher reported updates since her last report verbally to Governors. Arising from the discussion:

### **Staffing**

The Headteacher drew Governors attention to the various staffing updates and the cover arrangements put in place.

### **Science Week**

The Headteacher reported that Science Week had proven to be enjoyable and beneficial for pupils. Pupils were well behaved and interested in the activities.

Bob Bratland joined the meeting at this point.

### **Recent Successes**

The Headteacher noted the following recent successes:

- Two pupils had competed in Middlesex University's Science and Engineering competition and they won.
- The School had won the Barnet Eurovision song contest. The next day an encore was performed for the Infant School.
- The School chess team competed in the top division of the Barnet's chess league and won.

- An egg decorating competition was currently being ran by the School, the winners of which would have their decorations on the School's brochure for the summer circus.

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

### 13/28 **JUNIOR SCHOOL SELF EVALUATION FORM (SEF)**

The Headteacher informed Governors that Chris Brook, the LA's Learning Network Inspector, had visited the School and reviewed its SEF. She advised that it be made more brief and focused on the new Ofsted criteria.

The Headteacher outlined the priorities within the new SEF. These included raising attainment for Level 5 pupils, narrowing the gap for pupils eligible for Pupil Premium, moving from good to outstanding in teaching and learning, Developing Middle Leaders, and improving site security.

A discussion ensued regarding site security and it was noted that staff members had suggested that site security be enhanced. Although no incidents had occurred to raise concerns, the Premises Committee undertook to progress this.

Action: Premises Committee

One Governor said that the SEF confirmed how well pupils receiving free school meals (FSM) were performing, but asked which standards they were being benchmarked against. In response, the Headteacher confirmed that they were being benchmarked against pupils receiving FSM at other schools locally and nationally.

In response to a Governor's question regarding level 5 writing, the Head Teacher explained the moderation process and informed Governors that the school had requested a light touch moderation by the Local Authority to support the school judgements.

It was noted that 18 pupils were in the Level 5 cohort, with another 15 borderlining. The Headteacher said that the School's target was for 39% of pupils to be within the cohort.

The various trips and outings for pupils were noted. These included a trip to the Tower of London, the science laboratories at JCOSS and a visit to Kensington palace to learn about Queen Victoria's upbringing. A Governor suggested that the school should consider a visit to Linley Sambourne's Virtual Victorian House.

In response to the Governor's question, the Headteacher said that Physical Education (PE) and Healthy Living were no longer high priority areas for Ofsted, especially since the Sport Support Partnership grant had ceased. However, it was noted that the government were offering an Olympic Legacy grant to ensure that these areas were still supported.

The Headteacher highlighted the fact that the SEF emphasises the Governors Contribution to the School's leadership. One Governor said that the pre-submitted questions sent to the Headteachers prior to Governing Body meetings, to challenge their reports, was one example of this.

## 13/29 **BUDGET RATIFICATION**

### **Infant School**

Copies of the final draft of the proposed school budget for 2013/14 were circulated and it was **NOTED** that:

(1) the Finance Committee at its last meeting had considered the final draft budget in detail;

(2) the budget was £1.34m, which was £100,000 more than the prior year;

(3) approximately 75% of expenditure was allocated to staffing;

(4) the Pupil Premium allocation of £37,000 would go towards teaching assistants (TA) to deliver targeted interventions, extended services support and advisory support.

(5) the Committee agreed to recommend the approval of the 2013/14 budget by the Governing Body.

Upon a show of hands it was **RESOLVED** that the school budget for 2013/14 be ratified, the Chair and Headteacher to sign the required papers regarding approval of the budget.

### **Junior School**

Copies of the final draft of the proposed school budget for 2013/14 were circulated and it was **NOTED** that:

(1) the Finance Committee at its last meeting had considered the final draft budget in detail;

(2) the budget was £1.74m, compared to £1.73 the previous year;

(3) the majority of expenditure was allocated to staffing;

(4) there was a contingency allocation of £40,000;

(5) in response to a Governor's query, the Headteacher said that long term sickness was covered in the budget under 'supply costs';

(6) the Committee agreed to recommend the approval of the 2013/14 budget by the Governing Body.

Upon a show of hands it was **RESOLVED** that the school budget for 2013/14 be ratified, the Chair and Headteacher to sign the required papers regarding approval of the budget.

### 13/30 **SCHOOL SURVEY**

The Headteachers tabled and circulated the final version of the School Survey, which was distributed to parents and pupils.

The response rates for the Infant School were noted to be 56% for parent and pupil surveys.

The response rates for the Junior School were noted to be 57% for parent surveys and 100% for pupil surveys. In response to a Governor's query, the Junior School Headteacher confirmed that the pupil surveys were completed at the School.

It was noted by Governors that the completed forms were sent to an external consultancy company for analysis and that a report would be returned. It was **AGREED** that the consultants would be asked to include a comparison to last year's responses if this did not incur an additional cost.

Action: Headteachers

### 13/31 **UPDATE ON SCHOOL WEBSITE AND MANAGED LEARNING ENVIRONMENT (MLE)**

#### **Infant School**

The Headteacher informed governors that the website was as up-to-date as it needed to be and that certain sections were still being updated, for example, a section for prospective parents. It was noted that the website was used most by prospective parents. Governors commended staff for the recent work undertaken on the website. The Headteacher said that parent mail would continue to be the main form of communication with parents of current students given its direct approach.

#### **Junior School**

The Headteacher informed governors that MLE training for staff was ongoing. She explained that somebody would be shadowing the current MLE Co-ordinator, who would be leaving the School soon.

In response to a Governor's question, the Headteacher explained that the School knew the number of times the website was visited via a website hit counter.

### 13/32 **JUNIOR SCHOOL PLAYGROUND**

The Junior School Headteacher explained that the tendering process was ongoing, quotations had been received, and that a working group was required to progress with decision making around the issue.

Governors discussed potential members of the working group, and **AGREED** that the following would be part of it:

- Bob Bratland
- Adrian Hogson
- Sean Lockie

### 13/33 **INFANT SCHOOL PREPARATION FOR OFSTED**

The Infant School Headteacher explained to Governors that Chris Brook, Learning Network Inspector, had praised the School's SEF and encouraged it to grade itself higher. She challenged Governors to familiarise themselves as much as possible with the infant School's SEF. She explained that it was also vital that Governors be able to show clear understanding of the School Development Plan, Pupil Premium spends, and the various policies in place. It was **AGREED** that the Headteacher would circulate a briefing containing the relevant summaries to Governors.

Action: Infant School Headteacher

### 13/34 **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.

### 13/35 **ANY OTHER BUSINESS**

#### **Free Application Development Tool**

Adrian Hodgson fed back positively on a presentation heard at the last meeting of the Barnet Governors' Association (BGA) by an organisation called Weejot. The organisation offered a free application to Schools, by which pupils could develop smartphone applications. Adrian Hodgson undertook to circulate further information to Governors.

Action: Adrian Hodgson

#### **Childs Way Pavement**

One Governor said that the uneven pavement on Child's Way had been reported. It was noted that concerns could be submitted via [www.fixmystreet.com](http://www.fixmystreet.com). Concerns about were also raised about parents' parking and it was **AGREED** that the School Travel Plan be discussed at the next meeting.

Action: Clerk

### 13/36 **REPORTS OF COMMITTEES**

#### **Finance Committee**

The minutes of the meeting held on 14 March 2013 will be circulated at the next meeting.

#### **Curriculum Committee**

The meeting was held on 5 March 2013. Copies of the minutes had not yet been circulated. The Chair of the Committee gave a verbal update. Arising from the discussion:

No other committees had taken place since the last Governing Body meeting.

### 13/37 **POLICY RATIFICATION**

#### **Infant Child Protection Policy**

The policy was reviewed in full and RATIFIED by Governors.

#### **Special Educational Needs (SEN) Policy**

The policy was reviewed in full and RATIFIED by Governors.

#### **Data Protection Policy**

The Data Protection Policy will be emailed out in advance of the next meeting.

### 13/38 **DATES OF COMMITTEE MEETINGS**

The following committee meeting dates were confirmed:

Staffing: 21 June 2013 at 8.15am  
Finance: 22 May 2013 at 8am  
Premises: 14 May 2013 at 8am  
SEN: 24 May 8.15am  
Curriculum: 13 June 2013 at 8am

### 13/39 **DATES OF GOVERNING BODY MEETING**

The following Governing Body meeting dates were confirmed:

- Summer (1): Thursday 9 May 2013, 6pm
- Summer (2): Thursday 27 June 2013, 6pm

### 13/40 **MOTION OF CONFIDENTIALITY**

It was **RESOLVED** that, because of its nature, the business to be transacted,

be treated as confidential and not for publication.