

GOVERNING BODY FOR GARDEN SUBURB INFANT AND JUNIOR SCHOOL

**MINUTES OF THE MEETING HELD AT THE SCHOOL ON
THURSDAY 9 MAY 2013**

MEMBERS

LA GOVERNORS

Mrs Mary Ogle
Cllr Daniel Seal
*Mrs Evelyn Thomas
1 Vacancy

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

13/44 **WELCOME TO ALL GOVERNORS**

The Chair welcomed Governors to the first meeting of the summer term.

13/45 **ACCEPTANCE/NON-ACCEPTANCE OF APOLOGIES FOR ABSENCE**

Apologies for absence were submitted and accepted on behalf of Mary Ogle, Ruth Beedle, and Sachika Yamawaki.

Cllr Daniel Seal was recorded as absent without consent.

13/46 **DECLARATION OF PECUNIARY INTERESTS**

There were no pecuniary interests declared.

13/47 **PART I MINUTES OF THE MEETING HELD ON 24 JANUARY 2013**

The minutes of the meeting held on 26 March 2013, copies of which have been circulated prior to the meeting, were confirmed initialled and signed by the Chair.

Evelyn Thomas joined the meeting at this point.

13/48 **MATTERS ARISING**

Infant School Preparation for Ofsted

It was AGREED that the Headteacher would circulate the updated Self Evaluation Framework (SEF) to Governors.

13/49 **HEADTEACHERS' REPORTS/UPDATES**

Infant School Headteacher Report

Staffing

The Headteacher drew Governors' attention to the various Staffing changes.

Attendance

One Governor expressed concerns about pupil attendance statistics. The Headteacher conceded that the current attendance statistics would be judged as unsatisfactory by Ofsted. She said that this was mostly due to high sickness levels and religious holidays coinciding with the school terms.

Information and Communication Technology (ICT)

One Governor asked if the ICT resources could be more integrated between the Junior and Infant Schools. The Headteacher said that new tablets were currently being trialled, which would be integrated and shared between the two Schools. It was noted that the Schools had also trialled iPads but these did not work well with the Schools' network.

A discussion ensued as to whether a business case was required and it was agreed that, if the tablets were to be rolled out throughout the Schools, a business case would be compiled.

The Headteacher invited Governors to send her any further suggestions. One Governor said that the longevity of new equipment should be taken into account.

Junior School Headteacher Report

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

Sporting Activities

The Headteacher drew Governors attention to the various sporting activities and competitions the School was taking part in. She said that pupils displayed a keen interest in the activities they had taken part in. In response to a Governor's query, she said that government funding would be available for these types of activities soon.

British Council Funding

The Headteacher highlighted that two members of staff had secured the British Council grant. Governors noted that the staff members would be invited to deliver a presentation to the Curriculum Committee.

Lesson Study

In response to a Governor's question, the Headteacher explained that lesson studies were a process by which good practice was shared between teachers. This involved all teachers in a particular year observing one teacher's lesson with a particular focus on learning outcomes and hearing feedback from pupils. It was noted that the School may consider applying for joint funding with another school to develop this initiative.

Pupil Dialogue

A Governor asked how teaching and learning was being developed by encouraging pupil dialogue. It was noted that the School was trialing various approaches to encourage pupil-teacher dialogue. A Staff Governor explained that 'Wait time' was one technique used to encourage dialogue, whereby the teacher would ask a question and wait approximately 12 seconds for an answer from pupils. Techniques such as this were being used to discourage teachers from answering their own questions and encourage active learning.

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

13/50 **SCHOOL SURVEY SUMMARIES**

Infant School Parent and Pupil Survey Results

185 surveys returned. Note that the percentages below are in respect of all returned surveys.

The Headteacher tabled and circulated the results of the parent and pupil surveys along with analytical summaries, copies of which were filed in the

minute book. High scoring areas included 96% surveys returned said their child was happy at school, 96% said the school was a friendly and welcoming place and 88% of parents felt their child was taught well.

Arising from the discussion about low scoring areas:

Homework

A Governor raised concerns that only 26% of parents found their childrens' homework was challenging enough. It was noted that this was a subjective question. The Headteacher highlighted that this percentage had increased since the last survey 2 years ago. It was also stressed that parents had given very positive feedback in a separate homework survey which focused on the new homework tasks set since the beginning of the academic year.

Overall Challenge

Concerns were raised about the fact that only 18% of parents felt that the School provided enough challenge to pupils, although this was an improvement on the previous year's survey feedback. Governors expressed that they felt that this was also more of a perception issue and that this could be a question of communication where parents had to be kept more informed about the School's teaching methods.

Junior School Parent and Pupil Survey Results

205 surveys returned. Note the percentages given below are in respect of all returned surveys

The Headteacher tabled and circulated the results of the parent and pupil surveys along with analytical summaries, copies of which were filed in the minute book. High scoring areas were 91% of parents saying that the school is a good school and that they are proud that their child attends it. 92% of parents feel their child is well looked after and 80% feel their child is well taught.

Arising from the discussion about low scoring areas:

Bullying

A Governor raised concerns that only 53% of parents believed that the school dealt well with bullying. It was noted at the meeting however that 33% of parents had no opinion on this which could suggest that their child had not encountered bullying. A Governor said that he felt that the school was actually very strong in this area due to its supportive and caring environment.

Homework

In response to a Governor's question on challenge in HW, a Staff Governor said that, according to the School's policy, homework was meant to

consolidate what was taught in lessons. A discussion on homework took place.

It was noted that the findings of the surveys would be dealt with at committee level with the appropriate actions being assigned.

13/51 **INFANT SCHOOL TRAVEL PLAN**

Emma Woolston gave a presentation on the Infant School's Travel Plan. Arising from discussions:

Every year, during the month of March, pupils are asked how they travel to the School. The data collected forms the basis upon which the School Travel Plan is developed.

Grants are available to apply for in order to purchase travel equipments.

Plans to promote walking to school were outlined. This included a walk-to-school day, where the class with the most pupils walking to the School would win a prize.

Governors suggested that cycling proficiency tests and traffic management issues be looked into at committee level.

13/52 **JUNIOR SCHOOL PLAYGROUND UPDATE**

The Chair thanked Governors who were part of the playground working group.

It was noted that the Junior School Headteacher would soon meet with the architects, who would present optional playground designs to her. She undertook to keep Governors informed on progress.

13/53 **BREAKFAST CLUB UPDATE**

The Headteachers informed Governors that attendance was high enough to continue with the breakfast clubs.

13/54 **YEAR 6 DESTINATIONS TO DATE**

The Junior School Headteacher informed Governors about the Year 6 destination schools that pupils would be moving onto. It was noted that this would become more clear in September.

Katalin Barcza-McQueen left the meeting at this point.

13/55 **RATIFICATION OF DATA PROTECTION POLICY**

The updated Data Protection Policy was presented to Governors.

In response to a Governor's query, it was noted that the Headteachers were responsible for data protection but that the LA advised the Schools were required.

Following a discussion about information disclosure under freedom of information regulations, the Headteachers undertook to add a paragraph to the policy which would cover this.

Action: Headteachers

Upon a show of hands it was resolved that the Data Protection Policy be **RATIFIED**, subject to the above mentioned amendment.

13/56 **REPORT OF COMMITTEES**

Finance Committee

The minutes of the meeting held on 12 March 2013, copies of which had been previously circulated, were received and noted by Governors.

No other committees had met since the last Governing Body meeting.

13/57 **DIRECTOR OF CHILDREN'S SERVICE REPORT**

The Director's Report of the summer term 2013, copies of which had been previously circulated, were received and noted. Arising from the report:

School Data Dashboard

The Chairman introduced the item to Governors who noted the information about Ofsted's new Data Dashboard, which was noted to be a simple performance analysis tool which could be used by parents and did not require an in-depth knowledge of school statistics. Governors were advised that more information was available at <http://dashboard.ofsted.gov.uk>.

Pensions Auto-Enrolment Reminder

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.

Arrangements for Managing Allegations against Staff

It was noted that the arrangements for handling allegations against staff within the children's workforce in Barnet were managed by the Local Authority Designated Officer (LADO) and that more details on procedures could be found at <http://www.barnetscb.org/lado>.

Assessment and Reporting: Key Stage 2

Changes to the Key Stage 2 curriculum were described to Governors. These mainly affected the way in which English results would be reported in the nation Performance Tables.

13/58 **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. The Chair and Vice Chair attended the Chair and Vice Chair's termly meeting in Barnet.

13/59 **ANY OTHER BUSINESS**

School Council

A discussion ensued regarding the School Council meeting dates. It was noted that the Headteachers had information on this and that Governors should contact them about this if necessary.

13/60 **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

13/61 **DATES OF GOVERNING BODY MEETING**

The next meeting of the Governing Body was changed to **Thursday 4 July 2013 at 6pm.**

13/62 **MOTION OF CONFIDENTIALITY**

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

PRIVATE AND CONFIDENTIAL

GOVERNING BODY FOR GARDEN SUBURB INFANT AND JUNIOR SCHOOLS

**MINUTES OF THE MEETING HELD AT THE SCHOOL ON
THURSDAY 9 MAY 2013**

Part II

13/63 **PART II MINUTES OF THE MEETING HELD ON 26 MARCH 2013**

The Part II minutes of the meeting held on 26 March 2013, a copy of which had been distributed earlier, were checked for accuracy. They were then confirmed and signed by the Chair.

13/64 **MATTERS ARISING**

There were no matters arising.

There being no further business, the meeting closed.