

GOVERNING BODY FOR GARDEN SUBURB INFANT AND JUNIOR SCHOOL

**MINUTES OF THE MEETING HELD AT THE SCHOOL ON
THURSDAY 4 JULY 2013**

MEMBERS

LA GOVERNORS

*Mary Ogle
Councillor Daniel Seal
*Evelyn Thomas
*Alison Zilberkweit

STAFF GOVERNORS

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

ASSOCIATE MEMBER

*Kathryn Malik (Junior Support)

PARENT GOVERNORS

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

COMMUNITY GOVERNOR

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

NON-VOTING OBSERVERS

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

* denotes member present

IN ATTENDANCE

Mr George Peradigou, Clerk

Part I

13/65 **WELCOME TO ALL GOVERNORS**

The Chair welcomed Governors to the meeting and a special welcome was extended to new LA Governor, Alison Zilberkweit, who gave Governors a brief summary of her background.

13/66 **INFANT SCHOOL PRESENTATION ON RAISING ATTAINMENT FOR BOYS**

A presentation was given by Natalie Mitchell and Sarah Jowsey on raising the attainment of boys in the School as set out by the School Development Plan (SDP). Arising out of the discussion:

A Governor asked what was having the biggest impact on improving boys' learning. In response, the staff explained that clarity of instruction had proven most effective and that this would be evident in the September's data

analysis. A Governor commented that, with the lack of hands-on learning in the curriculum, it seemed to be more tailored to girls.

A discussion ensued on the lack of infant school male teachers nationally. It was suggested, by one Governor, that recruitment literature for future vacancies should insinuate that male applicants are particularly welcome in order to attract positive male role models.

13/67 **JUNIOR SCHOOL PRESENTATION ON LESSON STUDY**

A presentation was given by Laura Hunt and Jackie Goldman on 'Lesson Study' in the Junior School and how this was used to improve teaching and learning. Arising out of the discussion:

The Junior School Headteacher said that she was proud of the School's Middle Leaders for progressing 'Lesson study' and increasing the opportunities for peer observations as previously suggested by Ofsted. She added that Chris Brook, the School's Learning Network Inspector, was impressed with this piece of work and asked the School to present it at the next Headteachers' Network meeting.

In response to a Governor's query, the Headteacher said that this would be reflected in formal lesson observations the following term.

Responding to another query, Laura Hunt explained that teachers were positive about the initiative even if they had no prior team-teaching experience.

13/68 **ACCEPTANCE/NON-ACCEPTANCE OF APOLOGIES FOR ABSENCE**

Apologies for absence were submitted and accepted on behalf of Sean Lockie, Katalin Barcza-McQueen and Bob Bratland.

Cllr Daniel Seal was recorded as absent without consent.

13/69 **DECLARATION OF PECUNIARY INTERESTS**

There were no pecuniary interests declared.

13/70 **PART I MINUTES OF THE MEETING HELD ON 9 MAY 2013**

The minutes of the meeting held on 9 May 2013, copies of which have been circulated prior to the meeting, were confirmed initialled and signed by the Chair as an accurate record, subject to the following amendments:

13/49 British Council Funding

The first sentence of the first paragraph under this section was amended to read, 'The Headteacher highlighted that two members of staff had secured a British Council grant to visit schools in Spain'.

13/71 **MATTERS ARISING**

There were none.

13/72 **HEADTEACHERS' REPORTS/UPDATES**

Infant School Headteacher Report

The Infant School Headteacher gave a verbal summary of updates since her last report to Governors. Arising from the discussion:

Staffing

The Headteacher drew Governors' attention to the various staffing changes. These included the recruitment of two new Learning Assistants and two new meal time supervisors.

Playground Resurfacing

Following a tendering process, the Headteacher informed Governors that the quotation from the London Surfacing Company was attractive and works would commence in the summer. It was noted that the works would be funded out of the Parent-Teacher Association (PTA) budget.

Phonics Tests

All Year 1 pupils had undertaken phonics tests. The pass rate was 76% compared to 35% the previous year. Governors commended the Headteacher and staff for the progress made.

Laptops

An investment of £7,000 from Gift Aid funding was made on new laptops for pupils.

School Trips and Events

The school trips and events were noted by Governors.

Safeguarding

The Headteacher informed Governors that, following refresher training, she, along with other members of staff, had received her safeguarding certificate.

Junior School Headteacher Report

The Junior School Headteacher gave a verbal summary of updates since her last report to Governors. Arising from the discussion:

Staffing

The Headteacher drew Governors' attention to the various staffing changes. These included the recruitment of two newly qualified teachers (NQT) and a Music Co-ordinator.

Playground Works

The Headteacher informed Governors that plans had been received from the landscaping architects and that she would update Governors when further progress was made. It was noted that the works would cost approximately £35,000.

School Trips and Events

The school trips and events were noted by Governors. These included winning the English Primary School National Chess Championships.

Pupil Survey

Mary Ogle expressed her concern about the fact that the pupil survey results had indicated that 27% of Junior School pupils were concerned about bullying within the School. The Junior School Headteacher said that this had come as a surprise to staff and that it had prompted her to explain to pupils how bullying should be reported in a recent assembly. She said that this was followed by themed assemblies for Year 4 focused on relationship building and what pupils should do if they felt unsafe. She added that bullying was taken seriously by staff and always on the agenda.

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

13/73 PAY AND APPRAISAL POLICIES

Thanks were recorded to the Vice Chair for her work on the Pay and Appraisal Policies. The Vice Chair explained that the new regulations stated that, from September 2014, pay will be performance related with the Governing Body determining pay scales and progression based on performance appraisals. The draft policies were in consultation with staff and would then be updated by the Staffing Committee before being proposed to the Governing Body for ratification.

In response to a Governor's query, the Vice Chair explained that the policies would be based on the LA's guidance.

A discussion ensued on the amount and nature of teacher monitoring which would be required to determine pay progressions. The Headteacher said that progress would be measured against performance management targets carefully as consideration would need to be given to staff who are on part time

or job share hours and those who had commenced their maternity leave during the academic year.

In response to a Governor's query, the Junior School Headteacher said that no additional funding was available with the new guidance so pay progressions would need to be budgeted for.

One Governor said that confidentiality would be vital under the new policies as sensitivity between teachers could be heightened.

13/74 **LETTINGS**

The proposed lettings changes were presented to Governors. After a discussion about security arrangements, the charges were **APPROVED** by Governors.

13/75 **PTA UPDATE**

Thanks were recorded to the PTAs of both Schools for the money they had raised through recent events. One Governor suggested that the Chair should write to both PTAs thanking them formally.

Action: Chair

Sachika Yamawaki gave her apologies and left the meeting at this point

13/76 **POLICY RATIFICATION**

The following updated policies were presented to Governors:

Infant School

- (i) Early years Foundations Stage;
- (ii) Homework;
- (iii) Continued Professional Development;
- (iv) Health and Safety;

Infant and Junior School

- (i) Safeguarding

Upon a show of hands it was resolved that the above policies be **RATIFIED**.

13/77 **REPORT OF COMMITTEES**

Finance

The minutes of the meeting held on 22 May 2013, copies of which had been previously circulated, were received and noted by Governors.

Curriculum

The minutes of the meeting held on 13 June 2013, copies of which had been previously circulated, were received and noted by Governors.

Premises

The minutes of the meeting held on 14 May 2013, copies of which had been previously circulated, were received and noted by Governors.

13/78 **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.

13/79 **ANY OTHER BUSINESS**

School History

A discussion ensued regarding a Journalist's research into the School's history as part of the community's history. It was **AGREED** that the Journalist would be asked to provide the information and pictures he had about the School's history for a dedicated page on the School's website.

13/80 **DATES OF COMMITTEE MEETINGS**

The following committee meeting dates were confirmed:

Staffing: 19 September 2013 8.15am
Finance: To be arranged
Premises: To be arranged
SEN: 8 November 2013 at 8.15am
Curriculum: 7 November 2013 at 8am

13/81 **DATES OF GOVERNING BODY MEETING**

The next meetings of the Governing Body were changed to:

Autumn (1): **Wednesday 16 October 2013 at 6pm**
Autumn (2): **Wednesday 27 November 2013 at 6pm**

13/82 **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
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Part II

13/83 **PART II MINUTES OF THE MEETING HELD ON 9 MAY 2013**

The Part II minutes of the meeting held on 9 May 2013, a copy of which had been distributed earlier, were checked for accuracy. They were then confirmed and signed by the Chair.

13/84 **MATTERS ARISING**

There were no matters arising.

13/85 **REPORT OF COMMITTEES**

Staffing

The minutes of the meeting held on 21 June 2013, copies of which had been previously circulated, were received and noted by Governors.

SEN

The minutes of the meeting held on 24 May 2013, copies of which had been previously circulated, were received and noted by Governors.

There being no further business, the meeting closed.