

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

**MINUTES OF THE MEETING HELD AT THE SCHOOL ON  
MONDAY 14 OCTOBER 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 Anderson (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)  
\*Katalin Barcza-McQueen  
1 vacancy

**NON-VOTING OBSERVERS**

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

\* denotes member present

**IN ATTENDANCE**

Mr George Peradigou, Clerk

**Part I**

13/86 **WELCOME TO ALL GOVERNORS**

The Chair welcomed Governors to the meeting.

13/87 **ACCEPTANCE/NON-ACCEPTANCE OF APOLOGIES FOR ABSENCE**

Apologies for absence were submitted and accepted on behalf of Michael Kkafas and Alison Ziberkweit.

Cllr Daniel Seal and Bob Bratland were recorded as being absent without consent.

13/88 **DECLARATION OF PECUNIARY INTERESTS**

There were no pecuniary interests declared in the agenda to be discussed.

*The Clerk took the Chair for the next item.*

13/89 **APPOINTMENT OF CHAIR FOR ACADEMIC YEAR 2013/2014**

Nominations for the position of Chair were invited. Governors considered the one nomination received on behalf of Julia Sanitt.

Upon a show of hands, the Governing Body unanimously **RESOLVED** that Julia Sanitt be appointed as Chair for the Academic Year 2013/2014, or until her successor was appointed.

*Julia Sanitt resumed the Chair.*

13/90 **APPOINTMENT OF VICE-CHAIR FOR ACADEMIC YEAR 2013/2014**

The Chair invited nominations for the position of Vice Chair. Governors considered the one nomination received on behalf of Françoise Wagneur.

Upon a show of hands, the Governing Body unanimously **RESOLVED** that Françoise Wagneur be appointed as Vice-Chair for the Academic Year 2013/2014, or until her successor was appointed.

13/91 **PART I MINUTES OF THE MEETING HELD ON 4 JULY 2013**

The minutes of the meeting held on 4 July 2013, copies of which had been circulated prior to the meeting, were confirmed initialled and signed by the Chair as an accurate record, subject to the following amendments:

**13/68 Acceptance/Non-acceptance of Apologies for Absence:** The minute was corrected to reflect that Katalin Barcza-McQueen had submitted her apologies for absence.

13/92 **MATTERS ARISING**

There were none.

13/93 **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:

**Early Years Foundation Stage (EYFS)**

The EYFS assessment results were reviewed and commended by Governors. The Infant School Deputy Headteacher had prepared an in-depth briefing which analysed the results. It was noted that this would be discussed by the Curriculum Committee.

**Action: Curriculum Committee**

## **Playground Update**

The Headteacher updated Governors on the works undertaken to resurface the school playground during the summer holidays. Governors said that the playground looked new and improved.

## **Rainbow Room**

Mary Ogle enquired about the room temperature in the Rainbow Room and asked what the room was currently being used for. Infant School Headteacher informed Governors that the temperature in the room had previously been raised above normal levels.

It was noted that the room was used for some pupil activity, including violin lessons two mornings per week and the SENCO's Office three days per week. The School was also planning to use it to host parent meetings.

The Headteacher informed Governors that a new extractor fan and window had been installed and that the temperature would be monitored. It was **AGREED** that parents attending meetings in the Rainbow Room should be informed about the possible unstable temperature.

**Action: Infant School Headteacher**

## **Kew Gardens**

In response to a Governor's query, the Infant School Headteacher said that the Kew Gardens visit had been very successful, with four hours having been spent on site. The pupils had been very fascinated by the experience.

## **Water Aid Day**

A Governor asked what the weather had been like on the day of the event. The Headteacher explained that it had been a rainy day.

## **Health and Safety**

In response to a Governor's query regarding the safety of pupils, the Infant School Headteacher re-circulated the Safeguarding Policy. She asked Governors to familiarise themselves with the policy and highlighted the following points:

- The Single Central Record was up-to-date and fit for purpose;
- staff safeguarding training updates were conducted every 2-3 years;
- new staff had been booked on safeguarding training;
- the SEN and Wellbeing Committee was monitoring all SEN and Health and Safety related issues.

It was noted that this applied to the Infant and Junior School.

## **Junior School Headteacher Report**

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

### **Literacy Groups**

A Governor asked for an update on how literacy groups were running given that they were now running across the School for the first time. The Junior School Headteacher said that staff felt that this had made a positive impact by facilitating idea-sharing, social and emotional support, a better gender balance, challenge for higher achievers and support for lower achievers.

### **Swimming Lessons**

In response to a Governor's query about swimming lessons, the Junior School Headteacher said that non-swimmers had been reduced last term from 25 to only eight.

### **Pupil Premium**

The Headteacher drew Governors' attention to the information within her report regarding the way in which Pupil Premium funding was being spent. She tabled, circulated and briefly outlined the following documents for Governors:

- Pupil Premium Report and Outcomes 2012-13 for the Junior School
- Planned Pupil Premium Spending Plan 2013-14

### **Isle of Wight Trip**

Governors commended and recorded thanks to staff members who were giving up their free time to help facilitate the trip to the Isle of Wight, which was being organised for the Year 6 pupils. The cohort had a significant number of vulnerable pupils including 3 pupils with statements of special educational need (SEN).

### **Tables and Wireless Internet Provision**

In response to a Governors query, the Junior School Headteacher said that the new tablets were being piloted and used during group work activities. She added that the School's wireless service needed to be upgraded.

### **Advertisement by Sponsors**

Mary Ogle raised concerns about whether it was appropriate for the school to allow commercial advertising around its premises, such as the banner found on the School's fence from Ellis & Co., who were the Parent Teacher Association's (PTA) sponsor.

The Chair read out the PTA Chair's response. This reflected the fact that Ellis & Co. were the PTA's biggest sponsor and that removing the banner would likely result in the loss of sponsorship, which was worth approximately £2,500 per year. The Junior School Headteacher said that it was difficult for the PTA to find such a good sponsor in the current financial climate and that the School had a long-standing relationship with the organisation. A Governor said that sponsorship of this nature was a common practice within schools.

The Junior School Headteacher reassured Mary Ogle that the School would not accept sponsorship from an unsuitable organisation. She also confirmed that no concerns had been raised by parents regarding the sponsor's advertisement.

Adrian Hodgson undertook to investigate what measures were in place to manage a conflict between the PTA and the Governing Body.

**Action: Adrian Hodgson**

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

#### 13/94 **REPORT OF COMMITTEES**

##### **Finance**

The committee had not met since the last Governing Body meeting. A meeting would be arranged.

##### **Curriculum**

The committee had not met since the last Governing Body meeting. A meeting would be arranged.

##### **Premises**

The committee had not met since the last Governing Body meeting. A meeting would be arranged.

#### 13/95 **POLICY RATIFICATION**

##### **Recruitment Policy**

It was **NOTED** that the Recruitment Policy had been updated and that it would go to the Staffing Committee for discussion before being circulated for ratification by the Governing Body.

##### **Appraisal and Pay Policy**

The Appraisal and Pay Policy were circulated including the Classroom Observation Protocol for Infants and Juniors.

Governors recorded their thanks to the Vice Chair for her hard work in drafting and previously circulating the Appraisal and Pay Policy.

After careful review, the policy was **RATIFIED**.

#### 13/96 **GOVERNING BODY PRIORITIES**

The Chair tabled and circulated the Governing Body Priorities. Governors reviewed these in detail and they were **RATIFIED**.

In response to a query from a Governor, the Clerk confirmed that he could send the School a list of Governor Support and Development courses attended by Governors if required.

#### 13/97 **JUNIOR SCHOOL PLAYGROUND UPDATE**

The Junior School Headteacher updated Governors on the works to be undertaken for the School's playground. It was noted that the required works would begin during the coming half-term and would likely be completed before Christmas. The Headteacher explained that £35,000 worth of new playground would be installed.

Thanks were recorded to the working group which had been overseeing the playground development.

#### 13/98 **INFANT SCHOOL OFSTED**

The Infant school Head Teacher had circulated prior to the meeting the following documents:

- The SEF
- Pupil Premium Reports
- Development Plan updates

A discussion ensued on whether the Infant School had improved in areas specifically highlighted by Ofsted in the School's previous inspection.

#### **Level of Challenge**

A Governor asked if the level of challenge and aspiration in whole-school targets had improved. The Infant School Headteacher said that obtaining two levels of progress per year was expected. She explained that the majority of pupils achieved this and there were signs of progress acceleration as pupils advanced in age. She added that class review days were now being utilised to scrutinise class teachers regarding this.

## **EYFS Writing Skills**

In response to a further question, the Infant School Headteacher confirmed that there was anecdotal evidence to suggest that pupils were applying their emerging writing skills in the EYFS.

## **Increased Challenge for Higher-Attaining Pupils**

A further question was posed to the Infant School Headteacher regarding Ofsted's previous recommendation to plan greater challenge within activities for higher-attaining pupils. In response, the Headteacher said that this had proved to be the most challenging aim to meet. More pupils were achieving a high level 2 but few were achieving a level 3. This was being added to the School's Development Plan as a target.

## **Pupils' Awareness of Next Steps**

A Governor said that pupils spoken to during the previous inspection were not fully aware of what they had to do next to improve their learning. She asked whether pupils were now more aware of their learning targets and enquired as to the systems put in place to ensure this.

The Infant School Headteacher said that systems were put in place to ensure that pupils were more aware of their next steps. Next steps cards were being used by children as part of their learning books so as to familiarise themselves with their next steps. Increasing awareness of next steps among pupils was added to the School's Development Plan.

## **Pupil Premium**

The Headteacher drew Governors' attention to the information around Pupil Premium funding, which was previously circulated. She said that Governors were expected to know this information for Ofsted interviews.

### 13/99 **LETTINGS UPDATE**

The Junior School Headteacher outlined the various lettings which had been secured by the School, such as the Barnet Knights Chess Club, the local Junior Chess Club.

In response to a Governor's query, she said that lettings income had increased since the previous year, although there was capacity to take on more lettings.

### 13/100 **CONTROLLED PARKING ZONE (CPZ)**

Governors noted that the CPZ was due to come into force the following month. Councillors were contacted by the School, which was awaiting a response regarding reduced charges for staff permits. The Headteachers

informed Governors that this issue had increased anxiety among staff and would have a negative impact on recruitment and retention.

The Chair undertook to write to the LA to convey Governors' concerns and request a more reasonable price for staff permits.

13/101 **ANNUAL REVIEW OF COMMITTEE STRUCTURE, MEMBERSHIP AND TERMS OF REFERENCE**

The membership of the Governing Body's committees, which were previously circulated by the Chair, were reviewed, updated and **ADOPTED**.

13/102 **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 to which the School subscribed.

13/103 **GOVERNING BODY MEMBERSHIP**

The Chair informed Governors of Sachika Yamawaki's resignation due to her relocating. Thanks were recorded to her for her valued contribution to the Governing Body during her Governorship.

A discussion ensued on the Chair's approaching end-of-term. It was **AGREED** that, at the next Governing Body meeting, the Chair would resign her term as a Parent Governor and be considered for appointment as a Community Governor. The Clerk undertook to make the necessary arrangements.

**Action: Clerk**

13/104 **ANNUAL REVIEW OF REGISTER OF BUSINESS INTERESTS**

Governors were requested to complete the pro forma provided in their packs and return it to the School Office for inclusion in the Register of Business Interests. The Governors present submitted their completed forms to the Headteachers.

It was **AGREED** that absent Governors would complete their forms and return them to the School office.

**Action: Absent Governors**

*Ruth Beedle gave her apologies and left the meeting at this point.*

13/105 **DIRECTOR OF CHILDREN'S SERVICE REPORT**

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

**1. Education Strategy for Barnet 2013/14 – 2015/16**

This strategy had now been endorsed by the council's cabinet and would be published shortly.

## **2. Changes to Legislation on Special Educational Needs (SEN)**

The Children & Families Bill, which was currently in the final stages of its passage through Parliament, was expected to be implemented from September 2014. The principal changes expected in SEN legislation were listed in the report, together with related links. Once the new SEN Code of Practice was in place, the LA's educational psychologists would be providing school staff and SENCOS with advice and support regarding its implementation.

## **3. Schools Financial Value Standard (SFVS): Feedback on 2012/13 Submissions**

Feedback on the first year of schools' completion of the SFVS was given in the report, together with recommendations for improving practice.

## **4. Governors' Handbook**

The Governors' Handbook, which replaced the Governors' Guide to the Law, had now been published and was available on the Department for Education (DFE) website, as the following link:

<http://www.education.gov.uk/schools/leadership/governance/b00224781/govhandbook>

## **5. Changes to Maintained School Governance Procedures**

Governors' attention was drawn to [The School Governance \(Roles, Procedures and Allowances\) \(England\) Regulations 2013](#) which came into force on September 2013. These new regulations have made significant changes to the roles and responsibilities of governors and governing bodies in all maintained schools and pupil referral units.

## **6. Fischer Family Trust (FFT) Governor Dashboard**

Governors noted the new FFT online facility for school governors, access to which would be provided by their school, would provide information on their school's attainment, progress, attendance and estimates of future performance.

## **7. The Multi Agency Safeguarding Hub (MASH)**

Information was given in the report about this new facility which was based at the North London Business Park from August 2013. MASH would be the first point of contact for all child referrals in the borough.

13/106 **GOVERNOR SUPPORT AND DEVELOPMENT, AND REPORT OF THE TRAINING LINK GOVERNOR**

Governors gave feedback on the courses they had attended. The Governor Development Programme was commended to Governors by the Chair, who urged Governors to attend training courses.

13/107 **ANY OTHER BUSINESS**

**Industrial Strike Action**

In response to a query, the Headteacher informed Governors that the School would be closed on Thursday 17 October 2013 due to industrial strike action. It was noted that non-unionised staff would still be present at the School that day.

13/108 **DATES OF COMMITTEE MEETINGS**

The following committee meeting dates were confirmed:

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

13/109 **DATES OF GOVERNING BODY MEETING**

The next meetings of the Governing Body were changed to:

Autumn (2): Wednesday 27 November 2013 at 6pm  
Spring (1): Thursday 23 January 2014 at 6pm  
Spring (2): Thursday 20 March 2014 at 6pm  
Summer (1): Thursday 8 May 2014 at 6pm  
Summer (2) Thursday 26 June 2014 at 6pm

13/110 **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 10 OCTOBER 2013**

**Part II**

13/111 **PART II MINUTES OF THE MEETING HELD ON 4 JULY 2013**

The Part II minutes of the meeting held on 4 July 2013, a copy of which had been distributed earlier, were checked for accuracy. They were then confirmed and signed by the Chair.

13/112 **MATTERS ARISING**

There were no matters arising.

13/113 **REPORT OF COMMITTEES**

**Staffing**

The minutes of the meeting held on 19 September 2013, copies of which had been previously circulated, were received and noted by Governors.

The Staffing Committee terms of reference were reviewed by Governors and **ADOPTED.**

There being no further business, the meeting closed.