

## **GARDEN SUBURB INFANT & JUNIOR SCHOOLS GOVERNING BODY**

### **GOVERNING BODY MEETING 27<sup>TH</sup> September 2018 6pm to 7:30pm**

Unclerked meeting – Minutes: Françoise Wagneur

#### **MEMBERS**

Chairs of governors: Ruth Henrywood & Omar Shah

<b>LA Governor</b> Jane Harris <b>Parent Governors</b> Ruth Henrywood (Junior Parent) One vacancy <b>Headteachers</b> Eileen Bhavsar (Junior school) Sarah Sands (Infant school) <b>Staff Governor</b> Alexia Dobinson (Infant Business Manager) <b>Associated Member</b> Julia Chalfen (Junior Business Manager) <b>Non-Voting Members</b> Lisa berger (junior Dept HT) Sarah Josey (Infant Dept HT)	<b>12 Co-opted governors (2 teachers, 1 from each school; 2 parents, 1 from each schools)</b> Biljana Elia (Infant teacher) Janina Quinn (Junior teacher) Aneka Grover (Infant parent) Tara Ward-Amoun (Infant parent) Omar Shah (junior parent) Gerard Wiseman (Junior parent) Adrian Hodgson Michael Kkafas Paola Riddle Ajantha Tennakoon Françoise Wagneur Ziya Kocabiyik
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#### **1. Welcome**

Omar Shah chaired the meeting.

The Chair welcomed Sarah Jowsey, the new Infant school Deputy Head Teacher, to the Governing Body.

#### **2. Apologies for absence**

Michael Kkafas; Ajantha Tennakoon; Alexia Dobinson; Biljana Elia.

All apologies were accepted.

#### **3. Declaration of Business Interests**

All governors completed the Business interest form.

The governor tab of schools websites (Who We Are) will be updated to include the following information:

Ziya Kocabiyik is also a governor on the governing body of North London Grammar school

**Action: Head Teachers**

#### **4. Joint Chairs Responsibilities**

The Chair explained that both Chairs are working on a final plan. So far, in order to acquire as much knowledge/experience as possible, they had agreed to work closely together.

Each will chair GB meetings in turn.



In terms of overseeing committee work and urgent matters, they split responsibilities as follow:

- Ruth Henrywood will oversee: Inclusion & Staffing;
- Omar Shah will oversee: Finance & Premises;
- Curriculum will remain joint.

#### Committee Chairs Responsibilities/Executive committee

The Chair told governors that, to keep good practice, more delegation to the committee Chairs was necessary. They will both call a Committee Chairs meeting to plan the year in the first half-term.

**Action Joint Chairs**

The Chair also explained that it was essential for the Executive Committee to continue in order to plan better medium and long term strategic matters to ensure that the schools were equipped for the future.

**Action: Joint Chairs**

Finally, the Chair informed governors that:

- Michael Kkafas, Chair of the Finance committee, was stepping down at the end of the Autumn term. Michael will be greatly missed, he was very active and gave great support to the governing body and Head Teachers.  
The Chair would be overseeing Finance and a new committee Chair will be appointed at the first finance meeting.
- There was no Curriculum committee Chair at present. The Chair asked whether Paola Riddle would be willing to take on the Curriculum committee Chair as she had the right skills and experience.  
Paola Riddle accepted and her appointment was agreed.
- There was one more vacancy to fill on the governing body which meant that the premises committee only had four members at present. This should be discussed at the 17<sup>th</sup> October meeting.

**Action: Joint Chairs & Infant HT**

#### **5. Confirmation of clerking arrangement for the year**

A draft contractual agreement between the schools governing body and the clerk was drawn and agreed at the HTs & Chairs meeting. Governors agreed that, under Code of Conduct paragraph, there should be a reference to adhering to the schools GDPR policy and other relevant policies.

**Action: FW**

**The agreement was agreed.**

#### **6. Governing Body Priorities**

The Chair highlighted the five suggested priorities for the year.

Both Chairs explained that one of the major issue for GB chairs was the amount of administrative work. One of the priorities for the good functioning of the governing body was therefore to enhance admin support to Chairs and HTs by:

- Create an secure governor e-platform like google drive or other which would improve information flow and communication between governors;
- Spread the load with committee Chairs and other governors;
- Possibly use the Clerk more.

**Action: Joint Chairs**



Governors discussed how to embed further the Named Governor scheme.  
It was agreed that communication to the main GB could be improved.  
It was suggested that Named Governor Reports should be uploaded on the governors e-platform once set up.  
The Chair also reminded Named Governors that they needed to take responsibility for arranging one regular visit per term.

**Action: Named Governors & Head Teachers**

**Priority 5: Raising governor profile among the Parents/Carers community**

Governors agreed that parents/carers had little or no knowledge of governor work and responsibilities although there was information on the website. A governor commented that having a governor board in each school had been agreed last year. The Head Teachers commented that it was, actually a big job to keep a board up to date and relevant. There were other suggestions, including participation at Parents events.  
To be further explored at HTs & Chairs.

**Action: Joint Chairs & Head Teachers**

**The Governing Body Priorities 2018 – 2019 were agreed.**

**7. GB Terms of Reference**

The GB terms of reference **were ratified.**

**8. Governing Body Code of Conduct**

There were two corrections to be made:

- Refrain instead of restrain;
- Governors to adhere to the schools GDPR policy.

**Action: FW**

**The GB Code of Conduct was agreed.**

**9. Committee Terms of Reference (TORs) 2018 - 2019**

Finance committee TORs: A governor noted that there were no reference to the financial limit above which spending needed to be authorised by governors.

The following wording was agreed:

To authorise spending according to the Financial Management policy as reviewed each year.

**Action: FW**

**The Finance committee TORs were ratified**

Curriculum committee TORs: **Were agreed & ratified**

Inclusion & Pupils Wellbeing TORs: **Were agreed & ratified**

Premises TORs: **Were agreed & ratified**

Staffing TORs: **Were agreed & ratified**

**10. Panels Terms of Reference (TORs) 2018 - 2019**

A governor asked whether the schools had an Exclusion policy.

The Head teachers explained that the schools had an Inclusion policy and when an exclusion was issued they referred to the Barnet wide schools exclusion policy.

**All Panels TORs were agreed & ratified.**

#### **11. Named Governor Terms of Reference (TORs) 2018 - 2019**

A governor questioned whether Named Governors should mainly focus on the schools SIP priorities. He explained that the Named governor structure could be misleading and SIP priorities not scrutinised enough.

FW explained that these were generic to ensure that all aspects of schools work were covered but that the TORs specified that Named Governors needed to focus on the SIPs priorities in both schools.

It was agreed that the TORs could be refined when the SIPs were discussed in October.  
The Named Governor TORs **were agreed.**

#### **12. Governing Body Structure 2018- 2019**

**Agreed & ratified**

#### **13. Schools Staffing Structures**

The Infant school Head Teacher distributed the Infant school Staffing Structure for information.

The Junior Head Teacher to distribute hers at the October GB meeting.

**Action: Junior school Head teacher**

#### **14. Policy Review Cycle**

This item was deferred to the October GB meeting.

**Action: Junior & Infant schools Head Teachers**

#### **15. AOB**

There were no AOB.

#### **Dates of Committee Meetings – Autumn term**

**Curriculum:** Junior school – Wednesday 14<sup>th</sup> November  
Infant school – Wednesday 21<sup>st</sup> November

**Finance:** Friday 19<sup>th</sup> October

**Inclusion:** Thursday 1<sup>st</sup> November

**Premises:**

**Staffing:** Thursday 8<sup>th</sup> November

#### **Dates of Governing Body meetings**

**Autumn term:** Wednesday 17<sup>th</sup> October  
Thursday 6<sup>th</sup> December

**Spring term:** Wednesday 6<sup>th</sup> February  
Thursday 28<sup>th</sup> March

**Summer term:** Thursday 16<sup>th</sup> May  
Thursday 4<sup>th</sup> July

*Paula Henderson*  
17.10.18