

Minutes of the Meeting of the Governing Body of
Garden Suburb Infant and Junior Schools
Held on Thursday 5 July 2018

MEMBERS

LA GOVERNOR (1)

Jane Harris (Vice Chair)*

PARENT GOVERNORS (2)

Ruth Henrywood (Junior)*

1 Vacancy (Infant) – may appoint

HEADTEACHERS (2)

Sarah Sands (Infant Headteacher)*

Eileen Bhavsar (Junior Headteacher)*

STAFF GOVERNORS (1)

Alexia Dobinson (Infant Support)*

ASSOCIATE MEMBER

Julia Chalfen (Junior Support)*

O-OPTED GOVERNORS (12:

2Teachers; 2Parents from each Schl)

Francoise Wagneur (Chair)*

Michael Kkafas*

Adrian Hodgson

Ajantha Tennakoon*

Gerard Wiseman (Junior Parent)*

Omar Shah (Junior Parent)*

Biljana Elia (Infant Teacher)*

Janina Quinn (Junior Teacher)*

Ziya Kocabiyik*

Aneka Grover (Infant Parent)*

Tara Ward Ammoun (Infant Parent)*

Paola Riddle*

NON-VOTING OBSERVERS

Lisa Berger (Junior DHT)*

Liz Cormack (Infant DHT)


*Denotes attendance

Part I

1. Welcome

The Chair welcomed everyone to the meeting and thanked staff for the refreshments. She thanked the Infant school Head Teacher for their presentation on working with Teaching Assistants and their impact on pupils' achievements. Sarah Jowsey, KS1 leader gave the presentation. She showed governors how the school had worked with teachers and TAs over the last two years to develop a new collaborative way of working and trained TAs to support pupils' effectively in their learning. Governors found the presentation very interesting and asked questions on various aspects of this development. Governors congratulated the Infant school for the quality of their work in this area.

The Chair particularly welcomed Paola Riddle to her first Governor meeting. Paola, who also sits on the Curriculum Committee, has a long background in education as she was a Head Teacher for the last 20 years in Brent at a school covering nursery, infant and junior children, and her experience will be a great asset to the Board.



2. Acceptance/non-acceptance of apologies for absence

Apologies were received and accepted from Liz Cormack and Adrian Hodgson. In Liz's absence, the Chair wanted to note her thanks for Liz's dedication, hard work and sense of humour in her role as Deputy Head of the Infant School. Liz Cormack is retiring after having worked in the Infant school for 21 years. Her major contribution to the school had a great impact on the Infant school's quality of teaching & learning and on pupils' attainment.

All governors conveyed their congratulations to Liz Cormack for her major contribution and very best wishes on her retirement.

Ms Sarah Jowsey was appointed as Deputy Head teacher, starting next September.

3. Declaration of Pecuniary Interest

There were no declarations of pecuniary interest.

4. Part I Minutes of the previous meeting

The minutes were signed as a true and accurate record of the meeting.

5. Matters Arising

Both schools Pupil premium impact reports and strategy for 2018 – 2019 will be carried forward to the October meeting.

Action: Head Teachers

6. Infant Head Teacher's Report/Updates

The school was now fully staffed and there have been a number of staff changes. The Head Teacher gave details of those staff leaving, and the new staff starting in September, all of whom seem very enthusiastic about joining the school. Some members of staff were lost due to budgetary constraints where one year contracts could not be renewed. Governors asked if all the TAs who are leaving have found other employment and were disappointed to hear that some had not yet found alternative positions. Governors asked how this would impact the school. Changes being made to timetabling will accommodate the number of staff changes and it was noted there will be some savings. However some of these savings will now need to offset funding losses and increased pay rises for TAs, from 2% to 3.7%, as well as increased London Weighting.

As Mrs. Fiona Coote, Music teacher in the Infant school for over thirty years, is retiring, a new part-time music teacher has been appointed and will work in the Infant school two days per week.

The Headteacher highlighted some of the key events for the term:

Every year the Infant school organise a week of activities around the importance of water around the world which culminates in a WaterAid day in support of WaterAid charity. This year, there was a special assembly organised by Mrs Cormack, music activities inspired by water and many other fun activities for all children. Children were sponsored and raised around £600 for WaterAid charity. Liz Cormack and all the staff were thanked for their hard work in organising that



week of events.

This week was Sports Day, and the sports ethos was very strong in the school. Tracey Alam Sports co-ordinator, and all Staff were thanked for their hard work with this event.

Finally, governors were invited at the International Food Fair, organised by staff and parents.

Work on the Infant school will be carried out in summer which has been funded by Barnet to the sum of £25,000 to re-roof a classroom for better insulation to make it cooler in summer and warmer in the winter months. Work will also be carried out in the corridor and £25,000 has been granted to run-off the drain in order to deal with the blockage which particularly smells in summer, and to remove asbestos which has been found in the walls. There will not be any access to the hall during this time and there will be a delay to other works such as the painting.

There are also plans to re-surface the playground games area and install a trim trail with climbing walls to develop core strength, balance and grip which will help with writing skills. The cost of £25,000 has been granted from the "sugar tax" fund.

New children have been coming into the school as part of their induction.

The preliminary results of Phonic tests and KS1 SATs were tabled and Governors noted the improved results particularly in areas such as maths, reading and writing, all of which were above the national average. Science results were slightly down but again the results are good. The Curriculum committee already have these results and will look in depth at the figures at their next meeting. Governors noted there are 7 children entitled to pupil premium in year 2 which somewhat skews the figures.

The Chair thanked staff for their efforts and noted that the results were very good and that percentage of children meeting expectations in RWM combined (reading, writing and maths) has shown an increase.

Action: Head Teacher to send Governors the summary of the results.


Governors asked about SEND children.

All results, including SEND children's achievement will be discussed in depth at the Autumn Curriculum Committee meeting.

7. Junior Head Teacher's Report/Updates

The Head Teacher told Governors there were no major items to report since the last meeting, however staff teams were working on planning for September. There was a merry-go-round day where children met teachers for the new academic year. There were 3 new staff in place with a music coordinator arriving from Canada in August. Recruitment is still a struggle and generally there are more teachers leaving than joining education but the school has done well in attracting staff.

In answer to a Governor's query, it was confirmed the Music Coordinator was employed through an agency.



The Group Room is now turned into 3 rooms at a cost of £15,000. £6000 was provided by Barnet. Governors were encouraged to visit as it was an amazing transformation of the space, which has had a positive impact on teaching as there is now space for a child with significant needs, a space for intervention work and an office for the Inclusion Manager. Everyone has been uplifted by the change and the quality of workmanship was very high.

Action: Head Teacher to send the School Improvement Partner report to Governors

Regarding the support given by the LA School Improvement Partner, the Head teacher explained that as the school was graded Good by Ofsted, the Improvement Partner visited the school twice per year, once in the autumn and once in the summer terms.

However, this year, the school also bought extra hour via BPSI to work on the development of middle leaders.

Work had been done with middle leaders with Ofsted style interviews for feedback and ideas for development, as well as staff structures to encourage for a culture of reflection and working together as a team to enhance learning and teaching skills.

The Head Teacher highlighted some of the key events for the term:

The school took part in the Copthall Athletics Championships and won this year's overall competition trophy. They also won another 3 trophies, making 4 in all, which is a result of the school's focus on sport.

Governor's asked if the press were there to cover these excellent results and the Headteacher will contact the Ham & High to come in and take photos of the teams. **Action** Headteacher

There was an Arts Day where activities were based on Greek mosaics, Year 6 pupils not only helped younger children but were also asked to use their observational skills. There was also a circus event, complete with big top, which raised £2,000.

Governors were very pleased to note all the activities that the children undertook. Governors also noted the SATs results were due next week and would be fully discussed at the Autumn Curriculum committee meeting.

Year 6 will be carrying out a production of Les Miserables and were particularly impressed that the orchestra playing the whole score. The whole school are learning about the play and Victor Hugo and all things French, with children encouraged to dress in the colours of the French flag or characters from the show on a mufti day on the 13th July.

Moderation of writing:

There had been external moderation of writing by the LA. The moderators were in agreement with all of the school's judgments and the Head Teacher thought it was useful to have that external feedback. In answer to a Governor's query, it was confirmed around 25% of schools are moderated.

The Chair thanked both Head Teachers for a very successful year and congratulated them on the results.

8. Pupil Premium and Sports Premium Plans for the year ahead

Pupil premium will be carried forward to the October meeting.

9. Policy Ratification

a. Support Staff Appraisal and Pay Policy

As this had been reviewed and sent to all staff for consultation, Governors AGREED this policy

b. GDPR Policy; Privacy notices; Data management

Governors AGREED this policy

c. Infant Behaviour policy

Governors AGREED this policy

d. Parents' Code of Conduct

Governors noted this was the re-worded version. In answer to a Governor's question as to whether cyber security should be included, it was stressed that cyber security was included in the on-line safety document. Governors discussed the difficulty of enforcing the no-phones policy in the playground. Governors noted that staff do ask parents not to use their phones in the school playground and always emphasised that complying was expected.

The policy will be given to staff for consultation. **Action:** Head Teachers

It was AGREED this be **ratified** with a one page summary of the policy posted on the website reminding parents not to use their phone. It was AGREED to include both vaping cigarettes and e-cigarettes under the non-smoking section.

10. Reports of Committees (Part I):

- a. Finance (25 May 2018)
- b. Curriculum (27th June 2018)
- c. Premises (no meeting this half-term)
- d. Executive Committee (no meeting this half-term)
- e. Staffing committee Minutes Part II (14th June 2018)
- f. Inclusion committee minutes Part II (12th June 2018)

Governors had noted the minutes of all the above Committee meetings.

11. Election of Chair & Vice Chair

The current Chair and Vice-Chair were thanked by both staff and Governors for all their hard work and commitment in their roles, and small gifts were presented as a token of appreciation of staff and fellow Governors.

The heavy workload of both positions, especially the Chair, which seemed to prohibit people taking on the role was discussed. There is a schedule being drawn up by the Chair and Head Teachers of the work carried out over the past years, with guidelines for statutory duties, including a clear cycle of timelines. This will help alleviate the workload by identifying areas for delegation. It had been agreed that the core team of Chair and Vice-Chair be supported by a further position of Co-Chair. It was also noted that the school will need to employ a Clerk to the Governing Body as Barnet will no longer supply this service, some of the administrative work can be picked up by this role. It may be that the role of the Clerk will need to be looked at to see if there is room for expansion of the role. **Action:** Head Teachers, Chairs & Clerk

Omar Shah and Ruth Henrywood agreed to be nominated as Co-Chairs in the first instance until the current Chair's term of office finishes in November, which will allow for an adequate handover.

Nomination of both Omar Shah and Ruth Henrywood

Proposed by Gerard Wiseman

Seconded by Ziya Kocabiyik

Governors voted unanimously for both the appointments to Co-Chairs.

12. Named Governors Update

Aneka Grover had met with the Junior school literacy co-ordinator to see how standards of writing were raised and some of the new initiatives introduced this year. The standard was set high and the children's work on display was of high quality. Aneka was particularly impressed by the children's excellent handwriting.

It was hoped a more structured reporting system will be in place next year for named governors.

13. Governor Training, Visits & Development update for Spring term

Governors were asked to email Alexia Dobinson with details of their training requirements.

14. Report of the Director of Education and Skills - Please review at <https://www.barnet.gov.uk/wwwc-home/information-for-schools/school-governors/meetings-and-reports.html>

Governors were asked to note the advice regarding data on personal devices and stressed that, if there is a data breach, then it will be the responsibility of the school. It was AGREED that a protocol needs to be drafted regarding the use of personal devices. **Action:** Chairs & Head Teachers

Governors were asked to be particularly careful with data for recruitment purposes.

It was noted that section 18a needs to be changed in accordance with the GDPR advice. **Action:** Headteachers

15. Any Other Business

It was noted that the Staff Committee did not have a Chair this year which had been temporarily held by the Chair. Both the Chair and Vice Chair were thanked for their involvement in both schools recruitment process.

16. Dates of Committee meetings

- a. Curriculum – Juniors: 14th November; Infant 21st November 2018
- b. Finance - tbc
- c. Premises - tbc
- d. Inclusion & Pupil Wellbeing – 1st November 2018
- e. Staffing – 8th November 2018

Governors noted the above dates.

17. Dates of Governing Body Meetings (TBC):

- a. Autumn I: 11th October 2018
- b. Autumn II: 6th December 2018
- c. Spring I: 7th February 2019
- d. Spring II: 28th March 2019
- e. Summer I: 23rd May 2019
- f. Summer II: 4th July 2019

Governors noted the above dates.

John Morgan
17.10.18