

**Minutes of the Meeting of the Governing Body of
Garden Suburb Infant and Junior Schools
Held on Thursday 18 May 2023 via Teams**

MEMBERS

LA GOVERNOR (1)

Evathia Elsiwidy*

PARENT GOVERNORS (2)

Luisa Pettigrew (Junior)* (Jul 26)

Daniel Asher (Infant)* (Jul 26)

HEADTEACHERS (2)

Sarah Sands (Infant Headteacher)*

Eileen Bhavsar (Junior Headteacher)*

STAFF GOVERNORS (1)

Vacancy

ASSOCIATE MEMBER

CO-OPTED GOVERNORS (12:

2Teachers; 2Parents from each Schl)

Anthony Shayle (Junior Parent)

Adrian Hodgson* (Jun 26)

Ruth Henrywood (Chair)

Biljana Elia (Infant Teacher) (April 26)*

Isabel Clarke (Junior Teacher)*

Tara Ward Ammoun*

Paola Riddle (May 22)

Pam Omeye Howell (Infant Parent)*

Alexia Dobinson (Infant Support)*

Greg Bookman (Dec 26)

Caroline Olshewsky (Dec 26)

NON-VOTING OBSERVERS

*Lisa Berger (Junior DHT)

*Sarah Jowsey (Infant DHT)

Andrea Bailey- School Business Manager

Part I

23/18 **Welcome**

All Governors were welcomed to the meeting.

23/19 **Acceptance/non-acceptance of apologies for absence**

Apologies were received and accepted on behalf of Greg Bookman, Caroline Olshewsky and Anthony Shayle. No apologies were received on behalf of Paola Riddle.

23/20 **Declaration of Pecuniary Interests**

No Governor present declared a pecuniary interest in the business to be discussed. The IHT reminded Governors of her role on the board for BELS. Isabel Clarke noted that she ran a business that created and produced personalised stickers.

23/21 **Governor Terms of office**

Governors reviewed the current terms of office.

It was noted that there had been two meetings that had not been attended by Ruth Henrywood without apologies being given. Ruth Henrywood had decided to stand down from the Governing Body with immediate effect. Governors extended their thanks to Ruth Henrywood for all her contributions and support particularly during the pandemic, restructure and Ofsted.

This left a vacancy for the role of Chair. It was suggested that a Chair or two Co- Chairs be appointed for the rest of the academic year, in the first instance.

A Governor raised his concern with a co-chair structure noting that it was not something he agreed with as it did not allow for direct leadership. He noted however that for the interim, this was satisfactory. The IHT noted that the School had had co-chairs previously and the set up had worked well, particularly with the sharing of skills. The importance of succession planning was highlighted too.

It was proposed that Tara Ward- Ammoun and Anthony Shayle continue in the role as substantive Co-Chairs for the rest of the academic year. Governors **AGREED** to this.

This also left a co-opted Governor vacancy and so the School would be advertising for a member of the community to join them. A Governor noted that the LA often had a database of potential Governors.

Tara Ward- Ammoun agreed to look into this.

Action: Tara Ward-Ammoun

It was also noted that the skills gap should be reviewed when recruiting new Governors to try and fill these voids.

The JHT agreed to complete the paperwork for the Staff Governor election, noting that there had only been one nomination on behalf of Andrea Bailey.

Action: JHT

A Governor suggested that a particular member of staff would be good for this role and asked if she had been approached.

The Clerk reminded Governors that the Staff Governor appointment had to be elected via the staff body and was not to be chosen by the FGB.

It was noted that Biljana Elia's term of office had come to an end. Although there had been no other interest, the IHT agreed to organize the correct paperwork to renew her term.

Action: JHT

Following a show of hands, Governors AGREED to re appoint Adrian Hodgson for another four year term ending on 17 May 2026.

It was noted that Paola Riddle's term of office had also come to an end. The IHT agreed to discuss with her if she wished to continue.

Action: IHT

GB committee structure

Governor attention was drawn to the committee structure, circulated prior to the meeting. It was noted that there had been one further change with Isabel Clark moving to the Pupils committee as PSHE lead.

It was noted that Biljana Elia was no longer part of the Curriculum committee. She had move to the Wellbeing committee and Staff committee.

A Governor questioned whether it was appropriate for PTA members to participate in all Communications and Engagement committee meetings. It was noted that they were not bound by the

same rules of confidentiality as part of the Governor Code of Conduct and therefore would not be privy to some business discussions.

It was suggested, that for future meetings, agenda items be divided into confidential and non-confidential items. This could be discussed further with the HTs.

Governor Code of conduct

Governor attention was drawn to the Governor Code of Conduct, circulated prior to the meeting.

It was suggested that the Governor induction pack be circulated to all Governors as a refresher. Alexia Dobinson noted that she had some copies from the NGA on 'How to be a Governor' that she could share.

It was agreed that the Code of Conduct would be reviewed and updated, ready for ratification at the next meeting.

Action: Co-Chairs

23/22 Part I Minutes of the meeting held on 23 March 2023

Part I Minutes of the meeting held on 23 March 2023, were virtually **CONFIRMED** by the Chair, as a fair representation of the meeting.

23/23 Matters Arising

These had all been resolved.

23/24 Headteachers' Updates

IHT updates

The IHT provided a verbal update. She thanked the Co chair for her support particularly around Ofsted preparation and the review of documents and processes etc.

The IHT reminded Governors of the staff absence and wellbeing support package that had been circulated for approval. She added that £13,000 had been allocated in the budget for long term absence. There had been a few cases of absence with one ongoing and the School had not had insurance in place to cover that.

It was noted that it was a good idea to have long term absence insurance in place. The School had therefore undertaken a value for money analysis and now had a policy in place where the insurance would be utilized after the first five days of absence.

This was with a non profit organization called Education Mutual. The company also provided comprehensive wellbeing support, used to help prevent staff absence which included counselling, stress coaching, financial wellbeing coaching, physiotherapy and a 24/7 GP service online. The cost of this was £7,000. The remainder of the £13,000 would be used for administrative support at times of high demand in the School office including data entry and admissions etc.

The IHT noted that the School had also explored not purchasing BPSI this year due to budgetary challenges. However, on review and with Teachers moving into new subject lead areas, it was important to have access to the offer. Also, if the School was not part of BPSI then it would not be able to sell some of its services and skills to other schools.

The IHT provided an update on staffing noting that 1.6FTE were leaving at the end of the year. It was noted that the sports coaches would be covering the PE teaching roles. There were also current staff members to cover the other hours.

In terms of pupil admissions, the IHT noted that there had been a lot more in year admissions with Y1 expected to be full in a few weeks. Alexia Dobinson added that the School had also done more casual admissions than they had done previously, with the figure at 40 so far. She noted that the number of leavers were similar to previous years and so overall numbers were increasing.

For Reception figures, in the first round, the School had 65 acceptances or waiting to hear back. They had offered another 9 and so were anticipating a figure in the 70s.

A Governor suggested that it was best to recruit continuously rather than waiting for a vacancy.

The IHT was thanked for her updates.

JHT Updates

The JHT provided a verbal update noting that KS2 had just completed their SATs exams. She extended her thanks to all the teams involved in this. Following a Governor question, she confirmed that the students had been well prepared for the exams and there were high expectations set.

She also updated Governors on current recruitment with a number of changes to the Y4 team as well as Janina Quinn returning full time. The School had also recruited a new ECT and were in the process of recruiting to a new Assistant HT post, with 15 applications received so far. There was another class Teacher that needed to be appointed.

Following a Governor question, the JHT confirmed that exit interviews were conducted.

A Governor noted his concern for the recruitment and interview processes with there being a lack of shared vision to be used etc. It was requested that both Daniel Asher and Tara Ward- Ammoun complete the specific recruitment training.

The JHT confirmed that the Junior School had also purchased the Education Mutual package and would be buying into BPSI too.

A Governor suggested that if both Schools were buying into the packages, a federated offer be pursued. The IHT explained that for the Traded Services, this was usually based on staff and pupil numbers but agreed to explore this.

The JHT reminded Governors of the Y4 swimming and the two week block of lessons that was working well.

The team were thanked for their trip to Kenwood House. It was suggested that all good activities be promoted.

The JHT was thanked for her updates.

20/25 Finance documents

It was noted that the budget ratification would be determined at an extraordinary meeting held on Thursday 25 May at 5pm. This would also review the Five Year Plan. All Governors were requested to attend.

The IHT agreed to circulate the recent survey completed with other Barnet HTs regarding their finances. This would also be shared with the local MPs.

Following a Governor question, the IHT explained that one of the key requirements when setting a deficit budget was to show that the School could reach a break even position within three years. If a school was unable to evidence that then this should be included in a Five Year plan. Essentially, if a school submitted a deficit budget, they were expected to demonstrate how they would change this position. This was also part of the SFVS.

The School had requested further information from the LA re inflation and income predictions which would be used to inform these plans.

23/26 **Policies**

There were no policies for review.

23/27 **Committee Minutes**

CE committee

It was noted that two meetings had been held since the last FGB, one in February and one in March; the minutes had been uploaded to the Governor drive.

The parent/carer survey had been completed.

Staffing Committee

The Chair of the committee provided an overview noting that the discussion had focused on staff wellbeing and the formulation of a survey. The Junior School survey had been circulated with a closing date of 19 May; 32 responses had been received so far. The Infant School survey would open the following day.

Results would be reviewed and analyzed and reported on at the next meeting.

Pupil Experience and Wellbeing committee

The minutes of the last meeting had been added to the drive.

The Chair was looking to arrange a specific SEN meeting on 20 June.

23/28 **Director's Report**

Governors noted the report and its contents.

The Co-Chair was asked to review the Governance Audit and coordinate a response.

Action: Co-Chair

23/29 **Governor Training**

Tara Ward-Ammoun noted that she had completed the following:

- 'Ofsted, knowing your curriculum'
- Safeguarding for Governors
- Ofsted interview preparation

Isabel Clarke noted that she had completed the following training:

- Understanding children who run away from home and institutions, Missing Children Europe

- Exploring Instructional Leadership in Education, British Council
- Helping young people manage depression and low moods, University of Reading
- An introduction to ACEs, early trauma, Home Office Early Intervention Fund
- Supporting Early Career Teacher Development with the Early Career Framework, UCL
- Cultural Leadership: Harnessing Culture to Become an Effective Leader, University of Lincoln
- Understanding Body Image and Mental Health in Young People by the Mental Health Foundation

23/30 **Any Other Business**

A Governor questioned what the School's 'star' was and how they could help people to understand what the ambition and end goal of the School was. He added that it was important for the School to understand how to inspire new recruits and suggested that this be thought about at a more strategic level.

The JHT pointed to the SDP, SIP and data and the outcomes and aims included in that.

It was suggested that the journey of a child be used to show the changes, aims and aspirations.

23/31 **Dates of Committee meetings**

These would be confirmed.

23/32 **Dates of Governing Body Meetings** (all at 6pm)

Dates of future GB meetings were confirmed as:

- Thu 29 June (in person)

The meeting ended at 8.20pm