



**Minutes of the Meeting of the Governing Body of  
Garden Suburb Infant and Junior Schools  
Held on Thursday 19 October 2023 via Teams**

**MEMBERS**

**LA GOVERNOR (1)**

\*Evathia Elsiwidy

**PARENT GOVERNORS (2)**

\*Luisa Pettigrew (Junior)

Vacancy

**HEADTEACHERS (2)**

\*Sarah Sands (Infant Headteacher)

\*Eileen Bhavsar (Junior Headteacher)

**STAFF GOVERNORS (1)**

Vacancy

**ASSOCIATE MEMBER**

**CO-OPTED GOVERNORS**

**(12: 2Teachers; 2Parents from each School)**

\*Anthony Shayle (Junior Parent)

\*Adrian Hodgson

\*Andrea Bailey- School Business Manager

\*Biljana Elia (Infant Teacher)

Isabel Clarke (Junior Teacher)

\*Tara Ward Ammoun

\*Pam Omeye Howell (Infant Parent)

Caroline Olszewsky

Greg Bookman

Vacancy x3

**NON-VOTING OBSERVERS**

Lisa Berger (Junior DHT)

\*Sarah Jowsey (Infant DHT)

\*Alexia Dobinson (School Business manager)

23/50 **Welcome**

All Governors were welcomed to the meeting.

23/51 **Acceptance/non-acceptance of apologies for absence**

Apologies were received and accepted on behalf of Caroline Olszewsky, Greg Bookman and Isabel Clarke.

23/52 **Annual Declaration of Interests**

Governors were reminded to complete their annual declaration forms on Governor Hub. The JHT agreed to recirculate the instructions for Governors to complete as soon as possible.

***Action: All Governors***

23/53 **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.

### 23/54 New Governors and Governor Vacancies

It was noted that there were currently three vacancies within the Co opted category and one Parent Governor vacancy.

It was confirmed that Andrew Bailey had been appointed as Staff Governor.

The Clerk agreed to circulate the necessary paperwork for the Parent Governor election with the intention for this to commence after half term.

***Action: Clerk***

### 23/55 Appointment of Chair

Nominations for the position of Chair were welcomed at the meeting. Governors discussed the benefits of having two co chairs particularly with the two schools and shared, broader skills sets.

Governors agreed in principle to the re appointment of Anthony Shayle and Tara Ward Ammoun for the following academic year 2023-24 or until their successors were chosen.

This would be formally confirmed at the next meeting to allow for any other expressions of interest.

### 23/56 Appointment of Vice Chair

Nominations for the position of Vice Chair were welcomed at the meeting. As there were no names put forward, it was agreed that this would be discussed further at the next meeting.

### 23/57 Part I Minutes of the meeting held on 29 June 2023

Part I Minutes of the meeting held on 29 June 2023, were virtually **CONFIRMED** by the Chair, as a fair representation of the meeting.

### 23/58 Matters Arising

Pam Omeye- Howell noted that she would be resigning as Governor pending a relocation abroad. Governors thanked her for all her hard and continued work for the GB and the School more widely.

### 23/59 GB Strategy

#### **Annual GB Cycle**

Governor attention was drawn to the annual GB cycle, circulated prior to the meeting. The IHT provided an overview noting that it set out the normal business of the GB and identified where certain actions needed to be taken or reviewed.

This was agreed.

#### **GB Structure**

Governor attention was drawn to the current GB structure. Tara Ward Ammoun noted that she had been in dialogue with Governance Services at the LA who had advised her to review the DfE funded

website which was essentially a database for prospective Governors. She agreed to sift through these and share with the GB accordingly. A shortlist of potential candidates would be created in the first instance.

***Action: Tara Ward Ammoun***

It was noted that there were now four Co opted Governor vacancies.

### **GB ToRs and Code of Conduct**

Governor attention was drawn to the GB TOR, circulated prior to the meeting. It was noted that there had not been any significant changes.

Following a show of hands, Governors **APPROVED** the TOR.

Governor attention as drawn to the Governor Code of Conduct. The IHT noted that a few items would be added for example the manner in which Governors communicated with staff.

All Governors were asked to read the document and confirm this via Governor Hub.

***Action: All Governors***

### **GB strategic priorities**

Governor attention was drawn to the document on strategic priorities, circulated prior to the meeting.

It was suggested that subject lead Governors be reintroduced, focused on the five areas. The commitment would be for Governors to undertake one learning walk in each school and then another visit.

Governors welcomed this suggestion.

A Governor questioned whether parental surveys could be added into this as a tool that the School used. A discussion ensued amongst Governors about the best way to administer, process and analyse survey findings more generally.

The Co- Chairs highlighted the need to discuss how the School looked at surveys completed and how they moved forward with further surveys and questionnaires. The JHT noted the caution that needed to be exercised when using and interpreting free text comments. A clear methodology should be set out about how actions were followed up on.

Anthony Shayle noted that he had prepared a draft of a vision statement that he would share with the GB for discussion at the next meeting. He also read this out at the meeting. This would be linked to the School's vision drawing both schools together under one umbrella objectives.

### **23/60 Headteachers' updates**

**IHT**

The IHT shared her updates drawing attention to the Ofsted report that had been circulated. She reminded Governors that it had been a Section 8 inspection and therefore would not have changed the judgement of the School. There had been one inspector over a two day period. Feedback had been very positive with a special emphasis on the ethos of the School as well as the proactivity displayed.

The DHT was commended for her work on the curriculum. The Inspector had undertaken deep dives into Art and Reading and both areas came out strong. Safeguarding and SEND provision had also come out strong. The Inspector had also highlighted the language for learning and the willingness of the children to speak so freely.

The IHT provided an overview of the data which was summarised in the report and would be discussed in more detail in the Curriculum committee. There was an increase in the percentage of children meeting expectations compared to the previous year, for the Early Years, Year One phonics and end of KS1 attainment, although levels have not recovered to pre-pandemic results. .

The IHT drew attention to the SEF, with the actions that had been updated. The number of PP children had increased as well as having 83% of students who spoke another language other than English and 23% who were relatively new to English.

Governor attention was also drawn to the SIP which identified the School's priorities as well as some refinements to the School vision. She added that work would be undertaken to revise the year group plans and build on individual plans including Science and RE. In other areas of learning, the new curriculum plans would be utilised to ensure teaching and learning was effective across and move towards what an outstanding school looked like. A focus on reading would also continue.

In terms of staffing, the IHT noted that there were three senior members of staff who were or would be absent. One was sick, another on maternity leave (Literacy leader) and the third going on maternity leave in February. Leadership/class teacher cover had been recruited for the current maternity.

In terms of finances, another forecast had been completed and the deficit had increased by a further £14k. It was noted that the pay award had only been partly funded and there had been a number of long term sicknesses. A Finance Committee meeting would be arranged after half term to present the forecasts. A financial audit was also scheduled for the start of November.

The IHT was thanked for her updates.

### **JHT report**

The JHT provided an update. She noted that there had been some last minute maternities but the School had managed to source good solutions. The School currently had one Early Career Teacher (ECT).

She drew attention to the data as well as the SEF. The School now had 84 children (37%) who were in receipt of Pupil Premium, which was an increase. There was also 72% EAL.

The JHT provided an overview of the SDP noting that there had been some minor amendments made. She noted that they continued to develop the curriculum with a focus on Science.

The JHT was thanked for her updates.

## 23/61 Safeguarding

### **Safeguarding Policy**

Copies of the Safeguarding Policy, circulated prior to the meeting, were received and noted by Governors. All changes were highlighted in the document.

Following a show of hands, Governors **RATIFIED** the policy.

### **KCSIE**

Governors were reminded to read KCSIE and confirm they had done so and understood it on Governor Hub.

***Action: All Governors***

### **Safeguarding training**

It was noted that the School were holding an online safeguarding training session on Monday 30 October at 8.45am should any Governors wish to attend.

Prevent training on fake news had been scheduled for Y6.

The JHT noted that there was an increased level of anxiety amongst parents at the moment.

It was noted that the Teachers Appraisal and Pay would be deferred to the next meeting as it was scheduled to be reviewed at the Staffing committee the following day.

## 23/62 Committee meeting minutes

It was agreed that Committee chairs would review minutes to ensure they had been uploaded.

It was agreed that a meeting of all committee chairs and GB Co chairs would be set up to discuss and set out the priorities and direction for the year.

***Action: Co Chairs***

## 23/63 Governor training

Luisa Pettigrew noted that she had completed training on Effective Governance on 28 September 2023.

Governors were reminded to inform Alexia Dobinson of any training they had completed.

## 23/64 LA report (<https://www.barnet.gov.uk/working-children-barnet/information-schools/school-governors/meetings-and-reports>)

Governors noted the report and its contents.

It was noted that there was a new platform for Governor training.

Tara Ward Ammoun noted that she had attended the Chairs and Vice Chairs meeting. The new audit had been reviewed. This would be discussed with committee chairs.

23/65 **AOB**

A Governor noted that there had been some parents asking about the process for determining school clubs. The HTs noted that they were happy to discuss this with parents to understand what the issues were.

23/66 **Future Meeting dates**

The following GB meeting dates were confirmed:

Thu 19 Oct  
Thu 30 Nov  
Tues 6 Feb  
Thu 21 Mar  
Thu 16 May  
Tues 25 June

It was suggested that there be at least one face to face meeting per year.

Pam Omeye Howell agreed to organise a google poll for this.

*The meeting ended at 8.35pm*

23/67 **Part II minutes of the meeting held on 29 June 2023**

Part I Minutes of the meeting held on 29 June 2023, were virtually **CONFIRMED** by the Chair, as a fair representation of the meeting.

23/68 **Matters Arising**

A Governor highlighted the importance of reviewing the actions identified at the last meeting, in terms of training that needed to be taken forward. She questioned what the conclusion of the meeting had been in relation to the Governor.

The Co Chairs re summarised the actions noting the recognition of key training, the emphasis on an updated CoC and induction for Governors. It was clarified that the Governor had been welcomed to continue their role as part of the PTA.

In terms of attendance at Communications committee meetings, it was noted that this would need to be considered on a case-by-case basis and captured within the TOR for that committee (inviting people with expertise etc to support the committee).

With the TOR needing to be approved at the first meeting of each new academic year, this was a good opportunity for that discussion at the next committee meeting.

