



**Minutes of the Meeting of the Governing Body of  
Garden Suburb Infant and Junior Schools  
Held on Thursday 30 November 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)**

\*Andrea Bailey

**ASSOCIATE MEMBER**

**CO-OPTED GOVERNORS**

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

\*Anthony Shayle (Junior Parent)

\*Adrian Hodgson

\*Biljana Elia (Infant Teacher)

\*Isabel Clarke (Junior Teacher)

\*Tara Ward Ammoun

\*Pam Omeye Howell (Infant Parent)

\*Alexia Dobinson (Infant Support)

Caroline Olshewsky

\*Greg Bookman

Vacancy x3

**NON-VOTING OBSERVERS**

\*Lisa Berger (Junior DHT)

\*Sarah Jowsey (Infant DHT)

23/69 **Welcome**

All Governors were welcomed to the meeting.

23/70 **Acceptance/non-acceptance of apologies for absence**

Apologies were received and accepted on behalf of Caroline Olshewsky.

23/71 **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.

23/72 **Formal appointment of Co Chairs/Vice Chairs**

Subsequent to the last meeting, Governors were asked to formally appoint to the Co chairs position. Tara Ward Ammoun and Anthony Shayle left the meeting whilst they were considered.

Following a show of hands, they were formally appointed to the position of Co chair.

There were no nominations to the position of Vice Chair. This would be deferred to the next meeting.

### 23/73 Election of new members

It was noted that the Infant Parent Governor election was currently open with a closing date of 4 December 2023.

### 23/74 Co-option of new members

Governors were reminded of the Governor nomination paper circulated from a new prospective Governor Ian Philips. His nomination had been received via the DfE and he had had a tour of both schools and was also a former parent.

Following a show of hands, governors **APPOINTED** Ian Philips to the position of Co Opted Governor for a four year period ending on 29 November 2027. He was invited into the meeting where Governors introduced themselves.

Governors also extended their gratitude to the contributions from Pam Omeye Howell who was stepping down from the FGB.

This left three community co opted Governor vacancies.

Tara Ward Ammoun noted that she was in discussion with a number of other potential candidates.

### 23/75 GB Terms of Reference

It was noted that the FGB Terms of Reference had been approved at the last meeting. The IHT agreed to add the committee structure to the TOR too.

It was suggested that there be some clarity around what were operational or strategic items on the agenda. In terms of committee minutes it was suggested that these be agreed with any amendments made at the subsequent meeting.

### 23/76 GB Code of Conduct

Governors reviewed and discussed the document. Following a show of hands, the Code of Conduct was **AGREED**.

### 23/77 Induction of new Governors

The Co chair noted that an induction pack for Governors was being developed. The current IT system would be reviewed as part of this.

### 23/78 Resources available to all governors

Governors were reminded of the resources available to them for training and other information. This included Mod.gov, Governor Hub and Parent Kind.

It was noted that some Governors were having challenges with logins.

### 23/79 Named Subject Governors

The Co chair noted that she was scheduled to meet with the DHTs to review this and identify the best way to set up these links. The intention was to have named governors who were subject leads in Maths, English and Science across both schools. Governors were asked if they were interested in any of these.

### 23/80 Part I Minutes of the meeting held on 19 October 2023

Part I Minutes of the meeting held on 19 October 2023, were virtually **CONFIRMED** by the Chair, as a fair representation of the meeting.

### 23/81 Matters Arising

Governors reviewed the actions from the last meeting.

The JHT agreed to resend the document which explained how to complete the annual declarations on Governor Hub.

***Action: JHT***

### 23/82 Headteachers' updates

#### **IHT**

Copies of the IHT report and finance update, circulated prior to the meeting, were received and noted by Governors. The IHT provided an update.

She noted that Ofsted had been discussed at the last meeting as well as the SIP areas. These would be reviewed further at the next meeting.

Governors were also provided with a summary of the assessment data that was discussed in detail at the Curriculum Committee but was also set out in the IHT report. The main point in the data was that there was an improvement but figures were still not up to pre pandemic levels and hugely influenced by the children's level of English. Approximately, 80% of the children spoke English as an additional language. For Y1 Phonics, Governors were also reminded that 19 children joined in year and so the levels were lower than expected. If those 19 were removed from the data however, the figures were high compared to the LA. The IHT added that the School also had in place a rapid catch up programme that was being effective.

In terms of staffing, a new Teacher had been recruited to cover the maternity leave. They would also be joining the leadership team as two members were going on maternity leave and another was on long term sick. This would have an impact on the budget. A staffing structure was included in the report for clarity.

Governor attention was also drawn to the finance notes, circulated with the agenda. The IHT provided an overview noting that the deficit had increased and the main reason for this was staffing. Some staff absences were not covered by the new insurance. There had also been a high number of children with EHCPs joining that required additional staff supervision.

The School had completed a revised Five year plan which also looked at the reduced pupil number as they had gone down to two classes in Reception. This did not reduce the number of staff in terms of teaching but it meant that they did not need to replace a staff member who was off sick.

Following a Governor question, the IHT confirmed that the School would be referred to the Schools in financial difficulties panel. She had met with the Head of Finance at the LA and the purpose of the panel was to provide the School with support in terms of next steps.

In terms of pupil numbers and census figures, the IHT noted that 46 different languages were spoken amongst the children. There had also been a drop in pupil number as well as six children joining from Israel. Barnet Schools Funding Forum had agreed that a sum of money would be made available for those children arriving after census day from Gaza, Israel or through the Homes For Ukraine scheme. Schools would be able to access a proportion of age related funding for them.

The IHT drew attention to the curriculum updates detailed in her report. She noted that there had been a number of successful events including the Taekwondo group partaking in a competition, Y2s going to the RAF museum and Y1s to the Young V&A museum.

Parental engagement was also increasing with a number of sessions with parents undertaken. Dates for these would be shared with Governors. Parent drops ins had also taken place where parents came into class with their children to talk about what they had been learning a week in advance of Parent Consultation with the Teacher.

The School were also continuing with monthly teacher parent PTA meetings. At the last one the school nurse came to explain what support was available and what checks were being done with the children.

The School had also completed its financial audit. Alexia and Ramila were thanked for all their work on this. The report had been circulated to Governors as part of the meeting papers. There had been some recommendations made which were discussed as part of the Finance committee.

The IHT confirmed that there were no Health and Safety concerns.

The IHT was thanked for her updates.

### **JHT report**

Copies of the JHT report, circulated prior to the meeting, were received and noted by Governors. The JHT provided an overview.

In terms of staffing, two internal appointments had been made the previous week. Governors were thanked for their involvement on the panels. The roles were to confirm the SENCO into a permanent position (she had completed her SENCO accreditation) and also the Science coordinator on a job share.

She added that there had been a number of successful events happening including the poetry sessions as well as other development of cultural capital. Sir Lenny Henry had also visited the previous week.

The School had also achieved the Gold Schools Games Mark award again. They continued to work hard on their Travel Plan as well as a focus on charity work. The School had expanded its gymnastic club and the Saturday letting for Music and Drama classes continued to be well attended.

Following a Governor question, the JHT explained that not all children were taking up the UFSMs.

In terms of pupil numbers, there had been a decline over the past years, with 352 in 2021, 336 in 2022 and 329 in 2023. This inevitably had an impact on funding. The current figure on roll was 336. 36 new families had joined the School since September, 11 of these were from Israel.

Attendance figures remained higher than national but the School were still looking to increase these.

In terms of finance, the deficit was £84,000 with similar challenges to the Infants including SEND and the Pay award. These were discussed in detail at the Finance committee.

The JHT was thanked for her updates.

### 23/83 **Policy ratification**

Copies of the following policies were circulated prior to the meeting:

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

It was noted that this had been updated and reviewed as part of the Staffing committee.

#### **Safer Recruitment Policy**

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

### 23/84 **Committee meeting minutes**

It was noted that Committee minutes had been uploaded on to the drive.

Engagement and Communications Committee - The article in the Ham & High was noted and was also in the autumn newsletter about the summer camp. Y6 had attended their trip which had been subsidised by the RA. The £6,850 grant from the RA had helped 22 vulnerable families (33% that went on school journeys) and meant that they could also refund some parents of £50-100.

### 23/85 **Governor training**

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

Ian Phillips and Tara Ward Ammoun had complete their Safer Recruitment training. Tara Ward Ammoun had also attended Effective Governor and What to expect from the Chair of Governors training.

Luisa Pettigrew had completed training on Data for Governors.

### 23/86 **LA report** (<https://www.barnet.gov.uk/working-children-barnet/information-schools/school-governors/meetings-and-reports>)

Governors noted the report and its contents.

### 23/87 **AOB**

There was no further business to be discussed.

23/88 **Future Meeting dates**

The following GB meeting dates were confirmed (all start at 6pm):

Tues 6 Feb  
Thu 21 Mar  
Thu 16 May  
Tues 25 June

23/89 **Committee meeting dates**

**Staffing** – TBC

**Curriculum** – Friday 15<sup>th</sup> March @ 8.30am

**Pupils** – TBC

**Comms** – Tues 5<sup>th</sup> Dec 9.30am

**Envt, Audit & Resources** – Tues 23<sup>rd</sup> January @ 10.30am

The meeting ended at 8.25pm