MINUTES OF THE GOVERNING BODY MEETING OF MONKEN HADLEY CE PRIMARY SCHOOL, HELD AT THE SCHOOL ON MONDAY 2nd DECEMBER 2024 AT 6.30 PM

PRESENT:

Name	Governor Type	Other Information	Term of Office	Present/Apologies/ Absent
Pippa Reid	Foundation LDBS		21.03.2023-20.03.2027	Present
Preethi Daniel	Foundation LDBS		22.11.2023-21.11.2027	Present
Caroline Poole	Foundation PCC	Vice Chair	04.11.2023-03.11.2027	Present
Sarah Roth	Foundation PCC	Chair	14.07.2022-13.07.2026	Present
Sally Atkinson	Foundation Deanery Synod		28.07.2021-27.07.2025	Present
Joanne Hames	Foundation (Andrew Hopegood Trust)		01.07.2023-30.06.2027	Apologies
vacancy	Foundation		N/a (ex-officio)	
Anita Bhogaita	Elected Parent		05.10.2024-04.10.2028	Present
Dr Cate Pendegrass	Elected Parent		04.05.2021-03.05.2025	Present
Julie Eyres	Staff	Headteacher	N/a (ex officio)	Present
Nina Howard	Staff		23.09.2023-22.09.2027	Apologies
Sarah Richardson	LA		23.09.2024-22.09.2028	Present
Non-voting attendees				
Caroline Winston	Clerk		N/A	In attendance

PART ONE

1. OPENING PRAYER

1.1 The meeting opened with a prayer.

2. WELCOME & INTRODUCTIONS

2.1 The Chair welcomed governors to the meeting.

2.2 Governors were informed that a new vicar had now been appointed and would be joining the Church from 6th February 2025. He would then be taking up the post of ex-officio governor.

2.3 Thomas Renz had decided to step down from his role as Associate Member of the Governing Body now that this appointment had been made.

3. APOLOGIES FOR ABSENCE

3.1 Consent was recorded to apologies for absence submitted on behalf of Nina Howard and Jo Hames.

4. DECLARATIONS OF INTEREST

4.1 No business or other interests were declared for this meeting.

5. GUEST SPEAKER – FINANCE OFFICER MID-YEAR BUDGET REPORT

5.1 The finance officer had had to send apologies for the meeting and so the Headteacher provided an update on the budget.

5.2 The Q2 forecast had been shared on GovernorHub for information.

5.3 It was highlighted that the school had carried forward £57,476 from the previous financial year. The contingency had been £23,404 and this was now forecast as £20,824.

5.4 Governors were reminded that the teacher salary increase of 5.5% was being funded nationally.

5.5 The Core Schools Grant would be £17,500 this year.

5.6 The national support staff pay increase would be a flat rate of £1491 pro rata. The school had budgeted 5% for this which was positive.

5.7 The Headteacher explained that the pay increases had been put through on payroll, but staff would not receive this until January 2025.

5.8 Governors were reminded that at the last meeting there had been a discussion about employing an additional member of administration staff in the office. This had not happened as there was now a temporary member of staff fulfilling this role. They would be in this role until Easter, and this would be reviewed in February to decide whether to proceed with advertising a permanent post.

5.9 **ASKED** how long the additional member of staff would be working in Willow class, the Headteacher said that this would be until April, at which time the arrangement would be reviewed.

5.10 It was highlighted that provisions had been made in the budget for extra days with Anthony David which had not yet been used. Funds had also been allocated for additional leadership capacity which had not yet been used. The Headteacher said that Anthony David would be in school for one day during the Spring term.

5.11 It was reported that there had been more PP funding than forecast which was positive.

5.12 Overall, the budget was in a positive position and was in line with the figures forecast.

6. MINUTES OF THE MEETING HELD ON 21st OCTOBER 2024 AND MATTERS ARISING/ACTIONS

6.1 The minutes of the meeting held on 21st October 2024 were confirmed and signed by the Chair as a true record.

6.2 Arising from the minutes:

6.3 Item 5.19 Contact The Hyde Trust, Hadley Wood Association, The Hadley Trust and the Hadley Projects Fund to see whether a grant would be available for the door replacement project The Headteacher reported that she already had contacts with The Hyde Trust and Hadley Trust, both of whom had made donations to the school in recent years. They had advised that if there were additional requirements, to send the request in writing.

6.4 It was explained that Hadley Wood Association appear to fundraise for themselves so this would not be an avenue to pursue.

6.5 **ASKED** whether donations could be sought for the resurfacing of the playground, the Headteacher explained that the Diocese should fund this if the school could approach them with their own funds to contribute.

6.6 Governors were informed that the current playground surface was not unsafe and was risk assessed annually.

6.7 A list of premises priorities would be drawn up and the Headteacher said that it should be confirmed in the Spring term where the school was in the LDBS's schedule of works.

6.8 The Chair said that she would contact the Jesus Hospital charity to find out whether they would be interested in donating to the school.

6.9 Item 7.4 Provide ethnicity breakdown data for the school community to compare with the governing body ethnicity data This had been completed and would be discussed later in this meeting.

6.10 Item 8.8 Organise Governors' Day in Spring term This had been completed.

6.11 Item 10.2 Add Skills Audit results to the next agenda This had been completed and would be discussed later in this meeting.

6.12 Item 12.1 Add Annual Work Planner as an agenda item at the next meeting This had been deferred to the next agenda. Governors were asked to look at the document to see whether their link role reports were scheduled at the right time in the academic year.

6.13 The Chair suggested that each governor attend collective worship at least once a year. This was held from 9am on Monday to Thursday and 2.40pm on Fridays.

6.14 Item 13.5 Investigate the compliance return The Chair reported that she had spoken to the caretaker who completed this document annually. He confirmed that it had been completed and submitted this year.

Item		**Action**	**Who?**	**Deadline**
6.8		Contact Jesus Hospital charity	**Chair**	**Dec 2024**
6.12		Add Annual Work Planner as an agenda item at the next meeting	**Clerk**	**Jan 2025**

7. LEADERSHIP UPDATE

7.1 The Headteacher provided a leadership update:

7.2 Attendance It was reported that whole school attendance was currently 96.7%.

7.3 Persistent absence was reported to be 6.3%.

7.4 Staffing The Headteacher informed governors that all staff appraisals, excluding her own, had now been completed. Objectives had been set linked to the SDP. Each member of staff had a personal pupil progress target and target linked to their subject area.

7.5 It was reported that one teacher had been on sick leave for nine days and this was currently being covered internally.

7.6 One LSA was also on sick leave and was currently signed off until January. This role was also being covered internally.

7.7 **ASKED** whether they were likely to return at this time, this was not yet known.

7.8 Governors agreed to contribute to a token of thanks for staff on behalf of the governing body for all of their hard work.

7.9 Quality of Education It was reported that the school had joined the Maths Mastery programme. An experienced maths lead from another school had come into school and reviewed maths with the school's maths lead. This had been an opportunity to share good practice, and they had also watched some lessons and looked at books.

7.10 **ASKED** whether the school had links with any business partnerships for their work on maths, the Headteacher said that they did not at present. A Governor undertook to investigate setting this up.

7.11 **ASKED** whether the school was maintaining its relationship with St Paul's, this was confirmed.

7.12 The Headteacher reported that the school had had its termly visit from Jen Brodkin, Learning Network Inspector (LNI). She had been looking at early writing and had seen strong practice in KS1. Her report had been shared on GovernorHub for information.

7.13 A governor visit had been undertaken that half term, the report of which had been shared on GovernorHub. This governor had also attended a school trip to the Greenwich Observatory and praised the impeccable behaviour of all of the children.

7.14 Safeguarding The Headteacher reported that she had completed the safeguarding audit tool, building audit tool and child on child audit tool.

7.15 The safeguarding governor and Headteacher had met to complete an audit.

7.16 The LDBS would be carrying out their external safeguarding audit on 4th December 2024.

7.17 The focus of anti-bullying week had been respect, and the whole school had participated.

7.18 Filtering and Monitoring The school's current filtering and monitoring systems were adequate but they were awaiting access to the SENSO monitoring system from LGFL SENSO and this would meet the DFE obligations around appropriate monitoring in a proactive technical system. This allowed the school to get contextual alerts concerning pupil behaviour, communications or access.

7.19 Enrichment The broad list of enrichment was noted.

7.20 It was highlighted that Bishop Anderson had been in and had blessed the new garden room.

7.21 CPD All staff had attended whole school safeguarding training.
7.22 The Headteacher and Chair had attended Safer Recruitment training.
7.23 The Maths lead was currently on Maths Mastery training.
7.24 Fuel The Headteacher reminded Governors that the school's gas contract was currently with British Gas until 2026.
7.25 She expressed concern that she had been made aware that week that the meters were not currently functioning correctly although the bills paid to date were based on actual usage rather than estimates. She had sent a photograph of the meters to British Gas and was awaiting their feedback.
7.26 It was reported that the electricity costs for the previous financial year had been £13,000. This contract had just come to an end and the Headteacher proposed going back into the London Borough of Barnet contract, which would be a commitment until 2029. She added that, once the gas contract ended in 2026, this also then be moved into the Barnet schools deal.
7.27 **ASKED** whether the charges could increase in the Barnet contract, this was confirmed, but the Headteacher explained that they managed finding the best deals possible.
7.28 The Headteacher had secured her own quotes for gas and electricity contracts through an energy broker, but these had all been for one-year deals. This meant added workload for the Headteacher as she would then need to go through the same process again in 12 months.
7.29 A discussion ensued about whether longer term deals should be sought in order to reduce the workload of the Headteacher.
7.30 It was decided that the Headteacher should secure a two-year fixed deal for the electricity and before this ended, governors would consider joining the Barnet contract for both gas and electricity until 2029.

Item		**Action**	**Who?**	**Deadline**
7.10		Investigate setting up business partnership with the school	**AB**	**Jan 2025**
7.30		Seek two-year fixed deal for electricity	**HT**	**Dec 2024**

8. PUPIL PREMIUM REVIEW

8.1 A full report had been shared with governors.
8.2 **ASKED** about the visits referred to in the report, the Headteacher explained that they were the Year 5 and Year 6 residential trips, and these were funded so that no children missed out if parents could not afford to pay for their child to go.
8.3 Governors were pleased to note that the progress and attendance of PP children was in line with their non-PP peers.

9. SPORTS FUNDING

9.1 The report was noted.
9.2 The Headteacher highlighted that this funding totalled £17,000 and was used to increase pupil opportunities, provide enrichment and for staff training.
9.3 **ASKED** about Complete PE, it was explained that this was the school's annual PE provider.

10. DESIGNATED TEACHER FOR LOOKED AFTER AND PREVIOUSLY LOOKED AFTER CHILDREN

10.1 A report to governors on looked-after children (LAC) and previously LAC had been shared on GovernorHub and was received and noted.
10.2 It was highlighted that there was currently one previously LAC child on roll who was making progress in line with their peers. The Headteacher said that they had no SEND or need for school interventions.

11. ETHNICITY DATA

11.1 Governors were reminded that, at the last meeting, it had been agreed that the ethnicity data of the governing body be compared with the ethnicity data of the pupil body.

11.2 The pupil ethnicity data was tabled for information.

11.3 It was noted that the largest pupil groups were white British (35%), white English (22%), White Eastern European (4.7%) and Indian (4%).

11.4 This was a similar reflection of the ethnicity data of the governing body, apart from the white Eastern European representation.

11.5 A Governor suggested that the gender diversity of the governing body be given consideration.

11.6 **ASKED** whether the waiting list for the school was still growing and whether the mix of pupil ethnicity was likely to change, the Headteacher said that there remained a waiting list. She added that every cohort was different and that the current Willow class was a more diverse group this year.

11.7 Governors would review this annually.

12. SKILLS AUDIT RESULTS

12.1 Governors had completed the NGA skills audit, and the results had been inputted into the skills matrix.

12.2 A governor had analysed these results and reported that, as a group, the average scores were 3/4's across the board.

12.3 It was reported that, collectively, two areas scored the lowest had been strategy and accountability.

12.4 A discussion ensued about potential training opportunities for addressing this. It was recognised that some people had answered modestly in some areas.

12.5 Anita Bhogaita undertook to contact the NGA to see what bespoke training sessions they offered in relation to their skills audit.

Item		**Action**	**Who?**	**Deadline**
12.5		Contact the NGA about their bespoke training offer	**AB**	**Jan 2025**

13. RATIFICATION OF POLICIES/DOCUMENTS

13.1 The following policies had been reviewed by the Headteacher and shared on GovernorHub for approval:

13.2 SFVS The document had been completed by the Headteacher and Jo Hames, Finance governor.

13.3 The Headteacher said that this needed to be read in detail and checked for financial accountability.

13.4 The document was due to be submitted to the LA by the end of March 2025.

13.5 The document was **RATIFIED.**

13.6 A brief discussion ensued about the school's last financial audit in 2021. The Headteacher undertook to re-share it with governors so that they could identify which actions had been completed.

13.7 Children with Healthcare Needs Who Cannot Attend School Policy After full consideration the policy was **RATIFIED.**

13.8 Pay Policy After full consideration the policy was **RATIFIED.**

13.9 Staff Absence Policy After full consideration the policy was **RATIFIED.**

13.10 Anti-fraud Policy After full consideration the policy was **RATIFIED.**

13.11 **ASKED** whether the school had a gifts and hospitality register, it was reported that they did not at present but the Headteacher was looking into this.

Item		**Action**	**Who?**	**Deadline**
13.6		Share last financial audit report (2021) with governors	**HT**	**Jan 2025**

14. ANY OTHER BUSINESS

14.1 Treasurer Update The Treasurer was delighted to report that the account for parental contributions now had online banking available. It was explained that only £750 per 24 hours could be transferred using online banking.

14.2 The Treasurer said that she could now see money from School Money coming into the account in real time.

14.3 The old signatories had now been removed from the account.

14.4 The old Lloyds account which had been discussed last academic year had also now been closed.

14.5 There was currently in excess of £21,000 in the NatWest account. Governors were reminded that £5,000 of this had already been assigned for the new garden building, so £16,000 was actually available.

14.6 The Treasurer said that there should be a minimum of £8,000 held in this account in case donations decreased and governors would then not have the funds to pay the annual LDBS fee.

14.7 The Headteacher reminded all that the Governors' Fund could only be spent on capital projects.

14.8 The Treasurer had been in contact with HMRC about the backdating of Gift Aid donations from parents and these could be claimed as far back as four years. She had been informed that she would require the individual gift aid declarations to do this. She would start completing the form for this claim and it was confirmed that all records for this year were available.

14.9 It was reported that Gift Aid for donations made this month would amount to approximately £1800.

Caroline Poole left the meeting at this point.

14.10 Governing Body Membership As discussed earlier in the meeting, Thomas Renz had now stepped down from his role as Associate Member of the Governing Body, as the new vicar had now been appointed.

14.11 The Chair reported that Jo Hames had advised that she would be stepping down as Foundation (Andrew Hopegood Trust) governor at the end of the academic year. The Chair explained that the Church Wardens nominate this role. It was hoped that a male with financial skills could potentially be recruited.

15. DATE OF NEXT MEETING

15.1 The date of the next meeting was confirmed as:
- Monday 20th January 2025 at 6.30 pm

16. CONFIDENTIAL ITEMS

16.1 A discussion was held on confidential items, which were subject to separate confidential minutes.

ACTION LOG – 2nd DECEMBER 2024

Item		**Action**	**Who?**	**Deadline**
6.8		Contact Jesus Hospital charity	**Chair**	**Dec 2024**
6.12		Add Annual Work Planner as an agenda item at the next meeting	**Clerk**	**Jan 2025**
7.10		Investigate setting up business partnership with the school	**AB**	**Jan 2025**
7.30		Seek two-year fixed deal for electricity	**HT**	**Dec 2024**
12.5		Contact the NGA about their bespoke training offer	**AB**	**Jan 2025**
13.6		Share last financial audit report (2021) with governors	**HT**	**Jan 2025**