MINUTES OF THE GOVERNING BODY MEETING OF MONKEN HADLEY CE PRIMARY SCHOOL, HELD AT THE SCHOOL ON MONDAY 8th JULY 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	Present
vacancy	Foundation		N/a (ex-officio)	
vacancy	Elected Parent			
Dr Cate Pendegrass	Elected Parent		04.05.2021-03.05.2025	Apologies
Anthony David	Staff	Executive Head Teacher	N/a (ex officio)	Present
Nina Howard	Staff		23.09.2023-22.09.2027	Apologies
Samantha Wrightson	LA	Vice Chair	21.10.2020-20.10.2024	Present
Non-voting attendees				
Julie Eyres	N/A	Head of School	N/A	Present
Revd Dr Thomas Renz	Associate Member		25.09.2023-24.09.2024	Present
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 Governors were welcomed to the meeting.

3. APOLOGIES FOR ABSENCE

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

4. DECLARATIONS OF INTEREST

4.1 None of the governors present declared a pecuniary interest in the business to be discussed.

5. MINUTES OF THE MEETING HELD ON 10th JUNE 2024 AND MATTERS ARISING/ACTIONS

5.1 The minutes of the meeting held on 10th June 2024 were confirmed and signed by the Chair as a true record.

5.2 Arising from the minutes:

5.3 Item 9.1 Add Health & Safety/Summer Works to the next agenda This had been completed.

5.4 Item 10.4 Move the home learning information on the website out of the Covid section This had been completed.

5.5 Item 10.5 Remove Executive Headteacher from the welcome page of the new academic year This action was due in September.

5.6 Item 12.4 Add Equality Policy to the agenda in September This action was due in September.

Item		**Action**	**Who?**	**Deadline**
5.5		Remove Executive Headteacher from the welcome page for the new academic year	**JE**	**September 2024**
5.6		Add Equality Policy to the agenda in September	**Clerk**	**Sept 2024**

6. LEADERSHIP UPDATE

6.1 A verbal update was provided:

6.2 Attendance It was reported that attendance was currently 96%.

6.3 Persistent absence was noted as 5% and the Head of School explained that this related to 4 children.

6.4 School Roll Governors heard that there were 149 children on roll that day and that this would be increasing to 150 on Monday 15th July.

6.5 An appeal for a place in Reception for September had not been upheld.

6.6 Behaviour The Head of School said that behaviour continued to be strong. Despite it being nearly the end of the academic year, pupils were still engaged in their learning as teachers were continuing to provide a rich curriculum and pupils were aware of the school's expectations.

6.7 Staffing There were no updates.

6.8 It had been communicated to parents that Leah Byrne was leaving at the end of term.

6.9 Safeguarding There were no issues to report.

6.10 **ASKED** how the flexi school arrangements were working for the one child attending school in this way, the Head of School reported that this had been going well but the SENCO and her had met with the family and had encouraged them to consider sending the child to school for five days from September.

7. SCHOOL RISK REPORT (RAG RATED)

7.1 The risk report had been reviewed and was now mostly green in terms of RAG rating.

7.2 The school was in a strong position following the recent Ofsted and SIAMs inspections. There was also a stable staff and the school continued to have a strong reputation.

7.3 The three main risks reported were teacher selection (due to nature of the school), finance and changes to the SLT. These remained green at present.

7.4 The uncoupling of the formal partnership arrangement could be seen as a risk, but the soft partnership would still be in place if support was required.

8. PREMISES REPORT

8.1 The Premises Governor and Executive Headteacher had reviewed the site management audit.

8.2 Governors were reminded that the redecoration of Chestnut and Cedar classes had been completed. Oak Class would be redecorated in the October break.

8.3 Benches had been replaced in the playground and there would be a deep clean of the school and carpets in the summer break.

8.4 Governors were reminded that the redecoration work was always completed by the Site Manager.

8.5 The Salix bid heating replacement project had not progressed. It was explained that the school's heating was currently provided by two combi boilers which the LDBS said were expensive to run. The School would therefore be moving to more efficient boilers as part of the Salix project. Plans to install air source heat pumps had been abandoned by the LDBS due to the costs for maintaining and running them. The LDBS were therefore in the process of reviewing what would be installed at the school.

Samantha Wrightson joined the meeting at this point.

8.6 The Head of School said that she had not yet received a scheme of work from the LDBS so this would not be going ahead in the summer break, but would happen before the 31st March 2025.

8.7 **ASKED** whether the boilers were on a timer system, this was confirmed.

8.8 An update was provided on the installation of the garden classroom. The Head of School said that there had been no further progress since the last meeting. A response from the planning department was expected on 4th July, but the school had still not heard anything. There had been no opposition from neighbours, so it was hoped that planning permission would now be granted. The school had appealed the planning issues on the basis that the structure was for educational use.

8.9 It was reported that the playground surface was being prioritised with the LDBS for replacement due to its condition. The timing of this project was dependant on where the funds could be sourced.

8.10 The Reception class toilets needed to be replaced and the Head of School said that this would be the next target for the Friends Fund after the garden room had been completed.

8.11 Governors praised the tidiness and cleanliness of the premises.

8.12 Premises Management Policy The reviewed policy had been shared on GovernorHub.

8.13 After full consideration the policy was **RATIFIED.**

9. GOVERNOR'S LEARNING WALK REPORT (RE AND COLLECTIVE WORSHIP)

9.1 Collective Worship Report – Pippa Reid A full report had been shared on GovernorHub for information.

9.2 Governors noted that during the learning walk, Pippa had observed excellent behaviour and pupils were quiet and purposeful in their work. The theme of the collective worship had been kindness. It was explained that the story used for the session had been about Peter and Jesus which fitted well with the theme.

9.3 RE – Sarah Roth A full report had been shared on GovernorHub for information.

9.4 The RE link Governor had previously been in on a learning walk in November 2023, when she had been impressed with the curiosity and engagement of the children in all cohorts. She was pleased to report that on this learning walk this had continued.

9.5 It was reported that the lessons she had observed had been innovative and in depth.

9.6 Lessons were linked to the school vision, values and ethos of the school. It was highlighted that, across all year groups, follow up questions were posed to the children at the end of lesson activities to promote reflection and greater depth thinking.

10. HEALTH & SAFETY/SUMMER WORKS

10.1 This had already been discussed under item 8.

11. RATIFICATION OF POLICIES

11.1 This had already been discussed under item 8.

12. REVIEW ACTIONS OF THE LAST ACADEMIC YEAR AND IDENTIFY BEST PRACTICE AND IMPROVEMENTS

12.1 The Chair said that it had been a very successful year.

12.2 The SDP had been delivered successfully.

12.3 The school roll was full, with a healthy waiting list.
12.4 The school was fully staffed, and morale was positive.
12.5 New administrative staff in the office had been recruited and were embedding.
12.6 There was a clear structure in the school.
12.7 Healthy working relationships had been maintained with partner schools St Paul's and St Mary's and the Chair recorded thanks to Samantha Wrightson for her work supporting this.
12.8 The Governing Body had appointed three new governors during the academic year - Preethi Daniel, herself and Caroline Poole.
12.9 The Governing Body had effectively set a balanced budge despite the financial challenges facing schools.
12.10 Thanks were recorded to the SLT and all staff for their efforts that year.

13. ANY OTHER BUSINESS

13.1 Pupil Data It was reported that outcomes predicted by teachers were strong. The Key Stage 2 SATs results would be in school the following day.
13.2 Two children who had resat their Phonics Screening check in Year 2 had passed.
13.3 The Head of School said that of the 15 children in Reception, three didn't get the profile standard which accounted for 20%.
13.4 It was anticipated that once local and national data figures were published that the school would be above average for Phonics and in Early Years.
13.5 NatWest Account Signatories The Treasurer reported that there were still three old signatories on the account which she had tried to have removed but had been informed by the bank that they had to contact the bank themselves to do this.
13.6 The Head of School suggested closing this account and opening a new one if this matter could not be resolved.
13.7 It was reported that the account had a healthy balance at present of nearly £18,000.
13.8 **ASKED** whether this included the funds due to the LDBS, it was explained that it was best practice to hold £12,000 on account so this could always be covered, and to cover the cost of the bibles each year.
13.9 Withdrawals from the account required two signatories if up to £2,000.
13.10 Velia Curruthers was still to be removed, and Sarah Roth and Caroline Poole were to be added as signatories.
13.11 Any withdrawals over £4,000 would need three signatories.
13.12 Governors were reminded that £5,000 of the current balance had been committed to the garden room project.
13.13 The Treasurer said that the balance would be reviewed again in January once the voluntary contributions for the new academic year had been made and costs removed.
13.14 The Governing body **APPROVED** that the Treasurer, Chair and Vice Chair become the new signatories for the account.
13.15 School Account Signatories The Head of School reported that she had updated the mandates for the school signatories, removing the Executive Headteacher from September, and adding the Chair for virements up to £5,000. Nina Howard and Peachey David were the other two signatories on this account.
13.16 It was explained that purchases £500 and over required two signatories and purchases £1,000 and over required three. This was **APPROVED.**
13.17 Diversity Audit The Chair requested that governors complete the diversity questions on their GovernorHub profiles. This data would then form the school's governance diversity data which would be published on the school website. It was proposed that this be discussed further at the meeting in October 2024.
13.18 SCR This had been checked and was all in order.

13.19 Film – Smart Phones Following on from the discussion about this at the last meeting, two films had been shot concerning the dangers of underage children using smart phones and social media. These had been filmed with headteachers, parents and children from the school and Mount House School. One of the films would be aimed at parents and schools and the other would go to politicians and the regulators.

13.20 From September, children would not be permitted to bring smart phones into school. It was hoped that networks of schools in Barnet would get involved with this project.

13.21 Governors heard some concerning comments some children had made about their phone usage and social media use during the filming process.

Item		**Action**	**Who?**	**Deadline**
13.17		Add Diversity Data to the agenda in October	**JE**	**October 2024**

14. DATES OF NEXT MEETINGS

14.1 The date of the next meeting was confirmed as:

- Monday 23rd September 2024 at 6.30 pm
- Monday 14th October 2024 at 6.30 pm
- Monday 2nd December 2024 at 6.30 pm

15. CONFIDENTIAL ITEMS

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

ACTION LOG – 8th JULY 2024

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