MINUTES OF THE GOVERNING BODY MEETING OF MONKEN HADLEY CE PRIMARY SCHOOL, HELD AT THE SCHOOL ON MONDAY 9th JUNE 2025 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
Francesco Aresco	Foundation		N/a (ex-officio)	Present
Anita Bhogaita	Elected Parent		05.10.2024-04.10.2028	Present
Cate Pendegrass	Elected Parent		16.05.2025-15.05.2029	Apologies
Julie Eyres	Staff	Headteacher	N/a (ex officio)	Present
Nina Howard	Staff		23.09.2023-22.09.2027	Present
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.

3. APOLOGIES FOR ABSENCE

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

4. DECLARATIONS OF INTEREST

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

5. MINUTES OF THE MEETING HELD ON 12th MAY 2025 AND MATTERS ARISING/ACTIONS

5.1 The minutes of the meeting held on 12th May 2025 were confirmed and signed by the Chair as a true record.

5.2 Arising from the minutes:

5.3 Item 7.4 Find out who provided money management workshops in own setting This had been completed and information sent to the Headteacher.

5.4 Item7.5 Contact the NGA about their bespoke training offer This action was closed.
5.5 It was suggested that, following the annual skills audit in September, which would include new governors, that a schedule of training be organised.
5.6 Item 7.7 Add Annual Work Planner to the next agenda This had been completed.
5.7 It was explained that in each month of the planner, there was a main area of focus, visits were diarised and there were the
standard termly items.

6. LEADERSHIP UPDATE

6.1 The Headteacher provided a verbal leadership update:
6.2 School Roll It was reported that there were currently 149 children on roll, with one new child joining Year 1 in July and the roll would therefore be 150.
6.3 Behaviour The Headteacher said that behaviour continued to be very good.
6.4 Year 6 behaviour during their SATs had been exceptional, which was testament to the class teacher.
6.5 Sarah Richardson had been into school during SATs week to check the processes and protocols which had been satisfactory.
6.6 The LA had also visited for a spot check of protocols during the Phonics screening check that day.
6.7 The Headteacher confirmed that she had made her declaration for the Year 6 SATs papers to the DfE.
6.8 Pupils in Year 4 would be sitting their multiplication test later that week.
6.9 The school would be submitting their Year 1 Phonics and EYFS profile data to the LA by the end of June. The Headteacher would then need to make her declaration for the EYFS data. She said that it was anticipated that 80% of this cohort would meet their learning goals.
6.10 CPD It was reported that staff had received training on reading from the English lead.
6.11 Hooked On Books continued to be used as a whole school approach to reading.
6.12 The Maths lead had also delivered staff training on maths mastery.
6.13 Th EYFS lead had been to Foulds School as part of a moderation exercise.
6.14 **ASKED** who funded staff training, it was reported that this was the school.
6.15 The Headteacher and SENDCO would be attending DSL training on 11th June.
6.16 **ASKED** who took responsibility for safeguarding if the Headteacher and SENDCO were not in school, the Headteacher said that one of the UP3 teachers would be named as in charge for the day.
6.17 **ASKED** whether the student teachers were finishing their courses this year, this was confirmed.
6.18 The Headteacher said that the school would be open to taking on one student for the new academic year, although this placement had not been allocated yet.
6.19 **ASKED** whether it was useful to have student teachers in school, the Headteacher said that when they were effective it was really useful.
6.20 **ASKED** whether students were vetted, it was confirmed that the colleges did this, but they also attended a meeting at the school before joining.
6.21 Safeguarding There were no major concerns to report.
6.22 The Headteacher said that one case reported to governors before remained open with Children's Services.
6.23 Staffing It was reported that one new teacher had been recruited on a one-year fixed term contract to work in Chestnut class for four days a week. The remaining day, the class would be taught by Mrs Giddings.

7. REVIEW OF NEXT YEAR'S STAFF MODEL

7.1 There were no resignations to report on.
7.2 One member of support staff remained on long-term sick leave.
7.3 The Headteacher added that one child would be joining Reception in September with an EHCP requiring dedicated support. The school had also applied successfully for an EHCP for a child in Year

5 and this child would also require support. Two one-year fixed-term LSAs would be recruited for this purpose.

8. HEALTH & SAFETY/SUMMER WORKS

8.1 Caroline Poole, Premises/Health & Safety Link governor, had been into school and toured the premises with the Headteacher.

8.2 She was pleased to report that confirmation had been received that the new boiler would be fitted during the summer break and this was being fully funded by the LDBS. The Headteacher said that they would be replacing the gas boiler and two emersion heaters.

8.3 **ASKED** whether there had been any progress with the replacement of the external classroom doors, the Headteacher reported that quotations had been sought for this work.

8.4 A document was tabled outlining the quotations received for the work through Wilby & Burnett and also communication with the LDBS concerning the funding of the project.

8.5 There was £12,141 in Devolved Formula Capital available for this project, plus 10% which should be funded through the governors' maintenance scheme funds.

Francesco Aresco joined the meeting at this point.

8.6 The Headteacher highlighted that the most favourable quotation was from London Shopfitters and proposed that this tender be accepted, subject to confirmation of the funding. The Headteacher had met them that day and proposed that the school proceed with the ED1 and ED2 doors outlined within the quotation. This part of the project amounted to £9,446.32.

8.7 A discussion ensued about whether the LDBS could potentially fund more of this project due to the safeguarding implications. The Headteacher would be seeking clarification on this and whether VAT should be included.

8.8 The school had been advised to keep some DFC capital on account in case of emergency. Clarification was required on when the next DFC would be received for next year as this would be used for ED3, ED4 and ED5. Governors queried whether the contractor would fix the cost of their tender until next year so that the project could be completed in two phases.

8.9 It was highlighted that the toilets in Willow class needed refurbishing and work to the surface of the playground was also required in the future. It was suggested that this be set up as a whole school fundraising project.

8.10 It was reported that the caretaker had made good the surface under the gym trail since the last meeting.

8.11 The Headteacher said that, eventually, she would like the LDBS to take on the playground as a project and update it all.

8.12 **ASKED** whether the school had to use Wilby & Burnett for their quotations, this was confirmed and the Headteacher said this offered reassurances about the contractors being used.

Item		**Action**	**Who?**	**Deadline**
8.8	a.	Seek clarification on how long DFC funding could be accrued and when the next payment of this grant would be	**HT**	**June 2025**
	b.	Find out whether contractor would fix the cost of the quote if the work was completed in two phases.	**HT**	**June 2025**

9. RATIFICATION OF POLICIES/DOCUMENTS

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

9.2 Whistleblowing Policy After full consideration the policy was **RATIFIED.**

9.3 Supporting Pupils with Medical Conditions After full consideration the policy was **RATIFIED.**

10. ANNUAL WORK PLANNER

10.1 This had already been discussed under item 5.3.

11. STAFF AND PUPIL QUESTIONNAIRE

11.1 Pupil Survey The Headteacher explained that pupils in Year 3 to Year 6 had completed this survey using Google Forms. This was not anonymised so that any specific concerns could be addressed with the child.

11.2 Governors were pleased to see that the overall picture was very positive.

11.3 A Governor highlighted that it was excellent to see that 95% of pupils recognised the importance of the vision and values.

11.4 100% of pupils agreed that the school always encouraged them to treat everyone with respect.

11.5 Staff Survey Governors noted the overview of feedback from the staff survey.

11.6 The Headteacher said that the staff survey was anonymous and there had been 18 returns.

11.7 Again, feedback had been very positive.

11.8 **ASKED** about the suggestion to hold some team building events, the Headteacher said that it was difficult to co-ordinate out of school events, but that this was being done more informally, with a recent meal out for staff being an example.

11.9 The Chair recorded thanks to the Headteacher for the positive staff feedback. She said that staff obviously felt like they had a voice and felt supported.

12. ANY OTHER BUSINESS

12.1 Treasurer Update The Treasurer reported that all LDBS fees had now been paid for the year.

12.2 There was currently £16,000 in the governors' maintenance account, and £8,000 would be held in the account.

12.3 A letter had gone out to parents recently reminding them about voluntary contributions and the need to return Gift Aid forms.

12.4 Gift Aid would be claimed back from September 2025.

12.5 Governors were asked to send their dates of birth and home addresses for their roles as Trustees of the maintenance fund which was classed as a charity. These were needed for the tax return with HMRC.

12.6 **ASKED** whether some of these funds should be used for the replacement of an additional door, this was agreed in principle unless the LDBS agreed to fund more. Beech class doors were the next priority. The Headteacher said that all of the doors discussed should be replaced by September 2026.

12.7 A Governor said that she felt that the parental donations should be used when their children were still in the school rather than being saved for future projects.

12.8 **ASKED** about the Chrome Books that governors had funded, the Headteacher said that these were now five years old and funds had been allocated in the budget for their replacement.

12.9 The Headteacher undertook to clarify whether the LDBS could allocate any more funding for the replacement of the doors as they presented a safeguarding risk.

12.10 The meeting dates for the new academic year were:

- 22nd September 2025
- 20th October 2025
- 1st December 2025
-19th January 2026
- 2nd March 2026
- 27th April 2026
- 8th June 2026

- 6th July 2026

12.11 Safeguarding Training It was agreed that a joint safeguarding training session would be organised for a Tuesday in the spring term. This would be delivered by the instructor on Zoom, with governors altogether in school.

12.12 Governors were reminded to update their personal training logs on GovernorHub when they attended any training.

12.13 The Chair also asked that governors send their governor visit feedback to the Clerk to be uploaded to GovernorHub.

12.14 Governing Body Membership It was reported that Nick Stokes had submitted a nomination form to be appointed as LA governor after Sarah Richardson's departure at the end of term. He would be attending the meeting in July as an observer.

12.15 Duncan Poulson would be filling the Andrew Hopegood Trust vacancy when Joanne Hames left at the end of term.

12.16 Leavers' Service The Chair reported that, when the children attended their leavers' service in Year 6, they were given a bible.

12.17 It was suggested that a new format of bible be purchased this year, and both the Chair and Francesco Aresco had suggested different versions, both of which were more illustrated formats.

12.18 A discussion ensued, and it was explained that the new bibles would be more expensive than those previously distributed.

12.19 After full consideration it was decided to purchase the bible suggested by Francesco, which was entitled 'God is With Us'. He said that the Church would be happy to pay the difference of approximately £200 for these.

12.120 A brief discussion ensued about how the bibles were received by families, particularly those of other faiths.

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12.9		Seek clarification from the LDBS on whether they could allocate more funding for the door replacement project due to the safeguarding implications	**HT**	**June 2025**

13. DATE OF NEXT MEETING

13.1 The date of the next meeting was confirmed as:
- Monday 7th July 2025 at 6.30 pm

14. CONFIDENTIAL ITEMS

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

ACTION LOG – 9th JUNE 2025

Item		**Action**	**Who?**	**Deadline**
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