# MINUTES OF THE GOVERNING BODY MEETING OF MONKEN HADLEY CE PRIMARY SCHOOL, HELD AT THE SCHOOL ON MONDAY 12th MAY 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) | Apologies |
| Anita Bhogaita | Elected Parent | | 05.10.2024-04.10.2028 | Apologies |
| | Elected Parent | | | |
| 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** | | | | |
| Catherine Howell | Finance Officer | | | In attendance |
| 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 Anita Bhogaita and Francesco Aresco.

**4. DECLARATIONS OF INTEREST**

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

**5. SCHOOL FINANCE OFFICER UPDATE AND RATIFICATION OF THE BUDGET 2025-2026**

5.1 Three-year Budget Plan The three-year forecast had been shared with governors for review.

5.2 The finance officer said that the school was currently in a positive position.

5.3 It was highlighted that £120,000 had been carried forward into the budget for 2025-2026.

5.4 The forecast for the new financial year was showing an in-year deficit of £44,000 which meant that the year-end figure forecast was £76,000, so the school was still in a surplus position at this point. It was explained that this was also the position at the end of Year 2, but that the school was forecast to enter a deficit budget in Year 3. It was highlighted that this had been forecast in the past but had not happened.

5.5 The current healthy budget was being achieved through healthy roll numbers, low supply cover costs as staff covered internally during absences and the recent fully funded teacher pay increase. Income for school meals had also increased in the 2024/2025 budget. The Headteacher added that funds had also been put aside for changes in leadership but had not yet been used.

5.6 Governors were reminded that there had been cuts to pension contribution costs the previous year to 20.4%, however, this would be going back up to 28.4% in this financial year.

5.7 In the new budget, pay increases had been budgeted at 3%, but the actual figure was currently unknown.

*Jo Hames joined the meeting at this point.*

5.8 <u>2025-2026 Budget</u> This had been shared with governors for review and approval.

5.9 The Headteacher and Finance Officer had reviewed the budget line-by-line.

5.10 It was acknowledged that reasonable estimates had been made for the next three financial years.

5.11 Staffing costs remained the highest cost to the school at 93% of the total budget. This was forecast to rise to 96% by Year 3 due to the higher-than-average number of experienced UPS teachers working at the school.

5.12 Funds had been put aside again in the budget for staff cover instead of buying into the EPM insurance. These funds were in E26 and amounted to £8,000.

5.13 **ASKED** what the average percentage was for staffing costs in schools, this was reported to be 85-90%, with a target of lower than 90%. Governors were reminded that in a small school with mixed year groups it was challenging for new teaching staff, which resulted in the need for more costly experienced staff.

5.14 A brief overview was provided on the challenges of taking on ECTs in such a small setting as these trainees required a mentor and release time.

5.15 **ASKED** about the PE grant, governors were reminded that it was not usually confirmed by this time of year whether the grant would continue in the new financial year. The school usually received approximately £17,000. The Headteacher explained that half of this was usually used for the school's sports coaches and the other half for a range of sporting things.

5.16 **ASKED** about the separation of PP meals and school meals in the budget, it was explained that PP meals had to be paid from a separate pot which was why it was separated in the forecast.

5.17 After full consideration the 2025-2026 budget was **RATIFIED** by the Governing Body.

5.18 Thanks were recorded to Catherine Howell for the excellent support she provided the school in maintaining a healthy budget.

*Catherine Howell left the meeting at this point.*

**6. SEND UPDATE**

6.1 Peachey David, SENCO, joined the meeting to present her report.

6.2 Two reports were tabled: SEN Need Statistics and SEN Status Statistics.

6.3 It was highlighted that there were currently four pupils on roll with an EHCP.

6.4 It was reported that the school had also applied for another EHCP, and this had been agreed and would be coming before the end of term.

6.5 The SENCO explained that one further EHCP request was being submitted before the end of term and she was working in conjunction with the family concerned in order to do this.

6.6 One child joining Reception in September also had an EHCP.

6.7 The total percentage of SEND pupils with an EHCP was currently 14.8%. The percentage of all students with an EHCP was 2.7%, which remained below the national average.

6.8 It was explained that the needs of the pupils with an EHCP were all very different and a brief overview was provided on some of the bandings.

6.9 The SENCO would be visiting the child with an EHCP who would be joining Reception in their Nursery setting. The family had not yet visited the school.

6.10 It was noted in the SEN Need Statistics report that there were seven children with Social, Emotional & Mental Health needs, three children were autistic, and six children were receiving support for their Speech, Language and Communication needs. 16 children were on SEN Support who had had no specialist assessment. The other areas of need were noted.

6.11 **ASKED** how the various areas of need were spread throughout the school, it was explained that this was fairly evenly. The pupil data booklet showed how many SEND pupils were in each cohort. The highest level of need this academic year was in Cedar class but this changed year-on-year.

6.12 Successes It was highlighted that current successes were:

- Progress Data - individual Learning Support Plans (LSP) were reviewed each term. There was careful evaluation of each target for each child and shared process. All LSPs were reviewed by SENCO. Positive progress had been evidenced. Lack of progress/slow progress was identified and support escalated including involvement of eternal professionals.
- Success with EHCP Assessment requests.
- Ongoing positive work with the Educational Psychologist (EP) despite some delays due to illness. Productive and collaborative consultations including parents and school staff
- Staff voice, including LSA contribution prioritised, despite pressure of covering release time.
- 3 successful Annual Reviews in March - staff feedback had been key in evaluating progress and was appreciated by parents.
- Successful referral to Autism Advisory Team - Autism facilitator provided to work alongside Reception class LSAs in supporting new child. Ongoing support from Julie O'Dwyer was extremely valuable.
- Collaboration with private SALT.
- Katy - enabled the school to respond to SEMH need in the short term without being restricted by the very long CAMHS waiting list. She had a busy caseload and was using some of her professional contacts to facilitate private referrals at parent request.
- Increased use of language of Zones of Regulation across the school and future link to Growth Mindset work.

6.13 Challenges It was reported that recent challenges had been:

- Long term staff absence and the impact on provision.
- Increase in level of need (including increase in SEN consultations)
- Limited SENCO capacity meant difficult decisions in terms of prioritising time.
- Increased need for parenting support.

6.14 Governors were reminded that Peachey David was only in school for one day a week and also fulfilled a leadership role.

6.15 Training A broad range of SEN training had been attended this academic year, including:

- Autistic Learners and the school Experience – Dean Beadle
- Autumn SENCO conference
- Executive Functioning, Autistic Inertia and Autistic Wellbeing - Dean Beadle
- Spring SENCO conference
- Growth Mindset
- Sensory Needs and Provision
- Safer Recruitment

6.16 It was reported that the LDBS would be undertaking their next SEN review of the school on 19th June 2025.

6.17 **ASKED** about the attendance of SEND pupils, it was explained that one child had regular medical appointments, and one child was on a reduced timetable, but other SEND attendance was fine.

6.18 **ASKED** about the 16 pupils on SEN support who had had no specialist assessment, it was explained that these children predominantly had learning and cognition needs and were having interventions, had not had a formal diagnosis, but had a learning support plan.

6.19 Thanks were recorded to Peachey David for her ongoing work to support pupils with SEND.

6.20 SEND Governor Visit Report Pippa Reid, SEND Governor, had been into school on a visit on the 28th and 31st March 2025. Her full and detailed report had been shared with governors on GovernorHub.

6.21 It was reported that, across the two visits, it had been clear that the school continued to make excellent and personalised provision for its SEND pupils and prioritises their growth, learning and progress. It was noted that provision meets the standards required and often exceeds it and does so in a really positive and "non obvious" way.

6.22 Pippa had attended the LDBS SEN training session last term. This had highlighted that there was a pattern for diagnosis and need going up, but funding was not keeping pace with the need.

6.23 Governors heard about the positive experience Pippa had had in the playground observing how the support students were working with an autistic child.

6.24 The SENCO and Pippa had discussed writing up a formal review of the current provision against the LDBS assurance questions document by the year end, and a date had been arranged for this before the SEN review. A document including the LDBS assurance questions was tabled for information.

6.25 **ASKED** whether having a SENCO for one day a week was sufficient if SEN numbers were increasing, it was agreed that governors would monitor this matter, but that at present this was manageable. At present the SENCO was offered time in lieu when it was necessary for her to work additional days.

**7. MINUTES OF THE MEETING HELD ON 17th MARCH 2025 AND MATTERS ARISING/ACTIONS**

7.1 The minutes of the meeting held on 17th March 2025 were confirmed and signed by the Chair as a true record.

7.2 Arising from the minutes:

7.3 Item 5.5 Update governors on the setting up of a business partnership with Lloyds The Headteacher reported that, following further investigation, she had decided that Lloyds did not offer the type of service that she was looking for. She had since approached Barclays Bank who could offer a service where they came into school to deliver a workshop on money management with the children. She had therefore put in an application for this.

7.4 Sarah Richardson undertook to find out who the company was that provided this type of support in her own setting.

7.5 Item 5.6 Contact the NGA about their bespoke training offer This item was deferred in the absence of Anita Bhogaita.

7.6 Item 5.8 Add Annual Work Planner to the next agenda This had been completed.

7.7 The Headteacher and Chair had met to review and update the annual work planner, and this would be brought to the meeting in June for review.

7.8 Item 12.5 Send out voluntary contribution letter to parents and gift aid form The Treasurer confirmed that the letter had gone out to parents and contributions had been coming in.

7.9 There had been £16,000 in the maintenance account and following payment of the last instalment to the LDBS, this now amounted to £15,036.28.

7.10 Governors were reminded that £8,000 had to stay on account to ensure that the LDBS payments could be paid if no contributions came in.

7.11 The Treasurer was pleased to report that School Money was now being used effectively by parents who were making contributions.

7.12 Governors were informed that a file containing gift aid forms dating back to 2022 had been located, but not all forms had been correctly completed.

7.13 However, the school had recently reissued a gift aid form to parents which included a tick box to confirm whether they were a taxpayer in the last four years.

7.14 After consideration it was decided to review the return of these new forms and base any backdated gift aid claims on them.

7.15 **ASKED** whether there were any upcoming capital projects which the governing body might be requested to contribute to, the Headteacher said that there were two potential projects. One would be towards the door replacement project in Oak, Chestnut and Beech rooms. The LDBS were contributing £15,000 for this, but quotations were expected to be higher than this amount.

7.16 Also, Sports Safe had conducted an inspection of outside equipment that day and had identified the need to replace some of the trail. Quotations would be sought for this.

7.17 The Headteacher said that a meeting was taking place the following week for new Reception parents, and this was an opportunity to explain the purpose of voluntary parental contributions. She suggested that this be renamed the maintenance fund as this was clearer.

7.18 Governors were informed that the new gas boiler being installed in the summer was being fully funded by the LDBS.

7.19 **ASKED** whether parents were made aware of voluntary contributions in writing before joining the school, the Headteacher said that they were not and did not feel that this would be appropriate. She added that this was, however, mentioned on tours of the school.

7.20 Item 12.18 Seek clarification on who could be appointed Deanery Synod governor It was reported that Francesco Aresco had contacted the Rector of St Mary's Hendon who was the Synod Chair. He had been informed that the governing body could choose a churchgoer to propose for the Deanery Synod vacancy which would arise at the end of the academic year. This nomination would need to go to the Synod Chair and the Church Wardens of Monken Hadley Church.

7.21 The Chair said that she had some candidates in mind for this role and encouraged governors to also provide any suggestions.

7.22 The Headteacher reported that a parent governor election was currently underway as the term of office of Cate Pendegrass had come to an end.

7.23 It was reported that Sarah Richardson would be leaving the governing body at the end of the academic year as she would be relocating to Singapore. Some suggestions would given to who could fill this vacancy when it arose.

7.24 It was reported that Duncan Poulson would be filling the Foundation Andrew Hopegood Trust vacancy when Joanne Hames stepped down at the end of the academic year.

| Item | | **Action** | **Who?** | **Deadline** |
|---|---|---|---|---|
| 7.4 | | Find out who provided money management workshops in own setting | **SRi** | **June 2025** |
| 7.5 | | Contact the NGA about their bespoke training offer | **AB** | **June 2025** |
| 7.7 | | Add Annual work Planner to the next agenda | **Clerk** | **June 2025** |

**8. LEADERSHIP UPDATE**

8.1 The Headteacher provided a verbal leadership update:

8.2 Pupil Numbers It was reported that there were currently 149 pupils on roll.

8.3 Numbers in Year 1 remained low, with five available spaces.

8.4 The Headteacher reminded governors that Year 2 could potentially be two over on roll next year.

8.5 Behaviour Pupil behaviour continued to be good.

8.6 CPD Staff had had two sessions on growth mindset and as a team were deciding how to take that forward in school.

8.7 Safeguarding The Headteacher reported that she had recently made one MASH referral.

8.8 Pupil Attendance Current whole school attendance was 96%, with persistent absence (PA) at 8.5%.

8.9 There were no exclusions or suspensions to report.

8.10 Health & Safety The Headteacher reported that the LDBS had recently undertaken a full site survey and she was awaiting the report of their findings.

8.11 Enrichment The Headteacher provided a full overview of the broad range of enrichment activities and trips that the children benefited from.

8.12 SATs Governors were reminded that the SATs tests were taking place this week.

8.13 Sarah Richardson had been into school to monitor how the papers had been locked away and to ensure wall displays were covered.

8.14 Year 6 Leavers The Year 6 pupils would be transitioning to the following schools:

- The Totteridge Academy – 5
- Dame Alice – 2
- Friern Barnet – 1
- Latymer – 1
- QE Boys – 1
- QE Girls – 7
- Southgate - 1

**9. REVIEW OF SCHOOL DEVELOPMENT PLAN**

9.1 The updates to the School Development Plan had been summarised in a document previously shared with governors. This was received and noted.

9.2 **ASKED** whether anything had not progressed as planned, the Headteacher said that it had not.

9.3 The document which would be shared at the end of the academic year would include progress and the impact on pupils.

**10. SPRING DATA AND ASSESSMENT**

10.1 The data was tabled and noted.

10.2 Governors were pleased to see that progression throughout the year groups was visible within the data.

10.3 The Chair recorded thanks to the teachers for their ongoing efforts in supporting the children.

**11. ANNUAL CHILD PROTECTION REPORT**

11.1 A full report had been shared on GovernorHub for information and this was noted.

11.2 **ASKED** what an early help assessment was, the Headteacher explained that Early Help Assessments (EHA) were used to identify a child and family's needs and strengths, and to plan the right support and services to address those needs at an early stage. The process allowed different agencies and services to share information and work together in a coordinated way. These were requested through the MASH service.

**12. FEEDBACK FROM GOVERNORS' DAY**

12.1 The Chair thanked Governors who had been into school and undertook to collate their feedback into one document.

12.2 One governor shared that during her visit the pupils had been engaged, polite and friendly. She also praised the integration of a child with SEND in the class.

12.3 Another governor commented on the consistency throughout the school in terms of behaviour and the quality of education. Children had been engaged, on task, and happy in their lessons. She also said that there was evidence of children feeling really listened to and valued.

12.4 Cate Pendegrass had submitted a report on her visit on GovernorHub.

12.5 Governors agreed that during their visits there was evidence of the school's values being lived out.

12.6 The Headteacher thanked governors for giving up their time to come into school.

**13. RATIFICATION OF POLICIES/DOCUMENTS**

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

13.2 Admissions Arrangements The Headteacher said that this document was unchanged.

13.3 The document was **RATFIED** by the Governing Body.

13.4 Health & Safety Policy **ASKED** whether all members of staff were first aid trained, the Headteacher said that a set percentage of staff had had this training.

13.5 **ASKED** whether all first aid items were stored in one area, including EpiPens, this was confirmed.

13.6 **ASKED** about ladder use, the Headteacher said that only the site manager was trained to use step ladders.

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

**14. ANNUAL WORK PLANNER**

14.1 This had already been discussed under item 7.7.

**15. ANY OTHER BUSINESS**

15.1 There was none.

**16. DATE OF NEXT MEETING**

16.1 The dates of the next meetings were confirmed as:

**- Monday 9th June 2025 at 6.30 pm**

**- Monday 7th July 2025 at 6.30 pm**

**17. CONFIDENTIAL ITEMS**

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

**ACTION LOG – 12th MAY 2025**

| Item | | **Action** | **Who?** | **Deadline** |
|---|---|---|---|---|
| 7.4 | | Find out who provided money management workshops in own setting | **SRi** | **June 2025** |
| 7.5 | | Contact the NGA about their bespoke training offer | **AB** | **June 2025** |
| 7.7 | | Add Annual work Planner to the next agenda | **Clerk** | **June 2025** |