MINUTES OF THE GOVERNING BODY MEETING OF MONKEN HADLEY CE PRIMARY SCHOOL, HELD AT THE SCHOOL ON MONDAY 17th MARCH 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
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	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, extending a special welcome to Francesco Aresco, new rector at Monken Hadley Church.

2.2 Introductions were made around the table.

3. APOLOGIES FOR ABSENCE

3.1 There were no apologies.

4. DECLARATIONS OF INTEREST

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

5. MINUTES OF THE MEETING HELD ON 20th JANUARY 2025 AND MATTERS ARISING/ACTIONS

5.1 The minutes of the meeting held on 20th January 2025 were confirmed and signed by the Chair as a true record.

5.2 Arising from the minutes:

5.3 Item 5.8 Investigate setting up business partnership with the school Anita Bhogaita had reached out to a number of financial organisations and consultancy firms to find out the type of projects they offered for schools.

5.4 It was reported that Lloyds Group offered a three-tiered service:
- A portal with self-service training
- A service where they would come in to school to co-facilitate training for the children
- A sponsored service where the school could apply for a levy for skills build for digital education skills and business skills.

5.5 The Headteacher undertook to look through the information on this in detail and would provide an update to governors in the summer term on how she would like to proceed.

5.6 Item 5.10 Contact the NGA about their bespoke training offer This had not yet progressed but would continue to be pursued.

5.7 Item 10.6 Circulate date for the next Admissions Committee meeting This had been completed and the committee had met on 10th February 2025. A full report on this had been shared on GovernorHub.

5.8 Item 14.4 Add review of Annual Work Planner to the next agenda The Headteacher and Chair had set a date to meet to discuss this document. It was suggested that this be added to the May meeting agenda.

5.9 Item 15.8 Share PowerPoint on GovernorHub This had been completed.

Item		**Action**	**Who?**	**Deadline**
5.5		Update governors on the setting up of a business partnership with Lloyds	**JE**	**May 2025**
5.6		Contact the NGA about their bespoke training offer	**AB**	**May 2025**
5.8		Add Annual work Planner to the next agenda	**Clerk**	**May 2025**

6. LEADERSHIP UPDATE

6.1 The Headteacher provided a verbal leadership update:

6.2 Staffing The Headteacher reported that one member of staff remained on long-term sick leave and HR was supporting the school with this. The role was currently being covered internally, with a small additional cost for a TA to work additional hours and another member of support staff covering some of the hours.

6.3 School Roll It was reported that there were 147 children on roll that day.

6.4 It was hoped that three places would be filled within the next two weeks. There was a Year 3/Year 4 space and also spaces in the low numbers Year 1 cohort. Governors were reminded that class sizes could not go over 30 in Key Stage 1.

6.5 Offers for Reception 2025 places would go out to parents in April. The Headteacher said that there had been 151 applications for the 20 spaces, 11 of which were siblings. Governors heard that 39 applications had put the school as first choice which was positive considering the local and national trend for falling Reception rolls.

6.6 A brief discussion ensued about the impact of criteria 4 and 5 on admissions.

6.7 It was highlighted that there could be implications on admissions following the VAT changes to school fees in the private sector.

6.8 Behaviour The Headteacher said that pupil behaviour continued to be exceptional which was testament to staff expectations.

6.9 CPD It was reported that all staff had received training on geography field work, and this had been embedded into book week.

6.10 All staff had also received training on developing growth mindset and were looking forward to their next session on this. Staff were thinking about the language used with children for developing their positive mindset.

6.11 Safeguarding The Headteacher said that there were currently no new safeguarding concerns to report.

6.12 Some previously reported child protection concerns were ongoing.

6.13 Enrichment The children had enjoyed wellbeing week, PJ days, safer internet day and no pen days. They had also had visits to places such as The Tower of London, V&A Museum and the Barnet dance festival.

6.14 Book week had been tied to field study and forest schools. Cate Pendegrass and the Chair had had the opportunity to attend a learning walk during book week, and their report had been shared on GovernorHub for information.

6.15 The Headteacher reported that the girls' football team had reached the final of their league at Compton Power League. The development of this team had been a priority at the school four years ago. Thanks were recorded to Mr Beedie for all his efforts working with the team.

6.16 The Headteacher recognised the commitment staff gave for providing enrichment activities for the children as this was hugely beneficial for the pupils.

7. UPDATE ON SCHOOL DEVELOPMENT PLAN

7.1 The updated SDP had been shared on GovernorHub for information.

7.2 The Chair said that the school continued to be in a strong position.

7.3 **ASKED** whether the projected costs were similar to this year, this was confirmed and the Headteacher explained that these were manageable costed priorities.

7.4 **ASKED** when the school would be trialling the new RSHE scheme of work, the Headteacher said that two schemes would be trialled in the next couple of weeks. This would then go out to consultation before the chosen scheme would then be implemented from September 2025.

7.5 **ASKED** how the external maths review had gone, the Headteacher said that this had been positive, and the school now had a contact from the mastery programme who had been in twice and had prepared an action plan for the school.

7.6 Staff were working on developing the manipulation of number and understanding number.

7.7 **ASKED** about the intended outcome under technology and whether this was about equipment or skills, the Headteacher explained that this was in relation to the computing curriculum across the school.

7.8 **ASKED** about the school's plans with AI technology, the Headteacher said that LGfL had sent an email about this that day. The school was slowly introducing the use of AI tools with teachers in order to reduce workload. Children were only using AI for image creation at present.

7.9 **ASKED** why the recent parent coffee morning had not gone ahead, the Headteacher said that this was due to low take up.

7.10 In the summer term, the school would be holding a maths session for parents similar to the recent phonics session.

8. FINANCIAL BENCHMARKING

8.1 A full benchmarking report had been shared with governors for information.

8.2 It was noted that, when compared to the schools in the group, Monken Hadley had the highest teaching staff costs, but one of the lowest support staff costs.

8.3 Governors noted that income was lower than average due to a lower than average (as a percentage of the whole school) number of PP and SEND pupils.

8.4 A brief discussion ensued about the fact that teaching costs had historically been high as this was a uniquely small school with mixed-age classes and restricted career development opportunities. The Headteacher said that she was comfortable with the model for teacher costs the school currently had, and governors supported this.

8.5 It was noted that total expenditure was one of the lowest in the benchmarking exercise as this was a budget conscious school, with closely managed expenditure.

8.6 The Headteacher reported that she had met with the school finance officer the previous week and produced the first draft of the budget for 2025-2026. The current carry forward to this new budget was forecast to be £55,000.

8.7 **ASKED** whether SEND funding was dependent on the number of pupils with SEND attending the school, this was confirmed. The Headteacher added that the number of pupils with an EHCP had an impact on this income. Governors briefly went on to discuss the SEND funding crisis which was a national issue at present.

8.8 The Headteacher explained that there were fewer high needs pupils attending Monken Hadley than other Barnet schools.

8.9 It was explained that, despite this, the number of EHCP consultations had continued to increase, with six to date this academic year. The Headteacher provided an overview of the process for consultations and in-year applications of pupils with an EHCP.

9. SCHOOL RISK REPORT

9.1 The updated risk report had been uploaded to GovernorHub for information.

9.2 It was highlighted that the lay-bys outside school were supposed to be deepened in January to help the poor driving/parking outside, this had not yet happened. The school site manager had been outside during drop off and collection times and this had had a positive impact.

9.3 **ASKED** about the safeguarding section which was amber in relation to the school entrance, the Headteacher explained that this was due to most schools having two sets of doors to get through before entering the premises, but due to the nature of the building this school had only one. However, it was highlighted that the office had clear visibility of who was at the door when they buzzed to get in. The vigilance of staff onsite meant that this was not deemed a higher risk.

9.4 **ASKED** whether there could be a higher fence around the site, it was explained that this was not possible as the school was on common land.

9.5 The school had an internal lockdown procedure, which included a different sounding alarm to the fire alarm, to alert staff.

10. TERMLY REVIEW OF THE ARRANGEMENTS MADE FOR PUPILS WHO CANNOT ATTEND SCHOOL DUE TO THEIR MEDICAL NEEDS

10.1 There were no children in this category on roll.

11. RATIFICATION OF POLICIES/DOCUMENTS

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

11.2 Accessibility Plan & Policy After full consideration the document was **RATIFIED.**

11.3 Equality, Race and Gender Policy After full consideration the document was **RATIFIED.**

11.4 RSHE Policy **ASKED** whether the consultation on the new RSHE scheme of work would go out to all parents, this was confirmed.

11.5 Governors were reminded that parents could only request that their child be removed for the sex education part of this curriculum, which was only taught in Year 6. If a child was removed, they would be given different work in another classroom.

11.6 A governor highlighted the importance of the RSHE curriculum being accessible by the most vulnerable children in school, including those with SEND.

12. ANY OTHER BUSINESS

12.1 Voluntary Contributions and Gift Aid The Treasurer reported that there had been a reduction in the number of contributions this quarter.

12.2 There was currently £15,000 in the account, with £1365 owed to the LDBS.

12.3 A letter would be sent to parents reminding them about voluntary contributions, encouraging them to use School Money for their donations rather than directly debiting funds into the account as this system had the specific names of the parents.

12.4 The form for the backdating of gift aid contributions had been sent to the school office. A significant piece of work had been undertaken on this and the backdated forms that were available had been accessed. It was reported that there had been some issues with these forms as parents had not ticked the correct boxes.

12.5 It was suggested that gift aid forms go out to parents as a starting point, along with the voluntary contributions reminder letter and the Treasurer undertook to organise this.

12.6 A spreadsheet had been set up with all current gift aid contributions.

12.7 A decision would be made at a later date about whether to further pursue the backdated gift aid contributions.

12.8 Governor Training Feedback The Vice Chair reported that they had recently attended the LDBS run Roles & Responsibilities course which she had found useful. She said that the trainer Andrew Reid had been really knowledgeable and had recommended a podcast available on governance called 'Little Book of Big Questions.'

12.9 The Treasurer said that she was booked to attend the LDBS finance course.

12.10 Pippa Reid reported that she had attended the LDBS training course for governors with responsibility for SEND in February 2025. This had also been delivered by Andrew Reid, and she had found it a useful session. She would be following up by coming into school to meet with the Headteacher and SENCO and would provide governors with a SEND update at the next meeting.

12.11 The Chair had attended governor training on SIAMS. She said that it had been emphasised on this training that governing bodies should not be complacent about their school's vision and values.

12.12 Governors were encouraged to update their safeguarding training if they had not already done so.

12.13 Governors were reminded to add any training that they had attended to their personal training record on GovernorHub.

12.14 Contracts The Headteacher said that the current IT contract was with Inspire and cost just under £5,000. She proposed that the school did not go out to tender for a new IT contract as this arrangement was working well and this was **AGREED** by the governing body**.**

12.15 The Headteacher reminded governors that the company All4Sport currently provided PE lessons in school on Mondays, which enabled staff to take their PPA time. The cost of this provider was £10,000 and so the Headteacher had sought another quote for this service and this had been marginally cheaper. She said that she had an excellent working relationship with All4Sport, who had always been reliable and provided a great service. She proposed that the school continued with this arrangement, and this was **AGREED** by the governing body.

12.16 Governor Visit Day Governors were reminded that this had been arranged for 31st March 2025. They were asked to inform the Headteacher what time of day they would like to attend and whether they wanted lunch. A running order of the day would be shared with them and the Headteacher said that the purpose of their visit would be to see the vision and values lived at the school.

12.17 Governing Body Membership Governors were reminded that Jo Hames would be stepping down from the governing body at the end of the academic year. The Chair reported that Duncan Paulson would be filling this vacancy.

12.18 The term of office of Sally Atkinson would also be coming to an end at the end of the academic year, which meant that there would be a Foundation Deanery Synod vacancy. This role had to be filled by someone within the parish or who attended the Church. Francesco Aresco undertook to seek clarification on this matter.

12.19 It was noted that the term of office of Cate Pendegrass would be coming to an end on 3rd May 2025. A parent governor election would be held in due course.

Item		**Action**	**Who?**	**Deadline**
12.5.		Send out voluntary contribution reminder letter to parents and gift aid form	**PD**	**May 2025**
12.18		Seek clarification on who could be appointed Deanery Synod governor	**FA**	**May 2025**

13. DATE OF NEXT MEETING

13.1 The date of the next meeting was confirmed as:
- Monday 12th May 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 – 17th MARCH 2025

Item		**Action**	**Who?**	**Deadline**
5.5		Update governors on the setting up of a business partnership with Lloyds	**JE**	**May 2025**
5.6		Contact the NGA about their bespoke training offer	**AB**	**May 2025**
5.8		Add Annual work Planner to the next agenda	**Clerk**	**May 2025**
12.5.		Send out voluntary contribution reminder letter to parents and gift aid form	**PD**	**May 2025**
12.18		Seek clarification on who could be appointed Deanery Synod governor	**FA**	**May 2025**