MINUTES OF THE GOVERNING BODY MEETING OF MONKEN HADLEY CE PRIMARY SCHOOL, HELD AT THE SCHOOL ON MONDAY 20th JANUARY 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
vacancy	Foundation		N/a (ex-officio)	
Anita Bhogaita	Elected Parent		05.10.2024-04.10.2028	Apologies
Dr Cate Pendegrass	Elected Parent		04.05.2021-03.05.2025	Apologies
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.

3. APOLOGIES FOR ABSENCE

3.1 Consent was recorded to apologies for absence submitted on behalf of Anita Bhogaita, Nina Howard and 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 2nd DECEMBER 2024 AND MATTERS ARISING/ACTIONS

5.1 The minutes of the meeting held on 2nd December 2024 were confirmed and signed by the Chair as a true record.

5.2 Arising from the minutes:

5.3 Item 6.8 Contact Jesus Hospital Charity The Chair confirmed that she had completed this action.

5.4 The charity had advised that they could not donate funds for the replacement of the doors.

5.5 Item 6.12 Add Annual Work Planner as an agenda item at the next meeting This had been completed.

Preethi Daniel joined the meeting at this point.

5.6 Item 7.10 Investigate setting up business partnership with the school In the absence of Anita Bhogaita, the Chair provided a brief update.

5.7 Governors were informed that Anita had been in touch with her contact at Lloyds about how links could be built with them. She had provided a number of suggestions to the Chair and this required further consideration.

5.8 It was suggested that this be added as an agenda item at the next meeting.

5.9 Item 7.30 seek two-year fixed deal for electricity This had been completed.

5.10 Item 12.5 Contact the NGA about their bespoke training offer This was deferred to the next meeting.

5.11 Item 13.6 Share last financial audit report (2021) with governors This had been completed.

Item		**Action**	**Who?**	**Deadline**
5.8		Investigate setting up business partnership with the school	**AB**	**Mar 2025**
5.10		Contact the NGA about their bespoke training offer	**AB**	**Jan 2025**

6. LEADERSHIP UPDATE

6.1 The Headteacher provided a verbal leadership update:

6.2 Roll It was reported that there were currently 149 pupils on roll.

6.3 Staffing There were no staff changes to report.

6.4 The Headteacher provided a full update on current long-term staff absences. It was explained that teacher absences had been covered by the Headteacher and another teacher internally. The TA absences had also been covered internally, but this could not be a long-term solution.

6.5 The Headteacher would be seeking HR advice on the absence of one member of staff.

6.6 Governors were reassured that the pupils were continuing to receive an excellent quality of education.

6.7 Behaviour The Headteacher said that the children were settled and behaving well.

6.8 Safeguarding Governors were reminded that the school had received an LDBS safeguarding audit on 4th December 2024. A copy of the report had been shared on GovernorHub for information.

6.9 During the audit, Sally Moore had spoken to both the children and staff, and she had also checked the premises and the SCR.

6.10 The Headteacher informed Governors that Sally had now left the LDBS and the school's new advisor would be Louise Ritchie. They would be meeting in two weeks.

6.11 Attendance It was reported that whole school attendance was currently 96%.

6.12 Finance The Headteacher and school finance officer had completed the quarter 3 budget review.

6.13 When the budget had been set, the contingency forecast had been £23,404. This had since increased to £55,397. The Headteacher said that further work would be undertaken to ascertain where all of these cost savings had been made. She said that some of this was due to the Government funding the recent teaching staff pay increases and some budgeted leadership time had not been used yet. The school had also received additional PP funding.

6.14 Filtering Governors heard that the school had been signed up to the new LGFL service called SENSO, which was a monitoring system appropriate for schools. The Headteacher said that she would be completing her training on this the following week.

7. DISCUSSION BASED ON LEARNING

7.1 This would be discussed under the next item.

8. ASSESSMENT DATA FOR END OF AUTUMN TERM

8.1 The Autumn term data booklet was tabled for information.

8.2 The Headteacher highlighted the explanatory page on the various stages of progress.

8.3 Governors were reminded that the Year 1 data often appeared skewed in the Autumn term as all pupils started in one position as their starting point. This year's Year 1 cohort was also small, with only 15 pupils, many of whom were receiving interventions.

8.4 The data related to PP children was highlighted, particularly in Year 1, which was a cohort from a further catchment than what was typical for the school. The Headteacher said that the cohort in Reception this year was from a much smaller catchment.

8.5 **ASKED** whether there was much crossover of EAL and PP children, the Headteacher said that this was not the case significantly. Governors were also reminded that many of the EAL children spoke fluent English but were still classed as EAL so there was a big range in their progress and attainment. She added that, although some of these children were fluent in speaking English, this did not always follow through in their writing.

8.6 It was noted that the progress of PP children in Year 1 was not as strong as their peers.

8.7 A brief discussion ensued about the challenges some parents had supporting their children with maths. The Headteacher said that she was planning to run more parent workshops on Maths to support parents.

8.8 **ASKED** whether the absence of a TA in Key Stage 1 was having an impact on the Year 1 cohort, the Headteacher said that this was not the case.

9. WEBSITE REVIEW – UPDATE AND CHANGES

9.1 Cate Pendegrass had completed a full check of the school website, and her report had been shared on GovernorHub for information.

9.2 The website was fully compliant, and some minor points had been highlighted for correction or query.

9.3 It had been highlighted that the PP Strategy document should be in the new DfE format and the Headteacher confirmed that this was the case.

9.4 One document relating to Year 6 careers week included a 2024 date which was to be updated to 2025.

9.5 Governors were reminded that diversity information was going to be included in their personal pen portraits. Following the diversity data review last term, it had since been agreed to add a statement to the website to state that the diversity of the governing body was reflective of the school community and that further information on this was available from the school office.

9.6 There were other things listed on the "Useful Information" that schools might want on their websites list, this included things like a gallery of children's work, twitter/News feed.

9.7 The Headteacher said that photographs of the children were already included in the school newsletter which was posted on the website. Parental permission to post pictures of children was sought when they joined the school.

9.8 The Headteacher said that she did not plan to set up school social media, especially in the drive to be a smart phone free setting.

9.9 A governor said that, in her setting, there had been new guidance not to post photographs of pupil's faces on the school website. A discussion ensued about the possible risks associated with this and the Headteacher said that caution would be taken on the type of pictures shared with the school community. It was emphasised that the names of pupils were never published with photos in the school newsletter.

9.10 The Headteacher said that, to date, there had been no guidance from the LDBS not to publish photos on school websites.

9.11 Thanks were recorded to Cate Pendegrass for her thorough review of the website and her report.

10. ADMISSIONS COMMITTEE REPORT

10.1 Governors were informed that the closing date for applications to Reception had been 15th January 2024. It had not yet been confirmed how many applications there had been, although eight of them had been for sibling children.

10.2 It was highlighted that, since the departure of Thomas Renz, a new member was required on the Admissions Committee.

10.3 The Headteacher provided a brief overview of the role of this committee, which was for the annual ranking and checking of applications to Reception.

10.4 The new vicar would be joining the committee once he was in post, but it was not yet known what experience he had with admissions.

10.5 Sarah Roth agreed to join the committee.

10.6 The Headteacher undertook to circulate a date for their next admissions meeting.

Item		**Action**	**Who?**	**Deadline**
10.6		Circulate date for the next Admissions Committee meeting	**JE**	**Mar 2025**

11. SAFEGUARDING VERBAL REPORT

11.1 This had already been discussed.

11.2 The report shared by the Safeguarding Governor was noted.

12. TEACHING RE (SIAMS GOVERNOR)

12.1 This item was deferred as Thomas Renz had previously been the SIAMS governor.

12.2 The Headteacher said that once the new vicar was in post as governor, she would be working with him and the Chair to review the SIAMS schedule.

13. RATIFICATION OF POLICIES/DOCUMENTS

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

13.2 Charging and Remissions Policy After full consideration the policy was **RATIFIED.**

13.3 Complaints Policy After full consideration the policy was **RATIFIED.**

13.4 Early Years Foundation Stage Policy After full consideration the policy was **RATIFIED.**

13.5 Financial Management Policy After full consideration the policy was **RATIFIED.**

13.6 Behaviour Principles Statement After full consideration the document was **RATIFIED.**

13.7 The Headteacher emphasised the importance of thoroughly reading the financial management policy and said that the school's next financial audit would be soon.

14. ANNUAL WORK PLANNER

14.1 Governors were reminded that the annual work planner required review and updating. The Headteacher and Chair had started work on this process.

14.2 Governors were reminded to check the planner for their link role reports and to confirm that these were scheduled at the correct time of the academic year.

14.3 The Headteacher said that she would be looking at the meeting structure and governor accountability aspect of the plan.

14.4 All Governors were asked to review the planner by the next meeting.

Item		**Action**	**Who?**	**Deadline**
14.4		Add Review of Annual Work planner to the next agenda	**Clerk**	**Mar 2025**

15. ANY OTHER BUSINESS

15.1 Treasurer Update Governors were informed that the Treasurer could claim gift aid on parental contributions backdated to 2021. The information required to do this was the name, address and donation detail from each parent who had donated. It was possible that supporting papers for this could also be requested by HMRC.

15.2 A brief discussion ensued on how the Treasurer could format a report for this submission and the practicalities of checking parental eligibility for gift aid donations.

15.3 It was suggested that a piece of work be undertaken with a small sample to see whether it would be worth the workload to complete the backdating exercise. The Treasurer would start with the September 2024 intake.

15.4 A new process would also be implemented for future gift aid donations.

15.5 The Treasurer reported that there was currently £15,500 in the governors' account following their donation to the garden suite project. The first payment to the LDBS had also been paid and there would be two further payments of £1350 to the LDBS that year.

15.6 Governor Training It was suggested that the new finance governor complete financial management training with BELS.

15.7 Preethi Daniel undertook to arrange the LDBS induction training for new governors.

15.8 Sarah Richardson had attended equality and unconscious bias training in December. She undertook to share the PowerPoint from the session on GovernorHub.

Item		**Action**	**Who?**	**Deadline**
15.8		Share PowerPoint on GovernorHub	**SR**	**Mar 2025**

16. DATE OF NEXT MEETING

16.1 It was decided to cancel the scheduled meeting in February.

16.2 The date of the next meeting was confirmed as:

- Monday 17th March 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 – 20th JANUARY 2025

Item		**Action**	**Who?**	**Deadline**
5.8		Investigate setting up business partnership with the school	**AB**	**Mar 2025**
5.10		Contact the NGA about their bespoke training offer	**AB**	**Jan 2025**
10.6		Circulate date for the next Admissions Committee meeting	**JE**	**Mar 2025**
14.4		Add Review of Annual Work planner to the next agenda	**Clerk**	**Mar 2025**
15.8		Share PowerPoint on GovernorHub	**SR**	**Mar 2025**