MINUTES OF THE GOVERNING BODY MEETING OF MONKEN HADLEY CE PRIMARY SCHOOL, HELD AT THE SCHOOL ON MONDAY 21st OCTOBER 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)	
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	Apologies
Sarah Richardson	LA		23.09.2024-22.09.2028	Present
Non-voting attendees				
Revd Dr Thomas Renz	Associate Member		25.09.2024-24.09.2025	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 The Chair welcomed governors to the meeting, extending a special welcome to newly elected parent governor Anita Bhogaita.

Jo Hames joined the meeting at this point.

3. APOLOGIES FOR ABSENCE

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

4. DECLARATIONS OF INTEREST

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

Sally Atkinson joined the meeting at this point.

5. MINUTES OF THE MEETING HELD ON 23rd SEPTEMBER 2024 AND MATTERS ARISING/ACTIONS

5.1 The minutes of the meeting held on 23rd September July 2024 were confirmed and signed by the Chair as a true record.

5.2 Arising from the minutes:

5.3 Item 18.6 Undertake a check of the SCR This had been completed and would be discussed later in the meeting.

5.4 Item 18.8 Organise safeguarding update training for the FGB The Vice Chair was in the process of organising this. The Headteacher said that in school, staff updated their detailed safeguarding training every three years.

5.5 The Vice Chair reminded governors that this training had initially been scheduled to be delivered in school, but the trainer had had to cancel. The LDBS session was deemed costly, and it was therefore recommended that any governors due to complete their safeguarding training did so through the online NSPCC session. The Vice Chair confirmed that this session was specifically for school governors.

5.6 Some governors had attended safeguarding training in September 2023 and were asked to update their training records on GovernorHub, including a copy of their certificate.

5.7 The Headteacher explained that at the start of every academic year staff completed Prevent, KSCIE and online safety training. Every three years they completed in depth safeguarding training and a session was due to take place on 4th November 2024 from 9.00am – 12 noon. Governors were welcome to attend, but were asked to let the Headteacher know in advance if they planned to do so.

5.8 Item 18.12 Find out whether an account was available that would accrue interest The Treasurer confirmed that she had researched this and there were accounts available in which funds would accrue interest. She said that the online banks provided better rates of interest than High Street Banks.

5.9 Consideration had to be given to what would be taxed and how any funds accrued in interest would be used as these were charitable funds.

5.10 The voluntary contribution funds were currently in a NatWest account and their savings accounts were inline with other high street banks in terms of their interest rates.

5.11 The Treasurer provided an overview of the different savings accounts currently available through NatWest:

- Regular Saver - £150 a month could be deposited into the account, with 6% interest, could access money at any time. £150 a month, accumulating £1800 in 12 months the interest would be £60.
- Flexible Saver – you could deposit any amount, 1.6% interest, can access the money at any time. £1800 in 12 months would accrue interest of £28
- Fixed Term Saver – can deposit a lump sum but leave it for 1 to 2 years, 3.5% interest but cannot remove money from account in that timeframe. £1800 in 12 months would accrue interest of £70.

5.12 **ASKED** whether a business deposit account would be available, the Treasurer said that she could ask NatWest.

5.13 A brief discussion ensued, and it was decided that this was not a lucrative option for the voluntary funds.

5.14 **ASKED** whether Gift Aid was being claimed on voluntary contributions, the Treasurer said parents were asked to tick a box to confirm that they wanted to do this. She had checked the records, however, and this had not been claimed for at least seven years. The Treasurer had contacted HMRC who had advised that this could be claimed as far back as five years. She had therefore commenced this piece of work in the last two weeks and would be working through the accounts to get Gift Aid contributions up to date.

5.15 It was suggested that Gift Aid contributions becoming a standing item on the agenda every February.

5.16 **ASKED** when the school needed the £5,000 donation from the Governors' account for the garden room, the Headteacher said that this would be soon. The contractors had built the base, and the remaining work would be taking place in the half term break.

5.17 Item 18.13 Draft letter to parents requesting their voluntary contributions It was confirmed that this letter had been drafted and approved by the Headteacher. This would be sent to parents on Wednesday.

5.18 Item 18.19 Contact Bells Hill Fund to see whether a grant would be available for the door replacement project The Treasurer reported that that Bells Hill did not support schools, but The Hyde Trust did. A brief discussion ensued about some of the local trusts and the type of projects they supported. It was suggested that The Hyde Trust, The Hadley Trust, The Hadley Wood Association and Hadley Projects Fund be contacted to find out whether they could support the project as this fell in the remit of the type of projects they assisted with.

Item		**Action**	**Who?**	**Deadline**
5.19		Contact The Hyde Trust, Hadley Wood Association, The Hadley Trust and the Hadley Projects Fund to see whether a grant would be available for the door replacement project	**PD & JE**	**Dec 2024**

6. LEADERSHIP UPDATE

6.1 A full leadership report had been shared on GovernorHub for information and questions were invited:

6.2 **ASKED** whether the persistent absence (PA) figure of 11% included the child who was on a flexible timetable, this was confirmed.

6.3 The Headteacher reminded governors that the PA figure was always distorted at this time in the academic year and usually evened out to approximately 3-4% PA by the Spring term.

6.4 It was highlighted that the roll numbers were positive and the Headteacher said that there were 150 on roll for Census Day which had maximised budget potential. The child who was on a flexible timetable had now left the school and was being home schooled.

6.5 **ASKED** about Year 1 being a risk group and why this was the case, the Headteacher explained that there were 15 children in Year 1, so as this cohort moved up the school into Key Stage 2, additional places would need to be filled. She added that a class needed 22.5 children on roll.

6.6 It was highlighted that, in Reception, there were 23 children which the school was able to do due to the lower Year 1 numbers.

6.7 The Headteacher reminded Governors that the number of pupils on roll was expected to drop significantly in Barnet in 2025/2026.

6.8 **ASKED** whether there were still 31 children on the waiting list in Reception, this was confirmed.

6.9 The Headteacher highlighted that she was currently reviewing the number of administrative staff in school.

6.10 Governors were reminded that there used to be two full-time members of staff working in the office and that this had been streamlined so that two members of staff worked three days a week, overlapping on a Wednesday. However, workload and interruptions at reception meant that the conscientious members of part-time staff were now taking work home with them at the end of the day.

6.11 The Headteacher said that, as there were funds available in the budget, she would like to employ a part-time office assistant to work four mornings, on Monday, Tuesday, Thursday and Friday. She had worked with the current administrative staff to produce a suitable job specification which would enable them to complete their roles in the hours that they had.

6.12 **ASKED** whether, if there was space for three people in the office, it would be better to employ the office assistant for five mornings a week so that on one day, the whole team would be in together, the Headteacher said that they had discussed flexibility for the role, including them working afternoons instead of mornings and undertook to take this feedback back to the office administrative team.

6.13 The pupil outcomes were noted.

6.14 **ASKED** why one fifth of the Reception class had not met GLD at the end of the academic year, the Headteacher explained that this meant that they weren't at age expected at that particular time, but that this did not mean that they would never reach age expected. Some of these pupils were still four years old.

6.15 The subject leadership list was noted.

6.16 **ASKED** about the fact that the Headteacher was still covering several of these areas of the curriculum, she said that she was looking to move some things around. As a school, a decision had been made that, rather than trying to achieve everything that they wanted to in all subjects at once, the team were instead looking at specific subject areas which at present were Maths, PSHE and Science. There was a named champion for these subjects to drive the work forward, but the work itself would be undertaken as a whole teaching staff team.

6.17 **ASKED** about the acronym SCITT, it was explained that this was School-Centred Initial Teacher Training.

7. DIVERSITY DATA

7.1 The Chair thanked governors for completing the diversity information on their GovernorHub profiles.

7.2 The diversity data report had been shared for information and was noted.

7.3 It was highlighted that there were not currently any male governors on the Governing Body.

7.4 **ASKED** whether the ethnicity data reflected the population of the school community, the Headteacher undertook to provide that data for comparison.

7.5 It was reported that interviews for the new vicar had taken place the previous week and an offer had been made.

Item		**Action**	**Who?**	**Deadline**
7.4		Provide ethnicity breakdown data for the school community to compare with the governing body ethnicity data	**JE**	**Dec 2024**

8. GOVERNOR VISITS – AGREE LINK GOVERNOR ROLES AND FOCUS OF LEARNING WALKS

8.1 It was reported that Cate Pendegrass would be carrying out a governor visit on 24th October in her role as Quality of Education governor.

8.2 The Headteacher reminded governors to complete the visit form when they go into school. This template could be found on GovernorHub.

8.3 All visits were to have a specific focus, and the reports would be sent to the Headteacher before being shared with governors on GovernorHub.

8.4 It was suggested that one additional governor be linked to Quality of Education and Sarah Richardson undertook to do this.

8.5 Anita Bhogaita agreed to be GDPR/Data link governor.

8.6 The roles of Wellbeing Governor and Behaviour Governor were combined into one role and Preethi Daniel volunteered to do this.

8.7 The list of other link governor roles were reviewed and remained unchanged.

8.8 The Headteacher undertook to organise a date for a half day Governors' Day in the Spring term.

8.9 Governors were invited to Remembrance Service on 11th November 2024.

Item		**Action**	**Who?**	**Deadline**
8.8		Organise Governors' Day in Spring term	**JE**	**Dec 2024**

9. SAFEGUARDING GOVERNOR REPORT – INCLUDING SCR UPDATE

9.1 The Safeguarding Governor had been into school to undertake a full check of the SCR.

9.2 It was reported that this had been mostly in order, with some minor things to be addressed.

9.3 Teacher DBS checks were undertaken every four years, and two DBS checks were due.

9.4 Governor DBS checks had also been reviewed and the two new governors needed to take their IDs into school to process theirs.

9.5 An LDBS safeguarding audit would be taking place at the school in November 2024.

10. SKILLS AUDIT AND GOVERNOR TRAINING

10.1 Governors were reminded to download the skills audit document from GovernorHub and to complete this and email it to the Clerk.

10.2 The outcome of the audit would be an item on the next agenda, and this would be reviewed to identify any training needs.

10.3 The LDBS training session on roles and responsibilities was recommended to new governors. This would be taking place on 12th November 2024 from 5.00pm – 7.00pm.

10.4 **ASKED** which governors were currently trained in safer recruitment, it was reported that this was the Headteacher, Sarah Richardson and Pippa Reid. The Chair undertook to organise this training for herself.

10.5 Sarah Richardson said that she would be booking the Equity & Diversity session being run by the LDBS.

Item		**Action**	**Who?**	**Deadline**
10.2		Add Skills Audit results to the next agenda	**Clerk**	**Dec 2024**

11. RATIFICATION OF POLICIES

11.1 The following policies had been reviewed by the Headteacher and shared on GovernorHub for approval:
- Early Career Teachers ECT policy
- Attendance Policy
- Behaviour Policy
- Anti-bullying Policy

11.2 After full consideration the documents were **RATIFIED.**

12. REVIEW ANNUAL WORK PLANNER

12.1 The Chair and Headteacher would be reviewing the annual work planner and requested that this be an agenda item at the next meeting.

Item		**Action**	**Who?**	**Deadline**
12.1		Add Annual Work Planner as an agenda item at the next meeting	**Clerk**	**Dec 2024**

13. ANY OTHER BUSINESS

13.1 Chair and Vice Chair Termly Briefing The Chair provided a brief overview of discussion at the recent briefing. Topics included:
- Governors to be aware of the provision for young carers in their schools.
- Family support for children with SEND
- Compliance Returns

13.2 **ASKED** whether there were currently any young carers in school, the Headteacher said that there were approximately five at present.

13.3 **ASKED** how they were identified, it was explained that this was through the knowledge of staff.

13.4 It was reported that family support for children with SEND was also in place, and parent/carers were signposted to relevant services.

13.5 The Chair would investigate the compliance return.

Item		Action	Who?	Deadline
13.5		Investigate the compliance return	**Chair**	**Dec 2024**

14. DATE OF NEXT MEETING

14.1 The date of the next meeting was confirmed as:
- 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 – 21st OCTOBER 2024

Item		Action	Who?	Deadline
5.19		Contact The Hyde Trust, Hadley Wood Association, The Hadley Trust and the Hadley Projects Fund to see whether a grant would be available for the door replacement project	**PD & JE**	**Dec 2024**
7.4		Provide ethnicity breakdown data for the school community to compare with the governing body ethnicity data	**JE**	**Dec 2024**
8.8		Organise Governors' Day in Spring term	**JE**	**Dec 2024**
10.2		Add Skills Audit results to the next agenda	**Clerk**	**Dec 2024**
12.1		Add Annual Work Planner as an agenda item at the next meeting	**Clerk**	**Dec 2024**
13.5		Investigate the compliance return	**Chair**	**Dec 2024**