MINUTES OF THE GOVERNING BODY MEETING OF MONKEN HADLEY CE PRIMARY SCHOOL, HELD AT THE SCHOOL ON MONDAY 23rd SEPTEMBER 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	Apologies
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	Apologies
Joanne Hames	Foundation (Andrew Hopegood Trust)		01.07.2023-30.06.2027	Present
vacancy	Foundation		N/a (ex-officio)	
vacancy	Elected Parent			
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				
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 Sarah Richardson, newly appointed LA Governor.

2.2 Introductions were made around the table for her benefit.

3. APOLOGIES FOR ABSENCE

3.1 Consent was recorded to apologies for absence submitted on behalf of Pippa Reid and Sally Atkinson.

4. DECLARATIONS OF INTEREST

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

4.2 Governors were reminded to complete on GovernorHub the annual declaration form, and to click to confirm that they had read the updates to KCSIE 2024. The Chair thanked the Headteacher for the summary document she had provided on the recent updates to KCSIE.

4.3 The Code of Conduct was **ADOPTED.**

5. CONFIRMATION OF APPOINTMENT OF LA GOVERNOR AND REAPPOINTMENT OF ASSOCIATE MEMBER

5.1 Governors **APPROVED** the appointment of Sarah Richardson who had been nominated by the Barnet LA governor appointment panel.

5.2 It was also **AGREED** to reappoint Associate Member Thomas Renz.

Jo Hames joined the meeting at this point.

6. ELECTION OF CHAIR FOR THE ACADEMIC YEAR 2024-2025

6.1 Nominations were invited for the position of Chair and Sarah Roth was proposed and seconded. Upon a show of hands, it was **RESOLVED** that she be appointed Chair for the academic year 2024-2025.

7. ELECTION OF VICE CHAIR FOR THE ACADEMIC YEAR 2024-2025

7.1 Nominations were invited for the position of Vice Chair and Caroline Poole was proposed and seconded. Upon a show of hands, it was **RESOLVED** that she be appointed Vice Chair for the academic year 2024-2025.

8. APPOINTMENT OF TREASURER FOR THE ACADEMIC YEAR 2024-2025

8.1 Nominations were invited for the position of Treasurer and Preethi Daniel was proposed and seconded. Upon a show of hands, it was **RESOLVED** that she be appointed Treasurer for the academic year 2024-2025.

9. MINUTES OF THE MEETING HELD ON 8th JULY 2024 AND MATTERS ARISING/ACTIONS

9.1 The minutes of the meeting held on 8th July 2024 were confirmed and signed by the Chair as a true record.

9.2 Arising from the minutes:

9.3 Item 5.5 Remove Executive Headteacher from the welcome page for the new academic year This had been completed.

9.4 Item 5.6 Add Equality Policy to the agenda in September This had been completed, but the Clerk was asked to defer this to the next agenda.

9.5 Item 13.17 Add Diversity Data to the agenda in October An update on this was due at the next meeting.

10. LEADERSHIP UPDATE

10.1 A verbal update was provided:

10.2 Reception Governors heard that the new Reception children had begun a staggered start at the school on 16th September and were now in class full time from this week. There were 23 children on roll in Reception. The Headteacher said that it was a credit to staff how well they had settled in.

10.3 School Roll It was reported that the school roll was full, at 150. The Headteacher reminded governors that this would have a positive impact on the budget with a full roll anticipated still for Census Day.

10.4 Training Staff had received their full annual training on safeguarding, KCSIE updates, fire safety awareness and GDPR.

10.5 Staffing There had been one resignation from a member of staff who was an MTS and worked for the breakfast club. The Headteacher said that a decision had been made to replace the MTS role, but that the breakfast club would run with one member of staff moving forward as uptake was small.

10.6 Policies The Headteacher encouraged governors to email her their comments when policies were reviewed and shared with them ahead of meetings.

11. END OF KEY STAGE ASSESSMENTS

11.1 A full document outlining the results of the end of key stage assessments had been shared on GovernorHub for information.

11.2 The Chair said that this gave a positive overview of the end of year data, which surpassed the LA and national averages, and recorded congratulations to teaching staff.

11.3 The Headteacher said that there would be a focus in school on Maths this year.

11.4 She said that the positive outcomes were a result of quality teaching throughout the school and the data showed great results despite these children in Key Stage 2 being impacted by the Covid disruption.

12. ASSESSMENT DATA FOR THE SUMMER TERM AND FOCUS ON RISK GROUPS AND PUPIL PREMIUM

12.1 The summer term assessment data had been shared on GovernorHub for information.

12.2 The Headteacher reminded governors that this data was produced termly and showed the progress of the year groups each term.

12.3 Governors were reminded that with small cohorts, one child could have a significant impact on the data.

12.4 It was noted that in the summer term the data gave a very positive picture, with good progress being made from the starting points. The data was also strong for EAL, Pupil Premium and SEND children and this reflected the quality of teaching across the school.

13. APPROVAL OF THE SCHOOL DEVELOPMENT PLAN (SDP)

13.1 The Headteacher said that the last SDP had been a five-year plan but she had decided to create a two-year plan moving forward.

13.2 This continued to have the same format with four key areas: community, digital world, wellbeing and the curiosity curriculum.

13.3 It was highlighted that under the community heading, the Headteacher had added the development of staff and leadership as a focus area.

13.4 Under wellbeing, the school community were included rather than just the pupils.

13.5 In the community section, an action had been included for the support of new families joining the school, including EAL families. The Headteacher said that there were always different families who joined the school who required different levels of support.

13.6 It was highlighted that links with the Church had been maintained well following the departure of Rev Thomas Renz, although he was missed. A new relationship would need to be developed when the new vicar joined. The Headteacher said that this would be a piece of work for the school moving forward.

13.7 Governors were reminded that consideration would need to be given to an ICT replacement programme soon along with how this would be funded.

13.8 The Headteacher said that the Curiosity Curriculum continued to be reviewed to ensure that it was fit for purpose. Initial plans this year were to review the PSHE and Science curriculum.

13.9 The school would also be investigating Maths Mastery programmes available to them.

13.10 The Headteacher said that a detailed SDP for the academic year 2024/2025 would be produced and shared with governors.

13.11 The Chair encouraged governors to arrange regular learning walks so that they could see first hand what was happening in their areas of the curriculum.

14. SCHOOL VISION

14.1 Thomas Renz said that it was important for governors to fully understand the values, vision and ethos of the school.

14.2 The ethos of the school was “Recognising its historic foundation, the school will preserve and develop its religious character in accordance with the principles of the Church of England and in partnership with the Church at parish and diocesan level.” (Instrument of Governance)

14.3 Governors were reminded that the mission of the school was “The school aims to serve its community by providing an education of the highest quality within the context of Christian beliefs and practice. It encourages an understanding of the meaning and significance of faith, and promotes Christian values through the experience it offers to all its pupils.” (Instrument of Governance)

14.4 The school’s vision statement is ‘Growing as a learning community through Joshua 1:9, we endeavour to seek what is good, treasure what is true, do what is right. Rooted in our Christian understanding of who we are before God, we strive to be fearless advocates of this, dedicated to service and the flourishing of peace.’

14.5 This vision statement had been written following a nationwide change of emphasis from exhibiting Christian values to embodying a Christian vision, with a requirement on all church schools to develop a vision statement in no more than 50 words.

14.6 A brief overview was provided on the words in the vision and how they were specifically relevant to this school.

14.7 It was explained that the school’s list of core values (joy, integrity, gratitude, humility, resilience, kindness, service, grace, peace) were developed over a number of years, initially drawn from parent consultations, but then pruned and refined to ensure that they reflected the specifically Christian character of the school. Governors heard that many of these values were shared by people of various faiths, cultures, and traditions, and the Vision grounded them in a particular understanding of the world. The school had integrated these values into their understanding of their vision so that Vision and Values were meant to shed light on each other and reinforce one another.

14.8 Governors were reminded about the relevance of the groupings of the tree image. There were three groupings, namely values relating first of all to God (the root values), to oneself (the trunk value) and to others (the fruit values). Resilience was identified as the value needed, as fruit values kindness, service, grace and peace developed from the root values of joy, integrity, gratitude and humility.

14.9 The importance of equality and inclusion in relation to the vision was highlighted.

14.10 The Headteacher reiterated that it was important that the vision drives the school. She added that it was important that, as a school community, the school lives out that Vision.

14.11 Governors were reminded that during their link governor visits they should be looking to see the vision in action.

15. REVIEW OF COMMITTEE MEMBERSHIP (STAFFING, APPEAL PANELS, EXCLUSION)

15.1 The Headteacher reminded Governors that, in the event of this type of panel needing to be called, governors would be selected on an ad hoc basis.

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

16.1 There were no children attending the School who were in this category.

17. RATIFICATION OF POLICIES

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

- Allegations of Abuse Against Staff Policy
- Capability Policy (LDBS)
- Child Protection and Safeguarding Policy
- Disciplinary Policy (LDBS)
- Governors Allowances Expenses Policy

- Low Level Safeguarding Concerns Policy
-Professionalism and Staff Code of Conduct
- School Data Protection Policy
- Suspension and Exclusion Policy

17.2 Some minor amendments had been emailed to the Headteacher for inclusion in the policies.

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

18. ANY OTHER BUSINESS

18.1 Smartphone Awareness Video The Headteacher said that this was now available to view on the Nip In The Bud Charity website. She undertook to share the link with governors.

18.2 A brief discussion ensued about some of the issues with children having access to smartphones, particularly with social media access.

18.3 Children were no longer allowed to bring smartphones into school.

18.4 The Headteacher said that she would be attending a Barnet meeting with Sarah Richardson the following week to try to encourage participation in this project from other Barnet schools.

18.5 The Chair congratulated the Headteacher on this fantastic piece of work.

18.6 SCR Check Jo Hames, Safeguarding Governor, undertook to arrange a date to go into school to check the SCR.

18.7 Training The LDBS training for new governors was commended.

18.8 The Vice Chair undertook to organise safeguarding update training for the governing body.

18.9 Treasurer's Update The Treasurer reported that there was £18,000 in the maintenance account. £5,000 of this had already been allocated to the school, which meant £13,000 remained.

18.10 It was reported that the NatWest online system continued to be complex, with old signatories still not removed from the mandate. The Treasurer had now been advised that she could post a mandate to have these people removed from the account. The new online system would require an online identification process.

18.11 The Treasurer now had a cheque book for the account in her name which she could use for payments below £5,000. Above this figure, the three signatories discussed in the summer term would need to sign their approval of a payment.

18.12 **ASKED** whether this NatWest account accrued interest, it was reported that it did not at present and was a basic business account. The Treasurer said that she could investigate the availability of an account which accrued interest.

18.13 The Treasurer also undertook to draft a letter to go out to parents requesting voluntary contributions.

18.14 Parent Governor Election The Headteacher reported that a parent governor election was underway. There had been two nominations for the vacancy and there would therefore now be a ballot. The new governor would be in post for the next meeting.

18.15 Premises Governors were delighted to hear that planning permission for the new garden room had been granted on the last day of the summer term. The Headteacher said that the build would therefore now be taking place in the October half term break.

18.16 She said that this would be a much need additional space for the school and funding for this project had been ring fenced in the budget.

18.17 **ASKED** for an update about the renovation of Willow Class toilets, the Headteacher said that there had been no update from the LDBS about this project.

18.18 There had also not been any progress with the replacement of external doors in the classrooms due to the costs involved.

18.19 **ASKED** whether the school could access a grant for this project, the Treasurer undertook to write to a contact at the Bells Hill Fund to find out whether they could support this type of project.

Item		**Action**	**Who?**	**Deadline**
18.6		Undertake a check of the SCR	**JH**	**Oct 2024**

18.8		Organise safeguarding update training for the FGB	**V Chair**	**Oct 2024**
18.12		Find out whether an account was available that would accrue interest	**PD**	**Oct 2024**
18.13		Draft letter to parents requesting their voluntary contributions	**PD**	**Oct 2024**
18.19		Contact Bells Hill Fund to see whether a grant would be available for the door replacement project	**PD**	**Oct 2024**

19. DATES OF NEXT MEETINGS

19.1 The date of the next meeting was confirmed as:

- Monday 14th October 2024 at 6.30 pm

- Monday 2nd December 2024 at 6.30 pm

20. CONFIDENTIAL ITEMS

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

ACTION LOG – 23rd SEPTEMBER 2024

Item		**Action**	**Who?**	**Deadline**
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18.19		Contact Bells Hill Fund to see whether a grant would be available for the door replacement project	**PD**	**Oct 2024**