MINUTES OF THE GOVERNING BODY MEETING OF MONKEN HADLEY CE PRIMARY SCHOOL, HELD AT THE SCHOOL ON MONDAY 7th JULY 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	Apologies
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)	Absent
Anita Bhogaita	Elected Parent		05.10.2024-04.10.2028	Present
Cate Pendegrass	Elected Parent		16.05.2025-15.05.2029	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				
Nick Stokes	Prospective LA Gov			In attendance
Duncan Paulson	Prospective Foundation (Andrew Hopegood Trust) Gov			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, extending a special welcome to prospective governors Nick Stokes and Duncan Paulson, who would be joining the Board in September 2025.

3. APOLOGIES FOR ABSENCE

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

3.2 Francesco Aresco was absent.

4. DECLARATIONS OF INTEREST

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

5. MINUTES OF THE MEETING HELD ON 9th JUNE 2025 AND MATTERS ARISING/ACTIONS

5.1 The minutes of the meeting held on 9th June 2025 were confirmed and signed by the Chair as a true record.

5.2 Arising from the minutes:

5.3 Item 8.8 a. Seek clarification on how long DFC funding could be accrued and when the next payment of this grant would be This had been completed and would be discussed later in the meeting.

5.4 Item 8.8 b. Find out whether contractor would fix the cost of the quote if the work was completed in two phases This had been completed and would be discussed later in the meeting.

5.5 Item 12.9 Seek clarification from the LDBS on whether they could allocate more funding for the door replacement project due to the safeguarding implications This had been completed and would be discussed later in the meeting.

Cate Pendegrass joined the meeting at this point.

6. LEADERSHIP UPDATE

6.1 The Headteacher's report, copies of which had been previously shared on GovernorHub, was received and noted.

6.2 Arising from the report:

6.3 Roll The Headteacher reported that the classes for the new academic year had now been set.

6.4 The numbers on roll were noted and it was highlighted that there were spaces available in Willow and Chestnut classes. The classes in KS2 were full.

Jo Hames joined the meeting at this point.

6.5 The Headteacher said that it was hoped that there would be as many children on roll as possible for Census Day in October.

6.6 The LA had been asked whether the school could admit over 30 in Reception, but they had not committed a response to this as if a child did not leave, then the school would be over roll in Year 1 too.

6.7 Attendance It was highlighted that whole school attendance was currently 96% which was excellent.

6.8 Persistent absence (PA) was currently 6.9% and the Headteacher said that this was due to term time holidays or medical appointments.

6.9 Quality of Education It was reported that the EYFS profile data had been submitted, with 86.4% meeting ELG.

6.10 In Phonics, 86% met the standard (13 out of 15 pupils) in Year 1. In Year 2, 100% met the standard in their retake.

6.11 Schools would be receiving their Year 6 SATs results at 7.00am the following day.

6.12 A SEND review had been conducted by Louise Ritchie from the LDBS, and the report had been shared with governors for information. It was noted that she had said that the school's SEND provision was exemplary.

6.13 **ASKED** about the acronym MASH, it was explained that this was the multi-agency safeguarding hub.

Sally Atkinson joined the meeting at this point.

7. DRAFT SCHOOL DEVELOPMENT PLAN WITH PROPOSED COSTS

7.1 The Headteacher proposed that the new SDP run from January to January in future.

7.2 She explained that there were still some areas to embed from the current SDP and starting the new one from January would allow completion of that.

7.3 A document had been shared highlighting some other rationale for moving the SDP cycle to January to January including:

- Builds on Autumn term diagnostics and reflection as this term provided valuable opportunities to analyse outcomes from the previous academic year, review assessment data and observe teaching and learning in action.
- Embeds existing priorities rather than launching new ones too soon.
- Reduces September overload.
- Better alignment with financial planning.
- Realistic implementation timeline.
- Improves staff engagement and ownership.
- Enables strategic phasing 'Embed, Launch, Sustain'.

7.4 The Headteacher said that she had discussed this proposal with staff who supported it.

7.5 Governors were reminded that priorities this academic year included: Maths Mastery, Reading, Geography Fieldwork, PSHE and Growth Mindset.

7.6 **ASKED** why the proposal for the new SDP was not for April to April, which was in line with the financial year, the Headteacher explained that an April start would not give enough time.

7.7 **ASKED** whether there were any external implications to changing the timing of the SDP cycle, the Headteacher said that there was not and some other schools were already working in this way.

7.8 Governors **APPROVED** the proposal to change the start date of the SDP to January.

8. PREMISES REPORT

8.1 A full end of year Premises report had been shared on GovernorHub for information and was noted.

8.2 The Headteacher said that the LDBS annual condition survey report had not yet been received.

8.3 Door Update The Headteacher reported that she had received confirmation that the DFC funding could be rolled over for up to three years.

8.4 The LDBS had advised that the doors were a maintenance cost and therefore had to be funded by the school.

8.5 The Headteacher had also been advised that the project would not be VAT exempt.

8.6 Governors were informed that there was more money available for this project than previously anticipated. There was now £18,912 in DFC funds available as this years' cycle had not been paid when last discussed.

8.7 The Headteacher proposed that all of the doors now be replaced in one go. This would be funded using all of the DFC funds, plus a £5,000 donation from governors.

8.8 After full consideration, the proposal was **AGREED.**

9. GOVERNORS' LEARNING WALK REPORT

9.1 A full report summarising the recent learning walk had been shared on GovernorHub for information.

9.2 The Chair reported that this had been an excellent visit, and it had been a privilege seeing the school in action. She added that the children had been a delight to observe, and the quality of teaching was excellent throughout. The children were able to vocalise what they had been learning.

9.3 The Chair recorded thanks to the headteacher and staff for welcoming governors during the visit and showcasing what they did on a daily basis.

9.4 Governors shared some highlights which included:
- The confidence of the children, how they were listened to and given time to explain what they wanted to discuss. This had been seen both in and out of the classroom.
- The sense of pride of all the staff, including those in the catering department.
- Staff and children were living out the ethos, school vision and values and pupil behaviour had been outstanding, in all areas of the school.

9.5 The Headteacher reported that the new Reception parents had been into school that week and been given the opportunity to taste some samples of food that was cooked for school lunches. This had been well attended and received.

10. HEALTH & SAFETY/SUMMER WORKS

10.1 This had been discussed at the last meeting.

10.2 Governors were reminded that the new boiler was going to be fitted during the summer break.

10.3 The site manager would be carrying out a deep clean of the classrooms during the break, as well as painting the main corridor and the headteacher's office.

10.4 The Chair recorded thanks to the site manager on behalf of the governing body for everything he did for the school.

11. RATIFICATION OF POLICIES/DOCUMENTS

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

11.2 Premises Management Policy After full consideration the policy was **RATIFIED.**

11.3 **ASKED** whether there was asbestos present in school, this was confirmed.

11.4 **ASKED** about invacuation drills, the Headteacher said that the staff were aware of the procedures and there was a different alarm sound, but these were not practised with drills as were deemed too stressful for the children.

11.5 AI Policy After full consideration the policy was **RATIFIED.**

11.6 It was highlighted that the previous Executive Headteacher's name should be removed from the document.

11.7 The Headteacher reported that the school had, the previous week, received a visit from their DPO who had looked at this policy, and there were some minor amendments for the Headteacher to make.

12. REVIEW ACTIONS OF THE LAST ACADEMIC YEAR AND IDENTIFY BEST PRACTICE AND IMPROVEMENTS

12.1 The Chair said that this had been another successful year for the school and the governing body and proceeded to highlight some areas of success:

- The GB had undertaken a number of quality of education visits, both as a full board and in their individual roles and saw through any improvements to be made.
- There had been great outcomes in EYFS and Phonics.
- The GB had supported the Headteacher in her transition from the Head of School role.
- This had been the first year following the dissolving of the formal partnership with St Paul's, although a positive relationship was being maintained with the school.
- The SEND Governor continued to maintain a great working relationship with the SENCO and Katie had been integrated into the team.
- The Board had developed, with more diversity in its membership, which had been a target and two new members joining in the new academic year.
- Governors' funds were well managed by the Treasurer and had a healthy balance. Thanks were recorded to Preethi Daniel for this work.
- The governing body would start the new academic year with a full membership.
- The new Chair had had an excellent first year in the role, and both her and the Vice Chair were thanked for their hard work.

12.2 The Chair said that next steps for the governing body would be:

- To ensure that the new governors were trained and received a thorough induction.
- Governors would all be attending safeguarding training on 26th February 2025. Governors from St Paul's would also be invited to this session.
- There would be a full review of individual roles in September 2025.
- Francesco Aresco would be guided to some SIAMS training.

- There would be a renewed focus on SIAMS and Ofsted inspections. The next SIAMS inspection would be from 2028 onwards, and Ofsted from 2027.
- The governor area of the school website was to be reviewed and updated. Recent minutes would be uploaded, and governor profiles were to be updated, along with the new membership from September.
- The governing body would recap on the school's vision and values.
- It was suggested that the governing body review the Little Book of Big Questions in the new academic year and were reminded about the availability of this podcast.

13. ANY OTHER BUSINESS

13.1 The Headteacher recorded her thanks for the time, care and support the governing body provided the school.

13.2 Governors recorded their thanks and warm wishes to the Sarah Richardson, Sally Atkinson and Jo Hames as this was their last meeting. The Chair said that their knowledge, wisdom and governance experience would be missed.

14. DATE OF NEXT MEETING

14.1 The dates of the next meetings were confirmed as:

- Monday 22nd September 2025 at 6.30 pm
- Monday 20th October 2025 at 6.30 pm
- Monday 1st December 2025 at 6.30 pm

15. CONFIDENTIAL ITEMS

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