MINUTES OF THE GOVERNING BODY MEETING OF MONKEN HADLEY CE PRIMARY SCHOOL, HELD AT THE SCHOOL ON MONDAY 22nd SEPTEMBER 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
	Foundation Deanery Synod			
Duncan Paulson	Foundation (Andrew Hopegood Trust)		01.07.2023-30.06.2027	Apologies
Francesco Aresco	Foundation		N/a (ex-officio)	Apologies
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	Present
Nick Stokes	LA		22.09.2025-21.09.2029	Present
Non-voting attendees				
Oliver Jones	Prospective Deanery Synod Governor			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 everyone to the meeting, extending a special welcome to new and prospective governors. Introductions were made around the room for their benefit.

3. APOLOGIES FOR ABSENCE

3.1 Consent was recorded to apologies for absence submitted on behalf of Duncan Paulson and Francesco Aresco.

4. DECLARATIONS OF INTEREST AND DECLARATIONS/CONFIRMATIONS

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 2025.

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

4.4 The Headteacher had shared the Acceptable Use Agreement for governors to sign and return to her.

5. CONFIRMATION OF APPOINTMENT OF LA GOVERNOR – NICK STOKES

5.1 The LA governor nomination panel had met at the end of the summer term and had nominated Nick Stokes to join the Governing Body. This was **APPROVED** unanimously by governors.

6. ELECTION OF CHAIR FOR THE ACADEMIC YEAR 2025-2026

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 2025-2026.

7. ELECTION OF VICE CHAIR FOR THE ACADEMIC YEAR 2025-2026

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 2025-2026.

8. APPOINTMENT OF TREASURER FOR THE ACADEMIC YEAR 2025-2026

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 2025-2026.

9. MINUTES OF THE MEETING HELD ON 7th JULY 2025 AND MATTERS ARISING/ACTIONS

9.1 The minutes of the meeting held on 7th July 2025 were confirmed and signed by the Chair as a true record.

9.2 There were no matters arising.

10. LEADERSHIP UPDATE

10.1 The Headteacher provided a verbal update:

10.2 It was reported that the return to school had been positive for staff and pupils, and the whole school community was settled.

10.3 Staffing Governors were reminded that three new members of staff had joined the school, which was a big percentage in such a small team. They had all settled in well.

10.4 Ms Dodd was now on maternity leave. Her role was being covered for four days a week by a maternity leave cover teacher, and for one day a week by the Headteacher and Diane Giddings.

10.5 Pupil Numbers It was reported that Reception was full, with 20 children on roll.

10.6 The Headteacher said that Key Stage 2 was also full, with 90 pupils on roll.

10.7 In Year 1, there was one additional child on roll.

10.8 In Year 2, three spaces remained available. Gaps were in Willow and Chestnut, but it was explained that these were Year 2 only classes and could not admit pupils from other year groups. The Headteacher added that this had been confirmed by the LA.

10.9 Governors were informed that there was likely to be three spaces on roll by Census Day in October. In response, the Chair praised the work of the Headteacher in maintaining a healthy roll, especially with the current trend nationally of falling roll numbers.

10.10 Behaviour The Headteacher said that behaviour in school was exemplary. This was often commented upon when she led tours with prospective parents.

10.11 Safeguarding and Compliance It was confirmed that all staff had completed required training and updates, this included:

- Safeguarding: KCSIE, Prevent training and Whistleblowing updates
- Online and Data Security: Cyber Security, online Safety, GDPR in education, anti-fraud policies.

- Health & Safety: Fire awareness
- First Aid: Majority of teaching and non-teaching staff completed a full day First Aid course.

10.12 The Headteacher explained that, under new EYFS guidance, there now needed to be at least one first aid trained member of staff present when EYFS pupils were eating.

10.13 **ASKED** whether there was a defibrillator on site, this was confirmed.

10.14 **ASKED** whether this was checked regularly, this was confirmed.

10.15 School Development Plan (SDP) The Headteacher tabled the updated SDP and reminded governors that this would be running until the end of the Autumn term. Moving forward, the annual SDP would run from January to December, which was more inline with the financial year and allowed for the introduction of new initiatives from January.

10.16 It was explained that the green items were completed, and the rest were continuing to be embedded to the end of term. Some items like Growth Mindset and Maths Mastery would continue to be priorities and would be rolled over to the next SDP.

10.17 The Headteacher said that the new SDP would be discussed in depth at the first meeting in the spring term.

10.18 **ASKED** who was currently the Maths Lead, the Headteacher said that this was Marianna Phiakkou. She had been working to embed the Maths Mastery throughout the school. An event for parents was planned to demonstrate the different maths techniques so that they could support their child's learning.

10.19 The Headteacher said that she would circulate a full staff list which included the subject lead responsibilities.

10.20 End of Year Data The Headteacher tabled the end of year data for information.

10.21 It was highlighted that some of the national comparative data was blank as this was not yet available.

10.22 The Headteacher said that she had included the data from the previous year for comparison purposes.

10.23 Governors were reminded that due to the small cohort, one child could equate to 5% in a set of data. The school also rarely saw patterns or trends due to the small numbers on roll.

10.24 Governors were pleased to note that outcomes had been strong across the school.

10.25 In the EYFS, 86% of pupils had met the ELG, compared to 71.4% in Barnet and 68.3% nationally.

10.26 86.7% of pupils in Year 1 had passed the Phonics Screening Check, compared to 82.9% in Barnet and 79.9% nationally.

10.27 The average score in the Year 4 Multiplication Check had been 19.4 out of 25. This had been impacted by three children who did not know any of their times tables at the start of the year, but who had done well personally with 12 out of 25. The school would be offering times tables club and further strategies, and practice methods would be put in place. The Headteacher emphasised the importance of parental support with children learning their times tables.

10.28 **ASKED** whether the school used TT Rockstars, this was confirmed.

10.29 At Key Stage 2, it was highlighted that 100% of pupils were working at (WA) or above in Maths, with 62.5% at greater depth (GD).

10.30 100% of pupils also reached WA in grammar.

10.31 The Headteacher said that the strong outcomes at Key Stage 2 was testament to the teaching across the school. She added that there were pupils facing challenges in that cohort, so the data was especially impressive.

10.32 **ASKED** about the outcomes in writing, which was slightly lower at 87.5% WA, governors were reminded that this area was solely teacher assessed and three children in this cohort were EAL and one child dyslexic, so did not quite reach WA.

Item		Action	Who?	Deadline
10.19		Circulate staff list, including subject lead responsibilities	**HT**	**Oct 2026**

11. REVIEW SCHOOL DEVELOPMENT PLAN

11.1 This had already been discussed under item 10.15.

12. REVIEW SIAMS SEF

12.1 The SIAMS SEF had been shared on GovernorHub for information.

12.2 The Headteacher reminded governors that, during the last SIAMS inspection, the school had been judged as excellent in all areas.

12.3 Under the new inspection process, there was no longer a worded outcome.

12.4 Governors were to continue to ensure that the school vision was being lived out within the school community in terms of leadership, spirituality, the teaching of RE and inclusion.

12.5 It was highlighted that some of the SIAMS SEF questions were challenging, and the headteacher had sought some advice from the SIAMS team.

12.6 The school was next expected to be inspected in 2.5 years.

12.7 The Headteacher invited governors to email her any queries on the SEF.

12.8 Governors were reminded that during their visits to the school, they should be looking at ways in which the vision was being lived out.

13. REVIEW OF COMMITTEE MEMBERSHIP (STAFFING, APPEAL PANELS, HT APPRAISAL PANEL, EXCLUSION) AND ROLES AND RESPONSIBILITIES

13.1 The Chair tabled the current panel membership and link governor roles for review.

13.2 Oliver Jones undertook to take on the Equality Link role.

13.3 Nick Stokes undertook to take on the Quality of Education Link and Premises/Health & Safety Link roles.

13.4 Pupil Voice was removed as a separate role and would be part of the Quality of Education link roles.

13.5 Anita Bhogaita took on the Finance Link role.

13.6 Duncan Paulson would take over as Safeguarding/Child Protection Link.

13.7 Francesco Aresco and Caroline Poole joined the Admissions Committee. This committee met in January and February each academic year.

13.8 The members of the Headteacher appraisal panel were confirmed as Sarah Roth, Pippa Reid and Anita Bhogaita.

13.9 The remaining panels were to be called as and when needed.

13.10 **ASKED** whether there was a job specification for the Data and GDPR Link role, the Headteacher said that there was not, but that part of the role would involve meeting with her, the DPO and the office staff.

13.11 The roles would be reviewed again in the Spring term.

14. DESIGNATED TEACHER FOR LAC

14.1 The Headteacher said that she was the designated teacher for LAC.

14.2 There was currently one PLAC child on roll and no LAC.

15. GDPR UPDATE INCLUDING DPO VISIT REPORT

15.1 The Headteacher reported that staff had all received GDPR training.

15.2 The DPO had conducted a visit at the end of the summer term, and her report had been shared with governors on GovernorHub.

15.3 The Headteacher highlighted the RAG rated items, with one Red being related to the faulty lock on a cabinet.

15.4 The other items were noted.

15.5 Nick Stokes was asked to produce a short profile of himself for the governor area of the school website.
15.6 Governors were reminded that low level data breaches were logged effectively.
15.7 The Headteacher reported that the school would be being audited by the LA the following week. This would be a two-day financial audit on 30th September and 1st October.

Item		**Action**	**Who?**	**Deadline**
15.5		Send HT a short-written profile for the school website	**NS**	**Oct 2026**

16. OFSTED READINESS UPDATE

16.1 The Headteacher tabled a document which outlined the changes to the Ofsted framework and the areas of focus for inspections.
16.2 The school was currently mid cycle in the inspection process and were therefore not due to be inspected soon.
16.3 It was highlighted that a single word outcome had been removed from the inspection process, and instead schools would have a scorecard and worded judgement in each category.
16.4 The Vice Chair highlighted that the LDBS were running Ofsted training for governors in November, March and May in the current academic year.
16.5 New governors were encouraged to complete their safeguarding training as soon as possible.
16.6 The Vice Chair undertook to share the LDBS training schedule on GovernorHub.

Item		**Action**	**Who?**	**Deadline**
16.6		Share LDBS training programme on GovernorHub	**Vice Chair**	**Oct 2026**

17. RSE SCHEME OF WORK PROPOSED CHANGE

17.1 The Headteacher had emailed out the proposed changes to the RSE scheme of work, and this had been approved by the Governing Body.
17.2 It was explained that this would now go out to consultation with parents, who would be given the opportunity to ask any questions.
17.3 **ASKED** whether some parents might have concerns about some of the content, the Headteacher said that the school was careful to move some topics to year groups which they felt were more suitable. Governors were reminded that the sex education part of RSE was taught in Year 6, which included raising awareness of same sex relationships.
17.4 The Headteacher said that no concerns had been raised when the school had consulted on JIGSAW, the last RSE scheme of work.
17.5 **ASKED** whether parents had ever requested that their child be removed from class for sex education, the Headteacher said that they had not.

18. APPROVAL OF ANNUAL POLICY REVIEW SCHEDULE

18.1 The Chair reminded governors that the annual policy review schedule had been shared in the annual work planner, which had been recently updated. The Chair and the Headteacher had worked to match the relevant policies and documents to the relevant termly agenda. This was **APPROVED.**

19. RATIFICATION OF POLICIES/DOCUMENTS

19.1 The following policies had been reviewed by the Headteacher and shared on GovernorHub for approval:
- Safeguarding and Child Protection
- Behaviour
- Appraisal
- Capability
- Staff Discipline

- Suspension & Exclusion
- Governors Allowance

19.2 **ASKED** where safeguarding concerns were recorded, the Headteacher said that this was on an online system.

19.3 After full consideration, the policies were **RATIFIED.**

20. ANY OTHER BUSINESS

20.1 Treasurer's report It was reported that there was currently £14,800 in the Governors' Fund.

20.2 The first instalment of £1,350 had been paid to the LDBS. A commitment had also been made to the school that a contribution would be made for the replacement of external doors.

20.3 The Treasurer would be drafting a letter about voluntary contributions to parents after the half term break.

20.4 Governors were reminded that Gift Aid would be claimed for the payments made in the current academic year. New governors were asked to forward their details to the Treasurer as they were required as Trustees of the Charity.

20.5 Governors' Day Governors were reminded that this would be taking place on 27th November 2025.

20.6 The Headteacher said that governors were welcome to attend for a morning, afternoon, full day or whatever time they had available. They were asked to email the Chair advising when they would like to attend.

20.7 Nativity The Headteacher reported that this would be taking place on 11th December 2025. Parent Governors would be in attendance representing the governing body.

20.8 Sports Grant The Headteacher had shared the recent Sports Grant report, and this was **APPROVED** and would be shared on the school website.

21. DATE OF NEXT MEETING

21.1 The dates of the next meetings were confirmed as:

- Monday 20th October 2025 at 6.30 pm

- Monday 1st December 2025 at 6.30 pm

22. CONFIDENTIAL ITEMS

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

ACTION LOG

Item		Action	Who?	Deadline
10.19		Circulate staff list, including subject lead responsibilities	**HT**	**Oct 2026**
15.5		Send HT a short-written profile for the school website	**NS**	**Oct 2026**
16.6		Share LDBS training programme on GovernorHub	**Vice Chair**	**Oct 2026**