MINUTES OF THE GOVERNING BODY MEETING OF MONKEN HADLEY CE PRIMARY SCHOOL, HELD AT THE SCHOOL ON MONDAY 27th APRIL 2026 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	Apologies
Sarah Roth	Foundation PCC	Chair	14.07.2022-13.07.2026	Present
Oliver Jones	Foundation Deanery Synod		25.11.2025-24.11.2029	Present
Duncan Paulson	Foundation (Andrew Hopegood Trust)		01.07.2023-30.06.2027	Apologies
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
Nick Stokes	LA		22.09.2025-21.09.2029	Apologies
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 everyone to the meeting.

3. APOLOGIES FOR ABSENCE

3.1 Consent was recorded for apologies for absence submitted on behalf of Caroline Poole, Duncan Paulson, Nina Howard and Nick Stokes.

3.2 Francesco Aresco was recorded as absent.

4. DECLARATIONS OF INTEREST

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

5. MINUTES OF THE MEETING HELD ON 2nd MARCH 2026 AND MATTERS ARISING/ACTIONS

5.1 The minutes of the meeting held on 2nd March 2026 were confirmed and signed by the Chair as a true record.

5.2 Arising from the minutes:

5.3 Item 11.1 Add risk register update to the next agenda This had been completed.

5.4 Item 12.2 Clarify when the admissions criteria had last been formally reviewed This had been completed. The Headteacher said that the governing body would need to review the admissions criteria again soon, but had missed the window to make any changes for 2027.

5.5 Item 16.4 Populate the template Developing Spirituality Policy and share with governors This action was pending.

Cate Pendegrass joined the meeting at this point

5.6 Treasurer's Report It was reported that there was currently £16222.16 in the governors' maintenance account.

5.7 Upcoming liabilities included the next instalment payment of £1350 to the LDBS.

5.8 A donation of £4,000 had also been made to the school last term for the cost of the door replacements.

5.9 The balance of the account was therefore healthy, but governors were reminded that at least two years of LDBS contributions had to be held on account. This was approximately £6,000-£8,000.

5.10 The Treasurer said that historically, gift aid on donations had not been claimed. The HMRC had advised that this could be backdated four years. She had processed gift aid claims for the current Reception and Year 1 classes and this had been a straight forward piece of work which had required the parent gift aid declaration, the name of the donor and the date of their donation.

5.11 The recent claim amounted to £262 Gift Aid from donations totalling £1050.

5.12 The Treasurer proposed claiming back Gift Aid arrears for Years 2 to 6 for 2025/2026.

5.13 It was reported that there were currently 20 children in Reception, and eight families had made a voluntary contribution, 7 of which had completed the Gift Aid form.

5.14 In Year 1, there were 21 children, and 13 donations had been made, 6 of which had completed Gift Aid declaration forms.

5.15 Parent feedback had been that once they had donated for their first child joining the school, they often did not make further donations for subsequent children. Parents had also advised that they would like more detailed information about how the funds were used from voluntary contributions. The Headteacher said that this information was already shared regularly in the school newsletter.

5.16 A discussion ensued and governors were assured that parents had been sent the Gift Aid form on several occasions, advising that it had to be completed for each individual child. The Headteacher said that at the new family meeting in May, for Reception children joining in September, she would give a more detailed explanation of the purpose of voluntary contributions.

5.17 **ASKED** whether there was a facility on the School Money system to click to agree that Gift Aid could be applied to a donation, the Treasurer undertook to look into this. A governor suggested emailing voting buttons for each donation if this was not possible.

5.18 It was agreed that priority should be given to increasing parental donations over claiming Gift Aid arrears.

5.19 The Treasurer highlighted that some parents were still making donations through direct debits rather than school money, which made tracking these donations more challenging.

5.20 A governor suggested that a project target be set for parental contributions, which might encourage more donations. It was also suggested that the school leverage the support of the class reps to help increase the number of parents making voluntary contributions. A detailed list of purchases made in the last six years using the governors' maintenance fund would be produced. Information would also be produced about the LDBS payments and the purpose of these.

5.21 A governor highlighted that it was not obvious on School Money how to make a voluntary contribution donation, and it was suggested that payment reminders be set up.

5.22 **ASKED** how much parents were asked to donate annually, it was explained that this was £90 for the first child and £45 thereafter. A governor suggested that the school advise that it's possible to stagger this payment throughout the year.

5.23 The Headteacher was delighted to report that some grandparents of the school had notified her that they would be donating £10,000. This would be made to the governors' fund and Gift Aid claimed.

5.24 It was reported that the PTA also currently had funds of £20,000 to donate to the school. It was suggested that these donations be used for the refurbishment of the toilets in Willow Class. The Headteacher had sought an initial quotation, which came back at £33,000. Other quotations would be sought for the works, which it was hoped could be completed in the summer break. It was suggested that governors contribute £8,000 to this project. A governor highlighted that it would be good if some remedial works could also be carried out to the toilets in Chestnut Class too.

5.25 Governors **AGREED** to donate £8,000 from the maintenance fund.

5.26 A letter of thanks for their very kind and generous donation would be sent to the grandparents on behalf of the governing body.

5.27 The Treasurer said that one upcoming financial commitment for the maintenance fund would be the purchase of the Year 6 pupil bibles. This usually cost approximately £400.

Item		**Action**	**Who?**	**Deadline**
5.5		Populate the template Developing Spirituality Policy and share with governors	**HT**	**June 2026**
5.17		Find out whether a tick box facility was available on School Money for Gift Aid declarations	**PD**	**June 2026**
5.20		Set a project target for donations, a list of purchases from the last six years and an explanation of the LDBS contributions made	**PD & AB**	**June 2026**

6. DRAFT BUDGET FORECAST 2026/2027

6.1 The Headteacher reported that she had met with Lady Janet Hulme of the Hadley Trust. The Trust had very kindly agreed to donate £15,000 a year to the school for the next three years. This money did not have to be ring-fenced.

6.2 The Headteacher had also applied to The Hyde Foundation for enrichment funding, and they had kindly agreed to donate £14,000 to the school.

6.3 Budget Forecast 2026-2027 The Headteacher was pleased to report a carry forward surplus of £150,317 for this year's budget, representing a significant improvement on the Q3 forecast of £107,000. This results in a positive variance of £43,000.

6.4 Governors noted that this improvement was mainly due to:
- Underspends across several allocated budgets, including repairs.
- Staffing costs coming in £3,500 under budget
- Gas and electricity costs £9,000 lower than anticipated
- Higher than expected school meals funding (£7,000 above costs)
- Unused supply (insurance) budget of £4,000
- Additional income from Breakfast Club and PTA donations totalling £3,500

6.5 There was also a balanced three-year budget, with in-year deficits each year. The following assumptions were made in the three-year budget:
- Pupil numbers would remain at 147 each year, in line with the October 2025 census.
- Income/funding would increase by 3% each year.
- SEN levels would remain unchanged.
- Teachers' salaries would increase by 3% from September 2026 and each year thereafter
- A 3.5% provision had been made for other staff pay increases.
- Staffing changes were as discussed, including one TA leaving in summer 2026 and being replaced by a 20-hours-per-week TA.
- Annual donations of £15,000 were assumed, along with PTA income of approximately £5,000 per year.

6.6 The Headteacher reported that the three-year budget has a projected £22,000 surplus at the end of the three-year period.

6.7 **ASKED** what the costs were related to in line E27 curriculum services, the Headteacher undertook to clarify this.

6.8 The budget 2026-2027 was **RATIFIED** by the governing body.

7. LEADERSHIP UPDATE

7.1 The Headteacher's report had been shared on GovernorHub for information. Arising from the report:

7.2 Attendance The Headteacher had shared a DfE attendance comparison report on GovernorHub for information.

7.3 Governors heard that attendance at the school continued to be strong and was above the Barnet average. Unauthorised absences were lower than Barnet.

7.4 The Headteacher said that the LA had advised using some different register codes in certain instances, for example for pupils on a reduced timetable and for pupils with illnesses such as chickenpox or vomiting which school policy required a 48-hour absence for.

7.5 There were currently 9 children who were persistently absent (PA) from school.

7.6 **ASKED** about the number of children who were persistently late, resulting in an absence mark in the register for the morning session, the Headteacher provided an update. For one child, the family had been offered the support of free breakfast club. Another family with a high needs child with issues with school refusal had been advised that they could arrive for collective worship and the child be marked late rather than absent.

7.7 **ASKED** about the higher absence numbers in January within the data provided, the Headteacher said that this was primarily due to children returning from holidays after the term had started.

7.8 **ASKED** about the fact that in Years 5 and 6, attendance appeared lower than other similar schools, the Headteacher said that this was impacted by things like secondary school visits, school interviews and orthodontist appointments.

7.9 The Headteacher highlighted that in addition to her report, she had shared the recent BELS School Effectiveness Visit report, Data Protection Visit report and the LDBS SIAMS visit report for information. She invited governors to email her with any questions about these.

7.10 Governors recorded thanks to staff for the positive outcomes in these reports and the Headteacher undertook to pass this on to them.

8. RE UPDATE

8.1 The Headteacher informed governors that she would be giving a presentation at the next meeting on the changes to the RE curriculum in Church of England schools.

8.2 As discussed at the last meeting, there would be more of an emphasis in the new curriculum on world religious views and non-religious views, which the school already covered to an extent in their current scheme of work.

8.3 The LDBS were currently writing the new schemes of work.

8.4 The Headteacher added that, under the new changes to the RE curriculum, when parents asked to withdraw their child from collective worship, the school could not ask to meet or talk to them about their decision or reasons. This would need to be updated in the relevant policy.

8.5 It was explained that there were no children who were currently withdrawn from collective worship.

8.6 **ASKED** how this would work if requested at present, the Headteacher said that the child would be given work to complete sitting outside the school office.

9. RISK REGISTER UPDATE

9.1 The updated document had been shared on GovernorHub for information. It was highlighted that the document was now more detailed. It was anticipated that most of the orange rag ratings would be green by the next update. Inconsiderate parking continued to be an issue.

10. OFSTED TOOLKIT

10.1 The Headteacher reminded governors that the school was now in the Ofsted window and would be inspected before summer 2027.

10.2 The school was currently judged outstanding, but under the new Ofsted Framework there was no longer a single word judgement as this had been replaced with a report card with seven areas of focus and a five-point scale: exceptional, strong, expected, requires improvement and inadequate.

10.3 Governors were informed that the new seven categories were:
- Curriculum ambition and delivery
- Quality of Education
- Assessment
- Outcomes
- Attendance and Behaviour
- SEND
- Leadership culture

10.4 A discussion ensued about the fact that some schools were finding the new Ofsted inspection system more challenging, with lots of previously outstanding schools being judged as 'expected' under the new framework. To achieve an 'exceptional' judgement, schools were expected to demonstrate how they were positively impacting other local schools. This was particularly challenging in a small setting like Monken Hadley.

10.5 The Headteacher explained that inclusivity, SEND and PP would be a priority in the next inspection and the school's SEF provided an overview of the impact the school was having in these areas. Governors were to consider how they knew what the Headteacher told them was having an impact.

10.6 There would be 2-3 inspectors visiting the school during the next inspection. They would study a number of children throughout the school to see the impact on each child. Governors should be fully familiar with the impact the school was having.

10.7 It was suggested that a new combined link role be set up for Behaviour, Wellbeing & Attendance and Preethi Daniel was assigned to this role.

10.8 Safeguarding was a separate binary judgment of Met or Not Met. If safeguarding was ineffective, the school could not be judged above Requires Improvement.

10.9 **ASKED** what notice of an inspection schools were now given, the Headteacher said that the call would come on a Monday, with inspectors arriving the following day for two days.

10.10 A group of governors would be coordinated who could be called upon to speak to the inspectors.

10.11 It was agreed that, in September, the Headteacher would write to parents explaining the new Ofsted inspection process and managing their expectations.

10.12 Ofsted would become a standing item on every governing body meeting agenda.

Item		**Action**	**Who?**	**Deadline**
10.12		Add Ofsted to every agenda	**Clerk**	**June 2026**

11. RATIFICATION OF POLICIES/DOCUMENTS

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

11.2 RSE Policy The document had been shared for review, along with an explanatory document about why the new policy was required.

11.3 **ASKED** about the section on governors needing to monitor how the curriculum was adapted to meet the needs of SEND pupils and whether the SENDCO would report on this, the Headteacher said that this was for all subject areas and would be reviewed in the SEND updates and during governor visits.

11.4 It was suggested that the pro forma for governor visits be reviewed to include impact monitoring as well as the school vision and observations of inclusion.

11.5 After full consideration, the RSE Policy was **RATIFIED.**

11.6 GDPR/Data Protection Policy After full consideration, the policy was **RATIFIED.**

Item		Action	Who?	Deadline
11.4		Review and update the governor visits form	**HT/Chair**	**June 2026**

12. ANY OTHER BUSINESS

12.1 PCC The Chair informed the Headteacher that the PCC had expressed interest in coming into school for collective worship.

12.2 Governor Planner Governors were reminded to refer to the annual planner to schedule their school visits in their link roles.

13. DATE OF NEXT MEETING

13.1 The date of the next meeting was confirmed as:
- Monday 8th June 2026 at 6.30 pm

14. CONFIDENTIAL ITEMS

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

ACTION LOG

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5.20		Set a project target for donations, a list of purchases from the last six years and an explanation of the LDBS contributions made	**PD & AB**	**June 2026**
10.12		Add Ofsted to every agenda	**Clerk**	**June 2026**
11.4		Review and update the governor visits form	**HT/Chair**	**June 2026**