MINUTES OF THE GOVERNING BODY MEETING OF MONKEN HADLEY CE PRIMARY SCHOOL, HELD AT THE SCHOOL ON MONDAY 6th JULY 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	Present
Sarah Roth	Foundation PCC	Chair	14.07.2022-13.07.2026	Apologies
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)	Present
Anita Bhogaita	Elected Parent		05.10.2024-04.10.2028	Apologies
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				
Peachey David	SENDCO			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 In the absence of Sarah Roth, Caroline Poole took the Chair and welcomed everyone to the meeting.

3. APOLOGIES FOR ABSENCE

3.1 Consent was recorded for apologies for absence submitted on behalf of Sarah Roth, Duncan Paulson and Anita Bhogaita.

4. DECLARATIONS OF INTEREST

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

5. MINUTES OF THE MEETING HELD ON 8th JUNE 2026 AND MATTERS ARISING/ACTIONS

5.1 The minutes of the meeting held on 8th June 2026 were confirmed and signed by the Chair as a true record.

5.2 Arising from the minutes:

5.3 Item 5.3 Populate the template Developing Spirituality Policy and share with governors This action was due completion by September.

5.4 Item 5.4 Find out whether a tick box facility was available on School Money for Gift Aid declarations This would be discussed later in the meeting.

5.5 Item 5.9 Tidy folders on GovernorHub This would be completed in the summer break.

5.6 Item 10.1 Add Stakeholder Voice to the next agenda This had been completed but was later removed from the agenda as it was discussed at the last meeting.

5.7 Item 18.1 Add behaviour and wellbeing link governor report This had been completed.

5.8 Item 19.5 Send governor biographies and photographs from the school website to the school office These were required by the end of term.

Item		**Action**	**Who?**	**Deadline**
5.3		Populate the template Developing Spirituality Policy and share with governors	**HT**	**Sept 2026**

6. SEND UPDATE

6.1 The SENDCO was in attendance to provide the annual SEND update:

6.2 It was reported that there were currently six pupils on roll with an EHCP and 20 pupils on SEND Support. This was a similar picture to the last academic year, when there were five EHCPs.

6.3 Two pupils currently with EHCPs were in Year 6 and would therefore be transitioning to their secondary settings for the new academic year.

6.4 Current needs included:

- 8 pupils with social, emotional and mental health needs
- 5 pupils who were Autistic
- 2 ADHD (which was higher including the autistic children who also had ADHD).

6.5 The SENDCO said that the profile was not therefore greatly different from the previous academic year.

6.6 It was highlighted that there had been a resubmission of an EHCP request and a successful request for an increase in Banding for an existing EHCP. The SEND Governor praised the efforts and success of the SENDCO in obtaining EHCPs and necessary funding to support pupils.

6.7 **ASKED** how long it took to get an EHCP and the associated funding, it was explained that this could take up to a year. A school was required to put in the required support and create evidence for an EHCP application. They needed to measure the impact of the support to get the funding and EHCP.

6.8 The SENDCO said that she was currently gathering evidence for EHCP applications for one child in KS1 and one in KS2.

6.9 The successes of this academic year were highlighted:

6.10 The SENDCO had been nominated by the school's LNI to attend the LiiA Conference to share good practice relating to Inclusion and parent voice. The school received £2,000 for this.

6.11 Progress data had been positive, with LSPs reviewed each term. When there had been a lack of progress or slow progress, support was escalated, including involvement of external professionals.

6.12 The ongoing work with the Educational Psychologist (EP) and Autism Advisory Team, along with collaboration with a private speech and language therapist (SALT) who had provided great training for LSAs.

6.13 Katy continued to work in school for one day a week and this enabled the school to respond to SEMH need in the short term without being restricted by very long CAMHS waiting lists. She was able to use some of her professional contacts to facilitate private referrals at the request of parents. Several children had been supported at Raphael House and through Barnet Young Carers.

6.14 Two new LSAs had been recruited at the start of the year and had received autism training. One new LSA would be starting in September 2026.

6.15 Development of the Growth Mindset Strategies across the school had been a success.

6.16 Challenges with SEND had included:

- An increase in level of need including an increase in SEND consultations
- Increase in requests for teacher questionnaires related to assessments. These could not be completed by the SENDCO.
- A small staff team meant pressure on leadership team.

6.17 The focus for the new academic year would be:
- Ofsted preparation
- Interventions including a new timetable for the SENDCO.
- Staff development.

6.18 The varied list of SEND training attended by staff and the SENDCO was noted.

6.19 SEND Link Governor Report A full report had been shared on GovernorHub.

6.20 The SEND Governor said that they had been in the role for 6.5 years, so had now had the opportunity to see pupils from their arrival at the school, right to the end of Year 6. She said that it was positive to see the development of the SEND pupils.

6.21 There continued to be a variety of needs being supported in the school, and they were doing an excellent job meeting those needs. The governing body needed to support the school with the need for LSAs in class, as their effectiveness meant that classes were not being disrupted.

6.22 The consultation system continued to place pressure on schools to admit pupils who might not be best suited to a mainstream setting. Governors might need to be called upon for appeals panels if they arose in the future.

6.23 It was reported that an S&L therapist funded by one family comes into school and there was a positive impact from this on the other children too, as she worked to upskill the LSAs. This had been a really positive partnership with the school.

6.24 It was recognised that some adjustments made for certain children also helped those without needs.

6.25 **ASKED** whether the school had ever had Chicken Shed come into school, the Headteacher said that they had not, but that several children attended their theatre school. She would welcome a visit from them.

6.26 There were now two 'Reader Pens' in school, one of which was funded by a parent. The SEND governor said that these were used with headphones and the children who were using them said they were really helpful.

6.27 **ASKED** whether the pens stayed in school, the Headteacher said that one was also used at home and an overview was provided of the pen's features.

6.28 **ASKED** how much these pens cost, it was reported that these were £250 each.

6.29 **ASKED** whether the pens were robust, the Headteacher said that there had been no issues with them and the children were very careful with them.

6.30 **ASKED** whether the school needed any more, the Headteacher said that this was not necessary at the moment. The pen donated by a parent would remain at the school.

7. LEADERSHIP UPDATE

7.1 The Headteacher gave a verbal update:

7.2 Attendance It was reported that whole school attendance was currently 96.2%.

7.3 The Headteacher said that the school had not closed during the recent heatwave, but parents had been given the option of collecting their child from 1.30 pm over the four days. 40 children had remained in school.

7.4 PP attendance was 93.2% and SEND attendance was 94.3%.

7.5 Persistent Absence (PA) was 6.2% and related to six children, which had reduced from nine.

7.6 Meetings had been held with parents of pupils who were below or close to 90%. Three children were PA due to medical needs, and one child was on a reduced timetable to meet SEND needs.

7.7 There were no children who could not attend school at present due to medical needs.

7.8 Pupil Mobility It was reported that:
- 1 child had joined Year 2
- 1 child in Year 2 would be leaving at the end of term.

- 1 child would be joining Year 3 next week.

7.9 The school was predicted to have 148 children on roll in September 2026.

7.10 Finance The Headteacher and school finance officer had completed the Q1 budget review, and the school was still forecast to have a contingency of £150,000.

7.11 Teacher pay increases had been confirmed to be 3.5%, the school had budgeted 3%, and the budget had been updated accordingly. Schools were anticipating having to fund approximately 1% of this increase.

7.12 Staffing It was reported that the school had recruited an LSA for 20 hours on a one-year contract.

7.13 The Headteacher had also extended the 2 LSA's recruited last year for a further one year. These roles were linked to the SEND funding of specific children.

7.14 A teacher had returned from maternity leave on a one-year variation of three days a week.

7.15 A part-time teacher had moved from three days to five days again on a one-year variation.

7.16 The Headteacher said that she had not yet been successful in recruiting a PPA cover teacher but had a potential plan for the new academic year. Governors were reminded that the sports coach and Spanish teacher were used for this in KS2.

7.17 **ASKED** whether her plan would be for her to have to teach more, the Headteacher said that this would increase slightly but there was more capacity for her to do so with the SENDCO increasing her days onsite.

7.18 Behaviour, Attitudes and Inclusion The Headteacher reported that behaviour continued to be strong.

7.19 There had been no exclusions.

7.20 One child had moved class, and this had been very successful.

7.21 Transition work for secondary school had been completed.

7.22 The Headteacher said that behaviour could be challenging at the end of the summer term, especially in the recent heat. Pupils had remained focused on their learning.

7.23 **ASKED** whether the behaviour challenges in Year 1 discussed earlier in the year had improved, the Headteacher said that it had and a couple of children were on reduced timetables these last two weeks of term to support them.

7.24 Assessments The Headteacher reported that schools had been informed that the SATs results had been delayed from 7th to 16th July. She expressed her frustration about the pressure this would put school staff under at the end of term. Many schools were closing from 17th July, and papers had to be checked when they were received, as any appeals had to be submitted by 24th July. She would be writing to the local MP concerning this issue.

7.25 Safeguarding There had been one referral to MASH for DV that had gone to Section 17 for a child and family assessment.

7.26 There had been no filtering issues online. One concern had been raised about a chatbot that children had accessed at home on a homework app, and this was being investigated by LGFL and the provider.

7.27 Summer Works The Headteacher explained that the works planned for the toilets would not go ahead in the summer, as she was still awaiting quotes.

7.28 The site manager would be painting the corridor and one classroom. There would also be a deep clean of communal areas.

7.29 The Headteacher had got a quote for new carpet in Chestnut class, and this had been £5,500. She would get two more quotes, and this work would need to be completed in the summer break.

8. HEALTH & SAFETY UPDATE

8.1 The report from the recent Health & Safety visit had been shared on GovernorHub for information.

8.2 The annual condition survey had been reviewed, and all major recommendations had been completed from last year, which included health & safety aspects and some electrical work.

8.3 Priorities for the new academic year were the toilet renovations, new carpets and possible resurfacing of the playground. The Headteacher said that she would be raising the playground surface as a safety issue, and it was hoped that this could be funded by the LDBS.

8.4 A fire drill had taken place on 1st July, and the school had been successfully evacuated, and everyone accounted for in 2 minutes and 30 seconds. Staff had not been pre-warned that there would be a drill.

8.5 A lockdown drill was planned for September as this was good practice. Governors were reminded that the school had a specific alarm through the school bell system which staff were aware meant there was a lockdown. All external doors had thumb locks, but the internal doors did not. The Headteacher provided an overview of how the lockdown procedure was explained to parents.

8.6 During the Health & Safety visit, the constraints of some areas of storage in the corridor and the impact this could have on fire safety were discussed. However, it was recognised that there were exit points around the premises which meant that people did not need to go through the corridor.

8.7 The Headteacher said that the fire doors were now quite old and might need replacing in the future. The benefit of the school being on one floor in the event of an emergency evacuation was recognised.

8.8 **ASKED** whether, during the recent drill, people had used the corridor to exit, this was confirmed. The Headteacher said that for the next drill this could be blocked off.

9. SUMMER WORKS

9.1 This had already been discussed under item 7.27.

10. BUDGET UPDATE

10.1 This had already been discussed under item 7.10.

11. SDP IMPACT REVIEW

11.1 The Headteacher reminded governors that the SDP cycle now ran from the spring term. The impact of the priorities would therefore be reviewed in January 2027.

11.2 The updated document had been shared on GovernorHub.

12. OFSTED

12.1 The Headteacher reminded governors that the school would be in the inspection window from March 2027.

12.2 The SEF had been shared with governors for information, and this document would continue to be updated. Governors were reminded to familiarise themselves with the document.

13. GOVERNOR TRAINING REFLECTION

13.1 Governors had attended a range of courses this academic year. They were reminded to log any training attended on their training record tab in GovernorHub.

13.2 It was highlighted that safeguarding training should be completed every two years and the LDBS training was commended, along with the online GovernorHub training.

13.3 Some governors had recently signed up for Ofsted training.

13.4 It was explained that there were regular articles on GovernorHub which were really useful to read as part of the governor role.

14. RATIFICATION OF POLICIES/DOCUMENTS

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

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

14.3 Supporting Pupils with Medical Conditions Policy After full consideration, the policy was **RATIFIED.**

14.4 Children with Health Needs that Cannot Attend School After full consideration, the policy was **RATIFIED.**

14.5 Lettings Policy After full consideration, the policy was **RATIFIED.**

15. BEHAVIOUR & LEARNING GOVERNOR REPORT

15.1 The Link Governor report had been shared on GovernorHub ahead of the last meeting.

15.2 A brief overview was provided of the visit, including discussion on the logging of pupil concerns. Pupil wellbeing, staff wellbeing initiatives and the suggestion to signpost parents to support services for children on the school website had also been discussed.

16. ANY OTHER BUSINESS

16.1 Sustainability Update This item was deferred to the next meeting.

16.2 Admissions Criteria A governor tabled a document providing an overview of the timelines for an admissions criteria review.

16.3 It was explained that the admissions criteria should be reviewed and consulted on at least every 7 years.

16.4 A discussion ensued about the process and consultation requirements. This process would need to be completed by the end of January 2027.

16.5 The Chair and Francesco Aresco would notify the LDBS that the governing body would be starting this process.

16.6 The review would be of the criteria for admission to the school in September 2028.

16.7 The Admissions Committee would meet to discuss this, and it would be brought back to the FGB meeting in November 2026.

16.8 The governing body **AGREED** to proceed with a review of the admissions criteria.

16.9 Treasurer's Report It was reported that there was currently £28,344 in the maintenance account.

16.10 Gift Aid had been claimed on donations from Reception and Year 1, and this totalled £2,500. The Treasurer explained that it can take up to 12 weeks for HMRC to repay this.

16.11 A reminder about voluntary contributions had been sent to parents in May.

16.12 7 of 21 families in Year 1 had donated, but there was still inconsistency in completing Gift Aid forms.

Item		**Action**	**Who?**	**Deadline**
16.1		Add sustainability update to the next agenda	**Clerk**	**Sept 2026**
16.5		Notify the LDBS that the school would be reviewing their admissions criteria	**Chair/FA**	**September 2026**

17. DATE OF NEXT MEETING

17.1 The date of the next meeting was confirmed as:
- Monday 21st September 2026 at 6.30 pm

18. CONFIDENTIAL ITEMS

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

ACTION LOG

Item		**Action**	**Who?**	**Deadline**
5.3		Populate the template Developing Spirituality Policy and share with governors	**HT**	**Sept 2026**
16.1		Add sustainability update to the next agenda	**Clerk**	**Sept 2026**
16.5		Notify the LDBS that the school would be reviewing their admissions criteria	**Chair/FA**	**September 2026**