

**MINUTES OF THE MEETING OF THE GOVERNING BODY OF MONKEN  
HADLEY CE PRIMARY SCHOOL HELD AT THE SCHOOL ON 20<sup>th</sup>  
NOVEMBER 2018 AT 7.15PM**

**MEMBERS:**

**FOUNDATION GOVERNORS**

\*Mrs Debbie Coles  
\*The Rev Dr Thomas Renz (VChair)  
\*Dr Joanne Hames (Chair)  
Mrs Velia Carruthers  
Mrs Sally Atkinson  
\*Miss Gladys Vendy  
Vacancy

**LA GOVERNOR**

Vacancy

**PARENT GOVERNORS**

Dr Ann Marie Woods  
\*Mrs Samantha Wrightson (VChair)

**HEADTEACHER GOVERNOR**

\*Ms Beatrix Simpson

**STAFF GOVERNOR**

Mrs Karen Gammon

Also present: Toby Mullins – observer  
Emma Brooks – Deputy Headteacher  
\*denotes present

**PART 1**

**1. OPENING PRAYER**

1.1 The meeting opened with a prayer led by the Rector.

**2. WELCOME & INTRODUCTIONS & APOLOGIES FOR ABSENCE**

2.1 Apologies for absence were received and accepted from Velia Carruthers, Sally Atkinson and Dr Ann Marie Woods.

**3. MEMBERSHIP**

**3.1 Governor re-appointment**

The Clerk reported that the LDBS had confirmed the re-appointment of Gladys Vendy for a further four year term.

Toby Mullins attended as an observer and associate member of the Resources Committee.

### **3.2 Vacancy**

Fr Thomas provided an update on the PCC vacancy and noted that a local person, with a HR background had expressed an interest in becoming a governor. She had completed the required form and DBS check form.

## **4. DECLARATION OF INTEREST/PECUNIARY INTEREST OR OTHERWISE IN ITEMS APPEARING ON THIS AGENDA**

4.1 No declaration of interest, pecuniary or otherwise, was made in respect of any items appearing on the agenda of this meeting.

## **5. MINUTES OF THE MEETING HELD ON 8 OCTOBER 2018**

5.1 The Minutes of the meeting held on **8 OCTOBER 2018** were **agreed** as a true and correct record and signed by the Chair, subject to minor corrections.

## **6. MATTERS ARISING FROM THE MEETING NOT ON THE AGENDA**

6.1 **Item 3.2 – DBS Check** – In response to a **question** regarding the DBS checks for governors, the HT advised that governors who had DBS checks conducted by the London Borough of Barnet, should provide the school with their DBS number to be recorded on school file. Governors without DBS checks/expired or from another organisation were asked to come into school. The HT said that she would send a list of the documents required from governors, to complete the check.

6.2 **Item 7.3 – School Web-site** – A governor commented that she had checked the school's web-site and it appeared that the information about staff and governors had not been updated. The HT said that this had been done, however there had been a concern regarding the site security. It was noted that the site was not secure and it would be relatively easy for an individual to hijack the address and serve another page. The

solution would be to serve the site using TSL certificate. It was advised that the school could not currently provide training as four members of staff on the system were using the same credentials. Furthermore, it would be desirable to have credentials on the system for individual that use the system but the school would need find to owner who host the site to do so.

The HT said that the school was able to do general updating, but there were a few issues linked to the web-site and she would be meeting with an IT representative to resolve those. Currently, basic information can be updated, however, in the long term, the school will need to purchase a certificate to ensure the site is secure. It was **agreed** that the HT would progress with this.

## 7. **HEADTEACHER'S REPORT**

### **Presentation – Standards – Data summary 2017/2018**

- 7.1 The deputy headteacher (Emma Brooks) provided a brief presentation highlighting the key points from a more detailed report (available to governors on request).

This was summarised as follows:

- 7.1.2 **Early Years** – All the children who were admitted to Reception last year and who were below age expectation, 50% achieved Good Learning Development (GLD). The children who were age expectation on entry, 88% achieved GLD. The children who came in above age expectation, achieved 75% GLD with 25% exceeded.
- 7.1.3 In response to a **question**, the HT said that there were 18 children originally in that cohort and four children had left during the year. The results were therefore based on 14 children. It was advised that in comparison to the national data, 71.5% had achieved national average with 74.1% locally, the school was therefore above the national and local average.
- 7.1.4 It was noted that Monken Hadley Average Point Score (APS) was 36.8, which was above National Average of 34.6% and Local Average of 34.7%. It was noted that girls continued to perform better than boys.

## 7.2 **KS1 data**

7.2.1 It was advised that the figures were based on a smaller cohort this year. At the starting point at Reception, all children made good progress. In Reading 80%; Writing 80%; Maths 93%, and overall a RWM combined score of 80%. The more able children achieved 100% expected, with 75% greater depth. In comparison to local schools 69% and nationally 65%, Monken Hadley was above local and national average.

7.2.2 One governor commented that one member of staff could make a significant impact on teaching and learning and **asked** how would the school sustain that improvement if that member of staff was no longer at the school. The HT said that all staff were part of the strategic planning of different areas of the curriculum and whole school development. There should be capacity in school to train staff, share and provide resources and promote good practices.

7.2.3 In response to a comment about Phonics, the HT read out a letter from ? to governors which congratulated the school on their outstanding achievement of 2018 phonics screening test, with 96% of Monken Hadley children achieving or exceeding. It was stated that Monken Hadley was in the top 7% of primary schools in the country.

## 7.3 **KS2**

7.3.1 The results for the expected standard in KS2 were: RWM 89%, Reading 89%, Writing 94% and Maths 89%. It was noted that all children made good progress.

7.3.2 Congratulations were extended from the HT and governors to all the staff on their team work, amazing results and successful year.

7.4 **Headteacher's report** - The Headteacher report had been circulated to governors previously with the agenda items and questions were invited from governors.

7.4.1 A governor noted that Performance Management had been completed for all teachers and **asked** the HT if she could share with governors, the objective for the wider school. The HT said that this would be discussed further at the next Standards Committee.

- 7.4.2 A governor commented that it would be useful to have information on the breakdown of the time and hours (i.e. am/pm) of the part-time staff. The HT **agreed** to provide this information in the next report.
- 7.4.3 In response to a **question** as to whether the school had children on the waiting list to fill the current vacancies, the HT said that she aiming to admit as many children as possible, before the January census. The school had organised a number of sessions which had been attended by a number of families. It was noted that further sessions were planned.
- 7.4.4 It was advised that there were no instances of bullying or child protection issues this term.
- 7.4.5 It was further advised that one permanent exclusion had taken place this term. Governors were required to set a Panel to review the decision, 15 days following the exclusion. The members **agreed** were as follows: Debbie Cole, Sally Atkinson and Glendys Vendy. It was further **agreed** that the panel would meet on the 10<sup>th</sup> December at 10am, subject to confirmation with the parent.

#### 7.5 **Action Plan – September 2018/2019.**

The Action Plan had been previously circulated with the agenda. The HT went through the Plan explaining each heading in turn and invited questions.

- 7.5.1 A governor referred to the heading 'Increase the role and capacity of leaders at the school' and noted that the deputy head current attends CPD sessions at LDBS. He **asked** whether the school paid for cover. The HT said the deputy headteacher was attending leadership course, twice monthly (on a Friday). With regards to the subject leaders, the RE leader attended a leaders network meeting at the LDBS; SEN leaders have started to attend network SENCO meetings to share good practices.
- 7.5.2 A **question** was asked as to whether the school would be holding an event for maths/science week. It was felt that past events had been successful and it was one of the approaches used to draw parental engagement in school. The HT said that she would looked at the school's whole year diary to check past practices but was happy to continue with successful events.
- 7.5.3 A governor **enquired** about the school vision and values and briefly explained governors' involvement in the past in reviewing this item. The HT said that it would be ideal for the school and governors to meet to

review this item and recommended this item be referred to the next Standards Committee for further discussion.

- 7.5.4 In response to a **question** about the purchase of digitisers, the HT said that the school had not invested into ICT over the past few years and the current systems were slow and outdated. The school was looking to purchase digitisers as well as looking to replace the whiteboards. Governors were advised that the HT was working with the Local Authority IT providers and had received quotes for monitors. She hoped to present a proposal to governors, with cost implications (by January) for the replacement of the ICT equipment.

## **8 REVIEW OF COMMITTEES/MEMBERSHIP/TERMS OF REFERENCE**

- 8.1 The Chair reported back to governors following the meeting with Ann Foster. However, it was felt, at this stage that it would be preferable to retain the existing Committee structures with the intention to review in the next academic year.

- 8.2 Governors **agreed** to retain the existing terms of reference and the memberships were agreed as follows:

**People Committee** – Debbie, Joanne, Thomas

**Standards** – Gladys, Sam, Thomas

**Resources** – Velia, Sally, Anne Marie, Joanne and Toby (associate member).

**Pay Committee** – from members of the Resources Committee.

- 8.3 Review of link governors were **agreed** as follows;

Velia – Premises

Ann Marie – Pupil attainment/Assessment/ICT

Gladys & Thomas – SIAMS/RE

Sam – Looked After/SEN

Joanne – Child Protection/Safeguarding

- 8.4 **Committees Reports**

Resources Committee

The minutes of the meeting of 13<sup>th</sup> November had been circulated for information and noted.

8.5 **Standards/People Committee**

The Committees had not met.

9. **POLICIES**

The following policies were formally **approved**:

- Admission Policy 2020/2021 – It was noted that the school would need to check in the Supplementary document published on the web-site, that the wording was clear, in relation to the criteria.
- Child Protection Policy
- Data Protection Policy

10. **UPDATE ON GOVERNOR VISITS, TRAINING AND DEVELOPMENT**

Jayne Pavlou had proposed facilitating a whole day governors training to governors. The Chair said that she would contact her re dates.

11. **CHAIR'S REPORT**

(see Part 2)

12. **ANY OTHER BUSINESS**

None.

13. **DATE OF THE NEXT MEETING**

14<sup>th</sup> January 2019 at 7.15pm

The meeting closed at 21.40pmpm.

**Signed:** .....

**Date:** .....

**Chair of Governors**