

**MINUTES OF THE MEETING OF THE GOVERNING BODY OF MONKEN
HADLEY CE PRIMARY SCHOOL HELD AT THE SCHOOL ON 14th JANUARY
2019 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

*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 Dr Ann Marie Woods.

3. MEMBERSHIP

- 3.1** Governors were provided with an update regards to the foundation governor vacancy and noted that the appointment was in progress. The Governing Body formally approved the appointment of Toby Mullins as a member of the Resources Committee and agreed to his attendance of Part 2 (confidential items) of the GB meetings. The Governing Body further agreed to recommend Mr Mullins as a possible appointment to the LA vacancy. The Clerk **agreed** to communicate this to the LA.

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 20 NOVEMBER 2018

5. 1 The Minutes of the meeting held on **20 November 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 7.5.4 – ICT** - In response to a **question** regarding the purchase of ICT equipment, the HT said that she could not present a proposal to governors at present. She explained the current situation in school and advised that this was a huge project that required further discussions with IT as well with her successor.

7. INTERIM HEADTEACHER'S REPORT

7.1 School Roll

Currently 141 Pupils on roll, with a number of children on the waiting list for Reception.

- 7.2 **SEN** – One child on EHCP with an application pending for another pupil.

- 7.3 **Bullying** – There were no instances of bullying this term.

- 7.4 **Attendance** – currently at 97.04%.

- 7.5 **Staffing** – Governors were updated on recent staffing appointments and resignations.

- 7.6 **Monitoring timetable** – Governors were provided with a paper showing the school’s actions and monitoring process for this term. This information will be shared with governors next term.
- 7.7 **Safeguarding** – Safeguarding audit/checklist had been updated by the HT. The Safeguarding Policy and Data Protection Policy had also been updated. The SCR had been signed by the Chair and HT in a safeguarding meeting on the 17th December.
- 7.8 **DFE comparison and final results** - Governors were presented with a paper showing the comparable results of Monken Hadley to other local schools in Barnet. It was noted that the average progress score in Reading was 3.1, Writing 0.9 and Maths 2.7. It was advised that Monken Hadley was 7th in terms of percentage of pupils achieving at a higher standard and 8th place, average score in Reading. It was further advised that in Reading, Writing and Maths, Monken Hadley was significantly above local and national average.
- 7.9 It was noted that Writing remained the main focus and that there was a lack of consistency nationally. In response to a **question** as to ‘Writing stamina not present when children entering Year 6’, the HT said that children were not really focused on sitting for long periods, to work consistently. The school needs to ensure that staff work closely together to understand the expected standards and progression; sharing expectations on what was required as well as effective CPD. The school also needs to provide models of excellence for Writing and has started to develop a curriculum map for English that will support teaching in a more effective way for new staff. The HT advised that she would report further at the next Standards Committee meeting.
- 7.10 **SIAMS** – The HT reported that the school staff would be attending training with regards to the new framework and prepare an Action Plan. Governors were advised that Jayne Pavlou would be visiting the school in May to assess RE in school and will advise the school accordingly. It was suggested that the HT may wish to identify the strengths and areas for development prior to the visit.
- 7.11 **Year 6 Action Plan** – the paper was presented for governor’s information and was noted.

7.12 **Year 6 Workshop for parents and children** – the paper was circulated for information and noted.

8. **COMMITTEE REPORTS**

8.1 **Resources Committee**

The Committee had met, however the minutes were not yet available. VC provided feedback on the maintenance fund, noting the fund was in a healthy position. It was agreed that the school would publish a notice in the Newsletter thanking parents for their contributions. A letter would be sent to those parents who have not yet paid. It was noted that on-line payments had significantly increased payments.

8.2 **Standards Committee**

The Committees had not met.

8.3 **People Committee**

The Committee had not met.

9. **POLICIES**

Safeguarding and Child Protection Policy

Governors **approved** the policy as presented.

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

10.1 GV reported that she had attended the Safeguarding training and provided feedback to governors. Governors were advised that the training had been informative and well delivered and that governors could provide support/clarify as follows:

- The GB to have more two safeguarding governors;
- To have more than one emergency contact
- What strategies are there to make sure that children know who to tell
- Do children know about ChildLine
- Does the school to have worry boxes
- Is information of how to report concerns about safety on visitor's badges
- What message the school gives parents about keeping their children safe

- Is there a checklist for inducting staff in safeguarding
- What support is there for staff on the front line

10.2 The HT explained the processes in place and assured governors that the school was in compliance with the above. It was **agreed** that Gladys Vendy (GV) would be the second safeguarding governor. It was also noted that GV had undertaken Safeguarding training and been issued with a certificate on completion; a copy of which was lodged with the school.

10.3 The Chair reported that she had attended the Chair of Governors training, which had been useful and informative. The training provided ideas of dealing with governance issues and delegation. She had also attended training on governors' roles and responsibilities for safeguarding. The training was useful, particularly in terms of governors' legal responsibilities. The Chair further reported that she had met with the HT and carried out safeguarding audit and had also signed off the SCR, which was in compliance with procedures. It was stated the Chair would be meeting with the HT termly. TM said that it might be useful to conduct a further check on the files referenced in the SCR.

11. **CHAIR'S REPORT**

(see Part 2)

12. **ANY OTHER BUSINESS**

None.

13. **DATES OF THE NEXT MEETINGS**

The dates for the remainder of the academic year were **agreed** as follows:

- People/Resources – 11th March 2019 at 8am
- Standards – 12th March 2019 at 1.30pm
- FGB meeting – 21st March 2019 at 7.15pm
- People/Resources – 29th April 2019 at 8am
- FGB – 3rd June 2019 at 7.15pm
- People/Resources – 21st June 2019 at 8am

- FGB – 1st July 2019 at 7.15pm

The meeting closed at 21.40pm.

Signed:

Date:

Chair of Governors