

**MINUTES OF THE MEETING OF THE GOVERNING BODY OF MONKEN
HADLEY CE PRIMARY SCHOOL HELD AT THE SCHOOL ON 1st JULY 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
Ms Pippa Reid

LA GOVERNOR

Vacancy

PARENT GOVERNORS

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

HEADTEACHER GOVERNOR

*Ms Beatrix Simpson

STAFF GOVERNOR

Vacancy

Also present: Toby Mullins – Associate member
 Anthony David – Executive Head (from Sept 19) (part)
 Julie Eyres – Head of School (from Sept 19) part)
 Jean Campbell - Clerk

*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 from Pippa Reid. An apology for lateness was received from Veila Carruthers.

3. MEMBERSHIP

3.1 The Chair reported that she had spoken to TM regarding the LA governor vacancy. It had been previously decided that TM would be recommended to the LA for appointment to the vacancy. However, TM had advised that due to other priorities, could not commit himself to the role and was happy to continue as an associate member. Consequently, it was **agreed** that the Clerk would communicate this to the LA for a replacement.

Action: Clerk

3.2 It was further noted VC's term of office expires November 2019. VC indicated that she wished to be considered for re-appointment.

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 3rd JUNE 2019

5.1 The Minutes of the meeting held on **3rd June 2019** were **agreed** as a true and correct record and signed by the Chair.

6. MATTERS ARISING FROM THE MEETING NOT ON THE AGENDA

6.1 Item 7.7.7 Epipen – AMW reported that she had visited the school on the 17th June and delivered the training to all staff on the use of the Epipen.

6.2 Item 7.11 – Ofsted – The HT had uploaded the Ofsted framework to GovernorHub as agreed at the last meeting.

7. HEADTEACHER'S REPORT

7.1. Leadership report - staffing

The Executive Headteacher (EHT) provided an update noting that the school was now fully staffed for September. Governors were advised that

it was not possible to recruit an Assistant Headteacher following the resignation of the Deputy Headteacher, as the change to the staffing costs had not been calculated. The Head of School contract had been brought forward by one month to August 1st to allow the school to have a key holder and allow new staff to access the school in the last two weeks of the summer holidays.

- 7.1.1 As reported at the previous meeting, it was confirmed that the current music teacher had resigned and sports provision had been reduced as it was no longer required to support PPA.
- 7.1.2 It was noted that the staffing, sports, music and the bursar impact on the budget, had not yet been assessed. The school was also reviewing the pension contributions, which appeared to be the main cause of the deficit increase. It was advised that with the adjustments of changes within the budget, the school anticipates a saving of £37926 in the next two academic years.
- 7.1.3 In response to a **question** regarding the leadership team for September, the EHT said the initially this would consist of the EHT and Head of School (HoS). It was advised that in the absence of both the EHT and HoS, the school would be looking at individual teachers who had the relevant experience to lead the school. Replying to a further **question**, as to whether the individual would be experienced in Safeguarding, the EHT said that the school would ensure that at least two members of staff had undertaken training.

7.2 **Budget**

Technology has been set as a priority. Friends of Monken Hadley had provisionally agreed the cost of Interactive Whiteboards and class computers, totaling £14,750. Additionally, the wifi-fi requires a full update at a cost of £1600. Thanks was extended to Friends for their work and contribution.

It was advised that the review of the school's budget would be brought forward to the September GB meeting.

Action: HoS

- 7.3 Draft priorities for 2019/20 and areas of school development, were reported in detail under the following headings:

- SIAMS

- Quality of Education
- Behaviour and attitudes
- Personal development
- Leadership and Management

7.3.1 It was noted that the overarching ambition of this development plan was to set the foundations for long term stability.

7.4. **Visions and Values**

A paper outlining the Visions and Values of Monken Hadley primary school was circulated to governors. The EHT and HoS had met with Thomas Renz, as well as advice from Jayne Pavlou and drawn up a draft statement as follows:

7.4.1 *‘Through Joshua 1.9, we endeavor to build a learning community who seek what is good, treasure what is true and do what is right. Rooted in our Christian understanding of who we are before God, we strive to be fearless advocates of this and in doing so pursue a life of service’.*

7.4.2 The EHT sought governors’ views and asked if the statement reflected Monken Hadley and the aspirations of the school.

7.4.3 Governors offered a number of suggestions, but agreed the Vision statement in principle. It was further **agreed** that the EHT would liaise with the HoS to produce a final version. **Action: HoS/TR**

EHT and HoS left the meeting.

7.5 **Interim Headteacher’s report**

School Roll - Currently 140 pupils with vacancies in some year groups.

7.5.1 **Attendance** – 96.17% with termly tracking attendance below 96%. Letters had been sent to individual parents regarding attendance and lateness.

7.5.2 **Teaching and Learning & Assessment** - The school has a rigorous monitoring systems and procedures which is evaluated for impact. As a result, pupils outcome are good or outstanding. Teachers provide feedback using incisive questioning and quality marking to provide good opportunities for pupils to make the next step improvement. Significant feedback has been made in involving pupils in self-evaluating their

progress which enables them to have a key part to play in achieving and recognising improvement. Monitoring and feedback from pupils inform the school that teachers marking of work is constructive. In year progress reports that teacher Assessment and SATs indicate rapid progress in all year groups.

7.6 2018/19 Standards and Performance Table for Monken Hadley – A paper showing the previous year’s results and 2018/2019 was circulated to governors. The HT talked governors through the results, noting that targets predicted for 2018/19 were better than expected. Governors were pleased with the results but **queried** the continued dip in results for Greater depths in KS1 in Reading & Writing and KS2 in Writing. The HT said that it was specific to the cohort. However, it was felt that it would be useful to interrogate the data to track and monitor progress across the key stages. The HT highlighted the intervention programmes and strategy for improvement and advised that this would be explained in greater detail at the next Standards Committee.

7.7 The Chair noted that this was the last meeting of the Interim Headteacher. On behalf of governors, she thanked Beatrix Simpson for the work she had undertaken in the past year and wished her well in her future endeavours. Beatrix thanked governors from their good wished and said that she had enjoyed working with staff, parents and governors.

8. COMMITTEE REPORTS

8.1 Resources Committee

8.2 Maintenance Fund

VC provided an update and governors were informed that some contributions were still outstanding, however the account remained healthy. It was noted that the school had a duty to list all the Trustees for the Charity Commission, and therefore required details of date of appointment of all governors.

8.2.1 It was suggested that it would be useful to seek an independent audit of the voluntary funds, to ensure that the management of the funds was in compliance with procedures. VC **agreed** to progress with this.

8.2 Standards Committee

The Committee had not yet met.

8.3 **People Committee**
The Committee had not met.

9. **POLICIES FOR REVIEW**
There were none.

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

10.1 **Training** – Sam had attended the Local Authority’s SEND conference and would produce a report for circulation to governors. The key issues from the conference would be shared with staff.

Velia had attended a Child Protection training on the 19th June and had received a certificate on completion.

11. **CHAIR’S REPORT**

Safeguarding - Sally Moore had visited and met with the Designated Safeguarding Lead and was joined by the Chair. They went through the checklist and noted that the school was in compliance with procedures. The Single Central Records was also reviewed by the Chair.

12. **ANY OTHER BUSINESS**

As part of the collaboration with St Paul’s, it was proposed Monken Hadley governors to meet on a termly basis with St Paul’s Governors in order to share good practices. AMV, Thomas Reinz and Samantha Wrightson volunteered to work with governors. It was advised that the first meeting would take place on the 15th July at 9.30am.

13. **DATES FOR 2019/20 ACADEMIC YEAR**

The dates for the academic year were **agreed** as follows, to commence at 7.15pm.

- 23rd September 2019
- 28th October 2019
- 25th November 2019

- 20th January 2020
- 24th February 2020
- 30th March 2020
- 18th May 2020
- 15th June 2020
- 6th July 2020

The meeting closed at 22.15pm

Signed:

Date:

Chair of Governors