

**MINUTES OF THE MEETING OF THE GOVERNING BODY OF MONKEN
HADLEY CE PRIMARY SCHOOL HELD AT THE SCHOOL ON 23rd
SEPTEMBER 2019 AT 7.15PM**

Members

| Name | Governor Type | Term of Office Ends |
|---------------------------------------|----------------------|----------------------------|
| Mrs Debbie Coles * | Foundation (7) | 01/09/2022 |
| The Revd Dr Thomas Renz (Vice-Chair)* | Foundation | Ex Officio |
| Miss Gladys Vendy | Foundation | 30/10/2022 |
| Dr Joanne Hames (Chair)* | Foundation | 30/06/2023 |
| Mrs Velia Carruthers* | Foundation | 03/11/2019 |
| Mrs Sally Atkinson* | Foundation | 15/02/2020 |
| Ms Pippa Reid* | Foundation | 20/03/2023 |
| Vacancy | Parent (2) | 02/02/2022 |
| Mrs Samantha Wrightson (Vice-Chair)* | Parent | 12/10/2020 |
| Vacancy | Local Authority (1) | N/A |
| Ms Julie Eyres* | Head of School | Ex-officio |
| Mr Anthony David* | Executive Head | Ex-officio |
| Vacancy | Staff (1) | N/A |
| Mr Toby Mullins | Associate Member | N/A |

*denotes present

Also present:

Jean Campbell – Clerk

PART 1

1. OPENING PRAYER

1.1 The meeting opened with a prayer led by Rev Thomas.

2. WELCOME & INTRODUCTIONS & APOLOGIES FOR ABSENCE

2.1 Governors welcomed Dominic Neal, the newly appointed teacher governor to the meeting. All governors introduced themselves. Apology for absence was received and accepted from Gladys Vendy.

3. ELECTION OF CHAIR – *the clerk took this item*

Nominated by Velia Carruthers and seconded by Sam Wrightson, Jo Hames was **elected** Chair for the academic year.

3.1 ELECTION OF VICE-CHAIR

Nominated by Sally Atkinson and seconded by Jo Hames, Rev Thomas Reinz was **elected** Vice-Chair for the academic year.

4. MEMBERSHIP

4.1 The Head of School (HoS) reported on the progress of the appointment of a parent governor (to fill the current vacancy) advising that nominations had been sent out to all parents. The deadline for returns was the 5th October and an election would be held if the school received more nominations than vacancies. However it is hoped that an appointment will be in place by the next GB meeting.

4.2 It was noted VC's term of office expires November 2019. It was **agreed** that VC would contact the appropriate appointing authority for re-appointment.

4.3 The Chair reported that she had not been able to communicate with Toby Mullins recently and was uncertain whether he wished to continue as an Associate member. It was **agreed** that the Chair would contact Toby to ascertain his position.

Action: Chair

5. DECLARATION OF INTEREST/PECUNIARY INTEREST OR OTHERWISE ON ANY ITEMS APPEARING ON THIS AGENDA

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

5.2 ANNUAL DECLARATIONS OF INTEREST FORM

All governors present at the meeting (in accordance with current legislation) completed and signed an annual declaration of interest form; the forms were collected by the Clerk and

uploaded to GovernorHub. The originals will be retained by the school.

6. APPOINTMENT OF LINK GOVERNORS & SCHEDULE OF VISITS

- 6.1 The Executive Head teacher (EHT) proposed areas of responsibilities and stated that it would be useful for individual governors to review and report back to the full governing body. The appointments of link governors were therefore **agreed** as follows:

VC – Premises, Health & Safety, Treasurer
SW - Quality of Education
PR – Safeguarding/Web-site Compliance
GV, TR – SIAMS/RE
DC – SEND, Safeguarding
SA – Behaviour & Attitudes

- 6.1.1 The EHT said that he would liaise with the Chair to put together a paper with regards to the schedule of visits.

Action: EHT/Chair.

Clerk's note: The monitoring visits are central to effective governance and often linked to the School Development Plan. The Governing Body therefore decides how often they should take place. In addition, the GB also needs to agree a protocol for governors' visit; a copy recommended by the LDBS 'Governors visits guidance' can be found on their web-site.

- 6.2 **Appointment of panel for complaints, staffing, exclusions etc.**

It was **agreed** to appoint any three eligible members from Monken Hadley GB with the option of seeking members from the St Paul's GB (the partner school) if required.

Clerk's note: The panel for EHT performance target and Admissions have not yet been agreed and should be added to the agenda for the next GB meeting.

7 MINUTES OF THE MEETING HELD ON 1st JULY 2019

- 7.1 The Minutes of the meeting held on **1st July 2019** were **agreed** as a true and correct record and signed by the Chair, subject to the following correction: item 7.1.2 ‘...anticipates a saving of £37926 in the next academic year.’

8. MATTERS ARISING FROM THE MEETING NOT ON THE AGENDA

- 8.1 Item 10.1 Training: SW said that she would be circulating her SEND report to all governors as soon as it was available. **Action: SW**
- 8.2 Item 12 – AOB – meeting with St Paul’s governors: The Chair reported that a meeting had been held on the 15th July as agreed at the last meeting. She had made some notes and would email a summary to governors. **Action: Chair**
- 8.3 Item 8.2.1- Maintenance Fund: VC to contact Quentin Ingham regarding the audit of the maintenance fund. **Action: VC**

9. LEADERSHIP REPORT

- 9.1. The Executive Headteacher (EHT) talked governors through a previously circulated report, with added commentary from the Head of School (HoS).

- 9.1.1 The EHT stated report was presented under 4 main headings:

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

The following salient points were highlighted:

9.2 Attendance & school roll

SEN attendance was low and absenteeism high. Total number of pupils on roll was 141pupils. It was advised that the school had admitted a number of pupils recently due to a robust and pro-active approach to admissions. The meeting noted that previous HT report had stated that the school had a total of 140 pupils, however, with the admission of 11 pupils, the current total roll is 141 pupils. The HoS said that she had

worked hard to change the mindset of staff on the urgency in admitting pupils and this needs to be on-going.

9.3 **Quality of Education**

The EHT drew governor attention to the key stage 2 SATs report and noted that the progress in Reading, Writing and Maths was lower when compared to local and national average. It was advised that the school would need to interrogate the data of the greater depth in order to sustain progress. A governor **asked** whether with the slightly changing shift of incoming and outgoing pupils would impact on measuring progress. The EHT replied that progress was measured against the present pupil roll.

The HoS said that the last report from the previous HT reported on progress of Year 5 and Year 6, however Ofsted focus was primarily on progress measured from Key stage 1 to Key stage 2. It was advised that the school had reviewed pupils' data to establish why the progress was lower than that of the Local Authority.

- 9.3.1 A **question** was asked about children who were admitted two years in and whether they were included in the progress percentile. The HoS confirmed that they were and explained the circumstances where a child could be excluded. It was advised that there were few circumstances where children could be excluded from the data.
- 9.3.2 The EHT and HoS had conducted a Learning Walk recently and the focus was to review the learning environment and included three areas: Pupils' attitude to learning; Classroom learning environment and how it reflects the non-negotiables stated in the staff handbook; Set up of pupils' books. It was noted that Children were all well-presented and conform to the school uniform.
- 9.3.3 Governors were informed that 'Meet the teacher' meetings had taken place. All parents had the opportunity to meet the class teacher and meetings were held during school hours. However, the school will be conducting a survey with parents on what is the best time for meetings. In addition, the school had also delivered a Target workshop as well as Phonics and the feedback from parents had been positive. The school plans to deliver a Maths workshop for parents in the autumn term.
- 9.3.4 The Leadership team had visited St John's CE Primary, who had recently been SIAMS inspected and judged to be 'excellent', to review the RE

Curriculum. As a result, Monken Hadley will review, if necessary, their delivery of the RE Curriculum. The EHT advised governors, the leadership team had also considered a review of teaching of RE and whether the school delivered one lesson in RE and break down into year groups in KS2. As such, the school would need to recruit an additional member of staff, 1½ hrs. a week, for at least four years. In response to the EHT request for governors' approval in progressing this further, governors raised a number of questions, which were clarified by the EHT. Following a brief discussion, the GB were supportive of the recommendation and **agreed** that the leadership team investigate the possibility and costing of the appointment.

Action: Leadership team

9.3.5 In response to a **question** why RE and not English or Maths. The EHT said that the teaching of RE was core to the ethos of a church school. A governor commented about the proposed Staffing Structure review and the possible impact on staffing.

9.3.6 The leadership team met with the Chair of Friends and well as the Friends fund raising team and the Design Coordinator to consolidate the areas that the Friends will be raising funds for. The EHT stated that, jointly with Friends, the school also intends to approach charities and fund giving organisation to raise the necessary funds needed for larger cost items.

A governor suggested that the School could also access the Forest School activities where grants were available for schools with an environmental and spiritual focus.

9.4 **Signage**

The EHT reported to governors of his intention to purchase signs for the school at one-off cost of approximately £5K. It was advised that the signs would enhance and promote the school as a Christian school and convey a professional approach to parents highlighting the school's vision. The HoS explained where the signs would be displayed, including the internal areas which would also create some privacy. It was **agreed** that the HoS would provide the full costings at the next GB meeting,

Action: HoS

9.4.1 The EHT reported that the school was also looking to purchase tables at a cost of £1500 and £1800 respectively and advised that the cost could be spread in the budget, over a two year period. However, the EHT

expressed some concern that the costs would further increase the current overspend and advised that the school would explore other source of funding, i. e fundraising, maintenance funds etc.

9.5 **Budget**

The budget report had been circulated to governors prior to the meeting. Governors were advised that the supply budget had already been spent for this financial year. £5K will be reserved from the ICT budget to cover any supply costs from September – April. It was **agreed** that the supply budget be allowed to be overspent but there was the understanding that this could be off-set from other aspects of the school budget i. e the ICT budget.

9.5.1 Governors were advised that there was an overspend of £75K. However, the figure did not include pension costs or the full teacher salary increases. The Government announced a 2.75% increase, however, the budget allowed for a 1% increase. Governors were advised that a significant proportion of the budget was spent on staffing. Consequently, the leadership team met with Terri Patterson (LDBS Advisor) recently and she had provided some sound advice on the way forward as well as advice on policies for review, including the Staff Restructuring policy. Governors felt that the GB had a duty of care to the well-being of staff and that it was imperative for the GB to review the Staffing Structure as soon as possible.

9.5.2 It was noted that the present financial situation, (with the HoS providing cover) was not sustainable and a question was asked if the school would have any flexibility in the winter months, should there be periods of absences. The EHT said that the school would ensure that staff took the necessary precautions, however, the school had Insurance cover for staff illness.

Governors were asked to agree the following recommendations:

- To buy into Barnet’s Pupil Premium review service.
- That the school fully reviews all staffing requirements during this financial year.
- A plan is created this financial year to reduce the negative impact by 2021/22.

The above recommendations were **agreed** by the Governing Body.

9.6 **Maintenance Fund**

VC updated governors and noted that she hoped to send out letters to parents by the end of September. However, she sought governors' views on rephrasing the letter slightly to include that the funds could also be invested into specific projects in school. It was felt that this might encourage more parents to contribute. Currently, 50% of parents have contributed.

Governors were advised that the funds had a healthy balance and the GB could comfortably meet the cost of their contribution to the Diocese. The EHT advised caution, noting that 50% response was relatively high in comparison to other LDBS schools. In Monken Hadley, the Friends contributed a considerable amount of funding to the school and to pursue this further may not achieve the desired effect.

However, governors supported the suggestion but noted that the funds could only be used mainly for capital project. It was felt that it would be useful to highlight a specific project in the letter.

VC also noted that the information on the maintenance funds had not been displayed on the school's on-line payment and had contacted the office as a result.

- 9.6.1 It was **agreed** that VC would draft and email the letter to governors, with a view to send out to parents by the end of September.

Action: VC

10. **POLICIES FOR REVIEW**

The meeting noted that the Safeguarding and Child Protection Policy will be added to the agenda for the next meeting.

Action: Clerk

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

- 11.1 **Training** – The Local Authority and LDBS training programmes had been sent to all governors and noted.

12. **CHAIR'S REPORT**

The Chair had nothing to report.

13. ANY OTHER BUSINESS

The EHT expressed some concern about safeguarding in school and advised that he had been unable to locate any correspondence in relation to this. The school was now investigating to have a digital system in place to ensure continuity. The Chair said the school had undertaken a Safeguarding review in July last year and the report had indicated that the school had been in compliance with practices and procedures. The EHT said that it would be useful if she was able to forward a copy.

14. REMAINING DATES FOR 2019/20 ACADEMIC YEAR

- 28th October 2019
- 25th November 2019
- 20th January 2020
- 24th February 2020
- 30th March 2020
- 18th May 2020
- 15th June 2020
- 6th July 2020

All to start at 7.15pm.

The meeting closed at 22.15pm

Actions from meeting:

- *Item 4.3 – Chair to contact TM with regards to membership*
- *Item 6.1.1 – EHT & Chair to meet to agree link governors schedule of school visits.*
- *Item 8.1 – SW to circulate SEND report to governors*
- *Item 8.2 – Chair to email summary of joint partnership meeting on the 15th July to all governors.*
- *Item 8.3 – VC to contact AG with regards to the audit of the maintenance fund.*

- *Item 9.3.4 – Leadership team to investigate the possibility of appointment of RE staff for 1½ hours a week*
- *Item 9.4 – HoS to provide full costings for signage at the next GB meeting*
- *Item 9.6 – VC to email draft letter to parents re maintenance funds to all governors, prior to circulation to parents by the end of September.*
- *Item 10 – The Clerk to add ‘Safeguarding and Child Protection’ policy to the agenda of the next GB meeting. The HoS to send to the Clerk the safeguarding document ‘Keeping children safe in Education’ to be uploaded on GovernorHub, for governors to sign to indicate that they have read and understood the document.*

Signed:

Date:

Chair of Governors