

**MINUTES OF THE MEETING OF THE GOVERNING BODY OF MONKEN
HADLEY CE PRIMARY SCHOOL HELD AT THE SCHOOL ON 28th OCTOBER
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	02/11/2023
Mrs Sally Atkinson*	Foundation	15/02/2020
Ms Pippa Reid*	Foundation	20/03/2023
Mr Nicolae Razvan Bozgan*	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
Mr Dominic Neal*	Staff (1)	22/09/2023

*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 Razvan Bozgan, the newly elected parent governor to the meeting. All governors introduced themselves. Apology for absence was received and accepted from Debbie Coles.

3. MEMBERSHIP

- 3.1 The Chair reported on the Local Authority (LA) vacancy noting that the LA panel had been unable to offer an appointment and advised that they were happy to receive recommendations from the GB. In response to the Chair's request for any suggestions, three possible nominations were made and it was **agreed** to explore those further. It was also noted that Toby Mullins had stepped down as an Associate member.
- 3.2 Governors were informed of the re-appointment of Velia Carruthers as a Foundation governor for a further four year term.

4. DECLARATION OF INTEREST/PECUNIARY INTEREST OR OTHERWISE ON ANY 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.

4.2 ANNUAL DECLARATIONS OF INTEREST FORM

The Clerk received an annual declaration from the new governor - RB; still outstanding DN and GV.

5. APPOINTMENT OF PANEL FOR EHT PERFORMANCE, ADMISSIONS AND PAY COMMITTEE

- 5.1 The Panels were **agreed** as follows:

- EHT performance: Chair/Vice-Chair – Monken Hadley & Chair/Vice-Chair – St Paul's
- Admissions – DC, TR, HoS and EHT
- Pay Committee – the full GB

6. MINUTES OF THE MEETING HELD ON 23rd SEPTEMBER 2019

- 6.1 The Minutes of the meeting held on **23rd September 2019** were **agreed** as a true and correct record and signed by the Chair.

7. MATTERS ARISING FROM THE MEETING NOT ON THE AGENDA

- 7.1 Item 6.1.1 - Link governors: The EHT and Chair will meet in the autumn term to agree a schedule for governors' link visit. **Action: EHT/Chair**
- 7.2 Training: SW circulated her SEND report to governors. A copy was uploaded onto GovernorHub.
- 7.3 Item 8.2 – The Chair said that she would endeavour to email to all governors, a summary of the partnership meeting prior to the next meeting. **Action: Chair**

8. LEADERSHIP REPORT

- 8.1. The Executive Headteacher (EHT) talked governors through a previously circulated report, with added commentary from the Head of School (HoS). Governors also received additional documentation: 2018-2019 Benchmarking, Fire Evacuation Report 16.10.19, Fire Evacuation Report 18.10.

8.2 Current school assessment

This was graded as '2' based on Ofsted assessment.

8.3 Attendance Statistics

Whole school attendance currently at 97.5%, with persistent absences at 7.8%.

Data reviews will be presented to governors on reading, writing and maths, including information on the context of the cohort, the attendance and behavior of that particular cohort.

The total roll was 147 out of 150 pupils with 17 children admitted this term and 2 on the waiting list. The school has made this a priority to enhance the school's budget. Priority classes to fill were Reception and Year 4.

8.4 Quality of Education

Baseline assessment had taken place across the school. It was noted that this was the first time the school had undertaken these assessments. It was advised that the data showed the children were working below expectations in both reading and maths. There was a particular concern in Year 5, where two thirds of the class were working below age related expectations. The EHT referred governors to the graphs presented, noting that 'green' represented, 'working at' 'blue' working at greater depths and 'red' working towards. The HoS said the

graph presented a snap –shot and may not be a true reflection of the children’s progress. The children will be assessed in the spring for further comparison.

- 8.4.1 The school had purchased some Chromebooks due to the poor quality and outdated condition of the current laptops in school to deliver the current curriculum effectively. The school had received a quote from the ICT department with the intention was to purchase 15 lap-tops at a cost of £3K, this would also include the licenses and set up fee. However, the HoS proposed to governors that ideally, the school would like to purchase a further 15 lap-tops (total 30) at a cost of £6K. It was advised that the cost would be funded from different stands of the school resources: ICT & Curriculum budgets, governors’ maintenance fund or alternatively funds from the Friend Association through fundraising. A governor **asked** if this could be funded by parents, it was advised that the teaching of the curriculum was a statutory requirement and the government was legally required to fund schools accordingly. Responding to a further **question** as to whether grants were available, the EHT said that the school would be meeting with a group of parents who were professional fund-raisers and were proposing to put in applications for specific projects.

The GB **agreed** to the proposal to purchase 30 Chromebooks at a cost of £6K.

8.5 **Behaviour & Attitudes**

Children had started the term well. The school had invested considerably in the outside learning area, partly due to the lack of staff lunch time cover and the main issue was that children were not sufficiently stimulated. Funds from the Sports Grant had been allocated for a number of activities and a timetable had been developed detailing eight zones, which were having a significant impact on behaviour. The leadership team will be approaching private sponsors for development of the football pitch and fixed goals.

8.6 **Personal Development**

The school council has elected two representatives. Two meetings have taken place and the children raised two main areas: playground equipment and pupil technology. The HoS reported on the number of visits and workshop this term and said that credit should be given to the teachers for their commitment.

8.7 **Leadership and Development**

The EHT reported that the school had audited the list of school policies (circulated to governors) and had identified 48 policies for review. Those outdated and required urgent review were highlighted in red. It was noted that a significant number were LDBS policies, that could be formally approved as presented. A proposal to adopt the LDBS policies and statutory policies at the January GB meeting was **agreed**. The remaining policies would be staggered for approval throughout the rest of the year. Governors indicated that they had not been able to locate the policies for this meeting, on GovernorHub, therefore it was further **agreed** that the policies would be added to the agenda of the next meeting of approval. Governors were advised to email the Chair with any enquiries/comments.

ACTION: The Clerk to add the policies listed on the agenda for the last meeting to the next meeting for approval.

ACTION: That at the January meeting, the GB adopt all the LDBS standardised policies and statutory policies.

8.8 **Safeguarding**

Governors were advised that staff had received training on the following safeguarding policies:

- Keeping Children Safe in Education
- Prevent
- On-line Safety
- Three members of staff received training as Designated Safeguarding Leads
- Two members of staff received pediatric first aid training
- Two members of staff received first aid training.

A full audit of known safeguarding procedures had been completed by the leadership team. The school had also reviewed its child protection record keeping and assessed four options. The leadership team **agreed** on the preferred option – Safeguard.

8.8.1 Governors who had not indicated on GovernorHub that they had read and understood the document – Keeping Children Safe in Education - were asked to do so as soon as possible.

ACTION: Governors who had not signed ‘Keeping Children Safe in Education, to do so as soon as possible.

8.9 **Fire Evacuation Reports** – 16.10.19 & 18.10.19

The reports were circulated to governors and it was noted that both had taken place without warning.

- 8.9.1 **SFVS** – Governors were advised that the SFVS audit of financial skills would need to be signed by the Chair and submitted to the Local Authority. The School will ensure that the document is up-to-date.

9. **MAINTENANCE FUND**

- 9.1 Governors were provided with an update noting that the letter suggested at the last meeting had not yet been sent to parents and the letter will be sent this week. Two parents had approached the school to withdraw their contributions. VC suggested whether it would be helpful to ask parents, who were not able to make a full contribution, to contribute at least £10. The EHT said the school had a change in demographics as well as a decrease in the number of new parents. It was noted that in comparison to other schools, 50% contribution was quite reasonable. However, it was advised that in the letter to parents, thanks could be extended to parents who had contributed and to indicate to others that any affordable contributions would be appreciated.

10. **POLICIES FOR REVIEW**

A number of policies were circulated to governors for approval. However, as recorded under item 8.6, the policies circulated for approval will be represented at the next GB meeting.

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

11.1 **Training**

The LDBS training and Barnet Council training programmes had been circulated to governors. Governors were encouraged to attend. PR had attended the LDBS Induction Training and found it useful. The Chair had attended training on Collective Worship.

12. **CHAIR'S REPORT**

The Chair and Vice-Chair together with the Chair & Vice Chair of St Paul's had met with Jayne Pavlou on the 14th October and she expressed that she was pleased with the school's partnership progress to date. There were a few minor concerns discussed.

Also discussed was whether both schools wished to adopt the same SRE policy. The EHT said that whilst a number of policies at St Paul's were similar to those of Monken Hadley, with SRE there was a difference in terms of how it was being delivered in both schools, though there were elements that were similar.

13. ANY OTHER BUSINESS

It was agreed that the School Admission criteria would be discussed at the next meeting.

ACTION: The Clerk to add School Admission as an item to the agenda of the next meeting.

14. REMAINING DATES FOR 2019/20 ACADEMIC YEAR

- 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:

- *EHT & Chair to meet to agree link governors schedule of school visits*
- *The Clerk to add 'School Admissions' to the agenda for the next GB meeting.*

- *Governors who had not signed the ‘Keeping Children in Safe’ document on GovernorHub, to do so as soon as possible.*
- *The Clerk to add the policies listed on the agenda for the last meeting to the next meeting to the next GB meeting for approval.*
- *That at the January meeting, the GB adopt all the LDBS standardized policies and statutory policies.*

Signed:

Date:

Chair of Governors