



GOVERNING BODY FOR MONKFRITH PRIMARY SCHOOL

**MINUTES OF THE MEETING HELD AT THE SCHOOL ON
Thursday 3rd December 2015**

LA GOVERNORS

*Mr A Tambourides (AT)

PARENT GOVERNORS

*Mr J Bruck (Vice Chair) (JB)

*Dr S Siddiqui (SS)

*Mr J Fitzmaurice (JFz)

*Ms. R. Parmar (RP)

CO-OPTED GOVERNORS

*Mrs S Roberts (Chair) (SR)

*Mrs J Frost (JF)

*Mrs. J Russell (JR)

STAFF GOVERNORS

*Mrs J Adak – Headteacher (JA)

Mrs A Ross (Teaching Staff)(AR)

* Denotes member present

IN ATTENDANCE

* Stephen Ross, Clerk to Governors

* Ms J Deasey, Deputy Headteacher

Part 1. Non-confidential

Item No		Actions
1	<p>Welcome and Apologies for Absence The Chair welcomed everyone to the meeting. Apologies were received & accepted from Mrs A Ross.</p>	
2	<p>Declaration of Interests No interests were declared.</p>	
3	<p>Order of the Agenda and Any Other Business There were no changes proposed in the order of the agenda. No any other business items were requested.</p>	
4	<p>Chair/Vice chair elections JF advised that she is standing down as chair due to pressure of work but she had thoroughly enjoyed her time in the role. JF's support, challenge and "wise input" was appreciated by governors and the HT who thanked her for all her work. The clerk invited nominations for the position of chair. SR was nominated by AT, seconded by JR and elected unanimously.</p>	



	<p>Mrs S Roberts was duly appointed to the position of chair.</p> <p>The clerk stood down SR took the chair and invited nominations for the position of vice chair. JB was nominated by JF, seconded by AT and elected unanimously.</p> <p>Mr J Bruck was duly appointed to the position of vice chair.</p>	
5	<p>Minutes of the last meeting and Matters Arising from the previous minutes</p> <p>Minutes of the last meeting –</p> <p>The minutes of the meeting held on 9th July 2015 were reviewed by the governors and agreed to be signed by the chair as an accurate record. The minutes were retained by the school for filing in the minute book.</p> <p>Matters Arising –</p> <ul style="list-style-type: none"> • The resignation letter had been received from Mrs J Lodhi in September and SR thanked her for her service as a governor. • Item 11, the review of Child Protection and Safeguarding and item 14, the Safeguarding audit were agreed to be carried forward to the March governing body meeting. • The website update information under item 12 will be dealt with after the meeting. • All other actions were reviewed and noted to have been successfully resolved or included in subsequent agenda items. 	<p>Review of Child Protection and Safeguarding and Safeguarding audit for March agenda.</p> <p>Website to be updated by SR</p>
6	<p>Headteacher Report</p> <p>The HT asked for any comments on her report which was circulated for pre-reading.</p> <p><i>SR challenged the HT on whether there would be a balanced budget this year.</i></p> <p>The HT said efforts are being made and it may be balanced but more will be known nearer the end of the financial year. It will only be possible through staff changes. There has been pressure on the budget as income has remained the same for the last 4 years but costs have increased like salaries, pensions, recent full time support for 2 new children with EHC plans.</p> <p><i>SR noted the excellent result in EYFS of 83% of children making good or better progress compared with the National 66% but</i></p>	



	<p><i>challenged the HT to explain what the targeted interventions will be.</i></p> <p>The attainment gap between boys and girls and between FSM boys and girls, particularly in writing and reading was noted. They will use the intervention Talk Boost. They will be more opportunities for writing included in the target.</p> <p>The HT said the reading scheme has been changed and now uses phonics books.</p> <p>The KS2 test results were noted as good:</p> <table border="1" data-bbox="284 757 1118 1084"> <thead> <tr> <th>Subject</th> <th>Level 4+ And Above</th> <th>Level 5+</th> <th>Level 6</th> </tr> </thead> <tbody> <tr> <td>Reading</td> <td>95%</td> <td>50%</td> <td></td> </tr> <tr> <td>Writing (Teacher Assessment)</td> <td>93.3%</td> <td>40%</td> <td>6%</td> </tr> <tr> <td>Maths</td> <td>93%</td> <td>43%</td> <td>20%</td> </tr> <tr> <td>SPAG (Spelling, Punctuation And Grammar)</td> <td>86.7%</td> <td>77%</td> <td>13%</td> </tr> </tbody> </table> <p>Targets</p> <p>The HT explained that the school has set its 2016 attainment targets using Fischer Family Trust data. The unknown factor is what the National figures will be. We don't know how our targets will compare nationally with other schools.</p> <p><i>SS challenged the HT as to whether she had discussed this problem with other schools.</i></p> <p>The HT said yes and they mostly set a target of somewhere between 75% and 80%.</p> <p><i>JFz challenged the HT to confirm whether the average number in a class is 30.3 given the overall number of children shown in her report is 303.</i></p> <p>The HT confirmed the average is 30 per class.</p>	Subject	Level 4+ And Above	Level 5+	Level 6	Reading	95%	50%		Writing (Teacher Assessment)	93.3%	40%	6%	Maths	93%	43%	20%	SPAG (Spelling, Punctuation And Grammar)	86.7%	77%	13%	
Subject	Level 4+ And Above	Level 5+	Level 6																			
Reading	95%	50%																				
Writing (Teacher Assessment)	93.3%	40%	6%																			
Maths	93%	43%	20%																			
SPAG (Spelling, Punctuation And Grammar)	86.7%	77%	13%																			
7	<p>School Improvement Plan (SIP)</p> <p>The HT explained that this is an opportunity for governors to become involved and JB expressed an interest in Maths, PE and Sport. This will be further discussed later. Governors reviewed the SIP.</p>																					



	<p><i>SR challenged the HT to explain how the new assessment system will be communicated to the parents at the school.</i></p> <p>The HT said there will be 2 parent meetings, one in the morning and another in the evening for Year 2 and Year 6 parents to explain the new system of assessment and how it affects their children.</p> <p>SR commented on the welcome initiative of the Speaker’s Corner and asked how it will work. JD explained how this worked with 5 minutes allowed for children to talk about their interests e.g. ballet, karate or going to their Greek school. The purpose is to develop their speaking and writing skills.</p> <p>Governors were reminded of the opportunity to impact the school through their involvement in the SIP. After further discussion:</p> <p>It was agreed to adopt the Monkfrith School Improvement Plan for 2015-2016.</p>	
8	<p>Health and safety (H & S) audit</p> <p>The H & S inspection was reviewed by governors who noted that the urgent action items had been successfully completed and recorded. Other actions were in hand and will be checked at the next Resources Committee meeting. The H & S Audit report overall audit score was noted at 78%.</p> <p><i>JFz reported that he had carried out a H & S walk round and challenged the HT to explain if more could be done.</i></p> <p>The HT said this was difficult as not all the items are physically visible and other records would have to be consulted e.g. evidence of training for fire wardens.</p> <p><i>JB challenged the HT on the issue of what needs to be taken into account from the H & S perspective for children when the building work starts.</i></p> <p>The HT agreed this is important and suggested that the risks are probably best assessed each term in view of the changing situation once works commences. The school needs to ensure it can continue to function with the builders around during the planned year of works.</p>	<p>H & S items of concern to be checked at the next Resources Committee meeting</p>



	<p><i>SR challenged the HT to advise if the builders will be DBS checked.</i></p> <p>The HT said they are DBS checked; it is their responsibility as part of their contractual requirements.</p> <p><i>JFz challenged the HT as to whether the Premises Committee will take the lead on this project.</i></p> <p>The HT advised that it will and there will be email contact between meetings if required to ensure there are no delays in dealing with important matters.</p>	
9	<p>Update from Committees</p> <p><u>Finance</u> Meetings took place on 7th May, 22nd June and 19th November.</p> <p><i>RP asked if PP was only for FSM or included others. The data includes everything.</i></p> <p>The catering contract is under review. <i>Are there concerns about the quality of food?</i> Sometimes and also the portion sizes are queried. Some children are aggrieved, as seconds are no longer being served due to pressure of time.</p> <p>It was agreed that before any change in supplier is recommended their product would need to be satisfactorily sampled. When the school is full there will be 2 serving points, which will speed up the process.</p> <p><i>JFz asked if there would be a unified pay award. LBB is trying to group job descriptions into “families” in order to remove inequalities but has not made any recommended pay award. Is there a risk of increasing costs? Probably more staff will be unhappy with the consequences of this exercise.</i></p> <p><i>SS asked how lettings income is looking. There will be problems during the building work because of H & S considerations but the school will try to maximize this income.</i></p> <p><u>Resources</u> The minutes should be amended to reflect that fact that RP was present at the 15th October meeting.</p> <p><i>Which path is referred to, was the work carried out? Yes, it has been relayed at half term.</i></p>	<p>Note RP as present at the 15th October Resources Committee meeting</p>



	<p>FoMS are required to appoint a treasurer because of operating as a charity. The former Chair of FOMS has explained to the new committee their legal responsibilities and outlined what they need to do to in line with their agreed constitution.</p> <p>Expansion update – the work is scheduled for March / April 2016. There is a meeting on 10th December to look at further cost engineering. There is a £700k budget overrun. The final proposal will go to LBB on 7th January 2016. The second phase of the project from September will impact the school activities most and further work is needed to resolve the logistical challenges anticipated. It was noted the DfE funding is time limited.</p> <p><u>Pupil Progress and Welfare</u> Safeguarding is to be added and there are new written procedures for attendance and lateness.</p> <p><i>Are EHCPs new?</i> Yes, Education, Health and Care Plan (or EHCP) replaces Statements of Special Educational Needs.</p> <p>Dario Atkinson observed in the attainment review that there were no identifiable groups not doing well – just certain individuals.</p> <p>The reports and minutes from the committees were all duly noted.</p>	
10	<p>Ratify EYFS to Year 1 Transition Policy This was agreed in the Curriculum Committee meeting.</p> <p>JR had been missed off the governors email distribution list.</p>	<p>HT to add JR to the governors email list</p>
11	<p>Director of Education and Skills Report The effective governance checklist was sent round to governors so the results can be collated for the next governing body meeting. This is a useful audit tool and the checklist should be completed each summer.</p> <p>The federation concept was discussed and the school might consider how it could work in the future. Currently the school is working in partnership as part of the East Barnet learning alliance. Governors commented that if academisation becomes mandatory they would prefer it to be on terms of their own choosing.</p>	<p>SR to collate results of governance checklist</p>



	The arrangements for managing allegations against staff and relevant forms were noted.	
12	<p>Co-opted governor elections</p> <p>5 applications had been received in response to adverts with the East Barnet Residents Association, direct emails to local councilors and using a specialist consultancy, ECOSS. All were interviewed and 2 recommendations are made to the governors who reviewed the application forms. One other had been considered but the right mix of governors and ability to get on with others were the overriding considerations.</p> <p>After discussion:</p> <p>It was agreed that the 2 recommended applicants would be invited to become governors.</p> <p style="text-align: right;">JR left the meeting at 9.05pm</p>	
13	<p>Governors terms of office</p> <p>The LA governor is thought to be appointed annually by the council but SR will check with Sarah Beaumont.</p>	SR to check term of LA governor appointment
14	<p>Governor Lead Areas and committee memberships</p> <p>SR emphasised the role of lead governors in coming to the school and getting involved.</p> <p>The list was updated as follows:</p> <p>COMMITTEES</p> <p>Finance Committee Jeanette Adak, Janet Frost, Simone Roberts, John Fitzmaurice, Jonathan Bruck</p> <p>Pupil Progress & Welfare Jeanette Adak, Janet Frost, Simone Roberts, Andie Ross, Shahzia Siddiqui, Jonathan Bruck, Rita Parmar</p> <p>Resources Simone Roberts, Andie Ross, Andreas Tambourides, Jonathan Bruck, Janet Frost, Jeanette Adak, John Fitzmaurice, Rita Parmar</p> <p>Headteacher Annual Review – Janet Frost, Simone Roberts. (Reserve governor tbc)</p> <p>LEAD GOVERNORS</p> <p>Child Protection - Janet Frost</p>	



	<p>Inclusion/SEN – Simone Roberts / Janet Frost</p> <p>Health & Safety – John Fitzmaurice</p> <p>Target Setting – Simone Roberts</p> <p>Numeracy – Jonathan Bruck</p> <p>Literacy – Shahzia Siddiqui</p> <p>EYFS – Rita Parmar</p>	
15	<p>Governor Support and Development including Governor visits and training</p> <p>Training services are no longer bought in as that was not cost effective for lower numbers but the school will sponsor governors using a budget that has been allocated for training purposes.</p>	
16	<p>Governors' code of conduct</p> <p>The governors reviewed the code of conduct and:</p> <p>It was agreed to adopt the code of conduct and sign a copy when next visiting the school.</p>	All governors
17	<p>Chair's Correspondence</p> <p>There was none.</p>	
18	<p>Dates of next meetings in 2016</p> <p>Finance 21st Jan</p> <p>Resources 28th Jan</p> <p>Pupil progress and welfare 9th Feb</p> <p>Finance 25th Feb</p> <p>FGB meeting 17th March.</p>	
19	<p>Any Other Business</p> <p>There is a staff and governors party on 14th December at 3.45pm.</p> <p>The clerk drew attention to the recently published Governance Handbook, which will be emailed to governors.</p>	

There being no further non-confidential business the meeting closed at 9.25pm.
The staff left the meeting, which moved into Part 2, confidential.

Signed
Chair _____

Date _____

