



MONKFRITH PRIMARY SCHOOL

MINUTES OF A GOVERNING BODY MEETING

Held on Tuesday 5 July 2016

PART 1

1	<p>ATTENDANCE AND APOLOGIES FOR ABSENCE</p> <p>The following governors were in attendance:</p> <p>Jeanette Adak Headteacher Jonathan Bruck James Burton-Lee Janet Frost Rita Parmar Simone Roberts Chair of Governors Jess Russell</p> <p>Also in attendance:</p> <p>Steve Marshall Clerk to the Governing Body Jude Deasey Deputy Headteacher</p> <p>Apologies were received from:</p> <p>John Fitzmaurice Andie Ross Shaziah Siddiqui Andreas Tambourides</p> <p>Also absent:</p> <p>Kathy Levine</p>
2	<p>DECLARATIONS OF INTEREST</p> <p>The Headteacher (JA) declared that her son worked at the School.</p>
3	<p>ANY OTHER BUSINESS</p> <p>There were no further matters raised.</p>
4	<p>MINUTES OF THE LAST MEETING</p> <p>The minutes of the meeting held on 17 March 2016 were approved and signed by the Chair, as being an accurate record of the meeting.</p>

5	MATTERS ARISING FROM THE MINUTES 5.1. Governing Body Code of Conduct – a few governors to complete. 5.2. Zebra Crossing and Lollipop Person – still being pursued. 5.3. Bullying Survey – HT to complete.
6	MEMBERSHIP 6.1. Re-appointment of Community Governor It was resolved to re-appoint Janet Frost, as a Community Governor, until September 2020

7	<p>HEADTEACHER'S REPORT</p> <p>The Headteacher's previously distributed report was received and considered, a copy of which should be read in conjunction with the minutes. She invited comments and questions.</p> <p><i>(refer to submitted report)</i></p> <p>A new governor asked why the format of the heads report was different on this occasion. HT explained that information in the report changes at different times of the year. Next report will include data analysis of 2015-16 academic year</p> <p>The Headteacher outlined the salient points, including:</p> <p>School Improvement Plan:</p> <p>A governor challenged when the assessment data for Y2 and Y6 would be available for governors to discuss.</p> <p>HT said data would be available to discuss at the Autumn term meeting following Raise on Line being published.</p> <p>Fire Drill:</p> <p>A governor asked whether the summer term fire evacuation had taken place.</p> <p>HT responded that it was to be held on Wednesday or Thursday of the following week. Exits changing due to Building works so each fire evacuation could be very different.</p> <p>English / Reading:</p> <p>A governor challenged whether Y2 reading had improved this year and HT said results were better and children had done well despite the new tests being much harder. HT commented that children across KS1 were more secure with their phonic knowledge due to interventions and the phonic reading scheme.</p> <p>Governors invited to work with staff on new SIP 02/09/16. 09.30-10.30</p> <p>SATs:</p> <p>A governor asked when SATs results were out.</p> <p>Results out today, governors will find out in Autumn term with data report. Pupils and parents will know on Friday.</p> <p>Staffing:</p> <p>A governor asked whether the school was fully staffed for September.</p> <p>HT said school was fully staffed for September and we have appointed 2 NQTs, plus third year teacher to join our experienced staff. We have also appointed three new TAs.</p> <p>A governor challenged how new inexperienced teaching staff would be supported and mentored. HT explained that they would be working alongside experienced staff and were spread throughout the key stages.</p> <p>A governor challenged if there was budget available for an additional TA as the school had wanted to have one more in place. HT said it wasn't possible at this point but it would be reviewed in the autumn term. The need will be covered by deploying existing TAs differently.</p> <p>Year 6 Leavers Disco:</p> <p>Governors invited to Year 6 leavers disco on 20/07/16 from 19.00.</p>
8	<p>COMMITTEES</p>

	<p>8.1. Finance Committee</p> <p>The minutes of the meetings held on 12/05/16 and 16/6/16 were received, for information. HT has become a FOMS trustee and a signatory for the bank accounts along with 2 other parents. A governor asked whether FOMS would be providing a cheque to the school to ensure the new committee have access to funds in new school year.</p> <p>Action: HT to chase up FOMS regarding new signatories and transfer of cheque.</p> <p>8.2. Resources Committee</p> <p>The minutes of the meetings held on 19/05/16 were received, for information. A governor asked if the outstanding items had been completed. H&S Audit update - HT to complete during the summer break.</p> <p>ICT update - The small Acers do not work well for us. Will try the larger model this week. Will make decision for September. Research was done before trial tablets ordered and discussed by Finance Committee</p> <p>A governor asked if there would another meeting to discuss next steps. Once the school has tested the various hardware, then ICT working group will be emailed with a proposed order for comment. Decision by email to governors by end of summer.</p> <p>8.3. Pupil Progress and Welfare Committee</p> <p>The minutes of the meeting held on 09/06/16 were received, for information.</p> <p>8.3.1. SEND Policy April 2016 (as recommended by the PPW) - approved Governors commented that the policy was clear and parent friendly.</p>
9	<p>SCHOOL EXPANSION</p> <p>SR stated that all going to plan. Three of the buildings were craned in last week. KS1 playground will be larger than originally thought. There have been some issues but the works appear to be on track.</p> <p>JA: We have been thinking about the EY block and how the outside area will work. The rooms appear to be very spacious, open, light and airy. Work on courtyard started several week ago, earlier than planned. The building for this area will be craned in during the summer holiday. Portacabin will be removed a few days after the end of term to allow builders to complete outside works for the KS1 area..</p> <p>Some furniture has been ordered. We will add to later when the building is in use. We can re-cycle some resources.</p> <p>Climbing area - awaiting plan from the contractor we wish to use. Haven't tendered this out as we want to use a specific contractor.</p>
10	<p>GOVERNOR SUPPORT AND DEVELOPMENT INCLUDING GOVERNOR VISITS AND TRAINING</p> <p>The following verbal reports were received:</p> <p>RP: Early Years – Been in to Reception every term and visited Y1 & Y2 visited across the year, good interaction with teachers. Good to see how the children have progressed over the year. Transition into Y1 - amend policy RP will visit again in September</p> <p>JB – enjoyed taking part and observing the schools 'week of inspirational maths'. Good to see how maths is taught JB - PE £9000 Sports Premium fixed amount – need to formulate a plan to move forward. Met with PE Coordinator several times to discuss ways to spend the Sports Premium grant.</p>

	<p>JBL -ICT – visited a class where algorithms were being taught, off line teaching. Spoke to teachers about how they teach ICT, generally positive. How they access and share apps-there may be opportunities to manage these apps centrally Music - Garage Band. We need more equipment. We must consider how we buy the peripherals-such as headphones. JBL will visit again in September.</p> <p>SR – SEN governor met with Hilary Whent SENCo. 28 children on SEN register, 8 EHCP / Statements. Discussed ost of deploying TAs, etc. Collaboration with parents, SEN funding. As discussed in PPW, etc. Input into SEN report and policy. SR to visit every term next year.</p> <p>JR - H&S - Building works issues have been resolved. Safety walk to be conducted. Changing risks because of the works. Corridors blocked off – have caused some logistical problem, etc.</p> <p>A governor questioned the purpose of verbal reports. The chair explained that it was a way of all governors finding out what happens in school.</p> <p>Written reports of governor visits and training spreadsheets could be uploaded to One Drive</p> <p>PREVENT training – staff attended (no governors yet) Look at online training. HT to investigate and notify governors.</p> <p>Action: Aim for each governor to attend at least one training session per year</p>
11	<p>DIRECTOR OF EDUCATION AND SKILLS REPORT – Summer Term 2016</p> <p>The following matters were noted;</p> <p>11.1. The Education White Paper and Academisation</p> <p>It is the Governments intention that all schools will be in MATs by 2022 and should have plans in place by 2020. Barnet have advised governing bodies to begin looking at this matter. Chair suggested we should begin considering this next year and that the timeline was likely to be a couple of years from initial thoughts to completion. We must explore all options and keep them open. We will invite Neil Marlow, Head of Schools, Barnet to meet with the GB, Spring 2017.</p> <p>Action: SR to send out powerpoint presentation that was shared with Chairs at her training session.</p> <p>Action: HT to arrange a meeting with Neil Marlow for Spring term.</p> <p>11.1i Schools in Barnet work in partnership with other schools with the support and encouragement of the local authority. We currently collaborate with other local schools in our area and look to develop these relationships in the future.</p> <p>11.2. Attendance in Primary Schools Priority for Barnet and our school. Had focus in the newsletter on attendance and have had additional advice with Educational Social Worker this year. Still a focus for next year.</p> <p>A governor asked whether school percentage was below the government target, we are not.</p> <p>11.3. DBS - mandatory for all governors by September 2016. A few governors still need to complete.</p> <p>Action: all governors to bring in information for DBS by September</p>
12	<p>RISK REGISTER</p> <p>JB circulated the draft at the meeting, which needs to be checked and challenged. Building risks to be added. This is a working and organic document, which will be updated on a regular basis.</p>

	<p>Governors questioned JB for clarity and understanding of the document.</p> <p>It was agreed to focus on sections in the relevant committees.</p> <p>Action: Copy of document to be emailed to governors by the Chair. Please read before each committee meeting.</p>
13	<p>CHAIR'S CORRESPONDENCE</p> <p>The Chair had nothing to report.</p>
14	<p>ANY OTHER BUSINESS</p> <p>14.1. Staff and governors social get together - 20/07/16 19.00 – 21.00</p> <p>14.2. A governor asked about the non-attendance of one of the governors and whether they should stand down so there could be an election as other parents may be interested and able to take a more active role. The chair said she would contact the governor about this issue.</p> <p>Action: Chair to email governor</p>
15	<p>NEXT MEETING</p> <p>Meeting schedule to be advised.</p>
	<p>There being no further business the meeting closed at 9pm.</p> <p>Chair _____ Date _____</p>