

GOVERNING BODY FOR MONKFRITH PRIMARY SCHOOL

**MINUTES OF THE MEETING HELD AT THE SCHOOL ON
THURSDAY 20 MARCH 2014**

LA GOVERNORS

* Mrs J Lodhi
Cllr A Tambourides

PARENT GOVERNORS

* Dr S Siddiqui
* Mr J Bruck
* Mr J Fitzmaurice
* Ms A Goodman

COMMUNITY GOVERNORS

* Mrs J Frost (Chairman)
* Mrs S Roberts (Vice Chairman)
* Mrs J Marrone

STAFF GOVERNORS

* Mrs J Adak – Headteacher
* Mrs M Hall – Support Staff
Mrs A Ross – Teaching Staff

* denotes member present

IN ATTENDANCE

Mrs Caroline Winston – Clerk (Governor Services)

Part 1

14/01 **WELCOME**

Governors were given a warm welcome to the Spring Term meeting, extending a special welcome to newly-elected parent governor Alison Goodman. Introductions were effected around the table for her benefit.

14/02 **ACCEPTANCE/NON-ACCEPTANCE OF APOLOGIES FOR ABSENCE**

Consent was recorded to apologies for absence submitted on behalf of Andreas Tambourides and Andrea Ross.

14/03 **DECLARATION OF PECUNIARY INTEREST**

None of the Governors present declared a pecuniary interest in the business to be discussed.

14/04 **PART I MINUTES OF THE MEETING HELD ON 7 NOVEMBER 2013**

The Part I Minutes of the meeting held on 7 November 2013, copies of which had been previously circulated, were confirmed, initialled and signed by the Chairman.

The committee membership list, attached as an appendix, was updated.

14/05 **MATTERS ARISING**

Arising from the minutes:

Pg. 3 13/46 Report of the Headteacher (c) Pupil Premium Funding In response to a Governor's question, the Headteacher said that after further consideration, it had been decided not to introduce a learning mentor role at the School at this time. She recognised that it was an important pastoral role, but Pupil Premium funding would be directed towards raising attainment. The School would therefore be using funding to employ a part-time teacher for this purpose. The role would involve leading booster classes, extra group work and taking lessons.

A staff governor reported on an interesting training session she had recently attended on 'Emotional Coaching'. Many of the attendees were in pastoral management roles at their schools. She would be sharing what she had learnt at this session with staff.

Pg. 4 13/47 Governors' Forum Meeting The Headteacher said that although the new forum meeting had been valuable, it was felt some of the business content had been lost when holding separate committee meetings. Governors agreed that they would revert back to individual committees from next term. There would still be fewer committees, namely the resources committee, finance committee and a pupil progress/pupil attainment committee. A brief discussion ensued about how the new committees would operate and the importance of the strategic and operational roles of these.

Pg. 5 13/53 Any Other Business (a) School Improvement Plan (SIP) The Headteacher confirmed that the amendments agreed at the last meeting had been made. She undertook to circulate a copy of the SIP to all Governors.

Action: Headteacher

Pg. 6 13/53 Any Other Business (d) Insurance The Headteacher reported that she had looked into whether insurance against legal claims was available and said that it was not. The School had, however, bought into additional legal service hours through the LA traded services.

14/06 **REPORT OF THE HEADTEACHER**

The report of the Headteacher, copies of which had been previously circulated, was received and noted. Arising from the report:

- a) Continued Professional Development A Governor asked for further information about the Barnet Writing Challenge. In response, the Headteacher explained that following a dip in writing results in Barnet last year, teachers from Y5 and Y6 across the Borough had been given an offering of training in order to drive up standards. She gave an overview of the details of some of this training. Jane Corkill from Y6 had already attended several sessions and was already embedding what

she had learnt within her teaching. The Headteacher explained that there was a lot more of an emphasis on having less structure around writing so that children could do longer pieces of work. There was also more of a focus on editing and pupils were doing this with their peers. She said that the School had already seen a real improvement in the children's writing.

A Governor asked how long this project would be lasting and in reply the Headteacher said that it would be for at least the rest of the year. There would also be further sharing of practice and levelling of work with other Barnet schools.

A Governor asked for further detail on the London Challenge project. In response the Headteacher explained that this was a two-year project based on the lesson study approach to professional development. This enabled teachers to work together in small groups to support each other in improving learning in their classrooms. A brief discussion ensued on some of the ways this would work within the School. The Headteacher said that she hoped to introduce the use of video footage of lessons to review teaching as a method of learning.

b) Target Setting The information was noted.

A Governor asked how this data was generated and in reply the Headteacher explained that this was Fischer Family Trust data.

The Headteacher was challenged about whether the high targets were optimistic. In response, she said that they were challenging but the children should be pushed to achieve the best results that they could.

A Governor asked how the figure of 40% achieving Level 5+ in Reading, Writing and Maths compared nationally. The Headteacher said that the national figure was approximately 30%.

In response to a question about whether the strategies put in place since the last Governors' Forum meeting had had a positive impact, the Headteacher was pleased to say that they had. She would be able to provide more feedback on this after Easter when the next assessments had taken place.

A brief discussion ensued about reading and writing. The Headteacher was asked whether good practice on this was shared with other schools and she confirmed that it was.

c) Staffing Mrs Silk would be retiring at the end of the term after many years of service at the School. Governors recorded their appreciation for all her hard work, dedication and service.

Interviews for the position of Deputy Headteacher would be taking place the following week. There had been six applicants, three of whom would

be interviewed. The Headteacher gave an overview of the interview process and explained the various tasks that the candidates would need to undertake. The Clerk undertook to confirm whether the Governing Body were required to meet in order to ratify this appointment.

Action: Clerk

- d) Admissions The Headteacher reported that the School took 32 new children into Reception in the Autumn Term 2013. A Governor asked whether the School could refuse the additional admissions. In reply, the Headteacher said that these came through the Fair Access Panel (FAP) and that, although she could object, could not refuse the places.

A Governor asked how many siblings had applied for places in September 2014. The Headteacher said that there had been 11. A brief discussion ensued about rising roll numbers nationally. A Governor asked about pupil mobility at the School. The Headteacher said that there was sometimes movement in the roll numbers in Years 1 and 2 due to families graduating and moving away from Oakhill College.

- e) Self Evaluation Form (SEF) The SEF had been circulated to all Governors with the agenda papers. The Headteacher reminded Governors that this document was continually updated throughout the year. She invited questions.

A Governor asked whether the School would be reconsidering entering pupils in the Level 6 reading test papers this year. The Headteacher said that this decision would be based on the ability of the cohort concerned and would be re-evaluated once the new teacher joined.

A Governor asked whether any of the current Year 6 would be moving on to selective schools that year. In reply, the Headteacher said that some were. She would report on secondary transfer information in her autumn term report.

A Governor asked if 16% of lessons had been judged as satisfactory, were the remainder all good or outstanding. The Headteacher confirmed that they were, but that this had since improved following work with the teachers concerned. She added that the new Deputy Headteacher would have a role in developing teaching and learning across the School.

The Chairman thanked the Headteacher for her full and informative report.

14/07 **REPORT OF GOVERNORS' FOCUS MEETING**

The minutes of the meeting held on 27 February 2014, copies of which had been previously circulated, were received and noted.

Governors recorded their thanks to Katrina Donaghy for the presentation she had provided on the levelling of writing.

14/08 **RATIFICATION OF THE BUDGET 2014-2015**

The Headteacher tabled the Budget for 2014-2015.

A balanced budget had been set, based on an end-of-year carry forward figure of £75,000. It was noted that the accurate carry forward figure would not be available until year-end in two weeks' time.

Governors looked in detail at the various sections of the budget.

The Headteacher reported verbally on the traded services acquired for the financial year.

After full consideration the budget for 2014-2015 was **RATIFIED**.

14/09 **EDUCATION AND SKILLS DIRECTOR'S REPORT**

This report had been circulated with the agenda to all Governors prior to the meeting. The following items were noted:

- 1) Example Ofsted Interview Questions to Governors 2012/13
Governors were asked to note the list of questions that governors had been asked during Ofsted inspections under the current inspection framework. They were reminded of the training offered by Governor Services on subjects such as understanding data, safeguarding and Pupil Premium.

A brief discussion ensued and Governors felt that they should spend further time looking at these questions at an alternative date. The Headteacher and Chairman undertook to plan some focus meetings for this purpose.

Action: Headteacher and Chairman

- 2) Careers Guidance in Schools Information had been given on recent legislative changes in respect of Careers Guidance in Schools for all students in Years 9 to 11. Ofsted would be giving careers guidance a higher priority in school inspections from September 2013.
- 3) Arrangements for Managing Allegations Against Staff All Governors were reminded that the handling of allegations against staff was managed by LADO (Local Authority Designated Officer). Further information could be found at the following link:
<http://www.barnetscb.org/lado>

14/10 **GOVERNOR SUPPORT AND DEVELOPMENT**

The Chairman commended to Governors the Spring Term Governor Development Programme.

Javida Lodhi had attended a session on Safeguarding and undertook to circulate copies of the paperwork to the Governing Body.

Action: Javida Lodhi

14/11 **ANY OTHER BUSINESS**

a) Office arrangements The Headteacher said that Kym Hudson would be on sick leave from 2 May 2014. It was hoped that she would be returning to School in September. Arrangements had been made for Zoe Hart to work two extra mornings in the office each week. The Headteacher assured Governors that additional support would be added if necessary. Governors recorded their best wishes to Kym Hudson.

b) Admissions The Headteacher reported that the LA had contacted the School to ask whether they would accept an additional class in Key Stage 1 from September 2014. A full discussion ensued. Governors expressed their concerns about changing the nature of the School by taking additional classes. It was noted that there would only be one additional class in Key Stage 1 as the other extra class would have moved up to Key Stage 2 by this time. The Headteacher said that this was not a move to become a two-form entry school as the premises did not have the capacity for this.

A Governor asked where this additional class of children would go and the Headteacher said that the IT room would need to be converted. This would mean that laptops would need to be purchased to replace this facility.

Governors discussed the fact that all Key Stage 1 pupils would be entitled to free school meals (FSM) from September 2014. The Headteacher would therefore need to check whether the kitchen could cope with the extra class numbers.

After full consideration, Governors **AGREED** to the proposal in principle subject to the LA providing financial assistance and support where necessary with the matters discussed.

c) Strike Action The School would be closed on Wednesday 26 March 2014 due to strike action by members of the NUT. A Governor requested that information about the reasons for the strike be sent to parents.

d) School House Names A Governor asked whether the School could revisit the names allocated to the houses. These names were felt to be

out dated and the Headteacher recognised that this was something they could consider in the future.

14/12 **DATE OF NEXT MEETINGS**

Finance **Thursday 1 May 2014 at 7.00 pm**
Thursday 5 June 2014 at 7.00pm

Resources **Thursday 15 May 2014 at 7.00 pm**
Pupil Progress **Thursday 22 May 2014 at 7.00 pm**

The date of the Summer Term meeting was confirmed as **Thursday 19 June 2014 at 7.00 pm.**

14/13 **MOTION OF CONFIDENTIALITY**

It was resolved that, because of its nature, the business to be transacted be treated as confidential and not for publication.