

GOVERNING BODY FOR MONKFRITH PRIMARY SCHOOL

**MINUTES OF THE MEETING HELD AT THE SCHOOL ON
THURSDAY 7 NOVEMBER 2013**

LA GOVERNORS

- * Mrs J Lodhi
- * Cllr A Tambourides

PARENT GOVERNORS

- * Dr S Siddiqui
- * Mr J Bruck
- 2 x vacancies

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

13/38 **WELCOME**

Governors were given a warm welcome to the Autumn Term meeting.

The Chairman informed Governors that, although her term of office would not be ending until 9 November 2013, Lisa Cohen had resigned from her post to enable the new Community Governor to be appointed that evening. On behalf of the Governing Body, thanks were recorded to Lisa for all she had done in her role as Governor and the commitment she had given to the School.

Governors heard that Andie Ross had been re-elected as Staff Governor. A ballot was underway for the Parent Governor election.

13/39 **ACCEPTANCE/NON-ACCEPTANCE OF APOLOGIES FOR ABSENCE**

There were no apologies as all Governors were present.

13/40 **DECLARATION OF PECUNIARY INTEREST**

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

Simone Wood and Jan Marrone left the room at this point.

13/41 **CONSIDERATION OF APPOINTMENT OF COMMUNITY GOVERNORS**

Nominations were received in respect of Simone Roberts and Jan Marrone. After full consideration both were appointed as Community Governors for the four year period ending 6 November and 9 November 2017.

Simone Roberts and Jan Marrone returned to the meeting.

13/42 **APPOINTMENT OF CHAIRMAN FOR THE ACADEMIC YEAR 2013-2014 AND 2014-2015**

Nominations were invited for the position of Chairman and Mrs Frost was proposed and seconded. Upon a show of hands it was **RESOLVED** that Janet Frost be appointed Chairman for the academic years 2013/2014 and 2014-2015, or until her successor was appointed.

13/43 **APPOINTMENT OF VICE CHAIRMAN FOR THE ACADEMIC YEAR 2013-2014 AND 2014-2015**

Nominations were invited for the position of Vice Chairman and Mrs Roberts was proposed and seconded. Upon a show of hands it was **RESOLVED** that Simone Roberts be appointed Vice Chairman for the academic years 2013/2014 and 2014/2015, or until her successor was appointed.

13/44 **PART I MINUTES OF THE MEETING HELD ON 20 JUNE 2013**

The Part I Minutes of the meeting held on 20 June 2013, copies of which had been previously circulated, were confirmed, initialled and signed by the Chairman.

13/45 **MATTERS ARISING**

Arising from the minutes:

Pg. 3 13/26 Reports of Committees: Curriculum (a) Mathletics In response to a Governor's query, the Headteacher confirmed that passwords for Mathletics had been distributed.

13/46 **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) Foundation Stage Profiles, Key Stage Results and Data Analysis The information was highlighted.

A Governor asked whether the Key Stage 1, Level 2 Maths result of 92% was lower than before. In reply, the Headteacher said that it was and this would be looked at during the December attainment review.

A Governor asked whether results in the Phonics test were better this year. The Headteacher was pleased to report that the results were much improved with 7X % achieving the pass rate.

Governors were pleased to note the success of children sitting the Level 6 Maths tests. 13 % had achieved Level 6 in Maths.

b) Staffing The information was noted.

A Governor asked whether senior staff were getting enough time out of class. The Headteacher said that this matter had been discussed at the recent management meeting. It had been agreed that they would now regularly get half a day out of the classroom. This would be possible as Mrs Blech would be returning to school in three weeks' time.

A Governor asked whether it was typical practise for the Headteacher to carry out all teacher appraisals. The Headteacher said that this was usually shared with the Deputy Headteacher so she was doing this herself until this appointment had been made.

A Governor asked about the appraisal process for newly qualified teachers (NQTs). The Headteacher said that there was not an appraisal system for these members of staff. They were regularly assessed throughout the year as part of their training. They had targets set when they joined from University in addition to targets set by the School.

The Headteacher said that the current NQTs had settled in very well.

The Headteacher was asked what the next step was concerning the appointment of a new Deputy Headteacher. A brief discussion ensued concerning the appointment process to date. The Headteacher suggested waiting until March 2014 to re-advertise the post for a start date of September 2014.

c) Pupil Premium Funding The information was noted. A Governor asked whether data was fully analysed to ensure any gaps in development for this funding to be used. The Headteacher confirmed that this was the case.

A discussion ensued about the possibility of introducing a learning mentor role at the School. A Governor gave a full overview of this role and how it could benefit the children. The Headteacher said that the Finance Committee would look into this for the next financial year.

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

13/47 **REPORTS OF COMMITTEES**

Governors' Forum Meeting

The minutes of the meeting held on 10 October 2013, copies of which had been previously circulated, were received and noted.

All agreed that this new committee was working well.

The following policies had been reviewed and were presented for ratification:

Pay Policy The document was considered in full and RATIFIED.

Safeguarding and Child Protection The document was considered in full and RATIFIED.

13/48 **ANNUAL REVIEW OF COMMITTEE STRUCTURE, MEMBERSHIP AND TERMS OF REFERENCE**

Membership of the Governing Body's committees and responsible governorships was reviewed and updated. The Clerk undertook to provide the Governing Body with the updated list.

Action: Clerk

13/49 **DIRECTOR OF CHILDREN'S SERVICE REPORT**

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

- 1) Education Strategy for Barnet 2013/14 – 2015/16 On 24 June 2013, the council's Cabinet endorsed the Education Strategy for Barnet 2013/14-2015/16. A link to the Cabinet papers was available in the report.
- 2) Changes to Legislation on Special Educational Needs (SEN) The Children & Families Bill, which was currently in the final stages of its passage through Parliament, was expected to be implemented from September 2014. The principal changes expected in SEN legislation were listed in the report, together with related links.

As part of the Governor Support and Development programme, there would be a briefing on this for Governors on Tuesday 22 October 2013 at 7-9 pm.

- 3) Schools Financial Value Standard (SFVS): Feedback on 2012/13 Submissions General feedback on the implementation of SFVS in schools was provided, along with some recommendations on improving practice.

The Headteacher said that the Finance Committee were currently updating the paperwork for this. This would be submitted to the LA by the end of December 2013.

- 4) Governors' Handbook The Governors' Handbook, which had replaced the Governors' Guide to the Law, had been published. This was available on the Department for Education (DFE) website.
- 5) Changes to Maintained School Governance Procedures Governors noted that the new regulations came into force in September 2013. These made significant changes to the roles and responsibilities of governors and the way in which the governing body would function.
- 6) Fischer Family Trust (FFT) Governor Dashboard It was noted that there was now a new FFT online facility for school governors. This would provide up-to-date information about the school's attainment, progress and attendance and also estimated future performance.
- 7) The Multi Agency Safeguarding Hub (MASH) Governors noted that Barnet was rolling out a MASH, which would be based at North London Business Park. This would co-locate Police, Children's Social Care, Education, Housing, Health and other agencies in a confidential environment.

13/50 **ANNUAL REVIEW OF REGISTER OF BUSINESS INTERESTS**

Governors were requested to complete the pro forma provided and return it to the Headteacher for inclusion in the Register of Business Interests.

13/51 **GOVERNOR SUPPORT AND DEVELOPMENT**

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

The Headteacher encouraged Governors to attend Safer Recruitment training.

13/52 **GOVERNING BODY MEMBERSHIP**

This had already been discussed.

13/53 **ANY OTHER BUSINESS**

- a) School Improvement Plan (SIP) A Governor challenged why, when one of the whole school development targets was to improve the quality of writing, the Literacy section of the SIP did not address this in enough detail. The Headteacher undertook to update the SIP.

Action: Headteacher

- b) School Travel Plan Cllr Tambourides asked whether the School had been kept informed about their request for a zebra crossing. The Headteacher replied that they had not. He explained that council viability tests had failed and therefore the crossing would not go ahead. The Headteacher said that she would continue to pursue this through the School Travel Plan.
- c) Co-operative bank A Governor asked how the system discussed at the last meeting was working. The Headteacher confirmed that there had not been any issues to date.
- d) Insurance A Governor asked whether it would be possible to take out insurance in case any further legal costs arose in the future. A brief discussion ensued and the Headteacher undertook to look into this.

Action: Headteacher

13/54 DATES OF COMMITTEE MEETINGS

Governors' Focus meeting
Finance

**Thursday 5 December 2013 at 7.00 pm
To be arranged**

13/55 DATE OF NEXT MEETING

The date of the Spring Term meeting was confirmed as **Thursday 20 March 2014 at 7.00 pm.**

13/56 MOTION OF CONFIDENTIALITY

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