



### Monkfrith School Governing Body

Minutes of the meeting of the Governing Body held at Monkfrith Primary School on 1 November at 7pm 2017.

Members:  
(\*Absent)

	Name	Post
	Jeanette Adak	Headteacher
	Jonathan Bruck	Co-opted governor
	Janet Frost	Co-opted Governor
*	Kathy Levine	LA Governor
	Rita Parmar	Parent Governor, Vice Chair
	Simone Roberts	Chair & Co-Opted Governor
	Jess Russell	Co-Opted Governor
	Francesca Siekkeris	Staff Governor
	James Burton-Lee	Co-Opted Governor
	Anthea Inchenko	Parent Governor
	Carolyn Hudson	Parent Governor
	Louiza Tsioupra	Parent Governor

Also present:

Ms Karen Harris	Clerk to the Governing Body
Jude Deasey	Deputy Head

ITEM NUMBER	ITEM	ACTION OWNER
1	<b>WELCOME AND APOLOGIES FOR ABSENCE</b>	
	Ms Roberts welcomed the Governing Body to the first Governing Body meeting of the new academic year and introduced Ms Francesca Siekkeris as the newly appointed Staff governor to the Governing Body.	
	<b>RESOLUTION:</b> Noted	
2	<b>DECLARATIONS OF INTERESTS</b>	
	The forms for the annual declarations of interests were circulated to governors for completion and governors were asked to return the forms to Ms Roberts before the end of the meeting.  There were no declarations of interests relevant to the business of this meeting.	
	<b>RESOLUTION:</b> Noted	
3	<b>ORDER OF THE AGENDA AND ANY OTHER BUSINESS</b>	
	Ms Roberts tabled a Governors' Code of Conduct form for governors to complete and return before the end of the meeting. Ms Roberts explained that the form was an updated and improved version of the form that the NGA had published.	
	<b>RESOLUTION:</b> Noted	
4	<b>END OF GOVERNORS' TERMS OF OFFICE</b>	
	Ms Roberts notified governors that Mr Andreas Tambourides had reached the end of his term as the Local Authority governor and expressed words of gratitude for Mr Tambourides' years of service on the Governing Body. She also notified governors that Mrs Andie Ross had resigned as staff Governor and expressed words of gratitude for her years of service.  Ms Kathy Levine had resigned as Co-opted governor in order to accept the Local Authority's nomination to stand for election as a LA governor	
	<b>RESOLUTION:</b> Noted	
5.	<b>APPOINTMENT OF GOVERNORS</b>	
	Ms Roberts reported that Ms Levine had been nominated by Barnet as the Local Authority governor, which required the approval of governors to formalise the election. Governors were invited to vote by a show of	

	<p>hands, governors unanimously approved the nomination.</p> <p>Ms Roberts explained that there was a vacancy for a Co-opted governor and nominated Mr Jonathan Bruck to hold the role. Ms Parmar seconded the nomination and governors were invited to vote by a show of hands. Governors unanimously approved the election of Mr Bruck as Co-opted governor.</p> <p>Ms Roberts explained that her term as Community governor would be coming to the end in a couple of weeks and therefore recommended that in this meeting governors voted on her re-appointment. Governors unanimously voted in favour of Ms Roberts's reappointment as Community Governor.</p>	
	<p><b>RESOLUTION:</b> Governors approved the nomination of Ms Levine as LA governor to the Governing Body.</p> <p>Governors appointed Mr Jonathan Bruck as Co-opted governor to the Governing Body.</p> <p>Governors re-elected Ms Roberts as Community Governor.</p>	
<b>6.</b>	<b>ELECTION OF CHAIR</b>	
	<p>It was advised that Mrs Roberts' term as Chair was also coming to an end. Ms Parmar nominated Mrs Roberts for re-election as Chair, governors unanimously voted in favour of Ms Roberts' re-election as Chair.</p>	
	<p><b>RESOLUTION:</b> Governors re-elected Mrs Roberts as Chair to the Governing Body.</p>	
<b>7.</b>	<b>MINUTES OF THE LAST MEETING</b>	
	<p>The minutes of the meeting held on 29 June 2017 were received in advance of the meeting and were agreed as a true record of proceedings, subject to the following corrections:</p> <p>Item 13, Page 9, incorrect spelling, should read Ms Parmar and not 'Ms Palmar'.</p> <p>Item 14, Page 11, incorrect spelling, should read Ms Deasey and not 'Ms Dearsey'.</p>	
	<p><b>RESOLUTION:</b> Noted</p>	
<b>8.</b>	<b>MATTERS ARISING FROM THE PREVIOUS MINUTES NOT COVERED ELSEWHERE ON THE AGENDA</b>	
	[Mr Burton-Lee enters the meeting]	

	<p><u>DBS Checks</u> Ms Hudson and Ms Tsioupra advised that they had submitted the required documents to Kim to process the DBS and <b>agreed to follow up with Kim to obtain an update on its status</b>. The Headteacher confirmed that Ms Levine’s DBS had been submitted and was being processed.</p> <p><u>Tea with local residents</u> It was confirmed that the Tea with local residents had taken place. One resident had attended and the majority of attendees were parents. Ms Roberts noted that she had attended and was pleased to see how courteously the Year 6 students behaved.</p> <p><u>Dough gym</u> Governors were informed that parents of reception children had received advice on Dough gym during a meeting. A governor asked whether this advice had been incorporated into the Starter pack for parents. Ms Deasey noted that this was a good idea however the packs had been finalised before the suggestion was presented last term.</p> <p>A governor asked whether the school had implemented the ‘Shelfie’ idea, Ms Deasey said no and explained that similar initiatives to promote reading had been incorporated into the SIP.</p> <p><u>Insurance</u> The Headteacher confirmed that the school’s insurers had given assurances that it had cover for its ICT, noting that the cover was for up to 1 million pounds.</p> <p><u>The Critical Incidence Policy</u> It was reported that the policy had been circulated at the Resources committee. The Headteacher said she would circulate copies of the policy for the remaining governors who do not sit on the Resources committee.</p> <p><u>Health and Safety walk-around</u> It was reported that Ms Russel had conducted the Health and Safety walk-around. Ms Inchenko noted that regrettably she had been unable to attend.</p> <p><u>External advice from police officer on risks and vulnerability</u> It was confirmed that Ms Parmar’s husband, a serving police officer, had visited the school to offer his professional advice on the school’s vulnerability regarding strangers accessing the school grounds, particularly at the start and the end of the school day. During his visit, he acknowledged the risks and concluded that the school was currently taking the appropriate steps, including locking the school when the last parents leave. He recommended that the school should consider installing an alarm that connects directly to the police, for use in cases of emergencies.</p>	<p>C.Hudson L.Tsioupra</p>
--	---	--------------------------------

	<p><u>Food allergy notice</u> It was confirmed that the notice on food allergies had been arranged.</p> <p><u>Unified Reward</u> It was reported that the Unison representative had been given three dates for the current term to schedule meetings and the Headteacher was waiting for a response.</p>	
	<b>RESOLUTION:</b> Noted	
<b>9.</b>	<b>HEADTEACHER'S REPORT</b>	
	<p>The Headteacher's report was received and circulated in advance of the meeting.</p> <p>The Headteacher notified governors that since she wrote the report, she had made progress with her contact with Capita regarding the reimbursement of the school's building works. She had been advised that the invoices have been passed for payment and the school could expect to receive the funds in the next few weeks and before the end of term. This would allow the school to proceed with the planned ICT expenditure.</p> <p>The Headteacher reported that Barnet had not sent the appraisal document(s) for Teaching Assistants and was unclear whether the local authority would be doing so. The school had therefore proceeded to use other models. A governor asked whether the school would have to revise its appraisals if Barnet sent the appraisal document at a later date. The Headteacher said no, explaining that it was not mandatory for the school to adopt Barnet's appraisal document. Mr Burton-Lee said he had received a guidance document that provided an alternative perspective on the approach to workplace appraisals and offered to send it to the Headteacher, the Headteacher accepted the offer to receive it over e-mail.</p> <p><b>Ms Roberts challenged that there was a downward trend in the data summary for EYFS and Year 1 and asked for the Headteacher to discuss what the school was doing to address this.</b> Ms Deasey stated that statistically, a decrease of 5% or less was statistically classified as stable, however acknowledged that the school had identified areas of weaknesses for improvement, with emphasis on readiness to write. She explained that although the school had done a lot of work on motor skills, the school recognised that bringing in motor skills training earlier would be beneficial. Ms Deasey reported that for the first time in recent years, the school had been externally moderated which had proved very useful, particularly for scrutinizing the school's approach to handwriting skills and motor skills. The Headteacher noted that the school would be introducing more initiatives to boost attainment and at an earlier stage.</p> <p><b>A governor challenged how the school was addressing pupils' handwriting,</b> the Headteacher noted that the standards for handwriting were quite high and the school was using creative ways to improve handwriting, by incorporating handwriting practice throughout the</p>	<b>J. Burton-Lee</b>

	<p>curriculum, for instance, pupils were encouraged to label artwork/designs.</p> <p><b>A governor challenged the Headteacher whether there were specific plans in place to address the dip in phonics results.</b> The Headteacher explained that the school was considering implementing booster sessions in Reception so that less support would be required in Year 1, when it is generally too late. It was noted that the dip could be partially linked to some children who were high need. A governor asked how the school determined when its results were being skewed by specific children. The Headteacher stated that the school had tested the data by removing the high need children which revealed an overall more positive trend in some cases.</p> <p>A governor noted that during a sub-committee meeting, governors were shown samples of handwriting to demonstrate the expected standards, which she had found very insightful and helpful for understanding what pupils should be aiming towards. She suggested that parents may also find his useful. The Headteacher agreed that during meetings with parents anonymised samples of writing should be shown. A governor stressed that it was important to ensure that showing these samples did not serve to demoralise parents who may already be working hard with their children to improve their handwriting. The governor stated that it was important that parents were supported to suggest solutions and not just point out problems, the Headteacher agreed. The Headteacher said that while handwriting was a focus, teachers also acknowledged and recognised the content in pupil's writing.</p> <p>A Parent governor noted that the end of key stage 1/ Year 2 assessment data and the grading information that parents received was difficult to understand. Ms Deasey noted that guidance on the assessment had been provided in a letter that had accompanied the report. The Headteacher said she would review the reports to see if changes could be made to help improve them for parents.</p> <p><b>A governor challenged why there had been a dip in KS2 Maths results</b> and asked whether this had been caused by a particular group of high need children. Ms Deasey stated that the results were attributed to a wider issue relating to children having under-performed compared to teachers' expectations. She stated that she had been surprised by the results. Ms Deasey explained that some pupils had simply under-performed on the days of the exams, in some instances due to the pressure but there was also a need to have a closer look at the school's moderation in this area.</p>	
	<b>RESOLUTION:</b> Noted	
10.	<b>UPDATES FROM COMMITTEES</b>	
	<p><b>Finance Committee</b> The minutes of the Finance committee held on 3<sup>rd</sup> October 2017 were received and circulated in advance of the meeting.</p>	

	<p><u>Health &amp; safety policy</u>  Ms Roberts noted that the Health and Safety Policy was circulated to governors on the day of the meeting and proposed to defer the approval of the policy to allow people to read the policy thoroughly.</p> <p>Mr Bruck noted that there was no reference to vaping in the section on smoking. The Headteacher asked Mr Bruck to send her an e-mail on the point raised.</p> <p>Ms Roberts asked governors to express any comments on the H&amp;S policy within 2 weeks of following the meeting. Governors agreed.</p> <p><u>Parent Pay</u>  A governor noted that she had encountered difficulties using her vouchers for the breakfast and after-school clubs under the current Parent Pay system. The Headteacher reported that she was in contact with the providers of Parent Pay to seek a solution that would make it easier for parents with vouchers to use Parent Pay.</p> <p>A governor noted that she had recently had to pay a relatively large sum of money to cover the cost of her child's attendance at the clubs and she was not offered a breakdown of the costs, which she would have preferred to have had. Ms Deasey explained that statements were available on request rather than provided to every parent because it would be a very time-consuming process. The Headteacher said she recognised that some parents had been billed for relatively large sums because installing the new Parent Pay systems had led to a backlog of payments. She was however confident that going forward it would be easier for parents to track their spending as parents would be able to use ParentPay on a more regular basis.</p> <p><u>Job description review and Pay</u>  It was noted that Ms Zoe Hart had a job description review and an incremental pay increase had been agreed. It was noted that Ms Hart was happy with the outcome.</p> <p>The Headteacher confirmed that she was able to award all staff a 2% pay increase.</p> <p><u>Resources committee</u>  The minutes of the Resources meeting held on 18<sup>th</sup> October 2017 were received and circulated in advance of the meeting.</p> <p>A governor asked about staff usage of the car park because she was aware that parents had noted that the car park was under-utilized and were making comments about possible alternative uses for the space. Ms Deasey stated that overall staff were continuing not to use the car park despite the school's attempts to encourage its use. Governors asked what was deterring staff from using the car park, Ms Deasey explained that it was simply perceived as less convenient, related to issues regarding the car park's location and opening times.</p>	<p><b>J. Bruck</b></p> <p><b>ALL</b></p>
--	---	--

	It was agreed to defer further discussions on the car park to the Resources committee.	<b>Resources committee</b>
	<b>RESOLUTION:</b> Noted	
<b>11.</b>	<b>SCHOOL IMPROVEMENT PLAN (SIP)</b>	
	<p>The SIP was received and circulated in advance of the meeting.</p> <p>The Chair noted that the SIP incorporated targets for the Governing body. Ms Roberts explained that due to changes in the membership of the Governing body it was particularly important that it continued to effectively scrutinize and hold to account the school's leadership and performance. The plan had also included recommendations on how to achieve the objectives.</p> <p>Mr Bruck asked for ideas on what would help governors to better understand and scrutinize the budget. Governors commented that it would be useful to receive a summary to accompany the budget and visual aids in the forms of diagrams and charts. Mr Bruck said he would schedule a meeting with Ms Hart to discuss the budget. Ms Roberts suggested that it would be useful for the FLO to attend the next FGB meeting when the budget needed to be approved. <b>The Headteacher agreed to invite the FLO to the next FGB meeting.</b></p> <p>A governor asked the Headteacher whether it would be useful for her to have the opportunity to review the support and effectiveness of the Governing body. The Headteacher said she generally felt the board was both supportive and challenging.</p> <p>[Ms Russell entered the meeting at 20:13]</p> <p>Ms Parmar stated that the SIP was very good this year and welcomed the improvements to the document which made it more streamlined. Ms Parmar stated that she had noticed that there was a difference in the approach towards reward and recognition in Maths compared to English, stating that there seemed to be more reward initiatives in place for Maths. Ms Parmar suggested that there should be a move to improve the balance and recommended a week dedicated to inspirational writing.</p> <p>A governor recommended a reward system for the 'value of the week'. The Headteacher said she was considering introducing 'value of the month' to ensure that these values were genuinely becoming part of the children's habits. She noted that she was looking at how this would work alongside 'zones of regulation' as there were areas of over-lap</p> <p>Ms Parmar stated that in response to the SIP's target of increasing the board's capacity, she suggested that a group training could be organised on Route map. The Headteacher said that BPSI could be</p>	<p><b>J.Bruck</b></p> <p><b>HT</b></p>



	<p>used to organise the group training for governors.</p> <p>A governor asked how the staff had responded to the new SIP. The staff governor reported that staff had welcomed it and were pleased that there was a staff meeting to exclusively discuss the SIP. She also commented that she liked the fact that the staff were organised into teams, which meant that the approach this year had a greater sense of inclusivity.</p> <p>The Headteacher recommended the SIP for approval, governors unanimously approved the SIP.</p>	<b>Book BPSI training session</b>
	<b>RESOLUTION:</b> The Governing Board approved the 2017-18 School Improvement Plan.	
<b>12</b>	<b>HEADTEACHER INTERVIEW PROCESS UPDATE</b>	
	<p>Ms Roberts reported that the advert for the Headteacher vacancy went live three weeks ago on TES. Two candidates had visited the school, a prospective applicant was expected to visit shortly, and one candidate was known to be applying. Ms Frost, Ms Parmar and Ms Roberts had met with a person in Barnet Council who would be supporting the selection process.</p> <p>Ms Roberts talked through the timeline, noting that the closing date for applications and for shortlisting of applications was 10<sup>th</sup> November, the interview and the appointment decision would be made on 30 November. Governors would be required to meet on 30 December to approve the appointment, Mr Burton-Lee stated that he was unable to attend the meeting due to a pre-existing commitment. Ms Roberts advised that circumstances permitting it may be possible to call or text Mr Burton-Lee with the panel's decision prior to the evening meeting.</p>	
	<b>RESOLUTION:</b> Noted	
<b>13.</b>	<b>ACADEMY STATUS</b>	
	<p>Ms Roberts noted that this time last year, the Governing body had agreed to review the school's position on academisation in 12 months. Ms Roberts recommended that further consideration of academisation be deferred for another year until the new Headteacher was in post.</p> <p>Governors agreed.</p>	
	<b>RESOLUTION:</b> Noted	
<b>14.</b>	<b>NATIONAL FUNDING FORMULA</b>	
	<p>The Headteacher reported that when she had attended the School's Forum she was advised that the new national funding formula would be coming into effect from 2018 and most schools in Barnet would have a reduction in funding. The Headteacher advised that the school could expect a reduction in their budget. Barnet council had circulated a survey to schools to enquire how the schools would prefer for the</p>	

	reduction to be managed in terms of timings. A guidance on the financial impact of the losses had accompanied the survey. The Headteacher said Barnet would be sending a confirmation on how much the school could expect to lose. The Headteacher said she expected the budget beyond 2018 to be very challenging	
	<b>Resolution:</b> Noted	
<b>15.</b>	<b>RISK REGISTER</b>	
	<p>It was reported that Mr Bruck, the Headteacher and the Chair had reviewed the Risk register and following the review there were a few changes for noting. Risks that were highlighted for governors' attention were changes in Data Protection legislation and the departure of the Headteacher. Ms Roberts and Mr Bruck talked through the risk assessment data, explaining that the objective of the document was to direct governors' attention to priority areas.</p> <p>A governor asked whether it was necessary to devise an action plan to address high risk issues. Mr Bruck explained that an option was to delegate items to committees where it was thought appropriate. A governor suggested that a rolling agenda point could be introduced to track high risk issues.</p>	
	<b>RESOLUION:</b> Noted	
<b>16.</b>	<b>DIRECTOR OF EDUCATION AND SKILLS REPORT 2017- AUTUMN TERM</b>	
	<p>The Education and Skills Director's Report 2017- Autumn Term was received and circulated in advance of the meeting for noting.</p> <p>Ms Roberts asked all governors to complete and return Barnet's Governance Self-evaluation audit check-list within 2 weeks of the meeting. It was noted that it would be a valuable exercise because the Governing Body had appointed new governors and the results would be different from last year based on their levels of knowledge and new information needs.</p>	<b>All</b>
<b>17.</b>	<b>GOVERNOR SUPPORT AND DEVELOPMENT INCLUDING GOVERNOR VISITS AND TRAINING</b>	
	<p>No training had been attended or booked. Ms Roberts recommended that training should be carried out; by new governors particularly.</p> <p>Mr Burton-Lee asked whether the school had paid last year for a subscription for the training programme. Governors were unsure. He recommended that if the answer was yes, the school should consider receiving a partial refund, as the training courses he had enrolled on were repeatedly cancelled. Governors suggested that the Headteacher could clarify this point.</p> <p>Ms Roberts talked through the most recent skills audit that had been</p>	<b>HT</b>

	<p>undertaken by the Governing Body and identified that there were areas where governors would benefit from additional training or by recruiting governors with additional knowledge of these areas. These areas were governance, estates/property management and inspections and experience in the over-sight of education. Ms Roberts noted that overall most skills and knowledge was covered by the Governing body and suggested that the aim could be to fill the Community governor vacancy with someone with expertise in property and management. The Chair recommended that gaps in knowledge on Ofsted inspection and governance/accountability could be addressed by training.</p>	
<b>18.</b>	<b>GOVERNOR LEAD AREAS AND COMMITTEE MEMBERSHIP</b>	
	<p>Ms Roberts informed governors that the intention was to conduct the annual review of committees. She explained that this was the opportunity for governors to change committees and to adopt new lead areas. Ms Roberts explained that governors were welcome to attend committees even if they were not members but asked governors to select a maximum of two committees to regularly attend.</p> <p>Changes to the committee memberships were as follows:</p> <p><u>Finance</u> Ms Parmar joined the Finance committee. Mr Bruck remains as Chair</p> <p><u>Pupil progress</u> Ms Hudson, Ms Siekkeris and Ms Tsioupra joined the Pupil Progress committee. Ms Tsioupra agreed to chair the committee.</p> <p><u>Resources</u> Ms Russell, Ms Inchenko, Ms Hudson and Ms Sekkeris joined the committee. Mr Burton Lee remains as Chair.</p> <p><u>Pay Committee</u> Mr Burton Lee joined pay committee.</p> <p>Ms Frost &amp; Mr Bruck to come off one committee – tbc.</p> <p>The Governor lead areas were agreed as follows: Child Protection and Safeguarding- Janet Frost Inclusion/SEN- Ms Tsioupra Health and Safety- Ms Russell &amp; Ms Inchenko Target Setting- Ms Roberts Numeracy- Ms Parmar Science- Mr Bruck Literacy- Ms Hudson EYFS- Ms Parmar / Carolyn IT and E Safety- James Burton-Lee PE- Mr Bruck</p>	
<b>19.</b>	<b>DATES OF FGB MEETINGS FOR THE NEXT ACADEMIC YEAR</b>	

	A revised date of 21 <sup>st</sup> March was agreed for the FGB meeting in the spring term.  The FGB meeting in the summer term will be held on 11 July 2018	
	<b>RESOLUTION:</b> Noted	
<b>20.</b>	<b>ANY OTHER BUSINESS</b>	
	None	
<b>21.</b>	<b>MOTION OF CONFIDENTIALITY</b>	
	RESOLVED, that due to their nature, the following items discussed are treated as confidential and not for publication: <ul style="list-style-type: none"> <li>i. Confidential minutes of the last meeting</li> <li>ii. Matters arising from the last meeting</li> <li>iii. Headteacher's Performance Review and Pay recommendation</li> </ul>	

CHAIR'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_