

**Monkfrith School Governing Body**

Minutes of the meeting of the Governing Body held at Monkfrith Primary School on Wednesday 11 July at 4pm 2018.

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| Members:  (\*Absent) |  | Name | Post |
|  |  | Jeanette Adak | Headteacher |
|  | \* | Jonathan Bruck | Co-opted Governor |
|  |  | Janet Frost | Co-Opted Governor |
|  | \* | Kathy Levine | LA governor |
|  |  | Rita Parmar | Vice Chair & Parent Governor |
|  |  | Simone Roberts | Chair & Co-Opted Governor |
|  |  | Jess Russell | Co-Opted Governor |
|  |  | Francesca Siekkeris | Staff Governor |
|  |  | Carolyn Hudson | Parent Governor |
|  | \* | James Burton-Lee | Co-Opted Governor |
|  | \* | Valentina Christophi | Parent Governor |
|  | \* | Louiza Tsioupra Davis | Parent Governor |
|  |  |  |  |
| Also present: | Ms Karen Harris | | Clerk to the Governing Body |
|  | Jude Deasey | | Deputy Head |

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| **ITEM**  **NUMBER** | **ITEM** | **ACTION OWNER** |
| 1. | **Welcome and apologies for absence** |  |
|  | The Chair opened the last full Governing Body meeting of the academic year.  Apologies for absences were received in advance of the meeting from Mr Jonathan Bruck, Ms Kathy Levine, Mr James Burton-Lee, Louiza Tsioupra and Valentina Christophi. |  |
|  | **RESOLUTION:** Consent was granted for the absences of Mr Jonathan Bruck, Ms Kathy Levine, Mr James Burton-Lee, Louiza Tsioupra and Valentina Christophi. |  |
| 2. | **Declaration of interests** |  |
|  | There were none |  |
|  | **RESOLUTION:** Noted |  |
| 3. | **Order of the agenda and Any Other Business** |  |
|  | No notices |  |
|  | **Resolution:** Noted |  |
| 4. | **Resignations and new members** |  |
|  | It was reported that Ms Anthea Inchenko had formally resigned from the Governing Body. Governors expressed words of thanks for Ms Inchenko’s support to the board during her term as Parent Governor. A parent governor election had been held to fill the vacancy and Ms Valentina Cristopher had been elected as Parent Governor. |  |
|  | **Resolution: Noted** |  |
| 5. | **Minutes of the last meeting** |  |
|  | The minutes of the last full Governing Body meeting held on 21 March 2018 was circulated in advance of the meeting.  It was agreed that the minutes were a correct and an accurate record of proceedings and were approved. |  |
|  | **Resolution:** Noted |  |
| 6. | **Matters arising from the minutes not covered elsewhere on the agenda** |  |
|  | DBS Checks Ms Hudson confirmed that she had submitted her DBS to the school.  Appraisals It was noted that the Headteacher and Ms Deasey had not received the guidance document on alternative approaches to work place appraisals.  Training It was noted that governors had received the information on governor training.  Governance self-evaluation form The Chair reported that she had only received a completed self-evaluation form from Mr Burton-Lee. Ms Parmar stated that she had completed form which she thought she has sent to the Chair and **agreed to send the document to the Chair**. **The Chair suggested that at the next meeting to discuss the SIP, extra time could be added to the meeting for governors to complete the self-evaluation form.**  Partial reimbursement for cancelled training The Headteacher reported that she had enquired about receiving a credit note from the training provider to compensate for previous cancelled training sessions. The request was declined.  Fundraising and Business Development It was confirmed that at the FOMs meeting there was a discussion about fundraising but a decision was not reached on how to proceed. **It was agreed that the discussion, decision and the creation of a possible action plan would be deferred to the next academic year.**  GDPR It was confirmed that the school had arranged for consent forms to be sent to parents for return. It was reported that the GDPR webinars **were circulated.**  **It was noted that Mr Bruck had not circulated a briefing note on GDPR to governors.**  Policy compliance The Chair advised that the **policy schedule was outstanding** and noted that it was more logical for the new policy schedule to be in effect from September to coincide with the new academic year.  Lock-down drill It was confirmed that the Lock-down drill was conducted. Further details were provided in the Headteacher’s written report.  Website management Ms Deasey reported that an action plan had been created to ensure that the website was kept-up-to date, which would be in effect from next term.  Catering The Headteacher had discussed with the catering company changing the menu rotation from four weeks to three weeks. The Headteacher said if there continues to be concerns about the lunches, there may need to be consideration about whether to change provider.  Earlier circulation of action points from the minutes  It was noted that action points were being circulated earlier, governors noted that this was useful. | J.Burton-Lee  R.Parmar  Chair  J.Bruck/Chair  J.Bruck  Chair |
|  | **Resolution:** Noted |  |
| 7. | **Headteacher Report** |  |
|  | The Headteacher Report was circulated in advance of the meeting.  The Headteacher invited questions.  It was noted that the new SIP format/approach had worked better.  Exclusions  A governor challenged the Headteacher on why the number of fixed term exclusions were relatively high. The Headteacher explained that the fixed term exclusions were mainly concerning one child, who had high support needs. Ms Deasey noted that the overall number of exclusions was not very high compared to the national average. The Headteacher reported that there were numerous agencies involved in trying to resolve the challenging behaviour, but there were no quick fixes and lots of interventions had been tried.  Ms Deasey explained that the higher number of exclusions were required to protect other pupils. At present the pupil was receiving full-time support from a Teaching Assistant over three days, in addition to the mother going into the school. It was reported that the child was also requiring a lot of time of the Headteacher and Ms Deasey.  A governor asked whether the Local Authority was offering support, Ms Deasey stated that there was not a lot of support it could offer. The school was funding the additional support for the child from the school budget, the school was planning to seek an EHC Plan for the pupil in order to receive additional funding to cover the additional support costs.  Three-year budget  The Chair challenged the Headteacher on whether the three-year budget had been produced as stipulated in the report, Ms Deasey said it had been deferred to September.  The Chair asked what works had been agreed to be carried out over the Summer break. It was reported that there would be electrical wiring works, the school was in the process of finding reasonable quotes. The Site Manager would be fitting and painting panels. He would also be liaising with Capita to request funds for issues relating to landscaping, in an attempt to avoid having to wait for Capita to do the works themselves. There would also be painting of some corridors, using existing paint left from previous jobs, in order to keep costs down.  Secondary transfer destinations of Year 6 students  It was noted that there had been some changes to the data on Secondary transfers in the written report due to late movements, some due to successful appeals or shifts in waiting lists.  Staffing  Governors expressed words of thanks to staff who were leaving at the end of the academic year and extended special words of gratitude to Mrs Ross, Mrs Blech, Ms Douglas and Ms James for their notable long service at the school.  Governors noted that pupils very much liked the school newsletter with the photographs of the new staff. The Chair said she had not received the most recent newsletters, **Ms Deasey agreed to arrange for the Chair to regularly receive the school’s newsletter.**  A governor suggested that it would be a nice gesture to organise a social gathering to welcome the new staff. | J.Deasey  J.Deasey |
|  | **Resolution:** Noted |  |
| 8. | **Attainment Review for the year** |  |
|  | Year 6  Ms Deasey reported that a couple of pupils had exceeded expectations. The grade thresholds had risen but it was not possible to judge the school’s performance until information on national averages were published. Letters to the parents of Year 6 pupils would specify whether pupils had met the standard.  Year 2  Ms Deasey noted that Year 2 attainment was slightly below the school’s expectations, which was attributed in most part to one child’s performance, who had a specific narrative.  Performance in the area of phonics was as expected or slightly higher. It was noted that pupils who re-took exams performed well.  There were no national comparative figures available as of yet, **it was agreed that the school’s attainment data would be analysed in more detail in the Autumn term.** | Chair/J.Deasey |
|  | **Resolution:** Noted |  |
| 9. | **Senior Leadership Team update** |  |
|  | Ms Deasey reported that after two unsuccessful attempts to recruit a Deputy Head, Mr Rob Maddle had been appointed on a secondment arrangement. Mr Maddle is a very experienced Deputy of seven years from Livingstone School. Mr Maddle had visited the school and he would be working with Ms Deasey over the Summer. Mr Maddle had been seconded for one term only, but this would be reviewed.  A governor asked whether Mr Maddle would be teaching at the school, Ms Deasey said no, as Mr Maddle’s focus would be on leadership. Mr Maddle would mentor one of the two NQTS, who would be at the school in the new academic year.  The Headteacher noted that Ms Deasey had achieved the right balance in positioning experienced and new teachers, with the exception of Reception. Although the two Reception teachers who were new to the school had worked together previously in another school. |  |
|  | **Resolution:** Noted |  |
| 10 | **GDPR policy review** |  |
|  | It was agreed that the review of the GDPR policy was deferred to the next full Governing Body meeting.  The Headteacher recommended that governors read section 3, ‘General Data Protection Regulation for Governors’. | Chair  All. |
|  | **Resolution:** Noted |  |
| 11. | **Updates from Committees** |  |
|  | Finance Committee  The minutes of the Finance Committee meetings held on 14 June 2018 and 16 May 2018 were circulated in advance of the meeting for noting.  Resources Committee  The minutes of the Resources committee meetings held on 26 June 2018 were circulated in advance of the meeting. Ms Russell reported that the previous week she had had a very useful meeting with the Site Manager regarding Health and Safety, focusing on works that had been done and those that were scheduled. Ms Russell noted that during the meeting, the Site Manager highlighted the following:   * The need for staff to be more cautious when doing things at height, for instance changing displays, and the Site Manager had suggested that each classroom should have steps. * The foundations of the portacabin had become exposed. The Headteacher stated that the school was considering the use of artificial grass. * C3 classroom requires the installation of an escape means, for instance a window. * A review of the school’s CCTV was required. The Site Manager had given Ms Russell a questionnaire to complete to help inform the Security Policy which needs to be carried out. **Ms Russell said she would circulate the questionnaire to governors, because there were some questions that she would be unable to answer, in particular the questions regarding activities/requirements at night.** A governor challenged the Headteacher on what was the status of the CCTV at the school. The Headteacher explained that the CCTV was not working at present and was primarily serving as visual deterrent. The security questionnaire will be used to determine the re-positioning of the CCTV. * A gas safety inspection had concluded that there was insufficient air supply in the kitchen. The school was still waiting on the full report. The school would be approaching Barnet Council to request that it repair the kitchen to address the faults highlighted in the gas safety report. * The Dining room floor was a little raised. * Going forward the lift only requires risk assessments rather than regular maintenance and inspections which incur costs, as the school can classify the lift as only being used in exceptional circumstances. The school had consulted with the Local Authority on this.   Pupil Progress and Welfare Committee  The minutes of the Pupil Progress and Welfare Committee meting held on 12 June 2018 was circulated in advance of the meeting.  It was reported that the SEN events for parents had been very well received, most notably parents welcomed the opportunity to meet the parents of other SEN children. Parents had spoken about potentially setting up a support group for parents of SEN pupils.  A governor suggested that the school may wish to consider organising a coffee morning for the parents of adopted children. The governor asked how many adopted pupils were at the school, Ms Deasey advised that there were two. | J.Russell |
|  | **Resolution:** Noted |  |
| 12. | **Risk Register** |  |
|  | The Chair reported that there had not been any amendments to the Risk Register since it was last reviewed, as the last review had been very comprehensive in including the most recent developments.  **The review of the Risk Register was deferred to September.** | Chair |
|  | **Resolution:** Noted |  |
| 13. | **Director of Education** |  |
|  | The Education and Skills Director’s Report to Governors was circulated in advance of the meeting, for noting. |  |
|  | **Resolution:** Noted |  |
| 14. | **Governor Support and Development including Governor visits and training.** |  |
|  | Maths - Ms Parmar  Ms Parmar noted that she had not carried out as many Maths focused visits as she would have liked. During her visits, Ms Parmar was pleased to see the overall progress that the school had made in promoting Maths and noted the successes of particular initiatives including the ‘Week of Inspirational Maths’.  EYFS - Ms Parmar  Ms Parmar stated that it was fantastic to observe the progress that reception pupils had made between their initial entry and the end of the school year. Ms Parmar stated that Reception teacher Mrs Ross will be missed and noted that Mrs Ross and Ms Delaney were particularly brilliant in maintaining continuity for pupils.  Literacy - Ms Hudson  Ms Hudson reported that she had attended the school’s Spelling Bee and noted that Year 1 and Year 2 had been particularly impressive and competitive. Ms Hudson had also visited the school to attend the SEN events for parents, she noted that the event was very good for connecting parents and helping parents to identify other parents with SEN children.  **The Chair stressed that Maths and Literacy leads should be having meetings with their staff counterparts at the start and end of academic years to track progress in their link areas. The Chair said it would be useful for link governors to structure their conversations/meetings with staff around the SIP.**  A governor asked whether it was known which staff would be leading on particular subjects, Ms Deasey stated this was still to be confirmed.  Safeguarding – Ms Roberts  The Chair reported that she had been regularly monitoring the school’s single central record for the past couple of terms. She attended a meeting with an advisor from Barnet on the SCR and the advisor had commended the school’s Single Central Record and safeguarding administrative practices.  Training  It was reported that the Governing body had attended a group training session for governors on the topic of working with a new Headteacher.  Ms Parmar reported that she had attended a governor training session on finance and was continuing to see the benefits of what she learned. She had also attended pupil progress training with a focus on adopted children. Ms Parmar noted that she had requested the PowerPoint presentation to share with governors.  **The Chair encouraged governors to think about training needs for the next academic year.** Ms Parmar suggested Routemap training would be useful.  **Ms Deasey invited governors to attend Safeguarding training which would be taking place at the school on 4 September at 13:30.**  Ms Hudson left the meeting at 17:00. | Subject leads/link governors  All  All |
|  | **Resolution:** Noted |  |
| 15. | **Governing Body evaluation** |  |
|  | The Chair talked through the Governing Body’s performance against the governance objectives set in the SIP. It was noted that overall the Governing Body had performed well, as per the following objectives:   * Demonstrating governor challenge in the minutes * More school visits - it was noted that there were more governor visits to the school, although not all visits were being recorded. * Attend governor training - it was noted that there had been a dip in individuals attending training, although the shift towards group training had proven successful. * Thorough challenge of income and expenditure decisions by Finance committee and understand financial challenges facing the school over the next three years - it was noted that this area had received a lot of attention from governors at both committee and full board level. |  |
|  | **Resolution:** Noted |  |
| 16. | **Meeting Dates (for noting)** |  |
|  | * 4 Sept- Safeguarding training * 25 Sept- Finance * 9 Oct- SIP meeting * 30 Oct- PPW * 6 Nov - Finance * 13 Nov - Resources * 27 Nov – FGB |  |
|  | **Resolution:** Noted |  |
|  | **MOTION OF CONFIDETIALITY** |  |
|  | RESOLVED, that due to their nature, the following items discussed are treated as confidential and not for publication:   1. Confidential minutes of the last meeting 2. Matters arising from the last meeting |  |
|  | **Part 1: Resumed** |  |
| **17.** | **Any other Business.** |  |
|  | Words of thanks to Headteacher  Governors expressed words of gratitude to Ms Adak, the Headteacher, for her long service and commitments to the school. The Headteacher said she was pleased and felt thankful for knowing that she was leaving the school under the leadership of Ms Deasey and governors.  Performance Management Panel  It was noted that the Chair and Ms Frost had sat on the Performance Management panel and from September its membership would be expanded to include Ms Parmar.  Upcoming events  Governors were invited to attend the following:  Jeanette’s leaving party - 13 July at 7.30pm Community tea party for retiring staff - 17 July afternoon Year 6 disco / staff and governor get together - 19 July from 7pm |  |
|  | **Resolution: noted** |  |

Meeting closed at 17:09

CHAIR’S SIGNATURE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_DATE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_