



### Monkfrith School Governing Body

Minutes of the meeting of the Governing Body held at Monkfrith Primary School on 29 June at 7pm 2017.

Members:  
(\*Absent)

	Name	Post
	Jeanette Adak	Headteacher
	Jonathan Bruck	Associate member
	Janet Frost	Co-Opted Governor
	Rita Parmar	Vice Chair & Parent Governor
	Simone Roberts	Chair & Co-Opted Governor
	Jess Russell	Co-Opted Governor
	Andie Ross	Staff Governor
	Kathy Levine	Co-Opted 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>	
	The Chair welcomed governors to the meeting and invited governors, staff and the clerk to introduce themselves, acknowledging that Ms Hudson and Ms Tsioupra were attending their first FGB meeting as Parent governors.	
	<b>RESOLUTION:</b> Noted	
2	<b>DECLARATIONS OF INTERESTS</b>	
	None	
	<b>RESOLUTION:</b> Noted	
3	<b>ORDER OF THE AGENDA AND ANY OTHER BUSINESS</b>	
	None	
	<b>RESOLUTION:</b> Noted	
4	<b>END OF TERM OF PARENT GOVERNOR POSITION</b>	
	The Chair advised that Mr John Bruck had reached the end of his term as Parent Governor. The Chair expressed words of gratitude for his commitment to the role, particularly commending his contribution as Chair of the Finance Committee. Governors noted that Mr Bruck had made a valuable contribution to the effectiveness of the Governing Body, particularly in the area of Finance.	
	<b>RESOLUTION:</b> Noted	
5	<b>MINUTES OF THE LAST MEETING</b>	
	The minutes of the meeting held on 22 March 2017 were received in advance of the meeting and were agreed as a true and correct record of proceedings.	
	<b>RESOLUTION:</b> Noted	
6	<b>MATTERS ARISING FROM THE MINUTES NOT COVERED ELSEWHERE ON THE AGENDA</b>	
	<u>Lollipop Lady</u> The Headteacher confirmed that she had included a notice in the newsletter inviting parents to contact her about any issues concerning	

	<p>the pelican crossing. She reported that the crossing without a Lollipop Lady was working well, and there had been no reports of accidents or near misses.</p> <p><u>Focus group with the School Council on Bullying</u> The Headteacher advised that Carol, a staff member, had organised and led the discussion with the School Council on behaviour and bullying. The feedback from the School Council was that behaviour was good overall with only a few exceptions, where pupils needed to be reminded of the school's rules.</p> <p>On the specific subject of bullying, there was a perception that in the past there had been a few instances of low level bullying, for example name calling. The Headteacher said that the responses from the Student Council had been reasonable and balanced and expressed thanks to Carol for leading the discussion group.</p> <p>The Chair asked the Headteacher how she intended to use the information. The Headteacher advised that she would use the feedback from the Student Council when the school did its usual review of behaviour at the start of the academic year.</p> <p><u>DBS checks</u> The Headteacher stated that she would follow up with Kim in regards to the status of Ms Levine's DBS check. The Chair asked the Headteacher to also arrange the DBS checks for Ms Hudson and Ms Tsioupra</p> <p><u>Tea with local residents.</u> The Headteacher reported that the Tea with local residents had not been organised, as she was continuing to consider how to ensure that it would be carried out in a secure manner while children were on the premises. A governor noted that she was aware that some of the local residents had commented that they would like to have the opportunity to visit the school. The Headteacher suggested that it could be organised to coincide with the Parents' Forum on 11 July. A governor stated that holding the visit during the day may make it difficult for residents to attend. A governor noted that many of the local residents were retired and governors agreed that it would be preferable for residents to visit during the day when the school was in operation to maximise the viewing experience. The Headteacher suggested that Year 6 pupils could act as guides to show parents and residents around the school if Ms Deasey agreed it was feasible and would not be too disruptive to the pupils' busy schedule. Ms Deasey said that if the tour was limited to a defined period after the Parents' Forum then she could arrange it. A governor asked how residents would be informed about the invitation to visit the school, the Headteacher advised that leaflets would be hand delivered.</p> <p>Governors agreed that it was important to arrange for both parents and local residents a 'walkaround' the school to provide an opportunity to see the school after the works which in some instances may have</p>	<p>HT</p> <p>HT, C.Hudson, L.Tsioupra</p> <p>HT</p>
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	<p>caused disruptions or inconveniences to them. The Governing Body agreed that the 'Tea with local residents' would be held on the 11 July.</p> <p>A governor asked how the Parents Forum was advertised to parents. The Chair advised that the notices feature in the school's newsletter. The Headteacher acknowledged that the details on the Parents Forum may not have been published in the last newsletter and stated that the next newsletter would include this information.</p> <p><u>Education Parliamentary Committee</u> Ms Deasey advised that the consultation on assessments closed on 22 June however due to the recent general election, the outcome was still pending. The government's expectation was to have the conclusions ready for the new assessment framework for September. Ms Deasey suspected that this was unlikely and assured governors that she would keep the Governing Body updated on developments.</p> <p><u>Signposting future consultation opportunities</u> The Chair confirmed that she had received information from the Clerk on upcoming consultations.</p> <p><u>Safeguarding Training</u> The Chair confirmed that the Safeguarding training took place on 7 June and was well attended by governors.</p> <p><u>Health and Safety audit actions</u> Ms Deasey confirmed that the outstanding H&amp;S actions had been carried out.</p> <p><u>The budget</u> A governor noted that in the minutes of the last FGB meeting, it stated that savings could be made by not replacing staff who left the school and enquired whether this had happened. The Headteacher said that this had not occurred to date but the financial situation may become more pressing in the future depending on the new funding formula.</p>	<p>HT</p> <p>HT</p> <p>J.Deasey</p>
	<p><b>RESOLUTION:</b> Noted</p>	
<p>7.</p>	<p><b>ELECTION FOR VICE CHAIR POSITION</b></p> <p>The Chair explained that as Mr Bruck had not been re-elected as a Parent Governor and therefore there was now a vacancy for Vice-Chair. The Chair nominated Ms Parmar as Vice-Chair and invited governors to express nominations to fill the vacancy. There were no further nominations.</p> <p>The nominations for Ms Parmar was seconded. There were no objections expressed and Ms Parmar was unanimously elected as Vice-Chair. Ms Parmar accepted the appointment and the Chair expressed words of congratulation.</p>	
	<p><b>RESOLUTION:</b> Governors formally appoint Ms Rita Parmar as Vice-</p>	

	Chair to the Governing Body	
<b>8.</b>	<b>GOVERNOR NOMINATIONS AND ELECTIONS</b>	
	<p>The Chair proposed to governors the appointment of Mr Bruck as an Associate Member following the results of the parent governor election. The Chair explained that she believed that the Governing Body would benefit from retaining Mr Brucks' strong knowledge on the school and from his financial expertise, notable from his valuable contribution to the Finance Committee. The Chair confirmed that the Mr Bruck was happy to be considered for the appointment as Associate Member. The Chair explained the definition of an Associate Member to governors.</p> <p>Governors agreed that Mr Brucks had made a valuable contribution to the Governing Body, noting his work on the Risk register.</p> <p>Governors welcomed and agreed to the proposal to appoint Mr Bruck as Associate Member. The Chair invited governors to express any objections. There were none.</p> <p>The Chair advised governors that Mr Brucks had been on standby to join the meeting subject to the approval of his nomination to become an Associate Member and therefore would be joining the meeting later.</p>	
	<b>RESOLUTION:</b> Governors appoint Mr Bruck as Associate Member to the Governing Body for a 4-year term.	
<b>9.</b>	<b>HEADTEACHER REPORT</b>	
	<p>The Headteacher's Report was received and circulated in advance of the meeting. The Headteacher invited questions from governors.</p> <p>A governor challenged the Headteacher on whether mixed-ability mathematics classes were detrimental to the progress of more able students who may find the pace of the class too slow. Ms Deasey said that research showed that if the work is pitched at the right level of challenge then the class will benefit all pupils. Training was required to ensure that teachers were able to set work at the right level. Ms Deasey explained that the government had set new objectives for pupils to deepen their learning and not to over-reach therefore in practice this meant that the school should not move to the next level of mathematics, but instead continue to deepen pupils' knowledge in the topic. It was explained that delivering mixed-ability mathematics was in compliance with the Government's guidelines.</p> <p>A governor asked whether the school intended to hold any more meetings for parents on literacy, particularly for the parents who were unable to attend the previous meeting. Ms Deasey stated that the information presented at the meeting was available on the website for parents who were unable to attend.</p> <p>A governor asked how regularly did moderation of writing occur, the Headteacher responded every 6 weeks. The Headteacher stated to</p>	

	<p>governors that she would provide an update on handwriting at the next FGB meeting.</p> <p>A governor asked whether an exact date had been set for the annual Health and Safety inspection. The Headteacher agreed that she would set a date for the walk-around and would advise Ms Russel and Ms Inchenko so they could attend in their role as link governors for Health and Safety.</p> <p>A governor asked whether the school would be taking any precautionary actions in light of the recent press coverage on fire safety in public buildings. A governor also asked whether the Council had contacted the school with advice on the matter. The Headteacher advised that the school was due for its annual fire risk assessment which would be conducted by an external agency and the school would receive advice via the assessment report. The Headteacher advised that she had not received specific instructions on the matter from the Council. The Chair said they would act on any advice provided by Barnet Council.</p>	<p>HT</p> <p>HT</p>
	<p><b>RESOLUTION:</b> Noted</p>	
<p><b>10.</b></p>	<p><b>UPDATES FROM COMMITTEES</b></p>	
	<p><u>Finance Committee:</u> The minutes of the meeting held on 21 June 2017 had been received and were circulated prior to the meeting</p> <p><u>Resources Committee:</u> The minutes of the meeting held on 16 May 2017 had been received and were circulated prior to the meeting</p> <p>A governor asked the Headteacher whether there was confirmation on whether the ICT equipment is covered by the school's insurance, the Headteacher stated that this was still pending.</p> <p>A governor suggested that the electric gates could be a subject raised for discussion when the local residents visit the school, as the residents could perhaps help to lobby the council on the matter.</p> <p><u>Pupil Progress and Welfare committee:</u> The minutes of the meeting held on 7 June 2017 had been received and were circulated prior to the meeting</p> <p>A governor asked whether the problems associated with pupils being able to hold pens was referring to the difficulties faced by SEND pupils. The Headteacher responded no and explained that this was a challenge faced by pupils across the board due to, what she suspected, was greater use of touchscreen technology,</p> <p>A governor asked whether 'dough gym' exercises could be encouraged with parents so the younger pupils could be supported to build strength in their hands and arms. The Headteacher stated that she would circulate the advice in the next newsletter to parents. A governor suggested that in the parents' meeting that would take place in</p>	<p>HT</p> <p>HT</p>

	<p>September/October a dough gym session could be incorporated into the meeting, along with a talk on the importance of developing motor skills.</p> <p>A governor asked whether the ICT policy is on the shared area, the Headteacher confirmed this. The Chair asked governors to confirm that they all had a google account. Ms Levine advised that she did not have a google account, Mr Burton-Lee offered to help Ms Levine to set one up.</p> <p>A governor noted that during the committee meeting there was a discussion about encouraging pupils to read over the summer and asked whether there had been any further thoughts on this. The Headteacher explained that the school had previously encouraged pupils to use the library rewards scheme which challenged pupils to read a book every week during the summer. However, the scheme did not attract participation from pupils who were reluctant readers.</p> <p>A governor suggested an initiative called 'shelfie' where pupils would take selfies with books to help raise the profile of reading. Another suggestion was to set up book clubs. The Headteacher noted that she particularly liked the 'shelfie' idea and thought the pictures could be exhibited on a wall by the entrance to the school to serve as motivation. She said that while the book club was a good idea, she had reservations about the school's capacity to deliver this. A governor suggested that the book club could function using volunteers. Ms Deasey said that she welcomed the idea and would consider how she could take these ideas forward.</p> <p>A governor asked whether there could be more creative clubs for reception pupils to help develop their motor skills. The Headteacher stated that from September there will be creative clubs for younger children during lunch time and after school for the older children.</p>	<p>J.Burton-Lee</p> <p>J.Deasey</p>
	<p><b>RESOLUTION:</b> Noted</p>	
<p>11.</p>	<p><b>POLICY REVIEW</b></p>	
	<p><u>Safeguarding policy</u> The Safeguarding policy was received and circulated in advance of the meeting.</p> <p>The Chair explained that the policy prior to the review was very comprehensive and it had only required updates. The Chair highlighted an amendment that now only required references to be obtained for successful candidates and not for all short-listed applicants for jobs at the school. The Chair noted that this was standard practice across many schools and employers, the Headteacher stated that the previous procedure was unnecessary and burdensome. The Chair and Headteacher confirmed that every selected/successful applicant will have their references collected and checked prior to the start of employment at the school. Job offers after interviews will continue to be</p>	

	<p>subject to the receipt of satisfactory references.</p> <p>A governor noted that the policy document was very long. The Chair explained that the document should be understood as a manual and a point of reference for safeguarding matters. The length of the document the Chair explained was indicative of government demands on safeguarding.</p> <p>The Chair asked if there were any further questions and stressed it was important for all governors to understand the policy. There were no further questions. The Chair asked whether there were any objections to the ratification of the Safeguarding Policy. There were none.</p> <p><u>Critical Incidence policy</u> The draft Critical Incidence Policy was received and circulated in advance of the meeting. The Chair noted that the document was in draft form and invited governors to make comments and to ask questions.</p> <p>A governor asked whether the contact mobile numbers are known for the parents of each pupil and how easily this information could be retrieved in a crisis. Ms Deasey confirmed that the school had a contact mobile number for each child and this information can be accessed remotely on a secure ICT system using a password.</p> <p>A governor asked whether there was an evacuation procedure in place identifying safe routes and places of refuge should parts of or the entire school building be at risk or inhabitable. The Chair explained that planning for multiple hypothetical situations was a particular challenge however there was a number of nearby offsite buildings which the school could use in the event that an evacuation was required. The Chair said she and the Headteacher would work on this section of the policy further.</p> <p>A governor asked if there was asbestos in the school. The Headteacher confirmed that there was asbestos in the tiles and concrete and this had been tested and graded.</p> <p>A governor asked how many trained first-aiders there were, the Headteacher responded 11.</p> <p>A governor asked whether on occasions that the school would have to act in a loco parentis capacity is there a system in place to ensure that the school knows the parents' preferences. The Headteacher explained that the school has information logged on each child's religious and medical background.</p> <p>A governor asked whether there were examples of the policy that had been adopted by other schools. The Chair explained that she and the Headteacher had used policies from other schools to identify good practice.</p>	<p>Chair HT</p>
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	The Headteacher and the Chair agreed to present to governors the final versions of the policy at the next FGB meeting.	HT Chair
	<b>RESOLUTION:</b> The Governing Body ratified the Safeguarding Policy.	
<b>12</b>	<b>DIRECTOR OF EDUCATION AND SKILLS REPORT 2017-SUMMER TERM</b>	
	<p>The documented titled 'Governing Board Skills Audit' was received and circulated in advance of the meeting.</p> <p>The Chair requested that every governor complete the questionnaire on their skills in order to achieve a better understanding on the knowledge, experience, skills and behaviours held by the board. The information should assist to identify any gaps on the board that can be addresses by governor recruitment or training.</p> <p>A governor noted the exercise will be useful to map the skills across the Governing body.</p> <p>It was agreed that every governor would complete the Governing Board skills Audit document and return it to the Chair via e-mail within two weeks of the meeting.</p>	ALL governors
	<b>RESOLUTION:</b> Noted	
<b>13.</b>	<b>GOVERNOR SUPPORT AND DEVELOPMENT INCLUDING GOVERNOR VISITS AND TRAINING</b>	
	<p>The Chair invited governors to provide a verbal update and overview on developments related to their link areas.</p> <p><u>Ms Palmar: EYFS</u> Ms Palmar had visited reception and attended the coffee sessions for EYFS parents, which she found particularly important because many of the parents were new to the school. She had also observed the morning play sessions attended by parents and had found them to be very successful. Ms Palmar was very pleased by the notable progress that she had observed from the start to the end of the year, particularly in regards to coordination, helped by the dough gym sessions. Her area of focus was on the processes to support transitions from EYFS to Year 1 which was an area identified for improvement. Ms Palmar concluded that the year had been successful and she had enjoyed supporting EYFS.</p> <p><u>Mr Burton-Lee: ICT</u> Mr Burton-Lee reported that he had visited the school on the 12 May and he had valued the opportunity to see the impact of ICT on the operations of the school. The area of impact that was particularly impressive was how it supported SEN pupils in their concentration and learning He also saw the benefits of ICT in helping teachers to streamline their work and in improving the efficiency of back-office administration. Mr Burton-Lee also had had conversations with Mathematics teachers about using online tools for maths homework to</p>	

	<p>make marking easier. Mr Burton-Lee said that at a time when teachers are stretched for time, ICT could help teachers to save and manage time better.</p> <p><u>Chair: SEND</u> The Chair reported that she had a meeting with Hilary to discuss the SIP with a focus on tracking the impact of interventions, measuring outcomes and ensuring that funds are in place. The Chair noted that in comparison of the beginning of the academic year, the data is being used better and there was evidence that all children were making improvements due to the interventions. The Chair noted that the SENCO was continuing to use a range of intervention tools and the Chair was regularly updated on the progress of all children with statements. The Chair explained that there were discussions about improving pupils' social skills and Hilary had delivered groups to address this. From September, Hilary will introduce a visual support system in all classes, deliver phonic training with TAs and will organise an all staff autism training day in September. The Chair stated that she was pleased with the standard of SEND provision at the school.</p> <p><u>Mr Bruck: Mathematics</u> Mr Bruck reported that he was pleased to have seen the progress of pupils who had been previously falling behind and were now reaching the expected standards in mathematics. Mr Bruck commented on the investment in mathematics resources and other governors noted that the new resources were very impressive. Ms Deasey noted that the school had considered buying into a mathematics package known for its successes in Singapore, however given its approximate cost of £17,000, the school was exploring cheaper alternatives.</p> <p><u>Ms Inchenko and Ms Russel: Health and Safety</u> It was reported that the Ms Russel and Ms Inchenko would be participating in a Health and Safety walk-around the school grounds and would report back to the Governing Body.</p>	<p>A.Inchenk o J.Russel</p>
	<p><b>RESOLUTION:</b> Noted</p>	
	<p><b>Governing Body Yearly Evaluation</b></p>	
	<p>The Chair gave an overview of the targets that were set in the last annual evaluation of the governing body.</p> <p>She noted that she was pleased that every target had been met. Firstly, succession planning had been addressed with all committee chairs in place. Secondly, there were improvements to knowledge on governance through the NGA subscriptions and advice from the Clerk. Thirdly, the target for every governor to attend at least one governor training during the year had very nearly been achieved but training overall was up significantly. The Chair noted that arranging training in-house had worked particularly well and asked if governors were happy for the school to arrange another in-house training session next year. The Chair advised governors that next term there would be another</p>	

	<p>review to set new objectives for the governing body.</p> <p>A governor suggested that it would be useful if the Headteacher could contribute towards the review to provide her perspective on the governing body. The Headteacher agreed.</p>	Chair
	<b>Resolution:</b> Noted	
	<b>RISK REGISTER</b>	
	<p>The Chair stated that a separate meeting will be held to discuss the risk register in September to ensure that it receives sufficient attention. The outcome and updates will be reported at the next FGB meeting.</p> <p>A governor requested that the meeting not be held on Wednesday, due to pre-existing commitments.</p> <p>The Chair will convene a meeting in September to discuss the Risk register and updates will be reported at the next FGB meeting.</p>	Chair
	<b>RESOLUTION:</b> Noted	
<b>14.</b>	<b>CHAIR'S CORRESPONDENCE</b>	
	<p>The Chair reported that she had received a letter from a parent, which raised concerns about the security of the school in respect to risks associated with unsecure gates to the entrances of the school at the start and at the end of the school day. The parent referred specifically to the risks of acts of terrorism. The Chair explained that she wanted to bring this matter to the attention of governors for further discussion. The Chair said that it was very difficult to manage pupils once they were out of building and she was keen to get the right balance between security and serving as a community school.</p> <p>A governor said that even if the school were to respond by limiting access to the school grounds, parents would congregate outside resulting in the same level of vulnerability. The Chair proposed that the school should receive external expert advice and the HT said she had made arrangements to meet with Ms Parmar's husband, a serving police officer for advice.</p> <p>Governors agreed that next steps should be for the school to receive external expert advice from the police and from Barnet. The HT stated that she would arrange to meet with Ms Parmar's husband in the next week or so.</p> <p>A governor noted that if the school were to make small adjustments this would help to reassure parents. The governor described an incident when the gate was opened and unsupervised. Ms Dearsey and the Headteacher stated that in the incident described, the gate should not have been open.</p>	HT

	<p><b>RESOLUTION:</b></p> <p>The Chair will respond to the correspondence to inform the parent that the school is consulting with the Council and the Police for advice.</p> <p>The Headteacher will arrange for an update to be included in school the Newsletter.</p>	<p>Chair</p> <p>HT</p>
<b>15.</b>	<b>DATES OF MEETINGS FOR THE NEXT ACADEMIC YEAR:</b>	
	<p>Wednesday 1 November 2017  Thursday 22 March 2018  Wednesday 11<sup>th</sup> July 2018  Dates for the committees to follow.</p>	
	<b>RESOLUTION:</b> Noted	
	<b>MOTION OF CONFIDENTIALITY</b>	
	<p>RESOLVED, that due to their nature, the following items discussed are treated as confidential and not for publication:</p> <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. Staffing update</li> </ul>	
	<b>Part 1: Resumed</b>	
<b>16.</b>	<b>ANY OTHER BUSINESS</b>	
	<p><u>Food allergy incident</u></p> <p>A governor referred to a recent incident of an allergic reaction experienced by a pupil who had consumed a school meal. A governor asked what precautions would be taken to prevent children from having reactions in cases where allergies are known.</p> <p>The Headteacher stated that the school had taken precautionary measures to try and minimise the risks to the child in question. For instance, the kitchen staff had a photo of the child and details of his allergy, the kitchen manager had a special menu for the pupil, and the child is placed at the front of the queue at meal times so he is more easily identified. Furthermore, the mealtime supervisor has been advised of the allergy and the school is considering giving the child a badge so that he is more easily identified. The Headteacher said that she regretted the unfortunate incidence as the school had been committed to supporting the pupil to access school meals. The Headteacher said that despite all the precautionary measures that the school had taken said could not guarantee that a similar incident would not occur again. The best option may be for the child to have pack lunches but the child wanted school dinners. She advised governors that the school was working with the child to become more vocal about his allergy as he understood what types of food makes him unwell.</p> <p>A governor suggested that in the staff room it would be useful to have</p>	<p>HT</p>

	<p>the pictures of pupils with very severe allergies. The Headteacher agreed and Ms Deasey said she would arrange this.</p> <p>Governors were invited to attend a staff social event on 20 July, 7-9pm.</p> <p><u>Unified Reward</u> Ms Russel informed governors that a Unison representative would be meeting with 7 staff members who are scheduled to have their appeals in September and October.</p>	J.Deasey
	<b>RESOLUTION:</b> Noted	

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