

GOVERNING BODY FOR MONKFRITH PRIMARY SCHOOL

MINUTES OF THE MEETING HELD AT THE SCHOOL ON TUESDAY 17 JUNE 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 (Chair)
* Mrs S Roberts (Vice Chair)
* Mrs J Marrone

Staff Governors

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

* Denotes member present

IN ATTENDANCE

Carol Murphy Clerk to Governors

Part 1

1. Welcome and apologies for absence

The Chair welcomed everyone to the meeting and introduced Carol Murphy as the new Clerk.

Apologies were received and accepted from Mrs J Lodhi and Dr S Siddiqui.

Cllr Andreas Tambourides was not present but had not been able to be contacted via his email address at the Council. Mr Tambourides was not re-elected to the local council in May and therefore no longer a councilor. The Headteacher offered to find alternative contact details for Mr Tambourides and forward to the Clerk who will contact Mr Tambourides to discuss whether or not he wishes to remain a Governor.

Action: Headteacher and Clerk

2. Declaration of Interests

There were no interests declared.

3. Order of the agenda and Any Other Business

There were no changes to the order of the agenda. No items were raised prior to the meeting for consideration under AOB. At the meeting Mrs Roberts asked could Social Media Policy be discussed under AOB that was agreed.

4. Minutes of the last meeting held on 20 March 2014

The Part 1 minutes for the meeting on 20 March 2014 were previously circulated. Subject to the following amendments the minutes were confirmed as accurate and signed by the Chair.

(i) Page 3 c)– Mrs Silk is retiring at the end of the Summer Term not the end of the Spring Term

(ii) Page 4 e) should be amended as follows: If 84% of lessons are judged to be good or outstanding does this mean that the remaining 16% are satisfactory?

5. Matters Arising from the Previous Minutes

Changing of School House Names is still to be discussed. It was agreed that this was something that could be lead by the School Council, however the Governors are mindful of tradition and that the School Council will require direction and support.

14/09 (1). Example Ofsted Interview Questions to Governors

The HT and Chair will look to arrange a session in the autumn term for Governors to prepare for an Ofsted Inspection. It is likely that this would be organised out of BPSI hours the school buys into as part of the Traded Services agreement with London Borough of Barnet.

Action: Chair & HT

The Education and Skills Director's Report for the Spring Term gave some good examples of questions and answers. All Governors were encouraged to read this.

Action: All Governors

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14/11 Update - Office Arrangement: Kim Hudson had not yet gone on sick leave however the contingency and cover arrangements remain in place for when she does.

A Governor asked for clarification of the difference between Kim Hudson's role as Office Manager and Sue Morley's role as School Business Manager. The HT explained that as Office Manager Kim was responsible for Human Recourses, PA support to the HT and front of house where as Sue as SBM was responsible for finance, contracts and income generation.

6. Headteacher Report

The Headteacher presented her report that had been circulated in advance of the meeting. The following issues of note were discussed:

(i) Staffing

The HT advised that Mrs Silk might return during the Autumn Term on a limited capacity to provide support on school trips. Negotiations are still on going.

The HT advised that Jane Corkill, Year 6 teacher, is leaving at the end of term and this post remains unfilled. It is currently being advertised with a closing date of 23 June, however to date there has only been one expression of interest. The HT is putting in place a contingency to cover the post if this recruitment round is unsuccessful which would be long term agency cover.

Ms Corkill is also the Science Co-coordinator and plans are still to be put in place to cover this aspect of the role.

A Governor asked had the changes in staffing from September 14 been communicated to parents. The HT confirmed that this hadn't yet been done as she was awaiting the outcome of the current advert. However this will be included in the school newsletter in the coming weeks.

Action: Headteacher

(ii) Premises

The HT advised that she was still awaiting a response from LBB regarding the funding of the canopy that had been agreed as essential works needed to be able to take an additional class for September 2014. Three quotes have already been received and the work will be contracted once the funding has been approved.

LBB (Capita) staff has yet to attend to agree the works needed to convert the ICT suite into a classroom in preparation for September. However a specification for the work has been drafted and agreed with the surveyor.

The Governors expressed their concerns that the timescales are very tight for the works to be completed in time for September 14. The HT would contact Alison Dawes, Head of Access to Schools, LBB, to obtain an update on the funding and the timetable for works ASAP.

Action: Headteacher

The bid for the funding for the works to the Library may not receive funding from LBB. If this isn't this would be funded from the school budget.

(iii) Progress

Following the presentation of the data a Governor asked what is the strategy for children who are not making enough progress. The HT advised there was a range of interventions in place and these were adapted as needed.

The HT advised that she hoped to recruit a part-time support teacher working with the SENCO from September 14. Evidence shows that interventions have a greater impact if delivered by a Teacher rather than a Teaching Assistant/Learning Support Assistant although they play a vital role in the delivery of support and interventions.

The HT confirmed that this year focus had been on Year 3 & 4. She reported that although the data was not showing progress for some children there had been progress but not enough to move them up a sub-level.

Further details on progress are contained with the SEF and was discussed under item 8

(iv) Performance Management

A governor asked how is lesson planning is being monitored. The HT explained that this was monitored in a range of different ways. These included reviewing lesson plans, lesson observations and monitoring and reviewing books. When observing and reviewing the HT advised she was looking for differentiation in the lesson, how the support staff were being deployed, was prior learning being considered what progress was expected and how was it being measured.

A governor asked how often were lesson plans requested. The HT advised periodically and on an ad-hoc basis, but always prior to a lesson observation when books were also monitored.

A Governor asked has there been capacity to fully review planning this year with the Deputy post vacancy. The HT confirmed that SLT capacity has been more limited and the team stretched and as a result the priority for support and observation has been with the NQT's. However as the new Deputy had now been appointed and due to start in September this would not be an issue the coming year.

The Chair thanked the Headteacher for her report.

7. Update from Committees

(a) Finance Committee (1 May 2014 & June 2014)

The minutes for the meeting on 1 May 14 had been circulate however a meeting on 5 June had superseded this. These minutes were not yet available so a brief verbal update was provided.

(i) A policy for Governor Expenses has been agreed and will be on the agenda for the Autumn Term FGB for ratification.

Action: Chair & Clerk

(b) Resources Committee (15 May 2014)

The minutes for the meeting on the 1 May 14 had been circulated with the FGB papers. The following issues of note were raised:

(i) Inset Days/Childcare for parents. This was no longer a problem because external childcare was available on the dates in question.

(ii) Safeguarding training has been arranged for the new Deputy Headteacher in July 2014 prior to her start in September 2014.

(c) Curriculum Committee (22 May 2014)

The minutes for the meeting on 22 May 2014 had been circulated with the FGB papers. The following issues of note were raised:

(i) The HT advised that the feedback from the launch of the new school website has been very positive.

The Vice Chair advised the ownership of the Website now it has been launched needed to transfer from the Governing Body to the school, as this was now an operational responsibility.

Action: Headteacher

(ii) The HT confirmed that there had been no further discussion regarding the school expanding to become a two-form entry school over and above taking a bulge class in September 2014.

LBB have funding to increase school places within a defined geographical area that had been targeted at Osidge School. However to reallocate this funding to another school LBB require approval from the Department of Education.

HT agreed to contact Alison Dawes at LBB to obtain an update.

Action: Headteacher

There was concern raised about the amount of new housing developments just over the boarder in Enfield and whether there was capacity in school places. It was understood that Enfield were not increasing capacity in schools in this area but in more deprived areas of Enfield.

8. School Improvement Plan (SIP)/Self Evaluation Form (SEF) Update

(a) School Improvement Plan (SIP)

The HT tabled an updated SIP. The updates to the SIP have been annotated on to the plan. The HT advised as the SLT capacity has been diminished this year due to the Deputy vacancy work undertaken was prioritised.

Time was given to Governors to reflect upon the updates. The additional comments included link Governor reports for those who had visited their areas.

A Governor asked what the focus would be for the Inset Day in September and the HT confirmed it would be the SIP and encouraged Governors to attend if possible.

The HT had visited another school last week that had recently had Ofsted and the Inspectors had feedback that the SIP was too big and not focused enough. In light of this and the focus on Teaching and Learning (new curriculum) the SIP will be reviewed in September and it is likely that more areas will move to maintenance.

The HT asked has anyone seen or have examples of other models for SIPs. If so to forward to her.

Action: All Governors

There was some discussion on maintenance areas and how to keep them on the agenda & in focus if there are no action plans. This would be looked at further at the inset day.

A Governor suggested that there should be some priority/RAG assessment of the SIP to focus on priorities. There was discussion about developing a SIP over more than one year to develop something that was more achievable. Mr Fitzmaurice offered to assist the HT to develop with RAG rating and Risk Assessment.

Action: Mr Fitzmaurice & HT

(b) Self Evaluation Form (SEF)

The updated SEF was presented. Updates were in blue in the report. Areas of particular note were as follows:

(i) Section 2 – Attainment & Progress

The judgment of “Good” remains unchanged. The Attainment and progress data for children who had interventions was presented. This demonstrated different levels of progress and attainment across Year 3 & 4 were resources were allocated this year. Progress in Year 3 was good but less so in Year 4.

It was explained where there were gaps in the data this was were those children did not require intervention in this area so children only required support in one area of the curriculum.

Some concern was raised regarding the number of children in year 4 in the intervention group (8/30) and the relatively low levels of progress. The HT admitted that this was a frustrating picture and as previously explained this didn't necessarily mean that the children had failed to make any progress, just not enough to move to the next sub-level.

A Governor commented that it would have been helpful if the data also included Autumn 2013 data, as this would have shown progress through out the year. The HT agreed to amend for future reports.

Action: Headteacher

The HT advised that performance data will be presented at the Autumn FGB meeting when all data for 13/14 is available and can be analysed in more detail.

A Governor asked what the barriers there were for FSM/Pupil Premium (PP) children. The HT explained this was hard to measure as sometimes this was a very temporary situation for the child but they were still included in this group. Data on progress and attainment for PP children would be presented in detail in the Autumn.

Mrs Lodhi arrived at 8.30pm

(ii)Quality of Teaching and Learning – Grade 2 Good

HT confirmed the aim to move towards Grade 1 (Outstanding) however this has been a challenging year in terms of staff turnover. Two of the new staff were NQT's and it is very difficult to achieve Outstanding in these circumstances. The new Deputy Head is an Outstanding Teacher and will play a key role in supporting the move from Good to Outstanding.

The Governors acknowledged that maintaining Good (Grade 2) in the circumstances the school has had should be considered a success.

The HT stressed that she was very confident with the judgment of Good and it was important to have evidence to support the level of judgment. If the SLT have incorrectly assessed teaching and learning then leadership and management could be called into question.

(iii)Leadership & Management – Grade 2 (Good)

A Governor asked how important is the SEF for an Ofsted visit. The HT advised this is a key document and the Inspectors will look at the judgments within this compared to their own judgments. The Inspectors will look for evidence to support the judgments the school has made.

9. Governor Support and Development including Governor Visits and Training

Ms Marrone advised she had attended a training day for Link Governors. At this Governors were asked what training they would like to see provided and Governors Services would try to commission and provide training based upon needs. It was confirmed that Ofsted training would be provided in the Autumn Term.

It was confirmed that the Summer Governor Training Schedule was not on the LBB website however all Governors should have received a copy in the post.

10. Director of Education and Skills Report 2014 – Summer Report

The Clerk explained that this was not currently available from LBB. Governor Services had been asked whether it would be available later in the term and would there be future reports. At this stage Governor Services were unable to confirm either.

Subsequent to the meeting the Summer Term report has been published and circulated to Governors.

11. Chair’s Correspondence

There were no items for discussion.

12. Meeting Dates for 14/15

(i) Dates for 14/15 Autumn Term

COMMITTEE	DATE AND TIME
Finance Committee	Thursday 2 October, 7pm Thursday 4 December, 7pm
Resources Committee	Thursday 23 October, 7pm
Staff & Governors get together	Thursday 9 December, 4.30pm
Curriculum/Pupil Progress Committee – Thursday 6 November	Thursday 6 November, 7pm
Full Governing Body	Thursday 20 November, 7pm

The Chair advised that the current committee structure would remain in place until the Autumn FGB meeting on 20 November and then reviewed. Until this time any governor can attend any committee meeting.

(ii) Other dates to note

The HT advised governors that they were all invited to attend the leaver’s event on 23 July 2014.

13. Any Other Business

Social Media Policy – A Parent Governor raised concerns regarding inappropriate language used within several year groups linked to the use of social media. Children of a very young age were using Facebook, Instagram, Snapchat and other social media applications aimed at an older age group.

A Governor asked what was the school doing to educate children and parents about the dangers of social media. The HT reported that E-Safety training for Year 4 Parents is due to take place in early July.

A discussion took place raising concerns about the lack of knowledge of parents regarding E-Safety and in particular regarding children's access to social media. The HT advised that although the school could educate the parents and children and have school policy regarding the use of social media in school the use of social media takes place outside of the school. However the following actions were agreed:

- (i) Year 4 Parent's E-Safety Training to be rolled out to all parents
- (ii) Messages would be given out in Assembly and school newsletter
- (iii) The Police would be invited to an Assembly to discuss E-Safety
- (iv) The E-Safety page on the website would be given more prominence and signposted via the Newsletter
- (v) Consideration would be given as to how to deliver the training given to Year 6 children as part of their Citizenship Training could be given in to younger years

Action: Headteacher

Motion of Confidentiality

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