

# **GOVERNING BODY FOR MONKFRITH PRIMARY SCHOOL**

## **MINUTES OF THE MEETING HELD AT THE SCHOOL ON Thursday 20 November 2014**

### **LA GOVERNORS**

- \* Mrs J Lodhi
- \* Mr 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**

<b>Item No</b>		<b>Actions</b>
1	<b>Welcome and Apologies for Absence</b>  The Chair welcomed everyone to the meeting. No apologies for absence were received, however John Fitzmaurice had informed that he would be arriving late due to attendance at Parent's evening.	
2	<b>Declaration of Interests in Items on Agenda and Annual Register of Business Interest.</b>  No interests were declared.  Governors were requested to return the form completed to the Clerk by the end of the meeting.	
3	<b>Order of the Agenda and Any Other Business</b>  Site Security was raised as an item for discussion under AOB, however due to a letter received by the Chair it was moved	

	to Chair Correspondence.	
4	<p><b>Minutes of the Last Meeting</b></p> <p>Accuracy - 6.1 second paragraph should say Coordinator not Co-coordinator.</p>	
5	<p><b>Matters arising from the Previous Minutes</b></p> <p>1. Andreas Tambourides has been contacted and is present tonight. 5. Training still outstanding and will try to organise for the spring term.</p> <p>All other actions were completed.</p>	
6	<p><b>Reconstitution of the Governing Body of Maintained Schools September 2015</b></p> <p>The Chair explained that the Governing Body is required to reconstitute by September 2015. The Autumn Term Directors Report previously circulated outlined the new requirement and Governors had been directed to pre-read this.</p> <p>There was a lengthy discussion on the new requirements and roles of a Governing body and what changes this could mean for Monkfrith Governors.</p> <p>A Governor asked whether the new Governing Body would be larger than the current 12 Governor membership due to the expansion of the school. The Chair explained the priority was to ensure that the GB had the full range of skills to carry out its responsibilities, however the new guidance is recommending governing bodies should be as small as possible within this context. The guidance states that the minimum number of governors is seven, but there is no upper limited.</p> <p>The other main changes are</p> <ul style="list-style-type: none"> <li>- Only one LA Governor</li> <li>- Only one Staff Governor</li> <li>- Community Governors category has been replaced by Co-opted Governors</li> </ul>	

	<p>Mr Fitzmaurice arrived at 7.23pm.</p> <p>The Chair advised that the current thinking was that the GB would continue to have 12 members but a skills audit would need to be carried out to assess whether there are any skills gaps.</p> <p>A Governor asked do we know what skills a GB needs? The Chair advised we need finance, HR, legal, premises and general business management skills as well as understanding of schools and education.</p> <p>It was agreed that the skills audit would be completed by the Chair, Vice Chair &amp; HT initially and then circulated to the rest of the FGB for comment. Once this is completed a proposals for reconstitution would be brought to the next FGB meeting.</p>	<p><b>Chair, Vice Chair &amp; HT to complete skills audit and then circulate to all Governors for Comment</b></p> <p><b>Clerk to put Reconstitution onto agenda for Spring FGB meeting</b></p>
7	<p><b>Headteacher Report</b></p> <p>HT presented the HT report that was circulated in advance to Governors for pre-reading. The following issues were discussed:</p> <p><b>1. School Improvement Plan.</b> – The HT advised that this was still in development. This year had been a challenge due to the changes. She advised that this years plan will be shorter and more focused on priority areas and areas of change rather than maintenance.</p> <p><b>2. Budget Information.</b> The HT advised that a 3-year budget plan is currently being worked on and will be completed soon. She explained that it is done on the best available information at this point in time, and is essentially a working document that will be updated as necessary. This will be presented to the Finance Committee for discussion.</p> <p>Benchmarking data will be presented to the next Finance meeting as well as pupil premium reports.</p> <p>A Governor asked does the 3-year budget include the expansion plans. The HT explained it does in as far as increased pupil numbers and additional staffing can be estimated. The budget forecast is then used to inform what funding may be available for improvements and developments (i.e. premises works).</p> <p>The HT advised that the SBM would lead a detailed</p>	<p><b>HT to circulate the SIP when available</b></p>

discussion at the next Finance Committee.

### **3) Expansion Premises**

The HT advised that she and the Vice Chair had met with the design team. They are happy with the internal plans but there are some concerns with the external design plan. These are still fluid and no final decisions have yet been made. The costs and budget are still unclear. It is hoped that these issues will be clearer following the next meeting. The HT and Vice Chair are to visit a school in Brent where a modular building solution is in situ to see the buildings in action.

The HT raised concern that the timeframe seems to be shifting and there is significant doubt that the development would be completed for September 15. Again this will be clearer following the next meeting but this potentially has implications for the new reception intake.

The Vice Chair advised that the works could not be completed within the 6 week summer holiday period and would need to start during term time and therefore will have an impact upon current reception.

The HT advised that a detailed plan of how to manage the work during term time will need to be developed and it may result in classes being relocated on a temporary basis.

The HT advised that that the design and specification is being worked on and expressions of interest have been sought. Unfortunately interest has been limited to one company so far.

A Governor asked what can be options are there for the Reception 2015 intake if the premises is not ready. The HT explained that this is unclear at this stage but options could include a staggered start. Once the timeframe is clearer then options can be explored in more detail.

A Governor asked could the process have started earlier. The HT stated that this wasn't really possible. LBB consultation process couldn't start until after the summer holidays and the detailed works couldn't start until after this had been completed.

The Governors stated that the strong preference is for a September 2015 start and everything should be done to try to ensure this.

#### **4. Data**

##### **EYFS**

The school is ranked 20/83 in Barnet this year.

##### **Year 1 Phonics Check**

The HT confirmed that the results were very disappointing (56% achieved in school against National average of 74%). The school was still looking at why this was the case. All children will be retested in the coming weeks.

A Governor asked is there a correlation with the number of children who failed the test and their level of reading. The HT said in some cases but not in all. She advised that the results will be broken down further by gender, birth dates, EAL etc. to see if there is a pattern.

A Governor asked how will these results affect the school. The HT admitted that it would raise questions, however as the KS1 & KS2 results were good there shouldn't be huge concern.

##### **KS1 Attainment**

The HT confirmed these results were good. She explained there would be one more year or levels and after this it is unclear how assessments would be graded. Government has left much of this down to schools and this is a huge challenge. LBB have provided some information but it is being left to schools to develop and this was still work in progress.

A Governor asked had what point do you make the judgment that a drop in results is not down to the cohort. The HT explained that each set of results need to be looked at in terms of attainment, progress, stability, changes, cohort, trends and other factors. A judgment can then be made.

##### **KS2**

The HT advised that the results this year were a significant improvement from previous year. There was a major impact from the teacher. However writing still remains an issue and is a priority.

<p>The HT advised that the school is moderating writing with other schools, including Brunswick Park whose results in writing are better than Monkfrith's currently. This is good learning for the school. The DHT analysis of writing is that the creative writing at the school is very good, but the technical areas require further development. Writing is the priority area in the SIP.</p> <p>The HT wanted Governors to note that in a small school the impact of one child upon the results can be significant. Each child is 3%.</p> <p><b>5) Pupil Admission Data</b></p> <p>The school was not full on Census day, as places had not offered by LBB in time. This will have some impact upon funding next year.</p> <p>Admissions at LBB have been struggling but now things are settling.</p> <p>There are currently 59 children in reception. One child has relocated. Expect to be full, as offer has been made for place to a child without a school currently.</p> <p>A Governor asked how has the infant free school meal impacted upon lunchtime for reception. The HT advised the school is managing well. In Reception 58 children are having lunch and 1 packed lunch. The changes to support lunchtime are working well, in particular the Year 6 helpers.</p> <p>The HT did note thought that due to the earlier lunchtime the children were hungry in the afternoon so she was looking at introducing a snack in the afternoon.</p> <p><b>7) Performance Management</b></p> <p>The HT advised that this had been completed and the pay recommendations will be taken to the next Finance Committee.</p> <p>The Chair asked Governors if they were all aware of the changes to teachers pay. The Governors confirmed they did. The Chair explained that there was now a direct link between performance and pay for teachers.</p> <p><b>9) Pupil Premium</b></p> <p>The HT confirmed that the Intervention teacher had started</p>	
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	<p>in September and was looking at programmes across the school. Her initial priorities will be reading recovery and phonics.</p> <p>A Governor asked what else is being funded from Pupil Premium income and the HT advised this includes:</p> <ul style="list-style-type: none"> <li>- 1:1 Tuition</li> <li>- Access to laptops/Ipads and consideration was being given to a loan scheme</li> <li>- School trip subsidies</li> <li>- Music lessons</li> </ul>	
8	<p><b>Update from Committees</b> Minutes for all were circulated to all prior to the meeting</p> <p><b>Finance</b> - Included in the HT report.</p> <p><b>Resources</b>- The Vice Chair asked could the minutes from the October meeting be amended to include the discussion, which took place regarding the expansion.</p> <p><b>Curriculum</b>- No issues raised not addressed elsewhere on the agenda</p>	<p><b>HT – Minutes to be amended to reflect Expansion discussion</b></p>
9	<p><b>Governor Roles</b> <b>(i) Committees</b></p> <p>There was a lengthy discussion regarding Committee structure and membership.</p> <p>Following this discussion it was agreed that the structure would revert to the separate committees as prior to 2013 and membership was agreed.</p> <p>The proposed structure and membership is outlined in a separate document attached to these minutes.</p> <p>All committees would review current Terms of Reference documents. Clerk agreed to send ToR from another school for information.</p> <p><b>(ii) Lead Governor Areas</b></p> <p>Following a length discussion the following lead Governor areas were agreed:</p> <p>Inclusion/SEN – Alison Goodman</p>	<p><b>Committees to review and develop ToR</b></p> <p><b>Clerk to send ToR used in another school as a guide</b></p>

	<p>Safeguarding – Janet Frost  Training Link – Jan Marrone  Target Setting – Janet Frost  Health &amp; Safety – John Fitzmaurice</p> <p>It was agreed that the curriculum areas needed some further thought in light of the changes in the New Curriculum. It was agreed that this would be reviewed at the next Curriculum committee when the DHT would be invited to explain the New Curriculum. Governors would then discuss how they could link, monitor and support the new curriculum areas.</p>	<p><b>DHT to be invited to next curriculum committee to discuss New Curriculum</b></p> <p><b>Governors to agree link areas at the Curriculum Committee</b></p>
10	<p><b>School Improvement Plan</b></p> <p>Discussed under item 7 Headteacher Report</p>	
11	<p><b>Policies Ratification/Update</b></p> <p>The Chair advised that the following policies had been previously circulated for comment. No further comments were received.</p> <ul style="list-style-type: none"> <li>- SRE – Governors ratified this policy</li> <li>- SEN Statement – Governors ratified this statement. It was confirmed that this would be put onto the School Website, as this was a statutory requirement.</li> </ul>	<p><b>SEN Statement to be placed on School website</b></p>
12	<p><b>School Expansion</b></p> <p>Discussed under item 7 – Headteacher Report</p>	
13	<p><b>Safeguarding Policy</b></p> <p>The HT and Vice Chair advised they were looking at expanding the policy to include the use of Mobile Phones and Social Media. This section will be drafted in the coming weeks and then circulated for comment. This will be an addition to the current policy and the current policy is not being reviewed at this time.</p> <p>The HT advised that all staff had received a Safeguarding update. The Governors were requested to ensure that they were familiar with the policy and will be asked to sign to confirm they have read and understand the policy.</p>	<p><b>HT &amp; Vice Chair to draft Social Media and Mobile Phone addition to the Safeguarding policy and circulate to Governors for Comment</b></p> <p><b>All Governors to read the policy</b></p> <p><b>HT to send signing sheet to all Governors</b></p>



14	<p><b>Governor Support and Development including Governor Visits and Training</b></p> <ul style="list-style-type: none"> <li>- Training: No Governors had attended training this Term.</li> <li>- Governor visits – The Chair reminded all Governors to ensure that they complete a visit form and submit to the Chair following a visit. The Vice Chair will ensure that the forms are available on the Governors Section of the school website.</li> </ul>	<p><b>All Governors to complete forms following visits</b></p> <p><b>Vice Chair to make forms available on the School Website</b></p>
15	<p><b>Director of Education and Skills Report – Autumn Term</b></p> <p>The Chair advised that the report had been circulated to all prior to the meeting. The issues of note were</p> <p><b>3. Alternative Delivery Model.</b> The school is required to respond by end of the month. Governors and HT can make a separate response if they wish. The HT explained the options being suggest and that her preference was for either the Social Enterprise option or the Commissioning model.</p> <p><b>4. Primary School Attendance</b> The HT advised that persistent absence was the priority. The HT network had discussed this in detail and lots of ideas were generated. The school is looking at how to introduce some of these ideas.</p> <p>A Governor asked are there many requests for leave. The HT advised that these had reduced and now very few. Each case is looked at individually. Parents cannot make requests for holidays during term time but other requests, i.e. funeral, family illness requests can be granted as exceptional leave.</p> <p>The HT explained that all illness &amp; persistent absence are followed up. The school carries out first day absence calls. Where absence falls below an acceptable standard this is discussed with parents/carers. Although the Education Welfare Officer support is less than it was, they still visit annually and are available when necessary for advice and support.</p> <p><b>8 – Governing Body Check List</b></p> <p>Chair, Vice Chair and HT will complete initially and then</p>	<p><b>Comments to HT/Chair ASAP for response to LBB by 30 November</b></p> <p><b>HT, Chair &amp; Vice to</b></p>

	send to Governors for further comment.	<b>complete and circulate to Governors for further comment.</b>
16	<p><b>Chairs Correspondence</b></p> <p><b>(i) Site Security</b> - A parent approached a Governor regarding concerns about the side gates near canteen being left open. The Governor asked the Site Manager about this and he advised that this gate remained open during the day for deliveries. The response was communicated to the parent who was dissatisfied with the response and she then wrote to the Chair.</p> <p>The Chair, Vice and HT reviewed the complaint and discussed with the Site Manager. Changes have been made to ensure that this gate is locked (with a universal lock) during the day and a secure lock during the evening. The Site Manager has given his mobile phone number to the regular delivery drivers so they can contact him when they are due to arrive with deliveries. It was noted that this areas of the site will be changed as part of the site expansion and this would enable a longer-term solution to be found.</p> <p>The parent received a written response to her complaint outlining the solution and has confirmed she is very happy with it.</p> <p><b>(ii) Website Requirements</b> – The Vice Chair advised that all schools had received a letter regarding the statutory requirements for school website. The Vice Chair confirmed that she had reviewed these and the website will be compliant by the end of the month. –</p>	
17	<p><b>AOB</b></p> <p>The Chair reminded all Governors that the Staff &amp; Governor get together will be on 9 December. She requested £5 from each Governor for refreshments.</p>	<b>All Governors - £5 contribution for refreshments</b>

Meeting closed at 21:46

**Date and Time of Next Meeting – Thursday 12 March 2015, 7pm**

**Motion of Confidentiality**

**It was resolved, that because of its nature, the business to be transacted in part 2 be treated as confidential and not for publication.**

