



Monkfrith School Governing Body

Minutes of the meeting of the Governing Body held at Monkfrith Primary School on 30th November at 7pm 2016.

Members:
(*Absent)

	Name	Post
	Jeanette Adak	Headteacher
	Jonathan Bruck	Vice Chair & Parent Governor
	Janet Frost	Co-Opted Governor
	Rita Parmer	Parent Governor
	Simone Roberts	Chair & Co-Opted Governor
	Jess Russell	Co-Opted Governor
	Andie Ross	Staff Governor
	Shaziah Siddiqui	Parent Governor
	Andreas Tambourides	LEA Governor
*	Kathy Levine	Co-Opted Governor
	James Burton Lee	Co-Opted Governor
	Anthea Inchenko	Parent Governor

Also present:

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

ITEM NUMBER	ITEM	ACTION OWNER
1	WELCOME AND APOLOGIES FOR ABSENCE	
	<p>Ms Roberts noted that the Board was welcoming a new Parent Governor, Ms Anthea Inchecko. Also new to the meeting was Karen Harris, clerk to the meeting.</p> <p>Apologies were received for Kathy Levine.</p>	
2	DECLARATIONS OF PECUNIARY INTERESTS	
	The Declaration of Interests forms were circulated for each to governor to complete and return before the end of the meeting.	
	RESOLUTION: Noted	
3	ORDER OF THE AGENDA AND ANY OTHER BUSINESS	
	Ms Roberts outlined the order of the agenda and advised that under the agenda point 'AOB' the subject of the Risk Register would be discussed.	
	RESOLUTION: Noted	
4	RESIGNATION OF PARENT GOVERNOR	
	Ms Roberts stated that Mr John Fitzmaurice had resigned from his position of Parent Governor after ten years of service. Ms Roberts & the governing body expressed gratitude for Mr Fitzmaurice's contribution while serving as a governor to the school.	
	RESOLUTION: Noted	
5	MINUTES OF THE LAST MEETING	
	<p>The minutes of the meeting held on 5th July 2016 was received in advance of the meeting.</p> <p>The minutes were approved and signed by the Chair as being a true and correct record of proceedings.</p>	
	RESOLUTION: Noted	
6	MATTERS ARISING FROM THE PREVIOUS MINUTES	
	i. Governors' Code of Conduct	

	<p>Ms Roberts stated that she assumed that all governors had signed the Code of Conduct. She noted that this was an annual requirement for governors and the document was available from the school office to sign.</p> <p>ii. Crossing and Lollipop Lady HT reported that Barnet Crossing was conducting a consultation on the crossing on Monkfirth Drive. Once crossing was confirmed and in place governors may consider whether to employ a lollipop person.</p> <p>iii. Bullying Survey HT stated that she had not carried out the Bullying survey, however she expected to have the Bullying Survey available for the next FGB meeting in the Spring term.</p> <p>iv. Finance and new signatories for FoMS HT confirmed that the new signatories were in place.</p> <p>v. ICT HT advised that she had not taken next steps with the Finance Committee to purchase the ICT hardware because she was waiting on the completion of construction work in order to ensure that there would be secure storage for the devices.</p> <p>vi. Verbal updates on governor visits and training Ms Roberts stated that following further thought to the question on the purpose of verbal reports she wanted to clarify that these reports were important to demonstrate to OFSTED that the Governing Board was monitoring the area.</p> <p>vii. Governor Training Ms Roberts noted that it was an ongoing goal for all governors to attend at least one training session a year and she would be commenting on this again later in the meeting.</p> <p>viii. Academisation Ms Roberts noted that since the last meeting the government had cancelled their Government policy for all schools to be part of a MAT by 2020. She therefore explained that the school could conduct the review at a slower pace and therefore suggested that inviting Neil Marlow, Head of Schools for Barnet should be postponed until when the school is closer to a decision on this.</p> <p>Governors agreed that given other priorities, the school should re-visit the subject of Academisation in a year.</p> <p>ix. DBS Ms Roberts advised that all DBS checks had been conducted with the exception of Kathy Levine. A governor asked how frequent the DBS checks needed to be reviewed. The Clerk advised that there wasn't a statutory requirement on the frequency, it was subject to the discretion of schools.</p> <p>HT suggested that the frequency should be every 3-4 years, in line with the election term for governors.</p>	<p>Governors</p> <p>HT</p> <p>Governors</p>
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	<p>The attendance record of a governor Ms Roberts noted that she had sent an e-mail to the governor about his/her attendance record.</p>	
	<p>RESOLUTION: The Governing Body will review options for Academisation in the Autumn term of 2017.</p>	
7	<p>HEAD TEACHER REPORT</p>	
	<p>The Head teacher's report was circulated in advance of the meeting. HT invited comments and questions.</p> <p><u>Budget Information</u> A governor asked the HT to elaborate on the Financial Liaison Officer's (FLO) visit. The HT explained that the FLO had concluded that the school's budget was balanced and the contingency was larger/better than expected. The information has been submitted to the Local Authority.</p> <p>A governor challenged when the 3 year budget plan would be reviewed by governors. HT confirmed that the budget would be available for the next governors' meeting and subsequently the budget would be sent to the local authority to advise them that the school is on track in terms of its spending.</p> <p>A governor challenged whether the contingency amount is within an acceptable level and whether any of the surplus funds would be taken back by the local authority. The HT confirmed that the school would be able to retain its surplus, particularly given the school was expecting to pay for significant works to upgrade the security features at the entrance. The HT reported that the school was planning to install 3 new locks and a swipe card/fob entry system, estimated to cost £23,000. HT said that if there were budget constraints, the works could be phased-in, giving priority to the outer gate. Ms Roberts said the costs seem high. HT explained that the fob system offered the additional benefit that it logs people's entry.</p> <p>A governor asked what was the justification for introducing the new security system. HT explained that it was to address issues concerning children who were flight risks and to provide more protection to office staff near the entrance.</p> <p>A governor asked whether CCTV would be useful. HT stated that there would be a review of CCTV following the building work.</p> <p>A governor asked if there were guidelines on security at schools. The HT advised that there wasn't any guidelines but felt that an extra layer of security was required at the school.</p> <p><u>HEALTH AND SAFETY</u> A governor asked whether the office continued to be under-staffed. HT stated that that they were no longer under-staffed and therefore would be able to address the recommendations of the Health and Safety audit.</p>	

	<p><u>TEACHER APPRAISAL/NON TEACHING STAFF PERFORMANCE REVIEWS</u></p> <p>Ms Roberts asked HT whether all teaching staff now had accurate job descriptions. HT explained that the process was ongoing as the reviews for TAs were all being conducted by the SENCO and she expected the process to continue over the Spring and Summer term. Ms Roberts stressed the importance of ensuring that job descriptions were accurate due to the Pay Review.</p>	
	<p>RESOLUTION: Noted.</p>	
8	<p>UPDATES FROM COMMITTEES</p>	
	<p>i) Finance Committee The minutes of the meeting held on 19 October 2016 were received in advance of the meeting. HT reported that the school had received 3 quotes for the whiteboards and a decision will be made once the specification is agreed and the storage issue resolved. HT commented that she had received recommendations about Google Chrome devices, and this is being trailed with staff and students.</p> <p>ii) Resources Committee The minutes of the meeting held on 12 October 2016 were received in advance of the meeting.</p> <p>Governors asked about seating arrangements for the dining room. HT stated that she welcomed suggestions on creative ways to maximise seating space. A governor asked if there was a specific catalogue that the school was expected to order from, HT advised that any supplier could be considered and that orders would be made after the works were completed when availability of space was clearer. Ms Roberts suggested that the school could also look into staggered lunch times. A governor suggested that the school could benchmark its lunch arrangements against other schools, HT advised that she had been to other schools and had seen similar arrangements. A governor asked what the capacity the dining room would be once completed and HT responded between 90-150.</p> <p>HT reported that she was experiencing difficulties in obtaining quotes for custom build play equipment made from natural materials within the £20,000 budget.</p> <p>Mr Bruck suggested that he could contact Sports England for advice on the play equipment.</p> <p>HT reported that the school was collecting quotes for a small area for ball games.</p> <p>The Deputy Head noted that her husband was acting as a Health and Safety Consultant for the school, a governor asked whether this should be declared formally. The Deputy Head advised that this was not necessary because her husband would not be paid for the work.</p> <p>iii. Pupil Progress and Welfare</p>	<p>Governors</p> <p>Mr Bruck</p>

	There were no questions	
	RESOLUTION: Noted	
9.	ATTAINMENT DATA	
	<p>In advanced of the meeting documents titled, '<i>KS1 Dashboard for Governors and School Leaders</i>' and '<i>KS2 Dashboard for Governors and School Leaders</i>', were received in advance of the meeting. HT asked governors whether the data was useful. A governor stated that the information was difficult to penetrate.</p> <p>HT explained that the data set circulated was the recommended data for governors, HT and Ms Roberts suggested that at the next meeting the board could use RaiseOnline data for ease and greater clarity. Ms Roberts stressed it was key to agree as a Governing Body what form of data was the best to analyse in the context of the full Governing Body (FGB) meeting. Governors agreed that at future FGB meetings the attainment review which contains RaiseOnline data and a narrative would be used to identify trends and to make comparisons.</p> <p>A governor challenged if the three year trends were positive. The Deputy Head advised that the overall trend was positive but the data on trends was not entirely accurate, because the data is not comparable with previous years given the changes in the assessments.</p> <p>Governors agreed that overall the 2016 data for KS1 and KS2 was good and the school had performed well in comparison to Barnet and national averages.</p> <p>Mr Bruck challenged why the rate of persistent absenteeism was higher than the national average. The Deputy Head explained that there was a small group of KS1 pupils who had adversely affected the data and this was being addressed. Ms Roberts asked what specific measures were being pursued, the Deputy Head explained that letters had been sent to parents, attendance reviews were in place and a Welfare Officer had been assigned. Furthermore, she clarified that these instances of persistent absenteeism were not due to long-term sickness.</p>	
	RESOLUTION: The Governing Body will receive Raise online data but the attainment review would be used for analysis and discussion at the Autumn term FGB meeting.	
10	SCHOOL IMPROVEMENT PLAN (SIP)	
	<p>Ms Roberts advised that the SIP is a good starting point for conversations with link area partners.</p> <p>A governor challenged how often the SIP is referenced by teachers. HT explained that subject coordinators are expected to refer to the SIP when determining staff development and training. Furthermore, it is</p>	

	<p>incorporated into Staff Performance reviews and appraisals.</p> <p>A governor asked if the SIP is tied to the school aims, the Deputy Head said yes with the exception of ICT and PE.</p> <p>A governor noted that it would be useful if the objectives could include the justifications.</p> <p>Mr Bruck suggested that the SIP could incorporate a traffic light format to indicate the level of priority of the objectives. HT agreed and said she would update the electronic version.</p> <p>Ms Roberts asked if it was necessary to schedule a meeting for governors to meet to discuss ICT. Deputy Head advised that the meeting could be scheduled for later in the Spring term.</p> <p>A governor asked whether the deadlines could be specific to measurable tasks in order to establish a clearer timeline.</p> <p>Ms Roberts challenged whether social skills for KS 1 and KS 2 should be added into the SEN part of the SIP. HT explained that there was a capacity and funding issue. Ms Roberts stressed that this was an area identified as a priority by Barnet and would benefit lots of our children with social communication difficulties.</p>	HT
	RESOLUTION: Noted	
11.	SCHOOL EXPANSION	
	<p>HT reported that the construction works was broadly on track with the dining room expected to be ready for the overall completion date in March. The courtyard was expected to be ready for 21 December 2016 and works at the entrance was due for completion in January 2017. HT reported that in January there would be construction works to the playground and car park which would make playtimes challenging. HT commented that the construction works had been difficult at times but pupils were coping well.</p> <p>A governor asked whether there were any safety issues. HT commented that logistically it had been challenging particularly in regards to ensuring that there were enough supervisors and she had placed restrictions on ball games due to the limited space.</p> <p>A governor asked whether teachers had found the construction works disruptive. HT reported that the works on the dining room had been particularly noisy over 2-3 days. Builders had been accommodating, attempting to carry out the noisiest of the works during play time and lunch time. HT stated that the works had perhaps been more disruptive to staff compared to the children who mostly took the disruption in their stride. HT assured governors that the noisiest of the works had been completed</p>	
	RESOLUTION: Noted	
12.	Unified Pay Award.	
	A document titled 'Unified Pay Award Discussion 23/9/2016' was received in advance of the meeting.	

	<p>Ms Roberts reported that she had received a letter from staff addressed to governors expressing their concerns about the process to establish the new pay scales.</p> <p>Ms Roberts stated that following discussions, governors had felt that they were not best placed to overturn the head teacher's decision and make judgements on the job description and had therefore referred the issue to the appeals process.</p> <p>Ms Russell stated that she had sent an e-mail to Unison and Barnet local authority to request information on when the appeal process would happen and had been informed earlier that it would be October or November, which she now believed was unlikely.</p> <p>Governors and HT stated that they expected the response to be slow given the high number of TA's from other schools also affected.</p> <p>HT reported that she had sent an e-mail to Unified Reward Officer to stress the urgency of the situation and to seek an update. A governor suggested that the governing body could send an e-mail to the Director of Education Mr Ian Harrison and Urmila Kanbi, Unified Reward Officer to outline dissatisfaction at the implementation of unified pay and the lack of information that had been received by schools. The letter should press for dates for the Appeals hearing and to stress that the pending decision has an impact on strategic questions for the school. Ms Russel noted that this letter would be warmly received by staff.</p>	Ms Roberts
	RESOLUTION: Ms Roberts to send a letter to Mr Ian Harrison and Ms Urmila Kanbi to request an urgent update on the appeals hearing. Ms Roberts will share the letter with staff.	
13.	ETHOS COMMUNICATIONS COURT PROCEEDINGS	
	Ms Roberts reported that a county court judgement was issued to the school to pay £8,000 for non-payment of an outstanding bill for photocopying. The school had paid £1600 but the company was alleging that the school owed significantly more. She explained that the dispute had arisen from an error in the invoices. Ms Roberts stated that the Finance Committee has discussed the situation and how to avoid this type of problem in the future by establishing a procedure of escalation.	
	RESOLUTION: Noted	
14.	DIRECTOR OF EDUCATION AND SKILLS REPORT 2016- SUMMER TERM	
	<p>Ms Roberts noted that in the effective governance checklist the governing body had completed it was highlighted that the Governing Board's knowledge on national governance issues had been identified as a weaker area. Therefore, in response she had arranged for an annual subscription to the National Governors' Association, which provides magazines which governors were welcome to borrow.</p> <p>Ms Roberts noted that succession planning was also an area for attention</p>	

	<p>and in response Ms Parmer and Mr Burton-Lee had agreed to chair committees.</p> <p>Ms Roberts also noted that training was still a weakness and it would continue to be a focus for the year with governors expected to complete at least one piece of training per year.</p>	
15.	GOVERNOR SUPPORT AND DEVELOPMENT INCLUDING GOVERNOR VISITS AND TRAINING	
	<p>Ms Roberts reported that she had created a training spreadsheet and asked governors to update the spreadsheet with their training once a term, including relevant training which they may have completed with their employers.</p> <p>HT stressed that governors should attend the Prevent training, particularly because it is provided by the Council at no cost to the school. HT noted that she was looking into joint training with governors from other schools.</p> <p>Ms Roberts asked if governors would like the school to buy into training from April if that would be an easier way for governors to fulfil the training requirements. Governors agreed.</p>	
	RESOLUTION: To buy into training modules	HT
16.	GOVERNOR LEAD AREAS AND COMMITTEE MEMBERSHIP	
	<p>A document titled 'Committees and Responsible Governorships, was received in advance of the meeting.</p> <p>Ms Roberts talked through the document and asked governors if they had any comments, particularly in regards to their membership. Ms Inchenko said she would like to attend one meeting of each committee before making a final decision on her membership.</p> <p>Governors agreed to add Ms Levine to the membership list for the Finance Committee.</p> <p>Governors were invited to elect the Chairs of the committees.</p> <p>Following unanimous decisions, Mr Bruck was elected as Chair for the Finance Committee, Ms Parmer was elected as Chair for the Pupil Progress Committee and Mr Burton-Lee was elected as Chair for the Resources Committee.</p> <p>Ms Inchenko expressed a particular interest for Health and Safety and agreed to shadow Ms Russell on the Health and Safety Committee.</p> <p>Governors decided to add PE and Science to the list of areas, to reflect in the school's Action Plan.</p> <p>Mr Bruck volunteered for PE.</p> <p>Science was not filled.</p>	

	<p>RESOLUTION: Jonathan Bruck was formally elected as Chair for the Finance Committee.</p> <p>Rita Parmer was formally elected as Chair for the Pupil Progress Committee.</p> <p>James Burton-Lee was formally elected as Chair for the Resources Committee.</p>	
	CHAIR'S CORRESPONDENCE	
	<p>Ms Roberts reported that she had received a letter from local residents, cc'ed to Barnet Council and OFSTED, expressing concerns about the increased pressure on parking due to the construction works at the school. Ms Roberts said on reading the letter, there was clearly a misconception on the timeline for the works. Therefore leaflets have been distributed to local residents to communicate the timeline for works in order to manage expectations. Furthermore, HT had circulated a memo to all staff and the builders to encourage considerate behaviour with local residents.</p> <p>A governor suggested that the school could organise a resident coffee session once the works were completed as gesture of goodwill and to showcase the changes.</p>	
	RESOLUTION: Noted	
	NEXT MEETINGS	
	<p>The next meeting of the FGB will be held on 22 March 2017.</p> <p>Dates for the committees to follow in an email.</p>	Ms Roberts
	Any other Business	
	<p>Risk Assessment</p> <p>Mr Bruck informed governors that he had sent out the Risk Register discussed at the last meeting. He explained that he would be looking to expand on the document to link it to the SIP.</p> <p>Christmas celebration</p> <p>HT suggested that this year she would be happy to share drinks and mince pies with the staff on behalf of governors rather than organising specific Christmas drinks after the school day for staff and governors to attend. In response to a question from a governor, the HT confirmed that governors were welcome to make a contribution for this.</p> <p>Staff members leave the meetings in advance of the confidential minutes.</p>	
	RESOLUTION: Noted	

	MOTION OF CONFIDENTIALITY	
	<p>RESOLVED, that due to the nature, the following items discussed are treated as confidential and not for publication:</p> <ul style="list-style-type: none"> i. Confidential minutes of the last meeting ii. Headteacher's Performance Related Pay 	

CHAIR _____ DATE _____