



Monkfrith School Governing Body

Minutes of the meeting of the Governing Body held at Monkfrith Primary School on 22 March at 7pm 2017.

Members:
(*Absent)

	Name	Post
	Jeanette Adak	Headteacher
	Jonathan Bruck	Vice Chair & Parent Governor
	Janet Frost	Co-Opted Governor
	Rita Parmar	Parent Governor
	Simone Roberts	Chair & Co-Opted Governor
	Jess Russell	Co-Opted Governor
	Andie Ross	Staff 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 Governing Body
Jude Deasey	Deputy Head

ITEM NUMBER	ITEM	ACTION OWNER
1	WELCOME AND APOLOGIES FOR ABSENCE	
	Mr Andreas Tambourides was absent from the meeting.	
	RESOLUTION: Noted	
2	DECLARATIONS OF PECUNIARY INTERESTS	
	None	
	RESOLUTION: Noted	
3	ORDER OF THE AGENDA AND ANY OTHER BUSINESS	
	Ms Roberts confirmed that there were no changes to the order of the meeting.	
	RESOLUTION: Noted	
4	END OF TERM OF PARENT GOVERNOR POSITION	
	<p>Ms Roberts advised that Shaziah Siddiqui's term as Parent Governor expired in January and thanked her for her work as a parent governor.</p> <p>The school had initiated an election for a new Parent Governor, however there had been several administrative errors in regards to the number of forms received by each family. The decision had therefore been taken to hold the election again after the Easter holidays, to coincide with Mr Bruck's end of term. The election in Easter would therefore elect two Parent Governors.</p> <p>Governors agreed that the existing candidates would be automatically entered into the next ballot although they could change their statement should they wish.</p>	
	RESOLUTION: Elections will be held after Easter holidays to elect two Parent Governors	
5	MINUTES OF THE LAST MEETING	
	<p>The minutes of the meeting held on 30th November 2016 were received in advance of the meeting and were agreed as a true and correct record of proceedings subject to the following changes:</p> <ul style="list-style-type: none"> • Spelling of governor's surname: 'Parmer' is incorrect and should read as Parmar. • Spelling of governor's surname: Insert hyphen, replace 'Burton Lee' with Burton-Lee 	
	RESOLUTION: Noted	

6	MATTERS ARISING FROM THE MINUTES NOT COVERED ELSEWHERE ON THE AGENDA	
	<p><u>Governors' Code of Conduct.</u> Ms Inchenko stated that she had not signed the Code of Conduct. Ms Levine was unsure whether she had signed the document. Copies of the Code of Conduct were circulated and Ms Inchenko and Ms Levine both signed the agreement</p> <p><u>Lollipop Lady</u> It was confirmed that the pelican crossing was operational. The Headteacher advised that it would be preferable to closely monitor the new crossing arrangements before considering the appointment of a lollipop lady. It was suggested that the teacher that supervises the school entrance at the start and at the end of the day could also help to monitor the effects of the crossing. Governors suggested that the school could encourage parents to inform them of any issues concerning the crossing. The Headteacher agreed to include a notice in the newsletter to parents to invite parents to inform the school of notable observations in regards to the newly installed pelican crossing.</p> <p><u>Bullying Survey</u> The Headteacher gave her apologies for not having organised the Bullying Survey. She advised that she has having difficulties in identifying surveys which did not have leading questions. She suggested that it may be preferable to organise focus groups to facilitate meaningful conversations on the topic and to provide opportunities for pupils to elaborate on their experiences. The Chair proposed that the school could organise these focus groups with the Student Council. The Headteacher agreed to provide a report on the focus groups at the next FGB meetings.</p> <p><u>ICT Spending</u> The Headteacher and the Deputy Head reported that the purchase of laptops and tablets was still pending given that there had been delays in creating appropriate spaces to store the new ICT equipment securely.</p> <p>The Headteacher explained that the Barnet was keen for the ring fenced ICT funds to be spent and therefore the school was now operating on a different timescale for the purchases, and expected that the school would need to make a bulk order in the next financial year. A governor asked whether it was necessary to re-visit the purchasing plan. The Deputy Head advised that this was not necessary as the listed items for purchase has not changed.</p> <p>A governor asked if they should look at the leasing option for the ICT equipment again. The Deputy Head advised that due to the relatively low cost of the devices it would be preferable to buy them, particularly given her conversations with other schools indicated that these were reliable devices with a good life span.</p>	<p>HT</p> <p>HT</p>

	<p>The Headteacher explained that she expected the devices to have been purchased by the next FGB meeting and therefore would be working to ensure that there was a secure space to store the equipment.</p> <p><u>DBS checks</u> Ms Levine reported that there had been an error in the processing of her DBS because the certificate only gave clearance to work with vulnerable adults. The Headteacher advised that she had alerted Kim to this and suggested that the quickest resolution would be for Kim to re-apply for a DBS check for Ms Levine. Ms Levine agreed.</p> <p><u>CCTV</u> The Headteacher advised that she had arranged for an inspection of the CCTV system and to receive a quote for the upgrade.</p> <p><u>H&S audit actions</u> The Headteacher and Deputy Head advised that they had agreed with the Premises committee that the outstanding H&S works would be completed by the next Premises meeting.</p> <p><u>Outdoor play equipment</u> It was confirmed that the outdoor play equipment had been ordered.</p> <p><u>ICT meeting</u> It was confirmed that no ICT meeting was required for June</p> <p><u>The incorporation of Social skills for KS1 and KS2 into the SEN part of the SIP</u> The Headteacher stated that she would need to consult further on this point.</p> <p><u>Job descriptions</u> The Headteacher had met with administrative staff to discuss their roles, job descriptions and to give them the opportunity to have targets and feedback. Mrs Whent, SENCO had also met with all teaching assistants to discuss their role, performance and to set targets for the year.</p> <p><u>Unified Pay Award</u> The Headteacher advised that she was still waiting on the HR company to draft the contracts. She explained that these contracts were supposed to come into effect from April. The delay was due to the school being with a different HR company in contrast to the majority of schools who were with Capital.</p> <p>The Chair asked whether the staff were aware about the circumstances causing the delay. Ms Russell said that staff were aware that the delay was not the fault of the school. The Headteacher stated that she expected the contract before the end of term but she also needed time to check each contract. A governor asked if there would be a follow-up meeting with each member of staff in regards to the contract, the</p>	<p>HT</p> <p>HT</p>
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	<p>Headteacher said that this was not necessary because the assumption was that all contracts will be accepted and staff can expect to be paid the new rate from April.</p> <p>A governor asked whether all the appeals had taken place. The Headteacher responded no and explained that there had been a delay because the trade union representative had been unable to attend.</p> <p>The Chair confirmed that she had sent the letter to Capita, as agreed at the last FGB meeting, and she had received a response. The response was circulated for noting.</p> <p><u>Ethos Communications</u> The Chair reported that there had been an out-of-court settlement with Ethos over the dispute on an outstanding balance. The Head expressed words of gratitude for Ms Parmar's support in the matter.</p> <p><u>Tea with local residents</u> The Headteacher advised that the school would invite local residents to tea in the summer term, once the school was ready to show the new developments to the premises.</p>	
	<p>RESOLUTION: Noted</p>	
<p>7</p>	<p>HEADTEACHER REPORT</p>	
	<p>The Headteacher's report was circulated in advance of the meeting.</p> <p><u>Attainment in writing</u> A governor challenged why the school was not performing as well in the area of writing. The Deputy Head noted that this was a national trend and that the school had performed better last year. There had since been a change in the criteria and schools received the guidelines late. The Headteacher explained that the school's approach is to focus on getting pupils to write well. The Deputy Head explained that scoring writing exams was particularly problematic as it is very subjective to interpretation. A governor asked, given there seemed to be consensus among teachers about the problems with the writing assessment, how was this view being relayed to the government? The Deputy Head said she was aware that this view was being communicated to a Parliamentary Select Committee shortly. She agreed to share the outcome of this to governors at the next FGB meeting.</p> <p>A governor challenged whether parents are aware of the criteria for the writing assessment, the Deputy Head explained that it is explained during parents' evening.</p> <p>The Headteacher noted that there is also a gender imbalance, as boys generally lag behind girls in writing, although improvements are made by KS2. Ms Ross stated that the main challenge was to improve boys' motivation for writing and the school was working to incorporate writing</p>	<p>Deputy Head</p>

	<p>into all subject areas.</p> <p>The Chair expressed words of congratulations for the grade 1, outstanding rating that the school reached in the Achievement Review, conducted by Paul Wiggins (School Improvement Partner).</p> <p>The Headteacher noted that her report stipulated that her Performance meeting had taken place, which she understood would have happened by the time of the meeting when drafting the report. However, the meeting did not happen and had been postponed until after Easter.</p>	
	<p>RESOLUTION: The Headteacher and Chair agreed to re-schedule the Performance Management meeting.</p>	
<p>8</p>	<p>Ratification of Budget 17/18</p>	
	<p>The budget was circulated at the meeting. The Headteacher stated that the budget was confidential and therefore asked governors to return the document at the end of the meeting.</p> <p>It was reported that the budget was agreed the previous week. The Headteacher explained that the budget was on track for the end of the financial year and the projected 'carry forward' figure was approximately £80K. The 2017/18 provisional budget looks very similar to the 2016/17 budget and the school expected a balanced budget.</p> <p>The Vice-Chair explained that this was a conservative budget in terms of income and furthermore he noted that there was a potential for savings, for instance through out-sourcing of cleaning. A governor asked whether savings could be made from catering. The Headteacher said she didn't believe there was an opportunity to make significant savings from the catering and furthermore she considered the food to be of good quality.</p> <p>It was noted that revenue could be increased through plans to revise letting rates and by letting out more space given the recent constructions works. Governors suggested that the school could look at developing letting opportunities by extending lets to birthdays and holiday clubs for instance. The Headteacher said she could explore these options but it was also important to look at the associated costs.</p> <p>The Chair explained that the main problem is that costs are rising while the budget is not increasing at the same pace, so the expectation is that the school would be using a greater proportion of its contingency funds this year and for subsequent years.</p> <p>The Headteacher said it is difficult to identify where cuts will be applied because 90% of costs are staffing. The Chair also stated that maintenance costs were expected to increase as there are more M&E appliances to service and buildings to service.</p> <p>A governor asked if there was a type of costs that should be prioritised</p>	<p>HT</p>

	<p>for cuts, the Headteacher said that significant savings could be made if, in some instances, staff who left were not replaced.</p> <p>The Chair noted she was aware of a school that was asking parents to make financial contributions given the government's changes to school funding. She stressed that she was not recommending the same course of action but it was important for the school to be pro-active in considering different solutions to increasing income. The Clerk advised that there was a public consultation on the National Funding Formula which was due to close on the 22 March and schools could also provide feedback on the expected detrimental impact of the funding changes via a BBC survey, in conjunction with the National Governors' Association. The Headteacher advised that the NAHT and NUT websites had useful information on the National Funding Formula. A governor noted that it would be useful if the governing board were aware of consultations that were available to governors to give their views on issues particularly relevant to the school. The Chair advised that governors have a subscription to the NGA which provides a weekly newsletter with updates. The Clerk agreed to signpost future consultation opportunities with the Chair to share with the Governing body.</p>	Clerk
	RESOLUTION: The Governing Body formally ratified the 2017/18 budget.	
9.	SCHOOL EXPANSION UPDATE	
	<p>The Headteacher reported that the building work was now mostly complete with the notable exception of the car park gate and the KS1 playground which will be surfaced over Easter.</p> <p>The Chair asked about the use and opening of the car park gate. The Headteacher explained that she had concerns about how to guarantee the security of the car park gates, as it had been considered too expensive to install electric gates or fob access. She reported that at present staffing availability means that in the morning only one gate could be supervised and parents preferred to leave their children at a manned gate. However, at the end of the day both gates were opened.</p> <p>The Chair said it was a shame not to use the car park space and therefore suggested that it would be useful to get a quote for the electric gates to maximise the use of the car-park. The Headteacher agreed to get quotes for the purchase and installation of electric gates.</p>	HT
	RESOLUTION: Noted	
10	RISK REGISTER	
	The Vice-Chair presented the Risk Register spreadsheet and explained the formula for calculating the risks and the classifications. He stated that the governors should be particularly aware of risks that were classified as high, and scrutinise these at sub-committees.	

	<p>A governor asked about the reliability of the impact of the mitigation actions. The Vice-Chair explained that at the Finance Committee, there was a lot of attention and detail applied around mitigation, which was acknowledged by the Financial Liaison Officer (FLO).</p> <p>Mr Bruck noted that there was a need to have a Disaster Recovery Plan. The Chair advised that she and the Headteacher had drafted the majority of the plan. The Chair agreed to circulate the draft plan to governors.</p> <p>The Vice-Chair noted that many of the Governing Body items were highlighted as mid-risks and invited governors to make suggestions on how to reduce the risk ratings A governor highlighted a gap in receiving information on staff and parent surveys. The Chair suggested that the Governing Board could get more parent feedback through parent forums which would most likely be favoured by parents.</p> <p>Governors agreed to review risk assessments and to propose recommendations on how to mitigate the risks for the next committee meetings. It was recommended that the risk assessment should be reviewed on a termly basis.</p> <p>Governors expressed thanks to the Vice-Chair and Chair for their hard work on the risk-register.</p>	<p>Chair</p> <p>Governors</p>
	<p>RESOLUTION: The Governing Board agreed to review the risk assessment and to propose recommendations on how to mitigate the risks at the next committee meetings.</p>	
<p>11.</p>	<p>COMMITTEES</p>	
	<p>Minutes of Committees (for noting)</p> <p>Finance: The minutes of the meeting held on 18 January 2017 had been received prior to the meeting and were noted.</p> <p>Resources: The minutes of the meeting held on 8 February 2017 had been received prior to the meeting and were noted.</p> <p>Pupil Progress and Welfare: The minutes of the meeting held on 28 February 2017 had been received prior to the meeting and were noted.</p>	
	<p>RESOLUTION: Noted</p>	
<p>12.</p>	<p>Director of Education and Skills Report 2017 – Spring Term</p>	
	<p>The report entitled Education and Skills Director’s Report to Governors was circulated in advance of the meeting.</p> <p>The Chair talked through the report. She explained that the School will receive feedback from Barnet Local Authority, in response to the</p>	

	Governing's Body's self-evaluation audit. Areas for attention highlighted for all schools include; succession planning, training, SIP and attendance. The Chair noted that the Cambridge Education clerking provision as outlined in the report did not appear an attractive offer.	
	RESOLUTION: Noted	
13.	GOVERNOR SUPPORT AND DEVELOPMENT INCLUDING GOVERNOR VISITS AND TRAINING	
	<p>Ms Inchenko reported that she had attended training for new governors and had found it particularly useful to meet other new governors.</p> <p>Ms Parmar reported that she had attended Pupil Premium training and following what she learnt, stated that the school's Pupil Premium Policy should be reviewed.</p> <p>Mr Burton-Lee confirmed that he had booked online training on Safety but it had been cancelled.</p> <p>Ms Parmar reported that she had visited the school and had observed the Reception class and Lunch. She noted that it was good to see the pupils developing gross motor skills and to see the new round lunch tables.</p> <p>The Chair advised governors that at the next meeting Link governors will present their reports to the governing body.</p>	Link Governors
	RESOLUTION: Noted	
14.	CHAIR'S CORRESPONDENCE	
	<p>The Chair reported that she had been in contact with Ms Helen Elliot from Barnet Partnership for School Improvement (BPSI) in regards to arranging a Safeguarding training specifically tailored for governors. There were three proposed dates to hold the session, 10 May, 7 June and 14 June from 7-9.</p> <p>The governors agreed on the 7 June to schedule the Safeguarding training and the training would be open to governors from other schools.</p>	
	RESOLUTION: Governors agreed to attend the Safeguarding training on 7 June, 7-9pm.	
15.	NEXT MEETINGS	
	<p>The next meeting of the FGB will be held on 28 June 2017.</p> <p>Dates for the committees to follow in an email.</p>	Chair

16.	Any other Business	
	Pt 1 of meeting closed at 21:05	

CHAIR _____ DATE _____