



## **GOVERNING BODY FOR MONKFRITH PRIMARY SCHOOL**

### **MINUTES OF THE MEETING HELD AT THE SCHOOL ON Thursday 17<sup>th</sup> March 2016 at 7.00pm**

#### **LA GOVERNORS**

\*Mr A. Tambourides (AT)

#### **PARENT GOVERNORS**

\*Mr J. Bruck (JB)

\*Dr S. Siddiqui (SS)

\* Mrs R. Parmar (RP)

Mr J Fitzmaurice (JFz)

#### **CO-OPTED GOVERNORS**

\*Mrs S. Roberts (Chair) (SR)

\*Mr J. Burton-Lee (JBL)

\*Mrs J. Russell (JR)

\* Mrs J Frost (JF)

Ms K. Levine

#### **STAFF GOVERNORS**

\*Mrs A. Adak (Headteacher) (HT)

\*Mrs A. Ross (AR)

\* Denotes member present

#### **IN ATTENDANCE**

\*Bob Goldsmith, Clerk to the Meeting

\*Ms J. Deasey, Deputy Headteacher

#### **Part One, Non-confidential**

<b>Item No</b>		<b>Actions</b>
<b>1.</b>	<b>Welcome and Apologies for Absence</b> The Chair welcomed everyone to the meeting.  Apologies for absence were received and accepted from Mr. J. Fitzmaurice and Ms K. Levine.  Mr. James Burton-Lee (JBL) was introduced to governors as the new co-opted governor.	



<p><b>2.</b></p>	<p><b>Declarations of Interest</b> The Headteacher (JA) declared that her son worked at the School.</p>	
<p><b>3.</b></p>	<p><b>Order of the Agenda and Any Other Business</b> There were no changes proposed in the order of the agenda. The Chair stated that she intended to raise an additional item of business relating to the 'Friends of Monkfrith School'.</p>	
<p><b>4.</b></p>	<p><b>Minutes of the Previous Meeting</b> Minutes of the meeting held on 3<sup>rd</sup> December 2015 were circulated and approved as an accurate record for signature by the Chair</p>	
<p><b>5.</b></p>	<p><b>Matters Arising from the Previous Minutes</b></p> <p><b>Item 8: Health and Safety:</b> The Resources Committee will be reviewing follow-up from the Health and Safety Audit in the Summer Term.</p> <p>JFz had been appointed Health and Safety governor at the previous governing body meeting. However, the Chair suggested that the Health and Safety governor be a school based governor for the coming year so they could regularly monitor health and safety in relation to the building work and report back swiftly on any areas on concern to the governing body. JR and AR agreed to jointly take on this role over the next year.</p> <p><b>Item 13: Governors' Term of Office:</b> Mr Tambourides had contacted Barnet about his term-of-office and they confirmed his term expired in June 2017</p>	<p><b>SR to update website</b></p>
<p><b>6.</b></p>	<p><b>Monkfrith Governing Body Code of Conduct</b> The new code of conduct was circulated for signature by those governors present. The Headteacher confirmed that she would hold the record sheet at the School.</p>	<p><b>Headteacher to arrange signature by governors not present.</b></p>



7.

### **Headteacher's Report**

The Headteacher introduced her report, which had previously been circulated to governors. She invited comments and questions.

#### ***i) 2016 – 2017 Revenue Budget***

*The Chair recalled previous discussions about a potential need to make staffing cuts as part of the budget setting process for 2016-17 and enquired about the current position.*

The HT responded that the 2016 -7 budget had been provisionally set on the basis of existing staffing levels. While certain new appointments were still outstanding, she did not anticipate a need for staffing cuts.

#### ***ii) Attainment of Boys in Receipt of Free School Meals***

*The Chair remarked on the low attainment of boys in receipt of free school meals, and asked what action was being taken within the School to address this.*

The HT clarified that the number of pupils within this attainment category was relatively small and that, while priority would always be given to reviewing their attainment, at the current time there was not a particular issue here.

#### ***iii) Attainment in Key Stage One***

*The Chair drew attention to the numbers of pupils whose predicted reading score was at Level 3 - 25% - since this was below national average of 31.9%. HT said that this equated to 3 children not achieving level, 3 but this cohort of children had come into Y2 weaker in phonic skills.*

#### ***iv) Pupil Attainment Compared to Other Schools at Key Stage One***

*The Chair commented that although expected progress was good should the school be aspiring to have more children making better than expected progress.*

The HT clarified that overall the School was making better progress compared to other Barnet schools. However there would be fluctuation between cohorts. Last year's cohort



	<p>(now Year Three) did have particular issues which led to lower attainment than that of the previous cohort. To an extent this could have been related to the start these pupils received in the Reception Class, and changes now introduced there would hopefully be productive.</p> <p><i>JBL emphasised the importance of interrogating the detailed comparative data with other Barnet schools as a stimulus to improving attainment.</i></p> <p><b>v) Attainment of Pupils in Receipt of the Pupil Premium</b>  <i>RP enquired about the practical measures taken by the School to address the needs of pupils in receipt of the pupil premium and the interventions made to support them.</i></p> <p>The HT assured governors that the needs of pupil premium were always given priority. However it should be borne in mind that only 17 children last year were registered out of total roll of 303. She also assured governors that interventions were made when needed, for example with 1:1 reading support.</p> <p><b>vi) Attainment of Gifted and Talented Children</b>  <i>SS enquired whether the progress being made by gifted and talented children was being specifically discussed within the School.</i></p> <p>The HT assured governors that the progress of gifted and talented children was regularly discussed within the School, with action taken to meet their specific needs.</p>	
<p><b>8.</b></p>	<p><b>2016 -2017 Budget Ratification</b></p> <p>The Headteacher circulated the draft 2016 – 2017 School Budget for approval. It was recalled that the budget had been considered in detail by the Finance Committee. It was a deficit budget of £18,068 with income being £1,584,681 and expenditure £1,602,749. However there was an anticipated carry forward balance of £61,166 thus resulting in an end-of-year 2016 -17 contingency of £43,098. Governors noted that the current year’s budget had an inbuilt deficit of c£53,000. The Headteacher’s report informed governors that creation of a deficit budget had</p>	



	<p>been common throughout the Borough. It was also noted that the budget did not include capex in respect of the new school build.</p> <p>The Chair of the Finance Committee (JB) drew attention to the particular impact of the increased burden of national insurance, costs that would increase by around £70k during the coming year. He felt that the School had shown prudence in the management of its budgets in a way that had protected pupil's learning.</p> <p>The Headteacher drew particular attention to the need for investment in new cookers and refrigerators to support the catering service. Provision had been made for this, she hoped at an adequate level. It was noted that the school kitchen would be closed for a term while building works took place</p> <p><i>The Chair challenged the School on the efforts being made to raise additional income, for example through lettings. She wished to return to this at a future meeting.</i></p> <p><b>Resolved that the 2016 – 2017, as presented to the meeting, be approved.</b></p>	<p><b>Headteacher to address options to raise more income through lettings.</b></p>
<p>9.</p>	<p><b>School Expansion</b></p> <p>The Chair reported that it was hoped to commence building works in the first week of the Summer Holiday closure. She outlined the measures being taken to isolate the site where building works would take place from the rest of the school's land and activities, and the arrangements for liaison with the Foreman employed by the building company. The current mobile class-rooms would be removed at the end of July. The HT added that the intention would be to complete the most disruptive works over the Summer so that the impact on pupils from September would be minimised. The ultimate project completion date would be 8<sup>th</sup> March 2017.</p> <p>The HT also reported that a Parents' Forum had met to discuss the building works - in particular the need to close the kitchens for a term and changes in arrangements for parents to collect their children at the end of the school</p>	



day. Parents would be kept regularly updated, both with newsletters and text messages.

The Chair added that road safety, arrangements to support pupils to cross the road during the building works, had been a key concern of parents. A 'lollypop attendant' would be engaged at a cost of c£2,000 (costs not included in the budget).

*JBL enquired whether a contingency had been included within the approved budget for the building works, an important matter given that the GB had just approved a deficit budget for 2016 – 17.*

The Chair responded that that the contract provided a financial incentive to complete the building works without delay. The most problematic elements of the scheme were scheduled for the opening weeks of the contract relating to ground works, so any cost overrun would become quickly apparent. The actual new classrooms would be built off-site and craned in. The HT added that wherever possible the works would avoid the need to dig down within the central courtyard, instead using pilings to screw in the new classrooms. This would also be less noisy.

*RP enquired whether breakfast and after-school clubs would still run during the construction process.*

The HT responded that breakfast and after-schools were still planned.

*JS enquired about the times during which building work would take place.*

The HT clarified that building works would take place between 7.30am and 5.30pm – 6.00pm. Efforts would be made to restrict movement of lorries to times when children would not be on-site. On a positive note, vision panels would be provided to enable pupils safely to watch the building works taking place.

The Chair asked governors always to bear in mind the positive benefits that the expansion would bring to

**Headteacher to update a future meeting on whether a breakfast club and after-school club can be provided.**



	<p>Monkfrith and that other Barnet one form entry schools were keen to expand due to tough economic pressures but that Barnet had not approved these requests.</p>	
<p><b>10.</b></p>	<p><b>Development of a Risk Register</b></p> <p>JB spoke of the importance of the School adopting a risk register to anticipate, gauge and manage future significant risks. He circulated a report explaining the concept of risk management and a potential approach.</p> <p>JB suggested that each Committee identify three or four potential risk within the area of responsibility to monitor and manage over time – for example any risk on the building works over-running. These would then be pulled together into one School risk register.</p> <p><b>Resolved that the GB approve the introduction of a School Risk Register, and refer the matter to all Committees to identify potential risks for inclusion.</b></p>	<p><b>JB to manage introduction of a School Risk Register.</b></p>
<p><b>11.</b></p>	<p><b>Review of Child Protection and Safeguarding Audit</b></p> <p>The HT presented in detail the School’s Safeguarding Audit, completed using the LB Barnet’s template for schools.</p> <p>HT mentioned that governors could attend annual Child Protection training with school staff and this would alert governors to the issues they should be attentive to and question.</p> <p><i>JBL highlighted the growing importance of e-safety and asked how the School was ensuring that pupils received support.</i></p> <p>The HT spoke about the support available to individual children through a culture of adults listening and being approachable to pupils. E-safety was also included within the IT curriculum, giving pupils the tools to protect their own safety, and support and guidance was also provided to parents – a recent e-safety meeting had been convened for parents. She also elaborated on emphasis accorded to wellbeing within the School, and the generally harmonious atmosphere within the playground.</p>	<p><b>Governors invited to attend Level One Child Protection Training.</b></p>



	<p><i>JBL further questioned the scope for children to raise concerns about their safety with staff, anonymously if necessary.</i></p> <p>The HT confirmed that this opportunity was available to children, and efforts were made also to gauge children’s unspoken feelings. Issues often involved use of texting and mailing of photos, emphasising the importance of e-safety.</p> <p>The HT referred to plans to introduce a regular survey of pupils on the issue of bullying. <i>The Governing Body suggested that this be carried out annually, rather than bi-annually as had initially been proposed.</i></p> <p>The Governing Body welcomed the support provided by CAMHS and Primary Project for children experiencing emotional difficulties.</p> <p><i>JBL asked about the adequacy of speech and language support to the School.</i></p> <p>The HT confirmed that the speech and language support provided was of a good standard and helpful, although resource issues often led to delays and difficulties initially accessing the service.</p> <p><b>Actions:</b></p> <p><b>1) The Safeguarding Audit be welcomed.</b></p> <p><b>2) The Headteacher be asked to carry out an annual survey to ascertain pupils’ views and experience of bullying.</b></p> <p><b>3) The Chair and Kathy Levine have attended Safer Recruitment Training.</b></p>	<p><b>Headteacher to carry out an annual survey of bullying</b></p>
<p><b>12.</b></p>	<p><b>Update from Committees</b></p> <p>➤ <b>Finance Committee</b></p>	





	<p>Minutes were received of meetings on 21<sup>st</sup> January and 10<sup>th</sup> March 2016.</p> <p>➤ <b>Resources Committee</b> Minutes were received of the meeting on 28<sup>th</sup> January 2016. Minutes to be amended to reflect attendance of Mr Tambourides.</p> <p>It was noted that the IT Working Party had been established and held its first meeting.</p> <p>➤ <b>Pupil Progress and Welfare Committee</b> Minutes were received of the meeting held on 9<sup>th</sup> February 2016. SS reported that someone had now been identified to take speech and drama classes.</p>	<p><b>Clerk to Resources Ctte to amend minutes.</b></p>
<p><b>13.</b></p>	<p><b>Analysis of Governors' Skills Audit</b></p> <p>An 'effective governance checklist' was circulated, which had been completed the previous April. The Chair highlighted the importance of governors attending training to fill gaps in their knowledge and skills, and a need for better succession planning.</p> <p>The Chair suggested introducing committee chairs for the Pupil Welfare and Progress committee and the Resources Committee to help with succession planning. SS volunteered to chair the next Pupil Welfare and Progress committee and SR volunteered to chair the next Resources committee. If the new system worked well then committee chairs will be elected for the year at the autumn term full governing body meeting.</p>	<p><b>SS and SR to develop agenda and chair committee meetings in the summer term.</b></p>
<p><b>14.</b></p>	<p><b>Governor Roles and Areas of Responsibility</b></p> <p>4) Janet Frost is the Lead Governor for Safeguarding, and James Burton-Lee took on responsibility as Lead Governor for IT and E-Safety.</p>	
<p><b>15.</b></p>	<p><b>Governor Support and Development, including Training</b></p>	



	<p>JR has taken on responsibility as training link governor and gave a report on governor training expectations and management. She urged governors to regularly refer to the LB Barnet training page, and to record training they had attended and notify her. She will be keeping a log of all training governors participate in. Governors are expected to attend one training session every year.</p>	<p><b>JR to look into ways to host the training spreadsheet on a shared drive so governors can all access the spreadsheet.</b></p>
16.	<p><b>LB Barnet Director of Education and Skills Report</b></p> <p>Noted.</p>	
17.	<p><b>Ofsted Training</b></p> <p>Deferred until the next meeting</p>	<p><b>Ofsted Training to be on the Next Agenda</b></p>
18.	<p><b>AOB: 'Friends of Monkfrith School'</b></p> <p>The Chair presented a report to the GB on the current position with regard to the Friends of Monkfrith School, about which the Finance Committee and she had concerns regarding breaches of their governing constitution, fulfilment of legal responsibilities and rigour of financial management.</p> <p>During discussion on the report it was noted that in many other schools governors and a member of staff (perhaps the headteacher) serve on parent teacher associations to ensure good liaison and joint working. She suggested the headteacher become a trustee and perhaps a governor too. The Chair was of the view that there should always be two signatories to access association funds and one should be the Headteacher alongside a parent trustee. The Headteacher clarified that the organisation held resources of around £9k.</p> <p>The Governing Body also recognised and acknowledged FOMS' valuable contribution, and expressed their thanks to the committee for their hard work and support to the School. However notwithstanding this, it was important the current constitutional issues be addressed now.</p> <p>The Governing Body acknowledged that the forthcoming building works would create a period of reduced opportunity for fundraising events and associated activity</p>	<p><b>Chair to write to the Friends of Monkfrith School accordingly</b></p>



and therefore it would be a good time to try to address concerns and tighten up governance and management.

**The Governing Body concluded that work should now be undertaken, preferably in a supportive partnership with FOMS, to resolve the current issues relating to their constitutional compliance and operating arrangements, and that if they could not be resolved that the school would stop accepting funds from FOMS effectively forcing it to close.**

**b) Parking Outside the School**

SS raised a problem with parking outside the school arising from the needs of a disabled parent who, in parking her car in a place that met her needs when collecting her child, was obscuring sightlines for those seeking to cross the road. After extensive discussion it was acknowledged that there was probably no alternative location available to the parent. However the School would be seeking to appoint a School Crossing Patrol Attendant, so it was hoped that this person once appointed could support the safety of those crossing the road.

There being no further business the meeting closed at 09.30pm

Signed:

Chair: .....

Date: .....