

GOVERNING BODY FOR MONKFRITH PRIMARY SCHOOL

MINUTES OF THE MEETING HELD AT THE SCHOOL ON Thursday 9th July 2015

LA GOVERNORS

*Mr A Tambourides (AT)

PARENT GOVERNORS

*Dr S Siddiqui (SS)

*Mr J Bruck (JB)

*Mr J Fitzmaurice (JFz)

*Ms. R. Parmar (RP)

CO-OPTED GOVERNORS

*Mrs J Frost (Chair) (JF)

*Mrs S Roberts (Vice Chair) (SR)

Mrs. J Lodhi (JL)

*Mrs. J Russell (JR)

Staff Governors

*Mrs J Adak – Headteacher (JA)

*Mrs A Ross (Teaching Staff)(AR)

* Denotes member present

IN ATTENDANCE

* Maria Gabrielczyk Clerk to Governors

Ms J Deasey, Deputy Headteacher

Part 1

Item No		Actions
1	Welcome and Apologies for Absence The Chair welcomed everyone to the meeting Ms. Rita Parmar was welcomed as the new parent governor. Mrs J Russell welcomed as new co-opted governor. Governors introduced themselves to the new members. Apologies received & accepted from Mrs J. Lodhi. It was noted that Mrs Lodhi, had written a letter of resignation to the Headteacher and would be standing down from the Governing body from September.	
2	Declaration of Interests in Items on No interests were declared	
3	Order of the Agenda and Any Other Business HT report and school audit report swapped in order of agenda	

4	<p>Minutes of the last meeting Pt 12 – SR clarified that the cost will not be borne by the school but will come out of Barnet’s Budget for the school expansion.</p>	
5	<p>Matters Arising from the previous minutes Matters Arising –</p> <ul style="list-style-type: none"> • Pt 5 - Training Link Governor – No longer need to find a governor to fulfil this role as school has not bought into Barnet’s governor training package this year. However, governors can still access training on a” pay as you go” system. Governors will monitor whether it is more cost efficient to pay as you go or buy into the training package for the year. • Pt 6 - Governor Skills Audit and Reconstitution of the Governing Body – completed. • Pt 8 – DHT clarified the safeguarding badges have arrived, but the policy is not on the back of the badges as stated in the minutes. • Pt12 – There will be no pelican crossing on Monkfrith Way as the Highways Department have not insisted on one. • As the building works have been put back until Dec 2015 the proposed meeting for parents is not necessary at present. 	
6	<p>Headteacher’s Report The HT asked for any comments on her report which was circulated for pre-reading</p> <p><u>Attainment & Progress</u> SR challenged the HT on what actions were coming out of pupil progress meetings as pupil progress in KS2 isn’t meeting the new expectations.</p> <p>The HT said numerous interventions groups were in place to help boost progress of identified children.</p> <p>SR challenged the HT to explain what the school was doing to address the fact that overall progress across year groups was lower than the school would like.</p> <p>The HT agreed that progress was not as strong as the school would like but interventions and plans were in place to accelerate progress more next year.</p> <p>The HT said that children were working hard and still making</p>	

<p>progress despite not achieving as highly against the new expectations as the school would like. She said many schools were finding the same issue during the transition from the old assessment criteria to the new. The DHT added that progress was better than the preliminary data shared with governors at the curriculum meeting. Next year the school will have more data and it will be clearer how much children have progressed over the academic year.</p> <p>SR challenged the HT to explain how pupils will reach the expected levels of expectation next year?</p> <p>The DHT responded that teachers will be more confident and able to help children reach the new objectives next year. The HT said that the new style curriculum introduced this year had been a steep learning curve both for children and teachers but now staff feel more secure in delivering it successfully. Staff feel more confident teaching in a cross curricular way.</p> <p>SS challenged the HT on what the school could have done differently to achieve better progress this year.</p> <p>The HT said she was not sure what else they could have done and reiterated that this was a problem that many schools were grappling with.</p> <p>SS challenged whether the school had discussed issues of assessment and progress against the new expectations with other schools.</p> <p>The HT responded that they had. She added that some schools had started recording progress in this new way before the new expectations had been introduced and therefore were slightly more confident. Most other schools were encountering similar teething issues to Monkfrith.</p> <p>End Of Year Tests</p> <p>SR asked how KS1 children had performed in the end of year phonics tests and whether it had improved from last year.</p> <p>The HT said that the results were a significant improvement on last year.</p> <p>Number of children on roll</p> <p>SR challenged whether the school should consider having an engagement strategy in place to help engage new families and</p>	
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improve home school links as so many of the new reception intake are new families to the school.

The HT responded that the EYFS leader does hold several parent meetings to get new parents involved. Stay and Play – parents are invited in. The HT asked governors if they had any other suggestions on how the school could engage new parents. The school will look into organizing an additional coffee morning and at having further parent meetings that could be arranged by the EYFS team.

SS asked whether parents were invited to help in class with reading.

The HT answered that they were but not in the same class as their child. The HT explained that parents often help in school and we have a parent who is also a teacher helping with Maths in Y6. Parents are also helping with sewing and cookery.

RP asked if requests for parent helpers for school trips could have had more notice than the last one

The HT apologised as this was a one off due to being organised late. Dates for trips next year have been finalised so volunteers will be asked for in advance.

SS asked if the Yr 3 trip could be rescheduled

The HT replied no. She explained that the British Museum had advised the school to cancel the trip due to the tube strike rather than the school deciding to cancel.

Resource Management

SS asked whether the new teachers to Monkfrith were experienced.

The HT said that one of the new teachers had been teaching for 7 years and the other teacher was an NQT. Both would be in year 5 and the experienced teacher would be supporting the NQT.

SS asked if the new teacher had a special area of interest?

The DHT replied that she is an all-rounder but has run a cookery club.

Performance Management

SR challenged whether the teachers who had been observed this term as part of their performance management had met their performance targets.

	<p>The HT replied that performance targets are also related to progress and at present not all progress meetings had taken place so the data was incomplete. She would report on it in the next HT report.</p>	<p>JA to report on teachers' performance targets in next HT report</p>
7	<p>School Audit Report</p> <p>The financial system is robust. A "Substantial" grading was given and no other school has achieved this level in Barnet. The governors congratulated Sue Morley, the School Business Manager, for all her work.</p>	
8	<p>Governing Body Vacancies</p> <p>The Chair advised that the Governing Body had recently carried out a skills audit and found that it was low on legal and community skills. The new parent governor has legal expertise but we are still looking to acquire community skills.</p> <p>A co-opted Governor is needed with links to the local community. The chair suggest it may be better if the person was not involved in education to achieve a good balance between educationalist and non-educationalists on the governing body. AT said he may have potential people interested.</p> <p>SR suggested that Governors may want to look on the Barnet Volunteer site. JFz suggested asking parents if they knew anyone who might be interested via the school newsletter. He also suggested it might be good to ask an ex-parent who had a previous connection with the school.</p>	<p>AT to investigate contacts</p> <p>JA to put in Newsletter re: co-opted Governor</p>
9	<p>Update from Committees</p> <p><u>Finance</u></p> <p>Meetings took place on 7th May and 22nd June. RP asked for an explanation of abbreviations used. BVaC – Budget versus Actual RM – Name of Computer Company E- denotes the Expenditure codes VRH – Volunteer Reading Helper</p> <p>The HT explained that the contingency fund is not as healthy this year (£37K) compared to last year (£90K).</p> <p>The increase in this year's expenditure is largely due to changes in pensions and staffing costs. The Chair confirmed that around 95% of the budget is spent on staffing. Therefore there are very</p>	

few areas left in which to cut costs. The current chair and HT have never set a deficit budget despite having some very tight budgets.

A two form entry school will mean more money for the school. As the school has an experienced staff it is in a good position to recruit less experienced teachers who can be trained up. This will save in staffing costs going forward. A good scheme for recruiting teachers is the School Direct scheme where graduates train and work in school for a year unsalaried or on TA rate. The school knows it will need to recruit at least one new teacher each year for the next 4 years and so School Direct may be a cost effective way of staffing up.

Resources

Staffing – two new teachers recruited for September 2015.

Lollipop Lady for 2016/2017– this will be reviewed at a later date.

Pupil Progress and Welfare

SS challenged why Y5 had disappointing results and asked how many children this affected.

The DHT said that overall the whole of Y5 had made slower progress than expected and that interventions were in place. The Chair said that new government expectations of what pupils should achieve are a lot higher than previous expectations. The HT added that Y5 have only had one year of teaching to the new national objectives.

SS challenged whether this had been discussed with other schools?

The DHT said that the school had discussed this with other schools throughout the year and they are experiencing the same problems. An “Expected” level will be based on teacher assessment in relation to the objectives for the curriculum areas.

JA: This has all been moderated and the school has worked with other schools and as of September this will be monitored closely.

A lengthy discussion took place.

The HT and the DHT stated that the new style of SATS have not been made known to schools yet. More details should be given in the new school year. The pass rate threshold has not yet

	<p>been announced by the government but will be made clearer next year.</p> <p>The DHT said that sample papers had been published that week but the Chair remarked that sometimes sample papers don't always reflect what the new style of test will actually be like. The HT explained that progress is viewed throughout the year. The pupils have been observed and have made progress. However, as there is a change from one assessment system to another it is therefore more difficult to show progress.</p> <p>SR asked whether the school intends to hold a curriculum meeting to communicate the new assessment system to parents.</p> <p>The HT confirmed– there will be a Curriculum Evening with more information once it is known. The DHT added that schools are waiting for the government to give further guidance.</p> <p><u>Early Years</u></p> <p>SS noted that there were a high proportion of EAL pupils and asked about the impact on results. The HT confirmed this was not an issue in Reception and the pupils are making good progress both in Reception and in KS1. AR added that pupils with EAL were now mastering tenses along with their peers.</p>	
10	<p>School Expansion Update</p> <p>This should commence in December 2015 – possibly January 2016. It is envisaged that the Reception will be completed in September 2016 and the rest of the school by December 2016.</p> <p>SS asked why the expansion had been delayed further.</p> <p>SR responded that the planning permission had not yet been granted (due to a delay in the bat survey) and the school expansion was at the final design stage with the contractors.</p> <p>AT asked for clarity of what had been done.</p> <p>SR said that the consultation process was complete with no problems or objections. Planning permission should be granted in a couple of weeks but although not granted yet no major problems were anticipated.</p> <p>The Portakabin is due to be erected on the 17th August and this will be the temporary classroom for a year 1 class. The cost of the portacabin is around £70k. The cost for 6 months hire of the cabin comes out of the build budget and the additional cost for</p>	

<p>having the portacabin for an additional 6 months will come out of the contingency budget (still part of the overall build budget).</p> <p>It is brand new and has toilets, a cloakroom area, air-conditioning, new furniture, a whiteboard. The HT showed the latest design plans for the school and explained that the school would have lots of new breakout / group / intervention rooms once the project was complete.</p> <p>The Reception block and the KS1 classroom are being built first and will be ready for Sept 2016.</p> <p>There will be 2 disabled lifts fitted to make the building wheelchair accessible in line with regulations and Fire Doors fitted along corridors to meet fire standards.</p> <p>JFz asked if the school will be fully accessible for disabled pupils?</p> <p>SR replied that the school will be 70-80% accessible.</p> <p>SR, JA and JD are having regular meetings with the contractor's Architects. The architect has ideas for the outside too. JA explained that the original plans sent to pre-planning shows a 2m gap between the old and the new buildings but that the contractors were looking to reduce this gap as it is no longer necessary and this would make the new footprint of the school slightly smaller and also save approx. £50k each classroom.</p> <p>SR, SM and JA will be putting together a five year maintenance plan to determine what might be upgraded whilst the building works are being done to achieve economies of scale e.g. flooring in the dining room is included in the budget.</p> <p>JA has notified parents via the newsletter of a soft start with the school gate opening at 8:30am and TAs on duty. The soft start will be happening from day 1 of the new term.</p> <p>Pupils will be marked on the register on entry and go straight to class. There will be one entrance open to keep parents and pupils away from the building works.</p> <p>Collection at the end of the day for KS1 children will be via the main entrance like the rest of the school and parents and pupils will be informed of changes.</p>	
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<p>11</p>	<p>Governor Support and Development including Governor visits and training</p> <p>JB sent in his report on provision and teaching of Maths and this was circulated at the meeting. He highlighted the new Numicon resources being used.</p> <p>The DHT stated that the Numicon Maths system is expensive. (£5,500) but it can be added to. Training has been done on Numicon and resources are being shared. There are currently two sets per class which are shared across classes when required.</p> <p>JB arrived at this point</p> <p>SS Updated governors on provision and teaching of literacy and then asked the HT to explain how Grammar, Spelling and Punctuation was being measured?</p> <p>The HT explained it is assessed as part of writing. The DHT added that the teaching of spelling will be done differently from September i.e. Spelling patterns, dictation spelling. There is no evidence that spelling tests are useful whereas dictation spelling puts it in context and is more effective.</p> <p>SR delivered an update on EYFS covering achievements from this years and actions for next year.</p> <p>SR delivered an update on SEN provision at Monkfrith outlining statutory requirements, key objectives, achievements and challenges for next year.</p> <p>JF and JA will review Child Protection and Safeguarding in August and will revisit in November 2015.</p> <p>The Chair asked for the written reports from governors to be added to the governor folder.</p>	<p>JF and JA to review Child Protection and Safeguarding. Agenda item for November 2015.</p>
<p>12</p>	<p>Director of Education and Skills Report – Summer Term</p> <p>JF reported that discussions started in May 2015.</p> <p>The provision of school places for September 2015.</p> <p>SR suggested sharing with parents the information from the report that show which schools in Barnet have taken a bulge year or expanded this year to help cater for increased demand for school places so parents understand the context of the</p>	

	<p>Monkfrith expansion. The HT said she would put it in the newsletter</p> <p>JF stated that the Reconstitution of the Governing Body has been completed, sent off and agreed.</p> <p>JA mentioned re: CAF – all teams are working for one child. E-CAF will go live in April 2016.</p> <p>There is free education for 2 year olds.</p> <p>SR commented that the school is making best use of TAs in line with advice outlined in the Director of Education report</p> <p>Publication of Governors’ details – Terms of Office. SR to take photos of new Governors and update information on the web.</p> <p>JFz asked how the school would know if children are pupil premium because all KS1 children qualify for free school meals The HT has sent out a letter in the new parent pack asking for this information. The school can ask the LBB who have a list of eligible families.</p>	<p>JA to add information to the newsletter</p> <p>SR to update information on website</p>
13.	<p>School Travel Plan DHT reported that the school was awarded the Bronze Award. Next time the school has been advised to go for the Silver Award. The school will do this in two years’ time.</p>	
14.	<p>Safeguarding Audit This will be done in August.</p>	<p>JF and JA to do Safeguarding Audit in August.</p>
15.	<p>Governor Lead Areas This will be reviewed at the Autumn term governing body meeting.</p>	<p>Action for November.</p>
16	<p>Chair’s Correspondence Letter from a parent about her children’s experience of opting out of Sex, Relationship Education (SRE) lessons and her views on SRE provision at Monkfrith</p> <p>In response to the feedback SR asked if the problem could be addressed by all classes having SRE at the same time? The HT stated that two SRE classes were happening at the same time this year. To do any more was difficult in a flexible curriculum. It may be possible to timetable it for next year but this could impact on other summer activities. The DHT added it is difficult to anticipate the length of lessons as it is dependent</p>	

	<p>on how many questions are asked by the pupils. The HT assured the governing body that the school is delivering SRE in line with government recommendations.</p> <p>The SRE Policy will be reviewed in the light of the parent feedback on the logistics for children who opt out at the next curriculum meeting.</p> <p>The HT agreed that communication between teachers could have been better. The HT and the Chair will respond to issues raised in the letter by the parent.</p>	<p>JF to respond to parent about issues raised.</p> <p>SRE policy to be reviewed in Autumn term curriculum meeting</p>
17	<p>Any Other Business JF thanked SR for organizing everything for the FGB meeting.</p> <p>Governors have been invited to attend the Yr 6 Leaving do on Thursday 23rd July 2015 - 7pm-9pm.</p> <p>JFZ mentioned how impressive and fun the Sports Day was.</p> <p>Shirelle Douglas was thanked for organizing sports day by the Governing body.</p>	<p>All Governors – Yr 6 Leavers Do – 23rd July 2015 7pm-9pm</p>

Meeting – closed at 21:20