

GOVERNING BODY FOR MONKFRITH PRIMARY SCHOOL

MINUTES OF THE MEETING HELD AT THE SCHOOL ON Thursday 12 March 2015

LA GOVERNORS

Mrs. J Lodhi (JL)
Mr A Tambourides (AT)

PARENT GOVERNORS

Dr S Siddiqui (SS)
*Mr J Bruck (JB)
Mr J Fitzmaurice (JF)
Vacancy

COMMUNITY GOVERNORS

* Mrs J Frost (Chair) (JF)
* Mrs S Roberts (Vice Chair) (SR)
* Mrs J Marrone (JM)

Staff Governors

*Mrs J Adak – Headteacher (JA)
Mrs M Hall (Support Staff)(MH)
Mrs A Ross – Teaching Staff (AR)

* Denotes member present

IN ATTENDANCE

* Carol Murphy Clerk to Governors

Part 1

Item No		Actions
1	Welcome and Apologies for Absence The Chair welcomed everyone to the meeting. Apologies received & accepted from Dr Siddiqui, Mandy Hall & John Fitzmaurice, Andreas Tambourides.	
2	Declaration of Interests in Items on No interests were declared	
3	Order of the Agenda and Any Other Business No Change	

4	<p>Minutes of the last meeting- Accuracy NONE</p>	
5	<p>Matters Arising from the previous minutes Matters Arising – training still o/s *</p> <ul style="list-style-type: none"> • Governor Lead Responsibility areas. In light of Alison Goodman’s resignation Simone Roberts to take on SEN/Inclusion lead role • Some curriculum lead areas still to be agreed. It was decided that this would be considered again when new Governors have been appointed. • Training Link Governor also needs to be agreed depending upon whether the Governors continue to buy into LA support services. 	
6	<p>Governor Skills Audit and Reconstitution of the Governing Body</p> <p>The Chair advised that individual skills audits are still outstanding for many Governors. All present agreed to complete at the end of the meeting. The Chair would send again to Governors not present</p> <p>The Chair advised that succession planning is an area of that requires further development. A Governance development plan needs to be established that is reviewed regularly.</p> <p>SR stated that Governors needed to provide more detailed feedback in areas that they are responsible to enable Governors to be more accountable. Governors should feedback at FGB meetings. To help support this a pro-forma/template will be developed and presented to the FGB summer term meeting feedback and ensuing we are more accountable. Governors to feedback at FGB meetings from the Summer Term.</p> <p>It was stressed that Governors need to be seen to lead in the areas that they are responsible for. To be on Summer Term agenda.</p> <p>Reconstitution</p>	<p>Chair to send skills audit to Governors not present at the meeting for completion ASAP to inform skills required for vacant posts</p> <p>SR to develop a template for Governor feedback for lead area</p> <p>Clerk to Governor Lead areas to the Summer Term FGB Agenda</p> <p>Timetable for feedback to be agreed</p>

	<p>It was agreed that the Reconstituted Governing Body would be as follows:</p> <p>1 x LA Governor 1 x Staff Governor 4 x Parent Governors 5 x Co-opted Governors 1 x HT</p> <p>Total of 12 Governors</p> <p>This was approved by the Governing Body</p>	<p>Clerk to complete Instrument of Government for submission by the Chair</p>
7	<p>Governing Body Vacancies</p> <p>The Chair advised that Alison Goodman has resigned as a Governor due to work commitments. This leaves a parent governor vacancy. Chair also advised that Jan Marrone advised of her resignation as a Community Governor at the start of the meeting from the end of the Spring term.</p> <p>Posts to be recruited to early in the summer term once the skills audit is completed</p> <p>Formal thanks to Alison Goodman for all her work and contribution to the GB and to Jan Marrone for her longstanding commitment to the school and the GB.</p> <p>The Chair asked would Jan would she be willing to support he school in the management of complaints on an ongoing basis and she has agreed.</p>	
8	<p>Headteacher Report</p> <p>The HT asked for any comments on her report which was circulated for pre-reading</p> <p>JM asked is the HT the only safeguarding responsible person. The HT advised that the DHT Jude Deasey is too. She also confirmed that new badges for staff and visitors have arrived which clearly displays Safeguarding policy on the rear.</p> <p>DATA</p> <p>SR commented the data analysis work was very thorough and informative. The HT put on record her thanks to JD (DHT) for</p>	

	<p>her work in this area.</p> <p>EYFS Data</p> <p>A Governor commented that the target for Managing Feelings is lower compared to other areas. The HT advised that this is a tough target to achieve. AR confirmed there are a large number of boys in this group this has influenced the ability to achieve the target with this cohort.</p> <p>JB requested that future data is also split by gender and if possible summer born children also be identified.</p> <p>KS1 Data</p> <p>SR commented the data seems to show that the school has stayed static however the target has grown and other schools have improved. Is this an issue of concern?</p> <p>The HT advised that this is an issue that she is aware of and the leadership team are looking at it. However the belief is that this is based upon this particular cohort of children and not an issue for the school. The HT explained as this is a small school one or two children can significantly skew the results. However the Leadership team will continue to monitor the situation.</p> <p>KS2</p> <p>It was commented that the targets are lower than the outturn for last year. HT advised that these are based upon the children in the year group and not previous targets. Data from the Fischer Family Trust estimates are looked at in detail and amended subject to school scrutiny to establish individual targets for the children.</p> <p>Pupil Premium Children are reviewed as a separate group at the start of the year and targets are set and monitored on an ongoing basis</p>	<p>Future data to include a gender split and summer term births if possible.</p>
9	<p>Achievement Review and Target Setting Report</p> <p>Included in the HT report</p>	

<p>10</p>	<p>Ratification of Budget – 2015/16</p> <p>HT, SBM and SR attended the budget-setting day. The HT advised that this was a challenging budget to set. However the budget was set with a small contingency in 15/16. The 3-year forecast suggests that there is unlikely to be a contingency in 16/17 however the figures will be rechecked to ensure that the increase in pupil numbers are fully reflected in the forecast.</p> <p>The HT presented the budget and the following issues were noted:</p> <ul style="list-style-type: none"> • There is a carry forward of £95K from 14/15. • Income totals £1.14 million • SEN Funding is notational £70K based upon 6 statements. The HT advised that the first £10K for each statement needs to be funded from current school resources and the £70k indicates the top-up to this. This is an area that requires additional work • Budget is based upon number of children in the school on Census day in October 2014 • Pupil Premium income is much lower than other local schools • Letting income has increased • The changes in the Teachers Pension scheme has placed pressure on the budget. This has not been funded by an increase in budget. The increase is approximately 8% additional cost. • As a result of the pension costs other areas of the budget have been reduced. This includes training budget & agency/supply budget • Traded services have been completely reviewed and only essential services have been signed up for. However some additional budget needs to be set aside for Governor Training • Contingency is £38k against £95K last year. An additional £12 - £22K needs to be found in-year to help set a balanced budget in 16/17 <p>Governors ratified the traded services purchase agreement.</p> <p>The HT advised that in terms of making further savings these would need to come from staffing. The HT & SBM would look in detail at the current structure to see what is sustainable in</p>	<p>HT to ask SBM to review forecast to ensure pupil expansion is fully included</p>
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	<p>the longer term.</p> <p>The changes in the pension costs will result in schools looking at employing cheaper teachers (NQT's) and more experienced and higher paid teachers may find it more difficult to move around in future.</p> <p>The budget will be kept under constant review and will be discussed in detail at the finance committee.</p> <p>The Governors ratified the budget</p>	
11	<p>Update from Committees</p> <p>Finance Minutes circulated but eclipsed by the budget. The Governors were advised that the school would be having a Finance Audit on 14 April (2 days). The following policies were submitted for approval:</p> <ul style="list-style-type: none"> • Credit card policy – Ratified • Asset Disposal policy – Ratified • Finance Management Policy – Section on Staffing committee requires updating to reflect current situation of the school <p>Other issues of note</p> <ul style="list-style-type: none"> • ID badges in place • New bank account in place – An online banking application has been submitted. There will be 4 users, HT will have access to authorise but not prepare payments and SBM will be authorised to prepare but not authorise payments. DHT and AR will be other users and will have authoring authority only. A Governor asked what happens if the SBM is away for a prolonged period? It was confirmed that a contingency plan needs to be agreed. <p>Resources Minutes circulated</p> <p>Pupil Progress and Welfare Minutes circulated</p> <ul style="list-style-type: none"> • Cyber bullying & mobile phone policy ratified 	<p>A contingency for SBM absence to be agreed</p> <p>HT to send all ratified policies to SR for</p>

	SR to put all policies onto the school website	uploading onto website
12	<p>School Expansion Update</p> <p>SR confirmed there have been no meetings since half term. The delay is due to testing for bats on the site, which can only be done when the weather is warmer. Therefore the new scheduled is that work will start in October for completion by January/February 2016 with all work completed by August 2016.</p> <p>JB asked have we signed any contracts? SR confirmed that no contacts have yet been signed.</p> <p>The school would have a Portakabin to accommodate the addition children from September however the cost of this would come out of the budget for the works.</p> <p>SR raised an additional issue of the school having a pelican crossing. The cost of this will need to be covered by the school but this was a safety issue and therefore a priority. The Governing body concurred. Costs are not yet available for this.</p> <p>Once the building plans are clearer parents will be advised of the situation, including if necessary any delays to the start of the Autumn term (which are not likely). It was agreed that a representative from Barnet should be invited to this meeting to answer questions from the parents as the current plan has deviated significantly from the plan originally presented and sold to the parents.</p> <p>.</p>	<p>A meeting for parents to be arranged once plans are clearer and a representative from Barnet to be invited to answer questions</p>
13	<p>Governor Support and Development including Governor visits and training</p> <p>SR advised she had attended SEN training and EYFS training.</p>	
14	<p>Director of Education and Skills Report – Spring Term Chair outlined the report. Actions and issues to note are as follows:</p> <ul style="list-style-type: none"> - Safeguarding audit still to be done. Will be brought to 	Safeguarding Audit to be

	<p>next FGB</p> <ul style="list-style-type: none"> - Looked after children now children looked after. - Unified Reward – for non-teaching staff. This is a total review/restructure of current salary scales and some terms and conditions of employment for support staff. It is not clear at this stage what this will mean in detail, however is very likely to have implications for staff employed by the school. This will need to be reviewed and discussed in more detail at future meetings when further information is available. JB asked who is driving this change. The Chair advised that this is the Government and Barnet had been slow to implement but this had already happened in several local authority areas. <p>-</p>	<p>completed and reviewed at next FGB meeting. (Clerk to put on the Agenda)</p>
15	<p>Chair’s Correspondence</p> <ul style="list-style-type: none"> - Two Governor resignations previously discussed 	
16	<p>Any Other Business</p> <p>SIP - HT circulate the SIP and highlighted the areas that have been achieved to date</p>	<p>HT to circulate SIP</p>
	<p>School Travel Plan on the agenda for the FGB</p>	<p>Clerk to add School Travel Plan to Summer Term FGB agenda</p>

Meeting – closed at 21:00