

**THE GOVERNING BODY FOR FRIERN BARNET SCHOOL
MINUTES OF THE MEETING HELD IN SCHOOL & ON MS TEAMS
MONDAY, 23 JANUARY 2023**

MEMBERS:

CO-OPTED GOVERNORS

* Ms Ann Woodhall (Chair) (WLA)
Councillor Barry Rawlings (RSB)
* Ms Niki Savva (Vice-Chair) (SAN)
Mr Chris Kendrick (KKC)
* Mr Kunal Gautami (GIK)
Mr Alexander Gayle (GEA)

PARENT GOVERNORS

§ Ms Olga Glazer (GRO)
* Mrs Joanna Goga (GAJ)
* Mr Nishad Gudhka (GAN)
* Mrs Tracy Ward (WDT)

LA GOVERNOR

* Councillor Anne Hutton (HNA)

STAFF GOVERNORS

* Mr Simon Horne (HT) (HES)
* Ms Varuni Morrison (MNV)

* Denotes members present

§ Present on MS TEAMS

NON-VOTING OBSERVERS PRESENT

* Ms Kathryn Poynting (PGK)
* Ms Paula Donaldson (DNP)
* Mr Jim Robinson (RNJ)
* Ms Kathy Newey (NYK)

IN ATTENDANCE

* Mrs Jane Canavan (Clerk) (CNJ)

There was a presentation from Claire Morgan, Head of Year 10 at 6.00 pm

A Woodhall

23/01 WELCOME & INTRODUCTIONS

WLA welcomed everyone to the meeting.

23/02 APOLOGIES FOR ABSENCE

Cllr Barry Rawlings – accepted

Chris Kendrick - accepted

Alexander Gayle

23/03 DECLARATION OF PECUNIARY INTEREST

None.

23/04 GCSE OPTIONS

NYK said the Yr9 options process runs from January up to the Easter break. Because of future uncertainty it was unlikely they would be offering BTecs. Currently, heads of faculty were reviewing their information for the options booklet. **NYK** will be recording a video, talking students through the Options process, for students to watch in tutor time. She will also be visiting Yr9 forms to answer any questions students might have. Student Parliament members from Yr10 will visit Yr 9 tutor groups to talk to students about subjects not taught at KS3, such as media and business studies and PE.

A Careers fair on 15th March will provide Yr9 students with an opportunity to talk to people in industry who can suggest what subjects the students should study. The Options Evening will be held in person, in school, on 22nd March.

Following the Options Evening the school goes live with the Options Selector (operated hopefully through the school's management information system, SIMS). During the week before Easter **NYK** and **TSS** chase up students to complete their options by the Easter break. Nearly all the students get their first choices. After Easter the school timetable is put in place.

WLA asked if governors would be able to see the videos relating to options. **NYK** said they can be viewed in the options area on the website. Where a member of staff has left the school it will be re-recorded by the current head of faculty and if there is a change of exam board the video would also be re-recorded.

HNA asked how many options students could choose. **NYK** said in addition to the core subjects, English (Language and Literature), maths, science (double or triple depending on ability), and core PE they have four options from all the other subjects. **NYK** said they encourage (but don't insist) the most able students to take the Ebacc route (pathway A). This comprises the core subjects, French or Spanish and history or geography and free choice of the other two options. Pathway B is the route most students take where they have free choice of four subjects. Pathway C is for a small group of 12 - 15 students who would struggle to take four GCSEs. They will do an ASDAN. A course-work based subject for one of the options.

GAN asked if students could opt to take two foreign languages at GCSE. **NYK** said they can choose either French or Spanish, not both. This is due partly to timetabling and ensures that the students are taking a wide spread of subjects. She added this was also the case for performing arts and some of the technology subjects. **HES** said that some schools used to get students to take two languages but language teachers found that this was not the best way to develop a language and by and large teachers prefer an immersion of one language. He added this was not an impossibility because there have been students who were Spanish speaking and they could take a Community Language GCSE, but the timetable mitigates against this.

NYK left the meeting at this point.

23/05 MINUTES OF LAST MEETING

The minutes of the meeting held on 2 December 2022 were **APPROVED**.

23/06 MATTERS ARISING

22/85 Teachers' Strike

The NEU reached the appropriate number of turn-out (50%). This is the largest teaching union nationally and is the one with that most teachers are with at FBS. The non-teacher members of the NEU were balloted separately, but they didn't reach the requisite turn-out. **HES** said he proposed closing the school to students on Wednesday, 1st February. They would be unable to get in the required number of supply teachers (about 20) to try to cover those lessons. If a teacher was not on strike, they can't be asked to cover for striking teachers but they can set work for each of the lessons they would have taught. The NEU has called seven strike days but only 4 affect any one region. The other three days are 2nd March and 15th/16th March. The school's NEU representative said that he thought all NEU members would be on strike on 1st February, also a TUC day of action. **WLA** asked if there was any provision for vulnerable children to come into school. **HES** said that he is comparing the strike day with a snow day when they cannot open the school. He added that on 15th/16th March they had planned to run some Yr11 mock exams and if they have enough staff coming into school, they could supervise the exams.

22/90 Safeguarding

Still 3 governors to respond and to confirm they have read KCSIE 2022, Part 2. Clerk to chase again.

Action: Clerk

School Website

HES said they have agreed the new layout. New photographs will be taken. **DNP** said in order to get everything right, the new website will probably be launched in the summer term.

22/104 Green Agenda

DNP said there was no news as yet concerning the local authority bid.

Friern Barnet Allotments link

CNJ said that the allotment committee member who was keen to set something up, had not heard from the school. **CNJ** to forward her email to **DNP**.

Action: Clerk

Student Wellbeing

WLA had asked how long a child had to wait to see a school counsellor. **RNJ** said that students can have a half-hour drop-in session with a counsellor instantly. Students are generally referred by their head of year and the counsellor will triage by need, arranging sessions quite quickly. If the sessions have not been set up, a students can see a counsellor if urgent. They start with six sessions and the counsellor may continue to see them depending on need.

22/107 Teachers' Pay Review

HES confirmed there had been no appeals.

22/108 Yr11 Destinations

MNJ sent through an updated list. There were now 121 known destinations (out of 161). **HES** said this was confusing because the local authority has information on 150 students and the school is trying to obtain this data. Tracked by their unique pupil numbers, the government will publish data for this year group in two years' time.

22/112 Safeguarding Training

WLA said that Jane Morris, LA Safeguarding Officer, is leaving, which might explain the difficulty in arranging this training. There is a session to be delivered by the borough, but no date at the time of the meeting. **WLA** felt safeguarding is very important and governors need to be up to date with it. Clerk to follow up on the date.

Later: The online session is being held on the same date as the next GB meeting. Liam Foote is the Safeguarding Officer and Clerk will contact the local authority to see if we can arrange a session at another date.

22/113 Road Safety – Crescent Road

WDT said she had met with the parent governor of St Johns. While she was there **WDT** took photos of three cars parked on the zigzag lines and was met with verbal abuse from two of the parents.

WDT said they have written to Barry Rawlings (RSB) to ask if they could have a meeting with the Highways Department to see if a school street, for an hour before and after school, was possible.

RNJ said that day he had received an email from the people who arrange school streets and they are considering putting automatic number plate recognition cameras in the vicinity. **RNJ** to pass detail to **WDT**.

WDT suggested arranging some of the cardboard cut-outs of children (£185 each) by the zigzag lines to deter illegal parking.

HES told governors about the recent road accident on Friern Barnet Lane, where a Yr7 girl sustained serious injuries. **GIK** asked how the mother was being supported. **HES** said two members of school staff went to the hospital and they have been in regular contact with the mother (who is French speaking). He added that the mother came into school today and the staff helped her to set up a Just Giving page because currently she is unable to work. **HES** said he feels the area should be a 20 mph zone.

GIK said that in Winchmore Hill they have time-based 20 mph signs during school times. **WLA** said she thought a 20 mph zone should be set up near to the school. **HNA** said that under the old administration they set up these zones only where there are schools. FBS is off the main road, so it wouldn't have qualified. She said they are looking to change this, but it is still a work in progress.

Race Mark

WLA asked how this was progressing. **PGK** said that the organisation wants governors to train online together, and they are the first in line for the training (2.5 hours) and **NYK** was waiting for a date. Clerk to liaise with **NYK** for more information.

Action: Clerk

23/06 BUDGET MONITORING REPORT

The report covered the period to 31 December 2022 (Period 9, 75% of the financial year).

Backdated increases for teachers have now been paid.

Income 78.4% received – increase in I07 (grants) for migrant funding of £45,000 I08 Lettings and money is being held for a ski trip, taking place in March.

Expenditure

70.6% spent

Below 75% in staffing costs. (72.4%) but supply teacher costs are higher. **DNP** said they are waiting to receive invoices for cleaning costs, but they should be on budget.

Capital income

The government announced there would be more money for schools for energy efficiency measures. **DNP** said they were looking to put that money towards the cost of new IT servers (cost about £50,000). The money has to be committed by end of March 2023. They are also waiting for funds to come from the local authority for the hot and cold water project which should be completed by February half term.

DNP said they would be looking at the outturn and carry forward figure shortly.

HNA asked if the school had changed their cleaning company and was the school liable for their pension contributions. **DNP** said they get the cleaning service through the local authority traded services; they don't pay the pensions directly of those employees.

23/07 SCHOOLS FINANCIAL VALUE STANDARD (SFVS)

DNP explained the SFVS is a document that must be completed every year and submitted to the local authority by 31st March. Actions relating the questions asked, and following the recent financial audit are:

- A5: ongoing payroll training is being provided to the Finance Assistant; a formal payroll qualification will be sourced.
- B9: review year 2 and year 3 budget forecasts with future staffing changes and student numbers once known: February 2023.

WLA asked if the school had built the threat of cyber attacks into its business continuity plan. **DNP** said she would look at it with a view to amending the plan. Regarding cyber attacks they have put notices up in various places. There has also been training on security and cyber attacks. **DNP** said the IT Manager (Masoud Shirzay) is very aware of potential attacks. **GIK** agreed to have a conversation about this with Masoud. **RNJ** said his wife's school had recently been hacked and he passed on detail of how it had happened to the IT department. **DNP** said issues in schools were probably with the user – Masoud is constantly reminding staff not to click on anything that doesn't look right. **GIK** asked if the local authority sets technical standards for schools, such as a common framework. **DNP** said they buy into the London Grid for Learning, and it filters down from there.

Any emails that don't look quite right are forwarded to the IT staff. If they confirm that the email is a scam the user is told delete it from their inbox. **DNP** said they buy into a TES programme - some of the training is for teaching and some is for cyber/data protection.

The SFVS document was approved by the Governing Body.

23/08 GREEN AGENDA

DNP confirmed they had bought some multi-use water bottles for students to purchase at a cost of £3 each.

23/09 HEAD TEACHER'S REPORT

Curriculum

HES said he had received some questions by email from **GAN**. The first concerned the children's experience of the curriculum and if they feel the appropriate level of challenge and support.

PGK said that the lesson observation forms have a section for student voice and one of the questions has been changed for the next cycle (the current term) to incorporate the question about appropriate challenge and support. **PGK** said they will ensure that the student voice questions are asked, as it is a valuable way of finding out how the students felt about the lesson.

WLA said that on Governor Day, governors would have the opportunity to talk to small groups of students. They will be asked to bring their books and governors can see their work and ask questions about it.

HES said as part of the deep dives, when the teachers go in and look at lessons, they will ask some students to produce a piece of work that they felt was good and to ask them what they were doing and how they felt the feedback helped. He agreed that it would be good on Governor Day to meet a cross section of children with their books. Also when Yr11s leave it would be useful to have some way of capturing how they felt about the school, as a leaver. **GAN** agreed and said he thought that Yr11s were probably in a better place to review their experience. **WLA** suggested it might be more valuable to ask students to respond after they have moved on to another school/college. **HES** said they would consider sending a questionnaire to students once they had been there for a few weeks.

HES said they had to set targets internally for Yr 9 in 2020 (no KS2 data) and they will need to review to see if they have assessed those students correctly. The government sets the Progress 8 figure by comparing how well a student does at KS2 compared to KS4. Also exam boards will have to consider how many grade levels they award. The current prime minister, Rishi Sunak, said that he would like to cut back on the importance of KS4 exams and have more reform post-16.

Attendance

HES acknowledged attendance figures were low (92.24% in the Autumn term). There was a slight improvement from the beginning of this term 90.24% in the first week to 91.60% last week. National figures for the autumn term were 90.70% confirming they are down nationally. The government attributed the figures mainly to illness.

Student Wellbeing

The figures quoted in the report for bullying, LGBTQ+ phobic, racist and sexist abuse were cumulative from September 2022. **HES** explained that the bullying figure of 54 was repeat bullying. For instance, every time a child was affected, possibly by the same person, it would be logged as bullying. **HES** said he felt the data might be more meaningful if broken down by year group. He said next year they will have a comparison of this year's data alongside it.

Complaints

GAN had asked what defines a complaint. **HES** said there were issues in school if a parent feels they haven't been dealt with effectively they write to the Head Teacher or the Chair of Governors. This is discussed and a response is given. There will be many reasons and occasions why parents contact the school and if they feel it hasn't been dealt with effectively, it becomes a complaint.

GAN asked about students' complaints – for instance, if bullying was ongoing for a student at what point did it become a complaint. **WLA** said the student would complain to their parents and she (as Chair) would receive a complaint from the student through their parent. **HES** said he thought the complaints policy doesn't say how students could complain, except in a case where they might want a re-mark for an assessment. **GAN** agreed there were ways adults could complain but felt

that the voice of the student might not be recognised as a complaint. **GIK** asked if they need to set up a defined complaints process for students. **SAN** said if a student at Woodhouse wanted to make a complaint, they would go to their tutor in the first instance and if it was concerning a member of staff and not resolved, it would be taken to a senior member of staff. **GAN** said he felt students should have the opportunity to say that the issue had not been resolved by a particular member of staff. **RNJ** said students can raise issues to a variety of members of staff. Depending on the nature of the complaint, they can go to their tutor, head of year, head of faculty, or other member of staff. Generally, students are not complaining about the school but about another student. However, if they were concerned about the way an issue was dealt with, they would speak with their parents and their parents would make a complaint.

Staff Attendance

MNV asked if there were national comparisons of staff attendance. **HES** said he used to be able to provide the information but the data is no longer available. However, he said staff attendance has always been very good.

Able & Ambitious Students

WLA asked how many students were in the programme. **PGK** said there were 90 – 100 students.

School Roll

GAJ asked if the increased numbers in Year 7 was random. **HES** said they have taken in some Hong Kong, Ukrainian, and Afghani refugees and Yr7 numbers were slightly higher as well.

23/10 PROGRESS AND ATTAINMENT Yr11

HES said they were focusing mainly on English and maths scores which were low, and they are working on interventions to address the low numbers.

23/11 LESSON OBSERVATIONS

Observations took place in the autumn term. **PGK** said the two people requiring improvement were not the same teacher: one was a behaviour management focus, and another was for marking. She said it was a healthier picture than they have had for some time.

There are three lesson observations in the year: the first in the autumn term where teachers know when the observation will happen; the second is a drop in observation in the spring term where a teacher knows which week this will occur but don't know which lesson.

PGK had also provided data for work scrutiny where each half term a different year group is observed. She said sometimes they change the prompts to cater for the particular subject. The data provided was a combination of yr11 and Yr9. **PGK** said the data shows that marking and feedback needs addressing to ensure that it is standardised, and everyone is doing this at the same level. The data showed that the quality of the curriculum has improved.

23/12 HEAD TEACHER'S PERFORMANCE MANAGEMENT

WLA reported this had taken place – **SAN**, **WLA** and Charles Rice (Network Learning Inspector) were present. All was well and there are no salary implications.

23/13 TRANSITION REVIEW

RNJ said there was very positive feedback at last year's Yr7 transition meetings.

The first round of offers come out at the beginning of March and they go through the process of trying to ensure the place is accepted. If a parent hasn't made FBS a first choice, the school sends out a leaflet suggesting Friern Barnet and inviting them to come and tour the school. There is a new Pastoral Support Manager for Yr7, and she will contact and visit some primaries. **RNJ** hopes to visit primaries this year with a view to try and increase the uptake for places.

WLA asked how many children did the school lose from this year's Yr7. **HES** said generally it's not the first choices that move, it's the 2nd or 3rd choices. It is difficult to control when another school offers a first-choice place later in the process. **RNJ** said it's an ongoing process – they have lost some Yr8 pupils to other local schools. Sometimes a student would rather stay at FBS, but the parents may want them to move elsewhere. Also a small percentage of those students want to come back to FBS. **GAJ** asked if there is a breakdown of which primaries the children come from, so that they can target those with lower options for FBS. **RNJ** said the list of primaries is now very

long. **WLA** said it would be interesting to see which schools were dropping off. **RNJ** said those are the schools they will target, focusing on Yr4 and Yr5 students. **GAJ** said they could direct them to the new website and all the information it will contain.

GAN said a lot of the local primaries have summer fairs – perhaps Friern Barnet could have a stall there, doing some fun things and promoting the school. It would be connecting with the parents and the children and the school would become familiar to parents. **GAJ** said they could get some of the student parliament members to promote the school.

23/14 ADDITIONAL RESOURCE PROVISION (ARP) REVIEW

The manager of the unit is Richard Young, a science teacher in the school.

PGK said this is the first year for the ARP and there are 10 places for Yr7. It is a Cognition and Learning ARP. All 10 places were filled this year. Initially one didn't turn up and his place has now been filled. They have settled in very well. There is a weekly SEND bulletin and there is a photo of an ARP student with some information about them, so that other children can recognise their needs. Consultation is going ahead for the next Year 7 and at the moment the school has offered 8 places (although they don't know if FBS is the first choice). **PGK** said it is a very time-consuming process because the consultations trickle through and they go through all of them.

WLA asked if the ARP students mix with the rest of the school. **PGK** said they have their core subjects, English, maths and science separately and they mix with the mainstream for the other subjects. **MNV** asked if there was an internal referral service, where a child could be moved to the ARP. **PGK** said that couldn't occur, but it could go the other way, from the ARP into mainstream. If someone moved out of the ARP, the local authority could replace them. **DNP** said they are funded termly.

23/15 LINK GOVERNORS

No governor feedback.

23/16 SAFEGUARDING UPDATE

No change from last meeting.

HNA said the safeguarding governor should meet with relevant staff termly. She said she met with Maria Casling-Brown last term to look at the Single Central Record and all was in place. **HNA** then met with **RNJ** to go through the safeguarding audit, which is almost complete.

23/17 GOVERNOR DAY

The date is Tuesday, 21st March, starting at 8.45 am. Governors would see some lessons and meet with a mixed group of students. This would be a small group of governors with a small group of students. **WLA** said they would prepare a crib sheet of questions for governors to use. **WLA** said it would be useful to see the student parliament again – last time committee members reported on what they were doing.

Link governors could spend a little time with their school link. Lunch will be available and Charles Rice, the Network Learning Inspector, wants to come in and meet two or three governors for an Ofsted type session. It would take about an hour. It would be an interesting session and they would find out what they might need to get up on. **GAN** suggested there be more than 3 governors in this session because when Ofsted come in they don't know which governors will be available at that time.

23/18 GOVERNOR TRAINING

Training is all on-line. Governors should contact the clerk if they want to attend any session.

23/19 ANY OTHER BUSINESS

On behalf of the governors, **WLA** thanked Jo Goga for her contribution to the governing body. This would be her last meeting. **WLA** asked if **GAJ** would give some feedback on the new website when it is launched.

23/20 DATE OF NEXT MEETING

Monday, 27 March 2023 at 6.30 pm.

AW