

**THE GOVERNING BODY FOR FRIERN BARNET SCHOOL
MINUTES OF THE MEETING HELD IN SCHOOL & ON MS TEAMS
MONDAY, 27 MARCH 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)
* 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)

* Denotes governors present in school

§ Denotes governors present on MS Teams

A Woodhall

23/21 WELCOME & INTRODUCTIONS
WLA welcomed everyone to the meeting.

23/22 APOLOGIES FOR ABSENCE

Absent:
Cllr Barry Rawlings
Mr Chris Kendrick
Mr Alexander Gayle
Mrs Jane Canavan (Clerk)

23/23 DECLARATION OF PECUNIARY INTEREST

None.

23/24 MINUTES OF LAST MEETING

Subject to one amendment, the minutes of the meeting held on 23 January 2023 were **APPROVED**.

23/25 MATTERS ARISING

23/04 GCSE Options

HNA asked what the current situation was with BTecs. HES explained that the government was currently reviewing vocational courses and the school didn't want to commit to them only to find that they no longer had any value. However, the school does reduce the number of GCSE courses for those pupils who would struggle. He added many of the BTecs were more suited to FE colleges, linking them to future employment.

22/07 Safeguarding

WLA stressed the importance of governors having read the current DfE Safeguarding information. At the time of the meeting the only governor who hadn't responded was Cllr Barry Rawlings (RSB) Friern Barnet Allotments link

The ARP students, under Richard Young's supervision, are involved in working on the allotment. The FB Allotment link is Linda Sterling, who has been into school a couple of times to meet the students. In the summer term Every Thursday between 9.00 am and 11.00, students will be going to work on an allotment. WDT said she would be supporting as well. WLA suggested if they would be growing some vegetables, they might be able to cook them in Food Technology. DNP said there had been a request for some funds to do this.

22/113 Road Safety

HNA said they were waiting for a response from RSB (Friern Barnet Ward Councillor) to run a trial to convert two streets in Barnet into play streets from 3.00 – 5.00 pm, every Sunday for six weeks.

HNA said for a school street, the school would have to write to the local councillors.

WDT said Lewis from the LA did a tour of FBS, St Johns. WDT also showed him the end of Hemington Avenue and asked for some signage to be put up to remind drivers of the school. They talked also of traffic humps and a 20 mph restriction. RNJ said that Lewis is a school travel adviser from RE (Regional Enterprise) Highways Ltd, who is trying to get school streets set up for the area.

HNA confirmed that RE is coming back in-house to the council. She added there is a 20 mph zone on part of Woodhouse Ward and she is proposing extending this to Torrington Park.

HES said the girl who was hit by a car in January is doing well. She has been discharged from St Mary's hospital to another hospital and is able to walk and talk, but still needs ongoing recuperation.

Race Mark

WLA cannot attend the Race Mark training on 15th May and is doing it on 19th April.

Training for all other governors is on 15th May (5.00 pm – 7.30 pm) and can be accessed from home remotely.

The Budget Ratification meeting will be held on Monday, 22nd May.

AW

22/104 Green Agenda

DNP said they are installing a bottle filler in the canteen and the sale of the refillable bottles in on hold until the new machine has been installed.

23/26 BUDGET MONITORING

DNP said they hope to save a carry-forward figure of about £200,000 (made up of additional funding and savings through supplies and services). This will be confirmed in mid-April. The school will face very similar challenges for the 2023-24 budget because of staff pay increases. Teachers were awarded 5% for last year, but are looking for more (either a one-off payment or an additional percentage) backdated to September 2022. It is not clear that the government would provide extra funding for this. HES said that teachers are also striking for a larger pay increase for September 2023 (originally 3%).

Support staff will probably receive a flat rate increase of £2,229 FTE. This equates to approximately 10% for the lower grades and 3% for the higher grades.

Budget income: 5% increase on per pupil funding. There will be a small reduction in employer pension contributions from 28.9% to 28.4%.

Outsourcing Payroll

DNP said that the Finance Committee has agreed that the school can outsource payroll. This will give the school the satisfaction that payroll and pensions compliance are met. Following meetings and feedback from other local schools, FBS has chosen Dataplan, at a cost to the school of approximately £4,500 per annum. This will be initially for a period of twelve months and the first payroll will be completed by them at the end of May.

DNP said she will be monitoring the amount of time the Finance Assistant will need to input data for the full payroll.

Governor Services

DNP said the cost of the service is £1,317 per annum. It provides governor training and training for clerks, discussion forums, Ofsted preparation and termly induction for new governors. It also provides advice on procedural and constitutional matters. In addition, the school buys into the NGA gold service.

Green Agenda

DNP reminded governors of a bid that was being put in through Barnet for the Public Sector Decarbonisation Scheme. The bid was put together by AssetPlus and FBS was one of seven schools in Barnet included in the bid. DNP contacted AssetPlus who said that the portal was very heavily subscribed and Barnet’s bid wasn’t uploaded quickly enough. £500 millions of funding had gone within 30 minutes. Assetplus hoped the bid would be reloaded in September.

School Risk Assessments

DNP gave a list of statutory risk assessments and those also carried out by the school – all are written under the guidance of Barnet’s Safety, Health and Wellbeing & local codes of practice.

Statutory Risk Assessments

- COSHH (control of substances hazardous to health)
- DSE (display screen equipment – admin staff)
- Fire
- First aid
- Manual handling
- Working at height

Other Risk Assessments

- Break/lunchtime playground activities
- Building risk assessment
- Legionella
- Lone working
- Slips and trips
- Snow and ice
- Stress
- Violence

Maternity risk assessments are carried out when the school is notified of a pregnancy.

Faculties hold their own risk assessments.

AW

23/27 LITERACY REPORT

PGK said the aim is to improve and develop children's love of reading. Most of the children who arrive in FBS can read, but for those who can't, it is difficult. 50% of the syllabus for Yrs 7 & 8 is focused on developing confidence and enjoyment of reading. Once a week they have a reading lesson in the LRC and another lesson where they read a class reader.

There is a reading test every term, giving the children a reading age score. Those who are identified as having 3 years or below, are enlisted in an intervention programme, Reading Wise. The assistant SENDCo is responsible for monitoring progress.

Despite following-up with letters and phone calls home, some children do not access the programme. There are also those who join mid-year with low reading age scores or they could be EAL children.

WLA asked what proportion of Yr 7 students arrive at FBS and cannot read. **PGK** said it's more that their reading skills are not at the appropriate age. There are regular training sessions for teachers and strategies are actively shared.

GAN asked if the issue was a lack of motivation in the pupils, or a lack of ability. **PGK** said she thought it could be a bit of both, because if a child finds something difficult, they often don't want to engage. The school tries to find books that the students could access. They use quick reads and the themes within them are of interest to children.

PGK said there are EAL interventions, delivered by the MFL teachers and there is an additional English teacher who comes into school each Friday to help with the refugee children. The EAL TA, who used to be a primary school teacher, is teaching Phonics to this group.

PGK said there are also literacy activities for both KS3 and KS4 students in form time. There is an after-school Literacy Society, for able and ambitious students. There is also a parent/teacher book club run by Galia Admoni, Head of English.

WLA asked if they had considered having volunteers in to come in to read to students. She said her book company used to send volunteers out to schools to read to children. **PGK** asked **WLA** to let her have any contact details of whom to approach.

WLA asked if there were any quotes from students who had learnt to read, that might encourage others to understand the joy of reading. **PGK** said students are encouraged to share with others a book that they have enjoyed.

GAN asked, from a local authority perspective, was there a library service to help with this. **HNA** said there is a local community library and perhaps the school could ask them. **WLA** suggested as a school trip, some students could visit the local library.

WLA said she was very impressed to see the Head of English, Galia Admoni with the ARP students. She is organising a scheme of work for the Yr7 students that can be used for next year's Yr 7 ARP students. She will work with Yr 8 next year and so on.

NUMERACY

MNJ said the Numeracy Co-ordinator, Marios Spyrou, was newly appointed and he should be able to create a report for a subsequent meeting.

23/28 HEAD TEACHER'S REPORT

HES thanked all the governors who were able to attend Governor Day.

400 primary school children (Year 5) saw a matinee performance of "Hairspray", the school musical. There were also three evening performances, the last one was attended by the Mayor.

HES thanked **WDT** for her support running the bar over this period. **WDT** said she was also meeting and greeting the primary schools, who loved the musical.

Because the school might have an Ofsted inspection next year, **HES** said he is using the same headings in his report so that governors familiarise themselves with the kind of data they should be looking at. This report is also now being circulated to heads of faculty and heads of year so that as a school they see what they should collectively know and have a shared understanding of the issues.

WLA asked governors to hold on to the Head's report until the next one, as this is the data they would use if they were involved in an inspection. If governors felt there was something that they ought to know about anything that is not in the report to let **HES** or **WLA** know and they will add it to the report.

HES said, for instance, if governors wanted to know how the school reviews the curriculum, one of the ways is through deep dives and they invite people from other schools to help with this. There will be two more deep dives in the summer term. **WLA** asked if the school has addressed the issues arising from the deep dives. The last deep dive was maths and **MNJ** said the deep dive confirmed where the faculty thought they were at, and issues are being addressed. **HES** said issues raised could be ongoing. He added that the deep dives are developing links with other schools and sharing good practice. **HNA** asked how this fitted into the school's improvement plan (SIP). **HES** said that this would be mentioned within the SIP – for instance bringing people in from outside to help with deep dives.

Numbers on roll have increased in every year group, mainly due to an influx of asylum seekers and there have been fewer leavers this year.

The consultation on reducing the overall school roll (from 812 to 750) has closed. Seven people had responded and **HES** said he would bring this information to the next GB meeting.

Attendance figures, while low across all year groups, is around the national average for secondary schools. Persistent absence figures are slightly below the national average.

SIP The local authority is reviewing its high needs funding (for children with EHCPs and the ARP). They will be visiting every school that has an ARP to see if the schools are meeting the children's needs. FBS is due to be visited in April 2023. **HNA** asked how many other schools had an ARP. **HES** said he thought it was about 6 or 7 other schools, mainly set up for children with Autism.

Student Wellbeing

HES said the table shows child-on-child abuse broken down into year groups and the data is from the beginning of September.

WLA referred to **HES**'s comment concerning a cohort "who are more apathetic and really need pushing" and she asked how the school was addressing this issue. **HES** said the same complaint was made about Yr11 last year, but in the end they did well. This year they did an extra lot of mock exams in the core subjects and when they get those results they will look to see if there has been an improvement. **HES** said the concerns seem to be largely in English and maths. **MNJ** said there is a small group that, when they are in school, are not as engaged as they should be and the staff have been working to try to change this. **HES** said most of the Yr11 students were doing the right thing.

WLA asked when governors would be seeing the new RAG rated student reports. **HES** said teachers would still need to have assessment ladders, but when reporting to governors, they will be able to see how many students are below or above expectations.

WLA asked how the Hub was going. **MNJ** said the work was going well and that week a group of researchers were coming into school to spend some time talking to **MNJ** and Oribi Davies. A key issue is funding. UCL should be evaluating the Hub and a report will be written at the end of the third year.

23/29 SAFEGUARDING UPDATE

RNJ circulated a report at the meeting.

At the time of the meeting there were four children under early help, one in the targeted youth service, four children in need two in child protection and five looked after children.

Under assessment: Mash referrals and they were being assessed to see if they would be picked up for social care. **RNJ** said the numbers were currently quite low but there were still a number under assessment.

Concerning looked after children (LAC), they would be meeting someone this week who might be a possible LAC.

Counselling: there are a few students in each group seeing a school counsellor. The report also showed those students whose sessions had ended. There is a waiting list for counselling. Terapia come in on Wednesdays and see some students.

RNJ said they don't always know which students are accessing CAMHS. If they are accessing CAMHS, the children cannot access a second counsellor. Accessing Grief Encounter: one in Year 11. Two are accessing Bics – Barnet integrated counselling service.

WLA thanked **RNJ** for the document which she felt was very useful. **RNJ** said this data would update for the next governors' meeting. There is a new counsellor starting in the summer term. **GRO** asked if there were any extensions on the original counselling sessions. **RNJ** said there were a couple in Year 11 who have been ongoing. He added that the counsellors would continue to work with the students if they feel there is more they can do.

SAN asked how long a student might have to wait for counselling. **RNJ** said that could be anything up to 8 weeks, but if there was an urgent need they can have a drop in session with a counsellor. At the beginning of the day, at lunchtime and at the end of the day students can get a drop in session with a counsellor in a short space of time.

GAN thought the form was very useful and he suggested for future reports the previous numbers could be shown in brackets against the new data. It would also be useful to see a comment on the waiting list from March. **HES** suggested they submit the previous report and add an updated report.

23/30 **GOVERNOR DAY REVIEW**

Notes of the day were circulated at the meeting.

WLA expressed thanks, on behalf of the governors, to the staff and students they met on the day. The governors noted that students said some teachers were late for lessons. The students felt this was unfair because if students were late they were told off, but teachers could be as late as 7 or 8 minutes. Students said that the one-way system (that students liked) did make them sometimes late to a lesson if they had to go all around the building.

HES said some teachers are more peripatetic than others (having to teach in several different rooms) and this could have an impact on them being late for a lesson, but he didn't recognise 7-8 minutes. He accepted that the one-way system may impact a bit on lateness but it is preferable having the students moving in the same direction at lesson changeover.

WLA asked if teachers on duty might be late to their lessons, **HES** said that generally SLT are out at that point moving the students on. **GAN** agreed that the students seemed to feel that the sense of unfairness where a teacher can be late, but a student is told off if they are. **HES** said that if a teacher is persistently late, they are picked up on it and he reiterated the problem of not having enough classrooms to give each teacher their own room. **WLA** said it was the perception that some teachers can be late, but students can't be. **HES** said that there are some lessons that might cause children to be late for their next lesson, such as PE or food. **GRO** said that sometimes a child might be singled out by the teacher if they are late for a lesson and they feel it more, whereas a teacher might be spoken to privately about their lateness. **HES** said that if most of the class are in a lesson and a child turns up minutes later, a teacher should note that and have a conversation later with them.

MNJ said that this could be seen as an issue and the statement might need to be drilled down to see how many teachers and which ones are often late.

WLA suggested that **MNJ** talk to the student wellbeing committee and come back with a response at the next meeting.

HNA said that they need to put things into context sometimes. For instance, a student who was 'staring into space' might well have been a student who had never been in school before. **HNA** asked if the issue with the locked door in PE (emergency exit) had been looked into. **DNP** to check this out.

23/31 **SAFEGUARDING UPDATE**

HNA said she met with **RNJ** and **Maria Casling-Brown (CNM)** to view the school's Single Central Record. **CNM** keeps the record up to date, entering new names and checks to see that they have received two references for them. There is a long safeguarding checklist and **RNJ** and **HNA** will be meeting shortly to complete this. **RNJ** said there is someone coming in on 29th June to do a deep dive on safeguarding and the list will be the audit tool. It is hoped they will have something tangible on the day of the deep dive so that they can report back to governors.

23/32 **SEND INFORMATION REPORT**

For governor information only. **WLA** thought this was a good report. One small grammatical error.

AW

GAN asked when the SENDCo, Holly Levitan, would be back in school. HES hoped this would be in the autumn.

23/33 COMPLAINTS POLICY

WLA said the school does have a Complaints Policy and the DfE contacted the school about 12 minor things that were missing from the policy and it has now been amended to incorporate these. HES said they had inserted a table to show the scope and time limit of a complaint and where people might complain should they have and issue.

The policy was ratified unanimously.

23/34 GOVERNOR TRAINING

WLA said that because of the RaceMark training, she was considering governors undergo safeguarding training in September. The school will have had its safeguarding deep dive and the new person in the borough will have been in place for a while.

23/35 ANY OTHER BUSINESS

None

23/36 DATE OF NEXT MEETING

Monday, 22 May 2023 at 6.30 pm.

