



ST MARGARET'S CE JUNIOR SCHOOL

DRAFT MINUTES OF ST MARGARET'S CE JUNIOR SCHOOL LGB MEETING
HELD ON THURSDAY 28 SEPTEMBER 2023 AT 09:45

1. **Welcome and Apologies for Absence led by the Chair and a prayer by the Ethos governor.**

Present – Chrissy Hornby (Chair), Natalie Liddiard, Malcolm Neville, Davina O'Brien, Emma Perkin, Sarah Jane Warren, Lenny Williams

In Attendance – Hilary Sanders (MAST CEO), Pat Williams (Prospective Governor)

Apologies accepted – Ian Kennedy (Prospective Governor), Natalie Hobbs (MAST Clerk)

2. **Approvals:**

Declarations of Interest (Item 3) – No new declarations of business interests were declared.

Governing Body Membership (Item 4) – CH was nominated as Chair of the LGB which she was happy to accept once more, this time in a sole capacity. All Governors unanimously agreed. NL was nominated as Vice Chair of the LGB. All Governors unanimously agreed.

Chair's Correspondence (Item 6) – The Chair had not received any Chair's Correspondence.

Minutes of the Meeting (Item 8) held on 13 July 2023

Policies (Items 7 and 18): The following policies had been uploaded to the Governor Zone. All Governors agreed to read them by the next meeting in November - LGB Code of Conduct, MAST LGB Terms of Reference, MAST Monitoring Visits Policy, MAST Safeguarding Policy, MAST Online Safety, MAST Filtering & Monitoring Policy, MAST Child on Child 2023/24 Policy, MAST Children Missing in Education Policy, MAST Safer Recruitment Policy, Allegations of Abuse against Staff, Low-Level Concerns Report, three Acceptable Use Policies.

Safeguarding / KCSiE 2023 – All governors confirmed they had read the 2023 KCSiE guidance and the Safeguarding Policy.

Date of Next Meeting (Item 19) – 23rd November 2023

3. **Challenge:** (in direct response to governor questioning)

Governing Body Membership (Item 5)	The Chair notified governors that Kelly Bovis-Fraser resigned from the LGB in August due to personal circumstances. The Chair presented Pat Williams to governors as a prospective governor – she has a wealth of experience in education; her appointment to the local governing body was unanimously approved.
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	<p>The chair presented Ian Kennedy to governors as a prospective governor. He is skilled in cyber security and IT; his appointment to the local governing body was unanimously approved. He will commence as a governor at the November meeting.</p> <p>There is a staff governor vacancy – elections to this post will be held before the next meeting.</p>
<p>Matters Arising from LGB Meeting 26 January 2023 (Item 9)</p>	<p>A question was raised about the contents of the minutes from July: The CEO reported on the planned surveys for RAAC: do we know as yet about the position at St Margaret's? The CEO reported that some results were still awaited but the position was that we were so far in the clear – subsequently all results have been received and there has been no RAAC found in the Trust schools.</p>
<p>Headteacher Report (including Draft SDP and SEF) (Item 10)</p>	<p>HT REPORT</p> <p>The headteacher provided an update on staffing – all teaching posts are currently filled. There has been a smooth start to the year and children are settling in well, learning the routines. The administration of the Medway Tests went smoothly. Parents will receive results in the week beginning 2nd October.</p> <p>The governors had been provided the SIP and SEF in advance of the meeting and they had raised questions:</p> <p><i>Q— A Governor asked how were the vision and values reaffirmed?</i> <i>A— The HT described how staff had examined our school values during their training day.</i></p> <p><u>Sports Premium</u> <i>Q – A Governor asked are the swimming targets mentioned in the Sports premium report (met and exceeded) set by DfE?</i> <i>A – The HT responded, No, DfE expects all children to meet the swimming targets by the end of year 6. We will continue to offer swimming lessons for children in year 4, as we did last year.</i> <i>Q – A Governor asked if the HT could say more about the award for the Daily Mile?!</i> <i>A – The HT stated this is one of the planned activities for our healthy living curriculum. The school has now received a silver sports award, that reflects our success in both the daily mile and other activities.</i></p>

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Q – A Governor asked how will the reduction in the hours of the Sports Coach impact upon the delivery of lunchtime and other activities?

A – The HT responded that the sports coach continues to offer two lunchtime clubs and two after school clubs. Although he is offering fewer clubs than previously, other staff are also offering clubs.

Q – A Governor asked with the challenges that all educational facilities are experiencing, and the local/national financial impacts, although funding for this year has been slightly increased and awarded, is it likely that this money may not continue into the future and are we preparing for this?

A – The HT responded the information from DfE currently suggests that the funding should continue.

Q – A Governor asked if the HT could explain what 'wonderful walking' is?

A – The HT responded this is part of the behaviour strategy and reminds children of how we move around the school.

Q – A Governor asked if the HT could explain the Provision Map Software and how it will benefit the students and teachers?

A – The HT responded that this is a software programme which is being used to record the provision for individual children as a provision map. It will assist in the systematic tracking of interventions and their impact.

Q – A Governor asked about the Inclusion Forum Meetings

A – The HT responded that these are meetings where teachers can bring forward children for discussion before making a referral.

Q – A Governor asked are any of the new staff Early Careers Teachers? If so, have the new changes to the Guidance for their Inductions been taken into account?

A – The HT confirmed that two new staff are in their first year and we follow the national guidance for induction.

School Improvement Plan (SIP)

A governor praised the inclusion of appropriate Bible verses and Reflection Questions within the document.

Q – A Governor asked what opportunities are there for pupils to plan and lead acts of worship?

A – The HT responded that these opportunities are being planned for acts of worship on Tuesdays.

Q – A Governor asked if the milestone target of '75% of children previously persistently absent have reduced percentage of PA' could be explained?

A – The HT responded that the aim is that 75% of pupils who have historically been persistently absent will reduce their absence and improve their attendance. The

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Pastoral Lead has contacted specific families to invite them to a meeting, which is also open for all parents. Breakfast club is offered to some to assist with attendance. Pupils who may be anxious coming into school are able to come in via the school office. Home visits take place for some who are absent and as a result attendance has improved. If necessary, parents are supported so that they can find a school nearer to home if their travel to school is difficult.

Q – A Governor asked, the Parent Engagement Coffee Morning – is this open to all parents or is it on an invitation only basis? Will the take up of this event be reported at the next meeting? How will success be measured for this event? It might be useful for a Governor to attend?

A – The HT responded that it would be open to all, at drop off and pick up to get more families. The School will begin to contact individual parents that need to attend.

Q – A Governor asked, seeing this years SIP has prompted to ask if we will be reviewing the progress and achievement of targets in last years SIP?

A – The HT responded that staff have reviewed and it has fed into the SIP, but now we have had Ofsted we need to look at the document again.

Q – A Governor asked when is the Term 1 meeting with parents of PA children to take place? Will that involve the Pastoral Lead?

A – The HT confirmed that the Pastoral Lead will meet with parents. Contact will be made with all before the end of term.

Q – A Governor asked has the Action Plan from the Pupil Survey been developed?

A – The HT confirmed that it has been developed and feeds into the trauma informed plans, the HT will share at the next meeting

Q – A Governor asked what percentage of parents currently interact with posts on Class Dojos?

A – The HT responded that at least 75%, but several are siblings so percentage could be higher.

Q – A Governor commented that the plans/milestones for the Key Priority of improving communication with parents sound very thoughtful. How will parents be made aware of the new initiatives?

A – The HT responded that this will be done through regular improved communication. 75% of parents view the posts on parentmail for all pupils. 95% of class messages are viewed. It may be that the 75% is due to siblings.

Q - "All staff trained in phonics". Does this refer to the new TWINKL resources? What are we using from TWINKL? How will it be assessed?

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	<p>A – The HT responded that Twinkl was chosen because it is DfE approved and suitable for KS2 pupils. All staff were trained in the summer term. The scheme has its own assessment processes which will be used to track progress and impact.</p> <p><i>Q – A Governor asked how many of our pupils have been lost to home education since the pandemic?</i></p> <p>A – The HT responded there have been none since Easter 2021. Immediately post pandemic 2 pupils moved to home education, with one subsequently returning to school-based education on entry to secondary school.</p> <p><i>Q – A Governor asked how many have been taken off roll? Was this done only once they had been moved to another school?</i></p> <p>A – The HT responded that children are only removed from roll once they are in another school or following reporting CME.</p> <p><i>Q – A Governor asked when is the next LA Health & Safety audit due? (Last year's was early October.)</i></p> <p>A – The HT responded that the audit provided through Medway as part of our SLA isn't due for three years. However, we have been selected by RPA for a health and safety review early in 2024.</p>
<p>Ofsted (Item 11)</p>	<p>Governors asked the HT to pass on both thanks and congratulations to the staff team following the recent Inspection. Governors would like to meet the staff when the report is published. One suggested a possible breakfast meeting. Governors who had attended felt that the Inspection was thorough and fair. The HT agreed.</p>
<p>SEND and PP (12)</p>	<p>A governor had completed a review of the school website, and found it to be both compliant and easy to find information. She found the SEND section detailed and informative and useful to parents.</p> <p>The headteacher will provide an electronic copy of the PP and SEND report.</p>
<p>Safeguarding / Online Safety (Item 13)</p>	<p>Governors are being sent the link to the updated learning link module on safeguarding and will complete the module.</p> <p>To raise the profile of online safety, parents are being sent the “Wake up Wednesday” online safety guidance each week.</p>

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	Safeguarding continues to be effective and was confirmed as such by the Ofsted inspector who also mentioned that the safeguarding team are tenacious and ensure that pupils and their families receive the correct help and support.
Governor Roles (Item 14)	Emma Perkin – Safeguarding Ian Kennedy to be filtering and monitoring lead N Liddiard – PP and Sports premium Malcolm Neville – Health and Safety Chrissy Hornby – SEND (P Williams to shadow) Pat Williams – Attendance Davina O’Brien – Ethos /British Values.
MAST Update (Item 15)	The CEO confirmed that the school had a full survey in May including for RAAC. The survey didn’t find any RAAC in the building and a report has now been received, which will be sent on to DfE. Governors will be invited to the SDD on 30 th October, which will include Prevent training linked to online safety and also presentation of outcomes for last year and priorities for this year to senior leadership and governors/directors.
Governor Monitoring Visit Reports (Item 16)	It was agreed that a website compliance monitoring report was to be submitted by the November meeting by the Website Governor.
LGB Impact (Item 17)	Once more, effective people have been recruited to our LGB. Several LGB members participated in the recent Ofsted Inspection and subsequently attended this detailed and satisfying evening feedback on the second day.
Training (Item 19)	Governors will be receiving an email about training on Prevent that is being offered at the next staff development day on 30 th October. Governors were asked to complete the new learning link module about the governor safeguarding role.
AOB (Item 20)	Questions raised here are covered above.

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	The Ethos Governor gave an update about her Worship course and will liaise with the HT.
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4. **Actions:**

ACTIONS:	Item	Who
Carried Forward:		
CEO to establish whether Safer Recruitment Training is currently available and provide details for Chair.		CEO
All Governors to complete the Learning Link Safeguarding Module before the next meeting.	19	ALL
Clerk to request school email address and governor zone access for the new Governors	5	Clerk
Clerk to send registration documents to the new Governors	5	Clerk
CEO to provide the June '23 SEND Review electronically.		CEO
Ethos Governor to meet with the HT about Worship ideas.		Ethos Gov
HT to appoint new Staff Governor/Training Governor.		HT

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