



ST MARGARET'S CE JUNIOR SCHOOL

DRAFT MINUTES OF ST MARGARET'S CE JUNIOR SCHOOL LGB MEETING  
HELD ON THURSDAY 23 NOVEMBER 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), Ian Kennedy, Natalie Liddiard, Malcolm Neville, Davina O'Brien, Sarah Jane Warren, Lenny Williams, Pat Williams

**In Attendance** – Natalie Hobbs (MAST Clerk)

**Apologies** – Emma Perkin

2. **Approvals:**

**Declarations of Interest (Item 3)** – No new declarations of business interests were declared which were pertinent to the agenda however one Governor informed the Clerk of a new business interest which she will send through via email.

**Chair's Correspondence (Item 5)** – The Chair had not received any Chair's Correspondence.

**Minutes of the Meeting (Item 6)** held on 28 September 2023

**Policies (Item 16):** The following policies had been uploaded to the Governor Zone. Health & Safety Policy, Children with Health Needs Policy, RSE Policy, Supporting Children with Medical Needs Policy, Attendance Policy

**Date of Next Meeting (Item 19)** – 25<sup>th</sup> January 2024

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

<p><b>Governing Body Membership (Item 4)</b></p>	<p>The Chair advised that the parent Governor Sarah Warren would be leaving the LGB to take up a position on the Trust Board as a Director. This is good news for the Trust Board and providing a link between St Margaret's and the Trust Board, however the Governor would be leaving the LGB. This means that there will be a Parent Governor vacancy, for which the HT will commence recruitment.</p>
<p><b>Matters Arising from LGB Meeting 28 September</b></p>	<p>The following items were carried forward to the next meeting:</p> <ul style="list-style-type: none"> <li>● HT to provide June 23 SEND review report electronically</li> <li>● Ethos Governor to meet with HT about Worship ideas</li> </ul>

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<p><b>2023 (Item 7)</b></p>	<ul style="list-style-type: none"> <li>HT to appoint a new Staff Governor. The governors discussed the progress to date and it was agreed that the HT would arrange for 2 governors to attend a staff meeting to discuss the role and answer any questions the staff may have.</li> <li>HT to share the action plan developed from the Pupil Survey.</li> </ul>
<p><b>Headteacher Report (including SDP and SEF) (Item 8)</b></p>	<p><b>HT REPORT</b></p> <p>The governors had been provided with the HT Report, SIP and SEF in advance of the meeting and they had raised the following questions:</p> <p><i>Q— A Governor asked if the HT could expand on the Whole Education SEND project? Is this the use of Inclusion Mapping?</i></p> <p>A— The HT outlined the Whole SEND Project for the Governors, what it entailed, how the school would work with the Action Plan once devised, following the audit and the involvement of the SENCO and other members of staff.</p> <p><i>Q – A Governor asked should the LGB also complete self evaluation linked to SIAMS?</i></p> <p>A – The HT responded that the LGB would be asked to complete the self evaluation linked to SIAMS but not right now. The school is approximately 2 years away from SIAMS and there is much work the LGB can do together on the vision.</p> <p><i>Q – A Governor asked is there feedback from your meeting with the Dep Director at the Diocese?</i></p> <p>A – The HT outlined the feedback received from the Dep Director and essentially it was felt that the vision at St Margaret’s Junior was not sufficiently linked to scripture, so work will be done to revisit this and explore further. The feedback the HT outlined was welcomed and it was felt that the meeting had been very thorough. The LGB looked forward to being able to meet to discuss how they can be involved further.</p> <p><i>Q – A Governor asked how many penalty notice letters have been processed?</i></p> <p>A – The HT confirmed there had been 16 processed. These were for actual fines or requesting medical evidence for absences.</p> <p><i>Q – A Governor asked do we have any clue as to the reason for the child referred to being removed from the school?</i></p> <p>A – The HT responded that they still were not aware of the reason as the family had been offered a meeting, but had declined. The child will be applying for secondary school in due course.</p> <p><i>Q – A Governor stated and asked; a quarter of our PA pupils are PP children: are these percentages created using the PP number as shown on the IDSR? Is the actual figure now higher?</i></p>

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A – The HT confirmed that the data shown in the IDSR will be out of date and to use the data provided in his HT report.

*Q – A Governor asked in view of the direct relationship between poor attendance & safeguarding, what steps are currently being taken to reduce the PA and monitor these children?*

A – The HT explained that the school continues to issue Penalty notices, call the homes, make home visits, etc, as before. There have been more home visits carried out, because the school is well aware of the importance of safeguarding.

SIP 22-23

*Q – A Governor asked should the RAG ratings now have a colour code?*

A – The HT confirmed it does – in the previous SIP, the colours are there to show progress. As this one refers to the new school year, colours will be added as the year progresses.

*Q – A Governor asked if 'flexischooling' can be explained?*

A – The HT outlined that Flexischooling was part provision in school and part at home.

*Q – A Governor asked if the HT could expand on the safeguarding issue with WhatsApp? Should the training opportunity mentioned be available to Lower School parents too?*

A – The HT outlined for the Governors the high level circumstances regarding the use of Whatsapp. The HT stated that whilst it would be important to also advise lower phase parents, the priority currently is Upper School.

*Q – A Governor asked if there is a theme/trend in the 10 issued red cards?*

A – The HT stated that there wasn't a common theme, however most were to do with inappropriate language/behaviour.

*Q – A Governor asked if the Admissions and Attendance stats could be provided in every HT report, so comparisons can be made?*

A – The HT confirmed he will speak to the School Office about providing this information, going forward.

*Q – A Governor noted that the number of persistent absences for PP children for Term 2 23/24 is the same as Term 6 22/23) – is there a plan for any interventions or focussed activity to reduce this?*

A – The HT confirmed that regular meetings with the AAP were now planned.

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	<p><i>Q – A Governor noted that the non PP persistent absences has increased significantly from term 6 (36) to term 2 (52) and asked if this is due to the two week half term at other schools?</i></p> <p>A – The HT confirmed that the 2 week holiday has had an impact. This may be something to consider for the school going forward.</p> <p>Strategic Plan</p> <p><i>Q – A Governor asked is there anything that the LGB can do to help achieve the targets in the plan?</i></p> <p>A – The HT stated that the LGB should continue to ask questions and offer the challenge that they usually do in the LGB meetings.</p> <p><i>Q – A Governor asked what NPQ LL was?</i></p> <p>A – The HT confirmed it was the National Professional Qualification (for staff) Leading Literacy.</p>
<p><b>IDSR (item 9)</b></p>	<p>The HT talked through the IDSR for the Governors. The Data shown was, as is usual, out of date and the HT had provided up to date information in his HT report. The HT noted that the IDSR showed that more rigorous moderation was needed.</p> <p><i>Q – A Governor asked if the school was currently using a scheme for writing?</i></p> <p>A – The HT responded that they were not at present, however they were looking to introduce one.</p> <p>The HT clarified that the IDSR was relevant in respect of Ofsted, however governors need to know the current situation, to understand the correct information and its context.</p>
<p><b>SEND and PP (item 10)</b></p>	<p>SEND Referral Process Document</p> <p><i>Q – A Governor asked what is the purpose of the document? Will it be shared with parents?</i></p> <p>A – The HT and SEN Governor confirmed the purpose of the document was to show the clear referral pathway. The staff version has been shared with staff members.</p>

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<p><b>Safeguarding / Online Safety (Item 12)</b></p>	<p>Safeguarding Governor Report</p> <p>Q – A Governor asked if there was the capacity to ensure home visits can be made as part of the attendance protocol?</p> <p>A – The HT responded that there were always 2 members of staff available to carry out home visits and that phone calls are always made prior to the visit. One DSL is always available.</p> <p>Q – A Governor asked if investment in an HR programme for the Trust to support St Margaret's office staff in their continued excellent safeguarding practice would be considered?</p> <p>A – The HT responded that currently the increased use of CPOMS to hold information such as the SCR is working well for the staff and already in place.</p> <p>Q – A Governor asked what the teaching of Online safety currently looks like and are parents updated on the key themes covered?</p> <p>A – The HT outlined that Online Safety is taught via the Curriculum in PHSE, but needs a further curriculum focus. The school already undertakes the sending of 'Wake up Wednesday' emails to parents.</p> <p>The HT also provided a brief update on the Safeguarding data collection activity which is being carried out and confirmed that the school have completed their part. The Safeguarding Governor was due to come into school to complete their aspect of it. The targets highlighted were:</p> <ul style="list-style-type: none"> <li>- Increasing Home visits</li> <li>- Improving Persistent Absence</li> <li>- Online Safety Awareness</li> </ul> <p>In terms of Filtering &amp; Monitoring, a weekly report is created, which shows the websites that are searched for within school. The governors discussed how parents can monitor this at home.</p>
<p><b>MAST Update (Item 13)</b></p>	<p>In the absence of the CEO, the new Trust Board Director provided a brief update on the most recent meeting in conjunction with the HT.</p> <p>MAST is, as always, extremely busy. There are many DfE and ESFA returns to complete as well as the full External Audit. Teacher pay increases and support staff uplifts have been processed over the last 2 months.</p>

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	<p>The HT outlined his proposal to restructure the leadership team of St Margaret's. This has already received Trust Board approval. The Governors were interested to hear how the HT intended to create Leadership and Middle Leadership opportunities within the school and understood their importance. The Governors endorsed the proposal and heard about the next steps.</p>
<p><b>Governor Monitoring Visit Reports (Item 14)</b></p>	<p>SEND Gov Report</p> <p><i>Q – A Governor asked was the SENCO available at the recent Parents' Evening? Is this by appt only?</i> A – The HT confirmed that the SENCO was available and the approach the school takes is for parents to speak with the class teacher first.</p> <p><i>Q – A Governor asked if Minutes/Records are kept of the Inclusion Forum Meetings?</i> A – The HT confirmed they were and the actions were revisited the following fortnight at the next meeting. These meetings are led by the DHT.</p> <p><i>Q – A Governor asked if transition sessions will continue to be offered to certain SEN pupils? (A TA had previously been involved. Is she now able to lead on delivering these sessions?)</i> A – The HT confirmed they would continue and the school has also engaged the services of The Fortis Trust in supporting some children if needed.</p>
<p><b>LGB Impact (Item 15)</b></p>	<p>This LGB meeting took place as part of a Governor day in School for which the HT, with just a few suggestions from the Chair, put together a busy timetable of monitoring and other activities for both our new and our more experienced governors. We had a very good attendance, which has created some excellent reports, and would like to thank everyone involved who made our day successful.</p>
<p><b>Policies (Item 16)</b></p>	<p>Supporting Children with Health Needs</p> <p><i>Q – A Governor asked how many IHPs are in place currently?</i> A – The HT confirmed there were 6 in place.</p> <p><i>Q – A Governor asked where are the IHPs kept, and who has access to them?</i> A – The HT responded they are kept on the Staff shared network and all staff have access to them, the printed copies are locked securely in the medical room.</p> <p><i>Q – A Governor asked how often are medicine records audited/checked?</i> A – The HT confirmed the medicine records are checked/audited termly (6 times per year).</p> <p>Health and Safety Policy</p>

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	The H&S Governor had recently raised several questions about this policy by email with the HT, clarifying various points.
<b>Training (Item 17)</b>	The HT reminded Governors that they all had full use of National College resources which included online training. He would choose the next training module to be completed and let Governors know.
<b>AOB (Item 18)</b>	The Chair provided an update of her recent attendance at the Medway Governors Association meeting.

4. **Actions:**

<b>ACTIONS:</b>	Item	Who
HT to update National College dashboards with Prevent training for all governors to complete and to indicate which module governors should complete next.	17	HT
CF: HT to provide June 23 SEND review report electronically	7	HT
CF: HT to appoint a new Staff Governor. The governors discussed the progress to date and it was agreed that the HT would arrange for 2 governors to attend a staff meeting to discuss the role and answer any questions the staff may have.	7	HT
CF: HT to share the action plan developed from the Pupil Survey.	7	HT
CF: Ethos Governor to meet with HT about Worship ideas	7	HT
One Governor to email the Clerk to inform her of new business interest.	3	Gov
HT to commence process for finding new Parent Governor	4	HT
Chair to share presentation from MGA	18	Chair

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