



ST MARGARET'S CE JUNIOR SCHOOL

DRAFT MINUTES OF ST MARGARET'S CE JUNIOR SCHOOL LGB MEETING HELD ON THURSDAY 25 JANUARY 2024 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, Liz Malyon, Malcolm Neville, Davina O'Brien, 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.

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

Minutes of the Meeting (Item 6) held on 23 November 2023

Date of Next Meeting (Item 18) – 21st March 2024

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

Governing Body Membership (Item 4)	<p>The HT advised that there had been two applications for the Parent Governor vacancy so an election would be taking place shortly which he would arrange. The Clerk was able to advise him as to the various ways in which this could be completed.</p> <p>The HT introduced the new Staff Governor, who was welcomed to the meeting.</p>
Matters Arising from LGB Meeting 23 November 2023 (Item 7)	<p>All items had been completed apart from the following one, which was carried forward to the next meeting:</p> <ul style="list-style-type: none"> - A Governor to email the Clerk to inform her of new business interest. <p>The Ethos Governor reported on her recent meeting with the HT, where closer linking with the local Church was discussed.</p>

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RESPECT RESILIENCE RESPONSIBILITY



ST MARGARET'S CE JUNIOR SCHOOL

DRAFT MINUTES OF ST MARGARET'S CE JUNIOR SCHOOL LGB MEETING
HELD ON THURSDAY 25 JANUARY 2024 AT 09:45

<p>Headteacher Report (including SDP and SEF) (Item 8)</p>	<p>HT REPORT</p> <p>The governors had been provided with the HT Report, updated SIP and SEF in advance of the meeting and they had raised the following questions:</p> <p><i>Q – A Governor asked about persistent absence, if it is the same children that are absent, what is being done to support individually the reasons given for the absence?</i></p> <p>A – The HT responded that all absence is improving. He confirmed it is the same children but the absence is not at previous levels. Lots of work is being done by the school to work with families including home visits, phone calls, meetings etc. Additionally, the Wellbeing support team will be resuming visits to the school to provide extra support for the school and its families.</p> <p><i>Q – A Governor asked what support does The Rowans provide for the school, and is there a cost implication?</i></p> <p>A – The HT responded that the Rowans provides support for children who have either been excluded from a school or who would benefit from outreach services for certain behaviours. They also provide appropriate CPD for staff in how to support these children.</p> <p><i>Q – A Governor asked do we have recorded case studies for individual children with behavioural issues, and the steps taken to support them? Are we checking the impact of solutions and adapting any plans as required?</i></p> <p>A – The HT responded that all cases are recorded on CPOMS for behaviour incidents. The key aspect is the upskilling of staff, as the cost implication of using the Rowans is not a long term solution.</p> <p><i>Q – A Governor asked for clarification about the achievement/standards data figures: the comment notes that the Year Six ones, from the SATs results, are above last year's Year Six: does this mean at the equivalent time in the school year?</i></p> <p>A – The HT confirmed that the current Year 6 were attaining higher than the previous Year 6 at the same point in the year.</p> <p><i>Q – A Governor asked as Writing is a priority, what are the plans to boost this percentage?</i></p> <p>A – The HT responded that the school has trained more moderators and there is now a trained moderator for each year group. More opportunities for the children to write are being provided.</p> <p><i>Q – A Governor commented that last year years 5 and now year 6- reading and maths has dropped considerably, 8 and 18% respectively -is this a true reflection of where we are now?</i></p> <p>A – The HT confirmed that is was, however it was not a concern.</p>
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Growing and Achieving in God's Love

RESPECT RESILIENCE RESPONSIBILITY



ST MARGARET'S CE JUNIOR SCHOOL

DRAFT MINUTES OF ST MARGARET'S CE JUNIOR SCHOOL LGB MEETING HELD ON THURSDAY 25 JANUARY 2024 AT 09:45

Q – A Governor asked if the HT could say something about the Buildings Survey Report? What are the findings?

A – The HT responded that it was a lengthy report which provided guidance and recommendations for the entire building including lighting, windows etc. There was a focus on the swimming pool and it established that the building will not support the new building regs for lighting etc so will need to be demolished. The H&S Governor confirmed he will arrange to go in and meet with the HT to go through the report.

Q – A Governor asked is there a provisional timetable for the development of the new vision statement?

A – The HT confirmed that this will hopefully be by Easter. Dates for meetings will be shared by February.

Q – A Governor commented that the report states all staff have had Prevent training- was this in light of the new guidance released over Christmas?

A – The HT confirmed that the Prevent training that the Staff undertook in Term 2 was prior to the changes in the guidance, however he had checked that the training was relevant and confirmed that it was, as the changes are minor.

Q – A Governor commented that the attendance percentages for terms 1 and 2 continue to look good: is the percentage shown for term 3 an early figure?

A – The HT confirmed it was. (8 days).

Q – A Governor commented that attendance data on the whole seems to be slightly improved from last year (comparing by terms)- is this trend similar to National?

A – The HT confirmed that the attendance data term on term is slightly improved. There is unfortunately no national data yet, to provide a similar comparison.

Improvement plan, Sense of belonging pupil survey:

Q – A Governor asked who is leading in this area? Are there sufficient resources for this?

A – The HT responded that he would have overall lead, with input from the PHSE Lead.

Strategic Plan (SIP)

Q – A Governor commented that the desired outcome is linked to accelerated progress in reading, writing and maths - by looking in term 4 at data- is this soon enough? What are we doing now to address this?

Growing and Achieving in God's Love

RESPECT

RESILIENCE

RESPONSIBILITY



ST MARGARET'S CE JUNIOR SCHOOL

DRAFT MINUTES OF ST MARGARET'S CE JUNIOR SCHOOL LGB MEETING
HELD ON THURSDAY 25 JANUARY 2024 AT 09:45

	<p>A – The HT responded that the Term 4 data review is a Spring Term Milestone in terms of the SIP. Data drops are done termly and continue throughout.</p> <p>Q – A Governor asked (specifically about Pupil Voice on Self regulation) How is the improvement being measured from this— are the same questions being asked for a direct comparison?</p> <p>A – The HT confirmed that the same questions are indeed asked, for a direct comparison. Monitoring is being conducted to measure improvement.</p>
<p>Year Group Reports (item 9)</p>	<p>The HT provided the PP and SEND context per year group for the Governors, in response to a question about these numbers.</p> <p>Y3 13 PP 15 SEND</p> <p>Y4 18 PP 11 SEND</p> <p>Y5 13 PP 18 SEND</p> <p>Y6 19 PP 9 SEND</p>
<p>SEND and PP (item 10)</p>	<p><u>SEND Review</u></p> <p>Q – A Governor asked does the progress that children have made in Lexia get shared with their parents?</p> <p>A – The HT confirmed that the progress does get shared informally at parent consultation evenings.</p> <p>Q – A Governor asked Is there anything specific for PP and SEND students to help to close the gap from the rest of the cohort with reading, writing and maths.</p> <p>A – The HT confirmed that In school tutoring for PP and SEND to close the gap is happening and takes place before school begins in the mornings. Interventions are happening and having an impact.</p> <p>The SEND Gov reported that she had been unable to meet with the SENCO in term 2, and would prioritise a meeting this term.</p>
<p>Safeguarding / Online Safety /</p>	<p><u>Filtering and Monitoring Report</u></p> <p>The Filtering & Monitoring Governor commented that the technical controls and</p>

Growing and Achieving in God's Love

RESPECT RESILIENCE RESPONSIBILITY



ST MARGARET'S CE JUNIOR SCHOOL

DRAFT MINUTES OF ST MARGARET'S CE JUNIOR SCHOOL LGB MEETING
HELD ON THURSDAY 25 JANUARY 2024 AT 09:45

<p>Filtering & Monitoring (Item 11)</p>	<p>resources in place seem appropriate for the school, however several questions (some informed by §141 of KCSIE 2023) were not resolved from his visit:</p> <p><i>Q - How do you demonstrate you meet the UK Government's Filtering and Monitoring standard?</i></p> <p>A – The HT responded that the Trust undergoes an annual cyber security audit, has relevant F&M policies in place and all staff have to complete cyber security training annually and all new starters must complete it as part of their induction.</p> <p><i>Q - What training (and frequency) is in place for staff with respect to filtering and monitoring (F&M)?</i></p> <p>A – The HT confirmed that all staff undertake annual cyber security training</p> <p><i>Q - Is there a documented risk assessment for F&M?</i></p> <p>A – The HT confirmed there is a Trust wide Risk Assessment which includes F&M which he will share with the F&M Governor.</p> <p><i>Q – Are there policies and procedures in place for F&M?</i></p> <p>A – The HT confirmed there is a Trust policy in place for F&M which he will share with the F&M Governor.</p> <p><i>Q - If an incident happens (eg: in class), what is the procedure and how is this escalated?</i></p> <p>A – The HT responded that all staff should inform the HT, use the reporting tool, and then both SNS (IT Provider) and the DPO are informed.</p> <p><i>Q – A Governor asked if the children keep the same laptops each time for use in the lessons?</i></p> <p>A – The HT responded that they do not. There is a pool of laptops but they are not assigned to a particular child.</p> <p><i>Q - How frequently are the procedures for F&M tested for effectiveness? (ie: How do you know they work?)</i></p> <p>A – The HT confirmed that the procedures are tested termly via SNS. They are checked informally. He described how it was done. Governors discussed this and the possible need for clarity on the exact process for pupils to follow if something were to happen in computing lessons.</p> <p><i>Q - Where are the roles/responsibilities for the different F&M stakeholders documented?</i></p> <p>A – The HT confirmed that the roles are detailed in the F&M policy.</p> <p><u>Safeguarding Report</u></p> <p><i>Q – A Governor asked is there capacity within the existing Team to support the home visits?</i></p>
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Growing and Achieving in God's Love

RESPECT RESILIENCE RESPONSIBILITY



ST MARGARET'S CE JUNIOR SCHOOL

DRAFT MINUTES OF ST MARGARET'S CE JUNIOR SCHOOL LGB MEETING
HELD ON THURSDAY 25 JANUARY 2024 AT 09:45

	<p>A – The HT confirmed there was the capacity within the team. <i>Q – A Governor asked how can governors support with regard to persistent absence?</i> A – The HT responded that Governors can continue to support the actions with their monitoring. <i>Q – A Governor asked, on the next Governor day in school, would it be pertinent to look at online safety?</i> A – All Governors agreed that this would be a good idea, and the HT would now consider possible ways to do this.</p>
<p>MAST Update (Item 12)</p>	<p>The HT provided an update on the MAST working party which had replaced the recent MAST Board meeting. The Board Directors and HTs discussed the MAT Assurance Framework document, specifically focusing on Data and Governance and how effective the Trust was in respect of these. There are four other areas still to cover, which will happen in the next term.</p>
<p>Governor Monitoring Visit Reports (Item 13)</p>	<p><u>Gate Monitoring</u> <i>Q – A Governor asked can parents be reminded regularly that late arrivals must be accompanied by an adult?</i> A – The HT confirmed that parents should be reminded they need to be accompanying their child to school if they are late. It appears to be more of an issue with Y5 and Y6 as some walk to school on their own. <i>Q – A Governor asked how are the regular late comers followed up?</i> A – The HT responded that the late comers are followed up within the regular attendance monitoring that the school does. They are followed up weekly.</p> <p><u>Health & Safety Report/Premises.</u> <i>Q – A Governor asked could the school produce a schedule for the sorting and removal of the waste items and equipment in the Swimming Pool building?</i> A – The HT responded that it wasn't necessary, as the caretaker was happy with how he was completing this work and a skip has now arrived. <i>Q – A Governor asked is there a way additional help can be given to the Site manager to make a bigger impression on the large amount of old/ unused items which have accumulated in the Swimming Pool building?</i> A – The HT responded that he was doing it at appropriate times around his other work commitments and that it was now going well.</p>

Growing and Achieving in God's Love

RESPECT RESILIENCE RESPONSIBILITY



ST MARGARET'S CE JUNIOR SCHOOL

DRAFT MINUTES OF ST MARGARET'S CE JUNIOR SCHOOL LGB MEETING HELD ON THURSDAY 25 JANUARY 2024 AT 09:45

Q – A Governor commented that much of the equipment looks as though it is never likely to be used again, e.g the go karts ? Some of it is a substantial fire risk e.g the numerous old paint tins .

A - The HT responded that the school has had a H&S assessment and the contents are not considered a fire risk.

READING REPORTS

Q – A Governor asked in view of the Church connection, could the school obtain books from Sunburst book shop?

A – The HT confirmed they could. The school is always looking for fiction books to expand the library's resources.

Q – A Governor asked how are we ensuring that children are understanding the texts, as well as reading them? Especially new words?

A – The HT responded that this is done via teacher assessment.

Q – A Governor asked are Governors able to write comments in their Reading Records if they have listened to pupils read?

A – The HT confirmed they could and this would be welcomed.

Q – A Governor commented one student noted that she was unsure if/when she could use the library: when do year fours, and others, go to the library?

A – The HT confirmed that a rota was being set up but generally it is at teacher discretion.

Art Subject Lead Report

Q – A Governor asked do pupils still sketch outside? Do the children look at Artists' sketches on line?

A – The HT confirmed that the pupils do still sketch outside. They do look at Artists sketches online.

Q – A Governor asked what are the regulations concerning the use of cameras in school?

A – The HT confirmed that photographs of pupils' artwork are only permissible using school devices.

Attendance Governor Report

Q – A Governor asked is it feasible for the Attendance Governor, and others, to help on the Gates in the morning?

Growing and Achieving in God's Love

RESPECT

RESILIENCE

RESPONSIBILITY



ST MARGARET'S CE JUNIOR SCHOOL

DRAFT MINUTES OF ST MARGARET'S CE JUNIOR SCHOOL LGB MEETING HELD ON THURSDAY 25 JANUARY 2024 AT 09:45

A – The HT responded that it was feasible but not essential. If any governors wish to help, they should contact Di Lacy directly.

Q – A Governor asked what parking issues have been identified? We understand there was a near-miss recently.

A – The HT responded that the parking issues are due to some parents parking poorly, however the 'near-miss' was actually a child who walked behind a reversing car. The school have ensured that Road Safety workshops have been conducted to ensure greater pupil awareness of road safety. The council have also been contacted for support.

Recruitment Process Report

Q – A Governor asked will the new structure take effect from the beginning of Term 3?

A – The HT confirmed that the new structure was now in place with Mrs Rodger as the AHT. Cluster Leaders have been appointed and it was working well. The Chair commented that the new structure seemed to provide more support within the SLT for the HT.

Q – A Governor asked could the Curriculum Clusters be explained?

A – The HT explained that the Curriculum Clusters are set up so that a Cluster would be led by an experienced teacher but may have less experienced teachers looking after a subject. They can be advised and guided by the Cluster lead on planning etc.

Coffee Morning Report

Q – A Governor asked are the children part of 'Young Voices' who perform at the O2 Arena ?

A – The HT responded that the school did not take part in Young Voices this year but it was something to be explored for the future. He was due to visit the O2 soon and would report back.

Q – A Governor asked how the event was advertised and it was decided that Action Forum could be used in the future.

Wellbeing Committee

Growing and Achieving in God's Love

RESPECT

RESILIENCE

RESPONSIBILITY



ST MARGARET'S CE JUNIOR SCHOOL

DRAFT MINUTES OF ST MARGARET'S CE JUNIOR SCHOOL LGB MEETING
HELD ON THURSDAY 25 JANUARY 2024 AT 09:45

	<p><i>Q – A Governor asked how can the wellbeing of the HT and SLT be a focus for the LGB?</i></p> <p>A – The HT responded that the governors should continue to ask how the staff are at the LGB meetings. The Chair suggested that the new AHT might like to attend an LGB meeting to experience the support.</p>
LGB Impact (Item 14)	<p>The LGB were pleased to welcome our new staff governor: an extremely experienced class teacher, she will bring a new focus to governor training. We now know that two parents are keen to join and have written impressive personal statements to support their applications: this means that we will soon have our full complement of Governors once more.</p>
Policies (Item 15)	<p>Health and Safety Policy</p> <p><i>Q – A Governor asked, as an official document, might it be beneficial, for queries, if the author was named and an issue date stated (front page?), in addition to the review date being shown as mentioned later?</i></p> <p>A – The HT confirmed that all policies will be rewritten once new vision is finalised and we will ensure consistency within the template to include this.</p> <p><i>Q – A Governor commented that in Section 3 First Aid the last paragraph seems incomplete, or is it needed in this policy?</i></p> <p>A – The HT responded that the First Aid section is needed and it has been amended</p> <p><i>Q – A Governor asked (in respect of Section 23 Smoking), is there a need to mention for adults (eg contractors) that this includes vaping or any similar activity?</i></p> <p>A – The HT confirmed there is, and vaping has been added</p> <p><i>Q – A Governor asked who is the designated H & S officer for the school?</i></p> <p>A – The HT responded it is Lisa Leak, who is based in the School Office.</p>
Training (Item 16)	<p>The HT confirmed he had found an appropriate National College module on Prevent for Governors to complete and would send out the appropriate link following the meeting.</p> <p>The new Staff Governor confirmed that she would take on the role of Training Link Governor and would receive the LGB training records from the HT.</p>

Growing and Achieving in God's Love

RESPECT RESILIENCE RESPONSIBILITY



ST MARGARET'S CE JUNIOR SCHOOL

DRAFT MINUTES OF ST MARGARET'S CE JUNIOR SCHOOL LGB MEETING
HELD ON THURSDAY 25 JANUARY 2024 AT 09:45

	<p>The Chair confirmed that one governor had recently completed diocesan training and another was booked onto the same course in May.</p> <p>The Chair reported briefly on the MGA meetings.</p>
AOB (Item 17)	<p>The Governors discussed the Reflection Area/Spiritual Garden and the possibility of pupils making more use of it. The HT confirmed that the Caretaker continued to clear it.</p> <p>The Chair asked Governors to consider attending an Act of Worship in school, arranging this with the HT.</p>

4. **Actions:**

ACTIONS:	Item	Who
CF: One Governor to email the Clerk to inform her of new business interest.	3	Gov
HT to send F&M policy and Trust Risk Assessment to F&M governor	11	HT
H&S Governor to meet with HT and Caretaker to discuss Buildings Survey	8	H&S Gov
HT to provide link to Prevent training on the National College.	16	HT
SEND Gov to arrange to meet with the SENCO prior to the next meeting.	10	SEND Gov
Ethos Gov to provide report on her meeting with the HT.		Ethos Gov
Attendance Governor to contact Pastoral Lead to arrange to help on the School Gate one morning.	13	Attendance Gov.

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