



ST MARGARET'S CE JUNIOR SCHOOL

DRAFT MINUTES OF ST MARGARET'S CE JUNIOR SCHOOL LGB MEETING
HELD ON THURSDAY 21 MARCH 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), Oliver Jackson, Ian Kennedy, Natalie Liddiard, Malcolm Neville, Davina O’Brien, Lenny Williams, Pat Williams

In Attendance – Natalie Hobbs (MAST Governance Professional), Natasha Rodger (AHT), Hilary Sanders (MAST CEO)

Apologies – Emma Perkin, Liz Malyon

2. **Approvals:**

Declarations of Interest (Item 3) – No new declarations of business interests were declared which were pertinent to the agenda. Prior to the meeting the Governance Professional had received an update from a Governor regarding their business interests.

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

Minutes of the Meeting (Item 6) held on 25 January 2024

Date of Next Meeting (Item 19) – 23rd May 2024

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

Governing Body Membership (Item 4)	The Chair welcomed the new Parent Governor to the meeting. A successful parent governor election had taken place and the Governors were pleased to meet the new addition to the Governing Body, who briefly introduced himself. He was given details of his new Governor email address from the Clerk and it was agreed that the HT would send the Prevent training link to the new governor for completion.
Matters Arising from LGB Meeting 25 January 2024 (Item 7)	All Actions had been completed.

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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 21 MARCH 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 how many children are there on the waiting list for St Margaret's?</i></p> <p>A – The HT responded that there are 7 children on the waiting list currently. Additionally, the school have just admitted 2 children (twins) into Y4 via FAP (Fair Access Protocols).</p> <p><i>Q – A Governor asked what are the consequences, if any, of exceeding the Published Admissions Number (PAN)?</i></p> <p>A – The HT responded that as we are now over PAN in Y4 (at 92), we will have to remain at 92 for the years that these children remain at the school.</p> <p><i>Q – A Governor said, regarding the LADO referral, we are aware that you may not yet be able to inform us of details, but how long will the process take and are you receiving the support and guidance that you need?</i></p> <p>A – The HT responded that he is unsure how long it will take as responses are not as swift as we would like. Support is in place from the Trust, which he appreciates.</p> <p><i>Q – A Governor asked can you confirm that the referral was made within a day and that procedures are being followed?</i></p> <p>A – The HT confirmed that this was correct.</p> <p><i>Q – A Governor asked is there a known reason behind the drop in SEND attendance so far this term, in view of the high figure for term 3?</i></p> <p>A – The HT responded that there is no known reason unfortunately. There has been an increase in holiday requests. The school is rigorous in following all usual practices in issuing penalty notices, as appropriate.</p> <p><i>Q – A Governor stated that the ongoing challenge of covering for absent staff is noted with concern: presumably, the new LADO investigation has exacerbated this? Is there any extra capacity within the Trust that could help?</i></p> <p>A – The HT responded that this has already been explored however there is no capacity within the Trust as other Trust schools are experiencing staff absence themselves. The CEO has increased the absence insurance to buffer the costs of paying for supply teachers.</p> <p><i>Q – A Governor asked if there was a protocol for managing staff absence?</i></p> <p>A – The HT responded that the staff absence policy is followed and absence management meetings are conducted. Referrals are made to occupational health as necessary and there is HR support.</p> <p><i>Q – A Governor asked if St Margaret's had any supply teachers currently in post?</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
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	<p>A – The HT confirmed they did as there were a number of absences that couldn't be covered by other staff.</p> <p><i>Q – A Governor asked how this was impacting the children?</i></p> <p>A – The HT responded that it has impacted the behaviour which has been challenging for staff, however learning has so far been protected.</p> <p><i>Q - The LGB send congratulations to the Year 6 Team on the mock SATs results, especially the Maths and asked if last year's papers were used? And test conditions ? How did the children cope?</i></p> <p>A – The HT responded that 2022 test papers were used and there is a plan to do another mock test with the 2023 papers soon. Test conditions were in place and all children coped well. The HT asked for Governor assistance with invigilating the actual SATS w.c 13th May.</p> <p><i>Q – A Governor asked about “Cyber security updates...shared with staff”: where do these originate and should the Filtering/Monitoring Gov have sight of them?</i></p> <p>A – The HT responded that the updates come from National College and Medway LA. He is happy to discuss them with the F&M Governor as part of his monitoring.</p> <p><i>Q – A Governor asked who delivers the Online Safety Workshops?</i></p> <p>A – The HT responded that it is himself and the Pastoral Lead. However, the last session planned they had no attendees so they need to think about how they can communicate this information to parents.</p> <p><i>Q – A Governor asked what is MPQ – LL?</i></p> <p>A – The HT responded that it was a teacher qualification for Leading Literacy.</p>
<p>Assistant Headteacher Update (item 9)</p>	<p>The AHT provided an update on her new role and showed how it supported the strategic leadership and direction of the school.</p>
<p>SEND and PP (item 10)</p>	<p><i>Q – A Governor asked how long is the training for the prospective HLTAs?</i></p> <p>A – The HT responded that it was 6 – 12 months and there are 33 standard requirements that need to be met. The staff concerned will be completing an online programme. Our HLTAs have all currently had first hand classroom experience and are being continuously monitored and appraised, giving them development points to improve current teaching practice. The overall impact on having four HLTAs in training is that it is allowing them to deal with a huge amount more of the ad hoc cover, rather than leadership having to take the large bulk of cover which was necessary across the school.</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 21 MARCH 2024 AT 09:45

	<p><i>Q – A Governor asked how significant are the changes that Medway Council have made to their funding model? Will it speed up the processes?</i></p> <p>A – The CEO responded that they aren't significant however delays on receiving payments are still being experienced across the Trust. The new funding model has a set amount per band allocated. It has not sped up the process.</p> <p><i>Q – A Governor asked how often do the allocation planning meetings referred to on the ELSA paperwork happen? Will the child wait long for ELSA provision?</i></p> <p>A – The HT responded that the school now has two trained ELSA teachers and children are allocated promptly and as needed. Having two ELSAs has opposed to the one during the last academic year, this should mean more pupils are seen via the ELSA programme across the school. Meetings will happen termly and, as we are the host school for this course, we have been able to get costings on a 'two for one' basis for hosing this. We are rapidly providing ELSA support now that the two TAs have been trained. We wait to see the impact of getting teachers to 'refer' their children for the intervention, but will keep our SEND governor updated on the processes.</p> <p><i>Q – A Governor asked how long does each ELSA 'course' last and how many are provided at one time?</i></p> <p>A – The HT confirmed that ELSA time is given during the day as an intervention and currently there are 12 children receiving it.</p> <p><i>Q – A Governor asked Is there a waiting list for ELSA, and if there is, how many children are on it?</i></p> <p>A – The HT responded that there isn't a waiting list.</p> <p>The SEND Governor commented on the SEN data provided by the SENCO for governors. (Data relating to two pupils with EHCPs who are working at a level significantly below that of their peers has been removed). He had reported that the weaker Writing data is reflected in our current SIP priorities and is actually showing improvement. Many of the 'below' pupils have cognitive/learning needs and/or EHCPs.</p>
<p>Safeguarding / Online Safety / Filtering & Monitoring (Item 11)</p>	<p><u>Filtering and Monitoring Report</u></p> <p>The Filtering & Monitoring Governor raised a number of questions regarding the information that had been sent to him by the HT after the January governing body meeting. The document that these questions refer to is the Cyber Response and Recovery Plan for Board, Updated.</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 21 MARCH 2024 AT 09:45

Q – On page 9, it states that the IT Technician is Scott Hutchinson, should this be Claire Parker?

A – The HT responded that both Scott and Claire work with MAST schools although Claire is primarily focused on St Margaret's. Both names should be included in the document.

Q – On page 25, it states "Ensure you have all the incident information you are likely to need...". Who makes this assessment?

A – The HT responded that it would be himself.

Q – On page 25, do you know what is needed to be recorded for a cyber incident?

A – The HT responded that he was aware and was confident he had all he needed.

Q – On page 26, Is it appropriate to report ALL types of cyber incidents to Action Fraud?

A – The HT responded that possibly not all cyber incidents but he would consider who would need to be made aware of the reportable cyber incidents.

Q – On page 26, the Further Contact graphic leads to NCSC report an incident – this does not correlate with the information listed in the three boxes.

A – The HT responded that he had seen this and would be investigating.

Q – On page 27, in reference to Ref 2 regarding the assessment of damage / electrical power remaining on. Does the HT or CEO feel confident to make this assessment?

A – The HT responded that he would take a look at the wording as it could be misleading in what was intended here.

Q – On page 27, in reference to Ref 7 regarding the Response Team. Who is in the Cyber Response Team? P8 refers to the Recovery Team.

A – The HT responded that he would check that it was the same team and amend as necessary.

Q – On page 28, should number 14 stipulate/remind HT/CEO the legal timeframe by which this needs to happen by i.e. 72 hours?

A – The HT confirmed timeframes would be added.

Comment on the Table on page 31 regarding recording improvements/ amendments. The F&M Governor would recommend a date be set to follow up any recommendations/improvements have been actioned and their effectiveness.

Further discussion took place regarding the testing of the cyber response plan and how that could be actioned.

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 21 MARCH 2024 AT 09:45

<p>MAST Update (Item 12)</p>	<p>The CEO provided a verbal update. The Trust has now had 4 Ofsted Inspections in 9 months. GAG allocations have been received and mean that draft budgets are being looked at again. Alongside this we await the outcomes of the CIF bids for our schools.</p> <p>The Diocese have released a 'Diocesan Strategy' document which has been discussed at the Trust Board. The Trust Board have agreed that the Trust will focus on growing and providing support to schools that may need it.</p> <p>The Governance Handbook has been replaced by the Academy Trust Governance Guide. Instead of a printable document, it is being hosted online so updates are managed more effectively. The Clerk has now updated the link on Governor Zone. There are no significant changes, however an increased focus on Staff wellbeing (and the LGB's role in this), Equality, Diversity & Inclusion and at a Trust Board level, Accountability and Strategic Responsibility. By the end of the academic year we will take time to go through the LGBs' Schemes of Delegation to ensure that they are taking into account these changes.</p> <p>There is also a Diocesan Strategy focus which is new and focuses on safeguarding church academies.</p>
<p>Vision & Values (Item 13)</p>	<p>The Vision & Values document has been shared with staff and governors will meet to discuss in detail. The HT and Governors discussed why the Vision will need to change to meet SIAMS requirements. It was agreed that there will be a meeting arranged for the Ethos Governor and Chair to discuss how the LGB can work and support the school with the new Vision project.</p>
<p>Governor Monitoring Visit Reports (Item 14)</p>	<p>Health & Safety Report</p> <p>Q – The cost estimates at the report end seem very vague due to several exclusions which are stated. Other items are not even mentioned e.g the likely need for super insulation if the "low energy heating" mentioned is ever to be considered for such an old building.</p> <p>Solar panels are not even mentioned despite the extensive roof space available?</p> <p>A – The HT responded that the Building Survey was commissioned to look primarily at the swimming pool and for the presence of RAAC. We can enquire about solar panels as it is a valid point.</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 21 MARCH 2024 AT 09:45

	<p>Attendance Report</p> <p><i>Q – A Governor asked if we are already aware that the yr6 cohort for September 2024 may raise attendance issues should we now be looking into building patterns of areas they may fall into and how it will be addressed to support earlier?</i></p> <p>A – The HT responded that plans are being put in place for all year groups.</p> <p><i>Q – A Governor asked do we need to consider looking to make attendance rewards on a weekly basis that could be tied in with assemblies?</i></p> <p>A – The HT responded that attendance awards are done half termly but he is aware that the Pastoral Lead has plans to work on a reward system.</p> <p><i>Q – A Governor asked is there any noticeable theme/trend with the 13 persistently absent children?</i></p> <p>A – The HT responded that the majority are PP children and with the cost of living crisis parents may be taking advantage of saving money by taking term time holidays.</p> <p><u>Ethos Governor Report</u></p> <p><i>Q – A Governor asked how do we ensure that the calendar in church and school identifies collaboration opportunities?</i></p> <p>A – The HT responded that the school and the church need to continue to work together to look at the calendar of events over the summer term.</p> <p><i>Q – A Governor asked are there other activities other than acts of worship which could be arranged?</i></p> <p>A – The HT responded that potentially some of the activities from a pastoral perspective could have church involvement.</p> <p><i>Q – A Governor asked is there an opportunity to engage with the Act of Worship committee to help organize such activities?</i></p> <p>A – The HT responded that definitely there should be more opportunity for them to be involved.</p>
<p>LGB Impact (Item 15)</p>	<p>This meeting was part of an LGB day, which was successful, enabling us to both monitor and learn more about our school. We had opportunities to speak with pupils about many aspects of school life and hearing them talk both enthusiastically and honestly was a privilege.</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 21 MARCH 2024 AT 09:45

	We are also pleased that the election of our new Parent Governor means that we once more have a full complement. Our new member was impressed with the two pupils who ably facilitated his tour of the school.
Policies (Item 16)	The HT confirmed he was working on the update to the Online Safety policy and this will be shared at the next LGB meeting.
Training (Item 17)	<p>The HT confirmed he would find a suitable training module on National College for governors to complete before the next meeting.</p> <p><u>Trauma Informed Practice</u></p> <p><i>Q – A Governor asked will the SLT make use of all or part of the Framework to record and map the changes made in school and to identify next steps?</i> A – The HT confirmed in his outline of the training that the framework would be used to create a map of changes and to identify next steps.</p> <p><i>Q – A Governor asked the Framework recommends using it twice in each academic year. Is this practical? Could you share your reflections with the LGB in due course?</i> A – The HT confirmed he would share his reflections with the LGB.</p> <p><i>Q – A Governor asked could the Framework findings be incorporated/shown on the School Improvement Plan or used to inform the next one?</i> A – The HT confirmed it would be added to the School Improvement Plan.</p> <p><i>Q - A Governor asked are there any slides/further information that can be shared about this training?</i> A – The HT confirmed he would ask the teacher leading the project to run a session for governors and he would share the slides on governor zone.</p>
AOB (Item 18)	<p><i>Q – A Governor asked about the attendance of governors at school events?</i> A – The HT confirmed that governors are welcome to attend events as they happen at school and these events will be communicated to them via himself or the school office.</p> <p><i>Q – The Chair asked if the parent questionnaire would be repeated in the next Term?</i> A – The HT confirmed it would be and the idea would be to keep the same questions so any trends could be looked at.</p>

4. **Actions:**

ACTIONS:	Item	Who

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 21 MARCH 2024 AT 09:45

HT to send Prevent training link to the new parent governor and ensure that he has access to Governor Zone and National College.	4	HT
HT to save Trauma Informed slides to Governor Zone and consider whether a session for governors could be arranged.	18	HT
HT to share updated online safety policy with governors by the next meeting	16	HT
HT to ensure updates and additions discussed are made to the Cyber Response and Recovery Plan for Board Updated document.	11	HT
HT and Staff Governor to choose and share a new training module with governors in good time.	17	HT
Chair and Ethos Governor to look at the draft Vision and Values document in more detail.	13	Ch
Governors to let the HT know if/when they could assist with SATs week, beginning 13/05.		All Govs

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RESILIENCE

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