



ST MARGARET'S CE JUNIOR SCHOOL

DRAFT MINUTES OF ST MARGARET'S CE JUNIOR SCHOOL LGB MEETING  
HELD ON THURSDAY 23 MAY 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, Liz Malyon, Malcolm Neville, Davina O'Brien, Lenny Williams, Pat Williams

**In Attendance** – Natalie Hobbs (MAST Governance Professional), Claire Dixon (DHT)

**Apologies** – Emma Perkin

**Apologies not received** – Natalie Liddiard

2. **Approvals:**

**Declarations of Interest (Item 3)** – No new declarations of business interests were declared that were pertinent to the agenda.

**Chair's Correspondence (Item 5)** – The Chair had received an email from Emma Perkin confirming she would be stepping back from her role as Governor at the end of this school year.

**Minutes of the Meeting (Item 6)** held on 21 March 2024

**Date of Next Meeting (Item 19)** – 11<sup>th</sup> July 2024 – this will form part of a full governor day in school.

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

<b>Governing Body Membership (Item 4)</b>	<p>The Chair confirmed she had received an email from the Safeguarding Governor confirming she would be stepping back from her role at the end of the academic year. She thanked the governor for her contribution during her time at St Margaret's. The LGB will need to look for a new governor for September.</p> <p>It was agreed that the new parent governor would be taking on responsibility for Sports Premium going forward and the Filtering &amp; Monitoring Governor would be conducting reviews of the school website.</p>
<b>Matters Arising from LGB Meeting</b>	<p>Whilst the majority of actions had been completed, the training session for Governors for the Trauma Informed project will be arranged for September and one governor still needed to complete the Prevent training.</p>

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<p><b>21 March 2024 (Item 7)</b></p>	
<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, updated SIP and SEF in advance of the meeting and they had raised the following questions:</p> <p><i>Q – A Governor asked about the child who received help from The Rowens: report says that reintegration ‘Will begin in Term 3’. Are they now working in the classroom?</i></p> <p>A – The HT responded that this was a typo and should say Term 6. The EHCP has just been approved. The support from the Rowens has been good.</p> <p><i>Q – A Governor asked – the PTA are mentioned briefly: would you clarify how their funds are spent and who this is reported to?</i></p> <p>A – The HT confirmed that this is reported to the HT/DHT who then request funds for specific items such as playground markings, tablets etc. The PTA are brilliant and work really hard at raising funds for the school. The funds are audited externally.</p> <p><i>Q – A Governor asked what does the new DfE guidance on Attendance look like? How will this impact the work of the SLT/Office staff?</i></p> <p>A – The HT responded that Attendance codes will change, there will be no authorised codes permitted and parents will be fined a lot sooner. We are currently completing a series of webinars about this and our policies will have to change.</p> <p><i>Q – A Governor asked if the HT had found the webinars useful?</i></p> <p>A – The HT responded that he had, however there was much information that indicated steps which the school already carries out as part of managing attendance. The LA will not be involved in monitoring the Attendance, it will be school driven as currently.</p> <p><b>SDP Updates</b></p> <p><i>Q – A Governor asked how will the teachers be supported with the curriculum in the AHT’s absence?</i></p> <p>A – The HT responded that he was meeting with the subject leads and added that he needs to look at the staffing structure for the new academic year.</p> <p><i>Q – A Governor asked for clarification of the % of Amber coloured items.</i></p> <p>A – The HT responded that they are coloured Amber due to the fact the child may need some help on certain things. Others would be meeting the threshold set.</p>

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	<p>Overall learning has been preserved despite the challenges experienced in all year groups.</p> <p><i>Q – A Governor asked when the Policy Review Group will be set up?</i></p> <p>A – The HT confirmed this will be in place by the end of the year.</p> <p><i>Q – A Governor asked, with regards to the Curriculum, the criteria of pupil work indicating that all groups are challenged and able to access the curriculum has been highlighted green: - In view of Ofsted looking for higher standards and expectations, do you see evidence of more ambition in teachers' expectations for the students?</i></p> <p>A – The HT confirmed he did and stated that there are pockets of the level of challenge, especially in Y6, which needs to be rolled out across all year groups.</p> <p>Overall the children have done well, thanks for the introduction to Zones of Regulation and the Behaviour Policy. The work the school have done on the Trauma Informed Project has also helped. This is despite teacher absence.</p>
<p><b>SEND and PP (item 9)</b></p>	<p>The Inclusion Manager provided a SEN update in person for the governors. He indicated that the SEN provision has improved and that the nurture provision now being set up will help those children who struggle to be in the classroom full-time. This initiative will be run by existing staff.</p> <p>The Governors also heard about the continued support given by the Rowens and the Fortis Trust. All of the information about the provision is found in the SEND Information Report and Policy which is updated annually by the Inclusion Manager who indicated that he was aware that the documents on the school website are dated 2023.</p>
<p><b>Safeguarding / Online Safety / Filtering &amp; Monitoring (Item 10)</b></p>	<p>The Filtering and Monitoring Governor had been given sight of the new Online Safety Policy. The following questions were posed:</p> <p><i>Q – Is the School taking any steps to promote online safety more widely in the curriculum? For example, is the Internet (and how to access this safely) mentioned in any classes other than Computing?</i></p> <p>A – The HT confirmed it is a key part of the PHSE curriculum.</p> <p><i>Q – It was noted that a lot of guidance, support and resources are promoted on the School website for parents/carers concerning online safety. If anything, this may be too much, a little overwhelming and is very text-heavy. Does the school actively promote online safety regularly with events (perhaps based around the <a href="#">P.A.N.T.S rules</a>) and interactive/more engaging materials of any sort?</i></p>

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	<p>A – The HT outlined that the class Dojo and Parentmail are used to promote materials for parents such as #wakeupwednesday</p> <p>Q – <i>Can the School sign up for the Kent Police <a href="#">Safer Internet Day</a> to promote children as ambassadors in the school?</i></p> <p>A – The HT responded that Digital Leaders have been set up in every class and that Safer Internet Day is recognised. There have been difficulties with the Kent Police Safer Internet event.</p> <p>Safeguarding Monitoring Report</p> <p>Q – <i>A Governor asked – Consideration on completing a form (online possibly) for reporting a concern if DSL unavailable?</i></p> <p>A – The HT responded that the Trust use CPOMS to report all concerns as well as speaking with the DSL.</p> <p>Q – <i>A Governor asked how explicit should the reporting of low-level concerns be for staff/governors?</i></p> <p>A – The HT responded it should be the same as for Complaints.</p> <p>Q – <i>A Governor asked how can governors provide capacity in supporting the delivery of 'Online Safety' sessions with parents?</i></p> <p>A – The HT responded that they should be visible and attend the workshops if possible.</p> <p>Q – <i>A Governor asked what impact has an even sharper focus had on attendance? What were the figures at the same time last academic year?</i></p> <p>A – The HT responded that the school does all the required measures in place for attendance that are required. Obviously with the changes, this will mean looking at our practice to ensure compliance. Attendance is currently at 94%, last year it was 94.8%.</p> <p>Q – <i>A Governor had raised a question about the Checks for SCR Document! Provided by the SG Governor: Is it the plan to use this checklist? It will need slight adaptations to remove references to another school.</i></p> <p>A – The HT explained the document to the Governors and confirmed that adaptations would be made to remove references to another school.</p> <p>A Parent Governor agreed to work with the HT on parental engagement through Term 6. This would go hand in hand with the increased awareness of the Online Safety session due to take place.</p>
<p><b>MAST Update (Item 11)</b></p>	<p>As always it is very busy at the MAST Centre. There are lots of returns to complete and work to do to ensure the schools continue to run as smoothly as possible. Budget builds continue with input from the HTs. Pension audits are upcoming.</p>

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Tenders for contracts are being reviewed to ensure the Trust has best value for money. As previously confirmed, the Trust will also be providing leadership support (using the HT) as requested by another Church of England school in Medway for up to a year.

Q – A Governor asked that, as the NGA has been promoting Greener Governance and ESG (Environment, Society & Governance): does the Board have agenda items related to these topics?

A – The CEO provided the following response.

While not formally adopted and written into policies, the Trust Board does consider sustainability when making decisions for expenditure.

For example:

- All schools have had LED lighting installed during the last year. This was part funded by DfE energy efficiency grant and supplemented by money from reserves so that all lighting could be replaced.
- We have replaced (or are about to replace) 4 school boilers with modern more energy efficient models. We did explore heat exchangers but these were very expensive and beyond the constraints of budget.
- Our waste contracts are set up so that as much as possible is recycled and we pay a penalty if non-recyclable waste is placed in the wrong bin.
- Our catering contracts include an expectation that food waste is minimal. The catering contractor is responsible for paying for removal of food waste and monitors waste carefully always aiming to reduce it.
- We aim to use paperless methods of working. In the last year we have significantly reduced the amount of paper held records at the centre, moving to predominantly electronic record keeping and finance processes. Each school also works to reduce the number of paper newsletters, communications etc, using parentmail instead.
- Environmental sustainability and climate change is embedded in the curriculum in all our schools and referred to as appropriate in lessons and wider school life.
- Each school has its own approach to eco councils and issues. For example: St Margaret's has an eco group who promote recycling and consider how we could do more to sustain our environment. St Margaret's planted trees as part of the platinum jubilee. Children have planted bulbs in the peace garden as part of wellbeing.
- St James has a farm to fork project. Children grow vegetables which are then used in food tech. They visit one of the farms on the peninsula to

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	<p>learn more about food and farming. St Margaret's has also visited the farm school on Sheppey.</p> <ul style="list-style-type: none"> <li>- Each school has preloved uniform shops. At All Saints, this is hosted in the local church community centre and we've found that it has grown to include uniforms for a number of schools and is now more widely used.</li> </ul> <p>These are a few examples of our efforts to develop sustainability. We intend to revisit this matter in more detail in the autumn.</p>
<p><b>Governor Monitoring Visit Reports (Item 12)</b></p>	<p>Computing Lesson</p> <p><i>Q – A Governor stated, it was noted that the teacher/student teacher did not have a thorough understanding of Excel, which meant that some questions could not be answered by them. Is there a solution where teachers are teaching a subject they don't have knowledge or understanding of? Is there a different way of delivering this or having technical questions answered?</i></p> <p>A – The HT responded that this was a student teacher and this had been conveyed to her mentor.</p> <p><i>Q – A Governor stated, it was also noted that the text on the screen in the first classroom was quite small, particularly at the back of the class. It may be helpful to consider zooming in during this walkthrough of the task to help the children better see the instructions on-screen.</i></p> <p>A – See answer above, which also applies here.</p> <p><i>Q – A Governor stated, it was also noted that many of the groups needed the help of the teacher/student teacher to find their data from the previous class before they could start. Is there a solution to loading the data more quickly to make the most of the time in the classroom to cover the intended learning outcomes?</i></p> <p>A – The HT responded that pupils need to be taught how to find documents, therefore this is an important part of the lesson.</p> <p>Health &amp; Safety Report</p> <p>Question for H/S Gov</p> <p><i>Q – A Governor asked, were you happy with the Office Manager's replies and the extent of her knowledge?</i></p> <p>A – The H&amp;S Governor confirmed he was.</p>

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*Q – A Governor asked could the HT clarify the position on the swimming pool? It has been reported that it might be repaired but we thought that this was not the plan. Have the LA been approached about using the new Splashes yet, as many schools etc will be doing this?*

A – The HT responded that options are being weighed up. The reported cost of using the new Splashes is not feasible and it would make sense to sort out the onsite pool at St Margaret's. However, this will take a lot of work and money to do so therefore it is being looked into carefully.

#### Mental Health and Wellbeing Report

*Q – A Governor asked if the Coffee Mornings become a regular event, perhaps governors could assist?*

A – The HT confirmed they could.

*Q – A Governor asked will the better awareness among the staff about emotional wellbeing interventions available result in more appropriate referrals to the PL and SENCO?*

A – The HT confirmed that yes, it would hopefully be the case.

#### PE Pupil Voice

*Q – A Governor asked what sort of things will be added to the Useful Links page in the PE section of the Curriculum pages?*

A – The HT responded that the Medway Go links would be added (as an example).

*Q – A Governor asked will these pages be updated with the names of the new Curriculum Leads?*

A – The HT confirmed they would.

*Q – A Governor asked are results from the Mini Games posted on the website?*

A – The HT responded that they are not currently but it was something that could be looked into.

*Q – A Governor asked could the LGB be represented at Sports Day?*

A – The HT confirmed they could and confirmed that Sports Day would be held on the 15<sup>th</sup> July.

#### Playtime Improvements: Pupil Voice

*Q – A Governor asked are there plans to reintroduce play leaders?*

A – The HT responded that they are already in place.

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	<p><i>Q – A Governor asked are there plans for more activities to be available at playtimes both outside and in the classroom during bad weather?</i></p> <p>A – The HT confirmed that this is being looked at.</p> <p><i>Q – A Governor asked is there an opportunity to review monitoring of the quiet areas?</i></p> <p>A – The HT confirmed that they will look into this.</p> <p>Attendance for Governors</p> <p><i>Q – A Governor asked how is PP money being used to support pupils to reduce their persistent absence?</i></p> <p>A – The HT responded that the PP money is used with initiatives such as funding school uniform for PP children and taxi's to school if required.</p> <p><i>Q – A Governor stated, it is good to see that the attendance figures have improved again since term 4. Hopefully this will continue. Is Attendance still being celebrated?</i></p> <p>A – The HT responded that Attendance is celebrated in the Acts of Worship.</p>
<b>LGB Impact (Item 13)</b>	<p>Just prior to this May meeting, several governors had assisted with the delivery of the SATs in school and reported that all had gone smoothly, with the pupils remaining calm and behaving well throughout.</p> <p>The Ethos Governor and the HT have found ways to establish closer links between St Margaret's Church and our school.</p>
<b>Policies (Item 14)</b>	As mentioned above, the Online Safety Policy had been scrutinised.
<b>Survey Questions (Item 15)</b>	The HT confirmed that the results from the Parents Survey were in however needed to be analysed. The Chair reported that these would hopefully be circulated in advance of our next meeting.
<b>Vision &amp; Values (Item 16)</b>	<p><i>Q – A Governor stated the translation for the parable is not from the International Children's Bible that we had heard that Nathan had donated to our school leavers: which edition has been used?</i></p> <p>A – The HT confirmed that the parable would be taken from the Bible Nathan had donated. Once the changes had been agreed and discussed they would be sent to Gemma at the Diocese to review.</p>
<b>Training (Item 17)</b>	It was agreed that the next training module would be the GDPR training module. The CEO would be running training on Attendance in September. The new parent

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	governor should complete the Induction training module on National College, and the Training Governor will ensure that he has the link.
<b>AOB (Item 18)</b>	<p>Q – A Governor said, in view of recent terrible events in schools, could you talk about the School's lockdown procedures?</p> <p>A – The HT outlined the school's lockdown procedure for the Governors, explaining that it also has a different alarm tone. There will be a lockdown alarm testing in Term 6.</p> <p>The Health &amp; Safety Governor had received correspondence from a local resident regarding the trees on the boundary of the school field. The H&amp;S Governor will be engaging with the school office to ensure a response is sent back to the resident.</p> <p>The HT also confirmed that Tracey Coombs, the Portfolio holder for Education in Medway, was due to visit the school once the Election had taken place.</p> <p>All Governors sent their congratulations to the AHT Mrs Rodger on the birth of her new daughter.</p>

4. **Actions:**

<b>ACTIONS:</b>	Item	Who
CF – Governor to complete Prevent training and Induction training.	7	OJ
CF – HT to arrange a Trauma Informed session for governors in September.	7	HT
Parent Governor to work with HT on parental engagement	10	OJ
HT and Online Safety Governor to discuss Online Safety Policy	14	IK and HT
Chair to analyse parent survey results and produce report.	15	Chair

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SEN Governor to arrange meeting with SENCO	9	SEN Gov
HT to confirm whether Staff satisfaction survey has been completed		HT
H&S Governor to respond to correspondence from local resident	18	H&S Gov
Chair to advertise for a new governor for the LGB	4	Chair
Training Governor to circulate the GDPR training module	17	Training Gov

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