



## ST MARGARET'S CE JUNIOR SCHOOL

### DRAFT MINUTES OF ST MARGARET'S CE JUNIOR SCHOOL LGB BUSINESS MEETING HELD ON THURSDAY 22 SEPTEMBER 2022 AT 09:45

#### 1. **Welcome and Apologies for Absence led by the Co-Chair and a Prayer by the new Ethos governor.**

**Present** –Chrissy Hornby (Co-Chair), Natalie Liddiard, Malcolm Neville, Davina O'Brien, Laura Probert (Co-Chair), Sarah Jane Warren, Lenny Williams (HT)

Natalie Hobbs (Clerk), Hilary Sanders (MAST CEO)

**Apologies accepted** – Emma Perkin

**No Apologies received** - Gill Mond, Tristan Thorpe

#### 2. **Approvals:**

**Declarations of Interest (Item 3)** – No new declarations of business interests were declared. The majority of Governors had completed the annual return of the Business Interests form and Related Party Questionnaire. Those who had not would be reminded by the Clerk.

**Governing Body Membership (Item 4 and 5)** – The Clerk outlined she had received nominations for the current Co-Chair arrangement to continue. The Co-Chairs confirmed they were happy with this. Nominated by one governor and seconded by the HT. All Governors agreed. The Co-Chairs nominated NL for the position of Vice Chair. This was seconded by other governors. All governors agreed. A Co-Chair warmly welcomed SJW to the Governing Body, as the new Parent Governor. The Clerk will send all new governor paperwork through to the new parent governor.

The Clerk confirmed that one of the Co-Chair's (CH) term of office was due to expire and asked for governors to confirm their agreement to a new term. The governors duly agreed.

**Minutes of the Meeting (Item 19)** on 13 July 2022

**Policies (Item 18):** Attendance Policy 2022, (LGB Code of Conduct, LGB Terms of Reference, LGB Monitoring Visits Policy, Safeguarding Policies –*all agreed to confirm these have been read by November's meeting*)

**Date of Next Meeting (Item 22)** – 24 November 2022

**Chair's Correspondence (Item 7)** – A Co-Chair had received a thank you card from a former governor which she read to the LGB.

**Confidentiality** - None

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

<p><b>Matters Arising from LGB Meeting 13<sup>th</sup> July 2022 (Item 10)</b></p>	<p>The following actions were carried forward to the November meeting:</p> <ul style="list-style-type: none"> <li>- Meeting to be arranged with Co-Chairs to discuss the format of data tables for the LGB having already been shared with the PP governor</li> <li>- Meeting to be arranged with Safeguarding Governor and HT/DSL</li> <li>- Meeting to be arranged with previous and current Ethos governors to look at prayer walls</li> <li>- Training governor to share unconscious bias training when available from MAST Central team</li> <li>- New governors still to be given access to Governor Zone</li> </ul> <p>All other matters had been actioned.</p>
<p><b>Headteacher Report and Associated documents (Item 11)</b></p>	<p><b>HT REPORT</b></p> <p>The HT provided his report, draft SDP and SEF prior to the meeting. The following questions were raised:</p> <p><i>Q – A governor asked, Re Cornerstones – please can the difference be explained between this approach and the previous approach taken by the school?</i></p> <p>A – The HT responded that a key aspect of the Ofsted inspection framework is progression of knowledge. Cornerstones provides clear knowledge-based progression with the certainty of NC coverage including a retrieval option to review coverage, as well as assessment and tracking for individual pupils. Governors can be confident that the school’s curriculum covers the expectations outlined in the NC and will support teachers to manage their workload.</p> <p><i>Q – A Co-Chair asked if this will include CPD for staff and how will this work?</i></p> <p>A – The HT responded that Cornerstones provide support through a ‘help desk’ and deliver training. One staff meeting per term is dedicated to training. The HT remains committed to release staff for CPD.</p> <p><i>Q – A Co-Chair asked how will CPD work with the current staffing levels?</i></p> <p>A – The HT responded that it should work out well. There is capacity that can be utilised, if not the school will book supply cover.</p> <p><i>Q – A Co-Chair asked how the new Subject Leads would develop in their roles?</i></p> <p>A – Release time would be given ‘inhouse’. The aim is for one afternoon a term. There had been opportunity for handovers between Subject Leads and the National College provides training resources if needed.</p> <p><i>Q – A Co-Chair asked how has the Spelling programme changed?</i></p>

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A – The school are adopting an online spelling programme that provides a natural continuation of the Read Write Inc scheme used throughout the Infant School. It requires a daily 10minute focus on spelling with homework provided. Staff are feeling positive with this new approach.

*Q – A governor asked, can the LGB see the Behaviour Action Plan, and how is this going to be implemented?*

A – The HT confirmed that they could and it will be shared at our next meeting when we share the new policy. The key theme is building consistency across the school, with regular meetings planned to support staff.

*Q – A governor asked if the columns in the Achievement Standards tables be explained?*

A – The HT provided the following:

EAL = English as an additional language

PP = Pupil Premium

SEND K = on the SEND register

SEND E = has an EHCP

*Q – A governor asked why boys' reading is lower in achievement than girls?*

A – The HT responded that it is a national issue and whilst the school has focused on more boy-friendly texts, the aim is still to keep all pupils engaged in reading.

*Q – A Co-Chair asked why the PP achievement was quite low compared to other schools in the Trust?*

A – The HT responded that they are fully aware that data needs to improve. Results are closer to national, however further breakdown could be required for example to consider if it is 'disadvantaged' or SEND impacting on attainment/progress.

*Q – A Co-Chair asked if there were opportunities for collaborative work with other Inclusion Managers in the Trust?*

A – The HT confirmed it was ongoing and would include HTs and Subject Leaders. This would promote the sharing of best practice.

*Q- A Co-Chair asked if this would be carried out remotely or face-to-face?*

A – Both.

*Q - A governor asked with regards to Safeguarding: Do governors also have to redo Prevent training? New governors, at least, will need the link to complete this.*

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	<p>A - It would probably be of benefit so that we can all be confident that training is up to date. The HT will forward governors logins for the National College training.</p> <p><b>SIP</b></p> <p><i>Q – A governor commented that the plan has clear responsibilities for ‘lead’ and ‘monitoring’, is there a standard planned approach for the monitoring?</i></p> <p>A – The HT confirmed this will be approached through leadership team meetings and their weekly monitoring schedule.</p> <p><i>Q – A governor asked how does the HT think the change to ‘lead’ and ‘monitoring’ responsibilities will impact the achievement of the SIP priorities and goals?</i></p> <p>A – The HT responded that it gives him confidence that priorities are a focus for all. It is a key part of everyone’s appraisal.</p> <p><i>Q – A Co-Chair asked how often do Pupil Progress meetings take place?</i></p> <p>A – The HT confirmed they take place three times a year.</p> <p><i>Q – A governor asked what is the LYFTA programme?</i></p> <p>A – The HT explained that LYFTA is an online platform that provides resources to support the enrichment of the curriculum.</p> <p><i>Q – A governor stated the LGB hoped to rearrange the three Governor Monitoring Days to November, March and May. This is a slight change from previous years: is this something we can work towards?</i></p> <p>A – The HT agreed and felt it would be preferable to a July date, as we would get more out of the day.</p> <p><i>Q- A Co-Chair asked when can the LGB expect to receive ‘data-captures’?</i></p> <p>A-In January, May and July, although dependent on availability in July, it might be September.</p> <p><i>Q – The Co-Chairs commented that they had learned something about Behaviour Hubs from the Pastoral Lead recently: could the HT provide a quick outline for the LGB?</i></p> <p>A – The HT explained that Behaviour Hubs is a Government funded initiative, which pairs schools for support on their ‘behaviour journey’. There are 6 webinars in the year and a visit to the lead school to reflect on practice. Our paired school is in Faversham.</p> <p><i>Q – A governor asked if the seasonal targets are shown within the SIP?</i></p> <p>A – The HT confirmed they are shown as seasonal actions and are RAG rated.</p> <p><i>Q – A Co-Chair asked if behaviour incidents would be shared as part of governor reports?</i></p> <p>A – The HT confirmed they would be.</p>
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	<p><i>Q – A Co-Chair asked if Staff and Pupil Questionnaire outcomes would be shared with the governors?</i>  A – The HT confirmed the LGB would get highlights.  <i>Q – A governor asked what Restorative Practice was?</i>  A – The HT explained it was an approach to repairing a relationship if there has been an ‘incident’.</p>
<p><b>Safeguarding / Online Safety (Item 13)</b></p>	<p>All governors are required to read Part 1 &amp; 2 of the KCSiE 2022 guidance and should email the clerk to confirm they had done so.  The Trust Safeguarding Policy had been circulated to the HTs who will be tailoring the policy (and those linked policies) to their schools.  All governors are required to complete the Learning Link module on Safeguarding.  <i>Q- A Co-Chair asked if any of the governors had attended the Safeguarding training at St James?</i>  A – It was confirmed that none of the governors had attended the training arranged.  <i>Q- A Co-Chair asked because of this would the CEO would be holding a training session for our LGB?</i>  A – The clerk will find out.  The Safeguarding Audit will be circulated to the LGB prior to submission to the LA. An additional Trust Safeguarding Audit will be completed in October.</p>
<p><b>Governor Roles and General LGB Housekeeping (Item 14)</b></p>	<p>A Co-Chair outlined some general housekeeping points to the LGB:</p> <ul style="list-style-type: none"> <li>• Emails should copy in both Co-Chairs</li> <li>• Questions should be submitted to the Co-Chairs by the Friday prior to the meeting being held (please feel free to ask any questions that arise in the meeting)</li> <li>• Draft Minutes are received by the Co-Chairs within two weeks of the meeting</li> <li>• Monitoring Visits to be arranged with the HT and the member of staff</li> <li>• Co-Chairs to be advised of visits that have taken place</li> <li>• Draft reports to be sent for ‘fact checking’ to the HT/member of staff</li> </ul> <p>The new governors were given roles of Health &amp; Safety and Ethos. All other roles remain the same. The Vice Chair confirmed she would mentor the new Parent Governor. The HT said that he will arrange for the new H&amp;S governor to visit the school and meet with the Site Manager.</p>

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<p><b>MAST Update (Item 15)</b></p>	<p>The CEO stated that the gap had narrowed to national results and progress was positive as indeed was behaviour. She gave an update on the <b>Trust Priorities for the academic year</b>. They are:</p> <ul style="list-style-type: none"> <li>• All Trust schools to use RWI for Spelling and Phonics (if applicable)</li> <li>• Focus on the bottom 20% for Reading</li> <li>• Focus on the bottom 20% of Maths</li> <li>• SEND ('every teacher is a teacher of SEND')</li> </ul> <p><b>Finances</b></p> <ul style="list-style-type: none"> <li>○ Teachers' Pay Increase</li> <li>○ NJC Pay Award</li> <li>○ Energy Increase</li> <li>○ TTO Settlement</li> </ul>
<p><b>Governor Monitoring Visit Reports (Item 16)</b></p>	<p><u>SEND Governor Report</u></p> <p><i>Q – A governor asked what links are there between behaviour and SEND? Are they seen throughout the school?</i>  <i>A – The HT responded that sometimes SEND children find routines and expectations more challenging. We do need to be considerate of this in our policy and approach. One key thing to consider is if behaviour is due to SEND, then under the Equality Act we need to think very carefully about exclusions.</i></p> <p><u>Governor Report on Recruitment Process</u></p> <p><i>Q – A governor asked are unsuccessful candidates given feedback on their performance?</i>  <i>A – The HT confirmed that they are given feedback on the phone, with an opportunity for a more detailed feedback session if they would like this.</i></p> <p><u>PE &amp; Sports Premium Governor Report</u></p> <p><i>Q – A Co-Chair asked, following the questions at the last meeting, is there a benefit/need/wish for Governors to attend any sports events?</i>  <i>A – The HT responded that yes, as they arise Governors will be informed.</i>  <i>Q- A governor asked if girls played football?</i>  <i>A – They do.</i></p> <p><u>Report on Governor Visit to Art Lead</u></p>

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	<p><i>Q – A governor asked the Art Lead if they have sufficient resources to lead and teach this subject?</i>  A – The HT responded that yes, and an order arrived in August.</p> <p><u>Report on Visit to Mental Health Lead</u></p> <p><i>Q – A governor asked if the Freephone number for counselling for staff was still available?</i>  A – The HT responded that it was in the Staff Handbook and on display. He added that every staff member was entitled to 6 free counselling sessions (which could be face to face or over the telephone).</p>
<p><b>LGB Impact (Item 17)</b></p>	<p>The LGB have successfully recruited three new governors and now have a full complement.</p>
<p><b>Policies (Item 18)</b></p>	<p><b>Attendance Policy</b></p> <p><i>Q – A governor asked, as part of the data tables that include attendance stats which are reviewed by the LGB, would it be possible for the number of active interventions to be included going forward?</i>  A – The HT confirmed that it would be possible and that under KCSI E 2022 there needs to be a greater emphasis on attendance, so this is something that we should implement. We may also consider having an Attendance Governor.</p> <p><i>Q – A governor asked does Paragraph 2, Roles and Responsibilities, refer to the LGB or the Trust Board? If it is the LGB, this title would be clearer.</i>  A – The HT confirmed it was Local Governing Body and that he would change it.</p> <p><i>Q- A governor stated that under, ‘Parents are responsible for’, would ‘The timely attendance of their children at school’ be more appropriate?</i>  A – The HT confirmed that this has been changed.</p> <p><b>Trust Policies</b></p> <p>The MAST Safeguarding Policy, along with the reviewed policies on Child on Child Abuse, Allegations of Abuse against Staff etc, were approved at the Trust Board on the evening of the 20 September, not allowing sufficient time for governors to read before this meeting. It was agreed that governors could read them and send through any questions, with formal adoption taking place at the November meeting.</p>

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<p><b>Training (Item 19)</b></p>	<p>The HT confirmed the Unconscious Bias Training system was not yet ready to use.</p> <p>It was agreed that all governors should complete the Safeguarding: A Governors Role 2022 module on the NGA Learning Link before the next meeting (please see link below).</p> <p><a href="https://nga.vc-enable.co.uk/Learn/Learning/LearnerRecord?reference=b5eb1668-d980-412c-962d-1cd34581373c">https://nga.vc-enable.co.uk/Learn/Learning/LearnerRecord?reference=b5eb1668-d980-412c-962d-1cd34581373c</a></p> <p>The HT spoke of the National College resource and confirmed he would arrange for all governors to have log-ons. The resources are vast and would give the LGB access to an additional resource for Training. It was agreed the Training Governor would be an administrator.</p> <p>The CEO confirmed induction for new governors would be arranged shortly.</p> <p>Additionally, the LGB spoke about the SchoolBus website which is really helpful. The clerk agreed to request that the School Office add the new governors onto the access list.</p>
<p><b>AOB (Item 21)</b></p>	<p><b>Governor Days</b></p> <p>A Co-Chair confirmed that the Governor Days for this academic year would be the 24 November, 30 March and the 25 May. These would include an LGB meeting.</p>

4. **Actions:**

ACTIONS:	Item	Who
Meeting to be arranged with Co-Chairs to discuss the format of data tables for future meetings.	10	HT
Meeting to be arranged with Safeguarding governor and HT/DSL	10	HT

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Meeting to be arranged with previous and current Ethos governor to look at prayer walls.	10	HT
Clerk to send through new governor paperwork to the new parent governor once the Co-Chair has forwarded details	5	Clerk
Clerk to request the IT lead to set up email addresses and governor zone access for the new governors	5	Clerk
HT to organise National College log-ons for all governors and signpost the Prevent training module within it.	19	HT
All governors to read the part 2 of KCSiE 2022 guidance and confirm via email to the clerk	13	ALL
HT to implement changes to the Attendance Policy	18	HT
All governors to read reviewed Trust Policies on Governor Zone before the next meeting	18	ALL
Clerk to organise with School Office SchoolBus access for new governors	19	Clerk
All Governors to complete the Safeguarding Learning Link module before the next meeting. Certificates should be emailed to the Training Governor.	19	ALL
HT to provide highlights of both Staff and Parent Questionnaires	11	HT
Clerk to provide details of MAST training schedule for 2022/23	19	Clerk
HT to arrange for new H&S governor to visit and meet the Site Manager	14	HT
Clerk to liaise with CEO re delivering Safeguarding training for the LGB as previously suggested	19	Clerk

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