



ST MARGARET'S CE JUNIOR SCHOOL

DRAFT MINUTES OF ST MARGARET'S CE JUNIOR SCHOOL LGB MEETING
HELD ON THURSDAY 24 NOVEMBER 2022 AT 09:45

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

Present –Chrissy Hornby (Co-Chair), Natalie Liddiard, Gill Mond, Davina O’Brien, Emma Perkin, Laura Probert (Co-Chair), Tristan Thorpe, Sarah Jane Warren, Lenny Williams (HT)
Natalie Hobbs (Clerk)
Apologies accepted – Malcolm Neville

2. **Approvals:**

Declarations of Interest (Item 3) – No new declarations of business interests were declared.
Governing Body Membership (Item 4) – The Clerk outlined that the PP Governor’s term of office was due to expire in January. The PP Governor confirmed that she would like to continue serving on the LGB. All Governors duly agreed. The Clerk will update the necessary systems to reflect the new term of office.
Chair’s Correspondence (Item 6) – None
Minutes of the Meeting (Item 7) on 22 September 2022
Safeguarding (Item 11) – The Annual Safeguarding Audit was approved.
Policies (Item 15): MAST Data Protection Policy, First Aid Policy, Health & Safety Policy, Induction Policy, Staff Code of Conduct Policy, Supporting Children with Medical Conditions Policy
Date of Next Meeting (Item 19) – 26 January 2023
Confidentiality – See Confidential Minutes

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

Matters Arising from LGB Meeting 22 September 2022 (Item 8)	<p>The following actions were carried forward to the January meeting:</p> <ul style="list-style-type: none"> - Meeting to be arranged with Co-Chairs to discuss the format of data tables for future meetings. - Meeting to be arranged with Ethos Governor to look at Prayer Walls (this has been amended to not include the previous Ethos Governor) <p>All other matters had been actioned.</p>
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<p>Skills Audit (Item 5)</p>	<p><u>Areas of Strength</u> Across all areas of the questionnaire, the strengths of the LGB came through. The following areas scored 3 or 4 consistently: People; Structures; Compliance; Equality, Diversity & Inclusion. The following areas scored 2 or 3: Accountability; Strategic Leadership.</p> <p><u>Areas of Potential Development</u> Delving a little deeper into the areas of Accountability and Strategic Leadership, within those it appeared individuals were less experienced with Risk Management and Succession Planning according to the results on the dashboard and these were scored less highly than others.</p> <p>The Learning Link does have some modules regarding Risk Management and Succession Planning, however the Training Governor also agreed to look on National College and add any relevant courses to Governors' 'watch lists' in respect of the above development areas.</p> <p><u>Comments from individual questions (what people wanted to see/do)</u></p> <ul style="list-style-type: none"> • Utilise online training systems more • Roll out the Unconscious Bias training • Have some Ofsted Readiness training again • Link in with Educational Updates <p>Governors discussed the last point and the HT highlighted that the most relevant educational update would be the email from the SchoolBus that all governors receive. The Clerk agreed to share the ESFA updates when they are released, if relevant to governance, however they had not been as frequent since the summer.</p>
<p>Headteacher Report (Item 9)</p>	<p>HT REPORT The HT provided a full report prior to the meeting. The following questions were raised:</p> <p><i>Q – A Governor asked has recruitment to the teaching posts begun?</i> A – The HT confirmed that it had however recruitment is difficult. Not just for the school but the Trust and Medway also. Therefore, the focus is on using supply teachers for the roles.</p>

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	<p><i>Q – A Co-Chair asked what year groups the recruitment was for?</i></p> <p>A – The HT responded it was for Y4 and Y6. Unfortunately, the applications received had not been as strong as they would like, therefore supply agencies had been contacted. Supply teaching works for some people as it is more flexible. There is a supply teacher currently in Y6 who is working well and the idea is to explore further with them if they would like to remain at the school.</p> <p><i>Q – A Co-Chair asked if the roles were full time or part time?</i></p> <p>A – The HT responded that the Y4 is part time however they could look to full time for the right person.</p> <p><i>Q – A Governor asked if there was any information on the new SIAMS framework available?</i></p> <p>A – The HT responded that there will be a new SEF released and the intention is to combine the School SEF and the SIAMS SEF into one document. The focus is on the vision driving every aspect of school life and the current inspection grades have been removed. SMJ are not on the inspection list for this year.</p> <p><i>Q – A Co-Chair asked if a member of SLT has been given responsibility for driving SIAMS for the school?</i></p> <p>A – The HT confirmed it was the upper school Phase Leader/RE Lead and that he would be attending the relevant training on the updates.</p> <p><i>Q – A Governor asked how often is the HLTA seeing the ‘cusp’ children?</i></p> <p>A – The HT confirmed it was twice a week.</p> <p><i>Q – A Governor asked what is late gate?</i></p> <p>A – The HT outlined that late gate is when a member of leadership or the DSL is at Reception asking parents why they are late.</p> <p><i>Q – A Governor asked what is PA on the Attendance Table?</i></p> <p>A – The HT confirmed that PA stands for Persistent Absence which is 10% + of sessions missed/absence.</p> <p><i>Q - A Governor asked has Attendance improved with the interventions that have been in place? Is there a requirement to have an Attendance Governor?</i></p> <p>A – The HT stated that there has been improvement in the attendance of the school, attendance over 96% is excellent. There is a greater focus on attendance this year, rewarding improved attendance, which wasn't in place during Covid. The office inform the SLT of daily absence figures by 10 am each day. There have been more home visits and this has contributed to the improvement. With regards to an Attendance Governor, there is no requirement but Attendance should be clearly discussed at LGB meetings and could be part of the Safeguarding Monitoring.</p>
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SEND and PP (Item 10)	<p><u>Pupil Premium</u></p> <p><i>Q – A Governor asked what does targeted support look like for those whose mental health indicators are low?</i></p> <p>A – The HT confirmed that the school provides ELSA, Mindfulness, Drawing & Talking and Sand Therapies for those children who require it.</p> <p><i>Q – A Governor asked how can the improved transition from the infants be built upon?</i></p> <p>A – The HT responded that they continue to share information and request that they support with the identification of PP children as their children all get FSM so parents don't necessarily complete the PP paperwork. The HT continued to state he has built a good working relationship with the Infants' HT and has offered support with the administration of Y2 SATS. This will help when receiving the information of children coming across to the Junior school. A current challenge is that the systems both schools use are not the same so there is work to be done in ensuring all data is captured (such as allergy information etc). This has been since the Infant school moved away from using SIMS and onto ARBOR.</p> <p><i>Q – A Governor asked with increased SEMH how are staff equipped to support this?</i></p> <p>A – The HT confirmed that staff have received CPD. At a higher level of need, key members of staff have had training in therapies such as ELSA and Drawing & Talking so they can manage these higher levels appropriately. The DHT is undertaking a Mental Health accreditation currently which will also help.</p> <p><i>Q – A Governor asked if any of the children require 'positive handling'?</i></p> <p>A – The HT confirmed there is one child who sometimes requires this. All Staff are supported after this happens and only certain members of staff should be doing it.</p> <p><i>Q – A Governor asked how will the impact of the National Tutoring Programme be measured?</i></p> <p>A – The HT responded that the Intervention logs will be used and in Y6, the percentage of those that achieved was as expected.</p> <p><i>Q – A Governor asked will there be Pupil Premium data to evidence the improvements mentioned in the report? E.g. three year trends, to include attendance and progress in reading writing and maths</i></p> <p>A – The HT confirmed there will be data analysis provided at the next meeting.</p> <p>Some information has been removed due to Confidentiality</p>
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<p>Safeguarding / Online Safety (Item 11)</p>	<p><u>Annual Safeguarding Audit</u></p> <p><i>Q – A Governor asked of the Safeguarding improvements identified at the audit, what were the issues and the actions taken to rectify these?</i></p> <p>A – The HT outlined that at the recent School Disco there was an issue with the dismissal at the PTA arranged event. The arrangements were quickly changed for the 2nd event of the evening and protocols put in place for future events. Additionally, there was an issue with file storage and the need for files to always be stored in a lockable cabinet. Both of these issues have been resolved. The HT confirmed he liaised with Medway LA who were happy with the school's actions.</p> <p><i>Q – A Governor asked if risk assessments are carried out before events?</i></p> <p>A – The HT confirmed they are.</p> <p>The Annual Safeguarding Audit was approved.</p> <p><u>Safeguarding Monitoring Reports</u></p> <p>Safeguarding</p> <p><i>Q – A Governor asked has the school established a clear protocol/timetable for reviewing the filtering and monitoring systems?</i></p> <p>A – The HT responded that the filtering and monitoring aspect is carried out through the school's subscription to MGFL (Medway Grid For Learning) and maintained by SNS. However, the school's expectations need to be clear and these will be included in the Trust's response to the Cyber Security Review which Mark Dermondy is undertaking for us.</p> <p>Online and GDPR training/updates</p> <p><i>Q – A Governor asked with three/four new governors in post, is it the intention of the Trust to provide training for both these areas? Should this be considered to be a priority?</i></p> <p>A – This training has been arranged for the 14th December at 9am via Teams. The invite has already been sent.</p> <p>Some information has been removed due to Confidentiality</p>
<p>MAST Update (Item 12)</p>	<p>Some information has been removed due to Confidentiality</p>

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<p>Governor Monitoring Visit Reports (Item 13)</p>	<p><u>Pupil Voice</u></p> <p><i>Q – A Governor asked do all classrooms have a ‘worry’ box?</i> A – The HT responded that not all classrooms have one as it was thought that they have their own different ways of managing these anxieties. However, after discussion with the governors, it was decided that all classrooms would have a ‘worry’ box.</p> <p><i>Q – A Governor asked if the school were having high levels of absence due to anxiety?</i> A – The HT responded no, the absence seems to be coming from holidays currently.</p> <p><i>Q – A Governor asked what steps can be taken to ensure MMS are respected by pupils?</i> A – The HT responded that teachers are now beside them and modelling behaviours we would expect of the pupils with regards to respect. One of the things that came out of the SEND Audit was teachers being in the same environment as the MMS to model the behaviour.</p> <p><i>Q – Do MMS get the same training regarding managing behaviour?</i> A – The HT responded they receive the same training as the teaching staff.</p> <p><i>Q – A Governor asked is there funding for new playground equipment and signage?</i> A – The HT confirmed that Sports Premium had been used for the new equipment and it is being used at playtimes.</p> <p><i>Q – A Governor asked if the wooden play frame had been made safe?</i> A – The HT confirmed it had been made safe. This had come up in the H&S audit.</p> <p><i>Q – A Governor asked does the ‘stop and think’ warning have consequences or stand alone?</i> A – The HT confirmed it is stand alone and has no consequence. It is a chance to reflect and is a discrete reminder to children.</p> <p><u>Health and Safety</u></p> <p><i>Q – A Governor asked are there any chemicals or flammable materials that are no longer needed on site?</i> A – The HT confirmed that the materials in question have been removed.</p> <p><u>Charity coffee morning</u></p> <p><i>Q – A Governor asked did the pupils feel it had been a success?</i> A – The HT explained that it had been one of the first events since Covid and the pupils really enjoyed being a part of it.</p>
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	<p><i>Q – A Governor asked were all year groups involved?</i> A – The HT confirmed that the School Council from each year group were involved and also the Choir.</p> <p>Pay Committee A Governor from St Margaret's attended the Trust Pay Committee as the Trust LGB Rep.</p> <p>Website Compliance <i>Q – A Governor asked if there were any particular areas the HT would like her to focus on when completing her review/in terms of compliance?</i> A – The HT confirmed that SEND would be a good area to look at initially. The HT is meeting with Primary Site regarding Compliance so once the HT has had this meeting he will speak with the Website Governor. <i>Q – A Governor asked if the curriculum information on the website reflecting what is happening in school?</i> A – The HT responded it is.</p>
<p>LGB Impact (Item 14)</p>	<p>Governor Monitoring Day The Co-Chairs thanked the Governors for attending the first full Governor Day since lockdown. Thanks to the staff and Lenny for their help with the day.</p> <p>Some information has been removed due to Confidentiality</p>
<p>Policies (Item 15)</p>	<p>A Co-Chair asked that all Governors send any typo/grammatical errors within policies via email to the HT (for School Policies) or the Clerk (for MAST Policies) when identified and not to wait for the LGB meeting. The HT agreed.</p> <p>Data Protection Policy <i>Q – A Governor asked how many data breaches have there been this year?</i> A – The HT confirmed that there have not been any official breaches this year. There have been reminders to staff regarding email encryption and storage of files but nothing that constitutes a formal, reportable breach. There has been a concern but not at a reportable level. <i>Q – A Governor asked how many were reported to the ICO?</i> A – The HT confirmed this was zero. <i>Q – A Governor asked does the school receive many Subject Access Requests/ Parental Requests to see educational records?</i> A – The HT confirmed that none had been received.</p>

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Behaviour

Q – A Governor asked how many bad incidents have there been since September?

A – The HT confirmed there have been three zero tolerance incidents which have resulted in straight red cards.

First Aid

Q – A Governor asked how many First Aiders are there in school?

A – The HT confirmed there are 7 staff members who have completed First Aid at Work Training. Additionally, the School has 3 Mental Health First Aiders.

Q – A Governor asked do they all have their training up to date?

A – The HT confirmed they do. It was recently updated along with 2 new first aiders. It was group training.

Q – A Governor asked who is the appointed person referred to who leads first aid arrangements and procedures?

A – The HT responded that the DHT is responsible for leading these arrangements.

Q – A Governor asked how are first aid arrangements and procedures monitored?

A – The HT confirmed that the DHT checks incidents and organises logistics of the first aiders.

Health and Safety

Q – A Governor asked is there a need for the LGB to review the accident and incidents statistics?

A – The HT responded that it wasn't a necessity, however the Health & Safety Governor could review the Accident Book and Statistics as part of his monitoring. The Co-Chairs felt this would be a good idea.

Q – A Governor asked are accident reports monitored regularly for trends, patterns and themes?

A – The HT confirmed that this was done by the DHT and has become more rigorous with the use of new forms. It is much more detailed.

Q – A Governor asked if the Accident Book was GDPR sensitive?

A – The HT responded that it wasn't GDPR sensitive but it does get locked away in the office.

Q – A Governor asked what is the biggest H&S risk in school?

A – The HT responded that currently it is the Asbestos and adults being aware of the policy and risks around what they can and cannot do in this regard.

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	<p>Induction Policy <i>Q – A Governor asked have new staff provided feedback on their induction and how they felt?</i> A – The HT responded that they haven't but it would be a good item to focus on for the next Governor Day. <i>Q – A Governor asked have they identified possible changes or opportunities to approach it differently?</i> A – The HT responded that if anything changes or opportunities come out from any future conversations with the new staff (as part of the governor day possibly or before), the National College will be used to provide additional CPD. <i>Q – A Co-Chair asked about training for more experienced teachers?</i> A – The HT responded they do receive an annual performance appraisal and regular CPD. There is open dialogue with staff and leadership. Whilst there is no formal buddy scheme, the phase leaders are there for their teams, or they could speak to the HT.</p> <p>Supporting children with medical conditions policy <i>Q – A Governor asked where are written records kept of medicines administered?</i> A – The HT confirmed that these are kept in the school office. <i>Q – A Governor asked where are the IHPs kept?</i> A - The HT confirmed that the IHPs were kept on the Staff Share Network.</p>
<p>Training (Item 16)</p>	<p>Two of the new Governors attended the Diocesan New Governors training held recently. The Clerk will be inviting them to the Trust New Governor Induction planned for the 12 December at 6.30pm via Teams, along with all other New Governors in the Trust.</p> <p>There had been a SIAMS update recently which a Co-Chair had received the transcript for. It was agreed that the Co-Chair and Ethos Governor would meet to go through it.</p> <p>All Governors are reminded to send training certificates for recent training on Prevent and Unconscious Bias to the Training Governor please.</p>

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	The MAST Training Schedule had been circulated. Please ensure you book onto any training where booking is required. Virtual training invites will go out to all governors to accept or decline.
AOB (Item 18)	School Newsletters <i>The Co-Chairs asked if they had been added to the distribution list for newsletters? The HT confirmed he would ensure the school office send the newsletters to the Co-Chairs.</i>

4. **Actions:**

ACTIONS:	Item	Who
Training Governor to look on National College and add any relevant courses to Governors 'watch lists' in respect of Risk Management and Succession Planning	5	Training Governor
Clerk to share any ESFA updates with Governors	5	Clerk
Training Governor to choose new module for Governors to complete	16	Training Governor
All Governors to provide Unconscious Bias and Prevent training certificates to Training Governor	16	ALL
Co-Chair and Ethos Governor to meet to go through SIAMS Update transcript	16	CH / DOB
HT to check with the school office that the Co-Chairs are on the distribution list for Newsletters	17	HT
Clerk to invite new governors to the new governor induction on the 12 December	16	Clerk
Worry boxes to be installed in all classrooms	13	HT
The HT to ensure the SCR is moved to OneDrive by the end of Term 2 and the 'School Emergency Business Plan' updated.	11	HT

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HT to contact Website Governor after meeting with Primary Site reference compliance	13	HT
Carried over: HT to meet Co-Chairs to finalise format of future data tables	8	HT
Carried over: Ethos Governor to look at prayer walls in the school	8	Ethos Governor

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