



ST MARGARET'S CE JUNIOR SCHOOL

DRAFT MINUTES OF ST MARGARET'S CE JUNIOR SCHOOL LGB MEETING
HELD ON THURSDAY 30 MARCH 2023 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, Malcolm Neville, Davina O'Brien, Emma Perkin, Laura Probert (Co-Chair), Sarah Jane Warren, Lenny Williams (HT)
Natalie Hobbs (Clerk)
Apologies accepted – Gill Mond, Tristan Thorpe

2. **Approvals:**

Declarations of Interest (Item 3) – No new declarations of business interests were declared.
Governing Body Membership (Item 4) – There were no changes in Membership discussed.
Chair's Correspondence (Item 5) – None
Minutes of the Meeting (Item 6) on 26 January 2023
Policies (Item 14): There were no policies (MAST or School) for information or approval.
Date of Next Meeting (Item 18) – 25 May 2023 *This will be a full Governor Day

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

<p>Matters Arising from LGB Meeting 26 January 2023 (Item 7)</p>	<p>Most matters arising had been actioned. Carried over to next meeting: HT to contact Website Governor following the Trust audit due 11th April</p>
<p>Headteacher Report (including Revised SDP and SEF) (Item 8)</p>	<p>HT REPORT The HT provided a full report prior to the meeting. The following questions were raised: Summary of key successes since January 2023 <i>Q – A Governor asked what leadership opportunities have been provided?</i></p>

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A – The HT responded that there were four leadership opportunities offered to staff – an English Subject Leader, a PP coordinator, and a Behaviour and Trauma Lead Professional and Director of Curriculum.

Q - A Governor asked can you explain more about the focus on restorative practice and a trauma informed approach? And what steps have been taken so far?

A – The HT responded that the school have started a behaviour working party as this was one of the main concerns raised. Additionally, all staff have completed the Adverse Childhood Experiences CPD. We are working to support staff in understanding behaviour as communication and the SEMH needs of children. This is conflicting with many years of experience that teachers and TAs have. All staff have a script to use with children to support the restorative conversation. Next step is teachers leading that discussion, rather than referring to senior leaders. The key is building relationships. The HT added that Medway Council will be auditing schools to ensure they are trauma informed / trauma informed practice trained.

Summary of challenges for next term

Q – A Governor asked if there was an update on the recruitment for September?

A – The HT responded that currently there was one teacher vacancy which closes 17th April.

Q – A Governor asked if the new leadership roles have been filled? Did any interviews take place last Friday for the leadership roles?

A – The HT responded that the roles had not been filled and no interviews had taken place. There had been one informal discussion.

Q – A Governor asked if the staff were aware of the support given to do the roles?

A – The HT responded that they were not, but they hadn't asked any questions about the roles. The HT had asked applicants to provide 5 points that they would focus on for the role and it was disappointing that only one member of staff had expressed any interest.

Q – A Governor asked why SATs are proving to be a challenge? In what way?

A – The HT responded that the SATS are the key measure for schools and currently our data is lower than we would like with Combined at 57%. SATs will always be viewed as a challenge and are the key event next term.

Attendance Data

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	<p>Note from the Governors - <i>Having figures in this format doesn't help us as governors to monitor attendance as we are unable to compare changes over time. Could we please revert to the previous format so that we can compare term by term after July 2022?</i></p> <p>A - The HT confirmed that whilst he preferred his version, he would provide both going forward.</p> <p><i>Q – A Governor asked what is the actual figure of PP Children? 67 or 75 (both figures are shown).</i></p> <p>A – The HT responded that it is 67, which is current PP numbers, children eligible for FSM. However, 75 includes Ever 6 where they have been PP at some point, included in our funding, but not currently PP. The HT confirmed he will change the SEF for current PP.</p> <p><i>Q – A Governor asked are these attendance figures purely for that specific term? Looking at Persistent Absence figures provided in Jan'23 the number of pupils was 136=37.4% of school. In March'23 82 pupils = 22.5%</i></p> <p>A – The HT confirmed that the figures were for the specific term only. This means that persistent absence has improved overall. There are concerns for the Persistent Absence levels for PP children however.</p> <p>H&S</p> <p><i>Q – A Governor asked if there is a deadline for the Building Survey to be completed? By whom?</i></p> <p>A – The HT responded that Medway have provided a company and there is no urgent deadline. This is with a view to getting the swimming pool up and running again due to the high costs of transporting children to Hilltop Primary for swimming now that Splashes has closed.</p> <p><i>Q – A Governor asked where was the Asbestos removed from? Has this been completed?</i></p> <p>A – The HT responded that some asbestos remained from previous removal works. This has now gone.</p> <p>General points</p> <p><i>Q – A Governor asked in view of previous dissatisfaction of some staff members, what the current situation was with the Well-being Working parties?</i></p>
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A – The HT responded that the Working party for behaviour has met and focused on restorative conversations and ensuring these are consistent. The Well-being Working party to include Trust board members and LGB representation will begin next term. We finally have representation from each role in the school. The HT felt that things are improving.

Q – A Governor asked if the staff were aware of the impact of their words on senior leaders?

A – The HT stated he did not believe they were.

SDP

Q – A Governor asked do classes plan and deliver a 'class' assembly? (SIAMS)

A – The HT responded that they do not at the moment; the worship committee do in class.

1. Quality of Education

*Q – A Governor asked if SEND were to be the focus in Season 2 (as mentioned in the **Enhancing the Curriculum End of Season 1 -Implications** section); has this happened? It also states that curriculum pages on the website have been updated which highlight challenge in all subjects and will include evidence of work. Has this occurred? What are the implications drawn for next season?*

A – The HT confirmed that this has occurred and SEND has been a focus with more resources used to support children including 'now and next' boards and visual timetables. Cornerstones curriculum has led to challenge and progression, children are able to articulate previous learning - this is evident through monitoring. Retrieval activities are included in lessons to assess prior learning.

*Q – A Governor also asked that **Accelerate progress and attainment end of Season 1 – Implications**: indicated interventions for SEND to be a focus for T3 and T4. What impact has this had? It also states Lexia being timetabled across the school. In view of previous discussions, is this now the case? Presume this will follow once T4 assessments completed?*

A – The HT confirmed that interventions have been reviewed ready for next term. Interventions have happened in line with the needs of children on School Based Plans.

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	<p><i>Q – A Governor asked can we have an update on the items below highlighted in the SDP as part of the Personal Development End of Season 1 section –</i></p> <ul style="list-style-type: none"> • <i>pupil wellbeing survey</i> • <i>dojos linked to House System</i> • <i>Heads of House implemented and pastoral action plan created</i> • <i>Has the Global Neighbours survey been completed as part of the wider pupil survey in Terms 3 and 4?</i> <p><i>A – The HT confirmed that the Pupil Wellbeing survey is being completed in computing lessons and full analysis will be available next term. The Dojos remain class based. Linking them to the House System has been removed for this year, as has the Heads of House implementation and Pastoral Action plan. The Pupil Wellbeing survey will be used as a basis for the wider pupil survey.</i></p> <p><i>Q – A Governor asked does the school maintain its Starfish Malawi link? (There has been no update on the website since 2020) Did the recent cyclone affect Mtumbira?</i></p> <p><i>A – The HT responded that Starfish Malawi have been in school and he will organise for the website to be updated accordingly and an update for the next meeting. He is not aware if the cyclone affected Mtumbira.</i></p> <p>SEF</p> <p><i>Q – A Governor asked should it read as Site Manager rather than caretaker?</i></p> <p><i>A – The HT responded that it is a caretaker role and the SEF will be updated to reflect it throughout.</i></p> <p><i>Q – A Governor asked how often should H&S Governor carry out H&S walks? Is it seasonal(3x) or termly(6x) a year? Have these taken place? Is there a record of these?</i></p> <p><i>A – The HT confirmed the visits should take place 3x a year and a record should be in monitoring reports. It was agreed that the next visit will be scheduled for when the new caretaker is in place.</i></p>
SEND and PP (Item 9)	PP Governor report

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Q – A Governor asked what progress has there been from Sept 22 to Easter by the PP students?

A – The HT responded that he will share this information at the next meeting, with up-to-date data.

Q – A Governor asked how many PP students are in receipt of targeted support for SEMH?

A – The HT responded this is currently 12 PP children, but this is 100% of those identified as having SEMH needs.

Q – A Governor asked about the National Tutoring programme; are we prioritising out PP cohort as the Dfe states?

A – The HT confirmed this was the case, starting with Year 6 and to be cascaded down following the SATs.

Q – A Governor asked how many pupils are benefiting from Saturday school at present? Which year groups?

A – The HT responded that the uptake was too low (only 4 out of 25) to make it viable to run this term. Year 6 is priority: in-school and before school tutoring will be available from next term.

Q – A Governor asked does the PP Governor have a date booked for her next meeting with the Inclusion Manager to focus specifically on PP progress and attainment?

A – The HT responded that he did not believe so and provided the days when the Inclusion Manager would not be teaching in class for the PP Governor to see if a date could be arranged.

NOV SEND governor

Q – A Governor asked would it be appropriate for a book-look to request books proportionate to the percentage of SEN pupils in each year?

A – The HT responded that this would be fine.

Q – A Governor asked if we are able to use the school nursing service to assist parents who cannot see a GP?

A – The HT responded that we can refer them to the school health team.

Q – A Governor asked if the TAs are currently deployed to assist SEN pupils effectively?

A – The HT responded that many are working 1:1, but are deployed to support interventions when needed. There is a wider issue of staffing nationally, not just for our school/Trust. Governors need to be aware of this.

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<p>Maths and Literacy Reports (Item 10)</p>	<p>English Leader's report</p> <p><i>Q – A Governor stated that previously there has been a variation across classes/year groups in the degree to which Lexia has been used. Has this changed? How?</i></p> <p>A – The HT confirmed this has changed with the upper key stage phase using Lexia more than they were. All of the school's licences are now being used.</p> <p><i>Q – Guided Reading as a carousel in Year 3. A Governor asked what can be learnt from this trial and will this continue or be extended to others classes?</i></p> <p>A – The HT confirmed it promotes different reading skills covered in a short time and will be extended.</p> <p><i>Q – A Governor stated that it goes without saying that the creative curriculum affords many opportunities for writing. This has always been the case. What now is different?</i></p> <p>A – The HT clarified that there are currently not as many. Creative curriculum has always been a focus for schools and learning around a theme. Our new approach to the curriculum means that the outcome of lessons are writing tasks linked to a thematic approach.</p> <p><i>Q – A Governor asked what resources have been bought to support improvements in writing? Are children writing in a range of genres on a regular basis?</i></p> <p>A – The HT confirmed the children are writing in a range of genres regularly and that vocab cards and word wheels are used to support this.</p> <p><i>Q – A Governor asked a question regarding involving parents in reading. What is already in place? What steps are being taken to improve upon this?</i></p> <p>A – The HT responded that we have volunteer readers, but having parents in school on a regular basis engages them with the importance of reading.</p> <p><i>Q – A Governor asked what use are children/classes making of the library?</i></p> <p>A -The HT responded that they are using it to get books for reading time.</p> <p><i>Q – A Governor asked how are you measuring the effectiveness of Lexia now?</i></p> <p>A – The HT responded that they are measuring the effectiveness through improved Accelerated Reader scores, test scores and children coming off Lexia because of the progress made. We are also monitoring that children are completing the 80 minutes.</p> <p>Maths Leader's report</p> <p><i>Q – A Governor stated that manipulatives have been a constant reference in governor meetings for many years, including packs that were made available for SEND. Why is this yet to be embedded?</i></p> <p>A – The HT responded that he was not sure whether this has been a constant reference, but when the current Lead took over the resources were not good</p>
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	<p>enough and were a mess, so new ones needed to be ordered. We began a new scheme two years ago and are part of the maths hub to support with this. There is a lack of understanding on the importance of manipulatives, so teachers need to be trained further. This is third year of the programme.</p> <p><i>Q – A Governor asked why problem solving was not yet embedded?</i></p> <p>A – The HT responded that it needs to be developed further as part of the Concrete, Pictorial and Abstract approach of WRM.</p> <p><i>Q – A Governor stated that mention of consideration being given to some form of ‘entry’ assessment to gauge knowledge/understanding. Surely this is good practice before embarking on any topic so expectations are appropriate. They then asked how has this been done in the past? How will this change?</i></p> <p>A – The HT confirmed it is good practice however WRM has introduced an assessment task at the beginning of each block to complement the end task. Therefore, this is what we will be using.</p> <p><i>Q – A Governor asked for an explanation of Times Table Rock Stars?</i></p> <p>A – The HT responded that it is an online times tables programme many schools use.</p> <p><i>Q – A Governor asked how are we ensuring that pupils are mastering and using mathematical language?</i></p> <p>A – The HT confirmed this would be through teacher modelling.</p>
<p>Safeguarding / Online Safety (Item 11)</p>	<p>Safeguarding</p> <p><i>‘There should be continuous monitoring of employee behaviour and an ongoing culture of vigilance.’</i></p> <p><i>Q – A Governor stated that these are quite strong words. They asked what is the reasoning behind this? Who will be monitoring and how?</i></p> <p>A – The HT responded that this is wording taken from Medway guidance and must be used. It is making sure that the language used is the same across all staff and is consistent and factual. The use of CPOMs really helps with this.</p> <p><i>Q – A Governor asked has the new TA completed the online safety training?</i></p> <p>A – The HT confirmed that the TA is working towards completing it.</p> <p>Online Safety Training module</p> <p><i>Q – A Governor asked has the Safeguarding team been trained in the increased risks to SEND pupils when they are online?</i></p> <p>A – The HT confirmed this was the case and additionally, this has been a focus of local DSL primary meetings.</p>

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	<p><i>Q – A Governor asked do our SEND pupils know about online safety? Can they recall safety tips they've been shown? Are they getting support to stay safe?</i></p> <p>A – The HT confirmed he was confident that they can.</p> <p>The Chair of Governors would, in view of recent media reports, like to thank the HT, office staff and Safeguarding Governor for their ongoing careful monitoring of the SCR. Its importance cannot be overstated.</p>
<p>MAST Update (Item 12)</p>	<p>The CEO kindly provided an update further to the last Board meeting which had taken place recently. She announced that the Chair of Trustees had announced her retirement and would be succeeded by Gill Mond. This would mean that Gill Mond would have to leave her role as Governor for St Margaret's LGB.</p> <p>In other areas, the Trust is working hard at building balanced budgets for all schools. Recruitment and staffing continue to be a priority.</p> <p>The Board had agreed to keep St Johns Infant School open and staff had been informed. The Trust is still looking to grow.</p> <p>There will be a website audit by our Internal Auditors over the Easter holidays focussing on compliance. An update will be provided when available.</p> <p>There is an ongoing issue with Medway LA regarding SEND funding which is affecting a lot of schools. The CEO is escalating this.</p>
<p>Governor Monitoring Visit Reports (Item 13)</p>	<p>Medway Governors Association (MGA)</p> <p><i>Q – A Governor asked do we as a school utilise the school nursing service?</i></p> <p>A – The HT confirmed that the school does.</p> <p><i>Q – A Governor asked are our SEND parents aware of the MPCF charity?</i></p> <p>A – The HT responded that they are not signposted to the charity through the school.</p> <p>NOV Prayer Walls Ethos Governor</p> <p><i>Q – A Governor asked how often are the contents and design of the prayer spaces reviewed?</i></p> <p>A – The HT responded that it should be termly, aligned to the Understanding Religion theme.</p> <p><i>Q – A Governor asked how much is designed in line with what is being taught?</i></p> <p>A – The HT responded that it is aligned to Understanding Religion theme.</p> <p><i>Q – A Governor asked how much interaction is there between the Act of Worship committee and the formal, all-school Act of Worship which takes place every week?</i></p>

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	<p>A – The HT responded that they do a weekly worship in class on Tuesday which links to the weekly theme.</p> <p>NOV Vision Statement</p> <p><i>Q – A Governor asked did the discussions generate any changes or modifications to the SDP?</i></p> <p>A – The HT responded that yes, they did, with the addition of trauma informed practice for behaviour.</p> <p><i>Q – A Governor asked (appreciating the confidential nature of the responses provided during the personal reflection time), did the responses provide any further insight in support or contradiction of the staff survey discussed at the last LGB?</i></p> <p>A – The HT confirmed that they reflected the previous survey responses/themes. However, it was more positive than expected which was good.</p> <p>The H&S Governor had also been in to conduct monitoring and provided a verbal update. He inspected the Accident Logs and First Aid boxes, ensuring expiration dates were noted and items replaced. A report will be available for the next LGB.</p>
<p>LGB Impact (Item 14)</p>	<p>This month saw the reinstatement of in-person parent contact evenings: the LGB provided a new Parent/Carer Questionnaire, that could be completed as the parents awaited their time slot. The HT confirmed a very high return rate.</p> <p>The latest Governor Day had to be adjusted to incorporate the school's trip to the church, but this meant that several governors were able to accompany them and experience the whole service. We had a successful pupil voice activity, when pupils from all years spoke frankly about the spiritual garden, behaviour in school and the new library, to name just a few topics! We also monitored arrivals and attendance with the Pastoral Lead, asked for views on new staff induction periods and carried out learning walks to see pupils in class. Such days in school continue to be successful and effective tools for our monitoring activities and we are thankful to all those who help to make them happen.</p> <p>Lastly, as another former member of St Margaret's LGB steps up to become Chair of the Trust, and a Co Chair was able to be with staff as they revisited our school vision, we as Governors are hopefully maintaining our own awareness of our Christian ethos, and so participating in the Easter celebrations had its own relevance.</p>

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Training (Item 16)	<p>It was agreed that the Training Governor would be asked to source another training module for the Governors to undertake before the next meeting.</p> <p>There will also be Part 2 of the New Governor Induction taking place online on the 26 April. The Clerk will be sending out the Teams invite after Easter.</p>
AOB (Item 18)	<p>AOB</p> <p>Newsletters – it was mentioned that Governors are still not receiving newsletters. The HT asked the Co-Chairs to let him know if this happens and he can send them on, alternatively please ask the office to email them or they can be found on the school website.</p> <p>SATS – <i>A Governor asked how the practice SATS went?</i> The HT confirmed they went well.</p> <p>Parent Questionnaires - Parent Questionnaires were to be given out at Parents' Evenings. <i>Can we have an update please?</i> The HT responded that they have been completed and Governors need to decide how to collate the responses as it was not completed online.</p> <p>Electrical Survey – <i>A Governor asked if the Electrical issue in the classrooms had been resolved?</i> The HT responded that an electrical survey had been commissioned as the issue had progressed and it was necessary to ensure no major problems.</p>

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4. Actions:

ACTIONS:	Item	Who
Training Governor to source a new training module for Governors to undertake	16	Training Gov
HT to share PP attainment data with PP Gov at the next monitoring visit	9	HT
H&S Gov to schedule meeting with new Caretaker in Term 5	8	H&S Gov
HT to provide the Pupil Survey analysis for the next meeting	8	HT
HT to update information on the school website	8	HT
HT to provide an update for next LGB	8	HT
Co-chairs to provide Parent Survey analysis to the LGB at the next meeting	18	Co-Chairs
HT to contact Website Governor following the Trust audit due 11 th April	7	HT & Website Governor

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