



ST MARGARET'S CE JUNIOR SCHOOL

DRAFT MINUTES OF ST MARGARET'S CE JUNIOR SCHOOL LGB MEETING
HELD ON THURSDAY 25 MAY 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, Laura Probert (Co-Chair), Tristan Thorpe, Sarah Jane Warren, Lenny Williams (HT)
Natalie Hobbs (Clerk)
Apologies accepted – Emma Perkin, Hilary Sanders

2. **Approvals:**

Declarations of Interest (Item 3) – No new declarations of business interests were declared.
Chair’s Correspondence (Item 5) – The Co-Chairs had received a resignation email from Gill Mond which was shared – referred to in Item 4.
Minutes of the Meeting (Item 6) on 30 March 2023
Policies (Item 16): There were no policies (MAST or School) for information or approval.
Date of Next Meeting (Item 19) – 13 July 2023

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

Governing Body Membership (Item 4)	<p>The Co-Chairs advised the Governing Body that Gill Mond had sadly had to resign from the LGB due to becoming Chair of Trustees.</p> <p>One of the Co-Chairs (LP) informed those present that she would not be renewing her term upon its expiry in July. This will mean that the LGB will have two vacancies to fill going forward.</p> <p>The LGB agreed that the Co-Chairs would look at the applications they had received previously as well as place an advert in Action Forum (as this had proved successful). The areas of expertise the LGB would be looking for ideally would be Education and Marketing however it was agreed that they would not be too prescriptive when looking for new governors.</p> <p>News of both of these departures was sadly received and thanks are given to both individuals for their hard work and commitment to the LGB.</p>
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	<p>It was also confirmed by Gill Mond in her email that the Trust Board would not be looking to recruit a representative from St Margaret's LGB as the Board had taken the decision not to have representatives from the LGBs going forward. This would mean that should any of the existing Directors move on, they would not be replaced with someone from an LGB.</p> <p>A Co-Chair asked if there would be the expectation that any Directors who are still Governors would not renew their terms as governors when they expire? The Clerk responded she didn't know however she would ask.</p>
<p>Matters Arising from LGB Meeting 26 January 2023 (Item 7)</p>	<p>Most matters arising had been actioned. Carried over to the next meeting: HT to contact Website Governor following the Trust audit due 11th April (this would need a new person going forward); HT to provide pupil survey analysis; and HT to update information on school website.</p> <p>On the point of the website updates, a Governor highlighted that the calendar was not up to date on the website and this could be a useful way for Parents and Governors to know what it happening in the school and when.</p>
<p>Headteacher Report (including Revised SDP and SEF) (Item 8)</p>	<p>HT REPORT</p> <p>The HT provided a full report prior to the meeting. The following questions were raised:</p> <p><i>Q – A Governor asked what vacancies are being recruited for?</i> A – The HT responded that there is a Year 6 class teacher vacancy.</p> <p><i>Q – A Governor asked have appointments been made?</i> A – The HT responded that the only appointment that has been made is for the internal English Lead vacancy.</p> <p><i>Q – A Governor asked, in reference to Transition for Year 3 – how does the HT feel last year's went? Will there be any changes for this year as a result?</i> A – The HT responded that the feedback from last year was that it went very well. He feels it was the school's most positive transition yet. The Parent Governors agreed with this statement and felt the induction meetings were good and the packs provided were 'brilliant'. The HT stated that there would not be any significant changes to the approach for this year. There were many opportunities for the children to spend time in the Juniors and additional sessions for vulnerable groups.</p> <p><i>Q – A Governor asked what is SEN (K, E or S)?</i></p>

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A – The HT responded that the letters identify if the child is on the SEN register and / or if they have an EHCP/Statement in place.

Q – A Governor asked, overall has attendance improved compared to this time last year?

A – The HT responded that compared to this time last year, there has been an improvement in attendance. (94.3% this year compared to 93.4% last year)

Q – A Governor asked are any changes being made to our approach to Safeguarding on the school website following Medway's stated expectations of effective content?

A – The HT confirmed that the Safeguarding page on the website had been moved from the Parent section to the Key Information section to be more accessible.

Q – A Governor asked if 6 red cards is a lot (with reference to behaviour)?

A – The HT confirmed it was not significant. The school focuses more on a Restorative Practice Approach which has led to a reduction in red cards

Monitoring Data

Q – A Governor asked can you explain the cohort column?

A – The HT responded that it means the entire Year Group.

Q – A Governor asked, Years 3 and 6 combined are improving between term 2 and term 4, is there any explanation as to why Years 4 and 5 are not showing similar improvement?

A – The HT responded that as the year has progressed children may have made progress in one area, but not another. Writing is the concern and more moderation is needed, particularly for Year 4. Our trained moderator will be working with a teacher in Year 4 as this data is very low. Writing data for Y5 is incorrect, as one class was not included. This data is now: 67% for Writing with 65% Combined. The gap between PP and Non PP remains a concern and we will be using tutoring to close the gap.

Wellbeing Committee

Q – A Governor asked for an update on the Wellbeing Committee?

A – The HT confirmed that the 1st meeting had taken place with all representatives including a representative from the governing body who was able to report back at this meeting. At the 1st meeting, terms of reference were agreed and it was decided that these meetings would be solution focussed. The concerns raised at

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	<p>the meeting were around behaviour of certain children and communication of events. These are being worked on. At the next meeting, due mid-June, the committee will be focussing on how to support staff in managing their own wellbeing. The Governor will provide a report.</p>
<p>Phase Leader Update (Item 9)</p>	<p>Both Phase Leaders prepared reports prior to the meeting which the Upper Phase Leader read out to the Governors. Copies will be posted on Governor zone after the meeting.</p>
<p>SEND and PP (Item 10)</p>	<p>The SEND Governor confirmed she had had a positive meeting with the Inclusion Manager and would share a report to be discussed at the next meeting. Concerns raised in the parent survey are being addressed.</p>
<p>Parent & Carer Questionnaire and Analysis (Item 11)</p>	<p><i>Q – A Governor asked how does HT feel about the results?</i> <i>A – The HT responded that he was pleased with the results. It is always good to have comprehensive feedback.</i></p> <p><i>Q – A Governor asked is there any context to communicate concerns?</i> <i>A – The HT responded that his door is always open if anyone wants to raise concerns with him. He added that he has had emails regarding communication to do with strike action and snow, but no general feedback as a school.</i></p> <p><i>Q – A Governor asked is there a plan for improving communication?</i> <i>A – The HT responded that unfortunately with industrial action, there is no way of informing parents earlier as the school may not know until the day. On snow days, the school works closely with the Infants school to conduct risk assessments to ascertain if the school is safe to open. It is unhelpful if other local schools close unnecessarily if the snow will melt by 10.30am and social media does not help the situation when it comes to parental discussions about what the schools do. With regards to other communications, the school works on a 48hr response time with parents. There is also termly information, class dojos and school comms. The school calendar on the website will need updating.</i></p> <p><i>Q – A Governor asked how will we inform parents of the key findings?</i> <i>A – It was agreed that a Co-Chair would simplify the report and send it out to parents.</i></p>
<p>Safeguarding / Online Safety (Item 12)</p>	<p><u>Safeguarding Governor Report</u></p> <p><i>Q – A Governor asked have the DBSs of the Trustees been applied for? And received?</i></p>

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	<p>A – The Clerk responded that there was one Trustee DBS which was being renewed. The individual was due to bring his information into school for checking today. The other person was a Member and they were on 5 yearly renewal cycle so it was not currently out of date.</p>
<p>MAST Update (Item 13)</p>	<p>The Clerk gave an update in the absence of the CEO : the budgets were being worked on to meet the deadline of the July Trust Board Meeting. However, the ESFA have pushed back the official submission deadline to the 31 August. The CEO intends to keep to the original deadline. All schools have happy children who are engaged in learning. Recent SATS results will be available from the 11 July. Our phonics is improving in all schools. The new Chair is Gill Mond with her Vice Chair Vince Maple. We are still awaiting the CIF bid outcomes for our schools.</p>
<p>Governor Monitoring Visit Reports (Item 14)</p>	<p><u>Induction Report</u></p> <p><i>Q – A Governor asked is there an Induction Checklist for new staff to help ensure that essential elements are completed in a timely manner?</i></p> <p>A – The HT responded that there is a Checklist which stipulates what activities need to have been completed / covered in 1 week, 1 month, 3 months. This is consistent across the Trust schools.</p> <p><u>Attendance and Late gate</u></p> <p><i>Q – A Governor asked, as the Pastoral Lead was unable to be present to greet the latecomers there was perhaps a missed opportunity here, to build relationships and tackle persistent lateness: can we be reassured that she is usually able to be present?</i></p> <p>A – The HT responded that the Pastoral Lead or another member of SLT usually is there. Additionally, the office staff have been spoken to about asking specific questions to parents.</p> <p><u>Accident Book Report</u></p> <p><i>Q – A Governor asked is the defibrillator being serviced or inspected as required to ensure its readiness?</i></p> <p>A – The HT confirmed that it has been serviced and the school have recently bought new pads for it as part of the recommendations.</p>

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H&S Report

Q – A Governor asked are records kept about the actual fire practices?

A – The HT confirmed they are and are signed by the new caretaker or the HT.

SATs monitoring Report

Q – A Governor asked did we have any absent Year 6 pupils?

A – The HT said no as all were present. This can be credited to the hard work of both pupils and the staff in building relationships with parents.

Q – A Governor asked were there any adverse reactions to Wednesday's Reading paper, which made the national news?

A – The HT responded that they wasn't which is a testament to the approach taken by St Margaret's towards the SATS and in building resilience.

Sports Premium Report

More of a statement but very relevant: the LGB need to recognise the positive impact of this funding and continue to be mindful of the current economic challenges and how this could impact on how the funding is spent.

All Governors agreed with this.

Pupil Voice Lower School

Q – A Governor asked is there a plan to improve the Spiritual Garden and utilise it more in the summer months?

A – The HT responded that this is already in place and the new caretaker has taken an active role in improving it for use by the pupils.

Q – A Governor asked is the pupils' idea of signs 'no running in the corridor' being implemented?

A – The HT responded that the decision has been taken to not pursue this due to wanting the school environment to be a positive one.

Q – A Governor asked how are the Dojos allocated to ensure pupils are rewarded for something current but relevant?

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	<p>A – The HT responded that they are given for positivity, good work, resilience, focus, attitudes and other school values etc.</p> <p><u>Report on Easter Service</u></p> <p><i>Q – A Governor asked (The service was quite long with a risk of disengagement by pupils): is there an opportunity to restrict performances like this, where all pupils attend, to a time limit?</i></p> <p>A – The HT responded that the feedback from the children was good and the teachers looking after the children were brilliant. We need to remember that the Easter Service is a long one however we need the children to be more familiar with the church by attending more often.</p> <p><u>Learning Walk Report</u></p> <p><i>Q – A Governor asked what are the plans to make full use of the library?</i></p> <p>A – The HT responded that it will be used for Accelerated Reader time. A timetable is needed to ensure it is used well with dedicated library opening times for each class. The increased use of the library will give greater reading opportunities and instil a love of reading.</p>
<p>LGB Impact (Item 15)</p>	<p>Governors were able to be present each day to monitor and support the administration of the SATs papers in May, and saw for themselves how well prepared and behaved the pupils were, throughout the whole process. The LGB was also represented on the newly established Staff Wellbeing Committee and will continue to be so. There will be Governor representation at the upcoming Restructuring meeting. Monitoring plans for the May Governor Day were amended at a late stage due to Charity Day, but it was, as always, good to be in school and see the students so clearly enjoying the special events.</p>
<p>Training (Item 17)</p>	<p>The PP and Other Grants training will be taking place online on the 26 June at 6.30pm. All Governors have been sent an invite.</p>
<p>AOB (Item 18)</p>	<p>Timings of meetings – It was agreed that the timings and day of the meetings will remain the same for the next academic year.</p> <p>Diversity Data – There has been a recent communication from the DfE regarding collecting and publishing Board and LGB diversity data. The Clerk has been looking</p>

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	<p>into this as it is not a statutory requirement currently, although it is recommended. The National Governance Association has been looking into this further and once an update is shared, the Clerk will advise. Currently it is known that the collected data must be anonymised and individuals cannot be identified. With the size of the LGBs within the Trust, it would not be possible to do a St Margaret's only data collection without identifying people. We are looking at possibly doing a Trust wide collection for this instead.</p> <p>Growing Faith Webinar – A Governor had attended the Growing Faith webinar which the Diocese had advertised. She confirmed it had been very useful and agreed to come up with some recommendations for the school.</p> <p>Links with the Diocese of Zimbabwe – Reverend Nathan had been in touch with the HT regarding establishing contact with schools in Zimbabwe.</p>
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4. Actions:

ACTIONS:	Item	Who
Carried Forward: HT to provide the Pupil Survey analysis for the next meeting	7	HT
Carried Forward: HT to update information on the school website	7	HT
Carried Forward: HT to contact Website Governor following the Trust audit of the 11 th April	7	HT & Website Governor
Co-Chairs to advertise for new governors for the LGB in Action Forum and also look at previous applicants again.	4	Co-Chairs
Phase leader reports to be shared with Governors	9	HT
Co-Chairs to draft response to Parents/Carers following survey results	11	Co-Chairs
Clerk to speak to School Office re progress on DBSs for Trustees	12	Clerk

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Clerk to establish whether current Directors who are also governors will not retain their position on the Board once their current term of office expires, if they remain a governor.	4	Clerk
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