



## ST MARGARET'S CE JUNIOR SCHOOL

### DRAFT MINUTES OF ST MARGARET'S CE JUNIOR SCHOOL LGB MEETING HELD ON THURSDAY 13 JULY 2023 AT 09:30

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

**Present** –Kellie Bovis-Fraser, Chrissy Hornby (Co-Chair), Natalie Liddiard, Malcolm Neville, Davina O'Brien, Emma Perkin, Laura Probert (Co-Chair), Sarah Jane Warren

**In Attendance** – Hilary Sanders (MAST CEO), Natalie Hobbs (Trust Clerk), Matt Burchett (Inclusion Manager, after 10 30a.m)

**Apologies accepted** – Tristan Thorpe, Lenny Williams (HT)

**2. Approvals:**

**Declarations of Interest (Item 3)** – No new declarations of business interests were declared.

**Chair's Correspondence (Item 5)** – The Co-Chairs had not received any Chair's Correspondence.

**Minutes of the Meeting (Item 6)** held on 25 May 2023

**Policies (Item 16):** There were no policies (MAST or School) for information or approval.

**Date of Next Meeting (Item 19)** – 28<sup>th</sup> September 2023

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

<b>Governing Body Membership (Item 4)</b>	<p>A Co-Chair warmly welcomed Kellie Bovis-Fraser to the governing body. Prior to the meeting, the Co-Chairs had circulated a short personal statement on Kellie to the governing body. The new governor was unanimously appointed to the governing body, who introduced themselves to her.</p> <p>The Co-Chairs confirmed that the appeal in Action Forum had again been successful, and that Kellie had been a previous applicant. There should be another Governor to meet and formally appoint at the September meeting in view of our new vacancy.</p>
<b>Matters Arising from LGB Meeting 26 January 2023 (Item 7)</b>	<p>Most matters arising had been actioned. Carried over to the next meeting: whilst the draft response to the questionnaire has been prepared for parents by the Co-Chairs, it appeared that the office had not yet sent it to parents: Co-Chair to chase this. Also Carried over to the next meeting: Clerk to chase school office on Trustee DBS update / progress.</p>

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<p><b>Headteacher Report (including Revised SDP and SEF) (Item 8)</b></p>	<p><b>HT REPORT</b></p> <p>The HT provided a full report prior to the meeting. The following questions were raised (in the HT's absence, the CEO provided his responses):</p> <p><b>HT Report</b></p> <p><i>Q – A Governor asked, Vision and Values – what is the plan for engaging with the community?</i></p> <p>A – The HT confirmed the plan was to liaise closer with the church, for examples hosting services in school. Doing more for our church community, helping at coffee mornings and contributing to services in church.</p> <p><i>Q – A Governor asked, Achievement and Standards – please can the multiplication check data year 4 be explained?</i></p> <p>A – The HT confirmed that the Multiplication test is out of 25 marks and 25/25 is the expected. The children have a limited time to answer each question. This year data shows that 29% met this standard.</p> <p><i>Q – A Governor asked, Persistent Absence: how is this defined?</i></p> <p>A – The HT confirmed that Persistent Absence is defined as where a child misses 10% of available sessions and attendance is below 90%.</p> <p><i>Q – A Governor asked what does being a ‘partner school’ in the context of DfE Behaviour Hubs mean?</i></p> <p>A – The HT responded that it means that any new school to the programme could be paired with us and we support them through the programme and their behaviour improvements.</p> <p><i>Q – A Governor asked if the Sports Premium plan is to be shared?</i></p> <p>A – The HT responded that the Sports Premium meeting will be in Term 1 and the plan will be shared following that meeting.</p> <p><i>Q – A Governor asked who will lead the new scheme for PE?</i></p> <p>A – The HT confirmed that the PE Lead will be a class teacher.</p> <p><i>Q – A Governor asked who will lead the new scheme for Music?</i></p> <p>A – The HT confirmed that the DHT will be leading Music in September.</p> <p><b>Strategic Plan</b></p> <p><i>Q – A Governor asked how will the ‘red’ and ‘amber’ actions be turned into ‘green’?</i></p> <p>A – The HT confirmed that aspects of the plan will be moved to next year in order to progress them to ‘green’.</p> <p><i>Q – A Governor asked will this be done this year or be rolled over to the next academic year?</i></p> <p>A – See above</p>
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	<p><b>School Membership Survey</b>  <i>Q – A Governor asked it appears not to be anonymous, is this so?</i>  A – The HT confirmed it was not anonymous, so we could follow up, cross reference with PP and SEND.  <i>Q – A Governor asked have those who expressed negative responses been approached/engaged with?</i>  A – The HT responded that some have and this will be a key part of our personal development target next year.  <i>Q – A Governor asked what are the next steps based on these results?</i>  A – The HT confirmed that they would create an action plan based on these findings and work with children so that their voice is heard more in school to support their sense of belonging.</p> <p><b>Sports' timetable</b>  <i>Q – A Governor asked who delivers these sessions?</i>  A – The HT confirmed that currently the sports coach and teachers that lead clubs deliver the sessions outlined.</p>
<p><b>Phase Leader Update (Item 11)</b></p>	<p>Following receipt of the Phase Leader reports, the following questions were asked:</p> <p><b>Upper Phase Report</b>  <i>Q – A Governor asked are the suggested improvements agreed by the HT?</i>  A – The HT confirmed they were, particularly the focus of writing as we do not have GD in Year 6 for second year running.  <i>Q – A Governor asked when will they be implemented?</i>  A – The HT responded over course of next academic year, but further writing opportunities were planned this term.  <i>Q – A Governor asked what extra support if any will be available for the Year 4 class next year that is significantly below the other two in both reading and writing?</i>  A – The HT responded that there will be further moderation to ensure accuracy of data. TA deployment in intervention to help accelerate progress.</p> <p><b>Lower Phase Report</b>  <i>Q – A Governor asked how will actions be monitored to ensure completion?</i>  A – The HT responded that it will be through leadership monitoring cycle which will continue into next year, moderation and regular book looks.</p>

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	<p><i>Q – A Governor asked how will impact be measured?</i>  A – The HT confirmed that the impact will be measured through data drop, book look, learning walks and pupil voice.  <i>A – The Q – A Governor asked how will the imbalance between Year 3 classes in reading and in writing be addressed next year?</i>  HT responded that writing will be a greater focus and new English lead is providing a much clearer structure to the delivery of the English curriculum.</p>
<p><b>SEND and PP (9)</b></p>	<p>The SEND Governor had provided 2 Monitoring reports and the following questions were asked:</p> <p><b>SEND Gov Visits, 23/05/23 &amp; 26/06/23</b>  <i>Q – A Governor asked how has the change to Cornerstones affected the SEN data?</i>  A – The Inclusion manager confirmed it had been a positive change however they are not able to capture small step progress has been made for some children. This has led to the 21 steps document being created and shared with staff. Teachers have been trained and responded well to the use of the new document.  <i>Q – A Governor asked how will the TAs administering the screening tools be monitored?</i>  A – The Inclusion Manager confirmed that for the next Academic Year, all TAs will be trained to conduct SNAP Profiles and S&amp;L Link so they can do the screening. This will work better and they will have the support of the Inclusion Manager. Monitoring will be carried out by the Inclusion Manager however teachers will be able to view and have input. All Year 3 children will be S&amp;L Link screened in September.  <i>Q – A Governor asked (Looking at the Accelerated Reader/Lexia data), is the system not able to show progress of less than six months? How long have the pupils been using the scheme at the time of the data?</i>  A – The Inclusion Manager confirmed it can do. The data provided has been segmented into categories however this can be broken down further. Unfortunately, the system does not provide a 'print out'. Pupils have been using the schemes for all of the academic year. However, the Accelerated Reader screens on first use, then screens again to check progress.</p> <p><b>Update from SENCo</b>  <i>Q – A Governor asked how are parents engaged with the dyslexia screening?</i></p>

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	<p>A – The Inclusion Manager confirmed that parents are supportive. Some have been paying to have private Dyslexia screening. The aim is to refresh the training of staff in supporting dyslexia within the school to help both children and parents. The school currently operates a programme called Beat Dyslexia.</p> <p><b>SEND Review</b>  <i>Q – A Governor asked what work will be done to continue the work on the SEND provision at SMJ?</i>  A – The Inclusion Manager outlined the purchase of a programme called Provision Map which, he explained, should bring all aspects of SEN support including EHCP progress and Interventions together. The Inclusion Manager has received the training on the software and the new programme will give staff the access they need to the school-based support plans. As the Infants school currently use it, children with SBSPs joining in September will have their current information transferred securely. Over the summer all paper files will be scanned into the system.  <i>Q - A Governor asked what further work will be done regarding communication with parents?</i>  A – The Inclusion Manager confirmed that a communication will be sent out at the start of the new school year regarding this.</p>
<p><b>Safeguarding / Online Safety (Item 12)</b></p>	<p><u>Safeguarding Governor Report</u></p> <p><b>Safeguarding</b>  <i>Q – A Governor asked has the transfer to CPOMS been completed? If not, why a delay?</i>  A – The HT responded that the transfer has not yet happened. The SCR is still up to date and therefore not a concern. Now that the changes in the school office are known, we should be able to use this more. However, the need for a Trust wide SCR will lead to it being on Excel too.  <i>Q – A Governor asked did the HT complete monthly checks in March, April &amp; May, as advised?</i>  A – The HT confirmed he did.  <i>Q – A Governor asked has the role of the mental health ambassadors been clarified?</i>  A – The HT confirmed that yes, Year 6 are clear about their roles and that the new Year 6 children will be trained early in Term 1.</p>

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<p><b>MAST Update (Item 13)</b></p>	<p>Budget builds continue across the Trust and all schools are preparing for the last week of term with many activities for the children. The CEO also provided the Governors with a presentation on the newly published Year 6 SATS results. The full presentation will be circulated; however, headline numbers are as follows:</p> <table border="1" data-bbox="424 860 1150 1099"> <thead> <tr> <th></th> <th>2023</th> <th>2022</th> <th>National</th> <th>2023 GD</th> </tr> </thead> <tbody> <tr> <td><b>Reading</b></td> <td>69%</td> <td>66%</td> <td>73%</td> <td>27%</td> </tr> <tr> <td><b>Writing</b></td> <td>73%</td> <td>68%</td> <td>71%</td> <td>0</td> </tr> <tr> <td><b>Maths</b></td> <td>76%</td> <td>68%</td> <td>73%</td> <td>17%</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td><b>Combined</b></td> <td>61%</td> <td>54%</td> <td>59%</td> <td></td> </tr> </tbody> </table> <p>Congratulations were to be conveyed to all staff who have been involved with Year six to achieve these results. Well done to everyone.</p> <p>Y3, 4 and 5 data was also presented, however it had not been provided to governors for an in depth discussion at this meeting.</p>		2023	2022	National	2023 GD	<b>Reading</b>	69%	66%	73%	27%	<b>Writing</b>	73%	68%	71%	0	<b>Maths</b>	76%	68%	73%	17%						<b>Combined</b>	61%	54%	59%	
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<p><b>Governor Monitoring Visit Reports (Item 14)</b></p>	<p><b>Wellbeing Committee</b> Q – A Governor asked how can the LGB continue to support the Committee and its aims? A – The HT responded by continuing to have representation and having it as an item to discuss at each meeting, and if meetings are termly, then this should happen. Q – A Governor asked how frequently will this Committee meet? A – The HT confirmed that it will be once a term.</p> <p><b>Pupil Voice</b> Q – A Governor asked, as we saw only these Year 4s, are others aware of the provision available if they need support? A – The HT confirmed that yes, and pupil voice will become a key part of our improvement plan next year, so this should improve further. Q – A Governor asked how often are British Values shared with the children?</p>																														

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A – The HT responded that this happens frequently through the curriculum and Acts Of Worship, where One British value a term is explored in depth.  
Q – A Governor asked how are they incorporated into the new creative curriculum?  
A – The HT responded that they are incorporated through explicit links in the content of the curriculum.

#### **Starfish Malawi**

Q – A Governor asked is there a teacher leading in this area?

A – The HT confirmed that Miss Merrett is leading this area.

Q – A Governor asked are there plans to strengthen/develop this link?

A – The HT responded that yes more of an international schools link is needed. This is planned through more acts of worship and in contributions to newsletters.

Q – A Governor asked is it time to review this link that has been in place for almost 10 years?

A – The HT responded that since Covid it has not been as strong as it once was and we will be looking at alternatives, but planning more explicit teaching opportunities through the curriculum, such as curriculum days.

#### **Caretaker Meeting**

Q – A Governor asked is a business case to check for/remove asbestos the way forward for the swimming pool building?

A – The CEO confirmed that yes, once the condition is known. Currently there are arrangements for surveys to determine the presence of RAAC within the school. If found, the DfE Tactical Response Group will fund any removal of the RAAC and provide a capital grant for repairs. (RAAC = Reinforced Autoclaved Aerated Concrete)

#### **Charity Fair**

Q – A Governor asked is there a reason that parents do not come in for this event?

A – The HT confirmed that the children sell to each other (lower school to upper school and vice versa), therefore the items being sold are targeted at the children. Adding parents onsite would make it less manageable.

#### **PE / Sport's Provision**

Q – A Governor asked what activities are included in Outdoor Adventurous Activities?

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	<p>A – The CEO confirmed these activities include team building, scavenger hunts, blindfold challenges, orienteering, etc</p> <p><i>Q – A Governor asked what is the staff take up of the available training via the Howard Partnership?</i></p> <p>A – The CEO confirmed it had been limited take up, mainly the Sports coach and PE Lead however all staff had attended the Yoga. Any CPD is shared to all teachers.</p> <p><i>Q – A Governor asked is the Sports Coordinator's hours are reduced, how will this impact upon staff PPA time &amp; how can this be managed?</i></p> <p>A – The HT confirmed that a class teacher is the PE lead, and we have a sports coach who will still be teaching for two days and will be able to cover PPA time.</p> <p><b>Wellbeing</b></p> <p><i>Q – A Governor asked is the Pastoral Lead available to be seen by parents on Contact Evenings?</i></p> <p>A – The CEO confirmed the Pastoral Lead is available on Contact Evenings and also at other times should parents require her support.</p>
<p><b>LGB Impact (Item 15)</b></p>	<p>The LGB has once again striven to provide both support and challenge to the HT and SLT of St Margaret's throughout the last school year. We have seen changes to our membership and will continue to do so into the new school year, as we have been effective in recruiting new members, whom we welcome. Our parent governors have provided a parental viewpoint and our ethos governor is finding ways to promote a more effective relationship with our namesake church. As the new school year approaches we will continue to help to drive the strategic development of the school and raise the standards of achievement, promoting our vision and values as we do so.</p>
<p><b>Training (Item 17)</b></p>	<p>A Co-Chair queried why the PP and Other Grants training had been cancelled when it was planned for the whole governing body to attend? The Clerk confirmed there were only 2 acceptances for this training, all others declined and as such it was not practical to run the training. The Clerk confirmed she was looking at the Trust's approach to its training offering for the next academic year as it was not practical to plan and create training when governors do not attend. The Clerk confirmed she would be in touch with Chairs with next steps.</p>
<p><b>AOB (Item 18)</b></p>	<p>A Governor asked does the school have cyber-attack insurance? (to cover the cost of recovery in the event of a cyber-attack)</p> <p>The CEO confirmed that Cyber Attack is covered under the Trust's RPA insurance and comes with a number of requirements to adhere to, in order to maintain this</p>

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	<p>insurance, such as all staff being trained in Cyber Security, where we are compliant.</p> <p>The dates for next year's LGB meetings were agreed.</p> <p>The LGB thanked the Co-Chair whose term of office was ending for all of the support she had given to the school.</p>
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4. **Actions:**

<b>ACTIONS:</b>	Item	Who
Carried Forward: Co-Chair to chase Office re: response to Parents/Carers following survey results	7	Co-Chair
Carried Forward: Clerk to chase School Office re progress on DBSs for Trustees	7	Clerk
Clerk to forward SATS presentation on to all Governors	13	Clerk
Clerk to request school email address and governor zone access for the new Governor.	4	Clerk
Clerk to send registration documents to the new Governor.	4	Clerk

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