

ST MARGARET'S CE JUNIOR SCHOOL

DRAFT MINUTES OF ST MARGARET'S CE JUNIOR SCHOOL LGB BUSINESS MEETING HELD ON WEDNESDAY 22 SEPTEMBER 2021 AT 10AM VIRTUALLY/IN PERSON

PRESENT: Ann Critchley, Chris Harvey, Chrissy Hornby (Co-Chair), Natalie Liddiard, Gill Mond, Emma Perkin, Tristan Thorpe, Lenny Williams (HT).

IN ATTENDANCE: Natalie Hobbs (MAST Clerk), Hilary Sanders (MAST CEO)

Item	Main discussions and agreed actions	
1	Opening Prayer A Governor opened with a prayer.	
2	Apologies for Absence (accepted / not accepted) Apologies were received and accepted from Laura Probert and Damien Welch. All other Governors and MAST Directors were present. Confirmation of Quorate Quorum is 3 or 1/3 (one third) of the number of appointed governors, whichever is highest. The meeting was quorate.	
3	Declaration of Business Interests No new business interests were declared. The Clerk reminded Governors to complete the Business Declaration form she had circulated as part of the annual return.	ACTION
4	Election of Chair and Vice Chair Prior to the meeting the Clerk had requested any nominations for the positions of Chair and Vice Chair for this academic year. The Clerk advised there had been three separate nominations for the same Governors (Laura Probert and Chrissy Hornby) to continue as Co-Chairs for this year. Chrissy Hornby confirmed that she would be happy to continue in the role and at present, she was happy to confirm on behalf of Laura Probert for the time being. All Governors were in agreement and happy with this. Ann Critchley was nominated for Vice Chair by Chris Harvey and seconded by Chrissy Hornby. Ann agreed to continue as Vice Chair for this year. All Governors were in agreement.	
5	Governing Body Membership A Co-Chair warmly welcomed the new Staff Governor onto the LGB. All were happy to hear that the Staff Governor was looking forward to his role on the LGB. It was agreed he would be looking after the Training and Development of the Governors as the previous Staff Governor had done. The Clerk confirmed all paperwork etc had been sent to the Staff Governor for completion and access to Governor Zone was being arranged. <i>*Post meeting – all paperwork has been returned and access granted.</i>	
6	Skills Audit Questionnaire Prior to the meeting the Clerk had circulated a Skills Audit Questionnaire for completion. Some questionnaires are still outstanding so all Governors were reminded to return the completed questionnaire as soon as possible. The completed	ACTION

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	Skills dashboard will be discussed at the November meeting and also shared with the Trust Board. The Co-Chair stated it would be good to get feedback from the Trust Board once they had seen the Skills dashboard.	
7	Chair's Correspondence A Co-Chair confirmed there had been no Chair's correspondence.	
8	LGB Code of Conduct Prior to the meeting the Clerk had circulated the LGB Code of Conduct. There were no questions. All confirmed they had read and understood the document.	
9 & 10	Approval of minutes from last LGB meeting held on 30 June 2021 and urgent matters arising pertinent to the current meeting. Supporting docs: Previous Board Meeting Minutes 30 June 2021 The minutes of the previous meeting, held on 30 June 2021, were approved as an accurate record by the Co-Chair, with one minor amendment to remove the mention of the Website Compliance Report under Governor Monitoring Reports. This will be discussed at the November meeting. There were no outstanding actions, as it was established that all had been completed.	
11 & 12	Headteacher Report including Covid Update The HT provided a written HT report for the Governors in advance of the meeting. The HT kindly took the Governors through the report. The following questions were asked: <i>Q – A Governor asked how the Link Governors would be allocated (in conjunction with the School Improvement Plan)?</i> A – The HT responded that it would be alongside the other monitoring commitments that fit in with the relevant SIP areas, and that the names currently assigned were shown as possibilities at this stage. <i>Q – A Governor asked what pupil groups would be tracked in terms of data within the SIP?</i> A – The HT responded that attendance, PP, SEND would all be included in the SIP along with the progression data targets. <i>Q – A Governor asked if SIAMS targets would be included in the SIP?</i> A – The HT responded that he had now included the SIAMS targets in the document. <i>Q – A Governor asked why data was not on the SEF Summary?</i> A – The HT responded that that was because it was a summary document and governors would get the data when it is analysed for the governor meetings and also noted that it is added to the SIP on a termly basis. <i>Q – A Governor asked if Interventions were still taking place?</i> A – The HT responded that they were. <i>Q – A Governor asked how is staff anxiety now, with regard to not isolating if a close contact tests positive?</i>	

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	<p>A – The HT confirmed that the staff are currently ok. Staff are aware that they are able to wear masks in class if they wish and have responded to reassurances.</p> <p><i>Q – A Co-Chair asked if the workload of the Lower KS2 phase leader/Maths Leader is concerning, as she is also now Mentor to the two ECTs?</i></p> <p>A – The HT confirmed that it has been taken into account and there is a lot of support for her to access, in terms of more time out of class and from the DHT.</p> <p><i>Q – A Governor asked if there were any areas within the data that the HT was particular pleased or disappointed with? Also, has the discontinuing of the Maths tutor been proved to be a good move?</i></p> <p>A – The HT confirmed that had been good in that it enabled the two ECTs to start earlier and get to know the children, which has worked well. He noted that the improvement in all year groups for PP children was pleasing. There are still gaps, but there has been improvement. Y4 SEND Writing has had a dip and the new Inclusion Manager is now working with these children.</p> <p><i>Q – A Governor asked if Greater Depth could be clarified?</i></p> <p>A – The HT responded it is children who are above expectation. They have mastered the learning expected for their age and stage and are able to respond to more detail.</p> <p><i>Q – A Co-Chair asked how Teachers' Assessment for Writing is done?</i></p> <p>A – The HT confirmed it is assessed over the course of the year but at the end of each module there is a particular writing task which is used, and kept in a folder.</p> <p>There were no further questions.</p>	
13	<p>SIP Approval</p> <p>Prior to the meeting the HT had circulated the SIP. He first clarified that, at St Margaret's, this document is known as the School Improvement Plan. (SIP). Other schools may use different terms.</p> <p>The following questions were asked.</p> <p><i>Q – A Governor asked what the barriers to learning were and how the curriculum design had been planned to overcome these barriers?</i></p> <p>A – The HT responded that key barriers noted were resilience, being independent and feeling able to communicate. The curriculum intent document outlines these together with the opportunities the school could give pupils, to overcome these barriers and this is how the curriculum has now been designed.</p> <p><i>Q – A Governor asked if Maths No Problem is no longer being used?</i></p> <p>A – The HT responded that the school is now using a mastery scheme called White Rose in place of the previous scheme. It is still a mastery programme, like Maths No Problem, so the approach remains the same. It is a government backed scheme and is available free, online.</p> <p><i>Q – A Co-Chair asked if parents had been made aware?</i></p>	

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	A – The HT responded they had not as yet as the approach had not changed: he confirmed that White Rose does not involve the reintroduction of setting for maths in response to a Governor question.																															
14	SEF Summary Covered under item 11																															
15	Safeguarding All Governors confirmed they had read at least Part One of the new KCSiE. The HT confirmed that new Safeguarding Training for Governors would be happening in November. All Governors had read the Safeguarding Policy and the CEO explained how the changes had links to other Policies listed on the agenda.																															
16	<p>Governor Roles / Link Governor Responsibilities</p> <p>Governor Roles and Link Governor Roles were discussed and the following have so far been agreed:</p> <table border="1"> <thead> <tr> <th>Name</th> <th>Governor Role</th> <th>Link Governor Role</th> </tr> </thead> <tbody> <tr> <td>Laura Probert</td> <td>Safeguarding</td> <td></td> </tr> <tr> <td>Chrissy Hornby</td> <td>SEND</td> <td></td> </tr> <tr> <td>Damien Welch</td> <td>Health & Safety; Premises</td> <td></td> </tr> <tr> <td>Ann Critchley</td> <td>Christian Distinctiveness</td> <td>Behaviour and Attitudes</td> </tr> <tr> <td>Chris Harvey</td> <td>Maths; Covid Catch Up Fund</td> <td>Quality of Education</td> </tr> <tr> <td>Emma Perkin</td> <td>Pupil Premium; LAC; Vulnerable Groups</td> <td></td> </tr> <tr> <td>Natalie Liddiard</td> <td>Sports Premium</td> <td>Personal Development</td> </tr> <tr> <td>Gill Mond</td> <td>Website Compliance</td> <td></td> </tr> <tr> <td>Tristan Thorpe</td> <td>Training & Development</td> <td></td> </tr> </tbody> </table> <p>As before, the monitoring process would be to contact the HT in the first instance, to arrange a Monitoring Visit.</p>	Name	Governor Role	Link Governor Role	Laura Probert	Safeguarding		Chrissy Hornby	SEND		Damien Welch	Health & Safety; Premises		Ann Critchley	Christian Distinctiveness	Behaviour and Attitudes	Chris Harvey	Maths; Covid Catch Up Fund	Quality of Education	Emma Perkin	Pupil Premium; LAC; Vulnerable Groups		Natalie Liddiard	Sports Premium	Personal Development	Gill Mond	Website Compliance		Tristan Thorpe	Training & Development		
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17	<p>MAST Update</p> <p>The CEO and MAST Director said that the Trust Board had recently met for their business meeting. They reported that all four schools, had returned well and it appears to be back to 'business as usual'. There are some staff concerns with regards to the new close contact regulations and this is being closely monitored: if the Trust Board becomes very concerned with the case rates, bubbles will be reintroduced. Outside of the Trust, the CEO continues to forge partnerships within the MAT Alliance. Several examples were given.</p> <p>A new training programme is due to be announced shortly. On the 1st November, there will be both Safeguarding and Ofsted training which governors can attend. More details will follow soon.</p> <p><i>Q – A Governor asked if the Trust received fraud alerts directly, adding that she could forward them if the CEO wished.</i></p>																															

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	A – The CEO confirmed that she did receive Cybersecurity alerts however it would be good if the Governor could send through anything relevant to the Trust.	
18	LGB Monitoring Visits Policy The Monitoring Visits Policy had been reviewed and updated. There were no questions. All Governors had read and approved the policy.	
19	Governor Impact The Co-Chair outlined that the LGB Parent Questionnaire, about the recent lockdown and home schooling, had now been conducted and a report on the findings prepared, which has been shared with governors. It was pleasing that the LGB were able to do this for the school, providing a platform for parents to express their views, as this is adding value and showing the impact of the LGB.	
20	Other Policy Updates All new relevant MAST policies have been placed on Governor Zone. The following question was asked: <i>Q – A Co-Chair asked why at the end of the policies, it states that the HT and CoG will review, when they are MAST policies?</i> A – The CEO confirmed they are MAST policies however the HT and CoG should sign to adopt the policies. They can be altered to also say that the CEO / Chair of Trust will review them as well. <i>Q – A Governor raised a query regarding the Low Level Reporting policy, about whether it needs to be tailored as the HT is also the DSL at St Margaret's.</i> A – The HT confirmed he could do this. (A Governor stated that the policy states that any allegations should go to the HT first and not the DSL)	
21	Dates of LGB Meetings for the year 23 November 2021 – Governor Day 26 January 2022 30 March 2022 – Governor Day 25 May 2022 13 July 2022 – Governor Day	
22	AOB Parent Questionnaire Results – the parent questionnaire results report was circulated with all governors prior to the meeting. There were no questions. Following discussions, The Co-Chair will now prepare a shortened report of the responses for parents and send it to the HT for consideration.	ACTION
23	Date of Next Meeting	

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	The next meeting will take place on the 23 November and will be a Governor Day. The LGB meeting will take place at 10am.	
24	Confidentiality i. Of supporting documents The Governing Body agreed that all of the supporting documents were suitable for distribution, within the Trust.	
	The meeting closed at 11.40am	

Action Points

All	3	All Governors to complete and return the Business Interests form to the Clerk by 30 September.
All	6	All Governors to complete and return the Skills Audit Questionnaire to the Clerk.
Co-Chair	22	Prepare a response for parents about the questionnaire, and send to the HT.