



ST MARGARET'S CE JUNIOR SCHOOL

DRAFT MINUTES OF ST MARGARET'S CE JUNIOR SCHOOL LGB
MEETING HELD ON TUESDAY 23 NOVEMBER 2021 AT 10:00

1. **Welcome and Apologies for Absence by the Chair and a Prayer by HT.**

Present – Chrissy Hornby (Co-Chair), Chris Harvey, Gill Mond, Laura Probert (Co-Chair), Tristan Thorpe, Damien Welch, Lenny Williams (HT), Hilary Sanders (CEO)

Natalie Hobbs (Clerk)

Apologies accepted – Ann Critchley, Natalie Liddiard, Emma Perkin

2. **Approved:**

Declarations of Interest – No new declarations of business interests were made.

Minutes of the Meeting on 22 September 2021

Policies: Online Safety Policy and Attendance Policy deferred to the next meeting

Safeguarding: Annual Safeguarding Audit

Date of Next Meeting – 26 January 2022

Chair's Correspondence – None

Confidentiality - None

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

Matters Arising	All matters had been actioned.
Headteacher Report	<p><i>Q – A Governor noted that there seems to be a lot of emphasis on Christian Distinctiveness. While we are a church school there are pupils from other faiths. What allowance is made to make visions and values, acts of worship etc. relevant to them?</i></p> <p>A – The HT responded that St Margaret's is a church school rather than a faith school and as such all faiths are welcome. The school values cover all faiths and no faith. The Acts of Worship are routed in Christian teaching; however, they are relevant to all different faiths.</p> <p><i>Q – A Governor asked if there are any children who don't take part in Acts of Worships?</i></p> <p>A – The Staff Governor responded that previously there had been, however all children currently take part.</p> <p><i>Q – A Governor asked what is a Class Dojo?</i></p> <p>A – The HT explained that the Class Dojo is an online platform to record positive behaviour. Teachers will give a child points for good behaviour and</p>

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other accomplishments and it is logged on the Class Dojo. The system does have the facility to have parental communication however this is not currently used. The teachers can use it to upload class stories or activities. It has the functionality to be logged on by more than one parent and can be accessed in real time. A parent Governor was especially interested.

Q – A Governor noted that Spanish is now taught; is this to all year groups, and in addition to or in place of French?

A – The HT responded that all year groups are now learning Spanish and it is in place of French. The HT had thought about transition to what would be taught in secondary schools and most secondary schools now teach Spanish. The school is using a programme called Language Angels and it is very popular with the pupils (and staff). It was noted that the website still mentions French and this would be updated. A supplementary question was asked about staff teaching Spanish and the Staff Governor explained the programme clearly.

Q – A Governor asked, will the carried forward sports premium be able to be spent before it expires and if so where is it being allocated?

A – The HT confirmed the majority of the carried forward Sports Premium had been spent on the Sports Coaches. There will be a meeting to review the effectiveness of this with the Sports Premium Governor in December.

Q – A Governor commented that external CPD seems to be taken up by a comparatively small number of staff, why?

A – The HT stated that the External CPD is based on the current needs. All CPD is always cascaded down through the staff, unless this is not appropriate, and the current focus had been on mental health and wellbeing. There were also a number of staff now undertaking NPQs and two staff joining Kent Hub to do Maths Mastery which will develop the maths offering. It is also worth mentioning that staff absence has had an impact on the ability to release staff recently. The CEO added that she felt that CPD take up was good at present, given the limitations.

Q – Our Attendance Policy states that pupils' attendance should be at least 96%. A Governor asked has the DfE (or the Trust) said anything about such attendance aspirational figures in the light of Covid? The CoChair then commented that the Attendance Policy was due an update.

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A – The CEO responded and confirmed that the Trust schools' attendance was compared to the nationally published primary figures available and that all of our schools are above current national in terms of attendance (bar one school who had endured Chicken Pox as well as Covid). Due to Covid, there are not many schools in the Medway area who are attaining 96% consistently. The Dept for Education have not issued guidance. The HT said that the Attendance Policy would be ready in time for the next meeting.

Q – A Co-Chair asked what the school was doing to ensure effective teaching and reading for the bottom 20% of pupils?

A – The HT responded that they are making sure that there is a clear and coherent programme for the bottom 20% of every class and Y3 classes which includes next steps and interventions. The school has a phonics specialist who is working with those who did not pass the phonics check and the Inclusion Manager has produced intervention plans for all TAs.

Q – A Co-Chair asked how do the teachers still have rigour in their teaching now they have been given more flexibility?

A – The HT responded that this will be through Monitoring – learning walks, book looks and lesson observations. Every teacher has progression grids which they should be highlighting. At the start of each lesson there is a recap to ensure children are aware where their learning fits into the bigger picture.

Q – A Co-Chair asked if there were any plans to strengthen links with the Church?

A – The HT responded that whilst it would be lovely to hold the Y3 nativity in the church, unfortunately it would not be this year, due to covid. The HT stated that a member of the clergy comes into school weekly to deliver Acts of Worship and that the school is in a stronger place with the church.

Additionally, the church has given every child a new bible. The HT confirmed that in parent communications, they are highlighted any church services that are coming up (such as the upcoming Christingle services).

Q – A Governor asked if the curriculum had been narrowed to concentrate on filling any gaps in learning? And if so, when would it be going back to a full curriculum?

A – The HT confirmed that the school was running a full curriculum and had been since September. At the end of the last Academic year there were

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	<p>changes to the curriculum to fill some gaps in learning however this has now been changed back to the full curriculum.</p>
<p>Governor Monitoring Reports</p>	<p>Website Compliance Report</p> <p><i>Q – A Governor asked is there any co-ordination with MAST/Trustees, or any agreement on the website information the St Margaret’s team are responsible for maintaining? It seems that some policies (remote education, behaviour, equality objectives, charging and remissions, complaints) are likely to be common for all schools in the MAST and it would be efficient for them to be drafted centrally for customisation by each school. I understand that the annual report and accounts and some details on executive pay and on the trustees should also be published. I could not find this on the school website, nor any links to it on the MAST website.</i></p> <p>A – The HT responded that Helen Reardon is responsible for the maintaining of information on the website. All teachers have access to update their timetables and the HT and Helen Reardon can update the policy area. The Clerk maintains the main Trust website.</p> <p>The Governor responsible for Website Compliance added that the question on whether to centralise policies is an operational decision. Charging and Remissions, Complaints and Whistleblowing are already MAST overarching policies. Admissions will be slightly different due to the nature of the schools: Infants, Juniors and Primary.</p> <p>There are links on the school website to the Annual Accounts and Trustee information and a link to the Trust website. There is also information on the school website and Trust website about executive pay (albeit quite small) at the bottom of the Registers of Interest.</p> <p>She also said, as mentioned in my report, it is not appropriate for a governor to be conducting the audit itself as this is an operational task and overstepping the role of the governor. I am waiting to come in again to monitor the website lead's audit, to reflect any changes as a result of the updated Academies Trust Handbook and to ensure any actions have been completed.</p> <p><i>Q – A Governor asked how they can ensure the information on the website is up to date?</i></p> <p>A – The HT responded that Governors could do this by monitoring. It was agreed that the next review should be just before Christmas.</p>

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	<p><u>SEND Report</u></p> <p><i>Q- A Governor asked will there be a SEN Improvement Plan to feed into the SIP priorities?</i></p> <p>A – The Inclusion Manager responded “I am currently in the process of writing and finalising a SEND action plan which I can share with you on the 23rd November. This will link to SIP priorities but also key priorities for children with SEND in the school at the moment. As Inclusion Manager, this will have a link to strong inclusive practices within the school. This can be displayed on our website for this academic year as well.”</p> <p><i>Q – A Governor asked does the Inclusion Manager feel that gaps between SEN and non-SEN pupils are closing again?</i></p> <p>A – The Inclusion Manager responded “This is something I will look to review once T1 data has been analysed and is evident. This will heavily focus on my support of class teaching and how we scaffold learning of pupils from vulnerable groups in the classroom. It really is about raising our own expectations in school for 'all learners' and setting a 'no glass ceiling' approach to their learning.”</p> <p><i>Q – A Governor asked are there any outstanding funding bids at present?</i></p> <p>A – The Inclusion Manager responded “Currently there are no outstanding funding bids for pupils with SEND. However, as there are a large proportion of pupils on our SEND register, this does not mean there will not be by the next time we meet. It has taken me the term to review caseloads and see where we are at. The next stage will be to update individualised pupils’ Personalised Plans and ensure external provision is in place in the correct areas.”</p> <p><u>Christian Distinctiveness Report</u></p> <p><i>Q – A Governor asked can you assure us that the Christian ethos in the School will not become an afterthought?</i></p> <p>A – The HT responded by saying he could give his reassurance and if anything, the Christian ethos in the school has become more embedded following a review of the Vision and values.</p> <p><u>Health & Safety Report</u></p> <p>This report has been deferred for discussion at the next meeting. The relevant Governor was happy with this.</p>
<p>Skills Audit</p>	<p><i>Q – What are the next steps following the skills audit?</i></p>

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	<p>A – The CEO explained that the Skills Audit had been brought to the last Board Meeting of Trust Directors and that overall, for all LGBs in the Trust, there were no concerns regarding the skills our Governors have. The Training Schedule is up and running and Governors are now back in school (Governor Day and Monitoring) which is really helpful. She added that the results of the Skills Audit feed into the training that is planned and offered.</p>
Training	<p>The next training session is Understanding Data and Information and invites will go out shortly. The new school IDSRs are available and this will form part of the training.</p> <p>1st December 2021 – 1.30pm – St Johns Infants 1st December 2021 – 6.30pm - Online</p> <p>The CEO has also requested that all Governors complete the Unit entitled Ofsted Step by Step on the Virtual College platform and send their certificates to their Training Governor. A Co-Chair checked that everyone could access the site.</p>
Safeguarding	<p>The Safeguarding Audit has been shared with the Co-Chairs and approved. It has been returned to the LA.</p>
Vision & Values	<p><i>Q – A Co-Chair asked if the Diocese had been consulted regarding the new Vision and Values document?</i></p> <p>A – The HT confirmed he had spoken to the Diocese and there were no concerns.</p> <p>There was also a discussion around the supporting Biblical references and stories. The HT agreed that it may be more appropriate to have New Testament supporting texts.</p>
AOB	<p><u>Menstruation/Puberty</u></p> <p><i>Q - A Co-Chair stated that she and the Christian Ethos Governor asked the Pastoral Lead how St Margaret's was set up to cope with any young girls who start to menstruate during school hours?</i></p> <p>A – The Pastoral Lead responded by saying here at St. Margaret's, the girl's toilets in upper school have sanitary bins and there are posters on the wall which advise them that if they need any help, they can come to me or speak to</p>

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	<p>their teacher. The Pastoral Lead has a supply of sanitary products including underwear if they should need it. Each year I use a grant which is given to schools to purchase a stock of towels etc..</p> <p>I am happy to talk to the girls regarding periods and the physical and emotional aspects of puberty. I also, if the girls want me to, will speak to their parents. With regards to puberty, I have some lovely booklets which are written for the girls, their parents and there is even a rather nicely presented one just for dads.</p> <p><i>Q – The Co-Chair then asked, can we ask whether the girls are distressed at all when they come to you? It sounds as though you are very well equipped with all appropriate supplies and literature and we are aware that aspects of puberty are covered in PSHE. Does this work well?</i></p> <p><i>A – The Pastoral Lead responded that No, the girls are never distressed and they seem to take it in their stride. Most have already had that discussion with their parent/carer. Some parents try and get their girls excused from PE/Games lessons but once we explain the benefits of exercise during menstruation they understand.</i></p>
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Impact: This meeting took place at the beginning of a full day in school for LGB members, the first since 2019 in view of the pandemic. A full timetable of monitoring activities had been planned, with Governors speaking with both staff members and pupils.

ACTIONS: All Governors to complete the Ofsted Inspection: Step by Step module on the Learning Link by 30 November	All	
Clerk to add Health & Safety Monitoring Visit report to next meeting agenda and documents.	Clerk	
HT to update and circulate Attendance Policy and Online Safety Policy for the next meeting	HT	
HT to update website regarding the school moving to teaching Spanish not French	HT	

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