



ST MARGARET'S CE JUNIOR SCHOOL

DRAFT MINUTES OF ST MARGARET'S CE JUNIOR SCHOOL LGB  
MEETING HELD ON WEDNESDAY 26 JANUARY 2022 AT 10:00  
VIA MICROSOFT TEAMS

1. **Welcome and Apologies for Absence by the Chair and a Moment of Reflection by AC.**

**Present** – Ann Critchley, Chrissy Hornby (Co-Chair), Chris Harvey, Natalie Liddiard, Gill Mond, Emma Perkin, Laura Probert (Co-Chair), Tristan Thorpe, Lenny Williams (HT)  
Natalie Hobbs (Clerk)  
**Apologies accepted** – Damien Welch, Hilary Sanders (MAST CEO)

2. **Approved:**

**Declarations of Interest** – No new declarations of business interests were made.  
**Minutes of the Meeting** on 23 November 2021  
**Policies:** Online Safety Policy, Attendance Policy, Mental Health and Wellbeing Policy (*ongoing*).  
**Date of Next Meeting** – 31 March 2022  
**Chair's Correspondence** – Correspondence received from a Parent Governor confirming resignation from end of the academic year  
**Confidentiality** - None

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

<b>Matters Arising</b>	All matters had been actioned.
<b>Headteacher Report and Associated documents (Data, SIP, IDSR etc)</b>	<p><b>HT REPORT</b></p> <p><i>Q – A Governor asked what happens if the School fails to meet floor standards?</i></p> <p>A – The HT responded that it gets recorded on IDSR and is a focus for Ofsted. The school did not meet floor standards for combined in 2019, but did for progress, even though it put is in bottom 20%</p> <p><i>Q – A Governor stated the % attendance of PP children is still lower than for the whole school and asked what reasons are given?</i></p> <p>A – The HT responded that Pastoral Lead is involved with these cases as there are many reasons (Covid being the main one). Some families have been reported to the Attendance Officer and others are being dealt with by the school only. The Late Gate is to be reintroduced back in place to assist in some of the children. It is high on the agenda and will form the planning and strategy going forward.</p> <p><i>Q – A Governor asked how does the remote learning work now?</i></p> <p>A – The HT explained that the remote learning (Oak Academy), reflects Maths and English learning taking place in class so that when children return they have not missed learning.</p>

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*Q – A Governor asked if the term dates shown below the attendance tables are correct?*

A – The HT confirmed that they were correct however, in terms of when it is shared with Governors, the timings of meetings has meant that some data is included from Term 2. The figures will be corrected to ensure the correct figure is given once the term has passed.

#### **DATA**

*Q – A Governor asked if PP children are still scoring lower than the whole cohort. Is it because their learning suffered more in lockdowns?*

A – The HT responded that it may be one factor, although parental engagement and support are also factors, as is attendance.

*Q – A Governor asked why are pupils not scoring well in Writing and how has the new curriculum been designed to help with this? What does 'writing' entail? Does it include grammar, spelling and letter formation?*

A - The HT responded and explained that yes writing does include these areas. The school needs to be clearer in their assessment, the exemplars they have are based on end of year assessment so writing has been assessed against those exemplars. However, for many children that are 'below' they will improve and therefore be at 'expected' by the end of the year.

The new curriculum provides children with more opportunities to write across the curriculum and therefore we should see an improvement in this standard.

*Q- A Governor asked if moderation was taking place with other schools?*

The HT affirmed it was.

*Q – A Governor stated and asked that they thought the expected value would be 50% for the 'average' pupil, with as many under the expected standard as above: but the scores for 'expected+' are well over 50%. What is the typical value they should expect?*

A – The HT explained that floor standard for combined is 65%. The aim is to achieve 75% in each subject with a combined of 70%.

#### **SIP**

*Q – A Governor asked what has hampered the target of collaborative INSET across MAST?*

A – The HT explained that this was due to Covid restrictions in November. Curriculum information has been shared across schools by Headteachers. It will be covered in the next academic year, with a focus on Ofsted.

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	<p><i>Q – A Governor asked what has frustrated the school community survey? Is this likely to be removed from the SIP?</i>  <i>A – The HT explained that timing was an issue due to Covid and in order to get a fair representation it will be completed once school life returns to 'normal'.</i>  <i>Q – A Governor asked what has frustrated the planned pupil progress meetings to identify 'at risk' pupils?</i>  <i>A – The HT responded that they need to take place in this term, using the Term 2 data rather than in Term 2.</i></p> <p><b>IDSRR</b>  <i>Q – A Governor asked what are the main implications and how are you planning to address them?</i>  <i>A – The HT responded that for the school to achieve the 65% combined score and the required progress measures, we need to see the data improve. Actions to be taken are shared in the HT and the phase leader reports.</i>  <i>Q – A Governor asked what are the key priorities to be addressed, based on this report?</i>  <i>A –The HT confirmed that moving from bottom 20% of schools nationally and improving attendance were the main priorities.</i></p> <p><b>Strategic Plan / Ofsted Framework</b>  <i>Q – A Governor asked how the Link Governors are expected to monitor the key Ofsted areas?</i>  <i>A – The HT responded that he would arrange a meeting with the Link governors to discuss this and will bear this in mind for the next Governor Day.</i></p>
<p><b>Governor Monitoring Reports</b></p>	<p><b><u>Sports Premium Report</u></b></p> <p><i>Q – A Governor asked how can Governors help to support any funding applications for the longer term aspirations?</i>  <i>A – The HT responded that they could support by reviewing bids as necessary.</i>  <i>Q – A Governor asked if the Play Leader roles been formalised now?</i>  <i>A – The HT confirmed they had and they have had their training and are supporting at play times.</i>  <i>Q – A Governor asked if there been any change in the current situation regarding swimming?</i></p>

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A – The HT explained that they are in the same position and have a tentative booking.

*Q – A Governor asked what progress has been made in plans for using the field area/outdoor space?*

A – The HT responded that he has met with a company about improving outdoor learning and will be visiting other schools as part of his research.

#### **School Gate Report**

*Q – A Co-Chair asked if there are always two staff members at the gates in the morning?*

A – The Inclusion Manager responded that moving forward, there will be. A member of the school's leadership team will be out there in the morning as well as our new school caretaker/ site manager. Previously, this was a way in which Mr Barron could become acquainted with the children and his expertise were incredibly useful for staff as well. We anticipate this being the same for our new caretaker.

*Q – A Co-Chair commented that looking at our latest attendance figures, we clearly still have a 'few disadvantaged pupils who struggle to arrive promptly'. Is there anything more that can be done to support them?*

A – The Inclusion Manager responded that they are continuing to work increasingly hard in supporting pupils who are struggling to arrive at school on time and in particular, the minority of pupils where they are struggling emotionally at school post the COVID-19 return to schools. There are various programmes which support these pupils and, where we have cases of continued late/ non-attendance or absence, these are supported by the school leadership team and monitored accordingly. We are currently referring a couple of children to an 'Emotionally Based School Avoidance' package in conjunction with the local authority. This will be a particular focus of the school's Inclusion Manager during Term 3/ 4 for SEND/ PP pupils.

#### **School Council Report**

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*Q – A Governor asked if the LGB want/need reports on the School Council activities?*

A – The HT responded that it is probably not necessary, but feedback can be given during meetings.

*Q – A Governor asked that as the staff member in charge of the Council has been absent, what arrangements have been made in her absence?*

A – The HT confirmed he had been covering.

#### **Health & Safety Report**

*Q – A Governor asked if the handover of responsibility and role expectations with the new Site Manager gone well?*

A – The HT confirmed it had gone well and the induction has been smooth. The Health and Safety Governor will be in school, meeting the new caretaker before the next audit in February.

*Q – A Governor asked if there had been any progress with funding for the air conditioning condensing unit (adjacent to the Year Six flat roof) that requires attention?*

A – The HT responded that they have liaised with the company to remove them.

#### **History Report**

*Q – A Governor asked if there is an overview of the teaching of history topics across the school in line with the National Curriculum document?*

A – The HT confirmed that there was and that the progression document is on the website and subject leader has overview of coverage.

*Q – A Governor asked if the knowledge progression grids, as shown on the website, were still relevant?*

A – The HT confirmed they were but they will be amended as necessary.

*Q – A Governor asked if learning journals still in place? If not, has anything replaced them?*

A – The HT confirmed they are still in place.

#### **Mental Health Report**

*Q – A Governor asked if we learn more about the recent Hello Yellow day in support of mental health?*

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	<p>A – The HT explained that the school celebrated this national day to raise awareness for mental health. The children completed activities linked to managing their mental health. The school will be marking children’s mental health week in February to continue this.</p> <p><i>Q – A Governor asked, in view of the emphasis on wellbeing, can we be assured that the HT has a reasonable workload, to support his work/life balance and that he is able to agree dedicated headship time with the CEO?</i></p> <p>A – The HT responded that it is as reasonable as can be expected, and confirmed that he is supported by CEO (regular contact, centralised policies and arrangement of diocese coach) and an experienced leadership team. He confirmed he does have headship time, but this does vary. The CEO does frequently remind him of its importance.</p> <p><b><u>Curriculum Report</u></b></p> <p><i>Q – A Governor asked how should the LGB monitor and challenge developments in the new curriculum and be sure that all key learning is covered?</i></p> <p>A – The HT confirmed that they should continue to ask questions about coverage and subject leadership</p> <p><i>Q – A Governor commented that our Scheme of Delegation states that the LGB and Directors are responsible for ‘developing a curriculum policy’: Are the SLT happy that our new curriculum is sufficiently ambitious, coherently planned and sequenced?</i></p> <p>A – The HT responded Yes, very much so. It has changed this year to ensure that challenge and sequence is there, it is frequently reviewed and will develop as necessary.</p>
<p><b>Training</b></p>	<p>The next training session is Pupil Premium and Other Grants and the link has already been circulated.</p> <p>9<sup>th</sup> February 2022 – 10am – Teams (online)</p> <p>22<sup>nd</sup> February 2022 – 4pm – All Saints</p> <p>The Training Governor confirmed he was receiving certificates of completed training however the online sessions that he had not attended he was not aware of who had been there from the LGB. The Clerk agreed to send through the list of attendees.</p>

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	<p>A Co-Chair reported she had completed the Safer Recruitment training in January 2022 and passed the certificate to the Training Governor.</p>
<p><b>Safeguarding, SEND and Pupil Premium</b></p>	<p>The Safeguarding Governor had been into school to conduct Monitoring and the SCR checks in November 2021, however was unable to meet with the DSL on that occasion. An audit report and NOV were provided. A meeting with the DSL took place this term as planned and a report will be posted for our March meeting. The HT confirmed that there were no concerns.</p> <p><b>SEND Learning Walk</b></p> <p><i>Q – A Co-Chair commented that the Inclusion Manager referred to CPOMS which can monitor safeguarding, wellbeing and other issues: could the HT provide the LGB with information about this system?</i></p> <p>A – The HT responded that CPOMS provides a record of all incidents and subsequent actions; there are restricted permissions depending on the incident. For example, Child Protection is only seen by DSLs, ‘contact with parent’ is seen by all who work with that child. Reports can be download to support referrals or as evidence for court sessions.</p> <p><i>Q – A Co-Chair asked how are the Learning Support Assistants now deployed?</i></p> <p>A – The HT responded that the Teaching Assistants are placed across the school so that every Maths lesson is supported, they have a timetable of interventions and classroom support activities around this time.</p> <p><i>Q – A Co-Chair stated that we have seen how manipulatives can help all pupils, especially SEN, to hone maths skills. Do we have enough and are staff using them effectively?</i></p> <p>A – The HT confirmed that as part of our work with the mastery hub a staff training session has been planned that focuses on effective use of manipulatives to embed this further.</p> <p><b>Pupil Premium</b></p> <p>The PP Governor outlined their recent meeting with the HT regarding PP. A full report will be made available at the next meeting. The PP Governor provided a comprehensive verbal summary of the meeting to the LGB.</p>

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<b>Policies</b>	<p><b>Attendance Policy</b></p> <p><i>Q – A Governor asked should the title ‘Family Liaison Officer’ be amended to ‘Pastoral and Wellbeing Lead’?</i></p> <p>A – The HT confirmed that it should and he would change this.</p> <p><i>Q – A Governor commented that the policy is silent on Unauthorised Absence and the consequences of this. Should there be something in the policy which outlines what will happen?</i></p> <p>A – The HT confirmed he will add in a paragraph regarding fixed penalty notices etc.</p> <p><b>Mental Health and Wellbeing Policies</b></p> <p>A Co Chair explained that the LGB has been in contact with the DHT directly with suggestions about the policy wording. The DHT confirmed that she will apply these and resend the draft.</p> <p><i>Q – A Governor asked if the Work Stress Risk Assessment to be used in conjunction with the Staff Wellbeing Policy?</i></p> <p>A – The HT explained that it was only to be used as and when and to be mindful of when looking at Staff Wellbeing.</p> <p><i>Q – A Governor asked if the Play Therapy was provided by a trained therapist?</i></p> <p>A – The HT confirmed that the Play Therapist was a trained therapist and she has had a successful relationship with the school for many years.</p> <p><i>Q – A Governor asked if there were plans for a Wellbeing Week?</i></p> <p>A – The HT responded that there wasn't currently but the school will be marking children's Mental Health Week.</p> <p><b>Online Safety Policy</b></p> <p><i>Q – A Governor asked how children are taught Online Safety?</i></p> <p>A – The HT responded that it is covered in PHSE lessons. There is also a Safer Internet Day in February which will be a focus.</p> <p><i>Q – A Governor asked how many Online Safety concerns there had been?</i></p> <p>A – The HT responded that he would need to look at CPOMS for that information.</p> <p><i>Q – A Governor asked if there would be any workshops for parents on Online Safety?</i></p>
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	A – The HT responded that there is a presentation ready to be shared with parents, however Covid has put on the brakes regarding parental workshops at this time.
<b>AOB</b>	<p><i>Q – A Governor asked if the Pastoral Lead was aware of children who do not have beds at home? If the School is made aware of this problem, can they do anything about it?</i></p> <p>A – The HT responded that there are not any children currently known to the school in this position however funding can be used if necessary to support families and make necessary referrals.</p>

**Impact:** The long awaited return of our Governor Days, one of which was held in November, has had an impact. Feedback from staff about having Governors in the School once more has been very positive. The impact has been seen at our meeting as there have been several more written reports than usual to read and, as a result, more questions and requests for further information for the HT. Time in school meant our first monitoring of any Acts of Worship since 2019 took place, as the written records held in the School Office will now show. We were also able to meet with the School Council, learn about their meetings and, as a result, we have decided to follow their progress at our meetings. We have been able to check new and updated policies and make suggestions as to wording. Some of them have led to changes being made to standing items on our regular agendas, for more effective scrutiny. A Governor has also assisted the HT with updates to the Covid Contingency Plan.

It has been good to see the return of the MAST training programme for governors and we understand that the findings from our recently completed skills matrix has been taken into account when planning the sessions. Plans are now being made for the next Governor Day (with fingers crossed!) and individual monitoring visits are once more taking place.

<b>ACTIONS:</b>		
HT and Clerk to discuss Parent Governor Election Process for Term 6	HT and Clerk	

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Send through training attendance lists to Training Governor	Clerk	
HT to check how many Online Safety concerns have been reported on CPOMS	HT	
H&S Governor to meet new caretaker prior to H&S audit in term 4.	H&S Governor	

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