



ST MARGARET'S CE JUNIOR SCHOOL

DRAFT MINUTES OF ST MARGARET'S CE JUNIOR SCHOOL LGB
MEETING HELD ON THURSDAY 31 MARCH 2022 AT 10:00
VIA MICROSOFT TEAMS

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

Present – Ann Critchley, Chrissy Hornby (Co-Chair), Natalie Liddiard, Laura Probert (Co-Chair), Tristan Thorpe, Lenny Williams (HT)

Natalie Hobbs (Clerk)

Apologies accepted – Chris Harvey, Gill Mond, Emma Perkin, Damien Welch, Hilary Sanders (MAST CEO)

2. **Approved:**

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

Governing Body Membership – The Co-Chairs confirmed that they had received correspondence from a Governor (AC) confirming her resignation from the LGB. The LGB all thanked AC for her valued contribution to the LGB over the years and wished her well.

The HT confirmed that Parent Governor Elections would be commencing in Term 5.

Minutes of the Meeting on 26 January 2022

Policies: Charging & Remissions Policy, Gifts & Hospitality Policy, Management of Risk Policy, Pooling Policy, Procurement & Tendering Policy, Write off & Asset Disposal Policy, Reserves Policy (all MAST Policies)

Date of Next Meeting – 26 May 2022

Chair's Correspondence – Correspondence received from a Governor confirming resignation once her current monitoring project has been completed. (See above Governing Body Membership).

Confidentiality - None

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

Matters Arising	All matters had been actioned.
Headteacher Report and Associated documents (SIP, IDSR etc)	<p>HT REPORT</p> <p>The HT had kindly provided a full HT report prior to the meeting. The following questions were asked.</p> <p><i>Q – A Governor said that it was good to see Year 4 starting swimming and asked where will this take place? How will this work?</i></p> <p><i>A – The HT responded that swimming will be for Year 4 at Hilltop Primary School in Strood every Tuesday. As the school cannot ask parents to pay for the swimming, voluntary contributions will be requested.</i></p> <p><i>Q – A Governor asked what the three volunteers mentioned are doing when they are in school?</i></p>

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	<p>A – The HT responded that they are reading with children and supporting in class, etc.</p> <p><i>Q – A Governor noted that in respect of timings of the school day, currently the school has the longest day in local area. What guidance is there? How will governors be involved in this?</i></p> <p>A – The HT confirmed that he will inform Governors of plans for approval for any changes to the timings of the school day. The infant school next door also has different timings. New timings will still comply with White Paper guidance released recently on school timings.</p>
<p>Governor Monitoring Reports</p>	<p>Health and Safety Report</p> <p><i>Q – A Governor asked had the cleaning contract previously been managed inhouse?</i></p> <p>A – The HT responded that it had been Inhouse, followed by a mixture of inhouse and an external company. There had not been anything consistent recently. He also outlined the benefits for the school by taking on an outside provider.</p> <p><i>Q – A Governor asked if the fence will be repaired before the end of this school year?</i></p> <p>A – The HT responded that it is not urgent, but will be on the school's maintenance plan for the coming year.</p> <p><i>Q – A Governor asked if there is now a plan for painting classrooms? Is there a rolling program?</i></p> <p>A – The HT confirmed that a rolling programme is being developed.</p> <p><i>Q – A Governor asked what is being referred to as 'larger work'?</i></p> <p>A – The HT confirmed that this meant refurbishment of the classrooms, new carpets, painting, moving the library.</p> <p>A Co-Chair confirmed that the Governor responsible for monitoring the website had been into school and a report will be circulated in time for the next LGB meeting.</p>
<p>Training</p>	<p>The Staff Governor suggested the following Learning Link module for Governors to complete by the next meeting. All certificates should, as always, be sent to the Staff Governor.</p>

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	<p>https://www.nga.org.uk/Training-and-Development/NGA-Learning-Link-e-learning/Collections/Vision,-ethos-and-strategic-direction/Strategy-living-your-values,-reaching-your-vision,.aspx</p> <p>The next MAST Governor Induction will take place in the summer term due to active recruitment across the Trust.</p>
<p>Safeguarding, SEND and Pupil Premium</p>	<p>The Safeguarding Governor had been into school to conduct monitoring of the SCR: an audit report and NOV have been provided. The HT confirmed that there had been no concerns.</p> <p>The SENCO has not been able to have a meeting with the SEND governor since the last meeting.</p> <p>Pupil Premium</p> <p><i>Q – A Governor asked when was the next data drop?</i> A – The HT confirmed that it assessments are currently taking place; therefore, data should be available for the next meeting.</p> <p><i>Q – A Governor asked what trends have so far been noted?</i> A – The HT stated that from what he had seen, progress and attainment are both improving.</p> <p><i>Q – A Governor asked what would you consider to be reasonable improvements?</i> A – The HT responded that any increase in percentage is an improvement, especially considering the level of absence experienced through Covid.</p> <p><i>Q – A Governor asked how many PP children attend afterschool clubs?</i> A – The HT responded that approximately 30 PP children attend, but enrichment opportunities are also made available at lunchtime.</p> <p><i>Q – A Governor asked what enrichment activities have been undertaken and how do you ensure that all PP children benefit from these?</i> A – The HT confirmed that all PP children attend trips, paid for out of the budget if necessary.</p> <p><i>Q – A Governor asked if changes in interventions have taken place as the result of monitoring their impact?</i> A – The HT confirmed this to be the case, TA groups have changes as has tutoring.</p> <p><i>Q – A Governor asked if PP children participate on all school trips?</i> A – The HT responded that they do.</p>

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	<p><i>Q – A Governor asked what steps have been taken to ‘chase’ possible PP funding? (in the past sending out eligibility updates were not followed up)</i></p> <p><i>A – The HT responded that phone calls from the Pastoral Lead are now made to those who might qualify. The HT also stated that they are currently considering the use of uniform incentives for families to ensure that our Pupil Premium numbers are accurate. Many parents look at Pupil Premium as Free School Meals and then do not complete the new paperwork when Universal Infant Free School Meals has ceased.</i></p>
<p>Policies</p>	<p>Whilst the policies circulated are MAST policies, the following questions were asked regarding the Tendering Policy.</p> <p>Tendering Policy</p> <p><i>Q – A Governor stated that the policy states that ‘the public procurement thresholds are £189,330 from 1/1/20 for supplies and Part A services and £4,733,252 from 1/1/20 for works. The thresholds are changed on 1st January of each even-dated year’ – should these values be updated for this year or has this been read wrong?</i></p> <p><i>A – The CEO thanked the Governor for highlighting this. The correct rates for this year are as follows and will be updated in the policy.</i></p> <p><i>£213,477 for supplies; and</i></p> <p><i>£5,336,937 for works</i></p> <p><i>Q – A Governor asked could it be advantageous for the Trust for contractors to be sourced from or as part of tenders or ask if they are members of the LA-run fair trade scheme?</i></p> <p><i>A – The CEO responded the Trust do tender using reliable and reputable companies, including those on approved lists. For maintenance and compliance across the Trust we currently use JRS Services and have assurances from them that they seek the 3 best value quotations.</i></p> <p><i>We regularly attend best practice Crown Commercial Service Webinars and also explore savings and value for money using Schools Buy Back Club.</i></p> <p>SEN Policy</p> <p>The SEN Governor highlighted that the paragraph entitled ‘The Role of the Governing body’ is out of date. In early 2020 it was agreed with the previous HT and SENCO to replace it as follows, but Covid etc intervened. It should read:</p>

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	<p><i>The Trust Board holds the ultimate responsibility for the school's implementation of the Revised Code of Practice and the Local Governing Body (LGB) is accountable for the education of individual children, having duties in respect of pupils with special needs, to ensure that they receive the help that they require. A named governor should ensure that SEND is reported on regularly to the LGB. They will meet periodically with the SENCO, to ensure that current information is included. The SENCO may also be held to account at a meeting of the LGB by arrangement with the HT.</i></p> <p>The LGB asked if this is still appropriate and it was agreed that the HT will action the amendment accordingly.</p>
<p>AOB</p>	<p>Parent Questionnaire</p> <p><i>Q – A Governor stated that there are no questions about the impact of the school's distinctive Christian character: is there a plan to carry out a separate survey or would the HT welcome suggestions from the LGB?</i></p> <p>A – The HT responded that this is the Ofsted survey and it is important to be aware of how these questions will be answered. At the moment the school will not focus on Christian distinctiveness as part of this but it may form part of another survey in the future.</p> <p>Festival for Schools</p> <p><i>Q – A Governor outlined that Rochester Diocese hold a Festival for Schools in June every year which is for Year 6. There are varying activities every year. The Governor asked are St Margaret's going and if not please can I ask why? Do St Margaret's visit the cathedral at any other time of year?</i></p> <p>A – The HT responded that the school is more than happy for the children to be involved. The RDBE mailing list is being updated to ensure that the HT receives all the information regarding events, including the Festival for Schools.</p>

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Impact: As a Governing Body we have reflected on the monitoring pairs that we have on the School Improvement Plan. Currently, we have listed monitoring pairs for different sections of the improvement plan, however we feel that monitoring is a strength of the Governing Body through individual Governor monitoring and collaborative monitoring of Governor days.

This has led to us taking the decision that we will remove monitoring pairs from the SIP. However, if there is monitoring that is required then the Headteacher will approach the Chairs to arrange this, for example, the resilience project that is currently taking place.

Monitoring and challenge is a strength of the LGB and we are confident that it will continue to be so.

ACTIONS: All Governors to complete the training module from the Learning Link website mentioned above.	All	
HT to update SEN Policy	HT	
HT to provide clerk with a governor impact statement- stating that contrary to as stated on the SIP monitoring pairs of governors were not required.	HT	
Website Monitoring Report to be on the agenda for the next meeting	Clerk	
Governor Monitoring Morning to be arranged for the 28 April	Co-Chairs	
Governor to report on recent monitoring of the school website	GM	

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