



ST MARGARET'S CE JUNIOR SCHOOL

DRAFT MINUTES OF ST MARGARET'S CE JUNIOR SCHOOL LGB
MEETING HELD ON THURSDAY 26 MAY 2022 AT 10:00

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

Present – Chris Harvey, Chrissy Hornby (Co-Chair), Gill Mond, Emma Perkin, Laura Probert (Co-Chair), Tristan Thorpe, Lenny Williams (HT)

Natalie Hobbs (Clerk)

Apologies accepted – Natalie Liddiard, Hilary Sanders (MAST CEO), Ann Critchley

Apologies not received – Damien Welch

2. **Approved:**

Declarations of Interest – A Governor declared they were now clerking the SEN Placement Panels.

Governing Body Membership – The Co-Chairs confirmed that they had received positive responses to the advert for Governors in Action Forum. They would be taking these forward to interview with a view to the prospective governors being able to join the July meeting.

The HT confirmed that Parent Governor Elections would be commencing in Term 6 and would capture the parents of the new Y3s.

It was agreed by all that CH would be able to attend the July meeting as an observer.

Minutes of the Meeting on 31 March 2022

Policies: AUP – All School Staff, Governors, Visitors; AUP – Parents; AUP - Pupils (all MAST Policies)

Date of Next Meeting – 13 July 2022

Chair's Correspondence – None

Confidentiality - None

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

Matters Arising	All matters had been actioned.
Previous Minutes	<p><i>Q – A Governor stated it was reported that 30 PP pupils attended afterschool activities; or about 40%. Is the % of non-PP pupils attending similar? i.e. is total attendance about 145?</i></p> <p><i>A – The HT responded that this is not something that we track for non PP children. But looking at the registers we have 150 children attending clubs, but these could be children attending two clubs.</i></p>
Headteacher Report and Associated documents (SIP, IDSR etc)	<p>HT REPORT</p> <p>The HT provided a HT report prior to the meeting. The following questions were asked.</p>

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Q – A Governor asked, the % attaining the expected standard at the end of term 4 is rather low perhaps because of Covid missed learning. What were the %s of PP pupils whose learning is likely to have suffered more during home schooling? Are covid catchup sessions continuing this term and next term?

A – The HT responded that he didn't have specific pupil data, however tutoring had now been implemented in each year group for the children that needed the most support, this is being paid with catch up funding. Of those currently receiving tutoring the baseline data was: 21% expected and now it is: 36% expected. Formal assessments will be completed in term 6 to measure progress. Feedback from the tutoring has been very positive.

Q – A Governor asked concerning the teacher who has resigned, how was the recruiting of the student carried out?

A – The HT responded formal observation, several times as part of training, and then a formal interview.

Q – A Governor asked if a Governor should be on the interview panel for the recruitment of staff? Under the SoD it does state this.

A – The Clerk agreed to look into this as the HT believed it was just leadership appointments.

Q – A Governor asked did the resigning teacher have any special/subject responsibilities?

A – The HT responded that all teachers are subject leaders, she was the DT lead. This responsibility will be given to another teacher in September.

Q – A Governor asked has the H&S governor been made aware of this H&S audit date?

A – The HT confirmed he had.

Q – A Governor asked when is the asbestos survey taking place?

A – The HT responded that he was meeting with the company on Friday to book a date.

Q – A Governor asked with regards to SATS -Did we have an external assessor in Year 6 for maths? Was our Writing externally moderated?

A – The HT responded the school only had an external moderator for GPAS. Writing is not being externally moderated this year.

Q – A Governor asked if the HT had any ideas why writing data was so low?

A – The HT responded it could be due to the amount of online work done during the pandemic. Plans are in place to improve the standard of writing across all year groups and will include teacher modelling. Children are being encouraged to use literacy skills across the curriculum.

Q – A Governor highlighted the low attendance for Y3 PP children.

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	<p>A – The HT responded that the Attendance Officer was involved and pre-court proceedings had been commenced. All interventions that can be actioned, have been.</p> <p>Discussion followed regarding the format of data information provided for this meeting. It was agreed that a meeting would be arranged between key Governors and the HT to decide what format would be used for future meetings.</p>
<p>Governor Monitoring Reports</p>	<p>A review of the curriculum was mentioned during monitoring.</p> <p><i>Q – A Governor asked are the current Year group overviews to remain in place for September?</i></p> <p>A – The HT responded that the school had invested in Cornerstones so overviews will probably change.</p> <p><i>Q – A Governor asked what actions are planned and will staff have adequate time and support if major changes are needed?</i></p> <p>A – The HT confirmed that this would be included in the meeting schedule next term to get training on the new system and then teachers will plan in PPA like they normally would.</p> <p><u>Director of Curriculum</u></p> <p><i>Q – A Governor asked does the school curriculum reflect our vision and values?</i></p> <p>A – The HT confirmed it does. The curriculum provides opportunities for children to grow and achieve.</p> <p><i>Q – A Governor asked does it allow parents/carers to assess the behaviours, skills and learning that pupils are intended to acquire by the end of Year 6?</i></p> <p>A – The HT responded that information is provided for parents via the school website. He added the intention to hold parent workshops next term.</p> <p><i>Q - A Governor asked is it broad and challenging and accessible for all pupils?</i></p> <p>A – The HT confirmed it is and that monitoring confirms this.</p> <p><u>Literacy Leader</u></p> <p><i>Q – A Governor asked have author visits, book days and the relationship with Rainham library recommenced?</i></p> <p>A – The HT confirmed that the school has had an author visit and celebrated World Book Day.</p> <p><i>Q – A Governor asked can pupils use the school library whenever they wish?</i></p>

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A – The HT responded within reason yes.

Science Leader

Q – A Governor asked is the science taking place mirroring the National Curriculum for Years 3-6?

A – The HT confirmed it was.

Q – A Governor asked how do we ensure that gaps are identified, then filled speedily and successfully?

A – The HT responded that this was through monitoring of planning and books.

Science

Q – A Governor asked are pupils required to respond to the question posed in their title once work is completed, as a means to check their understanding?

A – The HT responded No, as the question in all lessons has replaced the learning objective.

Q – A Governor asked is there evidence of a range of approaches for recording and comparing data, becoming more sophisticated with the older pupils?

Dataloggers, charts and graphs

A – The HT confirmed that there is and that this is on overviews and will be checked through monitoring

Q – A Governor asked is there evidence of a wider range of measuring equipment being used? Pulse sensors in Y5

A – The HT confirmed there was and that the school has plenty of resources.

Geography Leader

Q – A Governor asked Outside maps for use in the playground sound like an effective idea: could this happen?

A – The HT responded that they were currently exploring budget and actions plans

Q – A Governor asked what does the school have to do to achieve Quality Silver Mark? Is it a visit or audit?

A - The HT responded that it involves providing a portfolio of work and then a visit.

Geography

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Q – A Governor asked is there a knowledge progression document? Is it on the website now?

A – The HT confirmed there was.

Q – A Governor asked when work hasn't been covered this year what plans are there for this to be addressed? And in future years?

A – The HT responded that this will be done through curriculum review ensuring that any objectives are moved to the appropriate year.

Art

Q – A Governor asked have topics planned been covered as per the Year group overviews?

A – The HT confirmed they had.

Q – A Governor asked have the ideas, techniques and the 'inspiration both classic and modern' been addressed as stated in the knowledge progression document?

A – The HT confirmed they had and there is progression as pupils move through the school.

Website Report

Q – A Governor asked whose responsibility is it to remove MAST policies when they are out of date or misleading?

A – The HT responded it was the GDPR lead/Clerk

Q – A Governor asked is there a process for ensuring policies with review dates are actually reviewed and updated by the review date?

A – The HT confirmed there was and there is a policy schedule.

Q – A Governor asked does the Primary Site audit identify out of date policies?

A – The HT responded they do not as a company, it is the school's responsibility.

Q – A Governor asked is there a quality assurance process for policies etc uploaded by staff? Is there a requirement that they should be reviewed by someone other than the drafter before uploading?

A – The HT responded No, but certain policies should go to Governors for approval first. The HT suggested that this could be formalised if Governors wish and give the responsibility to individual Governors for policies that link to their monitoring areas.

SATs

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	<p><i>Q – A Governor asked how many pupil absences were there?</i> A – The HT responded that there was 1 for Maths paper 3</p> <p><i>Q – A Governor asked did any parents choose to withdraw their children?</i> A – The HT responded No but 4 children were below KS2 standard so did not take the test</p> <p><i>Q – A Governor asked when are the results expected?</i> A – The HT responded that results are expected on the 5th July</p>
<p>Training</p>	<p>There were some questions regarding the recent training module undertaken via the Learning Link:</p> <p><i>Q – A Governor stated the implication seemed to be that policies are not strategic, but surely some have a strategic element?</i> A – The HT responded that this is content of training that we do not control. Comments on policies are still welcomed.</p> <p><i>Q – A Governor asked who monitors the Risk Register? Is it at Trust or School level?</i> A – The HT responded it was the Trust Board.</p> <p><i>Q – A Governor asked how often to the Board consider Risk?</i> A – The HT responded that it was at each monthly board meeting.</p> <p><i>Q – A Governor asked if it is RAG rated?</i> A – The HT confirmed it was.</p> <p>It was agreed that the LGB would complete the Unconscious Bias training module by the next meeting. The training module is called 'Equality, Diversity & Inclusion: First Steps'</p> <p>https://nga.vc-enable.co.uk/Learn/Learning/LearnerRecord?reference=47bc36ea-4f40-49ed-9397-dfbee7a14e7d</p>
<p>Safeguarding, SEND and Pupil Premium</p>	<p>The SEND Governor had met with the Inclusion Manager and a full Monitoring report will be circulated in advance of the next meeting. It was good to hear about the progression being made in closing gaps for PP children however gaps for SEND children are not closing yet. Upskilling of the TAs continues. The PP Governor will be meeting with the Inclusion Manager in Term 6. The Inclusion Manager will be presenting to the LGB on CPOMS at the July meeting.</p>

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Transition planning is underway with support from Danecourt and Marlborough Outreach for the most vulnerable. Good links have been made with the Infants school.

The HT stated there were no Safeguarding concerns to highlight. The Cyber Security Audit for the Trust has been taking place with the HT leading it for the Trust. KCSiE have released their update for 2022 in advance of September.

Cyber Security Report Questions (asked by the LGB)

Q - Does the school have a list of the different organisations that provide its IT services?

A – The GDPR Officer responded IT services are provided by MGFL, Adept (LGFL), Primary Site, SNS

Q - Does the school leader know who manages or co-ordinates the IT within the school?

A – The GDPR Officer confirmed that yes - Scott Hutchison (SNS) and Helen Reardon (St Margaret's)

Q - Has the school identified the most critical parts of the school's digital estate and sought assurance about its security?

A – The GDPR Officer responded that the school data audit contains details of all data, including digital. This identifies individual access to secure critical data such as MIS. In addition to exposure or theft, the MIS has a backup and restoration plan in place for either accidental or malicious loss.

We also have the following virus protection in place:

- Users do not have Administrative permissions and as such cannot install software which helps mitigate the vast majority of threats from viruses.
- We also run Sophos Endpoint security with Intercept-X which again mitigates a lot of issues from viruses. It also helps prevent against file encryption based attacks.
- We have a robust backup plan in place in the event an encryption attack gets through. See below for more details.

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	<ul style="list-style-type: none">• We have a filtered internet connection which removes exposure to many viruses in the first place. <p><i>Q - Does the school have a proper backup and restoration plan in place?</i></p> <p>A – The GDPR Officer responded that the school has an onsite and an offsite backup which each use different mechanisms.</p> <p>Onsite Backup:</p> <p>We have a nightly full backup of our virtual servers. This is an incremental backup; it gives you fully recoverable version of every virtual server each day which goes back at least 90 days. This is only used in severe circumstances as the larger servers (files servers) can take up to a day to recover.</p> <p>Offsite Backup:</p> <p>We also have nightly offsite backups using cloud backup solutions. This does the following:</p> <ul style="list-style-type: none">• Nightly backups of your SIMS and FMS data that are kept for 60 days in our platform. This includes all SIMS/FMS databases and files/data related to SIMS including the SIMS share.• Nightly backups of your user's data, this includes all user profiles and all shares on your file server. Documents and Photos are retained for 60 days, Music is retained for 30 days and video is not backed up to the cloud platform. The reason for these different plans and the specific files retentions is based on reducing the cost of the cloud backup where possible while still offering the protection that we need. <p><i>Q - Do the school's governance and IT policies reflect the importance of good cyber security?</i></p> <p>A – The GDPR Officer responded that the Online Safety and Data Protection policies both discuss the importance of limited access to critical digital data, backup plans, staff training and behaviours, virus protection, etc.</p> <p>Data breaches, including cyber security, reported to the Trust Board annually.</p>
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	<p><i>Q - Does the school train staff on the common cyber security threats and incidents that schools experience?</i> A – The GDPR Officer responded that Staff training was completed in Term 3</p> <p><i>Q - If the school temporarily lost access to its data and/or internet connection would the school still be able to operate?</i> A – The GDPR Officer responded Yes, see backup details above. In brief: MIS and curriculum servers could be restored and run on the internal network only if necessarily.</p> <p><i>Q - Does the school know who to contact if it becomes a victim of a cyber-incident?</i> A – The GDPR Officer responded that SNS would be contacted immediately, either directly or via Helen Reardon. This is clear to admin staff, SLT and all other staff.</p>
<p>Policies</p>	<p>Behaviour for Learning policy</p> <p><i>Q – A Governor asked what is the HT’s overall summary of behaviour in the school?</i> A – The HT responded that behaviour is good, but some children have ‘need’ which impacts on behaviour. From speaking to other Headteachers this week, this is very common. We are currently working on DFE project to improve behaviour further.</p> <p><i>Q – A Governor asked for clarification on the paragraph relating to using reasonable force to prevent pupils committing an offence...ending with ‘ Force cannot be used to search for items banned under school rules’..... It implies to the reader that knives and weapons are not banned but surely they are. Could read ‘Force cannot be used to search for items normally allowed but currently banned under the school rules.’</i> A – The HT responded that he would check this because he believed there was a change suggested before and this had been changed.</p> <p><i>Q – A Governor asked when is the Behaviour for Learning policy due for review?</i> A – The HT confirmed it was due for review in July.</p>

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AOB	<p><u>Ofsted</u></p> <p><i>Q – A Governor asked what actions can LGB members take to ensure the school is well prepared for an inspection?</i></p> <p>A – The HT responded that they should continue to support as they currently do, continue to undertake the monitoring and challenge.</p> <p><i>Q – A Governor asked are there any areas that additional actions are most required?</i></p> <p>A – The HT responded that there was not.</p> <p><u>Rainham Eco Schools</u></p> <p>It was really positive to see the recent article about the school in Action Forum. Well done to the staff team and the school.</p> <p><u>Dates and timings for meetings for 2022/23</u></p> <p>The Clerk has provided suggested dates to the HT and the Co-Chairs which have been confirmed. Discussion followed regarding timings and it was agreed to obtain preference from all governors on timings for the meetings. Once this has been confirmed the clerk will share the dates at the next meeting.</p>
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Governor Impact Statement: Rescheduling monitoring, that was originally planned for our last Governor Day, resulted in a successful morning spent in school. Having first had the opportunity to look at examples of pupils' work from all year groups, the discussions that followed with the two Subject Leaders and the Director of Curriculum, proved to be more meaningful, resulting in those present gaining a greater insight into the impact of changes on the new creative curriculum approach at St Margaret's. Conversations with pupils gave us valuable insight into the views they held of the behaviour within the school. Governors present to monitor the administration of SATs were impressed with the smooth running of the testing process, the professionalism of the staff involved and the behaviour of the pupils. It is to the school's credit that Medway LA confirmed this during their unannounced spot check on the Monday.

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ACTIONS:	All	
Complete Unconscious Bias training module on Learning Link by the next meeting	governors	
Meeting Timings to be confirmed	Clerk/HT/ Co-Chairs	
Meeting to be arranged to discuss data tables for the LGB	HT/Co- Chairs	
Clerk to check SoD re: staff interviews and governor involvement	Clerk	
HT to arrange for Ann Critchley to speak to staff about prayer walls	HT	
SEN governor to provide report of her meeting with Inclusion Manager	SEN gov	
HT to arrange elections for new parent governor	HT	

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