

ST MARGARET'S CE JUNIOR SCHOOL

DRAFT MINUTES OF ST MARGARET'S CE JUNIOR SCHOOL LGB BUSINESS MEETING HELD ON WEDNESDAY 30 SEPTEMBER 2020 AT 6PM VIA MICROSOFT TEAMS

PRESENT: Ann Critchley, Chris Harvey, Chrissy Hornby (Co-chair), Gill Mond, Chloe Palmer, Anna Pattenden (HT), Emma Perkin, Damien Welch.

IN ATTENDANCE: Natalie Hobbs (MAST Clerk)

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. All other Governors 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 The Clerk thanked the Governors for their speedy returns of their Business Interest forms and Related Party Questionnaires.	
4	Election of Chair / Vice chair Prior to the meeting, the Clerk had asked that nominations for Chair and Vice Chair were emailed in to her directly. The Clerk outlined the nominations received for the role of Chair. All Governors had unanimously voted for Laura Probert and Chrissy Hornby to continue as Co-Chairs. The Clerk confirmed with Chrissy that she and Laura were both willing to continue and all Governors agreed. The Clerk announced that she had received one nomination for Vice Chair which was for Ann Critchley: Ann was willing to step forward as Vice Chair. All Governors agreed unanimously that they were happy with this.	
5	Governing Body Membership The Co-Chair outlined that, as previously communicated to the Governors, the parent Governor was now moving to the vacant Co-opted position and therefore a Parent Governor election would need to be undertaken to replace her. The Co-Chair asked the Clerk how they would proceed. The Clerk explained that the election would be run from the school office as before and agreed to send the relevant documents to the HT.	ACTION
6	LGB Impact The Governors discussed the Impact the LGB had had during the last year. Obviously it had been a year of two halves because of Covid. The Co-Chair had prepared a statement which she read out. <i>"It was a promising start: Governors were involved with the successful appointment of the new DH and our 'Good' SIAMS report. We held a Governors' day in school in November and met with subject leaders. We visited Year 3 classes to see for ourselves how well they settled down to learning and met with the Worship Committee. A governor carried out a review of the school website and another completed regular safeguarding audits that included sight of the Single Central Register to ensure that it remained current. I attended the new SEND coffee mornings to see the joint working between our SENCO and her opposite number in the Infants'</i>	

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	<p><i>school and was present for SEND Register reviews. Our new Health and Safety Governor had a successful handover with his predecessor and met with the HT and Site Manager. But, then, events overtook us. Lockdown came, cancelling our March and May meetings, and our role was, inevitably, reduced. We offered support to our SLT and as Co-Chairs, Laura and I did our best to maintain contact, passing on news as we received it. I hope that Anna was aware that we were there, in the background, aware of her new challenges and rooting for her! At the very end of the year, we had to say goodbye to Joe, our longest serving member, whose resignation left a huge hole. We are fortunate that Damien is now using his skills and expertise and that we have Emma, experienced in education, who shares Joe's passion for data in all its forms. We now need to find a new parent Governor to join us, and think creatively about good governance in these difficult times. Our decision to hold later meetings this year will hopefully both ensure that more Governors can attend and make recruitment easier."</i></p> <p>The other Governors were asked their opinion with one Governor stating that he felt that in some areas the LGB had no impact as no change had been made. This was in reference to the website and Governor details. <i>Post meeting – the HT and Clerk have both looked into this and there are no errors or information missing.</i></p>	
7	<p>Skills Audit The Co-Chair thanked all of the Governors for completing their Skills Audit Questionnaire. The Clerk confirmed the final matrix had been sent to the Chair of Directors as requested. The Co-Chair reported that the main area which had been highlighted as weak for our LGB was 'communication / relationships with the Trust Board / Directors'.</p>	
8	<p>Chair's Correspondence The Co-Chair confirmed there had been no correspondence.</p>	
9	<p>LGB Code of Conduct The Co-Chair confirmed that the Code of Conduct had been saved onto Governor Zone and asked that all Governors confirm they had all read it. The Governors confirmed this. There were no questions although a Governor raised grammatical errors. The Governor will post the document to the Clerk.</p>	Action
10 & 11	<p>Approval of minutes from last LGB meeting held on 15 July 2020 and urgent matters arising pertinent to the current meeting. Supporting docs: Previous Board Meeting Minutes 15 July 2020 The minutes of the previous meeting on 15 July 2020, were approved as an accurate record by the Co-Chair. There were no outstanding actions.</p>	
12 & 13	<p>HT Report (including Covid Update) The HT provided a verbal HT report. She started her report by saying that she could not thank the staff enough for their hard work and commitment in returning to school. All children had returned happy and the school has started to feel a bit more like a school again. Changes had been made to the curriculum and assessments have been undertaken with which the CEO has completed gap analyses. They have a new SENCO within the school who is working with the SEN children and in the classroom. The Risk Assessment for the school is on the website and has been shared with the parents. <i>Q - A Governor asked how the changes in the curriculum was impacting the staff workload?</i></p>	

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	<p>A - The HT responded they were coping well. Teacher Assessment will be conducted at the end of Term 2 as usual and PPA is still in place.</p> <p><i>Q – A Governor asked if the staff were wearing facemasks?</i></p> <p>A – The HT said they were not, although those that had been shielding had been offered face masks; however they had declined.</p> <p><i>Q - A Co-Chair asked if all staff were back in work?</i></p> <p>A - The HT responded that they were all back apart from 2 admin/support staff. They are not absent due to covid, but for other reasons.</p> <p><i>Q – A Co-chair asked if there had been any Covid related absences among the children?</i></p> <p>A – The HT confirmed there had not, although some have had tests which have come back as negative.</p> <p>There were no further questions.</p>	
14	<p>SDP Approval</p> <p>This item was deferred to the next meeting.</p>	Action
15	<p>SEF and SEF Summary</p> <p>This item was deferred to the next meeting.</p>	Action
16	<p>Safeguarding</p> <p>The Co-Chair highlighted the new KCSiE guidance that had been placed on the Governor Zone. All confirmed they had read it. The Clerk confirmed that Safeguarding training for Governors would take place on the 2 November and more details would be shared shortly.</p> <p>The HT confirmed she had been liaising with the Safeguarding Governor regarding the L.A. Safeguarding Audit, which would be completed and circulated to all Governors and then signed off by the Co-Chair prior to submission.</p> <p>The Co-Chair stated that the Safeguarding Policy had been added to Governor Zone and that she was aware there had been questions raised about this which the HT and the CEO had now responded to. She asked if there were any further comments or questions about the Policy. There were none.</p>	ACTION
17	<p>Governor Roles</p> <p>The following roles were discussed and agreed.</p> <p>Safeguarding – Laura Probert SEND – Chrissy Hornby PP / LAC – Emma Perkin</p> <p>Sports Premium – ??</p> <p>Health & Safety – Damien Welch Premises – Damien Welch Ethos / PHSE / Wellbeing – Ann Critchley Training & Development – Chloe Palmer Literacy – Ann Critchley Maths – Chris Harvey</p>	
18	<p>MAST Update</p> <p>The Governor who sits as a Director on the MAST Board gave a brief update regarding the most recent meeting. The Director stressed that the Trust had been working to ensure they remain compliant with all government regulations and</p>	

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	<p>guidance. St Margaret's had been working hard during the crisis and deserved praise for re-opening to all children with confidence and maintaining their compliance.</p> <p>Some information in this section has been removed due to confidentiality.</p>																															
19	<p>LGB Monitoring Visits Policy The LGB Monitoring Visits Policy had been circulated prior to the meeting. All Governors had read it and agreed to the policy.</p>																															
20	<p>Premises Update The Premises Governor gave an update on the current building works, further to his visits over the summer period. The Governor stated that it was quite evident that deadlines would slip, however he was happy with the quality of the works being undertaken. The Governor highlighted that he did not think that the Company had the labour resources on site to meet the deadlines originally set, and that the work had not been priced adequately. Feedback from the children was that the works were a little noisy however they were aware that it should not be for much longer. He also confirmed that he had been in regular contact with the Site Manager and had offered assistance with snagging once the contractors were off site. The Site Manager had offered to give him a closer view of the work in due course.</p>																															
21	<p>RHSE Policy The RHSE Policy had been circulated prior to the meeting. The Co Chair and Ethics Governors had been given sight of the early draft and this version includes their suggestions. There were no questions.</p>																															
22	<p>Dates of Next Meetings</p> <table border="1"> <thead> <tr> <th><u>Term</u></th> <th><u>School</u></th> <th><u>Meeting Day</u></th> <th><u>Date</u></th> <th><u>Time</u></th> </tr> </thead> <tbody> <tr> <td>2</td> <td>St Margarets</td> <td>Wednesday</td> <td>25-Nov-20</td> <td>6.00pm</td> </tr> <tr> <td>3</td> <td>St Margarets</td> <td>Wednesday</td> <td>27-Jan-21</td> <td>6.00pm</td> </tr> <tr> <td>4</td> <td>St Margarets</td> <td>Wednesday</td> <td>24-Mar-21</td> <td>6.00pm</td> </tr> <tr> <td>5</td> <td>St Margarets</td> <td>Wednesday</td> <td>26-May-21</td> <td>6.00pm</td> </tr> <tr> <td>6</td> <td>St Margarets</td> <td>Wednesday</td> <td>30-Jun-21</td> <td>6.00pm</td> </tr> </tbody> </table>	<u>Term</u>	<u>School</u>	<u>Meeting Day</u>	<u>Date</u>	<u>Time</u>	2	St Margarets	Wednesday	25-Nov-20	6.00pm	3	St Margarets	Wednesday	27-Jan-21	6.00pm	4	St Margarets	Wednesday	24-Mar-21	6.00pm	5	St Margarets	Wednesday	26-May-21	6.00pm	6	St Margarets	Wednesday	30-Jun-21	6.00pm	
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23	<p>AOB The Co-Chair asked the Clerk about access to The School Bus which has replaced The Key. The Clerk confirmed that each school had a 'super user', who would be adding the Governors to the School Bus and that she would contact St Margaret's School Office to ensure that this was completed. Governors would receive an email.</p>	ACTION																														
24	<p>Dates of Next Meeting The Next Meeting will take place via Microsoft Teams on the 25 November at 6pm.</p>																															
25	<p>Confidentiality</p>																															

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	<p>i. Of supporting documents The Board agreed that all of the supporting documents were suitable for distribution, within the Trust.</p>	
	<p>The meeting closed at 7pm</p>	

Action Points

Clerk	5	Send Parent Election process documents to HT
HT	16	Ensure completion of Safeguarding Audit with Safeguarding Governor and submission.
Clerk	25	Ask the School Office to add Governors to School Bus
HT	14/15	To post the SDP and SEF to Governor Zone.
Gov CH	9	Email his amended LGB Code of Conduct to the Clerk.