

ST MARGARET'S CE JUNIOR SCHOOL

DRAFT MINUTES OF ST MARGARET'S CE JUNIOR SCHOOL LGB MEETING HELD ON  
WEDNESDAY 25 NOVEMBER 2020 AT 6PM  
VIA MICROSOFT TEAMS

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

**IN ATTENDANCE:** Natalie Hobbs (MAST Clerk), Hilary Sanders (MAST CEO)

Item	Main discussions and agreed actions	
1	<b>Opening Prayer</b> A Governor opened with a prayer.	
2	<b>Apologies for Absence (accepted / not accepted)</b> All Governors and MAST Members were present. <b>Confirmation of Quorate</b> Quorum is 3 or 1/3 (one third) of the number of appointed governors, whichever is highest. <b>The meeting was quorate.</b>	
3	<b>Declaration of Business Interests</b> No new business interests were declared.	
4	<b>Governing Body Membership</b> The HT outlined that a successful Parent Governor Election had been conducted by the HT and School Office team and as such the Governing Body warmly welcomed our new parent governor, Natalie Liddiard to the Governor Body. The Governing Body is now complete with no vacancies. The Co-Chair also confirmed that the gift for the long-serving former Governor Joe Ennis had been arranged by the Trust and was being sent directly to him.	
5	<b>Chair's Correspondence</b> The Co-Chair confirmed there had been no correspondence other than the HT's resignation letter. All extended their congratulations to the HT on securing her new post and expressed how much she would be missed.	
6 & 7	<b>Approval of minutes from last LGB meeting held on 30 September 2020 and urgent matters arising pertinent to the current meeting.</b> <b>Supporting docs: Previous Board Meeting Minutes 30 September 2020</b> The minutes of the previous meeting on 30 September 2020, were approved as an accurate record by the Co-Chair. There were no outstanding actions, as it was established that all had been completed.	
8 & 9	<b>HT Report (including Covid Update)</b> 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 continuing to work in school. The priority seems to be getting through the day, one day at a time. The children had settled in well with attendance higher than national and local averages standing at 96.5% although there is a slight issue with attendance of those children who have siblings in other schools who have been instructed to isolate.  Staff are coping well however the pandemic is draining them both physically and mentally, due to the extra demands placed upon them. Several staff are absent due to being in isolation or having been identified as clinically extremely vulnerable. The staff are missing seeing each other, as staff rooms have been split. Sadly, there has been loss experienced and the school are supporting those individuals affected by this. The HT reiterated that she cannot praise her staff enough as they have been fantastic throughout. Parents have been fantastic and this is evidenced through	

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	<p>support for the school on the school 'facebook' group. The children are glad to be back in school. The timetable has been changed a little bit to allow time for mindfulness.</p> <p>In terms of Covid specific, risk assessments are continually being updated to reflect the everchanging government guidance. Facemasks are now worn by staff in communal areas and for those staff who are pregnant and 28 weeks+ face masks are worn in class. The Trust has supplied each staff member with 5 reusable (washable) facemasks.</p> <p>The following questions were asked:</p> <p><i>Q – A Governor asked if Medway are put into Tier 3 and the CEV guidance updated accordingly, would that have an impact on the school?</i> A – The HT confirmed they would lose 3 staff members.</p> <p><i>Q – A Governor asked if there had been any major wobbles?</i> A – The HT confirmed there are a couple of pupils who are more anxious however it isn't always related to Covid. Counsellors continue to come in to school to provide support where needed.</p> <p>*At the point of this meeting, the information regarding which Tier Medway would be in after this lockdown was unknown. *</p> <p>There were no further questions.</p>	
10	<p><b>SDP Approval</b></p> <p>Prior to the meeting the HT had uploaded the SDP to Governor Zone. The following questions were asked.</p> <p><i>Q – A Governor asked if anything on the curriculum had to give way to enable the both the focus on mental health and filling the gaps, to take place?</i> A – The HT confirmed that the pupils were not having indoor PE lessons, only outdoor PE and that the MFL time had been reduced.</p> <p><i>Q – A Governor asked what AFL meant?</i> A – The HT confirmed it was Assessment for Learning.</p> <p><i>Q – A Co-Chair asked the HT to talk through the guidance given regarding assessment for 2019/20 and any implications there may be for this year, including the setting of targets.</i> A – The HT gave a brief update to the Governors on assessment. The HT confirmed that in September the school ran NTS tests which provided gap analysis to identify areas which needed to be worked on with the pupils. Verbal feedback has largely replaced written feedback. The TAs are supporting in class to plug the gaps. Interventions are continuing in year group bubbles. Year Group Leaders looked at the gap analysis and adapted their plans accordingly. Next week there will be more NTS tests run. The combined target will be reviewed in Term 3 if needed. The gap analysis showed that Y6 were doing pretty well on the whole. However, the biggest loss of learning is in Y3 where only a third were assessed at where they should be.</p> <p><i>Q – A Governor asked if in terms of Teaching and Learning, are lesson observations still happening?</i></p>	

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	<p>A – The HT confirmed that they are still happening however they are maintaining social distancing and not planned as before.</p> <p><i>Q – The Co-Chairs asked the HT to explain what the following terms mean please? Emotional Regulation Chart, Emile and Language Rich School.</i></p> <p>A – The HT responded as follows:</p> <p><b>Language Rich</b> – this is not any more than has been in place for the last couple of years: the use of Power of Reading, lots of vocabulary in the classrooms.</p> <p><b>Emile</b> – Emile is for online homework (English and Maths) The Staff Governor confirmed it is a new tool they have used over lockdown and has proved to be very successful so far.</p> <p><b>Emotional Regulation Chart</b> – Each classroom has one of these and the pupils are able to show how they are feeling with the use of Emojis on the Chart.</p> <p><i>Q – The Co-Chair asked what the purpose and impact of the termly book monitoring was?</i></p> <p>A – The HT responded that it ensures that there is no slippage bearing in mind the end of the last academic year. It also ensures moderation is a high priority too. Currently this has taken place in the school hall, giving staff the opportunity to look at the books in other year groups.</p> <p><i>Q – The Co-Chair asked, following the subject audits, how extensive were the changes needed to be taken to ensure the curriculum was broad etc? Are there further actions needing to be taken?</i></p> <p>A – The HT responded that the curriculum was audited over the first lockdown and changes implemented in September when children’s mental health was assessed. The main issues that arose were those of continuity and breadth of skills, for example the need to address phonics in Year 3.</p> <p><i>Q – A Co-Chair asked if the HT was in a position to say how effective specific sessions for targeted intervention support has been? With bubbles, has the timetabling for support been changed?</i></p> <p>A – The HT responded that interventions are happening within bubbles however not many had taken place because of staff shortages in these incredible challenging times.</p> <p>There were no further questions.</p>	
11	<p><b>SEF and SEF Summary</b></p> <p>Prior to the meeting the HT had uploaded the SEF to Governor Zone. The following questions were asked.</p> <p><i>Q – A Co-Chair asked if the Pupil Premium Lead was also part of the SLT?</i></p> <p>A – The HT responded that this was the case but had happened very recently.</p> <p><i>Q – A Co-Chair asked for clarification on the SEN numbers as Section 4 gives SEN numbers that differ from the number at the start of the SEF - it says 68 SEN with support, but at the start of the SEF it states 71. (or does that mean there are 3 who don't need support as such?)</i></p> <p>A – The HT confirmed that was a typo which she would rectify. The correct number is 71.</p> <p><i>Q – A Governor asked if the fixed term exclusion pupils were SEN pupils?</i></p> <p>A – The HT confirmed they were.</p>	

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	There were no further questions.	
12	<b>Data Update</b> The HT confirmed that Term 2 data would be provided at the next LGB meeting in January.	
13	<b>Safeguarding</b> The Safeguarding Governor confirmed she had conducted two visits to the school in a Safeguarding Governor capacity (report shared on Governor zone) and there were no concerns. Safeguarding training was discussed by all Governors at length further to the Trust wide email providing a Learning Link module link to Safeguarding training. All Governors are required to complete Safeguarding Training and return the Certificate to the Training Governor by the 8 January. The Governors discussed the training which staff had completed however the training identified in the email is governor specific. The Clerk agreed to look at alternative training for the LGB. It was confirmed that the Safeguarding Audit was completed and approved by the Chair of Governors prior to submission to the LA.	ACTION
14	<b>Premises Update</b> The H&S / Premises Governor gave a brief update on the roofing works for St Margaret's. The Governor confirmed that the work had been completed and the school were happy. The Contractor had come in during the half term break and fixed areas that needed attention, due to the earlier ingress of rainwater for which they had accepted liability. The Governor confirmed he had caught up with the CEO regarding this.	
15	<b>MAST Update</b> The Governor who sits as a Director on the MAST Board gave a brief update regarding the most recent meetings which had taken place, including Full Trust Board, Pay Committee with the LGB representative attending and the Finance Committee. The Director further explained that the Trust Board would be meeting with the Trusts Auditors at the beginning of December to sign off the Accounts. The Director confirmed the Trust was a going concern in terms of its finances. The Risk Register had been discussed on a regular basis and in terms of St Margaret's, the risk continues to be the Swimming Pool and its structural viability.	
16	<b>LGB Monitoring Visits</b> Prior to the meeting, monitoring reports from the SEND and Literacy governors, as well as the Safeguarding governor had been uploaded.  There were no questions regarding these comprehensive reports.	
17	<b>AOB</b> There were no AOB items discussed.	
18	<b>Dates of Next Meeting</b> The next meeting will take place via Microsoft Teams on the 27 January 2021 at 6pm.	
19	<b>Confidentiality</b> i. Of supporting documents The Board agreed that all of the supporting documents were suitable for distribution, within the Trust.	

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	<b>The meeting closed at 7pm</b>	
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**Action Points**

ALL	13	Complete Safeguarding training by 8th January 2021
Training governor	13	To inform governors if they have already completed the training.
Clerk	4	To continue the admin process to register our new governor

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