

ST MARGARET'S CE JUNIOR SCHOOL

DRAFT MINUTES OF ST MARGARET'S CE JUNIOR SCHOOL LGB MEETING HELD ON
WEDNESDAY 24 MARCH 2021 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(Co-Chair), Damien Welch.

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

Item	Main discussions and agreed actions	
1	Opening Prayer A Governor opened with a prayer.	
2	Apologies for Absence (accepted / not accepted) All Governors and MAST Directors 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 No new business interests were declared.	
4	Governing Body Membership The Co-Chair confirmed there are currently no vacancies on the Governing Body and as such the LGB membership remained the same.	
5	Chair's Correspondence The Chairs confirmed there had been no correspondence.	
6 & 7	Approval of minutes from last LGB meeting held on 27 January 2021 and urgent matters arising pertinent to the current meeting. Supporting docs: Previous Board Meeting Minutes 27 January 2021 The minutes of the previous meeting on 27 January 2021, 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	HT Report and Covid Update The HT provided a verbal HT report for the Governors. There were a number of highlights regarding attendance (upon the full return to school of children), staff absence (none, other than CEV staff) and how this is being managed and also the updates to the risk assessments which are available to view on the school website. Attendance upon return was 97.28% however this has slightly dropped off due to colds now the children are mixing. The children are enjoying being back in school. Staff are all in school apart from the CEV staff. This affects 2 class teachers and this is being managed by coverage from the DHT and supply cover. Shielding staff are due to return from the 1 st April and the school will be managing both handovers and phased returns carefully. The Risk Assessments have been updated to include information on the availability of the roll out of lateral flow testing kits for parents and carers of children in school as well as the staff. The HT confirmed that the updated risk assessment was shared with the Co-Chairs prior to uploading and their suggestions acted upon. Some information has been removed due to confidentiality. The following questions were asked:	

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Mental Health

Q – A Governor asked if there had been any further developments in the DHT's new role as DSL for Mental Health?

A – The HT responded that the DHT has completed all of the relevant training now, which was quite extensive.

Q – A Governor asked if there have been any steps taken to assess the pupils' mental health on return?

A – The HT responded that they hadn't, not yet. She commented "We capitalised on STEM week and used lots of cross-curricular work in order to bring the children back in a "less formal" manner. This gave them time to talk about their feelings. We have also used some of the resources from Sofie Wheeldon (Medway's PSHE Lead)"

Q – A Governor asked what planned expenditure is there for the COVID Catch-up premium?

A – The HT responded that this was due to start in January just as we went into lockdown again. The first payment has been received. Currently the school are using Assessment for Learning to finalise the gaps in learning and will start in earnest to address these in term 5. Other intervention programmes are also being investigated for example "Love to read" and "Love 2 count." Accelerated Reader is also up and running.

A Governor offered the use of Rivermead website for mental health resources and also support if needed.

Safeguarding

Q – A Governor asked if there have been any incidents/concerns since the return of pupils and staff?

A – The HT responded that there had been a couple of minor incidents (families of whom we are aware and currently are supporting). Additionally, there has been one outside school which was an online issue – this has been dealt with.

Q – A Governor asked if there had been any 'wellbeing' surveys completed? If so, were there any trends etc?

A – The HT responded they hadn't yet, as stated earlier.

Q – A Governor asked if the HT could confirm if a DBS is transferable between Medway and Kent schools?

A – The HT responded that she believed there is a form of DBS which is portable. The CEO confirmed that the portable part is within 7 days of a post commencing and it was good practice to request a new DBS. The CEO and HT also discussed the auto renewal facility that could be used.

Q – A Governor asked with reference to the SCR check – have the 7 missing signatories been added to the record for having read the Safeguarding Policy?

A – The HT confirmed that they had.

Q – A Governor asked if there were any new additions for the SCR?

A – The Co-Chair confirmed that at the point of conducting the SCR review there were none.

SEND

Q – A Governor asked if the dedicated SEN email will continue, as the school is now fully open?

A – The HT confirmed that it would continue as parents use it all the time.

Q – A Governor asked what is the current proportion of SEN pupils who are also PP? Does this reflect the national picture?

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A – The HT responded that the current SEN / PP proportion is 30%. Our SEND is significantly higher than national: This needs to be sorted and there is a lot of focus on the SEND register currently.

Curriculum

Q – A Governor asked if the church and school been able to maintain any level of contact during lockdown?

A – The HT confirmed that the Church provided Boxes at Christmas and that the local vicar, Nathan, has kept in touch with HT. He has also produced Acts of Worship for the school.

Q – A Governor asked that given the difficulties with remote learning, have the children been able to experience any art activities?

A – The HT outlined that Art was one of the subjects covered under topic lessons which were timetabled for once a week.

Q – A Governor asked if any of the after school clubs are linked to art and craft?

A – The HT responded that teachers will choose but normally there are ones to do with craft. Additionally, the Nurture group at lunch time is art based.

Q – A Governor asked if we could see the Maths assessment data once it is collated – each year group, and for each of severe, moderate, slight cases?

A – The HT confirmed that Teacher Assessment is being submitted at the end of term 4. This will obviously be analysed first. The LGB has data provided at three points during the academic year so the governors will get to see data once it is collated and analysed.

Q – A Governor asked if they could have brief details of any remediation plans? Would the expectation be that pupils will catch up to where they would be expected to be by the end of the year?

A – The HT confirmed that they are working on individualised plans for pupils. Some interventions will be 1:1, some could be 1:2 etc.

Q – A Governor asked how much extra funding is there? What will be used for Maths?

A – The HT responded that it would be divided between Maths and English accordingly.

Q – A Governor asked how will progress be monitored against the plan? Would results of this be available to governors?

A – The HT confirmed that they are aiming for gaps to close. There will be teacher assessment at end of term 4 and Term 6, so they should see the impact. The CEO confirmed that the catch up spend is being monitored closely and although the plan has yet to be signed off for St Margaret's, it will identify names of children who require the help, along with targets and measures.

Training

Q – A Governor asked if the Staff Governor had any particular objectives in mind when recommending the Effectiveness course? Were there any suggestions as to how we could become more effective?

A - The Staff Governor explained that she picked that module as it would be good to reflect on how the LGB works in terms of Governor Days and Monitoring. The LGB has been virtual for a year now and it would be good to look at how we can be effective when we eventually return to the school.

The Co-Chair confirmed that a Governor would also be looking at the Monitoring Schedule to see if an alternative schedule can be created. This would be brought to the LGB to discuss when ready.

CEO Question

Q – A Governor asked what the relevant MAST priorities were?

A - The CEO confirmed that the priorities were as follows:

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	<ul style="list-style-type: none"> - Ensure that all children are receiving at least consistently good quality first teaching. - Maintaining high expectations and aspirations for pupils despite the disruption caused by Covid off site learning. - Monitoring and evaluation of recovery plans, all schools in the trust have been asked to send their recovery plan with resource costs to the CEO for review. - Continue to ensure value for money management of budgets recognising that finances are likely to be constrained due to post Covid recovery. - Induction of headteachers and succession planning career development at all levels. <p>There were no further questions.</p>	
9	<p>Safeguarding</p> <p>Prior to the meeting the Safeguarding Governor had conducted a Safeguarding Audit. The following questions were asked:</p> <p><i>Q – A Governor asked if the DSL has any supervision?</i> A – The HT confirmed that the DSL does have supervision.</p> <p><i>Q – A Governor asked if it was internal or external?</i> A – The HT confirmed it was external.</p>	
10	<p>MAST Update</p> <p>A Director and the CEO provided an update from the last Trust Board Meeting which took place on the 2nd March.</p> <p>The CEO confirmed it had been a busy six weeks for all schools. The high attendance upon return however has slowly started to reduce for various reasons.</p> <p>The Trust has now received an additional number of laptops from the government so these will be distributed throughout the Trust.</p> <p>The Trust has been successful in its application to the Kickstart programme so will be getting additional resources to use across the Trust which is good news.</p> <p>There had been an internal audit conducted, which was satisfactory.</p> <p>The Budget Build will commence with the new head teacher in Term 5.</p>	
11	<p>LGB Monitoring Visits and Training</p> <p>The SEND Governor had completed a SEND Monitoring report. The following questions were asked.</p> <p><i>Q – A Governor asked what are the three areas of strength mentioned in the SEND report?</i> A – The SEND Governor responded they were as follows:</p> <ul style="list-style-type: none"> - Leadership - Pupils being Identified through various means - Interventions not happening in isolation <p><i>Q – A Governor asked if the three activities mentioned were sufficient to achieve the improvements envisaged or was more work required?</i> A – The SEND Governor responded that in terms of areas of development to achieve the above, they are:</p> <ul style="list-style-type: none"> - Communicating with all parents - Work needed to confirm current levels for SEND children (as medical appointments will have happened during lockdown, from which the SENCO will need the relevant information) - Keen to utilise new skills of TAs 	

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	<p><i>Q – A Governor asked if the outcomes will be reviewed and shared with governors in due course?</i></p> <p>A-The SEND Governor confirmed it would and that meetings are being set up for Term 5 or 6 with a register review scheduled for Term 6.</p>	
12	<p>Governor Training</p> <p>It was agreed that the LGB would complete the PREVENT training for their next governor training. This should be completed before the next meeting with certificates sent to the Staff Governor. The Staff Governor agreed to send a link to all governors.</p>	ACTION
13	<p>Governor Impact</p> <p>This will be a regular item on the agenda to enable the LGB to reflect on their impact. The Co-Chair asked those present to consider what impact they feel has been made so far this year either as a joint body or individually.</p>	
14	<p>Policies</p> <p>The MAST Charging and Remissions policy had been shared with the LGB for their information. There were no questions.</p>	
15	<p>AOB</p> <p>The HT reported that St Margaret's has become a Green Flag ECO School, with a member of staff taking the lead on this.</p> <p>The Governing Body thanked the HT for her hard work and contribution to St Margaret's over the last 5 years, stressed that she would be missed and wished her well in her new post. She thanked the LGB for their touching comments and support.</p>	
16	<p>Dates of Next Meeting</p> <p>The next meeting will take place via Microsoft Teams on the 26 May 2021 at 6pm.</p>	
17	<p>Confidentiality</p> <p>i. Of supporting documents</p> <p>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

ALL	12	Complete PREVENT training module prior to next meeting
Staff Governor	12	Send PREVENT training link to all Governors
ALL	13	Reflect on impact that they as an individual or the LGB as a whole have made