

ST MARGARET'S CE JUNIOR SCHOOL

DRAFT MINUTES OF ST MARGARET'S CE JUNIOR SCHOOL LGB MEETING HELD ON  
WEDNESDAY 26 MAY 2021 AT 6PM  
VIA MICROSOFT TEAMS

**PRESENT:** Ann Critchley, Chris Harvey, Chrissy Hornby (Co-Chair), Natalie Liddiard, Gill Mond, Chloe Palmer, Emma Perkin, Laura Probert(Co-Chair), Lenny Williams (HT).

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

Item	Main discussions and agreed actions	
1	<b>Opening Prayer</b> The HT opened with a prayer.	
2	<b>Apologies for Absence (accepted / not accepted)</b> Apologies were received and accepted from Damien Welch. All other Governors and MAST Directors 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 Governors warmly welcomed the new Headteacher to the Local Governing Body and all Governors introduced themselves and gave a brief background on themselves for the HT's information. The Co-Chair confirmed there are currently no vacancies on the Governing Body and as such the LGB membership remained the same.	
5	<b>Chair's Correspondence</b> The Chairs confirmed there had been written correspondence from the Staff Governor advising them of her resignation from the LGB and the Trust with effect from 22 July. The LGB thanked the Staff Governor for her work and dedication to the LGB during her time serving as Staff Governor and indeed as a member of staff at the school. The HT confirmed that the process had started to find a replacement Staff Governor, however no-one has as yet come forward formally.	
6 & 7	<b>Approval of minutes from last LGB meeting held on 24 March 2021 and urgent matters arising pertinent to the current meeting.</b> <b>Supporting docs: Previous Board Meeting Minutes 24 March 2021</b> The minutes of the previous meeting, held on 24 March 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	<b>Headteacher Report</b> The HT provided a comprehensive written HT report for the Governors in advance of the meeting. The following questions were asked:	

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<p><b>General</b></p> <p><i>Q – A Governor asked how has Mr Williams found his first term at St Margaret's?</i> A – The HT responded that he had been very busy but it had been a positive start and very enjoyable. Parents, pupils and staff have been very welcoming.</p> <p><i>Q – A Governor asked if the HT had identified areas of good practice?</i> A – The HT responded that he considered the teaching and behaviour to be good. The staff really do care about the children and their education. The staff team work well together and support each other. There appears to be lots of collaborative working.</p> <p><i>Q – A Governor asked if the HT had identified areas for change that need to be prioritised?</i> A – The HT responded that the curriculum needs to be developed, it needs more enhancement and a local connection, and the SEND procedures need to be reviewed.</p> <p><b>SDP and SEF</b></p> <p><i>Q – A Co-Chair asked with regard to the SDP and SEF, will the Governors have sight of the new SDP and SEF in the next LGB meeting on 30<sup>th</sup> June, albeit in draft form?</i> A – The HT responded that he would be able to provide an awareness of the content of the documents however the draft versions would be coming to the September LGB Meeting as usual.</p> <p><i>Q – A Governor asked about the key priority of attaining 70% combined ARE in all year groups – how realistic is this now?</i> A – The HT confirmed that it is not. Obviously the school will provide all the support it can to increase attainment but it is unlikely 70% will be achieved.</p> <p><i>Q – A Governor asked what additional support/steps, if any, are being taken to achieve this?</i> A – The HT answered that each Year Group Leader had created and shared plans with him regarding support and steps needed to increase attainment and progress. This may take the form of interventions and using the catch-up funding.</p> <p><i>Q – A Governor asked if lesson observations took place in terms 3 and 4?</i> A – The HT confirmed they did not take place and the children only returned fully on the 8 March which was three weeks before the end of term 4. The focus has been on getting everyone settled and it did not seem appropriate to conduct lesson observations at this time.</p> <p><b>Curriculum</b></p>	
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*Q – A Governor asked if there have been/or are there plans for any significant changes to the curriculum? If so, how will the curriculum look compared to before? And how will this be planned for and achieved on a practical level?*

A – The HT advised that the plan is to change the curriculum to a broader curriculum where core subjects can be taught across a variety of topics/lessons/curriculum areas. It will aim to be more creative and relevant to the children. The HT confirmed he had met with the staff team to discuss the barriers to learning and how to work through those barriers. The HT spoke of the Intent, Implementation and Impact as a way of measuring the success of the changes, and briefly described this approach.

**Achievement and Standards – end of term 4 data**

*Q – A Governor asked if it could be confirmed that the Year 6 pupils' lost learning in maths was broadly similar in extent to that lost in reading and writing?*

A – The HT responded that a lot of the content that Year 6 would be covering in Maths at this time is a recap of content already learnt. This is different to the Writing and Reading. This is why the Maths would be slightly higher than Writing and Reading. Additionally, Maths can be accessed more independently during lockdown.

*Q – A Governor asked if the assessments were based on teacher assessment? Has any form of formal testing taken place e.g. maths?*

A – The HT and CEO confirmed that when children returned to school in September, the whole school undertook the NTS tests to gather baseline data and provide gap analysis. For Term 2, teacher assessment was used.

*Q – A Governor queried that the Data for Year 5 appears to be significantly below that of term 2. Why is this? Or in view of the very low combined percentage?*

A – The HT confirmed that Year 5 had been experiencing staffing issues and that this may have contributed to the low attainment results. The HT confirmed he is currently exploring how to support the year group in increasing the attainment and covering any lost learning.

*Q – A Governor queried that the Data for Year 6 shows some improvement, but still falls far short of the end of year target of 70%. What is being put in place currently to support these pupils on transfer to secondary stage?*

A – The HT confirmed that they are continuing the curriculum as it currently is due to a lot of it being a recap on lessons already learnt. As the year group will be moving on, there is a focus on the emotional side as this year group will not have done a full year in school since Year 4 due to the pandemic.

*Q – A Governor asked if data was still submitted to the DfE? And if so what form will this take?*

A – The HT confirmed that no data was being submitted to the DfE currently as all examinations and national tests had been cancelled, as they were last year.

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**Covid Catch up plan and funding**

*Q – A Co-Chair asked what level of funding did we receive from the Covid Catch Up fund?*

A – The HT responded it was approximately £28,000, being £80 per pupil. This is being used for tutoring and mental health support.

*Q – A Governor asked how will impact be measured?*

A – The HT confirmed it would be measured by assessment and six weekly reviews of the tutoring.

*Q – A Governor queried that, with two key members of staff leaving this summer, is the school in a position to continue the planned level of intervention from September?*

A – The HT responded that the plan was to have one individual overseeing SEND and PP as an Inclusion Manager. This is to ensure continuing coverage, regarding the interventions.

The Co-Chairs and Governors agreed that Chris Harvey would be the Governor responsible for monitoring the Covid Catch Up fund on behalf of the LGB.

**Staffing and recruitment**

*Q – A Governor asked for an update on the current recruitment position?*

A – The HT confirmed that he had been interviewing and had recruited 2 NQTs to start with the school in September. The HT also noted that he was interviewing for an Inclusion Manager this week.

*Q – A Governor asked how many years has Denise Roche been at St Margaret's? How will her long service be recognised?*

A – The HT confirmed he would check how long the Finance Manager had been at the school for as he believes it is approximately 20 years, and also look into leaving arrangements, to mark all the staff who are leaving, not just the Finance Manager. The Finance Manager has asked for no fuss to be made however something will be arranged, appropriate to any Covid restrictions.

*Q – A Governor asked what does MMS stand for?*

A – The HT responded that it stood for Midday Meals Supervisor.

*Q – The Co-Chair asked with the resignations of two key people (SENCo and CoSENCo) what steps are being taken to appoint a new SENCo?*

A – The HT confirmed he would be interviewing for a new Inclusion Manager on Friday.

*Q – A Governor asked if the change of SEND leadership is likely to impact on pupils? If so how will this be managed?*

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	<p>A- The HT responded that there should not be any impact on the pupils and they would have time to meet the new post holder once they had been appointed.</p> <p><i>Q – A Governor asked how many pupils have been removed from the SEND register?</i></p> <p>A – The HT confirmed that 33 children had been removed from the SEND Register and those were children who had not received formal diagnosis. He emphasised that this was currently a work in progress.</p> <p><i>Q – A Governor asked for how long and by what processes will pupils removed from the register be supported?</i></p> <p>A – The HT confirmed that for those children who have been removed from the SEND Register, the provision is still there to support them, they are just no longer on the register due to no formal diagnosis. These children will be put on an Additional Needs Register.</p> <p><b>Covid Risk Assessment</b></p> <p><i>Q – A Co-Chair asked if anything had changed on the school's Covid Risk Assessment?</i></p> <p>A – The HT responded that nothing had changed on the risk assessment and all covid plans were in place.</p> <p>There were no further questions.</p>	
9	<p><b>Safeguarding</b></p> <p><i>Q - A Co-Chair asked the HT if the SCR had been updated to ensure the EU Settlement requirement was met?</i></p> <p>A – The HT responded that it was not applicable for the school currently as there were no EU Workers working at the school.</p>	
10	<p><b>Health &amp; Safety</b></p> <p>Prior to the meeting, the H&amp;S Safety Governor had provided a monitoring report for the Governors. Additionally, the Health &amp; Safety Audit had been completed. The following questions were asked:</p> <p><i>Q – A Governor asked if the safety lights been changed now?</i></p> <p>A – The HT confirmed they were still awaiting the full report regarding this. Once this has been received, quotes will be obtained.</p> <p><i>Q – A Governor asked if there is funding for the air conditioning repairs highlighted in the report?</i></p> <p>A – The HT confirmed that quotes were being obtained for the repairs however due to Covid, the Air Conditioning units could not be used in any case.</p> <p><i>Q – A Governor asked if there is funding available for the mentioned front entrance and corridor redecorating?</i></p> <p>A – The HT confirmed there was and that the redecoration was due to take place over the May Break.</p>	

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	<p>Additionally, it was confirmed that the Health and Safety Governor and the HT had arranged to meet to discuss the outcomes from the recent audit and plan next steps.</p>	
11	<p><b>MAST Update</b></p> <p>The CEO provided an update from the last Trust Board Meeting which took place on the 6<sup>th</sup> May.</p> <p>The CEO confirmed that the whole Trust attainment had been shared with the Directors and agreement given on the current remote learning provision in place to continue should we have to go into another Lockdown. The CEO highlighted what had worked well in terms of teaching presence during lockdown and the impact on attainment and confirmed that the Trust school that had all teachers and TAs on site during lockdown (and had not utilised a rota model) had achieved better attainment figures.</p> <p>The CEO provided the Governors with an update on the Transition to Secondary Project that she had been working on on behalf of the Trust. Plans were in motion to provide the secondary schools with the information agreed by the 14 July however the increase of Covid cases in Kent could have an impact on transition days arranged. This is being monitored.</p> <p>The CEO confirmed that budget builds continued and there were no increases in funding this year.</p> <p>Some information has been removed due to confidentiality.</p>	
12	<p><b>LGB Monitoring Visits</b></p> <p>Prior to the meeting the following Monitoring Reports were shared with the Governors:</p> <ul style="list-style-type: none"> <li>- Maths x 2</li> <li>- SEND</li> <li>- PP</li> </ul> <p>The following questions were asked.</p> <p><b>Maths Governor report</b></p> <p>A Governor commented that the nature of data available to us is such that pupils who score 'below' both at Term 2 and at Term 4 do not cause any movement in the comparative statistics – we cannot assess the extent to which their learning has been adversely affected by the home schooling. This includes most PP and SEND pupils, groups to be particularly concerned about. The Governor asked the following question.</p> <p><i>Q - Are you able to comment from your more detailed knowledge on the extent of this and whether they have been affected more or less than other pupils?</i></p> <p>A – The HT responded that regrettably yes there have been pupils who have been more affected than other pupils.</p>	

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	<p><b>SEND Governor report</b></p> <p><i>Q - A Governor asked what % of SEN pupils are benefiting from Catch-up tutoring at present?</i> A – The HT confirmed it was approximately 30%.</p> <p><i>Q – A Governor asked if a new Inclusion manager should be appointed, will they be responsible for both PP and SEND?</i> A – The HT confirmed they would be responsible for both PP and SEND. Additionally, they will also be the designated teacher for LAC pupils.</p> <p><b>PP Governor report</b></p> <p><i>Q – A Governor asked how can families who received support through laptop scheme and data top-ups continue to be supported? Does data show any impact?</i> A – The HT responded that families who received support will continue to be supported.</p> <p><i>Q – A Governor asked does data show an impact with the access to learning technologies in and out of school – is the slower progress in R, Wr, M and the vocabulary gap a focus?</i> A – The HT confirmed that yes it does show an impact with the access to learning and also confirmed that slower progress in reading, writing and maths is a focus.</p> <p><i>Q – A Governor asked what was the uptake of out of hours tutoring for those who are significantly behind in progress? Is this a strategy we can learn from? High impact? Are we using staff who know the children, or tutors from the National Tutoring Programme? Which has the most value for money or is it too early to tell?</i> A – The HT confirmed he was looking at the data now however it did look like the teachers who know the pupils are getting better results.</p> <p><i>Q – A Governor asked if the Strategy Review meeting was prior to the meeting with the PP Governor, as it was scheduled for the same day?</i> A – The PP Governor confirmed it was.</p>									
13	<p><b>Governor Training</b></p> <p>It was agreed that the LGB would complete the PREVENT training prior to this LGB meeting. The Staff Governor will be chasing any outstanding certificates. The Trust have been running a training programme and the Co-Chairs highlighted the importance of Governors attending the training if they can. The next training modules are:</p> <table border="1" data-bbox="261 1794 987 2013"> <thead> <tr> <th>Date</th> <th>Name</th> </tr> </thead> <tbody> <tr> <td>23-Jun-21</td> <td>Ofsted - be prepared</td> </tr> <tr> <td>01-Jul-21</td> <td>Website compliance</td> </tr> <tr> <td>12-Jul-21</td> <td>MAST induction training</td> </tr> </tbody> </table>	Date	Name	23-Jun-21	Ofsted - be prepared	01-Jul-21	Website compliance	12-Jul-21	MAST induction training	ACTION
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	<p>The Governors discussed which training modules would be more relevant for certain governors and their areas of responsibility however it was agreed that it was important for all Governors if they are available to attend the training offered. As the school will be in its inspection window from the 5 July, the Ofsted training is essential.</p> <p>Additionally, the Clerk has also circulated by email the Cybersecurity training link to all Governors which needs to be completed by the 30 June. Governors should send their certificates back to their Staff Governor when completed.</p> <p><a href="https://www.ncsc.gov.uk/information/cyber-security-training-schools">https://www.ncsc.gov.uk/information/cyber-security-training-schools</a></p>	ACTION
14	<p><b>Governor Impact</b></p> <p>The Co-Chairs prepared a statement in advance of the meeting which they shared with the Governors:</p> <p>“In order to comply with COVID restrictions and advice from the CEO, alternative means have been undertaken to facilitate our monitoring. Through a combination of emails, telephone conversations and TEAMS we have continued to offer support and challenge to the school as can be seen by the level of detail in the governor reports included on today’s agenda and those of previous meetings.</p> <p>As an LGB, whilst reflecting on our effectiveness as a collective body, we are currently re-examining our role not only as an LGB for St Margaret’s but as one within the Trust. This is ongoing and we as Chairs would like to thank the governors for the contributions they have already made to this review.”</p> <p>There were no questions.</p>	
15.	<p><b>HT/LGB Working</b></p> <p>The LGB and the HT discussed ways of working together. The Co-Chairs asked the HT to highlight areas that he thought worked well. These were:</p> <ul style="list-style-type: none"> <li>- Having the questions in advance</li> <li>- Assigning areas of responsibility according to the SIP</li> <li>- Monitoring visit dates set in Term 1</li> <li>- Reports sent to the HT to check for factual accuracy</li> <li>- Avoid direct contact with the teachers – please go via the HT.</li> </ul> <p>The CEO confirmed this was in line with the MAST Monitoring Visits Policy.</p> <p>The Co-Chairs highlighted that the LGB would be continuing to work together on how to be a more effective LGB in supporting the school and the Trust.</p>	
16.	<p><b>Policies</b></p> <p>Prior to the meeting, the RSE and Invacuation Policies had been shared with the Governors. The following questions were asked:</p>	

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	<p><b>RSE Policy</b></p> <p><i>Q - Would it be better to exclude the table in section 5, as it is incomprehensible without referring to the appendix? Readers could then be referred to the Appendix and the school curriculum for details of topics covered.</i></p> <p>A – The HT confirmed he could update this.</p> <p><i>Q - Have there been any requests for the withdrawal of any pupils to date?</i></p> <p>A – The HT confirmed there had not been any requests to withdraw pupils.</p> <p><i>Q - Have staff had any updates regarding RSE delivery as part of their CPD?</i></p> <p>A – The HT responded that not in the time he had been at the school but he would look into if it had happened prior.</p> <p><i>Q - How is pupils' development in RSE monitored by class teachers?</i></p> <p>A – The HT confirmed this is being monitored by in class monitoring and observation.</p> <p><i>Q - Are Year Groups behind in the delivery of the planned topics as a result of the lockdowns?</i></p> <p>A - The HT confirmed there had been more delivery of PHSE since the return to school and the PHSE Lead was monitoring this closely.</p> <p><b>Invacuation Policy</b></p> <p><i>Q - Have there been the two Lockdown practice drills as stated in the policy?</i></p> <p>A – The HT confirmed there had not due to the pandemic however these would be planned for Term 6.</p> <p><i>Q - What did the review/debriefing reveal?</i></p> <p>A – The HT confirmed that not all roller blinds had been pulled down or screens turned off and the school would also need to purchase some door stops as these were found to be easily accessible.</p> <p><i>Q - Should there be an appendix attached to the policy listing the drills and their outcomes? Or is there a record kept elsewhere?</i></p> <p>A – The HT confirmed this should be recorded separately, much like the fire drill one.</p>	ACTION
17.	<p><b>AOB</b></p> <p>There were no AOB items.</p>	
18.	<p><b>Dates of Next Meeting</b></p> <p>The next meeting will take place via Microsoft Teams on the 30 June 2021 at 6pm.</p>	
19.	<p><b>Confidentiality</b></p> <p>i. Of discussed agenda points</p> <p>Some discussions under agenda item 11 were deemed to be confidential, and recorded as such. These Confidential Notes will be sent to the Chair only, to forward with discretion to the LGB.</p>	
	<p><b>The meeting closed at 7.50pm</b></p>	

Action Points

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ALL	13	Complete Cybersecurity training module by 30 June 21 and participate in new MAST training programme.
Staff Governor	13	Check which Governors still need to complete the PREVENT training
HT	16	Update RSE policy with change outlined in agenda item 16 and look at whether staff have had or need any further CPD on this topic.

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