

ST MARGARET'S CE JUNIOR SCHOOL

DRAFT MINUTES OF ST MARGARET'S CE JUNIOR SCHOOL LGB MEETING HELD ON
WEDNESDAY 30 JUNE 2021 AT 6PM
VIA MICROSOFT TEAMS

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

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

| Item | Main discussions and agreed actions | |
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| 1 | Opening Prayer A Governor opened with a reflection and a prayer. | |
| 2 | Apologies for Absence (accepted / not accepted) Apologies were received and accepted from Gill Mond. All other 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 A Co-Chair confirmed that the Governing Body was currently at full strength and as such they were not actively recruiting for new Co-opted Governors. The Co-Chair outlined that a Governor's term of office (AC) was due to expire on the 31 July and with the consent of the Governor to continue the role and the approval of all other Governors, it was agreed that a new term of office would be commenced. The Clerk will update this on the relevant systems. The HT gave an update on the Staff Governor vacancy and confirmed that there had been one member of staff who had expressed interest in the role, who will be asked to write to the LGB. The HT stated he would confirm who the next Staff Governor would be in advance of the September Business Meeting. | ACTION ACTION |
| 5 | Chair's Correspondence A Co-Chair confirmed there had been no Chair's correspondence. | |
| 6 & 7 | Approval of minutes from last LGB meeting held on 26 May 2021 and urgent matters arising pertinent to the current meeting. Supporting docs: Previous Board Meeting Minutes 26 May 2021 The minutes of the previous meeting, held on 26 May 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 or progress made towards completion. | |
| 8 | Headteacher Report The HT provided a comprehensive written HT report for the Governors in advance of the meeting. The LGB recognised that the timing of the meeting this term has meant that data and its analysis is not available and will be forwarded to governors in July. As mentioned at the last meeting, the SDP and SEF will be presented at the Business Meeting in September. | |

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The following questions were asked:

Q – A Governor asked if the analysis could include an updated figure for attendance at the end of term 6?

A – The HT confirmed that he could include an updated attendance figure in his data analysis to be sent in July.

Q – A Governor asked how is attendance of disadvantaged pupils measured and monitored? Could it be included in the HT Report the same as attendance is reported?

A – The HT confirmed it was measured in the same way and is included in the report.

Q – A Governor asked when will progress against the SDP be reported to governors?

A – The HT responded that the SDP should be discussed at each meeting in terms of progress towards it and it also forms the basis of Monitoring visits. The SDP is formally reviewed three times a year by the school.

Q – A Governor asked how is teachers' anxiety in the classroom being managed? Is this reducing as the time back in class is increasing?

A – The HT responded that he had not experienced seeing lockdown anxiety since his arrival into the Trust. On the contrary, the atmosphere in school is a very positive one although he understands there may be some staff who are uncertain with the changes that have happened or are proposed.

Q – A Governor asked has the move to utilising the strengths of TAs to deliver support and interventions, rather than being class based, been accepted by all staff?

A – The HT confirmed that there had been many questions asked however once the staff recognised that it was for the benefit of the children, they were all happy with the change.

Q – A Governor asked will it affect the planning for September adversely if the 'bubbles' have to remain?

A – The HT responded that Gavin Williamson had today outlined in the Commons that he would want bubbles in school to be lifted as soon as any other social distancing restrictions are lifted in July. This means that we anticipate there should be no bubbles in September. If restrictions remain in place, obviously the schools current Covid plans will remain in place.

Q – A Governor asked can you explain the difference between Phase leaders and Year leaders? How might this change impact on pupils?

A – The HT outlined that the Phases are looking at Upper KS2 (Y5 and Y6) and Lower KS2 (Y3 and Y4) and the change should benefit the children. Due to Covid restrictions, the children have been kept in their bubbles and the change to Upper and Lower KS2 should give them a sense of belonging.

Q – A Governor asked has the parental complaint been resolved?

A – The HT confirmed he had not heard anything further however there was still time for the complaint to go to the next stage (in line with the Complaints Policy).

Q – A Governor asked if the healthy lifestyle focus linked to the new SRHE requirements for primary schools from the DfE?

A – The HT responded that it is not. It is however linked to one of the Ofsted recommendations from our last Ofsted inspection.

Q – A Governor asked if the tuck shop is still in the school?

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| <p>A – The HT responded it was not. It had been removed due to Covid and there is no plan to bring it back.</p> <p><i>Q – A Governor asked what the reasoning was behind recruiting two apprentice TAs rather than experienced ones?</i></p> <p>A – The HT and CEO explained that the Trust wanted to grow and develop TAs to work within the school (whilst supporting their training) and additionally, it was a cost effective option.</p> <p>The HT talked through the new SDIP priorities and the plans for next year. The HT highlighted that the template will change and will now comprise four sections. These are:</p> <ul style="list-style-type: none">- Behaviour and Attitudes- Quality of Education- Curriculum Intent- Personal Development <p>The HT confirmed he will share the new plan with the Governors in due course.</p> <p>Pupil Premium</p> <p><i>Q – A Governor stated the PP strategy statement refers to a poor attendance being a barrier to attainment. The PP attendance figures (to 21st June) illustrate the difference between figures for PP and their peers in each year group. Current Year 6 at -6.33% is the greatest. Why is that?</i></p> <p>A – The HT responded that it was mainly due to one family who had taken a holiday during this time and as such this was unauthorised leave, followed by a period of isolation.</p> <p><i>Q – A Governor asked (presumably book scrutinies haven't taken place.) However, what would you expect to see to fulfil the action 'demonstrate that adequate differentiation is in place'? Is 'adequate' sufficient?</i></p> <p>A – The HT confirmed that since his arrival book scrutinies have taken place. The wording 'adequate' is part of the statement used which does mean the school are taking the appropriate action to ensure differentiation and remove any barriers to learning. The HT explained this takes many forms and gave examples.</p> <p><i>Q – A Governor asked has it been possible to hold bi-termly PP review meetings?</i></p> <p>A – The HT confirmed that PP review meetings have taken place. The PP Governor confirmed there had been two meetings this academic year due to Covid.</p> <p><i>Q – A Governor asked is the culture in school one, whereby staff actively seek advice/support/resources?</i></p> <p>A – The HT responded that the school has a very collaborative working approach and staff will actively seek advice / support / resources should they need to.</p> <p><i>Q – A Governor asked why do you think some PP have made negative progress (accelerated reader)? How is this being addressed by teachers?</i></p> <p>A – The HT responded that the English Lead had been monitoring the data and had been ensuring that the daily work being undertaken is helping the children progress and recognising when interventions need to be made.</p> <p><i>Q – A Governor asked have any of the nurture groups or clubs been able to run even in a limited capacity?</i></p> | |
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| | <p>A – The HT confirmed that they had been able to run albeit in smaller groups. Q – A Governor asked if any underspend could be rolled over to the next academic year? A – The HT confirmed that no underspend would be rolled over to the next academic year as all of this year's had been accounted for.</p> <p>Sports Premium Q – A Governor highlighted that the report states that any underspend can't be carried forward which was almost certainly the position at the time of drafting though I believe new guidance has been issued recently allowing it to be carried over provided it is spent before a date set prior to the end of the year. Also following the closure of Splashes are there any facilities available within a reasonable travelling distance of the school? A – The HT responded that the spend had been accounted for in the budget, but agreed that new guidance had been announced. In addition, the HT confirmed that he had been in discussions with Medway LA regarding the use of Medway Park swimming pool. The HT will be speaking to Southeastern Trains regarding the costs of travel (if any). Should the school have to pay for the travel, this will have an impact on the budget.</p> <p>There were no further questions.</p> | |
| 9 | <p>Data / Teacher Assessment This will be forwarded to Governors once available in July.</p> | ACTION |
| 10 | <p>Covid Catchup Plan The HT and Governor responsible for the Covid Catchup Plan outlined their recent meeting regarding the plan. The meeting was very productive, with lots of support and challenge to the plans.</p> <p>The following question was asked: Q – A Governor asked if it had been suggested that we shorten the lunch hour in order to provide this? A – The HT responded that this was not the plan for St Margaret's.</p> | |
| 11 | <p>Stakeholder Questionnaires The following questions were asked following the questionnaires for Pupils and Staff.</p> <p>Children's well being Q – A Governor asked as a general overview of the school would you say mental health has deteriorated since lockdown? (in view of not seeing friends, not going out, and atmosphere of fear and despondency) A – The HT confirmed that lockdown has led to heightened emotions certainly and these have to be managed carefully. Q – A Governor asked do we know of any children presently in school identify as gender neutral or trans gender? If so what support do they get or need, if any?</p> | |

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| | <p>A – The HT confirmed that we do and pastoral support is offered, alongside discussion with the class teacher, year group leader and the parents to ensure the best support is put in place for them.</p> <p>Pupil Voice</p> <p><i>Q – A Governor asked if the scoring could be explained ?</i></p> <p>A – The HT confirmed 1 = Not at all and 5 = Very Often and each section is a total out of 25.</p> <p><i>Q – A Governor asked if it was anonymous?</i></p> <p>A – The HT confirmed yes it was, however most completed them in class.</p> <p><i>Q – A Governor asked were there any common themes? Has this resulted in an action plan to address these?</i></p> <p>A – The HT outlined the positive themes for the Governors (most children feel calm, comfortable and happy at school, most children feel positive, most children feel their lives are important and have meaning, etc) and then outlined the lowest. These were Y3 – personal autonomy, Y4 – vitality, Y5 – thoughts and feelings and vitality and Y6 – vitality, so these will be addressed. The HT confirmed that these areas will form part of an action plan going forward.</p> <p><i>Q – A Governor stated that it seems that in one Year 3 class, only some did complete the questionnaire. Was there any particular reason for that?</i></p> <p>A – The HT confirmed everyone completed the questionnaire.</p> <p><i>Q – A Governor stated that some classes do not show a summary of comments. Were there none made?</i></p> <p>A – The HT confirmed that some year groups collated the comments as one.</p> <p>Staff well being</p> <p><i>Q – A Governor highlighted that the one statement that scored ‘red’ about an inability to switch off, is concerning: do staff have access to counselling? Are any mindfulness sessions available?</i></p> <p>A – The HT responded that all staff have access to counselling and mental health support; in addition, the school had a Mental Health First Aider. Courses have been identified for staff to undertake which deal with ‘switching off’ when not in school.</p> <p><i>Q – A Governor stated that there are several ‘1’ and ‘2’ that are teacher responses e.g. a teacher who appears to not understand what is expected of them. How will these be addressed?</i></p> <p>A – The HT responded that there will be shared and agreed expectations which are agreed at the start of the year. Policies are also currently being re-written, which will hopefully make things clearer for staff.</p> <p><i>Q – A Governor asked with staff well-being in mind, how will lesson observations drive improvement and support staff in becoming the most effective teachers? Are their lessons graded or are developmental points identified with the teachers?</i></p> <p>A – The HT responded that lessons are not graded however development points are given.</p> | |
| 12 | <p>Safeguarding</p> <p><i>Q – A Governor stated that there was one reported SG incident related to online safety – was there any new learning from this and are there any warnings /further</i></p> | |

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| | <p><i>information that can be shared with the LGB and parents to prevent further occurrences/reduce risk for other pupils?</i></p> <p>A – The HT responded that this incident was outside school and that all parents and children involved had been spoken to. Online Safety information will be shared with parents before the end of term to highlight risks etc and how to be safe online.</p> <p><i>Q – A Governor asked if the on-line safety incident been reported on CPOMS?</i></p> <p>A – The HT confirmed the incident had been reported on CPOMS.</p> <p><i>Q – A Governor asked the associate governor's DBS expired in February and so far contact has been unsuccessful. What are the next steps? (It appears the governor may have been in school recently)</i></p> <p>A – The HT confirmed he would make contact with the individual to discuss. He added that the individual concerned is never alone with pupils whilst in school.</p> <p><i>Q – A Governor asked as the SCR is a paper record, in the event that it was accidentally destroyed or damaged would it be possible to set it up again in a reasonable timescale? Are any back up documents kept separately?</i></p> <p>A – The HT responded that the school office also maintains an electronic copy of the SCR which is 'backed up'.</p> <p><i>Q – A Governor asked how are we responding to the Ofsted review of sexual harassment and sexual violence in school?</i></p> <p>A – The HT confirmed that the policies would be updated and PHSE lessons regarding consent and healthy relationships etc are taking place.</p> | |
| 13 | <p>Health & Safety</p> <p>The H&S Governor kindly outlined his recent visit to the school and the HT following the H&S Audit. Both the HT and the H&S Governor spent time reviewing the Audit findings and the H&S Governor was impressed to see that many of the points raised, the HT had already actioned or taken steps towards progressing. The H&S Governor confirmed it was good time to have a review of the training of the staff and on the whole it was a positive inspection. There will be another review before the end of term.</p> <p><i>Q – A Co-Chair asked if any non-residential trips were taking place? And was there a current EVC in place.</i></p> <p>A – The HT confirmed that there is a very small group in Y4 going to the farm but all others have been cancelled. He confirmed that there was an EVC.</p> | |
| 14 | <p>MAST Update</p> <p>The CEO provided an update from the last FC Meeting which took place on the 8th June.</p> <p>The CEO confirmed that school budgets were currently being worked upon and that in every school budgets were tight. Unfortunately, the Trust had not been successful in the CIF bids it had made so if any emergency work needed to be done, this would have to be funded from elsewhere. The Trust has set up a fund for emergency work. The ESFA have now paid the final payment on the previous CIF bid for the roofing work (less the amount the Trust had said it would contribute). This will need to come out of the school reserves.</p> | |

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| | <p>The Trust schools continue to undertake Lateral Flow Tests regularly and one of the schools did have an individual who tested negative on the Sunday evening, and positive on the Monday morning. Everyone is doing their very best to ensure our schools (staff and pupils) are kept as safe as possible. Unfortunately, one of the Trust schools has had a positive case recently and this has been managed very well, in accordance with Public Health England guidance.</p> | |
| 15 | <p>LGB Monitoring Visits</p> <p>Prior to the meeting the following Monitoring Reports were shared with the Governors:</p> <ul style="list-style-type: none"> - Recruitment - Safeguarding - Sports Premium - H&S - Website Compliance - SEND <p>There were no questions asked.</p> | |
| 16 | <p>Governor Training</p> <p>The Staff Governor confirmed that almost all governors had completed the Prevent training and a discussion was had regarding the CyberSecurity training and the difficulties in obtaining the completion certificate. This has been a Trust wide issue unfortunately, however a link has been obtained for the completion certificate so all Governors are able to have one. The Staff Governor kindly offered to organise this and keep them on record.</p> <p>The HT confirmed that all Governors could be invited to the Safeguarding training update which would be given to staff at the start of next term. Trust Safeguarding training usually takes place on the November Inset day.</p> | ACTION |
| 17 | <p>Governor Impact</p> <p>The Co-Chairs prepared a statement in advance of the meeting which they shared with the Governors:</p> <p><i>'This academic year has been the most challenging for everyone in education. As an LGB we recognise that this has impacted on our ability to monitor as effectively as we have in the past and with the exception of Safeguarding and to a lesser extent SEND any monitoring has been at a distance. We have continued to offer support through email, telephone calls and TEAMS, whilst also working to maintain a full complement of governors. As part of the recruitment process albeit 'remotely' we successfully appointed our new headteacher and recently took part in person, in interviews to secure key members of the teaching staff.</i></p> <p><i>Having reflected on our effectiveness as an LGB with delegated authority, alongside discussion with the HT, we are reviewing the way forward and agreed that this will be determined by the priorities within the new SDP for 2021/2. We are hopeful that</i></p> | |

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| | <p><i>we will be able to resume our governor monitoring days from September, although the format may be slightly different to comply with Covid guidance at the time.</i></p> <p><i>Following the announcement of a Covid Catchup fund for schools, we have appointed a governor who with the HT and Inclusion Manager will monitor the planned expenditure and measure impact of the spend. In a similar vein we are actively seeking (by Parent Questionnaire) the views of parents regarding the school's response to the pandemic and the provision made for our children throughout this time. It will enable us to reflect on what went well and identify areas where we could improve with any future contingency planning.'</i></p> <p>There were no questions.</p> | |
| <p>18.</p> | <p>Policies</p> <p>Prior to the meeting, the Home School Agreement and Supporting Pupils with Medical Conditions Policies had been shared with the Governors. The following questions were asked:</p> <p>Home-School Agreement</p> <p><i>Q – A Governor asked how often is this signed by all parties?</i> <i>A – The HT confirmed that usually this happens when a child joins the school however it should be reviewed annually.</i> <i>Q – A Governor asked is this not an opportunity to list the school's values as they are referred to in this on several occasions?</i> <i>A – The HT confirmed that it would be reissued on a document that included the values.</i></p> <p>After discussion regarding the Home School Policy, it was agreed that a Co-Chair and another Governor would be reviewing the Home School Policy with a view to updating it.</p> <p>Supporting Pupils with Medical Conditions Policy</p> <p><i>A Co-Chair raised a question regarding ensuring the policy is clear around the delegating of responsibility and who the policy is referring to. It was agreed that the HT and Co-Chair would look at it. Further questions were:</i></p> <p><i>Q – A Co-Chair asked about the record keeping aspect and if that was something the Governors should be checking?</i> <i>A – The HT confirmed that that was part of the delegated responsibility to the school.</i> <i>Q – A Co-Chair asked where the Individual Health Care Plans were kept?</i> <i>A – The HT confirmed they were kept in the classroom.</i></p> | <p>ACTION</p> <p>ACTION</p> |

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| | The HT also confirmed that he was working on a Policy Review Schedule and it would be shared at the September meeting. | |
| 19. | AOB A Co-Chair confirmed that the Parent Questionnaire would be focussing on remote learning and would be sent out imminently to Parents via Microsoft Forms (via School Comms). The Co-Chairs would be given access to monitor results and response rates. | |
| 20. | Dates of Next Meeting The Clerk confirmed that she had been working on the schedule of meetings for the Trust and its schools for the next academic year. The dates for St Margaret's would be as follows: 22 September 2021 24 November 2021 26 January 2022 30 March 2022 25 May 2022 13 July 2022 The Clerk confirmed that there had been recent discussion with the HT and Co-Chairs regarding the timing of the meetings. The proposed new time would be 10am. This not only fits in well with Governor Days but also fits in better with the school and governing body. Discussion followed regarding meeting times however it was decided to proceed with the new time for now. It was also agreed that a hybrid meeting model of some people virtually attending and others attending in person (should the technology allow) could be explored if needed. | |
| 21. | Confidentiality i. Of supporting documents The Governing Body agreed that all of the supporting documents were suitable for distribution, within the Trust. | |
| | The meeting closed at 8pm | |

Action Points

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| Clerk | 4 | Update relevant systems (GIAS and website) with AC's new term of office. |
| HT | 4 | Update LGB on new Staff Governor when confirmed |
| HT | 9 | Provide data analysis, SDP and SEF for Governors by the end of term 6. |
| Staff Governor | 16 | Complete Cyber security certificates for those who completed the training. |
| Co-Chair and Parent governor | 18 | Update Home School Agreement and liaise with HT |
| Co-Chair | | Update Supporting Children with Medical Conditions Policy |

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