

ST MARGARET'S CE JUNIOR SCHOOL

DRAFT MINUTES OF ST MARGARET'S CE JUNIOR SCHOOL LGB BUSINESS MEETING HELD ON THURSDAY 26 SEPTEMBER 2019 AT 4PM AT ST MARGARET'S CE JUNIOR SCHOOL

PRESENT: Joe Ennis, Chris Harvey, Chrissy Hornby (Co-chair), Gill Mond, Anna Pattenden (HT), Emma Perkin, Damien Welch.

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

Item	Main discussions and agreed actions	
1	<p>Opening Prayer The CEO opened with a prayer.</p>	
2	<p>Apologies for Absence (accepted / not accepted) Apologies were received and accepted from Ann Critchley, Laura Probert, Chloe Palmer and Nathan Ward. All other Governors were present.</p> <p>Confirmation of Quorate Quorum is 3 or 1/3 (one third) of the number of appointed governors, whichever is highest. The meeting was quorate.</p>	
3	<p>Membership The Co-chair thanked the Governors for completing the Skills Audit document and reminded those who had still to complete it to return it as soon as possible. It was agreed that the partially completed Excel matrix would be sent to the Clerk to complete for two Governors for whom she had hard copy Skills Audit documents.</p> <p>The Co-chair confirmed the membership parameters had not changed in terms of how many Governors the LGB needed.</p>	
4	<p>Election of Chair / Vice chair The Clerk called for nominations for Chair for the LGB. Joe Ennis nominated the current Co-chairs to continue as Co-Chairs for this year. As one of the Co-Chairs was absent from the meeting the Clerk asked if she had indicated her inclination on continuing as Co-Chair for a further year prior to the meeting. The Co-Chair present confirmed that she had. As such, both Co-chairs confirmed they would be happy to continue. The Governors then voted and agreed unanimously.</p> <p>The Clerk called for nominations for Vice Chair for the LGB. The Co-Chair nominated Gill Mond however she had recently accepted the role of Vice Chair of the Board and it was deemed that she should not also be Vice Chair of a LGB for separation reasons. Joe Ennis subsequently self-nominated and was seconded by the Co-Chair. The Governors voted and agreed that Joe Ennis would be Vice Chair.</p>	
5	<p>Code of Conduct The Co-Chair confirmed that the Code of Conduct had been saved onto Governor Zone and asked that all Governors sign the hard copy Code of Conduct which had been brought to the meeting to confirm they had all read it. The Governors all signed the Code of Conduct. The Clerk agreed to bring the hard copy along to the next meeting to gain the signatures of those not present today.</p>	
6	<p>LGB Scheme of Delegation (including appt of statutory roles) The Co-chair confirmed that the LGB Terms of Reference and Standing Orders had been saved to Governor Zone.</p> <p>A Governor queried the quorum sentence as it mentioned quorum for the LGB being "half the number of Governors". The Clerk agreed to look into this as it was due to remain the same as last year, namely, a third. <i>The Clerk subsequently spoke to the</i></p>	

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	<p><i>Chair of Directors (the author) regarding this and established that it was a typo and should remain at a third.</i></p> <p>The statutory and other roles were discussed and agreed as follows: Safeguarding – Laura Probert Pupil Premium – Emma Perkin Attendance – Christopher Harvey SEND – Chrissy Hornby Ethos & British Values – Ann Critchley & Nathan Ward Health & Safety/Premises – Damien Welch Training & Development – Chloe Palmer Sports Premium – Joe Ennis LGB Representative for Board Pay Committee – Joe Ennis</p>	
7	<p>Annual Declaration of Business Interests</p> <p>The Clerk thanked those who had already completed and returned the Business Interest forms and reminded all Governors to complete the Business Declaration form and the Related Third Party forms that she had sent out if they had not done so already. The deadline for these to be returned to her is the end of September.</p>	
8	<p>Approval of minutes from last LGB meeting held on 4 July 2019 and urgent matters arising pertinent to the current meeting.</p> <p>Supporting docs: Previous Board Meeting Minutes 4 July 2019</p> <p>The minutes of the previous meeting on 4 July 2019, were approved as an accurate record and signed as such by the Co-Chair.</p> <ul style="list-style-type: none"> - Not all Governors had completed the Training actions listed and so this deadline was extended to the next LGB meeting. - Safeguarding and Exclusions training will take place on the 4 November – details will follow. - The roofing work undertaken over the summer holidays was completed – not without a few issues. The CEO explained and confirmed all of the positive steps she had undertaken to secure the best possible outcome. The Governors also thanked the school caretaker for his hard work during the summer in opening up the school. His knowledge of the work that was being completed meant that the CEO was kept up to date and well informed at vital times. - The Associate Governor had not provided details as yet of the Children and Young Peoples Grant. 	
9	<p>SATs Headlines and Staffing for the academic year</p> <p>The HT outlined the SATs results received by the school to the Governors:- 58% Combined 68% Reading 73% Writing 77% Maths 74% GPAS</p> <p>The HT stated that, whilst she and her Team were obviously not ecstatic that the school cannot seem to surpass the 58% combined figure, the individual scores have gone up.</p>	

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	<p>The HT explained that the curriculum would be more language rich this year and the children will be immersed in books to encourage a different vocabulary.</p> <p>The CEO confirmed that progress has decreased, meaning that work needs to be done to support pupils. The levels that children were deemed to be at on admission from the Infants has had an impact on how the progress is shown.</p> <p>The CEO confirmed the target for this year is 70% combined. The Governors said this is a big jump however the CEO stated that that is where the school should be. The HT reminded the Governors of the locality and the mix of children in the area. 5% of the most deprived children in Medway attend the school alongside some very affluent.</p> <p>A Governor asked if outliers were included. The CEO explained that outliers had been removed and there are extreme outliers on either end.</p> <p>The CEO confirmed that there will be new, SATS-like tests, at the end of Terms 1, 3 and 5. The CEO and Governors also discussed the timing of the 11+, which seems to have had an impact on our SATs results in that a number of brighter children were not in school to sit them.</p> <p>The HT outlined to the Governors the many varied and different careers highlighted at the recent Careers Fair, which aimed to show pupils that there are many different pathways that can be followed in terms of careers.</p> <p>Although the Governors said the results could be seen as disappointing in some ways, the CEO reiterated all of the hard work and effort in the school to help the children progress, and this was appreciated.</p>	
10	<p>Chair's Correspondence</p> <p>The Co-chair advised the Governors that they had received a letter from Medway regarding the Consultation on Term dates. The Co-Chair advised she would seek the advice of the HT as to which option the school would prefer.</p>	
11	<p>SDIP Approval</p> <p>Prior to the meeting the SDIP had been circulated to all Governors. The HT explained that it had been written with the new framework in mind along with teacher workload. A Governor asked if the SDIP highlighted any priorities which aren't Ofsted related? The HT responded that they are all Ofsted related. Progress is a high priority and the CEO suggested that during the Governor monitoring visits that questions are focused around this.</p> <p>The CEO confirmed that Progress is a priority at St Margaret's and, in terms of MAST Priorities, increased progress by the end of KS2, establishing the broader curriculum and reducing business risk across the Trust were outlined.</p>	
12	<p>SEF and SEF Summary</p> <p>The SEF and SEF summary had been uploaded to Governor Zone prior to the meeting. There were no questions.</p>	
13	<p>Safeguarding</p> <p>The Co-Chair highlighted the new KCSiE guidance that had been placed on the Governor Zone. The CEO confirmed that Safeguarding training for Governors would take place on the 4 November and more details would be shared shortly.</p>	

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	<p>The HT confirmed that the new Safeguarding Audit, which is in a different format, would be completed and circulated to all Governors and passed to the Safeguarding Governor at the upcoming training session for sign off prior to submission.</p>	
14	<p>SEND The SENCO kindly attended the LGB Meeting and presented to the Governors. Prior to the meeting, a number of SEND data documents had been circulated. The SENCO welcomed any questions.</p> <p><i>Q - There were passing mentions of 'SEN awards'. Are these being considered or is it a more developed scheme?</i> A - The SENCO outlined what the 'SEN Awards' were and why they were no longer given. It was felt the school did not want to 'label' those on the SEN Register. The Governors agreed. The HT said there are other ways of celebrating the pupils' achievements throughout the year.</p> <p><i>Q - Has the lost SEN admin post had an effect? Hopefully the planned nature of the holder's departure helped?</i> A - The SENCO advised that the loss of the SEN Admin post had not had too much of an impact as she had previously taken some of the work off of the post holder due to the SENCOs preference. The biggest impact would be someone to help with the filing and at flash points of the year where it would be good to have a second checker on the paperwork.</p> <p><i>Q - What was the data for SEND pupils in Year 6?</i> A - The SENCO provided the SEND data reports for all Years to all Governors at the meeting and talked the governors through the data.</p> <p><i>Q - Did the children who were taken off the register show an improvement in performance over the term? If so should that improvement be reflected in the term 6 SEND results?</i> A - The SENCO confirmed that they did. 4 had come off the register, 3 are working satisfactorily and 1 still needs a little monitoring.</p> <p><i>Q - What is a paediatric assessment?</i> A - The SENCO confirmed it was when a child is referred to have an assessment for ADHD or similar to gain a formal diagnosis.</p> <p><i>Q - What is the national average for children on SEN register?</i> A - The CEO confirmed it was 14.9% currently.</p>	
15	<p>Governor Training As mentioned in item 8, any training modules which have not been completed as yet, please can all Governors complete them by the November meeting. These modules were Progress and Attainment, Governance in a Church School and Governor Visits. In addition to this, all governors need to have completed the PREVENT training. The CEO confirmed that the Safeguarding and Exclusions training will take place on the 4 November at St Margaret's from 2pm – 6pm.</p>	
16	<p>AOB</p>	

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	<p>Parents Evenings – the HT confirmed that the Parents' Evenings would be taking place on 22nd and 24th October 2019.</p> <p>KCSiE – all governors to have read the document relevant from September 2019 with reference also to amendments.</p> <p>Deputy HT Vacancy – The HT confirmed that the advert for the Deputy HT vacancy was now out and interviews would be taking place on the 8 October.</p> <p>Health & Safety – A Governor queried if the school had conducted 3 H&S inspections last year? The HT confirmed at the meeting (and again in writing) that the school had indeed had all 3 inspections however the reports may not have been written and sent to the Governor due to a number of factors outlined to the Governor in the meeting.</p> <p>Pupil Premium Strategy – The HT confirmed it had been written and it will be uploaded onto the website shortly.</p>	
16	<p>Dates of Next Meetings: Term 2 – 21 November 2019 – 2pm – Governor Day Term 3 – 23 January 2020 – 4pm Term 4 – 19 March 2020 – 2pm – Governor Day Term 5 – 21 May 2020 – 4pm Term 6 – 15 July 2020 – 2pm – Governor Day</p>	
17	<p>Confidentiality i. Of supporting documents The Board agreed that all of the supporting documents were suitable for distribution, within the Trust.</p>	
	The meeting closed at 17:45	

Action Points

Training Governor	15	Provide up to date list of outstanding modules for governors at the next meeting.
HT	13	To ensure Safeguarding Audit is circulated and signed off at the Safeguarding training by the Co-Chair prior to submission – this will need to be minuted.
ALL	13	All Governors to have read the KCSiE information
HT	15	To confirm how many H&S inspections took place last year.
Associate Governor	8	Associate Governor to provide details of the Children and Young Peoples Grant.