

ST MARGARET'S CE JUNIOR SCHOOL

DRAFT MINUTES OF ST MARGARET'S CE JUNIOR SCHOOL LGB MEETING HELD ON
THURSDAY 21 NOVEMBER 2019 AT 2PM
AT ST MARGARET'S CE JUNIOR SCHOOL

PRESENT: Joe Ennis, Chrissy Hornby (Co-chair), Anna Pattenden (HT), Chloe Palmer, Emma Perkin, Laura Probert (Co-chair).

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

Item	Main discussions and agreed actions	
1	Opening Prayer The HT opened with a prayer.	
2	Apologies for Absence (accepted / not accepted) Apologies were received and accepted from Ann Critchley, Gill Mond, Chris Harvey, Damien Welch and Nathan Ward. All other Governors 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	Membership The Co-chair confirmed that the Membership remained unchanged.	
4	Declaration of Business Interests A Co-chair confirmed she was now an invigilator at Brompton Academy. The Clerk will update the information for the school website.	ACTION
5	Chair's Correspondence There was no correspondence.	
6	Approval of minutes from last LGB meeting held on 26 September 2019 and urgent matters arising pertinent to the current meeting. Supporting docs: Previous Board Meeting Minutes 26 September 2019 The minutes of the previous meeting on 26 September 2019, were approved as an accurate record by the Co-Chair. <ul style="list-style-type: none"> - The Safeguarding Audit had been submitted and the Safeguarding Governor had been into school. - All Governors had read the KCSiE guidance - The HT had confirmed the H&S inspections via email after the last LGB meeting (see minutes of last meeting). - The Training Governor provided an update on Governor training which had been untaken and what was outstanding. 	
7	Newly published IDSR The Clerk provided the Governors with a copy of the IDSR at the meeting. Due to the significant changes in the document, it was agreed the CEO would take the Governors through the IDSR at the next meeting when attendance was better. <i>Q – A Governor asked if it was possible for governors to have Logins for the government portal that has the IDSR?</i> <i>A – The HT responded that it was something that the CEO and herself looked at previously but had struggled to do on previous IDSRs. She will look again in advance of the January LGB meeting to see if it is possible now.</i>	ACTION
8	Headteacher Report The HT had provided the Governors with a HT Report prior to the meeting. The following questions were asked. <i>Q – A Governor asked, following the interview process held on the 9th October, a new deputy was appointed. Have the parents been informed?</i>	

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	<p>A – The HT confirmed they would be informed at the end of term.</p> <p>Q – A Governor asked why does the timing of the 11+ affect attendance for SATS in the Summer?</p> <p>A – The HT responded that this was a discussion at the last meeting regarding that some children who pass the 11 + become disengaged by May when the SATS are or even go on holiday.</p> <p>Q – In the HT report there is mention of several exclusions, can we ask what lead to these?</p> <p>A – The HT confirmed this is the same person having 3 separate instances. It is an older child and alternative support is being sought. The HT confirmed the majority of it is due to emotional turmoil outside of school.</p> <p>Q – The Co-Chair asked the HT if the chest infections mentioned in the absence information had impacted the attendance percentage?</p> <p>A – The HT confirmed that was the case and why the school had fallen below 96%.</p>	
9	<p>Pupil Premium Strategy</p> <p>The HT confirmed that the new Pupil Premium Strategy was on the school website. A Governor queried if the dates were correct as it referenced 2018/19. The HT responded that she would take a look but the strategy does have to reference the previous year so would imagine it was that part the Governor had seen. The HT will check and confirm. The Pupil Premium Governor informed those present that she has been in contact with the PPLead with a view to arranging a meeting next term.</p>	ACTION
10	<p>Sports Premium Strategy</p> <p>The HT confirmed that the new Sports Premium Strategy was on the school website. Again a Governor queried if the dates were correct as it referenced 2018/19. The HT will check and confirm.</p> <p>Q - The Co-Chair asked if anything had changed within the strategy?</p> <p>A - The HT mentioned that there is a large focus on the uptake of different sports clubs /sports initiatives within the strategy as the school is keen to achieve the Gold award.</p> <p>Within the strategy the school need to report on the following:</p> <ul style="list-style-type: none"> - How many can swim 25m - How many can perform a safe self-rescue? - How many can swim a range of strokes effectively? 	ACTION
11	<p>Safeguarding</p> <p>The Safeguarding Governor confirmed she had been into school and checked the SCR. Safeguarding continues to be effective at the school. Following on from the submission of the Safeguarding Audit, an action plan would be created and further updates would come as necessary. The Safeguarding Governor confirmed she had viewed the audit and the audit tool and was satisfied with the content. The HT confirmed it had been submitted by the deadline.</p> <p>There are ongoing concerns with Social Care and their response (or lack of) which the CEO was aware of. The CEO explained the Escalations training which she had recently attended. Although the school is following the process set out, the new procedure is adding significant strain on the DSL. The CEO confirmed that leadership wellbeing has been highlighted to the Board.</p>	

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	<p><i>Q – Have all governors read the new Safeguarding Policy and KCSiE guidance?</i> A – Governors confirmed they have read the policy and guidance.</p>	
12	<p>SEF Prior to the meeting the SEF had been circulated to all Governors. The following questions were asked. <i>Q – A Governor asked is the measure of good or better progress in behaviour and attitude a subjective one?</i> A – The HT responded that it is not all subjective as the SDIP feeds into it with the facts and figures within that report. <i>Q – A Governor asked has the curriculum for 2019/20 been designed to give all learners the knowledge and cultural capital they need to succeed in life?</i> A – The HT responded the curriculum is designed to engage the children so lots of work has been put in to what is taught and how it is taught so that areas learnt in year 3 are not forgotten in years 4, 5 and 6. <i>Q – A Co-chair asked that thinking about teacher workload, do the teachers get time out of class to work on the new curriculum?</i> A – The HT responded that they do try however this is not achievable all of the time. Work has been done on the feedback policy to ensure the children are getting the most effective feedback whilst not overloading the teachers. This is being trialled until the end of term 2. <i>Q – A Governor mentioned the CEO said that progress must be a priority. The LGB scheme of delegation requires a governor to oversee each priority on the SDIP. Have we one for progress? Do we need a governor allocated to each component of the SDIP?</i> A – The HT had previously responded to this question at the last meeting when it was brought up. The CEO confirmed that the questions asked at the LGB should be focused on progress. <i>Q – A Governor asked - The % predicted of combined R/W/M has not been entered. As progress is a priority and an ambitious target of 70% has been set, the LGB needs to monitor this carefully. If the predicted 70% is disappointing could the HT be asked what might be threatening the achievement of this target and whether any additional resources are required in any of these key areas?</i> A – The HT responded that the question appeared to be confusing progress and attainment. All the children will make some sort of progress however not all will be working on the curriculum for their age. The reason for the blank % is due to the data collection not being available until the end of term 2. Again this question was asked previously. <i>Q – A Co-chair asked what data will be available at the next meeting?</i> A – The HT responded that it will be Term 1 and 2 data.</p>	
13	<p>SIAMS SEF The HT confirmed that the Governors had met with the HT and RE Lead regarding SIAMS so were comfortable with the vision etc. A considerable amount of work had gone into ensuring the school and its children were embracing the vision. The Co-chair gave her best wishes to the school for the SIAMS inspection due the following day.</p>	
14	Parent Questionnaire Analysis	ACTION

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	The HT confirmed that the responses were positive. The analysis will be uploaded to Governor Zone for the next LGB meeting to be discussed on the next agenda.	
15	<p>Governor Monitoring Visits</p> <p>A number of Governors had provided monitoring reports in advance of the meeting. There were questions regarding aspects of Health and Safety which the HT answered.</p> <p>Health & Safety</p> <p><i>Q – A Governor asked have smoke alarms been fitted? If not are there any temporary measures available to mitigate risk?</i></p> <p>A – The HT confirmed that she had just authorised the necessary items to ensure alarms were fitted now all the work had been completed.</p> <p><i>Q – A Governor asked were there any new actions in the Accessibility Plan?</i></p> <p>A – The HT confirmed there were not.</p> <p><i>Q – A Governor asked is there an update on Medway's overdue H&S inspection?</i></p> <p>A – The HT confirmed that unfortunately no update was available.</p> <p>The Co-chair thanked the Health & Safety Governors (incoming and outgoing) for their work on the handover.</p>	
16	<p>MAST</p> <p>The MAST CEO kindly provided a brief verbal update following the recent MAST Board Meeting. The CEO confirmed that the RSC review meeting which had taken place in October had gone well. The focus of the Trust this year is driving up the standards in all schools. The CEO remains committed to pursuing funding for Alternative Provision for the Trust as this will have an impact on all children within our schools learning. The Firedoor installation at St John's has taken place and was successful and the Roofing works undertaken at St Margaret's now completed. CIF bids are now being discussed for next year and hopefully will include the front run of the roof at St Margaret's. There is still no agreement to demolish the swimming pool.</p> <p><i>Q - A Governor asked how often there should be a risk assessment on the pool?</i></p> <p>A - The CEO confirmed it was surveyed as part of the standard risk assessment however there should be another survey next year.</p> <p><i>Q – A Governor asked if the asbestos contained within the roof of the swimming pool is anywhere else?</i></p> <p>A – The CEO confirmed the majority is within the roof however there is a small amount around the boiler in addition to the concrete cancer within the walls. The CEO confirmed that she had confirmed to Ingleton Wood that the Trust would not be using Beardwells again for any work on schools within the Trust.</p>	
17	<p>Governor Training</p> <p>The Training Governor had kindly uploaded the Training information to Governor Zone in advance of the meeting.</p> <p>At the meeting Governors provided further information of attendance and the Training Governor confirmed she would update her records.</p> <p>There are still outstanding modules to be completed for some Governors however the statutory / most important training has been completed.</p>	ACTION
18	AOB	

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	The Co-chair outlined the Governors Monitoring Schedule that is created every year for the Governors. The Co-chair confirmed she would be updating it and circulating it to all Governors for the visits already completed this academic year. The Co-chair also asked the HT to look at an attendance table proforma she had created so the Governors could capture attendance over time. The HT confirmed she would have a look with a view to complete for the next LGB.	ACTION ACTION
19	Dates of Next Meetings: 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	
20	Confidentiality i. Of supporting documents The Board agreed that all of the supporting documents were suitable for distribution, within the Trust.	
	The meeting closed at 15.20	

Action Points

Clerk	4	Update Governors Business Interests on school website
HT	7	HT to check if Governors can have logons to view IDSR on DfE Sign In
HT	9	HT to check Pupil Premium Strategy on website
HT	10	HT to check Sports Premium Strategy on website
Training Governor	17	Training Governor to update Training records
ALL	17	All Governors to complete any training modules discussed which have not yet been completed.
Co-Chair	18	Update and Circulate Monitoring Visits Schedule
HT	18	HT to take a look at Attendance table provided by Co-Chair with a view to completing it.
HT	14	HT to complete analysis of Parent Questionnaires in advance of January meeting.