

ST MARGARET'S CE JUNIOR SCHOOL

DRAFT MINUTES OF ST MARGARET'S CE JUNIOR SCHOOL LGB BUSINESS MEETING HELD ON THURSDAY 20 SEPTEMBER 2018 AT 4PM AT ST MARGARET'S CE JUNIOR SCHOOL

PRESENT: Ann Critchley, Joe Ennis, Chris Harvey, Chrissy Hornby (Co-chair), Gill Mond, Chloe Palmer, Anna Pattenden (HT), Laura Probert (Co-chair).

IN ATTENDANCE: Natalie Hobbs (MAST Clerk)

Item	Main discussions and agreed actions	
1	Opening Prayer A Governor opened with a prayer.	
2	Apologies for Absence (accepted / not accepted) Apologies were received and accepted from Linda McCormick and Roma Pearson. The Vice Chair arrived at 4.15pm. 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 thanked the Governors for completing the Skills Audit document and confirmed that the Trust Board Chair would be informed. The Co-chair confirmed the membership parameters had not changed in terms of how many Governors the LGB needed. The Co-chairs welcomed the new governor to the FGB.	
4	Election of Chair / Vice chair The Clerk called for nominations for Chair for the LGB. The HT nominated the current Co-chairs to continue as Co-Chairs for this year. Both Co-chairs confirmed they would be happy to continue. The Governors voted and agreed unanimously. The Clerk reported that she had received two nominations for Vice Chair for Roma Pearson (who had confirmed she was happy with the nomination) and called for any other nominations for the position of Vice Chair. The LGB agreed to wait until the current Vice Chair had arrived before continuing with the Election. Once the current Vice Chair arrived the Co-chairs briefed him on the nominations received for the position of Vice Chair. The current Vice Chair confirmed he was happy for Roma to take on the position and did not want to self-nominate. The Governors voted and agreed unanimously that Roma Pearson would be Vice Chair.	
5	Code of Conduct The Clerk reported 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.	
6	LGB Scheme of Delegation (including appt of statutory roles) The Co-chair confirmed that the LGB Scheme of Delegation remained the same as last year. The statutory roles were discussed and agreed as follows: Safeguarding – Laura Probert Pupil Premium – Laura Probert SEND – Chrissy Hornby Ethos & British Values – Ann Critchley Health & Safety – Joe Ennis Training & Development – Chloe Palmer	

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	Attendance - Linda McCormick – The Co-chairs will speak to Linda regarding this. LGB Representative for Board Pay Committee – Joe Ennis	
7	LGB Monitoring Policy The LGB confirmed they had all read and accepted the new document from MAST.	
8	Annual Declaration of Business Interests The Clerk 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 is the end of September.	
9	Approval of minutes from last LGB meeting held on 12 July 2018 and urgent matters arising pertinent to the current meeting. Supporting docs: Previous Board Meeting Minutes 12 July 2018 The minutes of the previous meeting on 12 July 2018, were approved as an accurate record and signed as such by the Co-Chair.	
10	Chair's Correspondence The Co-chair advised the Governors that they had received a letter from the National Education Union asking if the school would like to participate in the Medway trade union facilities pool. The HT confirmed that the MAST Trust had already signed up to this.	
11	Governor Training The Training and Development Governor advised Governors that the Safeguarding Training will be planned annually however it does encompass a variety of different aspects of Safeguarding, such as Child Protection, PREVENT, FGM. She advised the FGB that she is now keeping her own training logs. The Co-chair asked that Governors are reminded when training is required or overdue. In addition, SIAMS training will be sought. The Clerk confirmed that future training opportunities to be provided by the Trust would be made available soon.	
12	Safeguarding Audit 2017/18 The Safeguarding Audit form had been circulated prior to the meeting and the Governors were invited to ask questions. <i>Q - A Governor asked if 122 records of concern is high (as it seems high) and what is the reason for this -</i> The HT confirmed that the Safeguarding Audit form is now out of date and we are waiting the new proforma from the LA. The HT answered the above question. An area of concern could be "they looked upset for a couple of days", "they weren't very clean", etc. <i>Q -The Co-chair asked the HT if the SEND Policy would be available soon –</i> The HT confirmed it would be. <i>Q -A Governor asked when the Safeguarding Policy would be updated on the website as it has a due for update in Sept'18 -</i> The HT confirmed that it was updated in June'18 and the website would be updated to reflect this.	
13	SDIP Approval The HT confirmed that the draft had not yet been agreed with the CEO so were not available for the Governors.	
14	SEF and SEF Summary The HT confirmed that the draft had not yet been agreed with the CEO so was not available for the Governors.	

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15	<p>AOB</p> <p>LGB Impact – the Co-chair outlined the collated comments by all Governors in the Impact statement which will be sent to the Trust Chair and shared the document with all Governors. All Governors were happy with the content. The Co-chair confirmed that data will be presented in the LGB Meetings in terms 2, 4, and 6 and PP and SEND data in terms 3 and 5.</p> <p>SATS results – the Co-chair asked the HT if the breakdown of the SATS results could be presented in a different format (and provided a previous report to the HT). The HT confirmed this could be a possible option and she would check.</p> <p>Parents Evenings – the HT confirmed that the Parents' Evenings would be taking place on 17/18 October 2018. Governors would be attending to provide tea and coffee. It was agreed not to have questionnaires on this occasion.</p> <p>Pupil Premium Strategy – the HT confirmed that this was being finalised and would be updated on the website shortly.</p> <p>KCSIE – all governors to have read the document relevant from September 2018 with reference also to amendments.</p> <p>Ofsted – recent inspection resulted in a successful 'good' judgement, Co-chairs acknowledged the hard work and leadership of the HT and her team. It was agreed that the former PP governor would receive a copy of the Ofsted letter.</p>	
16	<p>Dates of Next Meetings: Term 1 - 20 September 2018 - 4pm Term 2 – 15 November 2018 – time tbc – Governor Day Term 3 – 24 January 2019 – 4pm Term 4 – 21 March 2019 – time tbc – Governor Day Term 5 – 16 May 2019 – 4pm Term 6 – 4 July 2019 – time tbc – Governor Day</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 17:10</p>	

Action Points

Clerk	11	Circulate Training offering when available.
ALL	11	Check with Training and Development Governor for outstanding training
Co-chair		Ensure former PP governor has sight of Ofsted letter.
Clerk	11	Circulate login details for Virtual College
HT	13, 14	Ensure SDP and SEF are put on governor zone once agreed with CEO