

ST MARGARET'S CE JUNIOR SCHOOL

DRAFT MINUTES OF ST MARGARET'S CE JUNIOR SCHOOL LGB MEETING HELD ON  
THURSDAY 15 NOVEMBER 2018 AT 9AM  
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), Jackie Smith (PP Lead), Denise West (SENCO), Hilary Sanders (MAST CEO)

Item	Main discussions and agreed actions	
1	<b>Opening Prayer</b> A Governor opened with a prayer.	
2	<b>Apologies for Absence (accepted / not accepted)</b> All Governors were present. <b>Confirmation of Quorate</b> Quorum is 3 or 1/3 (one third) of the number of appointed governors, whichever is higher. <b>The meeting was quorate.</b>	
3	<b>Membership</b> The Co-chair informed the Governors that the LGB had received a letter of resignation from a Governor due to personal reasons. The resignation had been accepted and the Governors wanted to state their thanks to the governor for her contribution. The Co-chair confirmed that an updated advert had been published in the local Action Forum however there had been no interest shown, to date. The LGB were hopeful that there would be some interest soon. The Co-chair advised that there had been interest from a Governor's daughter to join the LGB however this would be subject to interview alongside other candidates. The CEO advised that this would be OK, however there were other schools within the Trust that also needed Governors, so asked that those present to bear that in mind, as some of the candidates may be suitable for LGBs in other schools.	
4	<b>Delegation of Roles</b> The Co-chair outlined that the role of Attendance Governor was now vacant. This is a new role and one the LGB would like to explore. A Governor (Chris Harvey) indicated that he would be interested in taking on the role.	
5	<b>Declaration of Business Interests</b> The Clerk asked if there were any new business interests that needed to be declared. The Governors confirmed that there were none.	
6	<b>Chair's Correspondence</b> The Co-Chair advised that there had been no other correspondence received.	
7	<b>Approval of minutes from last LGB meeting held on 20 September 2018 and urgent matters arising pertinent to the current meeting.</b> <b>Supporting docs: Previous Board Meeting Minutes 20 September 2018</b> The minutes of the previous meeting on 20 September, were approved as an accurate record and signed as such by the Co-Chair. The following actions were recorded: 1) Clerk to circulate training once available – this had been actioned 2) Training Governor to highlight any overdue training at the next LGB – this was actioned in the agenda 3) Co-chair to ensure former PP Governor had sight of the Ofsted letter – this had been actioned	

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	<p>4) Clerk to circulate to all Governors log on details for the Virtual College – this had been actioned</p> <p>5) HT to put SDP and SEF onto Governor Zone – this had been actioned</p>	
8	<p><b>Review minutes of MAST Board Meeting</b></p> <p>The minutes of the previous MAST Board Meeting were put on Governor Zone prior to the meeting.</p> <p><i>Q - A Governor asked a question regarding Income from Income Generation being attributed to each school rather than allocated to each school?</i></p> <p>A - The CEO confirmed that the money would come into the Centre and then once any Centre cost (i.e. if the CEO had led a training session) had been deducted, the rest would be distributed to the school for lettings and refreshments, as an example. Going forward, the push on income generation should lead to schools charging a more competitive rate for services such as youth clubs etc, rather than at cost.</p> <p><i>Q - A Co-chair asked that since a Governor on the LGB had been elected as VC of the Trust, could she still remain on the LGB?</i></p> <p>A - The CEO confirmed that until the final decision on St James' has been made, it was fine for the Governor to remain on the LGB until the 31 December 2018, after which there will need to be a clear distinction between LGB and Trust Board level/members.</p> <p>The CEO then provided an update on St James' to the LGB regarding leadership support and work being done by the CEO and CFO to date.</p>	
9	<p><b>Analyse KS2 School's Performance Summary</b></p> <p>The CEO provided a summary of the Performance Summary report which had been circulated prior to the meeting. The following questions were asked.</p> <p><i>Q - A Governor asked if this year was the last year the Y6's were on the old levels?</i></p> <p>A - The CEO confirmed that yes that was the case.</p> <p>The CEO advised that there appears to be an approach by the moderators to insist on more greater depth evidence to be provided between moderation meetings.</p> <p><i>Q - A Governor asked what was the reason for the pupil showing at the bottom of the Chart (KS2 Progress in Reading against KS1 prior attainment overall by disadvantaged)? Was it due to attendance (lack of) for example?</i></p> <p>A - The CEO responded that it could be - they would be known as an <b>outlier</b>.</p> <p><i>Q - A Governor asked why the school would be doing external marking?</i></p> <p>A - The CEO confirmed that it would be beneficial to pupils to have the mocks marked externally so that there can be no element of bias, as markers would not know the pupils.</p> <p><b>ACTION:</b> Clerk to arrange for all governors to have direct access to governor analysis.</p>	
10	<p><b>Pupil Premium</b></p> <p>The PP Lead provided a summary of her report which had been circulated to all Governors prior to the meeting and welcomed questions.</p> <p><i>Q - A Governor asked about the spend of the PPG and how much was spent on children's enrichment?</i></p>	

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	<p>The Clerk reminded the Governor that this question had come up previously at another Committee meeting and would be referred to the Finance Committee to answer as this was the most appropriate Committee to respond.</p> <p>A - The PP Lead did also respond with the actual budget and how it is spent, is decided by the PP Lead and SLT and it is not a responsibility of the LGB, however they can of course challenge where appropriate. The PP Lead further explained to the Governors how the spend of PPG was arranged including spend on staffing (which is for staffing who work directly with PP children). The Co-chair confirmed that this is can be seen from the impact made (as shown in the Performance Summary in item 9).</p> <p><i>Q - The Governor then asked why £6000 was not spent last year and rolled forward into this year?</i></p> <p>A - The PP Lead responded that she assumes she had over budgeted and was over cautious with the budget last year as the budget was worked out on forecasts.</p> <p><i>Q – The Governor asked why the staff costs were not broken down?</i></p> <p>A – The PP Lead responded that she would not disclose staff salaries in a document which could then be in the public domain.</p> <p><i>Q – The Governor asked why in 2017/18 they had spent 85% of the PPG on staff salaries and professional services and this had gone up to 93% this year?</i></p> <p>A – The PP Lead responded that an extra TA had been taken on who has specific skills working with those children with extra needs. The Strategy appears to be working so the PP Lead wanted to invest in staff to continue to support and enhance this.</p> <p><i>Q – The Co-chair asked what were the key findings of the data analysis for Term 1? Were there any significant findings and what were the actions taken?</i></p> <p>A – The PP Lead responded that she attended the Pupil Progress Meetings and identified every child who needed support and put the appropriate interventions in place immediately.</p> <p>The Co-chair thanked the PP Lead for her time and continued hard work.</p>	
11	<p><b>SEND</b></p> <p>The SENCO provided a summary of her report which had been circulated to all Governors prior to the meeting and welcomed questions.</p> <p><i>Q - A Governor commended the SENCO on her impressive report and asked how many days she worked?</i></p> <p>A - The SENCO responded that she works 3 days a week.</p> <p><i>Q – A Governor asked how the SENCO was managing the workload?</i></p> <p>A – The SENCO responded she was doing over her hours, but she had done this in her previous role. She was concerned about losing her admin. support at the end of the year. The HT confirmed this to be the case. The Governors would keep an eye on this.</p> <p>The SENCO confirmed that she had already completed some of the actions as outlined in her report.</p> <p><i>Q – The Co-chair asked how the SENCO would monitor ensuring that there isn't an over-reliance on TAs for SEND pupils and that teachers are working directly with the SEND pupils?</i></p>	

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	<p>A – The SENCO responded that she had performed a ‘learning walk’ to observe what was happening currently in classes and will continue working with teachers through advice and support, team teaching, workshops and continued monitoring, to ensure everyone provides the appropriate support for the SEND pupils.</p> <p><i>Q – The Co-chair asked about outreach support for challenging behaviour?</i></p> <p>A – The SENCO responded that she had been in touch with a couple of outreach centres and would be talking to them further regarding strategies. In particular, there was a new private school which had opened up in Chatham, which deals with pupils with behaviour issues, that she would be going to visit.</p> <p>The Co-chair thanked the SENCO for a detailed report and for answering questions.</p>	
12	<p><b>Health &amp; Safety including Safeguarding</b></p> <p>The Co-chair confirmed that the Safeguarding Audit had been completed and approved.</p> <p>The HT confirmed the school were going to put in another CIF bid for the work to the roof and swimming pool, with the same company (Ingleton Wood) advising.</p> <p>The Health and Safety Governor wanted to raise the point that the school was due a Health &amp; Safety inspection however due to unforeseen circumstances the Governors were aware it may take a time to arrange.</p>	
13	<p><b>Headteacher’s Report Term 2</b></p> <p>The HT provided a summary of her report which had been circulated to all Governors prior to the meeting and welcomed questions.</p> <p>The HT provided an update on pupil numbers since the report - 361 on roll. The school have been pushed over pan.</p> <p><i>Q – The Co-chair asked if there were any areas of concern following the HT’s recently conducted observations?</i></p> <p>A – The HT responded that she had no concerns and was quite happy with what she saw. Obviously, there are some tweaks to be made however nothing which was a concern. The HT went onto to say that during these observations she was also looking at the provision of SEND (as mentioned above in item 11) and ensuring there isn’t an over-reliance of TAs with the lower ability groups.</p> <p><i>Q – The Co-chair asked what was the rough percentage of good lessons?</i></p> <p>A – The HT responded that the vast majority were good. The HT stated that she was not worried.</p> <p><i>Q – The Co-chair asked how the school vision was being integrated and embedded?</i></p> <p>A – The HT confirmed that the Acts of Worship this term have all included the new vision and there are also new displays in every classroom. The HT asked the Governors to ask the children at lunch about the new vision.</p> <p><i>Q – The Co-chair asked how the new staff in post were getting on?</i></p> <p>A – The Staff Governor confirmed she was settling in however it has been hard work. The HT confirmed the new Year Group Leader is settling into the roles and routines of the school and has been inducted by the wider staff team.</p> <p><i>Q – The Co-chair asked if there had been any actions coming out of the recent fire drill?</i></p> <p>A – The HT confirmed that there were no concerns raised with her.</p>	

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	<p><i>Q – The Co-chair asked if the sports teacher had the opportunity to team teach and feedback on observations of teachers?</i></p> <p>A – The HT responded that he did.</p> <p>The Co-chair wanted to mention the overwhelming support for the coffee morning held recently. She was really impressed and thanked all who were involved in making it happen.</p> <p><i>Q – The Co-chair asked if the school production was at the school or at the Church?</i></p> <p>A – The HT confirmed it would be at the Church.</p> <p><i>Q – The H&amp;S Governor asked if there was any news on the funeral of Nigel Baldwin, the Schools Site Manager?</i></p> <p>A – The HT confirmed as soon as there was any news, she would inform the LGB.</p> <p><i>Q – The H&amp;S Governor asked to sit in on the interview for his replacement when it takes place?</i></p> <p>A – The Co-chair agreed.</p> <p>The Co-chair raised that she had heard some discussion from parents regarding the memorial bench and if the money donated would be better given to the family instead. The HT confirmed she had been closely in touch with Mr Baldwin's family who had thought the bench would be a lovely idea.</p>	
14	<p><b>SDP Approval</b></p> <p>The HT provided the SDP which had been circulated to all Governors prior to the meeting and welcomed questions.</p> <p><i>Q – A Governor asked about the wording of the statement regarding disadvantaged pupils on the front page and asked if it should it be worded differently?</i></p> <p>A – The HT stated that she had used the exact words provided by the Ofsted report.</p> <p><i>Q – The Co-chair asked when the next SIMS Behaviour analysis would be ready and provided to the Governors?</i></p> <p>A – The HT confirmed it would be by the end of Term 2.</p> <p><i>Q – The Co-chair asked if the parent survey would be in the usual format or changed to be in line with the school's own agenda, this time?</i></p> <p>A – The HT confirmed it would be changed to allow for thoughts on Healthy Eating.</p> <p><i>Q – The Co-chair asked if there had been any Attendance Clinics held as yet?</i></p> <p>A – The HT confirmed the AAP had been into school to see the FLO.</p>	
15	<p><b>Governor Monitoring Visits</b></p> <p>The SEND Governor had conducted a Monitoring Visit and the report had been circulated prior to the meeting. There were no questions.</p>	
16	<p><b>Training</b></p> <p>The Training Governor confirmed which training was outstanding by each governor and provided a list for each governor highlighting recommending training which went with their specific role within the LGB.</p> <p>The Training Governor also mentioned that anyone with still outstanding GDPR training, would be required to meet with the GDPR officer for 1-1 training.</p> <p>FGM Training does not have a legal requirement for Governors to complete the training. However, the Training Governor had printed off the information online regarding it and provided it to the Governors.</p>	

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	All Governors agreed to do the online Safeguarding module by the next meeting.	
17	<p><b>AOB</b></p> <p>The Pay Committee Representative confirmed the Pay Committee had taken place and all Pay recommendations had been approved.</p> <p>GDPR – The Co-chair confirmed that GDPR updates go to the Trust Board.</p> <p>The Governors were very shocked and sad to hear of the sudden passing of the St Margaret's site manager Mr Baldwin. It is a great loss for the school, staff, pupils and governors. A Governor said that from reading the cards on the flowers, many referred to his smile. Everyone knew him and would talk to him. He certainly knew 'his stuff' with regards to Health and Safety and was a very conscientious person. He was always happy to help and would turn his hand to anything. We really couldn't have done without him. It is very clear that everyone in the school, will miss him. Our thoughts are with his family at this very sad time.</p>	
18	<p><b>Date of Next Meeting:</b></p> <p>Term 3 – 24 January 2019 – 4pm</p>	
19	<p><b>Confidentiality</b></p> <p>i. Of discussed agenda points</p> <p>ii. Of supporting documents</p> <p>The LGB agreed that all of the supporting documents were suitable for distribution, within the Trust.</p>	
	<b>The meeting closed at 11:30</b>	

**Action Points**

CEO/HT	9	CEO/HT to find out if all Governors have access to ASP and arrange if not.
HT	13	To inform the LGB once there is news of the upcoming funeral
HT	13	To liaise with the H&S Gov about the arrangements for interviewing candidates for the Site Manager post.
ALL	16	To complete the Safeguarding Training module at the Virtual Training College.