

ST MARGARET'S CE JUNIOR SCHOOL

DRAFT MINUTES OF ST MARGARET'S CE JUNIOR SCHOOL LGB MEETING HELD ON
THURSDAY 24 JANUARY 2019 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), Roma Pearson, Emma Perkin (Prospective Governor), Laura Probert (Co-chair).

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

Item	Main discussions and agreed actions	
1	Opening Prayer A Governor opened with a prayer.	
2	Apologies for Absence (accepted / not accepted) All Governors were present. Confirmation of Quorate Quorum is 3 or 1/3 (one third) of the number of appointed governors, whichever is higher. The meeting was quorate.	
3	Declaration of Business Interests The Clerk asked if there were any new business interests that needed to be declared. The Governors confirmed that there were none.	
4	Governing Body Membership The Co-chair outlined that further to the resignation of a Governor at the end of last year the LGB had a vacancy which the LGB had been advertising to fill. As mentioned at the last meeting, the daughter of one of the Co-chairs had expressed an interest in joining the LGB as a Governor and joined the meeting today to meet the other Governors not involved in the recruitment process and for the Governors to vote upon. Emma Perkin told the LGB about herself and her background within schools and also her desire to work as a Governor within the Primary school sector. The prospective Governor left the room and the Governors discussed her appointment. They then voted unanimously to Emma Perkin joining the LGB as a Co-opted Governor. It must be noted that the Co-chair who is the mother of the prospective governor did not vote nor did she participate in any discussions that took place prior to this meeting.	
5	Chair's Correspondence The Co-Chair advised that there had been a letter received from the KM Charity Team regarding the Kent Teacher of the Year awards which are due to take place in May 2019. Any nominations need to be made by 1 March 2019 to www.kentteacheroftheyear.co.uk	
6 and 7	Approval of minutes from last LGB meeting held on 15 November 2018 and urgent matters arising pertinent to the current meeting. Supporting docs: Previous Board Meeting Minutes 15 November 2018 The minutes of the previous meeting on 15 November were approved as an accurate record and signed as such by the Co-Chair. The following actions were recorded: 1.CEO/HT to find out if all Governors have access to ASP and arrange if not – This is currently with the CEO who will keep us updated. 2.HT to inform the LGB of the upcoming funeral – This has taken place. 3.HT to liaise with the H&S Gov about the arrangements for interviewing candidates for the Site Manager post – This has taken place and an appointment made.	

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	<p>4. Governors to complete the Safeguarding Training module at the Virtual Training College – This had been completed by the majority of governors.</p>	
<p>8</p>	<p>Headteacher Report</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><u>Quality of teaching grid</u></p> <p><i>Q- A Governor asked if the SLT were confident that the 3s were on course to achieve 2s? if appropriate, was support in place to achieve this?</i></p> <p>A – The HT confirmed that they were and support if necessary was in place.</p> <p><u>Behaviour report</u></p> <p><i>Given that governors do not have the ‘story’ behind the figures these questions are prompted by the figures given.</i></p> <p><i>Q – A Governor stated the figures suggest that there had been an increase in poor behaviour on the playground for upper school pupils. Why do we think this is and what steps are being taken to address this?</i></p> <p>A – The HoY confirmed that with the boy heavy year group, unstructured times can be boisterous. It is being monitored and MDS are aware and target specific individuals.</p> <p><i>Q – A Governor stated along with an increase from 15 in term 1 to 32 pupils in term 2 in detention and the highest level of assaults on pupils and disruptive behaviour, was the current Year 5 giving cause for concerns?</i></p> <p>A – The HoY for Year 5 outlined the background to the increase in detentions, confirming she had asked her year group to be extra strict when tackling incidents of disruptive behaviour.</p> <p><u>Attendance</u></p> <p><i>Q- A Governor asked if the governors could support the Late Gate initiative in any way?</i></p> <p>A – The HT confirmed that a lot of the late children are PP children where support has already been put in place. For example, a child now has a taxi bring him to school 2 days a week. Another example is a family who have moved out of the area, but the children are still attend. The Attendance Governor could stand out the front of the school with the SENCO and FLO to talk to parents to add gravitas. The HT suggested that if this was something the Attendance Governor wanted to do, to speak with the FLO first. The CEO asked if the school gave attendance awards - the HT responded that this was something being considered.</p> <p><u>General Data Questions</u></p> <p>The original data reports have been withdrawn from the governor zone as there were problems with the accuracy of the figures. In lieu of this, the Heads of Year presented reports based on the raw data.</p>	

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	<p><i>Q –A Governor asked how assessment data is obtained? Is it based on teacher assessment or tests? Is it the same for all pupils in all year groups?</i></p> <p>The HT responded that it is a combination of teacher assessment and tests, apart from Year 6 who completed practice SATS papers.</p> <p><i>Q –A Governor asked if they are teacher assessments, what are they based on? Are assessments moderated?</i></p> <p>The HT responded that there are moderations taking place across the school, the Trust and the Zone? (The new version of Consortium).</p> <p><i>Q – A Governor asked if the tests were based on the curriculum for that school year or just for what has been covered to that point in the school year?</i></p> <p>The HT responded that for Years 3-5 it is based on Rising Stars based on the whole year so data can be skewed, along with the MNP assessments.</p> <p><i>Q –A Governor asked if results were being recorded accurately?</i></p> <p>Due to a technical glitch the data was removed. This was explained to governors prior to the meeting. This is being investigated by the CEO.</p> <p><i>Q – A Governor asked if parents received progress reports at the end of term2?</i></p> <p>The HT confirmed they had and the next reports will go out at the next Parents' evening.</p>	
9	<p>School Improvement Plan / SEF</p> <p>The HT provided an updated SDP which had been circulated to all Governors prior to the meeting and welcomed questions.</p> <p><i>Q – A Governor asked if targets had been met for</i></p> <ul style="list-style-type: none"> - 100% good progress with 72% Expected+ - 100% good teaching with 35% elements of outstanding - Pupils made more aware of safety/healthy lifestyles - HOY achieved 60%+ COMBINED <p>A – The HT confirmed that the school had achieved one of the targets above -100% good teaching with 35% elements of outstanding. Two Year groups had met the 60% combined target too.</p> <p><i>Q –A Governor asked how pupils would respond to healthy options in the school tuck shop?</i></p> <p>A – The HT confirmed that they may be open to it with a little more ground work.</p> <p><i>Q –A Governor asked the SEF addresses KS2 results? The reasons for them and if poor, implement a plan for improvement? Is this then included in the SDIP?</i></p> <p>A – The HT confirmed that every year group has a plan which addresses specific issues to that year group and this feeds into the SDIP. For example Year 6 have weekly action plans in place.</p>	
10	<p>Subject Leader Reports</p> <p>The Maths Subject Lead provided a report which she presented to Governors at this meeting. There were no questions.</p>	

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	<p>The Literacy Subject Lead provided a report which she presented to Governors at this meeting.</p> <p><i>Q – A Governor asked do you find pupils ask you (the teachers) what certain words are?</i></p> <p>A – The HoY confirmed they did and that it is encouraged in lessons.</p> <p><i>Q – A Governor asked if the children ad lessons on how to answer test questions?</i></p> <p>A – The HT confirmed they hadn't but it is something that is being introduced.</p> <p><i>Q – A Co-chair asked when Book Day was?</i></p> <p>A – The HoY confirmed it was the 7 March.</p> <p><i>Q – The CEO asked if the school had received the gap analysis from St Margaret's Infants this year?</i></p> <p>A – The HT confirmed they had.</p> <p><i>Q – A Governor asked what the difference was between Progress and Attainment?</i></p> <p>A – The HT confirmed that Progress is whatever steps the child make from their own starting point and Attainment is where they are in line with ARE.</p>	
11	<p>Attainment and Progress Data Year 3</p> <p>The HoY went through the report she gave to governors at this meeting.</p> <p><i>Q – A Governor asked is the Year 3 a new team?</i></p> <p>A – The HoY confirmed it was.</p> <p><i>Q – A Governor asked what stops you 'pre-teaching' those in need of support?</i></p> <p>A – The HoY responded that the team need to sit down to decide when they would do it and who would have the most impact from pre-teaching sessions.</p> <p><i>Q – A Governor asked why the target had gone down for Term 2?</i></p> <p>A – The CEO stepped in and responded it was because some children had left and new ones joined and as yet targets for them had not been put in.</p> <p><i>Q – A Co-chair asked how often the children read to a teacher or TA?</i></p> <p>A – The HoY responded it did depend on the TA rota for the week/day.</p>	
12	<p>Attainment and Progress Data Year 4</p> <p>The HoY went through the report she gave to governors at this meeting.</p> <p>There were no questions.</p>	
13	<p>Attainment and Progress Data Year 5</p> <p>The HoY went through the report she gave to governors at this meeting.</p> <p><i>Q – A Co-chair asked who provided the support role across Year 5?</i></p> <p>A - The HoY confirmed they have an extra teacher in Year 5 who currently does this.</p> <p><i>Q – A Governor asked are the intervention groups / class groups drawn from across all Y5 classes?</i></p> <p>A – The HoY confirmed they were.</p>	
14	<p>Attainment and Progress Data Year 6</p> <p>The HT (in the HoY's absence) went through the report she gave to governors at this meeting.</p> <p><i>Q – A Co-chair stated that the difference between the current percentage and the target is quite big, and what did the HT think the chances were for getting near the target?</i></p> <p>A – The HT confirmed they will do their very best.</p> <p><i>Q – A Governor asked if the data was based on test results only?</i></p> <p>A – The HT confirmed that no this does include teacher assessment.</p>	

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	<p>The Co-chair thanked all the HoYs for their reports and commented that having them in the same format was useful in helping governors understand the data.</p> <p>The Co-Chair asked the CEO to clarify if the Governors should have data every term. The CEO confirmed that data is reported in Term 2, 4, 6 and this is also with narrative from the HoYs. If the data is given termly, there wouldn't be the narrative. In addition, the Governance Handbook says that 'timely data' should be presented to Governors. All Governors had agreed last summer that data would be provided at 3 points across the school year in terms 2,4 and 6. The Co-chair stated timings of meetings have not proven to be ideal, in relation to receiving data in advance of these taking place. This may need to be looked at for future meetings.</p> <p>ACTION: Co-chairs and HT to consider timings of future meetings</p>	
15	<p>SEND</p> <p>The SENCO provided a report to all Governors prior to the meeting.</p> <p><i>Q- A Governor asked will there be joint work opportunities for our SENCO with members across the Trust?</i></p> <p>A – The HT confirmed that all Middle and Senior Leaders meet across the Trust and work together.</p> <p>There were a number of questions from the Governors which were taken away to pass to the SENCO to respond. Please see below her response.</p> <p><i>Q – A governor had asked for the SENCO to clarify the colour coding in her report and identify the main areas of concern and the steps being taken.</i></p> <p><i>A - 'There have been fluctuations in the numbers of SEND pupils (the totals) in each year group from Term 1 to Term 2 (T1/T2) and this has been identified as a sub-heading to each year group on the Term 2 data sheet.</i></p> <p><i>The % works as follows:</i></p> <p><i>For Attainment: The % stated in the table is the number of my SEND pupils who are working below age appropriate expectations. Therefore, the lower the % the better as this means that more of my SEND children are working at or above age appropriate expectations.</i></p> <p><i>For Progress: The % stated in the table is the number of SEND children who have made below expected progress. Again the lower the % the better as this means more of my SEND children are making expected or greater progress.</i></p> <p><i>The colour coding system on the Term 2 (T2) data sheet was used as a tool to compare to Term 1 (T1). So where green is seen then the attainment or progress for the SEND pupils in that area eg. Year 3 Attainment in Reading has improved compared to Term 1; so more of the SEND children are now working at age appropriate than in Term 1 (in fact it was two more pupils who went from below age appropriate to expected in Yr3 reading attainment in T2).</i></p> <p><i>This worked for me as a system of recording and comparing T1 to T2 SEND data but I am happy to adapt this for end of Term 3 if felt appropriate.</i></p>	

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	<p><i>To summarise YR5 SEND pupils appear to be our most successful Year Group. These pupils were discussed in detail in pupil progress meetings, and I feel that for a couple of individuals this data may have been a little on the generous side (whilst I understood individual teacher's rationale).</i></p> <p><i>Year 4 Data appears to be the most worrying however these children as a cohort are on the SEND register as a result of learning needs where as other year groups have a greater number of children who are more able but do have a SEND diagnosis eg. ADHD/ASD/Dyspraxia etc. and this is not affecting their learning as considerably as some of the others (eg. Yr4 pupils) and so they can be working at age appropriate expectations. (Hope that makes sense).</i></p> <p><i>My reflections on the data is that individuals are having an impact on data (the red highlighted parts) and because most year groups only have on average around 19 SEND pupils in their year group – the impact of one child is significant. I am aware of who all these individuals are and either interventions or further assessments are in place to further support these individuals and move their learning on.'</i></p>	
16	<p>Pupil Premium</p> <p>The PP Lead provided a report circulated to all Governors prior to the meeting.</p> <p><i>Q – A Governor asked will a decline in PP numbers impact on provision?</i></p> <p>A – The PP Lead and HT have already discussed the cost of counselling and if there may be a more cost effective way going forward. So this is in hand.</p> <p><i>Q – A Governor asked how is it determined who should receive financial support for enrichment activities?</i></p> <p>A – All PP children are offered opportunities to go on residential trips, have music lessons, etc.</p>	
17	<p>SIAMS</p> <p><i>Q – A Governor asked how do teachers learn RE?</i></p> <p>A – The HT confirmed that the teachers have access to INSET through the diocese, training cascaded in Staff Meetings, increased working with the Church particularly over more difficult aspects and the Understanding Christianity guidance notes are very good.</p> <p>The Ethos Governor confirmed she would be speaking to the RE Lead with the Co-chair once he is back from sickness absence, about the development of the School Vision.</p> <p><i>Q – A Governor asked if MAST was going to have a Vision?</i></p> <p>A – The CEO confirmed that it was still being worked on.</p> <p>ACTION: Governors to arrange a meeting with the RE Lead</p>	
18	<p>Safeguarding</p> <p><i>Q – A Governor asked what is being planned for Safer Internet Day on 5th Feb?</i></p> <p>A – The HT responded that the School Council had produced a video last year which will be shown, along with PSHE and Safer Internet lessons. All computers have a list of do's and don'ts that come up on all screens when they are activated.</p>	

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	<p><i>Q – A Co-chair asked if Governors had completed the Safeguarding module in the online training provider?</i></p> <p>A – This will be covered under Training.</p> <p><i>Q – A Co-chair asked governors who would they approach with any concerns they may have? And in their absence?</i></p> <p>A – The Governors responded the DSL / HT or any of the Safeguarding team. The CEO confirmed it was wise to go to the HT rather than bring concerns to the Safeguarding Governor, in case she needed to be involved, if a concern escalated.</p> <p><i>Q – A Governor asked about the incident mentioned in the HT Report?</i></p> <p>A – The CEO confirmed that there was a case which had been referred to the LADO and subsequently sent back to the CEO to further investigate. The CEO did so and sent it back and the LADO then closed the case.</p> <p><i>Q- A Governor asked if there was any chance of an appeal?</i></p> <p>A-The CEO confirmed this was not likely.</p>	
19	<p>Health and Safety</p> <p><i>Q – A Governor asked if it would be advisable to seek professional guidance on whether or not it would be better to install battery powered smoke alarms within the school?</i></p> <p>A – The CEO responded this was not an option because we are not allowed to go into the loft space.</p> <p><i>Q – A Governor asked if it was possible to install plug-in smoke alarms?</i></p> <p>A – The CEO responded that the same would apply. The CEO confirmed CIF bids have applied for a grant for the asbestos work/roof works that need to be carried out. For the benefit of newer governors, the CEO explained the CIF process in more detail.</p> <p>The HT outlined an issue with the roof which is leaking and currently the caretaker is sourcing quotes to 'patch' the roof to ensure that the school is not damaged if it snows.</p> <p>The CEO confirmed that quotes have also been sourced for fire doors.</p>	
20	<p>MAST update</p> <p>The MAST Director who sits on the LGB had provided a report on the last two MAST Board Meetings as an update for the LGB. There were no questions.</p>	
21	<p>Governor Monitoring Visits and Governor Days</p> <p>There were 18 Monitoring reports provided in advance for this meeting.</p> <p><i>Q – A Governor asked what impact does the School Council have on decision making across the school? What do we think the role of the School Council should be? Should we seek their opinion on any matters?</i></p> <p>A – The HT responded that involving the School Council indirectly with teacher appointments (the response of pupils to lessons is observed as part of the interview process). The School Council have been involved in picking charities to support, in reviewing school dinner arrangements. They have also had input in Road Safety and Church services.</p>	

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	<p><i>Q – A Governor asked do all the Year 6 teachers teach computing or does the IT Lead do it? Assuming others may do, what access do they have for support from the IT lead?</i></p> <p>A – The HT confirmed that all do teach computing however plans are done for them. Not only the IT Lead but also the Year 3 teacher is supporting from the curriculum side.</p> <p><i>Q – A Governor asked how it is assessed? Can we say our pupils become 'digitally literate'?</i></p> <p>A – The HT responded that every 2 terms the children have a test on Computing.</p>	
22	<p>Training</p> <p><i>Q – A Co-chair asked if Governors had completed the Safeguarding unit? Any comments?</i></p> <p>A - All Governors bar one had completed the training. The Governor will complete it as soon as possible.</p> <p><i>Q – A Co-chair asked if there was training that governors as individuals or as a group would like/require?</i></p> <p>A – The CEO confirmed there is a new PREVENT online module and the Training Governor confirmed that all Governors had completed this. The Co-chair suggested Governance of a Church School. All Governors agreed to do this before the next LGB meeting.</p> <p>In answer to an email she had received about plans the Trust have for Governor Training, the CEO confirmed that a Governor induction session would be run soon, probably in Grain once she and the Chair of Directors had met with the St James' LGB.</p>	
23	<p>AOB</p> <p>The CEO outlined an issue with TA hours and potential underpayment for coffee breaks worked. She will be taking this up with the HT and is liaising with KAPE HR.</p> <p>The Co-chair informed the meeting that Meresdale School is closing however the After School club will be continuing under new management.</p> <p>The Co-chair covered three points raised in an email they had received from a governor regarding the Christmas Service – seating, noise and applause. The Ethos Governor has spoken with the Church who confirmed that the school had the same number of seats as in previous years and added that the clergy want to fill the Church and welcome everyone.</p> <p>With regards to the noisiness of the adults and children before the service, it was generally felt that it was not fair to expect children to be silent, when they are excited about Christmas and the Service itself (additionally it was the last afternoon of term). The HT confirmed they were silent during the service.</p> <p>The third point was the applause after each reading. In fact the vicar had invited this. The Ethos Governor confirmed she had not brought this up with the Church and stated that it was hard for young children to read from the Bible and she saw nothing wrong with the Vicar initiating applause. The Staff Governor mentioned that there were some children with speech and language difficulties who did readings and they did really well. The matter was then closed.</p>	

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	The HT added that congregation numbers had increased at the Church since the new Vicar took up his post.	
24	Date of Next Meeting: Term 4 – 21 March 2019 – time tbc	
25	Confidentiality i. Of discussed agenda points ii. Of supporting documents The LGB agreed that all of the supporting documents were suitable for distribution, within the Trust.	
	The meeting closed at 7pm	

Action Points

Clerk	4	Clerk to send new Governor paperwork to new Governor
Co-chair	4	Email details of new governor to IT Lead and School Office
Co-chairs and HT	14	Consider timings of future LGB meetings
HT	15	HT to speak to SENCO re: Governors questions and send to Clerk
Co-chair and AC	17	To arrange meeting with RE Lead
Clerk	22	Clerk to share training information when St James Governors have confirmed induction date.
CEO	22	To cover IDSR at next LGB