

ST MARGARET'S CE JUNIOR SCHOOL

DRAFT MINUTES OF ST MARGARET'S CE JUNIOR SCHOOL LGB MEETING HELD ON
THURSDAY 4 JULY 2019 AT 9:00
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), Nathan Ward, Damien Welch.

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) Apologies were received and accepted from Laura Probert and Emma Perkin. All other 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. There were no new business interests declared.	
4	Governing Body Membership <u>New Governors</u> The Co-Chair welcomed the newly elected Parent Governor (by St Margaret's Parents) to the LGB and the Parent Governor gave a brief outline of his employment experience and background in governance. The Co-Chair also welcomed the local Vicar from St Margaret's Church to the LGB as a new Associate Governor. Both new Governors were welcomed by all of the Governors who introduced themselves. <u>Term of Office</u> The Co-Chair noted that her fellow Co-Chair's term of office was due to expire at the end of July. She had had conversations with LP* who had expressed her interest in continuing to work within the LGB and indicated her willingness to be re-elected. The Co-Chair nominated LP and this was seconded by the Health and Safety Governor. All Governors agreed to re-elect her. <i>*For the purposes of re-election, initials have been used.</i>	
5	Chair's Correspondence The Co-Chair confirmed that there had been no correspondence.	
6 & 7	Approval of minutes from last LGB meeting held on 16 May 2019 and urgent matters arising pertinent to the current meeting. Supporting docs: Previous Board Meeting Minutes 16 May 2019 The minutes of the previous meeting on 16 May 2019 were approved as an accurate record and signed as such by the Co-Chair. The following actions were recorded: 1.Co-Chair to liaise with office re. ballot for new Parent Governor – this had been actioned 2.Clerk to circulate new Online Safety Policy – this had been actioned 3.Co-Chair to offer Vicar post of Associate Governor – this had been actioned. 4.Governors to complete Governor Visits module – this had been actioned by the majority, the outstanding Governors are to complete this by the September meeting.	

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8 & 9	<p>HT Report, School Improvement Plan and SEF</p> <p>Prior to the meeting the HT had prepared a HT report, School Improvement Plan and SEF which had been made available to the Governors. The following questions were asked.</p> <p><i>Q - Are we fully staffed for September?</i></p> <p>A – The HT confirmed that in line with the school budget for September, the school will be fully staffed. As per the HT report, two individuals on short term contracts would not be returning in September however the school remains fully staffed. The HT also explained that due to the Local Authority SEND Funding shortage, four TAs who also had short term contracts would unfortunately not be returning.</p> <p><i>Q – Can the LGB be provided with a new staff list at the September meeting?</i></p> <p>A – The HT confirmed she would provide this for the LGB.</p> <p><i>Q - Where are we in the process of appointing a deputy?</i></p> <p>A – The HT confirmed that the DHT post would be re-advertised in September to ensure good practice in recruiting. The current Acting DHT would remain in post for Terms 1 and 2.</p> <p><i>Q – What is unauthorised attendance?</i></p> <p>A – The HT confirmed that this was when the pupil is not in school and the HT has not authorised the absence.</p> <p><i>Q – Has the necessary due diligence been undertaken regarding the Contractor Squibb who will be undertaking the asbestos / roofing work throughout the summer holidays? A Governor raised his concerns with the contractor following reading a historical news report.</i></p> <p>A – The CEO confirmed that it had. The Trust had commissioned Ingleton Wood to help write the bid paperwork for the CIF Bid (which had resulted in the money for the works) and in doing so, due diligence had been undertaken by not only Ingleton Wood but the CEO herself. The new Parent Governor who has experience with SQUIBB, offered to conduct observational visits to the school with the HT to ensure all was on track. In addition, the new Parent Governor will assist the CEO with reviewing the Method Statements upon receipt from the contractors. These offers were received and accepted with thanks.</p> <p><i>Q - Will SDP targets for this academic year be met, most especially when looking at outcomes for pupils?</i></p> <p>A – The HT confirmed that they are yet to have the data for Term 6; progress is looking very good but possibly not enough to achieve the targets. The HT reiterated that across the school progress is very good.</p> <p><i>Q - What is the current percentage of outstanding teaching? How are staff being supported/coached to achieve an overall outstanding grade for their lessons?</i></p> <p>A – The HT confirmed that the spreadsheet provided at the last LGB meeting (16 May 2019) on Quality of Teaching shows that the school is 100% good with 42% outstanding elements. The HT further went onto confirm that support is triangulated in terms of planning, lesson observations and progress of the children. Coaching and mentoring is in place as well as support from the teachers' line managers or another staff member.</p> <p><i>Q - The SDP has a target for all year groups to achieve 'at least 70% combined' - has this been met? Has there been progress towards this target since the last meeting in May? (when 2 out of 4 years were on track to get this)</i></p> <p>A – The CEO confirmed that as the HT mentioned previously, the target is unlikely to be met however in year progress across all year groups has been good and the Y6 staff could not have worked any harder.</p>
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10	<p>Pupil Premium Report</p> <p>Prior to the meeting the PP Lead had prepared a Pupil Premium Report which had been made available to the Governors. The following questions were asked.</p> <p><i>Q - Years 3 and 5 have lower percentages in Reading and Writing in term 5 than in Term 3. Why is this please.?</i></p> <p>A – The HT confirmed there had been an error on the figures and provided the accurate figures for Reading and Writing which showed they had either stayed the same or gone up.</p> <p><i>Q – On the pie chart showing the split of the Pupil Premium budget / funding, the proportion of funding going to enrichment activities seems rather small compared to other areas?</i></p> <p>A – The HT replied that the ratio of enrichment activities compared to salary costs for example would be different and provided examples of the enrichment activities/opportunities currently provided for the Pupil Premium children. The CEO concurred and added that the uptake of PP is monitored.</p> <p><i>Q – Will the Mindfulness Group be for parents?</i></p> <p>A – The HT confirmed that it would be. A Student counsellor has been in to work with the more vulnerable parents.</p> <p><i>Q - If the pupils are both Pupil Premium and SEND, are they counted in both attendance figures?</i></p> <p>A – The HT responded that yes they are.</p> <p><i>Q – Do you think you have captured all PP children?</i></p> <p>A – The HT responded that No, there are still many out there. Parents are sometimes too proud to accept the PP help. The PP team work very hard at encouraging those families eligible to apply however not all will.</p> <p><i>Q – When would the funding start for new applicants?</i></p> <p>A – The HT confirmed that it comes a couple of times a year.</p> <p><i>Q – What percentage of children are SEND and PP?</i></p> <p>A – The HT confirmed that SEND was 20% and PP was 19%. A Governor asked how much this would need to increase to make a big difference and the HT suggested that an increase of 5% would dynamically change the make-up of the school.</p>	
11	<p>SEND</p> <p>The SENCO provided a report to all Governors prior to the meeting and the following questions were asked.</p> <p><i>Q - Writing appears to be a concern in Year 4 – what will be put in place to address this?</i></p> <p>A – 100% of the SEND pupils in Y4 are working below ARE. They have the highest proportion on the register for Cognitive and Learning issues. Writing interventions have taken place with the current Y5 pupils and it is likely these will continue. These interventions often centre on core skills as well as ideas for writing. These are the two areas of support the pupils require. Some of these pupils are likely to receive further support with precision teaching for their spellings. The Y4 team will suggest which children should be in which intervention and pass this onto the Y5 team.</p> <p><i>Q - How are these pupils doing compared to the non-SEND pupils? -Is there a gaps analysis for this?</i></p>	

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	<p>A – The SENCO provided a handout with the % figures for Reading, Writing and Maths SEND and Non SEND per year group for all Governors. No gap analysis had been completed on the current Y4 cohort.</p> <p><i>Q - How many pupils/percentage with SEND in each year group? What is their range of needs – physical? emotional?</i></p> <p>A - The SENCO provided a handout with the % figures and pupil numbers within in each Area of Need per year group for all Governors. The information showed that the largest area was Cognition and Learning. The SEND Governor also commented that the SENCO has looked at pupils with more than one area of need as Stated in the Code of Practice and has found no patterns.</p> <p><i>Q - What is their improvement since September?</i></p> <p>A – The table provided by the SENCO was broken down to Reading, Writing and Maths and highlighted that Y3 showed improvement in Maths, Y4 in Reading, Y5 in Maths, and Y6 in Reading. The report details by % how much the improvement was.</p> <p><i>Q - The SEND results for all 4 year groups for Term 5 are a disappointment compared with Term 4. Why is this please?</i></p> <p>A – It was a very short term which included bank holidays and staff development days, a disrupted term in that sense and the SENCO is aware that some members of staff felt that not quite enough evidence had been gathered to secure the next grade.</p> <p><i>Q - What is forecast for Term 6 and, in particular, is it likely that Years 3, 4 and 6 are now generally on a plateau and are likely to show a lot of yellow in term 6?</i></p> <p>A – It is hoped that there will be an increase in attainment and progress for all year groups. Y4 may still be our weakest year from a SEND point of view, simply as this is the year group with the greatest number of pupils working the furthest below their ARE.</p>	
12	<p>Sports Premium</p> <p>The Sports Lead provided the PE and Sports Premium Action Plan for the Governors to review: this was distributed at the meeting. The Co-Chair asked that the Governors send through any questions to the Co-Chairs for the next meeting should they have any.</p>	
13	<p>Policies</p> <p>Prior to the meeting the Accessibility Plan, the draft Relationship and Sex Education Policy and the new Online Safety Policy were shared with the Governors. The following questions were asked.</p> <p><u>Accessibility Plan</u></p> <p><i>Q - Could the LGB be involved with the next update?</i></p> <p>A – The HT confirmed that the LGB could be involved next year. The Co-Chair and new Parent Governor agreed to lead on this when it is due to be reviewed.</p> <p><i>Q - Do we currently have any blind or deaf pupils on our roll?</i></p> <p>A – The HT confirmed that the school did not have any blind or deaf pupils on roll.</p> <p><i>Q - Who are the DESC? Are their audits and minutes available?</i></p> <p>A – The HT replied that this has not yet been set up as yet.</p> <p><i>Q - Are the Learning Walks mentioned on the second page the ones carried out by the SENCO?</i></p>	

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	<p>A – The HT confirmed that these Learning Walks would be carried out by the Caretaker and the HT.</p> <p><i>Q - We liked the fact all staff are responsible for keeping the cloakrooms clear. Have there been any slips, trips or falls in these areas?</i></p> <p>A – The HT responded that nothing had been highlighted to her regarding this.</p> <p><i>Q - It cites Emergency Escape Routes: are these known to all staff?</i></p> <p>A – The HT confirmed that yes the Emergency Escape Routes are known to all staff and practised via Fire Drills.</p> <p><i>Q - Is school-specific Disability Awareness Training an aspect of staff induction?</i></p> <p>A – The HT confirmed that it was.</p> <p><i>Q - Do we have an Induction loop?</i></p> <p>A – The HT confirmed that the school does have an induction loop which she believes is a fixed one.</p> <p><i>Q – Does the school provide PEP (Personal Evacuation Plans) for visitors who need them?</i></p> <p>A – This is something that needs to be taken into consideration.</p> <p><u>SEND Policy</u></p> <p>The Co-Chair agreed to adapt the SEND policy with the SENCO with regards to the role of the LGB.</p> <p><u>Relationship and Sex Education Policy</u></p> <p>The CEO confirmed this would be drafted as a Trust policy going forward and guidance that the Diocese has provided would be used.</p>	
14	<p>Attendance</p> <p>The Attendance Governor had kindly produced a Monitoring Report on Attendance and gave a brief update to the Governors.</p>	
15	<p>Safeguarding</p> <p>The HT confirmed there were no outstanding safeguarding concerns at the school. The HT outlined that the contractors carrying out the work on the roof will be onsite for the duration of the summer holidays and the school would not be accessible.</p> <p>The Safeguarding Governor would be coming into school before the end of Term to conduct a review of the SCR.</p> <p>There has been new KCSiE guidance (draft) to be released in preparation for September. The Clerk will circulate this to all Governors.</p>	
16	<p>SIAMS update and visit from Diocese</p> <p>The ETHOS Governor had kindly produced a Monitoring Report on the visit from Virginia Corbyn (VC) from the Diocese to discuss the upcoming SIAMS inspection. She noted that VC had been impressed with the level of support and enthusiasm from the staff. There were a number of questions.</p> <p><i>Q - Has the website been updated?</i></p> <p>A – The HT confirmed it had not been yet – but the RE Lead, hopefully the Associate Governor, and the IT Lead would shortly start work on it.</p> <p><i>Q - Are the Reflective Areas being used?</i></p>	

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	<p>A – The HT confirmed they are now and that they are included in the Governor Day Learning Walks., due today.</p> <p><i>Q - Is the Spiritual Garden being used?</i></p> <p>A – The HT confirmed that some lessons are being taken out there and listed other activities. The Associate Governor challenged that none of these activities were 'spiritual' which led to a discussion by all Governors regarding how to change this. The Associate Governor outlined a grant programme run by the Diocese (the Children and Young Peoples Grant) which could be applied for to help enhance the Spiritual Garden. This was welcomed.</p>	
17	<p>Questionnaires: parents and pupils <u>Healthy Eating Questionnaire</u></p> <p><i>Q - Given such a positive response from parents, what steps if any are being considered regarding the tuck shop?</i></p> <p>A – Phasing out of the less healthy options.</p> <p><i>Q - Have there been any changes in what is for sale?</i></p> <p>A – The HT confirmed that "Raindrops" are being phased out.</p> <p><i>Q - What is the percentage of healthy snacks on sale?</i></p> <p>A – The HT confirmed that it will change to be healthier.</p> <p><i>Q - How many pupils buy from the tuck shop?</i></p> <p>A – The HT responded that no tally chart is completed to count the number of pupils who use it but now Chartwells are providing porridge, which has been a success, this has reduced the use of the tuck shop.</p> <p><i>Q - How will the data from this survey be used?</i></p> <p>A – The HT outlined she was unsure at present how the data will be used.</p> <p><u>Whole School Pupil Survey</u></p> <p>This was on the whole a very positive picture, however there are some anomalies. The HT confirmed some work will be conducted at the start of the new year around bullying so the pupils may understand more fully what the questionnaire is actually asking.</p>	
18	<p>MAST update</p> <p>The MAST Director who sits on the LGB confirmed that there had not been a Board Meeting since the last St Margaret's LGB meeting so there was not a lot to report back.</p> <p><u>General</u></p> <ul style="list-style-type: none"> - The Trust Board is continuing to recruit board members. Key skills required are HR and legal. - The Trust is looking to lease a mini bus to be used by all four schools. - The Trust is having new websites built for all schools. The format will be one main website with sections for the four schools. This will reduce duplication. <p><u>Finance</u></p> <ul style="list-style-type: none"> - The CFO and CEO continue to look at opportunities to improve efficiencies across the Trust in order to save money and resources. - The Trust is solvent. 	

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	<p>- Budgets have been built for all schools and will be taken to the Board Meeting on the 16 July for approval.</p> <p>- The MAT Capacity Grant has come in so the CEO is organising the Accelerated Maths for St Margaret's.</p> <p><u>Standards</u></p> <p>- Standards continue to be driven up across the Trust.</p> <p><u>Policies</u></p> <p>- There will be a number of policies written / updated over the summer for September release including Safeguarding. These will be circulated once approved by the Board.</p> <p>The next MAST Conference will be on the 19 September 2019, 2 – 4pm. Location to be confirmed.</p>	
19	<p>Governor Monitoring Visits and Schedule</p> <p>The Governors had received the Monitoring Visits Schedule and discussed how it had worked this year. There were no questions.</p>	
20	<p>Mapping of Future LGB Meeting Dates for 2019/20</p> <p>The Clerk confirmed that MAST Board Meetings had now been approved and there was a discussion regarding the proposed St Margaret's LGB meeting dates. The Clerk offered other days of the week but it was felt that Thursdays would remain the most preferred date so all meetings are on a Thursday apart from the July 2020 meeting. The meetings were proposed as follows and the Co-Chair provided details as a handout to all Governors. The Co-Chair agreed to follow up with her fellow Co-Chair concerning potentially moving meetings to a Tuesday as two Governors will struggle to attend.</p> <p>Thursday 26 September 2019 @ 4pm Thursday 21 November 2019 @ 2pm (Governor Day) Thursday 23 January 2020 @ 4pm Thursday 19 March 2020 @ 2pm (Governor Day) Thursday 21 May 2020 @ 4pm Wednesday 15 July 2020 @ 2pm (Governor Day)</p>	
21	<p>Training</p> <p>The Clerk had sent through a link to all Governors to the new PREVENT training and asked that all Governors complete it by September.</p> <p>The Co-Chair asked that all Governors also complete the Progress and Attainment-Using Data module by the September meeting.</p> <p>The CEO confirmed that Safeguarding training for the whole Trust would be taking place on the 4 November 2019 and the time for this will be circulated later.</p> <p>The Co-Chair asked the Training Governor to follow up with The Education People regarding courses for the LGB.</p>	
22	<p>AOB</p> <p>There was no AOB.</p>	
23	<p>Date of Next Meeting:</p> <p>Term 1 – 26 September 2019 – 4pm</p>	
24	<p>Confidentiality</p> <p>i. Of discussed agenda points</p> <p>ii. Of supporting documents</p>	

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	LGB agreed that all of the supporting documents were suitable for distribution, within the Trust.	
	The meeting closed at 11.15am	

Action Points

ALL	21	All Governors to complete the Progress and Attainment module on the Learning Link
ALL	21	All Governors to complete the PREVENT training
Co-Chair	20	Co-Chair to liaise with fellow Co-Chair regarding Meeting Dates and come back to the Clerk.
Clerk	15	Clerk to circulate new KCSiE guidance to all Governors
Co-Chair	13	Co-Chair to work with SENCO on SEND Policy
ALL	12	All Governors to send any questions regarding the Sports Premium report to the Co-Chairs
HT	8	HT to provide new staffing list to Governors at the next LGB meeting
ALL	7	Any Governors who have not yet completed Governor Visits module to complete it.
Clerk	4	Clerk to update GIAS with new Governors' details
CEO/Parent Governor	9	CEO/Parent Governor to conduct observational walks at St Margaret's on roofing works / review method statements.
Associate Governor	16	Associate Governor to provide information regarding the Children and Young People Grant.