

ST MARGARET'S CE JUNIOR SCHOOL

DRAFT MINUTES OF ST MARGARET'S CE JUNIOR SCHOOL LGB MEETING HELD ON
THURSDAY 12 JULY 2018 AT 09:30
AT ST MARGARET'S CE JUNIOR SCHOOL

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

IN ATTENDANCE: Natalie Hobbs (MAST Clerk), Hilary Sanders (MAST CEO), Chris Harvey (Prospective Governor)

Item	Main discussions and agreed actions	
1	Opening Prayer A Governor opened with a prayer.	
2	Apologies for Absence (accepted / not accepted) All Governors / MAST Members 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	Declaration of Business Interests A Governor declared that she was now working at the Rivermead Trust and another Governor declared she was no longer the Chair of the Noah's Ark Preschool Governing Body.	
4	Governing Body Membership A Co-chair advised the Governors that the other Co-chair's term of office was due to expire at the end of the term. The Co-chair announced her desire to continue on the LGB and as Co-chair. Once she had left the room, the remaining Governors unanimously agreed to a further term. A Co-chair then introduced a prospective governor to the Governing Body who is a retired actuary with experience in project management. The prospective governor had previously been interviewed by the Co-chairs and the Vice chair. The Governors again voted unanimously to the prospective governor joining the Governing Body.	
5	Chairs Correspondence There had been no chairs correspondence.	
6	Approval of minutes from last LGB meeting held on 3 May 2018 Supporting docs: Previous Board Meeting Minutes 3 May 2018 The minutes of the previous meeting on 3 May 2018, were approved as an accurate record and signed as such by the Co-Chair.	
7	Matters arising from the last LGB meeting held on 08 March 2018 not on the agenda <ul style="list-style-type: none"> • <u>Investigate access to NGA Virtual College</u> – The Clerk explained that she had looked into this and found the membership had expired. The Board would be approving a new membership for the Trust to start from September. • <u>Double check behaviour Flow Chart was the revised version</u> – The Co-Chair confirmed that it was the revised version on the website. • <u>Pupils' prayers for LGB</u> – The HT confirmed that there was a Prayer book in her office and that Prayers could be brought to the LGB meetings. • <u>Upload revised quality T&L document</u> – The HT confirmed this had been done. • <u>PP Governor to submit a Monitoring Report</u> – This is now on Governor Zone. 	
8	Headteacher Report In advance of the LGB Meeting the HT had provided the Governors with the full Headteacher Report. The following questions were asked.	

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	<p><i>Q-What training priority has been identified for 2018/19?</i> The HT outlined that the training priority for next year comes out of the feedback from the Ofsted Inspection. These were:</p> <ul style="list-style-type: none"> • Looking closely at the Greater Depth, particularly for Maths and Reading. • Focus of differentiation for the lower ability children <p><i>Q-Were all identified priority training needs met by staff across the school year?</i> The HT confirmed that yes on the whole they were. There are no areas of concern.</p> <p><i>Q-Is the 'concern' registered late in T6 from a Year 6 parent, related to the 'dissatisfied' parents mentioned by the Year 6 HoY?</i> The HT confirmed that yes they were related.</p> <p><i>Q-Looking at First Aid at Work training, is this 2day course new or a refresher course? Do we have sufficient trained first aiders at all times?</i> The HT confirmed that this was a refresher course and that the school has many trained first aiders within the school. Last week they attended a course which specifically trained them on the use of defibrillators and epi-pens. The CEO also confirmed that a teacher within the Trust also is trained to teach children first aid.</p> <p><i>Q-With all middle leaders having completed appraisal training, does that mean that all those required to appraise staff have now completed the training? What about the SENCo and our new HoY?</i> The HT confirmed that the new HoY would be the only one who has not completed the training as yet – the new role is due to start in September.</p> <p><i>Q-The HoY 5 refers to the Aspiring to Middle Leadership course and how it has helped her in her role. Was this completed last year? Would other HoYs benefit from this?</i> The HT confirmed that the school only sent two teachers on the course this year and the new HoY would be the only one who would need to attend in the future.</p>	
9	<p>School Improvement Plan In advance of the LGB Meeting the HT had provided the Governors with the updated School Improvement Plan. The following questions were asked: <i>Q-Have priorities been met?</i> The HT confirmed that the priorities had been met and externally validated by the Ofsted Inspector. <i>Q-What are the school's priorities for next year?</i> The HT explained that the priorities would be the three that came out of the Ofsted Inspection.</p>	
10	<p>Subject Leader Reports The Subject Leaders for Literacy and Numeracy had provided the Governors with reports in advance of the meeting. The following questions were asked: Maths <i>Q-By highlighting Year 5's progress (stating other year groups 20%+), what are the reasons for this?</i></p>	

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	<p>The HT advised that in Term 1 it appears they were too eager to mark them higher so consequently it does look like they have now made less progress than the other year groups.</p> <p>English</p> <p><i>Q-Is Power of Reading to be implemented in all classes in 2018/19? Are all staff trained and having a good understanding of how this should work in practice?</i></p> <p>The HT confirmed that the POR is already in place across all classes and the training has already taken place. The School is ready to go for September.</p> <p><i>Q-Difference in attainment and progress in Reading is markedly low for year 5. Why is this? What is going to be put in place to address this?</i></p> <p>The HT confirmed that Year 5 is the year group who are on the old levels and they are expected to get to age related expectations with the new curriculum. However, they are one of the year groups who have not had the 2014 changes fully addressed so teachers are filling gaps. Obviously with the support that has been in place for this year (and that will continue into next year), they will continue to do the very best they can. The HT feels that the POR will have an impact on this.</p> <p><i>Q-With Writing attainment for Year 5 at 72% end of T5...it was 73% in T1. Has it stood still then?</i></p> <p>The HT confirmed her previous answer regarding the year group was the same for this question.</p> <p><i>Q-School Portfolio – would it not be beneficial to select examples now at the end of the academic year and then revise/replace as necessary through the next academic year?</i></p> <p>The HT confirmed that the Subject Leader has collected examples throughout the year and these are utilised by teachers when carrying out moderations.</p>	
11	<p>Attainment and Progress Data for Year 3</p> <p>The HoY had provided a report to the Governors prior to the meeting. The Governors asked the following question.</p> <p><i>Q-Looking at proposed actions is it achievable to assess new children in time to get appropriate interventions in place by week 3 of term1? Which week would you say they were in place for this year?</i></p> <p>The HT confirmed that this was realistic due to work with the teachers within the Infant school so GAP analysis can be completed ahead of time.</p>	
12	<p>Attainment and Progress Data for Year 4</p> <p>The HoY had provided a report to the Governors prior to the meeting. The Governors asked the following questions.</p> <p><i>Q-Will a buddy scheme be set up for next year?</i></p> <p>The HT confirmed that a buddy scheme has been discussed.</p> <p><i>Q-What plans are in place for the teaching of times tables next year? Are the new tests to be applied to Year 4 pupils?</i></p> <p>The HT confirmed that a pilot year will run – full details are yet to be confirmed. The HT confirmed that all children do Maths Fluency which is having a significant impact.</p>	
13	<p>Attainment and Progress Data for Year 5</p>	

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	<p>The HoY had provided a report to the Governors prior to the meeting. The Governors asked the following questions.</p> <p><i>Q-The accuracy of Rising Stars assessments has once again given cause for concern and despondency. What is being done to address this? Are the current levels given a true reflection of attainment?</i></p> <p>The HT confirmed that the Rising Stars programme is across the Trust however the HT and CEO have been having discussions with Risings Stars regarding a different programme called Pira and Puma which the Trust is looking at using instead, as it mirrors more closely the SATS papers the children sit.</p> <p><i>Q-How successful has coaching and mentoring opportunities been this year? Have other priorities had to take precedence? And so next year?</i></p> <p>The HT confirmed that coaching and mentoring has happened sporadically however the feedback says that the school has an open culture now.</p> <p><i>Q-Now some 3 years since transferring in to KS2 how relevant are the concerns over inflated KS1 assessments?</i></p> <p>The HT confirmed that with the work that has been put in place to ensure GAP analysis happens, going forward, it is no longer relevant to keep bringing up what has happened previously. It is important that the two schools work together to ensure the accuracy of assessments on transfer.</p>	
14	<p>Attainment and Progress Data for Year 6</p> <p>The HoY had provided a report to the Governors prior to the meeting. The Governors asked the following questions:</p> <p><i>Q- Stating persistently dissatisfied parents – Why? About what? How many parents are being referred to here?</i></p> <p>The HT outlined that she has spoken to two Y6 parents who were dissatisfied however it is about perceptions (the school's and the parents') and that these do differ.</p> <p><i>Q-Reference is made to interrupted TA support. Why and what impact has this had? (Was it long term sickness perhaps?)</i></p> <p>The HT confirmed there had been long term sickness in Y4 which did not have an impact on Y6 as these lessons were taught by the HT herself. There were sporadic occasions where support was needed from a Y6 TA but this did not happen often.</p> <p><i>Q-If MNP doesn't work well as a revision aid for SATs what has been put in its place this year? And for next year? Is this view held by the Trust as a whole?</i></p> <p>The HT confirmed that MNP addresses certain aspects in different terms – you don't have to follow the book from page 1 onwards, you can dip in and out depending on what area the teachers are focusing on. Other resources have been put in place to help the children and the programme and resources will be refined for next year, depending on the needs of each individual cohort.</p>	
15	<p>SEND – Attainment and Progress Overview</p> <p>No report was provided prior to the meeting. The HT confirmed that SEND pupils are making good progress and the school will continue with the school-based support plans and interventions to support these children to try and accelerate progress.</p>	

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16	<p>Pupil Premium – Attainment and Progress Overview – (Report provided prior to the meeting)</p> <p>The PP Lead provided a report for the Governors regarding the PP children at the school prior to this meeting. The report detailed the Focus and Impact for Term 6, Progress and Attainment for Term 5, and a Summary of Findings. No questions were asked about the comprehensive report provided by the PP Lead.</p>	
17	<p>Sports Premium</p> <p>The HT confirmed that the website had been updated to reflect the impact of the Sports Premium.</p>	
18	<p>SIAMS</p> <p>A Governor raised concerns over the choice of the parable of the sower. <i>Where are our children in this analogy? It seems to describe how the Word of God is received, not how young minds can be nurtured.</i></p> <p>The HT responded that it was the whole point of the parable of the sower however it is only a draft vision document. The idea for the school is that the teachers are spreading the knowledge and the children are growing and blossoming. It was felt that this was a good choice for a first draft.</p> <p>The CEO asked if it would be helpful if we made the choosing of a vision statement an activity at the MAST Conference in September. The Governors agreed.</p>	
19	<p>Surveys</p> <p>Pupil, Staff and RE surveys were undertaken and the results shared with the Governors in advance of the meeting. The following questions were asked:</p> <p>Pupil Survey</p> <p><i>Q-Only 61% in Year 6 felt bullying was not a problem. Why so low? Do Year 6 belong to clubs?</i></p> <p>The HT had asked that further analysis was needed, however on the whole the results were positive.</p> <p>Staff Survey</p> <p><i>Q-It seems to be known which member of the support staff disagrees with the positive statements, so how will this be addressed?</i></p> <p>The HT confirmed that it is one person and the person is not identifiable. The survey did not have a name on it and there is not a trend when looking at previous surveys or across staff responses. The survey was very positive otherwise.</p> <p><i>Q-In answer to Q that school challenges all pupils to make at least good progress it was 50%. Really? Is this a true reflection of staff thoughts on this?</i></p> <p>The HT stated that it wasn't a true reflection and the feedback from the Ofsted Inspection confirms this.</p> <p>RE Survey</p> <p>Staff</p> <p><i>Q-24% 'neither agree/disagree' re staff and governors promoting Christian values. Should we be concerned about this? Is it being confused with newer school values?</i></p> <p>The HT outlined that as there will be a new framework coming in, the teachers will become clearer on the Values and the Vision.</p>	

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	<p><i>Q-More staff said they could explain only a little how their pupils were progressing in RE. Is this since the new syllabus? Is it an area to focus on? Possible CPD?</i></p> <p>The HT confirmed that Understanding Christianity is so new, they are still getting to grips with the assessment side of things.</p>	
20	<p>Safeguarding</p> <p>The Co-chair confirmed that the schools safeguarding is effective. As did Ofsted.</p>	
21	<p>Health & Safety</p> <p>There was no report provided and no concerns raised at the meeting.</p>	
22	<p>MAST</p> <p>The Governor on who sits as a Director on the MAST Board gave an update on the last Board Meeting.</p> <p><u>Highlights</u></p> <ul style="list-style-type: none"> • 29 month KAPE contract has been signed • New contracts across the Trust to achieve cost saving have been agreed • Top slice is now 5.75% which is 0.25% increase. Unlike other Trusts, we pay for additional costs like child therapies and HR separately. • Outcome of CIF bid appeal still being awaited • GDPR audits have taken place within each school • Ofsted inspections have now taken place in all three schools. 	
23	<p>Governor Monitoring Visits and Schedule. Review of the Year.</p> <p>There have been several monitoring visits during Term 5 and 6. Monitoring Reports circulated in advance of this meeting are available on Governor Zone. There was one question regarding the Computing Monitoring Report.</p> <p><i>Q-Clearly there are concerns about progress in Year 3: is this because of how it is taught in Infants school? Or for other reasons?</i></p> <p>The HT confirmed that they do need to fine-tune planning however a Y3 teacher will be working with the IT Lead in September to ensure planning takes place for the Y3 children to help them progress.</p> <p><u>Review of the Year</u></p> <p>A Co-chair outlined the LGB targets document that was shared with Governors prior to the meeting. The Co-chair confirmed that an annual planner will be produced which would detail what would be covered at each meeting – for example data would not be covered at each meeting.</p>	
24	<p>Training</p> <p>A Co-chair confirmed to the Training Governor that the historic training records will be provided to her soon.</p> <p>The CEO outlined that the training for LGBs will take place in the form of sessions which will take place before or after a LGB meeting or standalone sessions booked for separate time. The CEO and Chair of Directors are pulling together the programme of training which will be shared shortly.</p>	
25	<p>AOB</p> <p>The HT thanked the phenomenal teaching staff for their hard work and dedication throughout the year which definitely shone through during the Ofsted Inspection. A Co-chair thanked the HT on behalf of the LGB for her commitment and leadership for the last year.</p>	

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	A Co-chair informed the LGB of the GDPR regulations and asked all present to ensure they confidentially dispose of all documents shared in the meeting prior to leaving the room.	
26	Date of Next Meeting: 20 September 2018 at 4pm	
27	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 11:00	

Action Points

Clerk	3	Clerk to update Business Interests on the School Website and GIAS
Clerk	4	Clerk to update GIAS with Co-chair new term and also add the new Governor onto GIAS once paperwork received.
CEO	18	To include a SIAMS activity to draft a vision at the next MAST Conference in September.