

ST MARGARET'S CE JUNIOR SCHOOL

DRAFT MINUTES OF ST MARGARET'S CE JUNIOR SCHOOL LGB MEETING HELD ON
THURSDAY 23 NOVEMBER 2017 AT 16:00
AT ST MARGARET'S CE JUNIOR SCHOOL

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

IN ATTENDANCE: Fay Cordingly (DHT), Natalie Hobbs (MAST Clerk), Hilary Sanders (MAST CEO), Jackie Smith(PPL).

Item	Main discussions and agreed actions	
1	<p>Opening Prayer The Co-Chair opened with a prayer.</p>	
2	<p>Apologies for Absence (accepted / not accepted) Apologies from Ann Critchley were accepted. All other Governors / MAST Board Members were present.</p> <p>Confirmation of Quorate Quorum is 3 or 1/3 (one third) of the number of appointed directors, whichever is highest. The meeting was quorate.</p>	
3	<p>Declaration of Business Interests There were no new business interests declared.</p>	
4	<p>Governing Body Membership</p> <ul style="list-style-type: none"> • Update of Vacancy The Co-Chair stated the LGB were awaiting results of the skills audit to fill the vacancy on the LGB. Steps are being taken to advertise the vacancy in the Action Forum and in SGOSS. • Terms of Office and Re-appointment of co-opted governor The Co-Chair stated that a governor's term of office had ended but he was prepared to be considered of reappointment to the LGB. He and the PPL left the room to allow governors to consider his reappointment. It was agreed unanimously. 	
5	<p>Chairs Correspondence There was no correspondence from the Co-Chairs.</p>	
6	<p>Approval of minutes from last LGB meeting held on 26 September</p> <p>Supporting docs: Previous Board Meeting Minutes and Confidential Notes 26 September 2017 The minutes, and confidential notes, of the previous meeting on 26 September 2017, were approved as an accurate record and signed as such by the Chair.</p>	
7	<p>Matters arising from the last LGB meeting held on 26 September 2017 not on the agenda</p>	

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	<ul style="list-style-type: none"> The following questions were raised at the September business meeting, where the HT was unable to attend. <ol style="list-style-type: none"> <i>Are we doing all of these cases because we are robust, or are there underlying problems?</i> The HT stated that the CAF meetings may not be to do with a pupil within the Junior school, it could be a sibling within another school but we have to attend those meetings. <i>There was some concern that there were a large number (116) of 'records of concern' but with no referral to social care. Is this a lot? Is it higher than last year? Are we being more robust?</i> The HT stated that the school's approach is now more robust, as teachers bring any concerns directly to the HT. All such concerns are recorded. <i>In addition, there is also a comment from the HT on the form regarding lack of support from other authorities when it comes to some of these cases (in terms of response). The Board are concerned about this and would like to know if this needs to be taken further with the backing of the Board in the form of a complaint.</i> The HT said that whilst as a school we are quick to act on concerns, she felt that others were not so quick to respond. However, she felt that this situation had improved and so no complaint was needed at this time. <ul style="list-style-type: none"> Safer Recruitment <i>The Co-Chair asked if the LGB should be considering 'safer recruitment training', as several trained governors have now left. Once completed there is no longer a time limit placed on the certificate. The Co-Chairs believed that it was a requirement to have an LGB member on the panels for teacher interviews. The CEO stated that it was not the Trust's policy to have an LGB governor on the interview panel.</i> 	
8	<p>MAST Monthly Bulletin – October All Governors had read the monthly bulletin from MAST – there were no questions raised.</p>	
9	<p>Headteacher Report</p> <p><u>Starfish Malawi Visit</u> – The DHT, HT and Zoe flew out on the 19 October and returned on the 30 October.</p> <p>The HT spoke of making not only educational links but also humanitarian ones too. The children are eager to learn but they need uniform, clothes and shoes. Items such as soap, hygiene kits, etc are also needed.</p>	

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	<p>The HT spoke about potentially having a shoebox appeal for the children in Malawi that could include the items above (can be from charity shops) and they can be sent in the crates with the school supplies. The container is going out in the Spring so there is time to ask the School Council to arrange this with the pupils. ACTION</p> <p>Both the HT and DHT said it was a very humbling experience and spoke of the opportunities that our children have here, that the children in Malawi do not have – and yet they are so happy.</p> <p><u>Staffing – Performance Management</u></p> <p>The HT confirmed that every member of staff have been set their targets for the year and pay awards have also been agreed at the Pay Committee on the 31 October 2017.</p> <p><u>Celebrating Achievement</u></p> <p>The HT, informed the LGB, that the school did very well in the mini youth games held on the 23 November 2017. It was made clear, that the teacher who takes the children to take part in these competitions, selects from a wider range of ability, not always those who are the best. This means that more children have the opportunity to participate.</p>	
10	<p>School Improvement Plan</p> <p><u>Quality of Teaching & Learning</u></p> <p>1. <i>With almost 100% grading at level 2 for teachers this is great news. For the two 2/3 gradings is guidance/support available, if appropriate of course?</i></p> <p>The HT confirmed that all the 2/3 grades are due to some inconsistencies in practice but are not giving cause for concerns. Support is in place to help these teachers. Any NQTs, who are level 3 gradings, are meeting with the DHT for support, so that they move to good by the end of their NQT year, as would be expected.</p> <p><u>Data Questions</u></p> <p>1. <i>Looking at the Year 3 target it would seem none of the pupils are exceeding in reading or writing, when they were clearly doing so when they came up from Year 2. Are they still settling or is there another explanation?</i></p> <p>The HT confirmed that there is an element of settling in however the teachers are being very rigorous. The pupils are very good at reading print but not so skilled at comprehension. There is also a higher expectation of them in Year 3 from Year 2.</p> <p>2. <i>Also in Year 3 there is still a wide gap between PP children and the others. How and what is being put in place to address this?</i></p>	

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	<p>The HT mentioned previously that it is now a non-negotiable for teachers with regards to differentiation and interventions for all PP children. They are making progress, it just isn't accelerated progress. The school are addressing this in all Year groups, as it is not just in Year 3, but we are not closing the gap as quickly as we would like. It is now being monitored closely by Heads of Year, Subject Leaders and the PPL.</p> <p><i>3. With regards to the progress in Year 3 why do we think reading is moving forward more slowly than writing and maths?</i></p> <p>The HT informed the LGB that there was a leadership meeting on Monday, where they talked about the need to develop higher order reading skills e.g. through asking different types of questions about the same text. The HT added that on transfer in September some of the Year 3 children could not read.</p> <p><i>4. Looking at Year 6, 32% are below expected which gives cause for concern. What is being done to address this?</i></p> <p>The HT confirmed that they are utilising the support role to try and address this. Interventions are in place and all Year 6 teachers are doing booster sessions in the lunch hour for 30 mins twice a week to help. They also have a SATS type paper to use and analyse the results to 'plug gaps'.</p> <p><i>5. What plans do we have to close the current gap between boys and girls, notably in Year 3, but there is some evidence of this in say Year 6?</i></p> <p>It was confirmed that the focus this year is on the boys, as they are behind the girls. Teachers are focusing on resourcing their classrooms to try and make lessons more exciting for the boys.</p> <p><i>6. Returning to the Year Group Summaries, it seems that Year 5 is our strongest year. Why do we think this is?</i></p> <p>Year 5 is the strongest year group and it is felt that this is because they have had the 2014 curriculum consistently taught to them. They also have fewer SEND pupils compared to other year groups.</p>	
11	<p>Pupil Premium The Pupil Premium Lead came to present an update to the governors on Pupil Premium.</p>	

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1. *Is the PP Lead's current workload allowing her to fulfil the commitment required to meet the PP pupils' needs? (she has indicated she is picking up some of the SEN support)*

She stated that everyone was taking on extra work in the absence of their colleague. They are all working together to keep the support and coverage for Pupil Premium. A lot of these children are also SEN, so it is beneficial for her to have a foot in both areas at this time.

2. *Can we confirm that PP grant is covering the salaries for the PP Lead and the PP tutor for English?*

It was confirmed this was the case.

3. *Who is delivering 'Play Therapy'? Number of sessions per pupil? How many pupils? At what cost?*

An external company delivers Play Therapy and Counselling. They send two counsellors for this.

Simon Millard comes in as an external counsellor every week. The process takes about 6-8 weeks and appears to be working well.

Intervention Impact Report

1. *What steps will be taken to ensure targets are both achievable and aspirational?*

The PP Lead explained that all interventions were planned by the TA and the learning lead so all interventions should be achievable and aspirational. The teachers have a very good grasp at what the child should be aiming for – what needs to come next etc.

She is involved in the meetings the teachers are having with the HT and DHT, so she can step in if intervention isn't working.

2. *What support is there for teachers with planning for differentiation?*

The HT said this is a topic that is currently discussed with all teachers and resources are available. It has been discussed at the staff meeting. It is a non-negotiable for all staff.

PP Tracking Report

1. *Based on the given data would it be right to say that it is the FSM pupils who have the highest rates of absence and lateness?*

In general, yes. The PP Lead has met with the FLO to discuss this and there is now a list of pupil premium children who have high rates of absence and lateness. When

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	<p>looking at the list, they are names of children for whom we are already trying to put things in place for.</p> <p>The CEO outlined it also depended if they were 'lates before' or 'lates after' meaning they before or after the register had closed.</p> <p>If they are 5 mins late they will be marked as 'late before'.</p> <p>If they were 15 – 30 mins late they will be marked as 'lates after'.</p> <p>The CEO stated if you add the 'lates', back into the attendance figures you will see that the PP children are actually better for punctuality than other children currently. When asked if the children who are persistently late were from the same families (although may be in different school years), the CEO confirmed that this was the case.</p> <p><i>A governor asked - What constitutes 'persistent' absence?</i></p> <p>Persistent absence is reported to the CEO when their attendance falls below 90%. 10% persistent absence is the national measurement trigger and so is what the school uses for its reporting.</p> <p>During Term 1 and 2, 41 children were on the report – looking further into this, there were a number of unauthorised holidays taken during that term.</p> <p><i>One of the governors asked if the children who are having interventions still have a varied curriculum so they aren't always missing a subject they enjoy?</i> – The PP Lead confirmed this was not the case because they have a schedule which ensures that the interventions are moved around.</p>	
12	<p>SEND</p> <p>The Co-Chair undertook a monitoring visit regarding SEND so ran through her report with the LGB.</p> <p>The DHT has updated the SEND Information report and it is now 'live' on the school website.</p> <p>During her meeting with the DHT they discussed how to report progress on the SEND pupils. The DHT suggested talking to Rivermead school, a local special school who did some Maths moderation with the DHT and have their own way of recording the progress of their SEND pupils.</p> <p>The DHT is to look at how to incorporate a similar reporting style for St Margaret's.</p> <p>ACTION</p> <p>There is a planned meeting with Claire Horton regarding interventions, so it would be worth having her input on the recording of progress.</p>	

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	<p><i>It was reported that there are currently three TAs absent and the Co-Chair asked if this was having a big impact on the SEND area? The HT confirmed that the TAs were still absent and currently that the DHT and herself were covering PPA and Speech & Language groups.</i></p> <p><i>A governor queried if this was a sustainable situation? The HT said that they are hoping that the TA who is specifically trained in speech and language would be back soon so it won't be a long term situation. The TA hopefully will be returning on a 'phased return to work'.</i></p> <p><i>A governor then raised the issue of ensuring that we are following the correct procedures and policies with regards to Employment Law and Sickness Absence policies.</i></p> <p>The HT and CEO confirmed that the school was following the correct procedures and policies with regards to Employment Law and Sickness Absence policies in dealing with those staff members and would also seek advice from HR where necessary.</p>	
13	<p>Sports Premium</p> <p><i>1. The website states that £5000 (43.6%) has been used for swimming. Is this outside the normal curriculum as it has previously been stated that sports premium should not be spent on normal curriculum items?</i></p> <p>The DHT confirmed that some of the sports premium budget has been used to pay for a swimming instructor in the past and the school have always done this. What is happening now is, because swimming is a main focus for St Margaret's, all classes will go swimming, rather than one class. This means that we need to pay for the instructors. The children pay £2.10 as a voluntary contribution and the school pays the instructors. There are 2 instructors per class. As a school we are going above and beyond with swimming, because it is a life skill, as well as a sports activity.</p> <p><i>2. Should the amount of Sports Premium funding be detailed within the main description or is it acceptable to be within a PDF report?</i></p> <p>Historically this is how it has always been. However the DHT can change this and will work on this for before the next meeting. ACTION</p> <p><i>3. Are we consistently upskilling our class teachers to ensure that the benefits are sustainable?</i></p> <p>There are courses available however the uptake isn't particularly high due to the courses being in the teachers' own time. Our sports lead teacher will be attending some of these courses and feeding back to the teachers on those that are appropriate.</p>	
14	Attendance & Behaviour	

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	<p><i>A governor asked- What is meant by 'authorised'?</i> The HT stated medical appointments and funerals.</p> <p><i>A governor asked- Why EAL has a high percentage in terms of unauthorised absence?</i> The HT explained this was due to them going abroad for visits with their parents.</p> <p><i>1. The number of recorded behaviour incidents seem to be greater in Year 4 and Year 5 although for Year 5 this is inconsistent with their performance. Why do we think this is?</i></p> <p>The DHT said the major concern is Year 4 and there are some pupils in Year 5 who have had a few red card incidents in the playground which has led to the figure looking high. They are in a class where the teacher has high standards and expectations.</p> <p>Year 4 on the other hand is a problem which is being managed. There are systems in place. There are a number of playground problems, mainly football related. Meetings have been held with parents and support is in place and ongoing.</p> <p>The Behaviour Policy has been revised and is now more user friendly and includes a flowchart for pupils detailing clearly what the impact and consequence will be of unacceptable behaviour.</p> <p>When necessary, the pupil will be sent to another class. On occasion, the school may work with the family and police if necessary.</p> <p><i>2. 54 detentions - is this the ultimate sanction having exhausted other strategies?</i></p> <p>It is not the ultimate – that would be calling parents in. If a pupil gets sent to another class, they will receive a detention at lunchtime to catch up on work missed.</p> <p><i>3. Does this mean that there haven't been any exclusions/internal exclusions?</i></p> <p>There have been no exclusions / internal exclusions since September. There have been some lunchtime behaviour plans put in place but no exclusions.</p> <p><i>The CEO asked if the MDM's were Play trained</i> and the HT confirmed they were and that they were very active in working with the teachers, to ensure that poor behaviour is reported and any consequence followed.</p>	
15	<p>Parent Questionnaire</p> <p><i>The Co-chair asked if the parent, staff and pupil questionnaires had been shared with MAST?</i></p> <p>The CEO confirmed that this was the case and there has been consistent improvement in positive comments made.</p>	

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16	<p>Safeguarding including Health and Safety</p> <p>1. <i>The ESFA updated their guidance about Asbestos and it appears that we are complying however it does state that we need to ensure that any contractors working on site are made aware of its presence well in advance of their arrival. Is this our practice? And who has the responsibility to do this?</i></p> <p>The DHT confirmed that she has this responsibility alongside the HT, however the person who actually does it is the Site Manager. The school has an Asbestos Register which contractors see and must sign to say they have read it.</p> <p>2. <i>What action will be taken to address the skylights which are not encapsulated?</i></p> <p>None – the reason for this is that they can be opened and this is why they were never encapsulated in the first place. They are in good condition.</p> <p>3. <i>How does the school record accidents that may happen on site?</i></p> <p>There is an Adult Accident book in the school office and there is a Children's Accident book in the Medical room.</p> <p>4. <i>Does anyone look at trends or are there so few that it isn't appropriate?</i></p> <p>There was an accident in March 17, an adult tripping on the stairs and the previous entry was in Sept 16. So, there is not enough to record any trends.</p>	
17	<p>Website Compliance</p> <p>The Co-Chair completed a Website Compliance RAG document on the St Margaret's website. She stated she was really pleased that the major things she was looking for, were there and there didn't appear to be any need for amendments.</p> <p>The Co-Chair is to meet with Helen Reardon to discuss. ACTION</p> <p>It was noted that the St Margaret's website was more up to date than other school websites.</p>	
18	<p>MAST Board Meeting Minutes</p> <p>1. <i>Has a date been decided for Safeguarding update for those who missed September's?</i></p> <p>The CEO confirmed it has already happened and everyone has attended the safeguarding training now.</p> <p>2. <i>Are we likely to/ or have we fined any pupils for absence? (Fine if miss 10 sessions in 6 weeks)</i></p>	

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	<p>The CEO confirmed that St Margaret's have not had to fine any pupils for absence and we are not likely to need to do so. It has happened at another of the Trust's schools.</p>	
19	<p>Governor Monitoring Visits and Schedule</p> <p>The Co-Chair outlined that there have been several monitoring visits that have taken place. Monitoring Reports included for this meeting are:</p> <p>SEND Monitoring Report – Chrissy Hornby Pupil Premium Monitoring Report – Wendy Parker Health & Safety Monitoring Report – Joe Ennis Safeguarding Monitoring Report – Laura Probert MNP Monitoring Report – Laura Probert</p> <p>The Co-Chairs decided to bring the Monitoring Schedule to the next LGB.</p> <p>ACTION</p>	
20	<p>Training</p> <p>The Co-Chair stated that several reports on recent training had been put on the Governor zone:</p> <p>Understanding Primary School Data Exclusion from maintained schools, academies and PRUs Termly Briefing Ofsted Priorities</p> <p>The Co-Chair confirmed with the governors that they could get onto the Virtual Training.</p> <p>Everyone said how useful the training provided by the CEO had been. Very clear and concise.</p> <p>It was explained that the LGB still needed a Training and Development Governor. The Staff Governor agreed to take on this role.</p> <p>Part 1 of Monitoring Training is scheduled for all governors on 7th December. Part 2 will follow in the new year, immediately after the LGB meeting on the 1st February.</p> <p><i>A query was raised by a governor about logging on to the Governor Zone and the fact that it appeared to be accessible without using the password etc.</i></p> <p>ACTION CEO to investigate.</p>	
21	<p>AOB None</p>	

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	The school came in as 'above floor' and not 'coasting'. The Co-Chairs and governors congratulated the HT and SLT of the school.	
22	<p>Confidentiality</p> <p>i. Of discussed agenda points Some discussions under agenda items 10 and 12 were deemed to be confidential, and recorded as such. These Confidential Notes will be sent to the Chair only, to forward with discretion to Board Members.</p> <p>ii. Of supporting documents The Board agreed that all of the supporting documents were suitable for distribution, within the Trust.</p>	
23	Date of Next Meeting: 1 February 2018 at 4pm	
25	The meeting closed at 18:10	

Action Points

Anna Pattenden / Fay Cordingly	10	Speak to the School Council with regards to organising a Shoebox appeal for Starfish Malawi.
Fay Cordingly	13	Liaise with Rivermead re recording of SEND pupils progress in Maths
Fay Cordingly	14	Arrange / Update website with Sports Premium funding detailed within the main description instead of within a PDF report.
Chrissy Hornby	18	Meet with Helen Reardon to discuss website following Website Compliance report.
Hilary Sanders	21	Speak to Helen Reardon regarding Governor Zone log on query.
Chrissy Hornby / Laura Probert	20	Monitoring Schedule to be brought to next LGB on 1 Feb 2018.