

ST MARGARET'S CE JUNIOR SCHOOL

DRAFT MINUTES OF ST MARGARET'S CE JUNIOR SCHOOL BUSINESS MEETING  
HELD ON TUESDAY 26 SEPTEMBER 2017 AT 16:30  
AT ST MARGARET'S CE JUNIOR SCHOOL

**PRESENT:** Julia Clarke (Chair), Joe Ennis, Chrissy Hornby, Laura Probert, Wendy Parker

**IN ATTENDANCE:** Natalie Hobbs (MAST Clerk)

Item	Main discussions and agreed actions	Action by
1	<b>Opening Prayer</b> JC opened with a prayer.	
2	<b>Apologies for Absence (accepted / not accepted)</b> Apologies from Anna Pattenden, Hilary Sanders and Ann Critchley were accepted. All other Governors / MAST Board Members were present.	
3	<b>Confirmation of Quorate</b> Quorum is 3 or 1/3 (one third) of the number of appointed directors, whichever is highest.  <b>The meeting was quorate.</b>	
4	<b>Chairs Correspondence</b> <ul style="list-style-type: none"> <li>• <b>Governors Newsletter</b></li> <li>• <b>Julia Clarke's resignation</b> – Julia has resigned from St Margaret's LGB to ensure that there is transparency and distinct separation across all the layers of governance as highlighted in the Academies Financial Handbook 2017 and the RSC newsletter. Trust members should not sit on LGBs.</li> </ul>	
5	<b>Membership</b>  Should be a Membership of 10 governors: 1 HT 1 Staff 2 Parent 6 Co opted  Currently we have 6 members. We are actively looking for parents and a staff member to join.  JC has spoken to one individual who is interested and could be good as a parent governor as she has experience of clerking to a board of governors.  The Skills Audit documents have been sent out and all governors should have received them. They should be completed and returned to JC asap. Important to do this as it will feed into our MAT Review.	ALL
6	<b>Election of Chair and Vice Chair</b>	CH/LP

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	<p>The Clerk called for nomination for Chair – Julia Clarke nominated Chrissy Hornby and Laura Probert to be Co-Chairs, with Joe Ennis seconding. Chrissy and Laura agreed to take on the role. Voted and agreed unanimously.</p> <p>The Clerk called for nominations for Vice Chair - Chrissy Hornby nominated Joe Ennis to be Vice Chair, with Laura Probert seconding. Joe agreed to take on the role. Voted and agreed unanimously.</p> <p><b>Joe Ennis to be re-elected for another term at the next LGB - ACTION</b></p>	
7	<p><b>Code of Conduct</b></p> <p>The new Local Governing Body Code of Conduct had been sent out prior to the meeting for review. It does fit in with the new scheme of delegation with regards to changes around Finance and HR responsibilities. Pupil premium and Sports Premium funding will remain at a local level. All were happy to sign.</p> <p>Areas to highlight as important and that all should be aware of:</p> <ul style="list-style-type: none"> <li>• Respect each other</li> <li>• Collective responsibility for all decisions made by LGB</li> <li>• Undertaking of the framework outlined by board</li> <li>• Express our views openly</li> <li>• Prepare to answer queries from the Trust Board and other local boards and take into account any concerns expressed</li> <li>• Working together as a team</li> <li>• Confidentiality</li> <li>• Attend and participate in meetings</li> </ul>	
8	<p><b>Local Governing Body Scheme of Delegation, including appointment of statutory roles</b></p> <p>Proposal for St Margaret's LGB is to have 6 meetings per year and individual governors should take on roles for Safeguarding, Monitoring, Premises, Health &amp; Safety, Pupil Premium etc. All reviewed a draft schedule of meeting content over 6 meetings per year rather than having other committees as well. All agreed that this was a good idea.</p> <p>Roles: Safeguarding – Laura Probert SEND – Chrissy Hornby Health &amp; Safety – Joe Ennis Pupil Premium – Wendy Parker Ethos / Values – Ann Critchley – (nominated and proposed)</p> <p>It was agreed that a new governor would ideally take on the role of Training and Development governor.</p>	

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	<p>Joe Ennis also agreed to sit on the Pay Committee.</p> <p>The governors also discussed the need to send a LGB member as a Director rep to the Board however it was not felt that they have anyone who could do this currently with the numbers as they are.</p> <p>Headteacher performance management session – 9 October at 9am. One of the Co-Chairs to attend.</p> <p>All governors have been asked to complete the Skills Audit questionnaires and return them for collation. A LGB Impact statement will then be written. The governors discussed this and agreed that the impact the LGB had made was as follows:</p> <ul style="list-style-type: none"> <li>- Financially robust – recognised by the auditors</li> <li>- Monitoring pupil premium – continues to be embedded within the staff</li> <li>- Increase in Standards – challenge and rigour</li> <li>- Strategic oversight</li> <li>- Worked well as a team – supportive, we celebrate and praise</li> <li>- Hardworking</li> </ul> <p>Areas to develop:</p> <ul style="list-style-type: none"> <li>- Do we keep on top of the impact of our policies?</li> <li>- Monitoring</li> </ul>	
9	<p><b>LGB Monitoring Policy</b> <b>Supporting docs: LGB Monitoring Policy</b></p> <p>All were happy with the new Monitoring policy. The governors stated that they found the policy quite clear and were happy to adopt it as the policy for the LGB. Key point was that they are capturing the questions and answers, which it was agreed they do already, and those questions will feed into the monitoring report.</p> <p>Julia added that it should be used in conjunction with the Code of Conduct.</p>	
10	<p><b>Register of Business Interests</b></p> <p>The Register of Business Interests Form had gone out for completion prior to the meeting and had been completed by most governors.</p> <p>No new business interests were raised.</p>	
11	<p><b>Approval of minutes from last LGB meeting and urgent matters arising not on the agenda relevant to this meeting</b></p> <p><b>Supporting docs: Previous Board Meeting Minutes and Confidential Notes 13 July 2017</b></p>	

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	<p>The minutes, and confidential notes, of the previous meeting on 13 July 2017, were approved as an accurate record and signed as such by the Chair.</p> <p><b>There were no urgent matters arising not on the agenda relevant to this meeting.</b></p>	
12	<p><b>Governor Training</b> The new Governor Training programme proposed was outlined and the proposal to bring the training in-house rather than use Medway (for £2700). The MAST Chair and the CEO can provide the training for governor services and data in house and any specialist training such as HR can be bought in. Training is essential to governors to understand how a multi academy works.</p> <p>It was discussed that everyone has access to the Learning Link, the Key for training also.</p> <p>Governor training on 5 October 6- 8.30pm</p> <p>St Margaret's specific training on 12 October</p> <p>Pupil Premium on 19 October 6 – 8.30pm</p> <p>Internal Data on 2 November</p> <p>RAISE/ASP on 9 November</p> <p>Monitoring Part 1 on 7 December (learning about it, go away and do a visit)</p> <p>Monitoring Part 2 on 1 February 2018 (follow up to the visit)</p> <p>Statutory Policies on 7 June 2018</p> <p>Whistleblowing / Grievance</p> <p>MAST / Governor Conference on 11 July 2018 (internal data)</p> <p>MAST / Governor Conference on 12 Sept 2018 (external data / national benchmarks)</p> <p>Health &amp; Safety – Term 3</p> <p>eSafety – Term 3</p> <p>All thought the training programme was a great idea. It sounds much more tailored to what they need / want.</p> <p>Joe Ennis gave his apologies for not being able to attend on the 5<sup>th</sup> October.</p>	
13	<p><b>Safeguarding Audit</b> <a href="#">Supporting docs: Safeguarding Audit 2016/17</a></p>	CH/LP

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	<p>The governors reviewed the Safeguarding Audit for approval.</p> <p>A question was raised on are we doing all of these cases because we are robust, or are there underlying problems? <b>Question for HT – for the next meeting</b></p> <p>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? <b>Question for HT – for the next meeting</b></p> <p>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 – <b>Question for HT – for the next meeting</b></p> <p>The governors discussed the Safer Recruitment training and if anyone needed to retrain. Julia confirmed that there is no expiry on the Safer Recruitment training now. There was discussion around governor representation on teacher appointments. NQTs come via placement or direct. As of now to ensure LGB representative on recruitment. <b>Laura to look for her certificate for the training.</b></p>	
14	<p><b>SDIP Approval</b> <b>Supporting docs: SDIP</b></p> <p>It is clear that St Margaret’s have made headline moves in writing and maths. There are still concerns with reading and GPAS.</p> <p>Priorities 3 &amp; 4 on (School values which have impacted standards) and (Heads of Year to work closely) – The governors couldn’t see any quantifiable measurable milestones for governors to benchmark impact.</p> <p>Priorities 1 &amp; 2 – The governors understand the first milestones but cannot see aspirational linkage on the Terms 4 and 6 milestones – e.g 30 – 35% in Quality of teaching and learning. The SDP talks about going from 30 – 35% from the start to the end of the year for outstanding elements. How many teachers does this relate to when already 3 teachers are showing outstanding elements?</p> <p>Clarification is needed on if the targets are including the NQTs. The total cost of the plan is not clear for the Board.</p> <p>Pupil Premium – previous Ofsted action and MAST priority. Should this be mentioned more? The LGB has a concern that the gap between our disadvantaged children and others is too wide and there needs to be focus on closing this attainment gap.</p>	CH/LP

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	<p>All milestones need to be measurable.</p> <p><b>The LGB are happy to approve the priorities but only with clarification on the milestones to show they are robust.</b></p>	
15	<p><b>SEF and SEF Summary</b> <b>Supporting docs: SEF and SEF Summary</b></p> <p>The Governors reviewed the documents and approved the accuracy. The area that links back to the SDP is that we are told we are not Outstanding is because the gap is too wide between advantaged and disadvantaged pupils. This needs to be worked on – what is the school doing about this?</p> <p>The governors congratulated Anna on the move she has helped the school make from September 2016 until now.</p>	
16	<p><b>AOB</b> Trust DfE / Ofsted Updates / Newsletter – Academies Financial Handbook updates, Educate Conference – free to all governors. Booked via Kent. Helen Reardon going to be Trust Data Protection officer.</p> <p>Website requirements update – Safeguarding policy needs to be updated</p> <p><b>Trust Safeguarding Policy – all read and signed and also read Part 2 and understood it ACTION</b></p> <p>Parent/Teacher consultation evening – these are coming up. It would be good to do a governor - parent questionnaire. Julia to email dates to the governors.</p>	ALL
17	<p><b>Confidentiality</b></p> <ul style="list-style-type: none"> <li>i. Of discussed agenda points</li> <li>ii. Of supporting documents</li> </ul> <p>The Board agreed that all of the supporting documents were suitable for distribution, within the Trust.</p> <ul style="list-style-type: none"> <li>iii New entrant information confidential for perpetuity</li> </ul>	
18	<p><b>Proposed Dates of Future Meetings</b> Meeting dates agreed as:</p> <p>23 November 2017 at 4pm</p> <p>1 February 2018 at 4pm</p> <p>8 March 2018 at 1.30pm</p> <p>3 May 2018 at 4pm</p> <p>12 July 2018 at 1.30pm</p>	

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19	<b>The meeting closed at 18:30</b>	

**Action Points**

Chrissy Hornby & Laura Probert	6	Joe Ennis to be re-elected for another term at the next LGB
	13	Questions regarding the Safeguarding Audit document to be raised with the HT and brought to the next meeting so the document can be approved
	14	Questions regarding clarification of areas on the SDIP to be raised with the HT and brought to the next meeting so the document can be approved
Laura Probert	13	Laura to look for her Safer Recruitment Training Certificate
All	16	Trust Safeguarding Policy – all to have read and signed the policy and also to have read Part 2 and understood it