

THE GOVERNING BODY OF ST. MARGARET'S C of E JUNIOR SCHOOL

DRAFT MINUTES OF A MEETING OF THE LOCAL GOVERNING BODY
HELD ON WEDNESDAY 15 MARCH 2017 AT 1.30pm

PRESENT: Julia Clarke (Chair), Joe Ennis, Chrissy Hornby, Wendy Parker, Anna Pattenden (HT), Laura Probert.

IN ATTENDANCE: Fay Cordingley (Deputy Headteacher), Klare Gregory (MAST Clerk)

Item	Main discussions and agreed actions	Action by
1	<p>Opening Prayer Julia Clarke opened the meeting with a prayer.</p>	
2	<p>Apologies for Absence Apologies were not received from Libby Sanderson. It was agreed that apologies would not be accepted if they were sent retrospectively. The Chair will contact Libby to discuss attendance. Apologies were received and accepted from Tanjore Venkataraman.</p> <p>The meeting was quorate.</p>	
3	<p>Declaration of Business Interests Julia Clarke declared her role as MAST Director. No other business interests pertinent to the meeting were declared.</p>	
4	<p>Governing Body Membership</p> <ul style="list-style-type: none"> • Resignation - Associate Member John Austin has resigned as an Associate Member. • Update on Staff Governor Election The HT advised there had been no uptake from the recent staff election. Governors will draft a poster to promote the role, which will be displayed in the staff room. • Update on Vacancies and Recruitment The Chair will approach the clergy team to see if there is any interest in filling the Foundation Governor vacancy. The Vice Chair's Term of Office expires on 30 April which will create a parent governor vacancy. After 30 April, a so parent governor election will have to be held, with nomination forms encouraging applicants with data analysis skill-set. 	<p>All Govs JC</p>
5	<p>Chairs Correspondence <u>Letter from Infants School re academy conversion</u> – Governors were advised that the Infants School had responded to the LGB to provide their reasons for joining Westbrook Trust, and not MAST, following their academy conversion.</p> <p>The Trust CEO, Infant school representatives and the Westbrook Trust solicitor had a positive and productive meeting to discuss the changes to the Shared Use Agreement. All parties agreed that the Junior school would be responsible for 30% of the maintenance and renewal cost of the dining hall. Upstairs toilets located on the Infant school footprint will change to belong to the Infant school and the male toilets located on the Junior school footprint will be re-fitted to offer improved suitability for use by the Junior school. The Junior toilets would not be used by Infant school evening lettings. It was decided that any disagreement from the joined Premises Group, would be escalated to the Trust CEOs to resolve in the first instance followed, if necessary, by independent arbitration.</p>	
6	<p>Approval of minutes of LGB Meeting held on 16 November 2016 Supporting doc: LGB Meeting minutes 16/11/2016</p>	

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	Governors reviewed and approved the previous meeting minutes for accuracy. The Chair signed the document, which will be held in the school's Governing Body file.	
7	<p>Matters arising from the LGB Meeting minutes 16 November 2016 Supporting doc: LGB Meeting Minutes 16/11/2016 <u>Staff Governor election</u> – discussed as agenda item 4 <u>Amendment to Edubase information</u> – action completed <u>Governor Data Dashboard from FFT</u> – information has been circulated. <u>Pay awards amount</u> – the Finance Manager will be asked to provide a breakdown of the school's pay awards amount, as only a total Trust amount had been previously recorded. <u>Website RAG Report</u> – governors had been provided with the Website RAG Report. Governors were reassured to note that the website is statutorily compliant, which matched their monitoring. The recently approved Trust Equality Objectives will replace the current Equality Objectives published on the website. <u>Update on Governor candidate</u> – the Chair had spoken with the governor candidate and discussed their capacity to commit to the LGB while also appointed to 2 other governing bodies. The candidate amicably accepted that a governor role would not be offered whilst they are also involved in other governing bodies as this conflicts with the best practice measures noted in the Governance Handbook. <u>Ofsted Inspection video clips</u> – the clips have been circulated and viewed. <u>Add 'Food Policy' as an agenda item for the Finance & Resources Committee meeting</u> – this will be added as an item on the LGB Finance-focus meeting on 16 May 2017. <u>Create a heading on Governor Zone to store MAST documents</u> – action completed. <u>Outstanding governor self-evaluation forms</u> – a reminder had been sent to the governor that had not yet returned their self-evaluation form to the Chair. The Clerk will send a further reminder.</p>	<p>AP/DR</p> <p>KG</p> <p>KG</p>
8	<p>Review GovernorHub Latest Updates Governors noted the update on the National Funding formula, and it's impact on the school. Questions about the Pupil Premium Strategy were passed to the Pupil Premium governor to follow up on with their meeting with the staff pupil premium lead.</p>	
9	<p>SMSC Committee - Actions from Meeting on 2 Dec 2016 Supporting doc: SMSC Committee meeting minutes – 2 Dec 2016 The Committee Chair explained that that staff survey will be completed towards the end of the year and survey results reviewed in the July LGB Meeting. Various stakeholder meetings have taken place to streamline the School Values from 12 to 6, and link to the British Values. The pupil worship committee will be designing a plaque for the tree planted in the Spiritual Garden. Some additional questions about Christian ethos were added to the parent questionnaire. Links to the community were discussed and plans for Ascension Day agreed and noted. The website term dates will be updated to confirm that the school will remain open on Ascension Day, with an afternoon church service planned. 1 governor completed the SMSC GEL online training module.</p>	FC
10	<p>Learning & Outcomes Committee - Actions from Meeting on 30 Jan 2017 Supporting doc: L&O Committee meeting minutes – 30 Jan 2017 The Chair explained that the committee discussed the curriculum overview, and noted that the Maths curriculum report is now published on the website. The Maths curriculum report will be moved from the Maths section to the Curriculum section. The Committee</p>	FC

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	<p>had noted the 'Good' grading for all permanent and qualified teaching staff, and were reassured to learn that the NQT/Training teachers have been observed with 'Good' teaching too. The Committee had discussed the areas of focus; Girls Maths, Boys Reading, Pupil Premium attainment. Please see Committee minutes for the robust holding to account.</p>	
11	<p>Finance Approval There are no items or tenders requiring approval in line with the finance manual.</p>	
12	<p>Headteacher's Report, with SEF Supporting doc: Headteacher's Report Governors had the opportunity to review the HT Report prior to the meeting. The HT confirmed that the SEF and SIP are updated at the end of Term 4, ready for Term 5/6. Governors were advised of the moderation exercises that the school are involved with, and was asked to provide the moderation reports to the next L&O Committee meeting, for governors to review. The HT advised of the support being offered to a staff member on extended sick leave, and the measures being taken to ensure the SEND workload continues and any impact from the staff absence is minimised. The Speech & Language Therapist (SALT) is being supported by the HT and DHT to host a Reading Presentation to parents on 16 March 2017. Many staff from across all 3 Trust schools attended an RE session at the school on 20 Feb 2017, an INSET Day, run by the Diocese Assistant Director of Education. A detailed training session, well received by all staff, explained the new Understanding Christianity program that has been adopted as the RE curriculum. Governors learned that the program is more in line with the rest of the 2014 National Curriculum. Governors were reassured that the complaint received has been resolved. A governor asked how many of the recorded persistent absentees are from the Pupil Premium and/or SEND group. The information is available and a breakdown will be presented at future meetings. A governor recognised the improvement in the quality of teaching & learning, and assessment, and commented positively. A governor noted that the mid-year reviews for all teaching staff have been completed and learned that there were no concerns. The HT advised that all support staff have also completed their mid-year reviews, again there were no concerns. The changes to Safeguarding have been highlighted and disseminated to all staff. A governor asked whether the newly employed teacher has a focus, or is providing general support and was advised that initially the new teacher is providing leadership cover and PPA time, with plans to assist the PP Lead when capacity allows. A governor asked about Designated Safeguarding Lead (DSL) training and was advised this is up-to-date. When the level of staff sickness was queried, the HT confirmed that the previous week had seen an isolated peak, but generally, there are no concerns with sickness.</p>	<p>AP/FC</p> <p>AP</p>
13	<p>Pupil Premium (PP) External Review The Trust CEO and an external consultant completed a joint review to audit the provision for disadvantaged children, on 24 January 2017. Governors reviewed the report produced following the audit review.</p>	

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	<p>Upon asking, the HT advised governors that the Review exercise was very thorough and detailed with many of the noted recommendations already acknowledged by the SLT. The PP Strategy has been amended following the review report, with the report headlines being discussed with staff to be aware of the Review findings and recommendations.</p> <p>Governors commented positively that the classrooms were reported as calm and purposeful and children appeared focussed on their work, further corroborated with recent governor monitoring and learning walks. A governor asked whether the report recommendations are in place, and was advised that some are being actioned, others will be considered by the year-teams to draft an action plan. The HT clarified that the school had bought into 'Blue Hills'; an intervention data package, which was yet to be fully populated and used, however a cross-Trust mechanism is being developed which is linked to SIMS and will be used instead. 'Cookie Club' booster sessions are taking place after school for targeted Y6 children, for Maths and Reading. Most of the targeted children are PP, with other PP children that are not targeted receiving support in class. When asked the HT confirmed that she had not planned to run Cookie Club during the Easter break however recent assessments suggest pupil outcomes could benefit from some sessions, so this will be reconsidered.</p> <p>A governor asked if the recommendation to "Mark less, well" is incorporated in the school's marking policy. The HT advised that this will be discussed with staff in a meeting later, as the "Mark less, well" protocol means giving more verbal feedback, rather than marking less.</p> <p>The HT clarified that the PP Lead has whole oversight of the PP area.</p> <p>A governor queried the deployment of TAs, and was advised that TA observations will be completed shortly, which will ensure that all pupils in class benefit from TA support and allows the teacher to work with lower ability children.</p>	
14	<p>School Improvement Plan</p> <p>A governor asked how the outcomes of the PP Review correlate with the judgements that have been added to the SEF. The HT advised that the progress data is on track, to evidence the 'good' gradings. The HT will be updating the SIP at the beginning of Term 5 with actions and data from Terms 3 & 4 data. The Chair confirmed she is happy that the SIP milestones appear to be on-track, with an updated SIP and more evidence available at the end of the term.</p>	
15	<p>Our Values</p> <p>The HT advised that, following several stakeholder meetings, the 12 Christian Values have been considered, discussed and reduced to 6 new values. The HT presented the 6 values to the LGB for approval; Community, Equality, Faith, Love, Respect, Wisdom.</p> <p>A governor asked how the values will be embedded in the school. The HT advised that the children (& governors!) have been asked to design a new symbol for the values. September 2017 will be the launch date for values. The LGB approved the values.</p>	
16	<p>Compare Performance DfE and Validated RAISE Dashboard</p> <p>Supporting doc: Validated Inspection Dashboard</p> <p>Governors reviewed the new validated inspection data and noted that the results were above floor and the school was not considered to be a coasting school. The Chair advised the DfE compare performance data is provided from a new beta system, and encouraged governors to use the system to review the data available. Shows where focus targets are.</p>	

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	Governors understood that the DfE Compare Performance data should be used in conjunction with the validated RAISE online data.	
17	<p>MAST Update and Action Plan Supporting doc: MAST Board Meeting minutes 12 Dec 2017, MAST Action Plan</p> <p>All governors confirmed they had read the Board meeting minutes, and had no questions or feedback to be noted.</p> <p>The Chair advised that the auditors have approved the annual accounts for 2015-16, and the Auditors had recognised the detailed information provided by the school finance teams through the year.</p> <p>Governors noted that there is a new substantive CFO in post, and understood that finance monitoring reports will be provided more frequently, monthly. In April, the schools will learn if their CIF bids have been successful.</p> <p>A governor asked the HT about progress on the MAST Action Plan for her Lead area; Reading. The HT advised she has met with all of the school's Literacy leads and led a 45min session on guided reading on INSET Day and has reviewed how Reading is carried out in the schools.</p> <p>Governors were encouraged to consider thinking about how governance support could be offered across the Trust. The LGB representative for the Board Standards Committee will reach the end of his LGB term shortly, so governors were asked to consider being the LGB representative for the last meeting of the year.</p>	All gov's
18	<p>Parent Questionnaire Supporting doc: February 2017 SMJ Parent Survey</p> <p>Governors reviewed the Parent Survey results and recognised the large majority of positive comments. Some negative comments were noted however the HT advised there was no evidence of poor behaviour seen on learning walks, and governors confirmed there was no evidence of poor behaviour in lesson monitoring or during break time earlier in the day. All year leaders have seen the survey analysis which will be discussed further at a staff meeting this evening. A governor highlighted the significant improvement for the area of 'school-home communication' as this had reduced to 1% concerned. Governors offered congratulations to the school team for the positive survey results, and commented that they like how the survey results are broken down into upper school and lower school.</p>	
19	<p>Policies for Approval Supporting doc: Attendance Policy</p> <p>Governors had reviewed the Attendance Policy, and with no questions raised. A text error of 'ground' to 'grounds' was noted. The Chair advised that new DfE legal enforcement surrounding Parental Orders, Education Supervision Orders and School Attendance Orders, is available. The policy does not refer to these Orders, and this had been queried with the Local Authority (LA) and the AAP. The Attendance Policy has been drafted in consultation with the AAP, and confirmed that the LA meet these requirements in their procedures so they do not need to be included in the Policy. Governors unanimously approved the policy.</p>	
20	<p>Governor Action Plan Supporting doc: Governance Action Plan</p>	

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	<p>Governors had reviewed the document. A governor commented that the strategic vision statement should be more obviously visible. Governors discussed this and suggested that a Strategic/Visionary Day (or morning) is planned, to consider and develop the school's Vision/Mission Statement. The Vision/Mission Statement must tie into the MAST Mission Statement, and governors suggested that a MAST Governance Conference Day could be used as an ideal opportunity for each school to discuss and develop their Statements.</p>	
21	<p>Governor Monitoring</p> <ul style="list-style-type: none"> • Policy – governors reviewed the Governor Monitoring Visits Policy, and confirmed they were content with committing to at least 3 visits (contact) per year and 3 governor days (meetings). Governors noted that all monitoring reports are to be sent to the HT for approval before publication. The Governor Monitoring Visits Policy was unanimously approved. • Schedule – it was noted that all schools should have a monitoring visit schedule. Governors were encouraged to review the schedule, alongside the SIP and knowledge of their roles and responsibilities. Each governor agreed to draft their role descriptor, to be available within 1 month. • Visits – The Chair noted that the impact of her behaviour monitoring visit and her parent engagement forum visit, had been mentioned earlier in the meeting. The Headteacher advised from a question raised from the visit report that an acceptable level of low-level disruption would be if pupils were still on task. A governor asked how the members of the parent forum were chosen. The selection method was not clear as this was inherited from the previous HT, however it was felt that there was a good cross-section of parent representation. Governors learned that the Parent Forum meet 3 times per year. A governor questioned how the impact from a Parent Forum meeting is fed back to governors, and noted that this was done via HT comments in committee meetings and in the HT Report. A governor also questioned how the Parent Forum impact was feedback to other parents. It was agreed that the profile and impact of the Parent Forum needed to be raised and suggested this could be done with a Forum section in the newsletter. 	All gobs
22	<p>Training</p> <ul style="list-style-type: none"> • GEL online training modules • Training pro-forma • Training attended and any completed pro-formas to feedback to LGB. • LGB training for self-development and impact • Training and development governor • Governance handbook and competency framework <p>Governors recognised that the Governance Handbook notes the importance of the self-development of the governing body and how this drives governance. Governors are encouraged to review the updated (Jan 2017) Governance Handbook, and the Competency Framework for Governance which has been developed alongside the Handbook, and both refer to the 6 effective areas of governance. Governors were encouraged to consider how they self-evaluate and how to measure the impact of training. The Chair recommended appointing a 'Training & Development' role responsibility to a governor. A suggestion to have bespoke monitoring visit training and a self-evaluation exercise on delivering good governance was made. Adding an agenda item for 'Impact of training' to every meeting was also suggested and agreed, as well as having an agenda item at the end of the meeting to discuss and record an evaluation of</p>	

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	the meeting. A governor, from having attended a recent training session, suggested that an end-of-year analysis meeting could be held to review the whole year of meeting minutes as a self-evaluation exercise. The Chair encouraged the governors to consider the suggestions made, be mindful of how self-evaluation can be developed and to all work collectively to achieve this.	
23	<p>AOB</p> <ul style="list-style-type: none"> - Swimming pool – The HT advised that, following a recent site survey of the swimming pool, corrosion of the structural pillars was highlighted. A structural engineer will have to be appointed to review the level of damage sustained. Following receipt of the structural report, all viable options will be considered and a report will be presented at the LGB meeting in May 2017. - First Aid training for MMS – a governor asked whether midday meal supervisors (MMSs) are first-aid trained. The HT confirmed that all MMS have received basic 1st aid training, with some receiving paediatric 1st aid training. Some staff have also been paediatric 1st aid trained, too. Staff across all Trust schools will be attending refresher training shortly. 	AP
24	<p>Date of Next Meeting The next LGB meeting is <u>Tuesday 16th May 2017 at 6.00pm</u> (with Finance Focus to approve budget). The end of year meeting on 14 July will be at 9.30am, with governor monitoring in the afternoon.</p>	
25	<p>Confidentiality The Governors agreed that no items, or supporting documents, require exclusion from published minutes.</p> <p>Meeting closed at 3.45pm</p>	

ACTION POINTS

Name	Item	Action
All Govs	4	Draft a poster to promote the staff governor role, to be displayed in the staff room.
	17	Consider being the LGB Representative at the last Board standards Committee meeting of the year.
	21	Draft your own role descriptor, to be available for the beginning of Term 5 (mid-April)
Julia Clarke	4	Approach the clergy team to see if there is any interest in filling the Foundation Governor vacancy.
Anna Pattenden & Denise Roche	7	Ask the Finance Manager to provide a breakdown of the school's pay awards amount.
Klare Gregory	7	Add 'Food Policy' to the LGB Meeting agenda for May 2017
	7	Send another reminder to the governor to return their self-evaluation form.

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Fay Cordingley	9	Arrange for the term dates on the website to be updated, for Ascension Day.
	10	Arrange for the Maths curriculum report to be moved from the Maths section to the Curriculum section.
Anna Pattenden/Fay Cordingley	12	Provide the consortium moderation reports to the next L&O Committee meeting.
	23	Present a report at the LGB Meeting in May, on the viability options of the swimming pool.
Anna Pattenden	12	Provide a breakdown of PP and/or SEND in the persistent absence and absence data, for future meetings.

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