

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 16 NOVEMBER 2016 AT 6.30pm

PRESENT: John Austin (Associate Member), Julia Clarke (Chair), Joe Ennis, Chrissy Hornby, Wendy Parker
Anna Pattenden (HT), Tanjore Venkataraman

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 received and accepted from Laura Probert and Libby Sanderson. Governors recognised that Laura Probert had submitted questions to be asked at the meeting.</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 It was noted that 8 governors are in post, resulting in 2 vacancies; 1 staff governor and 1 co-opted (foundation) governor. Staff governor – despite pro-active advertising there have been no applications received for the staff governor vacancy. Governors asked the HT and DHT if they had any idea of the barriers preventing interest from applicants, and were advised it could be timing of meetings. The governor vacancy had been offered to all staff, including midday meal supervisors, TAs, etc. It was agreed that a staff governor election will be re-sent at the beginning of Term 3. Co-opted (foundation) governor – the Chair advised she had received an email from an interested candidate for the Co-opted (foundation) governor role. The candidate's biography was heard and 2 other governors had met with the candidate. Concerns were raised surrounding a previously undeclared prior to interview potential conflict of interests as the candidate is currently a Director at Williamson Trust and a governor at St Margaret's Infant school. Concern was also raised at the number of boards already served on in light of DfE guidance. The Chair agreed to follow DfE governance handbook guidelines by, after informing the applicant, contacting the other board chairs to evaluate the effectiveness and impact of the applicant as a governor.</p>	<p>AP</p> <p>JC</p>
5	<p>Chairs Correspondence <u>Letter from new Councillors</u> – Governors had noted the contents of the letter from the new lead member for Children's Services, Cabinet member for educational achievement and improvement, and the interim director for children and adults. The letter set out their roles, direction in terms of academisation in Medway and their commitment to Moral Purpose and inclusion. Following a brief discussion, it was recognised that the councillors should be invited to complete a school visit, however this may be approached as a Trust Board item.</p>	

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 16 NOVEMBER 2016 AT 6.30pm

6	<p>Approval of minutes of LGB Business Meeting held on 29 September 2016 Supporting doc: LGB Business Meeting minutes 29/9/2016 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.</p>	
7	<p>Matters arising from the previous meeting minutes 14 July 2016 and 29 September 2016 Supporting doc: LGB Meeting Minutes 14/7/2016 and 29/9/2016 <u>Food Policy compliance</u> – all schools have to comply with the DfE's school meals healthy eating standards document, updated in September 2016. It was agreed that the school's Food Policy should be reviewed to ensure it meets the DfE's document and will be added as an agenda item for the Finance & Resources Committee to cover. <u>DBS Check</u> – the validity of the DBS Check had been reviewed and was clarified as being valid for 3 years before a renewal is required. <u>Ofsted Inspection video clips</u> – Governors were reminded to watch the Ofsted Inspection video clips, available on You Tube. The Chair agreed to provide the link for the video clips to the Clerk, to then distribute to all governors. <u>Reviewing LGB Minutes</u> – the suggestion of having Trust LGBs review meeting minutes from other Trust LGBs was taken to the Board, and will be considered further possibly once capacity on each LGB has improved. <u>Spiritual Garden</u> – the HT advised that she had met with the RE Lead and considered options to progress the use of the Spiritual Garden. As the RE Lead will be leaving the school in December, the draft options will be discussed further with the Ministry team at St. Margaret's Church, with finalised plans announced at the second SMSC Committee meeting, due to be arranged for 2017. <u>MAST doc storage</u> – the Clerk agreed to create a heading on Governor Zone for MAST documents to be stored, which will allow governors to have easy access to the Trust documents. <u>Capital Improvement Bid Process</u> – clarification of the bidding process for the Capital Improvement Fund, has been clarified. <u>Governor Self-evaluation Form</u> – the Clerk was asked to send a reminder to 1 governor that has yet to return their completed self-evaluation form to the Chair. <u>Keeping Children Safe In Education</u> – all governors present have signed a register to confirm they have read Parts 1 & 2 of the document which was updated on September 2016. <u>Edubase Information</u> – the Office Manager has successfully uploaded all of the required governor's information to Edubase. The Office Manager will be asked to amend the Parent Governors information from 'appointed' to 'elected'. <u>Governor Action Plan</u> – the document will be drafted.</p>	<p>KG</p> <p>JC</p> <p>KG</p> <p>KG</p> <p>AP JC</p>
8	<p>Terms of Reference Supporting doc: The Chair advised that the wording about the Pay Committee had been amended for this year, due to the committee becoming a Trust Board committee with local governor representation that had been put in place to support the LGBs with capacity difficulties. All governors confirmed they are content to approve and accept the LGB Terms of Reference.</p>	

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 16 NOVEMBER 2016 AT 6.30pm

	<p>A slight amendment surrounding the reference to the Education Act 2002 was made to the SMSC Committee Terms of Reference. Governors were content to accept and approve the SMSC Committee Terms of Reference.</p> <p>Governors were content to accept and approve the HTPM Panel Terms of Reference.</p> <p>Governors were content to accept and approve the Learning & Outcomes Committee Terms of Reference.</p> <p>Governors had noted the amendments to the Finance & Resources Committee Terms of Reference and were content to accept and approve the Finance & Resources Committee Terms of Reference.</p>	
9	<p>Review GovernorHub Latest Updates</p> <p>The HT advised that the Inclusion Manager is attending the FFT Training on the updated data on 24 November 2016. The Chair asked the HT to circulate a copy of the Governor Data Dashboard from FFT, when available. The RAISE Online Inspection Dashboard data is currently available with in school training organised for governors.</p>	AP
10	<p>Finance & Resources Committee - Actions from Meeting on 9 Nov 2016</p> <p>The Committee Chair provided an update to the LGB. The Committee Meeting minutes agree that finance/budget monitoring is completed 2-monthly via email to the Committee members. Governors suggested that a more detailed Finance Manager's Report should be provided, as this would benefit the governors to understand the school's financial position rather than have an overview prepared by the Trust CFO. This suggestion will be considered further, and a template for the Finance Manager's Report could be drafted for all Trust schools to use.</p> <p>Benchmarking reports were noted as being available from DfE's Financial Efficiencies tool, although the Trust CFO will be asked to provide benchmarking data for governor's review.</p> <p>The LGB was advised that the SFVS should be completed as a monitoring tool.</p> <p>Governors discussed the Pupil Premium (PP) data as they had not had the opportunity to review the available data for the Committee meeting. Governors recognised that the 2015-16 spend on PP did not show a significant improvement in progress for the PP pupils, and asked the HT what is being done differently this year. The HT advised that the PP Strategy had to be drafted quickly, with the PP Lead, to ensure the school remained compliant, however the HT and the PP Lead are dissatisfied with the proportion of PP Grant being used on salaries. The PP Lead is currently assessing all PP children and an initial focus will be on additional interventions to improve the progress of middle-attaining PP children. Governors recognised that the amount of Pupil Premium funding for 2016-17 is £122, 760. The impact of pupil premium spend will be monitored and considered in the Learning and Outcomes committee</p> <p>The Committee Chair provided the LGB with a H&S update, advising that an Assessor has been appointed by the HT to review the building that houses the swimming pool, storeroom and the Site Manager's Office as concerns about the condition of the building had been noted. The Assessor's advice can then be reviewed before long/short term plans can be drafted. The options and a long-term strategic plan will be presented at the LGB Finance Meeting in May 2017.</p> <p>Governors unanimously approved the draft, unaudited 2015-16 EOY Management Accounts.</p> <p>The HT was asked to provide the amount used for pay awards, at the next LGB meeting.</p>	AP

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 16 NOVEMBER 2016 AT 6.30pm

11	<p>Headteacher's Report Supporting doc: Headteacher's Report</p> <p>Governors had the opportunity to review the HT Report prior to the meeting. The HT advised that detailed Raise Online data had not been included as the Trust CEO is planning to complete some training sessions for governors as the data is presented in a completely different format now. The Raise Online Report includes a summary with questions that need to be answered, so governors agreed the suggestion to ask the questions during the training session and write an evaluation report following the training which will record the impact of the session.</p> <p>A governor asked how pupil progress is tracked, and the HT explained how the school's system, O-Track, works. The HT Report does not include any data as the Learning & Outcomes Committee will meet in January to monitor this aspect following the schools data analysis after term 2 data input. Governors asked the HT to provide a brief summary on the level of progress seen, and were advised that book scrutiny and learning walks have indicated positive improvement in the level of work produced by the pupils and significant progress. The HT confirmed that NQTs cannot be graded until the end of their qualifying year. Governors queried how the learning within the NQTs classrooms would be protected and were advised that book scrutiny, pupil conferences and unannounced 'drop-in' observations take place in NQTs classrooms. The HT confirmed that an SLA package has been purchased which covers CPD for NQTs, and NQTs visit to local consortium school and to another Trust school have been arranged. Governors asked how the creative curriculum is being implemented and were advised that each Head of Year had created a yearly curriculum planner which was reviewed by the HT and DHT. Tweaks were then made to ensure a broader, evenly spaced coverage of the national curriculum is achieved. Year 6 are trialling work pieces focussed on higher-quality texts, and do Literacy as a discrete subject rather than as part of the creative curriculum. For all years, Science has now been removed from the creative curriculum to be taught as a discrete subject.</p> <p>Governors asked about the outcome of the recent MAST Maths moderation exercise, and the HT commented positively and noted that the exercise was successful, with the scrutiny showing accurate age related work and progress. The MAST moderation had an immediate impact as the exercise was followed by a staff moderation session. A writing moderation is planned for the following week.</p> <p>When questioned, the HT advised that 100% of the 'more able' children are recorded as above age-related expectation (ARE).</p> <p>Governors asked the HT about the recent website review and accompanying RAG-status report. The HT advised that most areas were 'green' (completed), with some 'amber' (almost completed) areas, and no 'red' areas. The HTs aim is to have all areas recorded 'green' by the next LGB meeting. The HT agreed to provide a copy of the Website RAG Report to governors, for review.</p> <p>Governors asked the HT how RE will be protected as a core subject following the resignation of the RE Lead. HT advised that she will be taking on the Core Subject Lead as an interim measure, with the DHT picking up the Head of Year responsibility. The HT confirmed her degree was in RE and she had recently attended the Diocesan course 'Understanding Christianity' and provided positive feedback comments about the course.</p> <p>Governors asked what measures have been put in place to accelerate progress for the boys in Reading, and were advised that books have been reviewed to ensure higher-quality texts are read, 'drop-ins' are being completed on guided reading sessions and the idea of providing iPads for guided reading is also being considered. Governors also asked</p>	AP
----	--	----

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 16 NOVEMBER 2016 AT 6.30pm

	<p>about the measures in place to accelerate progress for the girls Maths. The DHT has 2 Maths clubs running; 1 for high-attainers, and 1 girls club. The Girls Club is aimed at girls that are not very confident about Maths to encourage them, from a practical approach such as cooking, sewing, shopping, to use Maths confidently. Attendance at the Girls Club has been noted as a concern as it is not consistent.</p> <p>Governors noted the absence data in the HT Report as being high and queried the reason for this. The HT advised that the AAP has been into school and has spoken to staff about the children with a high level of persistent absence. Most of the children involved have extenuating circumstances and come from vulnerable backgrounds.</p> <p>Governors noted, positively, that there were no permanent exclusions. The HT confirmed that the 3.5 days fixed term exclusion had been recorded by 1 child. The child has complex needs and an EHCP in place, with no impact to other pupils' learning. The HT's recommendation is to remove the child from mainstream school, however, for now, the child's learning is protected with work being sent home for the child to complete when they are absent from school.</p> <p>Governors asked about the position of the training completed by the Support Staff, and was advised that all staff have had their appraisals and targets set. The DHT has an overview of all the training completed by all staff, and is using that knowledge to balance the needs of the school, the appraisal targets and the previously completed training to understand the direction of future CPD.</p> <p>Having looked at the performance targets in the HT Report for all staff and SLT, the LGB noted that these match the priorities in the School Improvement Plan.</p>	
<p>12</p>	<p>School Improvement Plan Supporting doc: School Improvement Plan</p> <p>All governors were content with the measurable milestones noted on the School Improvement Plan (SIP), and feel that it does focus on the school improvement priorities and approved the SIP. The HT confirmed that the targets for Term 1 are on track to be met. Governors asked how often the SIP will be updated, and the HT advised that she will update the Plan at the end of Term 2 in readiness for the start of Term 3. The LGB recognised the need to monitor the SIP, and the Chair advised she has started drafting a Monitoring Plan. It was suggested that governors refer to the SIP before completing their monitoring visits as part of their governor role.</p> <p>The HT agreed a governor suggestion, to add the version number to the document.</p>	
<p>13</p>	<p>School Self-Evaluation Form Supporting doc: St. Margaret's Self-Evaluation Form – September 2016</p> <p>Governors reviewed the Self-Evaluation Form. Governors recognised that in July 2016, the school grading in all areas would have been 'Requires Improvement' (RI) following a turbulent year involving a change of Headteacher and other staff members. Governors asked the HT where she would consider the school grading to be now. The HT advised that the top end of RI would be an accurate representation as the school is heading in the right direction and improving in all areas. The historical data would let the school down from an Ofsted perspective, so the school would likely be graded RI although the HT and staff would present a strong case for a 'Good' grading with enough evidence in book work and a change in staff culture to support the school's start to turnaround.</p> <p>The HT agreed a governor suggestion, to add the version number to the document. The governors agreed with the evaluation.</p>	

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 16 NOVEMBER 2016 AT 6.30pm

14	<p>RAISE The HT advised the LGB that all middle leaders (Heads of Year) had received training on the new RAISE Online data, presented by the Inclusion Manager. RAISE had previously been discussed under agenda item 11.</p>	
15	<p>MAST Board Supporting doc: MAST Board Meeting minutes All governors confirmed they had read the minutes, and had no questions or feedback to be noted.</p>	
16	<p>Parent Questionnaire Supporting doc: October 2016 SMJ Parent Survey The HT advised that, on the whole, the survey results were very positive. Some of the comments submitted were about the Maths No Problem, so a parents' information evening has been arranged for the end of November to respond to parents concerns and queries. Given the overall positive comments and survey result, governors recognised the hard work put in by all the staff to achieve this. Some comments received about disruption in class were noted, and governors were advised that some pupils in Year 3 classes have been moved to disperse a disruptive group. The Year 3 cohort have now settled into school and behaviour has improved. The school communicates with parents via website, emails, letters, newsletters, texts and parents evening meetings. In the next SMSC Committee, questions about the Christian ethos will be considered as additions to the Parent Survey.</p>	
17	<p>Policies for Approval Supporting doc: Behaviour Policy, Accessibility Plan Governors had reviewed the Behaviour Policy, and with no questions raised, the policy was unanimously approved. Governors had reviewed the Accessibility Plan, and with no questions raised, the plan was unanimously approved with a minor typo corrected.</p>	
18	<p>Keeping Children Safe in Education 2016 Supporting doc: KCSIE September 2016, Safeguarding monitoring report. Governors had reviewed the KCSIE document part 2 and signed to confirm their awareness of KCSIE prior to the LGB meeting. Governors commented that the Safeguarding Monitoring Report was very thorough and no questions were raised. The Chair had checked the Single Central Record (SCR) and had noted an anomaly. Although a randomly selected personnel file contained all the necessary information, a recent change in HR system meant that the file contents had not been updated on the new electronic record. The HT confirmed this is being updated as quickly as possible. The HT confirmed that the Inclusions Manager (also Designated Safeguarding Lead) has collated a Safeguarding Pack that is provided to all Supply Staff. The Chair agreed to amend the Safeguarding Monitoring Visit report to match the decision made in the Finance & Resources Committee Meeting surrounding the front door closure. The Chair advised that the impact of the Safeguarding Monitoring Visit was that areas that couldn't be evidenced at the time can now be evidenced.</p>	
19	<p>Governor Action Plan</p>	

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 16 NOVEMBER 2016 AT 6.30pm

	The Chair advised this is not currently available, but all governors are aware of where the issues are.	
20	Monitoring Visit Schedule The Chair advised that the Monitoring Visit Schedule is currently being drafted in readiness for next term.	
21	Oral Training Report Governors had not been able to access GEL Online and were advised by the Clerk that the site had experienced some technical difficulties which could be resolved by re-registering their profile and logging in again. The GEL Online site does not recognise MAST, so governors are to select 'Medway LA' then a nominated school; 'St Margaret's CE Junior School'. 2 governors had attended a training session about using Governor Hub. It was agreed that a form should be devised to record the impact that training has had. The Clerk will liaise with the Trust CEO following a suggestion that a Trust-wide form may have been drafted. Governors had attended the bespoke training session at Gun Wharf on 4 October 2016, about 'Effective Monitoring Visits'.	KG
22	AOB No AOB matters were raised.	
23	Date of Next Meeting The next LGB meeting is <u>Wednesday 15th March 2017 at 1.30pm</u> , with ALL governors monitoring in school from 8.50am	
24	Confidentiality The Governors agreed that no items, or supporting documents, require exclusion from published minutes. Meeting closed at 9.00pm	

ACTION POINTS

Name	Item	Action
Anna Pattenden	4	Arrange for a Staff Governor election to take place at the beginning of Term 3.
	7	Ensure the Edubase information for the parent governors is amended from 'appointed' to 'elected'.
	9	Circulate a copy of the Governor Data Dashboard from FFT, to governors.
	10	Provide the amount used for pay awards, to the next LGB meeting.
	11	Provide a copy of the Website RAG Report to governors, for review.

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 16 NOVEMBER 2016 AT 6.30pm

Julia Clarke	4	Contact the governor candidate to try and obtain clarification of their available capacity and governance roles.
	7	Provide the link for the Ofsted Inspection video clips to the Clerk, to then distribute to all governors.
	7	Continue drafting the Governor Action Plan
Klare Gregory	7	Add 'Food Policy' as an item on the agenda for the Finance & Resources Committee meeting.
	7	Create a heading on Governor Zone to store the MAST documents in.
	7	Send a reminder to 1 governor to return the completed governor self-evaluation form to the Chair.
	21	Liaise with the Trust CEO to see if a Trust-wide training pro-forma has been drafted.

DRAFT