

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

DRAFT MINUTES OF A BUSINESS MEETING OF THE LOCAL GOVERNING BODY
HELD ON THURSDAY 29 SEPTEMBER 2016 AT 6.30pm

PRESENT: Julia Clarke (Chair), Joe Ennis, Chrissy Hornby, Anna Pattenden (HT), Laura Probert, Libby Sanderson

IN ATTENDANCE: Klare Gregory (MAST Clerk), John Austin, Wendy Parker

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 (accepted/not accepted) and Welcome Apologies were received and accepted from Tanjore Venkataraman.</p> <p>The meeting was quorate.</p> <p>The governing body welcomed John Austin and Wendy Parker to the meeting and each governor introduced themselves.</p>	
3	<p>Election of Chair and Vice-Chair Julia Clarke self-nominated for the role of Chair, and then left the room to provide governors with the opportunity to discuss her skills and experience. Julia Clarke was unanimously elected as Chair for 1 year. She re-entered the room.</p> <p>Tanjore Venkataraman had submitted a nomination for the role of Vice Chair. In his absence the governors had the opportunity to discuss his skills and experience. Governors recognised that his Term of Office is due to end in April 2017 and understood that his work commitments may limit his availability to the governor role. Governors also understood, however, that he would advise if the role became unmanageable. Tanjore Venkataraman was unanimously elected as Vice Chair for 1 year.</p>	
4	<p>Code of Conduct Agreed Supporting doc: St Margaret's LGB Code of Conduct 2016 Governors reviewed the LGB Code of Conduct. It is a compliant and comprehensive document. Additions have been made to record the commitment of governors to complete 3 focus monitoring visits per year and for new governors to apply for an enhanced DBS check within 21 days of appointment and recognise the data required for Edubase.</p> <p>The Chair highlighted the commitment and expectation involved of a governor role, including attendance, training and knowledge of the School Development Plan (SDP), the impact of governance at the school including its development, and confidentiality. Governors approved unanimously and signed the document to accept the contents.</p> <p>The Chair reminded all governors to complete and return their Self-Evaluation Forms, if they haven't already done so.</p>	All Govs
5	<p>Skills Audit The returned skills audits have been collated. The Chair thanked governors for their contribution. Gaps had been identified as marketing and promotion, project management, and links with local businesses. Although all areas had some skills</p>	

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	experience, there was a recorded lack of confidence, in comparison to others, for finance, procurement and purchasing, and SIAMS.	
6	<p>LGB Constitution and Membership, incl appointment of co-opted governors and associate member Supporting doc: Clerks Correspondence 9.9.16</p> <p>The governing body constitution was noted. The HT was asked to begin a staff governor election to elect a member of staff to the vacant role of Staff Governor. The Chair agreed to send an email to promote the role and expectations to the Staff.</p> <p>The governing body has 2 vacancies for a Co-Opted Governor; 1 vacancy is to be filled by a governor with a Foundation ethos, 2 applicants had been interviewed as potential candidates to fill the second vacancy.</p> <p>The 2 candidates left the room to provide governors with the opportunity to discuss their application reasons, skills and experience. During their interviews, and following the governing body's discussion, it was recognised that Wendy Parker would add valuable financial skills to the Governing Body as an accountant and it was proposed that she should be appointed as a Co-Opted Governor. It was noted that John Austin was not an active IT-user which would significantly limit his development in the role, and the ability to communicate quickly. The governors recognised that this should not prevent the governing body from benefitting from his experience and enthusiasm for the role and proposed that he should be appointed as an Associate Member, with the voting rights at committee level. The appointments were unanimously agreed, before the candidates re-entered the room. The new appointments will have to apply for a DBS within 21 days and have the induction process given to them.</p>	AP JC
7	<p>Annual Declaration of Business Interests and Edubase Requirements Supporting doc: Declaration of Business Interest forms, Edubase information sheet</p> <p>The Chair explained the Edubase requirements to governors, and information sheets were completed by all governors present. The HT will arrange for the information on the forms will be uploaded to Edubase, and will destroy the forms once this has been completed.</p> <p>All governors present completed their Annual Declaration of Business Interests forms.</p>	AP
8	<p>Approval of Previous Meeting Minutes (14 July 2016), and any Urgent Matters Arising Supporting doc: Previous Meeting Minutes 14/7/2016</p> <p>Governors reviewed and approved the previous meeting minutes for accuracy. The Chair signed the documents, which will be held in the school's Governing Body file.</p> <p>No urgent matters, in relation to the business meeting were noted, however all governors were reminded to note any actions allocated to them and ensure they have been completed for reporting to the next LGB meeting.</p>	
9	<p>Chairs Correspondence</p> <p>No correspondence had been received.</p>	
10	<p>ANNUAL REVIEW OF LGB ORGANISATION, EFFECTIVENESS AND DELEGATION Supporting doc: Evaluation statements for committees.</p> <p>The Committee Vice Chair described the impact and evaluation of the work of the Finance Committee. The agreed Staffing re-structure, which has had the most significant</p>	

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	<p>impact on staff morale, upskilling, pace improvement. The replacement of double glazing units and the review of the H&S audit have had an impact to ensure the school is strategically compliant. With Safeguarding, the committee impact ensured the single central record was reviewed and is compliant. All committee members were felt to be active, effective and committed members of the team.</p> <p>The Committee Chair described the impact and evaluation of the work of the Teaching & Learning Committee. The committee members worked well as a team, although it was agreed that more collective focus was needed. Book/work scrutiny should be improved and more dedicated time with subject leads is required, however this will improve with the middle leadership restructure. Some members were felt to be core workers so more delegation is required.</p> <p>The Committee Chair discussed the impact of the SIAMS committee. The committee met once and were just quorate, however the committee worked well and covered quite a lot of content. The committee chair suggested that 2 meetings per year were necessary.</p> <p>The Committee Chair discussed the impact and evaluation of the Assessment & Outcomes committee. It was suggested that staff hadn't quite understood how they were going to portray the assessments and outcomes following the departure of the previous Headteacher and the removal of attainment levels. A further difficulty experienced was how assessment data was to be presented. It was suggested that the Assessment & Outcomes committee could be incorporated into the Teaching & Learning committee, as these areas would be easier to triangulate and review now that Heads of Years had subject responsibility, too.</p> <p>Governors were asked whether they feel they ask challenging questions in committees, and responses echoed that this was generally dependent on the governors' experience and knowledge of items being discussed in the committees. The focus remains on improving the school and the Chair advised this could be done with greater communication at committee level, delegation and comprehensive succession planning with upskilling the committee Chairs and Vice-Chairs. With 2 new members of the governing body and a new school year, relationships are being built and will help increase new governor confidence to ask challenging questions.</p> <p>Governors agreed that the monitoring visits should be tied into the School Development Plan (SDP), they must take ownership of their special delegated monitoring roles and ensure that any training has impact. Governors noted that Ofsted have added to their governance framework objectives and now look at governing body's continuous professional development (CPD) and hold the governing body to account for their training and development.</p>	
<p>10.1</p>	<p>Review, Evaluate and agree</p> <p>1. Structure- impact over last year and agree structure</p> <p>Governors reviewed the proposed committee structure and understood the expectation of Committee Chair and Committee Vice Chair roles. Governors agreed the suggestion that a 'Learning & Outcomes Committee' could meet 3 times per year, matched to data releases. The 4 Heads of Year with subject responsibility should present at the committee meetings and take ownership for their data. A 'Finance & Resources Committee' was agreed, which would include the review of Safeguarding, SCR, H&S and would meet 2 times per year. Behaviour and attendance would remain in the Headteacher's Report presented at each LGB meeting. A 'SMSC Committee' was agreed to incorporate SIAMs and</p>	

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	<p>British Values. The 'HTPM Committee' will remain. Governors noted that the 'Pay Committee' will sit at Board level with a LGB representative on it.</p> <p>2. Appoint to committees including Chairs and Vice Chairs Governors noted the expectation to be on at least 1 committee, attend LGB meetings and complete 3 monitoring visits per year. The Chair agreed to draft a Governor Action Plan (GAP), detailing the areas that should be focused on, and develop with the Vice Chair a monitoring visit scheduled plan, cross-referencing this with the SDP to understand how the Governor Roles will do their monitoring.</p> <p><u>Learning & Outcomes Committee:</u> Tanjore Venkataraman (Chair) Libby Sanderson (Vice Chair) Laura Probert Anna Pattenden Chrissy Hornby [Staff Governor vacancy] John Austin (associate governor with voting rights on this committee)</p> <p><u>Finance & Resources Committee:</u> Joe Ennis (Chair) Wendy Parker (Vice Chair) Anna Pattenden Julia Clarke [Co-Opted governor vacancy]</p> <p><u>SMSC Committee:</u> Chrissy Hornby (Chair) Anna Pattenden Julia Clarke [Co-Opted governor vacancy]</p> <p>3. Consider Requirement for governor special interest roles and appoint as required. SEND governor – Chrissy Hornby Safeguarding governor – Julia Clarke Pupil Premium governor – Wendy Parker Health & Safety governor – Joe Ennis Maths governor – Laura Probert Literacy governor – Libby Sanderson Vulnerable Groups governor – Tanjore Venkataraman Training & Development governor – [Staff Governor vacancy] Curriculum member– John Austin</p> <p>4. Appoint HT PM panel Julia Clarke Joe Ennis Chrissy Hornby</p> <p>5. Member for the Board Standards committee Tanjore Venkataraman had shown an interest in this role. All governors agreed his nomination and appointment.</p>	JC
10.2	Agree meeting dates for remainder of academic year	

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	<ul style="list-style-type: none"> • Local Governing Body (LGB) Wednesday 16 November 2016 at 6.00pm Wednesday 15 March 2017 at 1.30pm Tuesday 16 May 2017 at 6.00pm (finance focused for budget approval, incl benchmarking) Thursday 13 July 2017 at 9.15am • Finance and Resources Committee Wednesday 9 November 2016 at 6.00pm Tuesday 16 May 2017 at 6.00pm (the finance focused LGB, with benchmarking) • Learning and Outcomes Committee Thursday 12 January 2017 at 6.00pm Thursday 27 April 2017 at 6.00pm Thursday 6 July 2017 at 6.15pm • SMSC Committee Tuesday 29 November 2016 at 3.00pm – date of next meeting to be decided at the meeting 	
11	<p>Governor Training The Chair asked for training to be a committee responsibility, particularly aimed at Committee Chairs and Vice-Chairs to recognise development needs and signpost appropriate training courses, Governor Hub, GEL Online modules, etc.</p>	
12	<p>Safeguarding Audit Supporting doc: Annual Safeguarding Audit 2016 Governors asked the HT when they would be able to attend Safeguarding training. The HT is aware of the training requirement and also has staff, and 2 new governors, that must complete Safeguarding training. The next training session is being arranged as a priority and governors will be advised, in good time, of the date and time of the session. The governors reviewed the Annual Safeguarding Audit 2016. Some errors were highlighted to the HT, which will be amended. Governors sought clarification on the number of CAF meetings held to the number of CAFs in place. The HT explained that some of the CAFs in process will naturally close. Some recent Safeguarding referrals were made which has increased the reported number on the Audit. Governors questioned the impact on the school, and were advised that this depends on the advice received during consultation. Governors were pleased to note that there were no incidents of bullying or any allegations against staff. Governors approved the Annual Safeguarding Audit 2016, pending highlighted amendments.</p>	
13	<p>AOB <u>Ofsted updates</u> – Ofsted have updated their framework objectives to include holding the LGB to account for its own development and training. <u>Pupil premium strategy</u> – the Chair advised the Pupil Premium Statement has changed to the Pupil Premium Strategy. The updated documentation will be uploaded to the Governor Zone. <u>Website requirements update</u> – a website compliance update came into effect on 9 September 2016. The HT advised that the school ICT subject leader has started liaising with the website host, Primary Site, and will complete a telephone conference regarding compliance.</p>	JC

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	<u>Keeping Children Safe in Education (KCSIE) update</u> – the document has been updated, with effect from 1 September 2016. All staff have noted the latest release and have signed to confirm this. All governors are expected to read Parts 1 and 2, and sign to confirm this in the next LGB meeting, or at the Safeguarding session if this is sooner.	All Govs
14	Confidentiality The Governors agreed that no items, or supporting documents, require exclusion from published minutes.	
15	Date of Next Meeting The next LGB meeting is <u>Wednesday 16 November 2016 at 6.00pm</u> , to sign off the annual budget. The Finance & Resources Committee will meet before this date on Wednesday 9 November 2016 at 6.00pm, to review and agree the annual budget for LGB approval. Meeting closed at 8.30pm	

ACTION POINTS

Name	Item	Action
All Governors	4	Complete and return the Governor Self-Evaluation Form, if you haven't already done this.
	13	Read Parts 1 and 2 of KCSIE document and sign to confirm this.
Anna Pattenden	6	Arrange for a Staff Governor election to take place.
	7	Arrange for governors information on the Edubase forms to be uploaded to Edubase.
Julia Clarke	6	Send an email to promote the role and expectations of the Staff Governor role, to the Staff.
	10.1	Draft a Governor Action Plan (GAP).
	13	Upload the Pupil Premium Strategy documentation to Governor Zone.