

THE GOVERNING BODY OF ST. MARGARETS C of E JUNIOR SCHOOL

DRAFT MINUTES OF A MEETING OF THE LOCAL GOVERNING BODY
HELD ON THURSDAY 14 JULY 2016 AT 1.30pm

PRESENT: Julia Clarke (Chair), Joe Ennis, Chrissy Hornby, Anna Pattenden (HT), Laura Probert, Tanjore Venkataraman (Vice Chair)

IN ATTENDANCE: Hilary Sanders (MAST CEO acting as Clerk)

Item	Main discussions and agreed actions	Action by
1	Opening Prayer Julia opened the meeting with a prayer.	
2	Apologies for Absence (accepted/not accepted) No apologies have been received. The meeting was quorate.	
3	Declaration of Governor's Interests Julia Clarke is a Director on the Trust	
4	Governing Body Membership Currently there are vacancies: staff governor – no interest has been shown. Staff will be approached again in September. Have received an e-mail to say that Sally Pettiford-Hall has had to resign due to personal time commitments and wishes us all the best for the future. Current membership: 1HT; 2 parent governors VT and LS; 1 staff vacancy; 3 co-opted governors LP; CH; JE; 1 foundation governor JC. JC to approach Church for member. Advert to be drafted on for the action forum and in the parent newsletter and look on governor hub. In September can look at Aspiring Governors. Skill set needs are HR; marketing and legal.	JE will draft the advert
5	Correspondence: 3 items have been received. Top Slice letter from the Board together with the pooling and appeals policy. Letter received from S PH resigning. Letter received from Youth Club lead asking if were paying for the DBS checks, as he thought that had been agreed. This is not the case. Youth Club	
6	Approval of Minutes of LGB Meeting 17/03/16, 06/05/16 and 24/05/16, including Confidential Minute Supporting doc: The minutes of 17 March were received late and required significant amendments for accuracy. Minutes of 6 May were agreed as factually accurate. They were deemed confidential for the next year. 24 May minutes were confirmed as accurate.	Revisit confidentiality of restructure meeting in 12 months.
7	Matters Arising from Minutes 17/03/16 , 06/05/16 and 24/05/16, not Already on the agenda Chair has e-mailed governor	

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	<p>Saturday booster sessions – an offer was made to another Trust school and was declined by the school.</p> <p>Letter to Youth Club was sent and actioned.</p> <p>Letter sent to SLT thanking them for their work during terms 3 & 4.</p> <p>Report on IRIS was taken to teaching and learning committee.</p> <p>Timetable concerns are being addressed and a new timetable will be in place from September.</p> <p>Reorganisation of TAs; TAs have varying start times. From September one TA for each class. Governors reported concerns voiced by an HLTA about the possible impact of being withdrawn for cover on the year group classes. HT explained that this has been planned and managed and won't be a problem. Conversely other TAs have feedback that communication has improved since the appointment of the HT.</p> <p>Healthy Eating postponed to Autumn. Governors asked if the schools have the updated food policy</p> <p>Pupil survey is an agenda item for this meeting.</p> <p>6 May: Matters arising. No appeals panel was needed. Confidential item.</p> <p>Governors to ask Board whether three year DBS checks are needed.</p> <p>Benchmarking provided for the finance committee</p>	<p>HT to check food policy compliance</p> <p>Clerk to refer to board</p>
8	<p>Review GIB 24, 25, 26 and Governor Hub Latest Updates Link on Items Not Covered in Committees.</p> <p>Supporting doc:</p> <p>GIB 24: What Ofsted expect from governors at inspections, governors should watch the videos. DfE comparison tables to be used for performance analysis. Item on governance and MATs.</p> <p>Edubase item: governors and board to be transferred to Edubase from September 2016</p> <p>GIB 25: Refer to Board LGBs reviewing other LGB minutes for evidence of impact</p>	<p>Governors to watch videos</p> <p>Clerk to take suggestion to board</p>
9	<p>SIAMs & Worship Committee Actions</p> <p>Supporting doc:</p> <p>Governors celebrated the positive impact of moving the timing of the Act of Worship. No disruption with pupils entering and leaving.</p> <p>HT is rewriting the SDP, it will include descriptors for RE to challenge the more able.</p> <p>Aoife O'Donahue has been appointed as RE leader. Spiritual garden developments are a work in progress, HT has approached the incumbent re: this item. Chair has contacted the Diocese re mentoring support for the HT.</p>	<p>HT to progress the spiritual garden</p>
10	<p>F,S & M Committee Actions</p> <p>Supporting doc:</p>	<p>HT to include absence</p>

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	<p>Behaviour in the classroom will be covered by Teaching and Learning. Other absence will be covered by the LGB through the presentation of statistics and discussion of the HTs report. Robust challenge at the committee meetings.</p>	and statistics
11	<p>T & L Committee Actions Supporting doc: Two governors attended the Triangulation of Teaching & Learning governor services training last night. Homework has been discussed with parent’s forum. Many parents don’t like the project approach to homework in the term breaks. They prefer the more traditional approach. HT has discussed with the parents a more structured approach to homework differentiated for different year groups e.g. reading three times weekly and a mathematics task. Chair of T&L has tried, unsuccessfully, on 3 occasions to meet with the maths lead. Moving forward this will not be a problem. The restructuring will allow for subject leaders to be released to meet with governors. It will be easier to measure impact with the maths scheme from September. To see robust challenge refer to the committee minutes. Governors are secure that the current judgements of teaching and learning are accurate.</p>	
12	<p>A & O Committee Actions Supporting doc: Progress across all year groups has been poor this year. This is particularly evident in year 3; pupil premium gaps have increased and SEN progress is low. Attainment outcomes are below the national average but matched the predictions and correlated well against teacher assessment. Governors asked why the outcomes were below expected: areas that need further investigation is the coverage of the national curriculum; the school’s creative curriculum has not sufficiently addressed the teaching of core subjects; individual teachers need to develop their use and</p>	
13	<p>MAST Board - Transparency and Accountability Supporting doc: MAST CEO summary report has been sent to governors Business continuity plan: HT is liaising with the infant school Risk register for the Trust has been circulated to all schools for them to add their local risks. Asset disposal policy: HTs are asked to ensure that their asset register is up to date and accurate. Governors asked the HT to thank the ICT lead for her sterling work outsider of her contracted hours to complete the asset register. MAST top slice and budgets: at the Board meeting it wasn’t possible to agree the budgets. The Board held a further meeting and following modelling the top slice was set at 3.5%. The school has revised its budget and this will be considered as a later agenda item.</p>	<p>MAST clerk to review posting of documents to one place for reference Clarification of capital funding to go to the next finance meeting.</p>

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	All governors have read the 11 policies that were issued and signed them.	
14	<p>Headteacher Report including KS2 SATs Results</p> <p>Supporting doc:</p> <p>Absence: Norovirus incident has significantly impacted on the attendance figures over the year.</p> <p>Following the IOW judgement, there has been an increased incidence of 4 day holiday absence. The school does not agree to absence for holidays.</p> <p>Governors asked how the children will be learning their times tables. HT explained that the teaching style for times tables will vary to meet the needs of the pupils. E.g. by rote, by rhythm, mental arithmetic and so on.</p> <p>There was one racist incidence recorded in May.</p> <p>Year leaders will write action plans for their year group and will be presented to the teaching and learning committee by the year leaders. Governors noted that developing middle leaders will strengthen and sustain the leadership capacity of the school.</p> <p>The chair has checked the single central register. HT reported that new staff for September are in the process of being checked and added to the register. Office manager has attended safer recruitment training.</p> <p>Inclusion manager has an increased number of CAFs. Child Protection processes are in place and secure.</p> <p>School coms, has been introduced so that parents who wish to can receive information via text messages and alerts.</p>	HT to drill down into attendance of SEN
15	<p>Reflection of Year/Outline of Priorities for 2016/17 – Oral report from Strategic Reflection as Part of A&O Committee</p> <p>Reflections on discussions with staff during the morning, shows that staff are feeling positive about the changes and looking forward to the next year.</p>	
16	Monitoring Visits	
17	<p>SDP Governance Objectives</p> <p>Supporting doc:</p>	
18	<p>Pupil Survey Results</p> <p>Supporting doc:</p> <p>Governors considered the pupil surveys: Do other children behave well? 3% said no. Is there any adult you would go to if you were worried at school? 3% said no 2.65% felt that teachers didn't listen to them. Overall a very positive pupil survey. Survey went to everyone</p>	

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19	Training and Impact	
20	AOB: Chair withdrew from the discussion of the budget due to possible conflict of interest. The LGB considered the revised budget. Venkat proposed the budget should be agreed. Governors agreed unanimously.	
21	Confidentiality Governors agreed that no items require exclusion from published minutes.	
22	Date of Next Meeting The next meeting for the LGB will be decided at the Business Meeting in September 2016. Meeting closed at 4 pm	

ACTION POINTS

NAME	AGENDA POINT	ACTION