

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

DRAFT MINUTES OF A MEETING OF THE LOCAL GOVERNING BODY
HELD ON 17 MARCH 2016 AT 1/.30

PRESENT: Julia Clarke (Chair), Joe Ennis, Sally Pettiford, Laura Probert, Tanjore Venkataraman (Vice Chair)
IN ATTENDANCE: Hilary Sanders (CEO), Anna Pattenden (HT Designate)

CLERK: Rita Cotterill (Medway Clerking Services)

FOR ATTENTION. These minutes were substantially amended by the Chair from the original draft which contained significant factual inaccuracies and arrived late.

Item	Main discussions and agreed actions	Action by
1	Opening Prayer The Chair opened the meeting with a prayer.	
2	Apologies for Absence (accepted/not accepted) Apologies were received and accepted from Chrissy Hornby. Libby Sanderson, had attended the committee meeting last week, and on this basis, apologies were accepted. Future attendance at meetings to be monitored. The Chair to email regarding sustaining attendance.	Chair
3	Declaration of Governor's Interests The Chair and Hilary Sanders are both Directors of MAST, the Trust board.	
4	Governing Body Membership The Governing Body were advised there is one staff governor vacancy. The staff governor elections will take place once the HT Designate is in post.	HTD
5	Correspondence A letter had been received from the Chair of Governors, Craylands School, agreeing the HT Designate's transition days.	
6	Approval of Minutes of LGB meeting 01/12/15 including confidential note <ul style="list-style-type: none"> ○ All governors approved the minutes and confidential note for accuracy, and agreed the confidential item should remain confidential for perpetuity. ○ The CEO commented that it may be part of reporting figure in the Trust annual accounts. 	
7	Matters Arising From Minutes 01/12/15 not already on the Agenda <ul style="list-style-type: none"> ○ Annual declaration of business interests to be completed by Laura Probert. ○ Governors had meeting this morning with on-line safety representative who showed the new on-line safety policy and acceptable use, parental, pupil and staff document to Board to be approved. ○ Personal Profile – Completion of 100 word profile delayed. ○ Prevent training – All governors have undertaken the training. ○ Data Sharing – Data Sharing Agreement deemed to be a Board decision and will cascade from there. ○ FS&M Agenda - School Council minutes presented and reviewed. ○ Shared User Agreement - The governors have still not received a response from the Local Authority The CEO is working with Paul Clarke to resolve. Paul Clark has arranged to meet the whole infant school governing body on 26 April. The CEO and HT Designate to meet with Paul Clarke on 28 April with a view to 	LP

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	<p>resolve the issues more quickly. To update the governing body as and when. The Board is therefore not currently in a position to sign the Shared Use Agreement.</p>	
	<ul style="list-style-type: none"> ○ Governors have written the letter of commendation to the Finance Team on conversion to PSFinancials. ○ The Chair confirmed that the Terms of Reference do need approving by the Board. ○ Website – on the agenda. ○ Healthy Eating - Clerk to add as an Agenda item for the summer meeting. ○ Teaching and Learning - Report not received, deferred to Summer meeting as currently in interim period. ○ ICT - the letter of commendation had been written. ○ Vision statement - the extra bullet point still to be added to the website. 	Clerk
8	<p>Review GIB23 and GovernorHub latest updates link on items not covered in Committees.</p> <p>The Governors were advised that the school has 21 days to apply for enhanced DBS checks.</p> <p>The Education & Adoption bill had been passed.</p> <p>Primary academies deemed as coasting schools will formally transferred to new sponsors. The CEO referred to the lack of clarity regarding the definition of a ‘coasting school’ and is checking with the policy unit.</p> <p>The Chair drew Governors attention to the Medway Governance and Leadership conference.</p>	
9.	<p>SIAMS including APCM report and RE governor report</p> <p>Governors approved the Church’s annual APCM report updated to 31 December. Approved.</p> <p>Chrissy Hornby as Chair of SIAMs had visited the school and attended act of worship, during the interim period, completing a monitoring report.</p> <p>The Committee reviewed a report from Mrs Ball (RE Lead).</p> <p>Looking at reflective levels of children's writing, it is challenging to get to Level 6.</p> <p>A pupil survey about RE will take place in July with the results to come to the Governor Body for the summer meeting.</p>	LB
10	<p>F, S&M Committee action from 03/03/16 meeting</p> <p>The committee meeting minutes were reviewed.</p> <p>Budget - as at 31st December there was a reported surplus of £175,000 from the academy conversion.</p> <p>Safety compliance – A meeting on the fire doors to be arranged in the near future. The Fire Inspection Report will be presented at the next meeting.</p> <p>The Saturday morning booster sessions have started with more staff volunteers than needed. Currently there are 18 reading children, 5 writing children with 6/7 teachers over 7 weeks. All Saints declined the offer to join the booster sessions. In the longer term the school may look to facilitate other schools – this decision is to be taken to board. The impact of the booster sessions will be monitored and governors asked for a</p>	

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	<p>report on this. Governors expressed their thanks to the staff volunteers. Pupil premium is expected to reduce by £3,000 with fewer eligible pupils.</p> <p>The water ingress issue has been resolved.</p> <p>Behaviour – a review of vulnerable groups to be discussed further at the next meeting Safeguarding – ‘Keeping children safe’ document part 1 was signed by staff last week, part 2 for governors was read prior to and signed at the meeting.</p> <p>Website compliance - details to be uploaded on school website. The CEO advised there is a compliant model on the Riverside site. The Vice Chair to take on website compliance.</p> <p>Agenda item for next meeting FS&M meeting The Governors were advised the Board is to agree a common format for Governor Compliance and will send through via the board communication route for action.</p>	<p>Clerk</p> <p>Clerk</p>
11	<p>T & L Committee Actions from 09/03/16 Meeting The Committee meeting minutes were reviewed. The framework for roles and responsibilities of the Literacy and Numeracy Governors to be drafted for review by the Chair.</p> <p>Quality of teaching – the Governors held a discussion on the understanding and use of the IRIS resource. The aim of the tool is to improve the quality and effectiveness of teaching. The Governors commented that it was an expensive resource and they need to know if IRIS is a usable as a valuable tool and its impact. The HT Designate to report at the next T&L meeting.</p> <p>SLT have completed pop-ins and observations and feel the teaching is likely to be graded as ‘Requires Improvement’ (RI) or ‘Good’. Governors held a full discussion on the classroom visits undertaken that morning and commented that the consistency of strategies were not in place as discussed at T&L Committee.</p> <p>The Governors commented on the level of disruption through morning worship by children being taken in and out for specific learning interventions. In addition, Governors made an observation on timetabling issues in relation to PE lessons held in the morning, using core learning time. The behaviour of children in corridors and lunchtime was however noted as very good.</p> <p>Governors noted that the AHT is to undertake a review of homework and maths challenges and report findings at the next meeting. The CEO suggested an early term update.</p>	<p>Chair</p> <p>HTD</p>
12	<p>Assessment & Outcomes Committee actions from meeting on 01/03/16 The Committee meeting minutes were reviewed. The Pupil Premium report amendment on the website has been done. The SLT judgement on outcomes was considered RI/Good. The Chair referred to the SLT Report that stated attainment against age related expectation at this point of the year is too low. It was noted that timetable concerns becoming too reactionary is to be addressed once the HT Designate is in post.</p>	<p>HTD</p>

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	<p>pay the YC leader as a senior leader with the change in safeguarding regulations in terms of extra curricular activity as well the TAs that attend currently as volunteers through a full recruitment and selection process. The fund balance is £8,000, the cost implication would be between £100-£125 per week for the youth club leader, the TAs would need a second contract and possibly any Leaders that had turned 18, the remainder of volunteers would be unpaid. Safeguarding Records would need to be maintained to include children of 11 and beyond whom were not on the school role and the list must be kept in school. There is a concern that outside children are unknown. It is also unknown if the Youth Club would be covered in insurance terms by the risk protection arrangements. A DCCP trained member of school staff means a member of school staff would need to be on call Friday evenings when youth club is in attendance. The Chair asked HT Designate to comment. The HT Designate said that in her early opinions of the picture of the school, the school staff will need to be focussed on the drive for school improvement as their main priority.</p> <p>Two options were proposed;</p> <p>Option 1 to continue youth club and have to establish a subsidiary company. The voluntary fund must be closed as the school cannot have one as an academy and it would need to be moved to school funds. Safeguarding and child protection issues would need to be addressed and school DCPC trained staff on site on Friday evenings on a rota. There are currently 3 DCPC's, with the impact to their work life balance considered as they also run after school clubs.</p> <p>The other option proposed</p> <p>Option2 .The Youth Club would be separated from the school and run as a business by the youth club leader. The school could charge a Peppercorn rent.</p> <p>The Chair commented whether the resource was for the school and wider community. There is a time line issue as the governors were concerned that they were not currently following safeguarding practice in the running of the provision as a school entity. The Governors morally support the youth club provision. Following robust discussion, the Chair formally proposed the Youth Club no longer be an extra-curricular activity of St Margaret's. The Governors voted on the proposal which was carried unanimously.</p> <p>It was further proposed that if the youth club leader wished to set up the youth club as a business then they would only be charged a peppercorn rent. Approved.</p> <p>The CEO referred to transferring the existing youth club funds if the youth leader wished to set up a youth club .</p> <p>Approved.</p> <p>The CEO referred to the risk for Friday night. The governing body agreed that if the provision was insured under RPA it could go ahead this week . If not insured it would have to be cancelled. A letter to be sent to the Youth Club.</p>	Chair
16	<p>SDP A copy of the Governors objectives was passed to the HT Designate. These were Agreed as targets by the governing body.</p>	
17	<p>SEF Governors agree that all the information from Committees, the CEO and SLT indicates the school Requires Improvement, with the ability to rapidly turn around.</p>	
18	<p>Parent Questionnaire Governors commented on the very positive questionnaire results noting that positive</p>	

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	<p>comments had been made of the SLT whilst they led the school during the interregulum and wished to commend them on that.</p> <p>The Chair to draft a letter to the SLT on the positive response from parents and to thank them for leading the school.</p>	Chair
19	<p>Public sector equality duty annual review of progress towards objectives Review at next meeting.</p>	
20	<p>Oral Training report Next GEL module chosen. Appointment of Training and development governor Governors commented there were some salient points on the HR and Safer Cultures GEL module training. The next training module is on Succession Planning. MAST will provide a definitive list of statutory policies after Easter. The Chair referred to Ascension day and ½ day school attendance. The Governors discussed the historical context around the ½ day school attendance.</p>	
21	<p>AOB A Governor commented that parents in the playground had made negative comments on the absence of world book day dressing up and mothers' days cards/presents. The Chair proposed that following Hilary Sanders appointment as CEO at Christmas it needs to be formally recognised the hours given to assist SLT in driving the school forward when being judged as RI. The Vice Chair to write a letter.</p>	Vice Chair
22	Confidentiality	
23	<p>Date of Next Meeting 14 July 2016.</p>	
	The meeting closed at 4.10pm	

Action Points

Chair	2.	The Chair to email Libby Sanderson regarding sustaining attendance.
	5.	The Chair to write back wishing the Craven school well for the future and congratulations on a successful OFSTED
	13.	Governors agreed to refer facilitating Saturday Booster Sessions for other schools to the Board.
	15.	A joint letter in respect of future arrangements to be sent to the Youth Club
	18.	The Chair to draft a letter on the good results of the parents questionnaire and send to the CEO and HT Designate.

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HTD	4.	The staff governor elections will take place once the HT Designate is in post.
	11.	To report at the next LGB meeting on the effectiveness of the IRIS resource.
HTD	12.	It was noted that timetable concerns becoming too reactionary is to be addressed once the HT Designate is in post.
	14.	The newly appointed HT Designate to look at restructuring of TAs.
	15.	The HT Designate to report on how challenging it was for G&T pupils in core subjects.
Clerk	7.	Healthy Eating - Clerk to add as an Agenda item for the summer meeting
	10.	Website compliance - Agenda item for next meeting
Vice Chair	21.	The Vice Chair to write a letter to CEO in recognition of support given to SLT.
LP	3.	Complete Declaration of Business Interests.
LB	9.	A pupil survey about RE will take place in July with the results to come to the Governor Body for the summer meeting.