

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

DRAFT MINUTES OF A MEETING OF THE LOCAL GOVERNING BODY  
HELD ON 1 DECEMBER 2015 AT 7.00pm

**PRESENT: Julia Clarke (Chair), Joe Ennis, Paul Gabbett (HT), Sally Pettiford, Christine Hornby, Laura Probert, Tanjore Venkataraman (Vice Chair)**

**CLERK: Klare Gregory (Medway Clerking Services)**

Item	Main discussions and agreed actions	Action by
1	<b>Opening Prayer</b> The Chair opened the meeting with a prayer.	
2	<b>Apologies for Absence (accepted/not accepted)</b> Apologies were received and accepted from Libby Sanderson.	
3	<b>Declaration of Governor's Interests</b> Julia Clarke advised she had been deployed as a NLG to Chair the Governing Body at Bredhurst Primary School, for 1 year, to aid succession planning. Sally Pettiford was asked to complete the Annual Declaration of Business Interests form, so that this could be uploaded to GovernorHub. <b>The Clerk will arrange for the form to be sent to Sally Pettiford.</b>	Clerk
4	<b>Correspondence (including term dates consultation 2017/18)</b> <ol style="list-style-type: none"> <li>1. Term Date Consultation 2017/18 – the governors reviewed the 2 options of Term Dates 2017/18 and, after gaining the Headteacher's professional opinion, agreed that Option 1 was preferable. The form was completed and handed to the Headteacher to send off.</li> <li>2. The Chair had received a letter of resignation from Fiona Hunt, stepping down as a member of the Governing Body.</li> <li>3. The Chair advised she has returned the NLG Collaborative Form, as requested.</li> <li>4. A letter from the Diocese had been received regarding Sally Pettiford's appointment as a Foundation Governor.</li> <li>5. A formal letter of Resignation had been received from the Assistant Headteacher. The governors read the letter content. It was noted that the staff and parents had been advised of the AHTs leaving and the change of staff arrangements for Year 6.</li> </ol>	
5	<b>Governing Body Membership</b> The governors were advised that the Governing Body, as set out in the Terms of Reference, was made up of 9 Governors; 2 Parent Governors, 2 Staff Governors, 2 Foundation Governors, 3 Co-Opted Governors. Following the resignation of 1 Staff Governor, the Chair advised the Headteacher that she <b>will forward to him a Staff Governor Recruitment Pack</b> , to be passed to all staff so an election can be held. The Chair advised that an email had been sent to Fiona Hunt to thank her for her support and contribution as a member of the Governing Body.	JC
6	<b>Approval of Previous Meeting Minutes (24 Sept 2015, 9 Oct 2015, 22 Oct 2015)</b> <ul style="list-style-type: none"> <li>• 24 Sept 2015 - All governors approved the minutes for accuracy, allowing the title of the minutes to be amended from 'Full Governing Body' to 'Local Governing Body'</li> <li>• 9 Oct 2015 – All governors approved the minutes for accuracy.</li> <li>• 22 Oct 2015 – All governors approved the minutes for accuracy, and agreed the</li> </ul>	

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	confidential items should remain confidential for perpetuity.	
7	<p><b>Matters Arising From Previous Meeting Minutes (10 July 2015, 24 Sept 2015, 9 Oct 2015, 22 Oct 2015)</b></p> <ul style="list-style-type: none"> <li>• 10 July 2015 <ul style="list-style-type: none"> <li>○ <u>Authorised User Protocol</u> – whilst it is not necessary to have a CEOPS trained governor, it was considered best practice to have governors sign up to the Authorised User Protocol. The Chair has emailed the <b>schools' E safety lead, Mrs Reardon</b>, regarding this matter and is awaiting a response.</li> <li>○ <u>Personal Profile</u> – 3 governors were reminded to <b>complete a 100-word profile</b> to be added to the website.</li> <li>○ <u>Prevent Training</u> – the Chair will <b>send the link for Prevent Training</b> to Sally Pettiford.</li> </ul> </li> <li>• 24 Sept 2015 <ul style="list-style-type: none"> <li>○ <u>Code of Conduct</u> – 3 governors were reminded to <b>sign the Code of Conduct document</b>, when they were next in the school.</li> <li>○ <u>Data Sharing</u> – the governors agreed to await the protocol behind the Data Sharing Agreement before considering signing up to it. The Headteacher commented that he would <b>raise this matter</b> at the next Consortium Meeting he was due to attend, <b>and email an update if available</b>.</li> <li>○ <u>School Council Minutes</u> – a governor agreed to <b>add a new item to the F, S &amp; M Committee meeting agenda</b>, to ensure the School Council Minutes are presented and reviewed.</li> <li>○ <u>Shared User Agreement</u> – this matter is ongoing. The Agreement had been returned to the school from the <b>Local</b> Authority with more cost demands attached to it. A response has been sent back to the Local Authority and the governors await their reply.</li> </ul> </li> <li>• 9 Oct 2015 <ul style="list-style-type: none"> <li>○ <u>PS Financials</u> – it was noted that there are still a few ongoing issues with the software program but far less significant than before, and more manageable for the Finance Team to use. <b>The new interim CFO</b>, with experience in using PS Financials, was able to help the school's finance team resolve most of their concerns with the system. The governors will <b>write a letter of commendation to the Finance Team</b>; to recognise and thank them for the additional effort and work they had completed to overcome the difficulties with the system.</li> </ul> </li> <li>• 22 Oct 2015 <ul style="list-style-type: none"> <li>○ <u>Headteacher Appointment</u> – a new Headteacher has been appointed, following their acceptance of the terms offered and approval of their references. The staff had been informed and parents will be advised by the end of the current week. The governors commented that the engagement of a recruitment agency was a good decision. The agency had reassured the governors that they would not approach a staff member that they had placed.</li> </ul> </li> </ul>	<p>SP, TV &amp; LS JC</p> <p>SP, TV &amp; LS</p> <p>PG</p> <p>TV</p> <p>JC</p>
8	<p><b>Terms of Reference</b></p> <p>The Terms of Reference document was unanimously approved by the LGB governors. The</p>	





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	<p>will <b>write a letter of commendation to the ICT Manager</b>, to recognise his hard work and thank him for his contribution to the school. The governors questioned how the school is supporting the Inclusion Manager’s return to work, and the Headteacher advised he has held a meeting with the member of staff and discussed the support that can be offered. The governors agreed to <b>write a letter of commendation to Mrs. Winn and Miss. Boreham</b> for stepping in to assist the Inclusion Manager role during the period of absence.</p> <p>Fire Drills – The Headteacher confirmed fire drills have been completed over the whole school and there have been no issues.</p> <p>Holidays – the Headteacher advised the school that the Attendance Advisory Service (AAS) will now be an SLA. <b>Governors questioned whether it provided value for money. The Headteacher said that the particular officer that the school used was, though there were quality assurance issues within the LA. We will be buying into the Attendance Advisory Service SLA.</b></p>	
17	<p><b>Policies for Approval</b></p> <ul style="list-style-type: none"> <li>• <b>Monitoring, Evaluation &amp; Reporting policy</b> - approved</li> <li>• <b>Governor Expenses policy</b> - approved</li> <li>• <b>Health &amp; Safety policy</b> - approved</li> <li>• <b>Admissions Policy 2017/18</b> – it was agreed that the criteria point for ‘children of teaching staff’ would be moved to Point 3. Approved.</li> <li>• <b>Complaints policy for interim period</b> – the policy has been amended for interim Headteacher arrangements. Approved.</li> </ul>	
18	<p><b>School Development Plan</b></p> <p>The School Development Plan (SDP) and the School Evaluation Form (SEF) were reviewed. The SDP is a 3 year plan with measured milestones matched to the Ofsted framework descriptors. Maths stands alone as a key issue at the school, however MAST have a Maths Development Program as a collaboration project to improve this subject across all of the Trust schools. <b>Governors agreed with the actions in the SDP as the areas of weakness.</b></p> <p>The Chair suggested some <b>further objectives that could be added to the Governance section of the SDP, including monitoring the school during the interim period, developing a professional relationship with the new Headteacher and succession planning.</b> The suggestions were agreed by all governors and will be added. <b>Governors agreed with the accuracy of the judgements within the SEF</b></p>	PG
19	<p><b>Vision and Ethos of the School</b></p> <p>The governors had all reviewed the Vision Statement and noted that they were all happy with it. A governor suggestion to add a further bullet point <b>under the ‘Values’ section to reflect the enriched curriculum offered to pupils</b>, was agreed and will be added.</p>	PG
20	<p><b>Parent Questionnaire</b></p> <p>The results of the Parent Questionnaires were reviewed. It was noted that there was a significant number of parents that did not want help to support their children at home, however this was clarified as the parents did not need help. <b>Governors asked how those without internet access at home were supported to ensure equality of opportunity in</b></p>	

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	<b>developing their ICT skills and access to online maths challenges.</b> The children without internet access at home have the opportunity to access the internet while at school during a lunchtime or after school club, <b>which are both well attended.</b> The governors noted that lots of positive comments were received on the questionnaires.	
21	<b>Oral Training Report (including GEL Online training module of Alternative Models of Governance)</b> All governors confirmed they had completed the 'Alternative Models of Governance' training module on GEL Online. The next training module recommended for governors to complete was 'HR and Safer Cultures', to be completed by the next meeting. The Chair confirmed that 'Training' was an agenda item on all Committee meetings.	
22	<b>A.O.B.</b> <u>Governor Mark</u> – this matter will be taken to the next LGB meeting to discuss further. <u>Headteacher Leaving</u> – After 21+ years' service to Education, the Headteacher will be retiring. The governors agreed that the Headteacher was the nucleus of the school. During his 'Headship' had had a big impact on the school, with the development of the Christian ethos, the SIAMS framework has blossomed, and he leaves the school with the legacy of Academy conversion and conception of the multi-Academy Trust. He has been instrumental in creating a school 'family', gaining the respect of the children and staff through the rapport, and caring interaction he has with them. <b>The Governors thanked the Headteacher for his commitment and dedication to the school, resulting in significant school improvement and standards.</b>	
23	<b>Date of Next Meeting</b> The next meeting for the LGB is the Governors Day on Thursday 17 <sup>th</sup> March 2016, from 8.50am to 4.30pm, <b>with the meeting starting at 1.30pm.</b>	
24	<b>Confidentiality</b> Item 13.1 was deemed to be confidential and will be recorded as such. The confidential minutes will be distributed to the Chair only, to forward with discretion.	

### Action Points

Clerk	3	Arrange for a Declaration of Business Interests form to be sent to Sally Pettiford.
	9	Add 'School Food policy' as an agenda item, to the Summer LGB meeting, for further discussion.
Julia Clarke & Paul Gabbett	5	Provide a Staff Governor Recruitment Pack to the Headteacher, to be passed to all staff so an staff governor election can be held.
Libby Sanderson, Sally	7	Complete a 100-word profile, to be added to the website.

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Pettiford & Tanjore Venkataraman	7	Sign the Code of Conduct document, when next in the school.
Julia Clarke	7	Send the link for Prevent training to Sally Pettiford.
	7	Write a letter of Commendation to the Finance Team.
	8	Seek clarification from the Trust Board whether the ToR document has to be approved by them.
	9	Collate the necessary governor attendance and admin records for publication.
	9	Add the new Governance Handbook to GovernorZone.
	10	Contact the new Headteacher and establish how much time she can commit to the school, prior to the official start date.
	16	Write a letter of commendation to the ICT Manager.
	16	Write a letter of commendation to Mrs. Winn and Miss. Boreham.
Paul Gabbett	7	Raise the matter regarding the Data Sharing request at the next Consortium Meeting, and email an update if available.
	16	Draft a report to be presented at the next T & L Committee meeting.
	18	Add the agreed further objectives to the Governance section of the SDP.
	19	Add a further 'Value' to reflect the enriched curriculum offered to pupils.
Tanjore Venkataraman	7	Ensure the presentation of the School Council Minutes is added to the agenda for the next F, S & M Committee meeting.
	11	Ask the newly appointed interim Assistant Headteacher (Upper School) to attend the next F, S & M Committee meeting.