

THE GOVERNING BODY OF ST. MARGARETS JUNIOR SCHOOL

MINUTES OF A BUSINESS MEETING OF THE FULL GOVERNING BODY
HELD ON 24 SEPTEMBER 2015 AT 6.30pm

PRESENT: Julia Clarke (Chair), Joe Ennis, Paul Gabbett (HT), Christine Hornby, Fiona Hunt, Laura Probert

CLERK: Klare Gregory (Medway Clerking Services)

Item	Main discussions and agreed actions	Action by/when
1	Opening Prayer The Chair opened the meeting with a prayer.	
2	Apologies for Absence (accepted/not accepted) Apologies were received and accepted from Sally Hall and Tanjore Venkataraman. It is noted with concern that no apologies were received from Libby Sanderson.	
3	Election of Chair and Vice Chair Julia Clarke elected unanimously as Chair for 1 year Term of Office as agreed in Scheme of Delegation. Tanjore Venkataraman elected unanimously as Vice Chair for 1 year Term of Office as agreed in Scheme of Delegation.	
4	Code of Conduct Agreed All Governors reviewed the Code of Conduct, were made aware of the publication of the register of business interests and their attendance over a twelve month period and agreed unanimously to adopt it. All governors to sign the document to say they have read and will comply with it	All Govs
5	Annual Declaration of Business Interests All of the governors present completed an annual Register of Business Interests form. Those who had not are to bring to the school at the next opportunity. These documents will be stored at the school in the Governing Body file. The site manager and finance officer also need to fill in a form.	TV, SH, LS DR, NB
6	Approval of Minutes from Last FGB Meeting and Urgent Matters Arising The minutes were agreed as an accurate record and signed as such by the Chair. No urgent matters were noted.	
7	Governing Body Constitution and Membership All Governors reviewed the Constitution document as agreed by the Scheme of Delegation. It is noted that the Governing Body will be made up of 2 parent governors (minimum requirement), 2 foundation governors (25%), 2 staff governors including headteacher and 4 co-opted governors to satisfy the minimum requirement of 10 governors. The Chair advised that 2 applicants were being invited to interview for a vacant post as co-opted governor. The Governors discussed their Terms of Office, noting that they would continue to run as prior to academy conversion and commented that the Governing Body was a stable one, with the Terms of Office currently producing the next vacancy in 2017. It was also noted that Libby Sanderson (parent governor) last attended a governor meeting on 6 th May 2015, and no response to any contact has been received since then.	

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	Governors are mindful of the demands of Libby Sanderson’s job, and agreed that the Chair will email the governor to gauge whether the required commitment to the Governing Body is proving too difficult to manage.	JC
8	<p>Chair’s Correspondence</p> <p>The Chair referred to a letter received from school improvement portfolio holder, Mike O’Brien regarding the Local Authority’s fall to bottom of the league table in KS2, encouraging joining the accelerated programme for year 6 . Upon questioning the Headteacher reassured governors that the school has signed up to and attended the Accelerated Learning program for Year 6. The Headteacher advised the fee program has been paid although there was some initial confusion regarding the cost and who should be funding this. The Headteacher advised 2 sessions had been attended so far and the LA will review at the end of the year to see what, if any, impact has been experienced.</p> <p>The Headteacher advised that, following conversion to Academy status, the school is treated as a new school and therefore 2016 SATs data is crucial with 85% attainment and 85% progress throughout each year group as no historical assessment data can be presented to Ofsted at its inspection in 18 months’ time.</p> <p>The Chair referred to a letter received from Hilary Gerhard, about data sharing. The letter advises that Year 6 Pupil Progress data should be shared 6 times per year. The Trust Board and MAST Headteachers are concerned as no proforma document has been produced, with concerns on how and to whom it may be shared. The CEO has requested that the agreement not to be signed and to await a Board decision. Following discussion governors were similarly concerned.</p>	
9	<p>Annual Review of Governing Body Organisation and Delegation</p> <p>9.1) Review and agree committee structure, membership, Chairs and Vice Chairs The Governors were given the opportunity to review and re-structure for effectiveness the Governing Body sub-committees. All governors agreed the following committee structure and membership:</p> <ul style="list-style-type: none"> • <u>SIAMS & Worship committee</u>: Christine Hornby (Chair), Sally Hall (Vice Chair), Lizzy Ball, Julia Clarke, Paul Gabbett (HT), Fiona Hunt. • <u>Teaching, Learning & Behaviour committee</u>: Laura Probert (Chair), Christine Hornby (Vice Chair), Julia Clarke, Sally Hall, Fiona Hunt, Libby Sanderson, Tanjore Venkataraman. • <u>Assessment & Outcomes committee</u>: Julia Clarke (Chair), Tanjore Venkataraman (Vice Chair), Joe Ennis, Christine Hornby, Laura Probert. • <u>Finance, Safety & Management committee</u>: Tanjore Venkataraman (Chair), Joe Ennis (Vice Chair), Julia Clarke, Laura Probert, Libby Sanderson. • <u>Headteacher Performance Management</u>: Joe Ennis (Chair), Julia Clarke, Christine Hornby. • <u>Policy Review Working Group</u>: Julia Clarke, Joe Ennis, Paul Gabbett (HT). • <u>Pay Progression committee</u>: Joe Ennis (Chair), Julia Clarke, Christine Hornby, Laura Probert. • Appeals will be heard by any available non staff governors that have not been involved in the relevant committee <p>9.2) Meeting dates for Academic Year 2015/16 <u>Parent Consultation Evenings</u></p>	

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	<p>The Chair will provide a rota to be completed by Governors, to arrange their attendance at the Parent Consultation Evenings, for distributing and collecting the GB parent questionnaire. The questionnaire delivery is an important aspect of parental engagement and gains an understanding of parental views.</p> <ul style="list-style-type: none"> • Monday 19th October to Thursday 22nd October 2015 • Monday 8th February to Thursday 11th February 2016 <p><u>Governing Body</u> Tuesday 1st December 2015 at 7.00pm Thursday 17th March 2016 – all day 8.50am to 4.30pm Thursday 14th July 2016 – all day 8.50am to 4.30pm</p> <p><u>SIAMS & Worship Committee</u> Monday 18th January 2016 at 1.30pm Monday 16th May 2016 at 1.30pm</p> <p><u>Teaching, Learning & Behaviour Committee</u> Wednesday 18th November 2015 at 7.00pm Tuesday 8th March 2016 at 7.00pm Tuesday 28th June 2016 at 7.00pm</p> <p><u>Assessment & Outcomes Committee</u> Tuesday 20th October 2015 at 1.30pm (Pupil Premium Audit, Outcomes & Impact Meeting) Tuesday 17th November 2015 at 1.30pm Tuesday 1st March 2016 at 1.30pm Tuesday 12th July 2016 at 1.30pm</p> <p><u>Finance, Safety & Management committee</u> Monday 9th November 2015 at 7.00pm Wednesday 2nd March 2016 at 7.00pm Wednesday 6th July 2016 at 7.00pm</p> <p><u>Pay Progression committee</u> Tuesday 24th November 2015 at 7.00pm</p> <p><u>Policy Review Working Group</u> Tuesday 10th November 2015 at 9.00am Thursday 24th March 2016 at 9.00am Monday 27th June 2016 at 9.00am</p> <p>9.3) Collaborative arrangements for hearing panels etc Last year the school signed up to Medway collaborative panel so governor resources can be tapped into for hearing panels etc, but as an academy the school cannot use this resource. The Chair raised concerns that as a school we were now unable to collaborate in this way. The Chair informed governors that the Board will be need to seek an independent review panel for any exclusions appeal and that any Governor resources required would be provided by the Trust now, so benefit from the skills held by the governors on other Trust schools' LGBs.</p>	JC
10	<p>Review Governing Body Effectiveness and Agree any Priorities for Governor Development All Governors reviewed documents, shared their thoughts on whether the Governing Body had been effective and discussed how the effectiveness could be improved. The governing body concluded that they had been effective and impactful in all areas, with specific mention in challenging progress data with the focus on maths, low attainers and</p>	PG

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	<p>inclusive groups, quality of teaching with triangulation and on ensuring financial compliance and safeguarding.</p> <p>It was agreed that the HT could provide the Finance, Safety & Management committee with a copy of the School Council minutes.</p> <p>The governors discussed the effectiveness of allocating specific subject roles. It was noted that, previously, governor role reports were not always completed. It was decided that each committee would appoint governors with specific interests as required. 2 governor roles have been appointed already. Health & Safety - Joe Ennis Safeguarding - Julia Clarke</p> <p>All governors agreed that collaborative working in the future would increase the effectiveness of the Trust schools' LGBs.</p> <p>The information from the governors Skills Audit forms had been collated. It was noted that the Governing Body have an even and wide skill spread, with only 2 gaps identified as 'knowledge and/or links with local businesses' and 'marketing'.</p> <p>The Chair advised that she felt the Governing Body were a collective, hard-working team that shared responsibility well. All governors agreed that communication via email was preferential and working well.</p>	
11	<p>Governor Training</p> <p>It was decided that a Link/Training Governor role would not be appointed, as 'Governor Training' is an agenda point on all meetings. The Chair will continue to inform the governors of any relevant upcoming training. All governors were asked to ensure 3 Governor services training courses are completed.</p>	
12	<p>AOB</p> <p>1. Educational Visits As per policy, any overseas, residential or adventurous educational visits need to be approved by the governors. The Headteacher advised of 2 visits; 11th to 15th July 2016 - Year 5 trip to Isle of Wight, and 6th to 8th July 2016 – Year 4 trip to JCA Activity Centre. All governors approved of the visits.</p> <p>2. Statutory Transfer & Shared Use Agreement 3 rooms (2 changing rooms and store room) were highlighted as not being legally owned by the school, despite being on the school footprint prior to conversion. A legal Statutory Transfer document for these rooms was drawn up to transfer them to St. Margaret's Junior School and Diocese ownership; however the transfer terms had to allow the Infant School access to these rooms for use during outside events. It is noted with concern that the Statutory Transfer was authorised and signed by the Diocese, without being seen or in consultation with the Chair or Headteacher. The Shared Use Agreement is being drawn up by solicitors to be a legal document that states the terms of agreement on the areas in which the school premises are shared and to be agreed by MAST, the school, the Infant school and the LA. Following Academy conversion, the Shared Use Agreement remains</p>	

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	<p>outstanding, with the school awaiting the draft copy return from the LA solicitors following infant school approval. The DfE are applying pressure, by email, to have the full, correct and authorised, by all parties, document in place by the end of September 2015.</p> <p>Headteacher recruitment The Chair provided an update on the Headteacher recruitment process. <u>See Confidential item 12.3a</u></p>	
13	<p>Confidentiality Item 12.3 was deemed to be confidential and will be minuted as such. This will be distributed to the Chair only, to forward with discretion.</p>	
14	<p>Date of Next Meeting to Approve Budget The Chair advised the date of next meeting to approve the budget will be Friday 9th October 2015 at 9.00am.</p>	

ACTIONS

Name	Item	Action
Julia Clarke	7	Send email to Libby Sanderson
	12.3	Send email to school staff
Paul Gabbett	10	Provide a copy of the School Council minutes to the F,S&M committee