



ST MARGARET'S CE JUNIOR SCHOOL

DRAFT MINUTES OF ST MARGARET'S CE JUNIOR SCHOOL LGB MEETING
HELD ON THURSDAY 21 NOVEMBER 2024 AT 09:45

1. **Welcome and Apologies for Absence led by the Chair and a prayer by the Ethos governor.**

Present – Chrissy Hornby (Chair), Oliver Jackson, Natalie Liddiard, Liz Malyon, Malcolm Neville, Davina O’Brien, Lenny Williams, Pat Williams, Tony Woodhouse

In Attendance – Natalie Hobbs (MAST Governance Professional), Claire Dixon (DHT), Hilary Sanders (MAST CEO)

Apologies – Ian Kennedy

2. **Approvals:**

Declarations of Interest (Item 3) – No new declarations of business interests were declared that were pertinent to the agenda.

Minutes of the Meeting (Item 7) held on 26 September 2024

Policies (Item 6 and 16) – The Code of Conduct, Terms of Reference, Monitoring Visits Policy formally adopted by the LGB post Trust Board approval. The SEND Policy and Information Report will be circulated once available.

Date of Next Meeting (Item 19) – 30 January 2025

3. **Challenge:** (in direct response to governor questioning)

Minutes of previous Meeting (Item 7)	<p>The minutes of the previous meeting were approved in terms of content and accuracy, however there was one question from a Governor.</p> <p><i>Q – In the absence of the Lead First Aider, who would then be responsible for the control of medications and related decisions as per the Pupils with Medical Conditions Policy?</i></p> <p><i>A – The DHT confirmed that she would step in to take this responsibility.</i></p>
Matters Arising from LGB Meeting	All matters had been completed.

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<p>26 September 2024 (Item 8)</p>	
<p>Headteacher Report (including SDP and SEF) (Item 9)</p>	<p>HT REPORT</p> <p>The governors had been provided with the HT Report, updated SIP and SEF in advance of the meeting and they had raised the following questions:</p> <p><u>HT Report</u></p> <p><i>Q – A Governor asked what were the key areas that were highlighted at the recent Lockdown practice?</i></p> <p>A – The DHT responded that it was found that some rooms can be seen into from the hallways no matter where they hide. Additionally, all staff/pupils need to turn monitors off. We only did a lockdown from the inside – we are aware that we need to consider what would happen in the likely event of an intruder entering the grounds from the outside.</p> <p><i>Q – Well done to all involved with the website. The Compliance verdict was good to hear. A Governor asked does the Report come from Primary Site?</i></p> <p>A - The DHT responded that the report comes directly from PrimarySite and we are still awaiting the final report.</p> <p><i>Q – A Governor asked when will we hear about the CIF bid?</i></p> <p>A – The DHT responded that any outcome regarding CIF bids will go to the Trust Board first and then the LGB will be informed. This is likely to be in April.</p> <p><i>Q – A Governor asked has the racist incident had any repercussions?</i></p> <p>A – The DHT responded that as we work through our behaviour policy really well – we have not had any repercussions following this incident. Restorative conversation was had with the involved child and the parents informed.</p> <p><i>Q – A Governor asked have the supplementary action plans, linked to the SIP, been completed?</i></p> <p>A – The DHT responded that all subject leader action plans have been completed – middle leaders have had subject release time and are now working on monitoring their subject areas, their own CPD and their next steps. Some have already conducted book looks and pupil voice. Additionally, further Trauma informed training has been undertaken. The school has also signed up for the Global Neighbours award and the action plan for this will come after the first live session next week.</p> <p><i>Q – A Governor asked are the arrangements for St Helen’s on track? Is LW back in school for two days a week now?</i></p>

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A – The DHT responded that LW has had a successful Ofsted at St Helen's and is due an imminent SIAMs inspection. Both schools are working well under their current leadership model and are being supported. There continues to be good lines of communication between LW and the DHT. He remains at St Helen's for the majority of the week and is currently not here for 2 days a week but this is not having a detrimental effect on St Margaret's.

Q – A Governor asked How did the children deal with the lockdown practice? Were any concerns raised as to why the test was completed?

A – The DHT explained that the children responded really well to this – no issues were raised. They were also spoken to sensitively in AoW on the Monday morning. At every stage Parents were informed and class Dojo was sent out on Monday to explain what was happening and why and also after it had taken place. There were no negative comments at all from any parents and this is thought to be due to the way the school communicated with them at every stage. Additionally, it was also done on a Friday so that the children had the weekend to speak to their parents after it had happened. Parents had all week to speak to the school and/or their child if they were anxious. Teachers also practiced throughout the week with their classes.

Q – A Governor asked what does CME stand for?

A – The DHT confirmed this stood for Child Missing in Education.

Q – A Governor asked please can the charts under Attendance be explained?

A – The DHT explained that the 1st is just for term 2 and then the 2nd one is a Sept to date.

Q – A Governor asked can a demonstration of the Provision Map tool be provided to LGB?

A – The DHT confirmed that this can be arranged with Matt.

Q – A Governor asked on staffing it states fully staffed but then says any absence is covered internally which is good for consistency. Does that mean there are absences and existing staff are stretched across two roles?

A – The DHT responded that this year Tash and Matt are out of class to support her in her role – we also have 4 HLTA - higher level teaching assistants. Among us, we are able to cover PPA, any external courses and any sickness that arises. This is much better for the children as they are familiar with the person who us covering the class. The person covering knows the children personally by name, knows our curriculum, policies and knows how to deal with any behaviour should it arise. Supply is expensive, no one wants to do long term supply and the calibre of supply these days is not very good. We only use a small hand full of supply agencies and they have a preferred list of teachers for us that we select from for short term bookings.

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<p>SEND and PP (item 10)</p>	<p>The SEND Governor confirmed she had met with the Inclusion Manager and had raised the following questions:</p> <p><i>Q – A Governor asked how will the Improvement Plan be reviewed?</i> A – The Inclusion Manager responded that it is reviewed termly and discussed with SLT.</p> <p><i>Q – A Governor asked when are the Learning Plans shared with Parents and are they able to comment on them?</i> A – The Inclusion Manager responded that they are shared with Parents 3 times a year and reviewed 3 times a year. Parents are given the opportunity to comment on them. The AHT then inputs this onto the Provision Map document. Children also have the opportunity to say what they feel their strength and areas for development are.</p> <p><i>Q – A Governor asked are the TAs due to have their performance reviews soon?</i> A – The DHT responded that all TA performance reviews are completed at the same time as teachers – year leads are responsible for these under the same criteria as teachers and follow same format. They have 2 targets rather than 3 - 1 links to the school improvement plan and the other a personal target that they would like to develop.</p> <p><i>Q – A Governor asked do they have input into the Plans?</i> A – The DHT confirmed that all adults who support the children in class will have an opportunity to input their suggestions towards the child’s learning plan. We believe that support staff are able to offer invaluable insights into a child’s learning as they can often notice snippets that may otherwise go unnoticed by the class teacher. Teachers and support staff have good working relationships that allow children to flourish.</p> <p><i>Q – A Governor asked do we have sufficient manipulatives and other curriculum resources to support the adaptation of learning?</i> A – The DHT confirmed that subject leaders audit their stock and complete orders when stock is low.</p>
<p>Attendance (Item 11)</p>	<p><i>Q – A Governor asked due to the new Attendance changes in September we need to ensure that referrals and any other paperwork is processed in a timely manner so as not to miss deadlines. The attendance officer is now writing and sending the letters as the office cannot allocate time for this. The new templates are being worked on to get them on to SIMS. However, the attendance officer has reduced her working week to 4 days will this be sustainable?</i></p>

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	<p>A – The DHT responded that it will be: We are working collaboratively to ensure that this is sustainable. The Pastoral Lead is producing the majority of the attendance letters. Most of these are now on SIMs – there is some work still to do to ensure that these are all on there. A supplementary question was raised about potential new demands on the office staff and the HT responded that he will revisit their availability and priorities.</p> <p><i>Q – A Governor asked can any further information be provided about the Authorised Absence for PP children?</i></p> <p>A – The DHT responded that the authorised absences are simply due to the fact that they have been able to provide evidence for these absences. This would still be the case whether they are PP or non-PP. As long as they have provided evidence for their absence – i.e. appointment records or illness then the absence will be authorised.</p> <p>Unfortunately, evidence does show that PP children are absent significantly more than non-PP.</p>
<p>Safeguarding / Online Safety / Filtering & Monitoring (Item 12)</p>	<p>The Safeguarding Audit was discussed by all Governors.</p> <p>The HT gave the Governors an insight into the full Audit report before focusing key areas. The Governors considered the processes around Safeguarding in respect of the pupils and their families, how effective they felt safeguarding processes and training was at St Margaret's and how aware they were of the responsibilities of not only themselves but the staff in safeguarding the children.</p> <p>The discussed and understood the HT's desire for the school to be a more active participant on the Medway Teams Channel and to also put in a more formal supervision structure for all DSLs. Currently DSLs have informal supervision and know how they can access more formal support if required. The HT would like to develop this.</p> <p>The transition of one Safeguarding Governor to another has been smooth which is evident in the monitoring reports provided.</p> <p>Over the next 6 months we will be looking at all of our policies with an Equality, Diversity, Inclusion and Justice focus and be mindful of this when challenging bias. Governors can ensure consistency by completing the Unconscious Bias training on National College if they have not not done so already.</p> <p><u>Safeguarding Monitoring Report</u></p>

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Q – A Governor asked how was the SCR actually reviewed?

A – The DHT confirmed that it is done monthly by the HT who sits down with the office manager and they look at it online. They will check all DBSs are in date, look for any blank boxes, check new starters have read the guidance and that teacher numbers are in place and references seen etc. In the HT's absence, the DHT will cover this task.

Q – A Governor asked where is it kept and who has access to it?

A – The DHT confirmed it is online, and is password protected. Office staff have access to it as well as the HT (in his absence the DHT can access the SCR).

Q – A Governor asked, looking at the comments within the monitoring report, as the Catering staff are under the management of the Infants school, how are we assured that their safeguarding is up to date?

A – The DHT responded that the Infants school follow the same stringent procedure as we do. Additionally, we have been reassured that Aspens have forwarded the staff DBS checks to the Infants school and they are recorded on their SCR. If there are any queries about staff, they are treated as visitors and are escorted on site by Infants school staff and then remain behind the service hatch.

Q – A Governor asked what is Op Encompass?

A – The DHT explained that Operation Encompass is a police and education early information safeguarding partnership enabling schools to offer immediate support to children experiencing domestic abuse. A report/email comes to the named DSLs to give details of a recent police visit to the child's/children's house and this gives us an awareness of what happened outside school for the child/ren. The HT also confirmed that 'chalkboard' has been re established.

Q – A Governor asked are there now 'worry boxes' in all classrooms? How are they promoted?

A – The DHT responded that most teachers have a way for their children to communicate their worries with them, some have a box, some have worry monster who the children can feed. Some children have their own individual worry books. The ELSA trained TA has a post box mounted outside the ELSA room where children can post their worries.

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<p>MAST Update (Item 13)</p>	<p>The CEO gave an update to the Governors. Currently all going smoothly. Teacher and NJC pay increases have been processed in November with Teachers backdated to September and NJC to April. The decisions from Government and the Unions on these pay increases have only just been approved.</p> <p>CIF bid work is ongoing across the Trust with new bid paperwork due to be submitted by early December. We will not hear before April on the outcomes. The Trust continues to support another Church school in Medway and this is going well and the collaboration across the schools is good.</p>
<p>Governor Monitoring Visit Reports (Item 14)</p>	<p><u>Report on Autism Training</u></p> <p><i>Q – A Governor asked how will the training be disseminated to other TAs who may work with autistic pupils?</i></p> <p>A – The SENDCO confirmed that this would be through TA meetings and CPD. CPD is cyclical so all will have an opportunity to take part in CPD. If there are children in their classes with specific needs then they will be signposted to specific readings or training on National college to undertake for their own professional development.</p> <p><i>Q – A Governor asked have the class teachers had similar training? Some of the strategies, for example, the concept of social stories, may be more appropriate for use by teaching staff?</i></p> <p>A – The SENDCO confirmed that teachers will have had this training either from the SENDCO or from Fortis Trust. As per the support staff – if they have children in their class with specific needs, they are signposted to undertake their own CPD around the area of need.</p> <p><u>Administration of the Medway Test</u></p> <p><i>Q – A Governor said, it was good to see that pupils with SEN were accommodated to sit the tests: were there more this year or was this typical of previous years?</i></p> <p>A – The DHT confirmed that there were 8 this year who had provision/special arrangements this year, which is far greater than in any previous year. This meant that we had to make provision for 4 extra spaces for the children, with extra adults to support them due to their special arrangements. 2 of the children were able to sit the test in the hall with the other children (with their arrangements in place) but the others needed rooms by themselves, to allow for prompts or rest breaks.</p> <p><i>Q – A Governor asked what arrangements are made for these pupils to catch up on any missed learning, or are the remainder of Year six involved in revision activities?</i></p> <p>A – The DHT confirmed that the other children were taught away from the year 6 corridor so as not to cause disruption to the testing but were taught key skills. It</p>

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needed to be off timetable so the testing children didn't need to play catch up afterwards and didn't miss core learning. They behaved well and were taught by year 6 staff while other year 6 staff were freed up to administer testing to the special arrangement children.

Health & Safety Report

Q – A Governor asked has the caretaker determined if the junction boxes in the external 'shed' are live? This could be an urgent task.

A – The DHT responded that this task is ear marked for the electrician on his next visit.

Q – A Governor asked is there an update on the replacement of the high fence on the southern side of the field?

A – The DHT responded that quotes are required with all the same specification in order to proceed with this. The costings are expected to be large and as such will need to be signed off by the Trust Board.

Q – A Governor asked have any plans been formulated about the future of the Swimming Pool?

A – The DHT responded that currently our pool does not meet National curriculum standards as it needs to be 25m in length and ours is only 20m. The building is also not fit for purpose. It would require a lot of money spend on it and then running costs to maintain – this would be a long-term investment.

Q – A Governor asked is consideration being given to hiring out the pitches? Would work need to be done there, prior to this?

A – The DHT responded that we do not use our field in the winter months and therefore do not maintain it either. It currently has many fox holes on it. We have been approached to use it for football hire. However, due to the need for maintenance – there any many things that need to be considered, including the security of the site once open.

Q – A Governor asked is there a plan now to address the points raised in the Buildings Report?

A – The DHT responded that items on the buildings report are being addressed – a long term plan is in place, dependant on need and urgency. The building does require maintenance which does sometimes pre-empt this plan of work and the time scales.

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LGB Impact (Item 15)	
Policies (Item 6)	<p>LGB Terms of Reference <i>Q – A Governor asked if the Recovery Premium still exists?</i> A – The HT confirmed it does due to the fact the expected claw back from the government did not take place so we still have some of the fund available. After this year it will not be in place.</p> <p>Monitoring Visits Policy <i>Q – A Governor asked for clarification on naming individuals in a monitoring report as the policy appears to contradict itself?</i> A – The HT confirmed that naming key members such as the HT, the Inclusion Manager etc was fine however not to name other people specifically.</p>
Training (Item 17)	<p>The Governors discussed the recent module they had undertaken. Any Governor still needing to complete this may do so. The next module was agreed as 'Empowering the Most Able Pupils', a link to which would be sent out by the Training Governor .</p>
AOB (Item 18)	<p>Date of Meetings – error on the agenda which says the May meeting is the 11th, this should read the 15th May at 11am.</p> <p><i>Q – A Governor said the National College has a new Certificate: It concerns Allergies etc & responding in a school setting. Is this something staff would need to do?</i> A – The HT responded that all first aiders are trained to respond to allergies and all teachers are aware of their pupils if there is a care plan in place. Additionally, all teachers are epipen trained.</p> <p><i>Q – A Governor asked has there been an IDSR for the school this year? Or is this service once more undergoing change?</i> A – The HT responded that it would be available at the January meeting.</p> <p><i>Q – A Governor asked could the LGB have sight of the Acts of Worship timetable?</i> A – The DHT confirmed they could and it has been shared on Governor Zone.</p> <p><i>Q – A Governor asked if there was an update on the School Streets project?</i> A – The HT responded that it would probably go ahead early next year –we are just waiting to be informed .</p> <p><i>Q – A Governor asked if the Caretaker prepares the tenders for building quotes?</i></p>

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	<p>A – The HT responded that it depends on what it is for. He would not be involved in Trust Level tendering processes – he is not the premises manager. He is able to get involved in smaller, site-specific projects.</p> <p>A Governor advised the LGB that the Church was giving out free Christmas Hampers to nominated individuals/families if there was anyone they knew of that would benefit.</p>
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4. **Actions:**

ACTIONS:	Item	Who
DHT to look into two-way glass or window film following lockdown practice.	10	DHT
HT to circulate the new SEN Policy and Information Report when available	16	HT
Training Governor to circulate new National College module to all Governors	17	EM
DHT to arrange for the AHT to demonstrate the Provision Mapping tool at the next meeting.	9	DHT
DHT to share website compliance report with Website Governor when available.	9	DHT
Training Governor to establish which governors have completed Unconscious Bias Training and whether this is an annual requirement?		Staff Gov

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