



ST MARGARET'S CE JUNIOR SCHOOL

DRAFT MINUTES OF ST MARGARET'S CE JUNIOR SCHOOL LGB MEETING HELD ON THURSDAY 15 MAY 2025 AT 11:00

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

Present – Chrissy Hornby (Chair), Oliver Jackson, Ian Kennedy, Liz Malyon, Malcolm Neville, Davina O'Brien, Pat Williams, Lenny Williams

Apologies - Tony Woodhouse and Natalie Liddiard, which were accepted.

In Attendance – Natalie Hobbs (MAST Governance Professional), Ben Hulme (MAST CEO)

2. **Approvals:**

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

LGB: Tony has agreed to be our Curriculum Governor and will arrange to see the Curriculum Lead.

Minutes of the Meeting (Item 6) held on 27 March 2025

Policies (Item 17) – SEND Information Report – carried forward to the next meeting

Date of Next Meeting (Item 20) – 10 July 2025 @ 9.45am* This is a Governor Day in School.

3.

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

Growing and Achieving in God's Love

RESPECT

RESILIENCE

RESPONSIBILITY



ST MARGARET'S CE JUNIOR SCHOOL

DRAFT MINUTES OF ST MARGARET'S CE JUNIOR SCHOOL LGB MEETING
HELD ON THURSDAY 15 MAY 2025 AT 11:00

<p>Matters Arising from LGB Meeting 27 March 2025 (Item 7)</p>	<p>The majority of matters had been completed. The below items were carried forward to the next meeting.</p> <ul style="list-style-type: none">- The SEN Information Report was not posted to Governor Zone and so the questions were therefore carried forward until the next meeting.- The Training Governor will look at the Unconscious Bias training for Governors to complete. <p>There was one question raised from the previous minutes:</p> <p><i>Q – Will the planned Team Teach training, cited for a future INSET day, be provided by a qualified TT trainer?</i></p> <p>A – The HT confirmed that a Zone 2 TT Trainer would come in to provide the training.</p>
---	--



ST MARGARET'S CE JUNIOR SCHOOL

DRAFT MINUTES OF ST MARGARET'S CE JUNIOR SCHOOL LGB MEETING
HELD ON THURSDAY 15 MAY 2025 AT 11:00

<p>Headteacher Report (including SDP and SEF) (Item 8)</p>	<p>HT REPORT</p> <p>The governors had been provided with the HT Report 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, regarding the Next Steps Ofsted section, how has the curriculum monitoring changed following the Ofsted inspection and comment? What has the impact of any changes been?</i></p> <p>A – The HT advised that the Ofsted inspection took place in September 2023, and since then, there has been a focus on phonics and imbedding that practice into what we do. Monitoring is taking place.</p> <p><i>Q – A Governor asked if the HT could say more about the teacher resignation?</i></p> <p>A – The HT confirmed it was a career change and location move. The aim is to recruit a replacement for September.</p> <p><i>Q – A Governor asked what did the VE Day commemorations look like?</i></p> <p>A – The HT responded that the VE Day commemorations involved a service in the church and the planting of a rose. Additionally, families were involved in contributing to display boards the children worked on regarding local history. Everyone wore red, white and blue.</p> <p><i>Q – A Governor asked, regarding the ‘Nurture provision which has been trialled has been a success’. Could you say more?</i></p> <p>A – The HT responded that the Nurture provision has been used as a 1-1 for a child and this has been really successful. It is the intention to continue this provision in a more formal way in the next academic year.</p> <p><i>Q – A Governor asked how will this work with children from different year groups?</i></p> <p>A – The HT advised that there will be a couple of adults and a planned curriculum for the specialist provision.</p> <p><i>Q – A Governor asked IOSH : Institute of Occupational Safety & Health, but what does this involve?</i></p> <p>A – The HT responded that it is a 3 day face to face course that the Deputy Head is currently undertaking regarding H&S Responsibilities. The focus is on proactive systems in place for our school.</p> <p><i>Q – A Governor asked will the LGB (our Ethos Governor especially) have sight of the draft SIAMs self evaluation document?</i></p> <p>A – The HT confirmed that the Ethos Governor/LGB would definitely be involved. The whole school, including governors, will need to be able to articulate the vision during an inspection. The HT confirmed that the school is not on the inspection list for next year.</p> <p><i>Q – A Governor asked ‘NPQ SENDCO’: Was/is this a specialist qualification?</i></p>
---	--

Growing and Achieving in God's Love

RESPECT RESILIENCE RESPONSIBILITY



ST MARGARET'S CE JUNIOR SCHOOL

DRAFT MINUTES OF ST MARGARET'S CE JUNIOR SCHOOL LGB MEETING HELD ON THURSDAY 15 MAY 2025 AT 11:00

	<p>A – The HT responded that this replaces the SENCO qualification.</p> <p><i>Q – A Governor asked Re the RPA survey, who carries out the 'audit'? Does this mean an inspection or a comparison of relative costs? Audit seems to be an unusual choice of word here?</i></p> <p>A – The HT confirmed that the DfE commissioned Willis Towers Watson to look at the schools. We were able to ensure that our insurance is valid from the report.</p> <p><i>Q – A Governor asked if the reroofing is due to go ahead soon now?</i></p> <p>A – The HT advised that it all depends on the outcomes of the CIF bids. An aspect of work will need to be undertaken regardless, and this will be planned by the Central Team with the HT.</p> <p><i>Q – A Governor asked which areas of the curriculum did Ofsted identify in particular as not being closely monitored?</i></p> <p>A – The HT confirmed this is as mentioned before, the focus on phonics.</p> <p><i>Q – A Governor asked does the monitoring that is in place need to be strengthened?</i></p> <p>A – The HT referred to his previous answer, regarding Ofsted and monitoring.</p> <p><i>Q – A Governor asked is there an action plan in place to take the Ofsted comments forward and if so, who is responsible for this?</i></p> <p>A – The HT advised this is imbedded in the SIP and Subject Leader Plans.</p> <p><i>Q – A Governor asked what is included in the emissions audit, how is it reported and to whom?</i></p> <p>A – The HT responded that this is part of the Climate Action Plan which is lead by the Sustainability Lead. It is to do with the 'letsgozero' initiative which is an online form/audit with an aim to reduce emissions by 50% by 2030.</p> <p><i>Q – A Governor asked if an exit interview is held when a staff member resigns? Who conducts this?</i></p> <p>A – The HT responded that staff are given an option of an exit interview and this can be with the HT, CoG or CEO.</p>
--	--

Growing and Achieving in God's Love

RESPECT

RESILIENCE

RESPONSIBILITY



ST MARGARET'S CE JUNIOR SCHOOL

DRAFT MINUTES OF ST MARGARET'S CE JUNIOR SCHOOL LGB MEETING
HELD ON THURSDAY 15 MAY 2025 AT 11:00

<p>SEND and PP (item 9)</p>	<p><i>Q – A Governor asked which staff will be involved in adapting the Cornerstones curriculum to ensure its suitability for SEN pupils?</i> A – The HT responded that every teacher would be involved and this would be overseen by Mrs Rodger and Mr Burchett.</p> <p>The Chair also reported on the context of the document that posed questions suggested by the National College, to monitor SEND provision.</p> <p>The PP Governor had confirmed prior to the meeting that she would be arranging a meeting regarding PP in the following term. Report to follow.</p> <p>The Inclusion Manager kindly demonstrated the Provision Map tool, as had been requested, to all Governors on a big screen, which helped greatly with clarity.</p> <p>The Inclusion Manager had also answered a number of National College questions regarding SEN, prior to the meeting. The Chair conveyed her thanks to the Inclusion Manager for the time and care he had taken to answer these questions: The Question document is attached to these Minutes as a separate question & answer document.</p>
<p>Attendance (Item 10)</p>	<p>There were no specific questions regarding the Attendance Charts, however the Attendance Governor will be speaking to the Pastoral Lead regarding changes to the charts for monitoring purposes, with effect from the new school year.</p>
<p>Safeguarding / Online Safety / Filtering & Monitoring (Item 11)</p>	<p><i>Q – A Governor asked are we making progress on the issues identified in the Medway SG audit?</i> A – The HT responded that we are making progress and we are happy with where we are. There will be a new audit tool out soon.</p> <p><i>Q – A Governor asked do we have any knowledge yet of the likely updates/changes due in September in the new KCSiE? (Has the Clerk heard anything as yet?)</i> A – The HT confirmed that no changes had come through as yet.</p> <p><i>Q – A Governor mentioned that the Filtering & Monitoring Gov has the new Cyber Security tool. Can you arrange to see him about its application?</i> A – The HT confirmed that the aim is to meet and discuss it.</p>
<p>Lettings (Item 12)</p>	<p>The Sports Premium governor advised the LGB that a local football club is interested in renting the school playing field. He declared his own interest and explained why he was not dealing with this himself. The HT outlined the process and the requirements. The CFO now has this information and will be taking it forward.</p>



ST MARGARET'S CE JUNIOR SCHOOL

DRAFT MINUTES OF ST MARGARET'S CE JUNIOR SCHOOL LGB MEETING
HELD ON THURSDAY 15 MAY 2025 AT 11:00

<p>Spirituality (Item 13)</p>	<p>The Ethos Gov kindly spoke to the LGB regarding Spirituality. She asked if the school has a display or similar for "What brings us alive?" The HT responded that they do not currently.</p> <p>The Ethos Gov asked if Adults attend the collective worship? The HT responded that they do. There is a timetable for whole school worship or celebration worship etc.</p>
<p>MAST Update (Item 14)</p>	<p>The CEO provided an update for the LGB. He discussed the work he had undertaken since he had commenced his role, including a Listening Project which involved speaking to every member of staff. The CEO informed the LGB of the Estates work being undertaken at the Centre with help from Compass Federation, with whom we are currently sharing our new CEO. Work is also being planned regarding ICT and school improvements as a whole. This feeds into the finance teams' work on the school budgets. The CEO outlined his plan for the Central Team to do more for the schools so they can focus on the children and providing the education they deserve. An important piece of this is about ensuring all schools work as a Trust rather than individual entities. There is good practice across the Trust which should be shared.</p>
<p>LGB Impact (Item 16)</p>	<p>All Governors who attended the meeting were able to assist with the administration of the SATs to Year Six, and were deployed by the Staff Governor to the Hall, the Library, various classrooms and the HT's Office. Governors helped with reading to some pupils, monitored the actual test administration and were also in the rooms where pupils were given extra time to complete the tests. Some had been present for the SAT testing on the previous three days, and the Deputy Chair will provide a report.</p>
<p>Training (Item 18)</p>	<p>The Staff Governor will look into the Unconscious Bias training for the Governors to see who needs to complete it. She also reported on training units that she had been looking at to see if they were relevant for governors.</p>

Growing and Achieving in God's Love

RESPECT RESILIENCE RESPONSIBILITY



ST MARGARET'S CE JUNIOR SCHOOL

DRAFT MINUTES OF ST MARGARET'S CE JUNIOR SCHOOL LGB MEETING
HELD ON THURSDAY 15 MAY 2025 AT 11:00

AOB (Item 19)	<p>The online Safety Governor agreed to review the SNS website report and conduct a website audit.</p> <p><u>Staff Survey</u></p> <p>The Governors reviewed the staff survey analysis. All staff had received the survey and there were 19 responses, from 42 staff members. This was not an anonymised survey, due to the desire to gain the views and address individual concerns. The CEO advised that this Listening Project had also given insight into how staff were feeling and these things would be looked at at Trust level and not just in each individual school. The question of the effective support systems that are in place for mental health/stress issues and how staff are informed about the was discussed, and various possible next steps were mentioned. The CEO will keep the LGB informed.</p>
----------------------	--

4. **Actions:**

ACTIONS:	Item	Who
Online Safety Gov to conduct website audit, once he had sight of the SNS website report.	19	Online Safety Gov/HT
DHT to provide the new SEN Information report for the next meeting, as she has now received this from the InclusionManager.	7	DHT
Attendance Gov to speak to Pastoral lead regarding attendance charts, as raised at the meeting.	10	Attendance Gov
c.f: DHT to speak to Online Safety Governor regarding Online Safety Workshop for Parents which is planned for July	7	DHT

Growing and Achieving in God's Love

RESPECT RESILIENCE RESPONSIBILITY



ST MARGARET'S CE JUNIOR SCHOOL

DRAFT MINUTES OF ST MARGARET'S CE JUNIOR SCHOOL LGB MEETING
HELD ON THURSDAY 15 MAY 2025 AT 11:00

PP Gov to arrange PPF meeting with HT/Inclusion Manager.	9	PP Gov
Training Gov to look into Unconscious Bias Training as needed.	18	staff Gov
HT to ensure that the Filtering and Monitoring Governor has sight of new Cyber Security Tool.	11	HT

5.