



ST MARGARET'S CE JUNIOR SCHOOL

DRAFT MINUTES OF ST MARGARET'S CE JUNIOR SCHOOL LGB MEETING HELD ON THURSDAY 10 JULY 2025 AT 9:45

1. **Welcome and Apologies for Absence led by the Chair and a prayer by the Head Teacher, in the absence of the Ethos Governor.**

Present – Chrissy Hornby (Chair), Oliver Jackson, Liz Malyon, Malcolm Neville, Pat Williams, Lenny Williams

Apologies – Ian Kennedy, Davina O'Brien 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.

Minutes of the Meeting (Item 6) held on 15 May 2025

Policies (Item 15) – SEND Information Report (See below for outcome.)

Date of Next Meeting (Item 18) – 25 September 2025 @ 9.45am. This is the Business Meeting.

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

Matters Arising from LGB Meeting 15 July 2025 (Item 7)	The majority of matters had been completed. The below items were noted. <ul style="list-style-type: none">- The SEN Information Report amendments will be made and the HT will pick these up with the Inclusion Manager.- The Training Governor will explore other options for the Unconscious Bias training for Governors to complete.- Online Safety information had been shared with parents via the communication methods the school uses, however there had not been an actual workshop, as originally proposed.
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<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, could we have more details of how the Nurture Provision will look next year? Will this involve all year groups?</i></p> <p>A – The HT responded that the Nurture Provision will depend on the children’s needs. There is a high level of need coming up from the Infants in September and we need to be ready to meet those needs. There will be one teacher and a TA assigned and the support will be a continuous, structured, provision, with a mainly play-based, approach. Class teachers will continue to maintain responsibility for their children. The appointed teacher has Nurture Provision training. There could be 8-10 children there at any one time and all will be carefully planned and curriculum-based. The school have involved Medway LA with regards to creating this Alternative Provision, however for the first year we will work solely with our SMJ children.</p> <p><i>Q – A Governor asked, ‘Writing in school was moderated last month’: who carried this out and how did it go?</i></p> <p>A – The HT responded that it was carried out by trained moderators from the local authority. They looked through the books and were very thorough. They agreed with our judgements. The HT felt that moderating early gave time to ensure that the judgements were accurate.</p> <p><i>Q – A Governor asked about the ‘New investment in IT equipment’ : at a previous meeting, we learned of a lack of iPads and of the difficulties connecting with the school WiFi. Do these purchases help? How will the new items be used effectively?</i></p> <p>A – The HT responded that the Trust had invested significantly with regards to IT equipment for St Margaret’s. Deliveries have been made and our IT support are on stand by to configure the new equipment over the summer holidays, ready for September. This equipment included new desktops for the ICT suite, teacher and staff laptops as well as more student laptops. The HT explained that this investment is part of a wider Digital project that the Operations Manager is leading which will include Wifi connectivity.</p> <p><i>Q – A Governor asked, Thinking about the monitoring, has it now been established that Cornerstones is proving to be effective?</i></p> <p>A – The HT responded that Cornerstones is used for nearly every subject now and this helps with assessment. The teaching staff are happy with it.</p>
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	<p>The Chair added that we would also add our congratulations to the Maths Lead for those Year 4 multiplication check results!</p> <p><i>Q – A Governor asked when will you be made aware of the National Standard?</i> <i>A – The HT responded that it has not yet come out.</i> <i>Staffing mentions ‘arrangements for HT & 2 Asst HTs.’</i> <i>Q – A Governor asked will these latter 2 have the same responsibilities for Inclusion and Curriculum as before?</i> <i>A – The HT responded that certain aspects will be shared from the DHT’s role.</i> <i>Q – A Governor asked does ‘4 year group leaders’ mean that ‘Phase Leaders’ have been dropped?</i> <i>A – The HT responded that the term Phase leaders had not been dropped.</i> <i>Q – A Governor asked was Medway Council informed of the racist incident because they require this? Is there a plan in place and is a reoccurrence likely?</i> <i>A – The HT confirmed that Medway Council were informed because it is a requirement. We are satisfied with the outcome however there is a possibility for reoccurrence although there are things in place to minimize the risk of this.</i> <i>Q - A Governor asked is the child’s behaviour that caused their suspension likely to escalate?</i> <i>A – The HT responded that this was a possibility, but support has been identified.</i></p> <p><u>SEF</u></p> <p><i>Q – A Governor asked what has the feedback been from parents (Parent Voice) on the improved communications and methods of communications mentioned?</i> <i>A – The HT responded that feedback has been positive. They appreciate the clear structure of communication. There remains more work being done on a structured comms plan.</i> <i>Q – A Governor asked, we were under the impression that the Daily Mile had ceased. Was this not the case?</i> <i>A – The HT confirmed that it had ceased and the reference to it in the SEF will be removed.</i></p> <p><u>SCHOOL IMPROVEMENT PLAN</u></p> <p>‘Greater Depth writing outcomes have not been as high as anticipated, which is leading to review of scheme’ The following Governor questions were asked: <i>Q - How is the review taking place?</i></p>
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	<p>A – The DfE have published a document which refers to a framework. <i>Q - When is the review taking place?</i> A – The Curriculum Lead will be reviewing the framework and analyzing previous results. The focus has been on getting children to the Expected point. <i>Q - Who is leading the review?</i> A – The Curriculum Lead is leading the review. <i>Q - Will the review and changes be shared at next LGB?</i> A – The review will possibly be shared at the next Governor Day in November.</p> <p>PP Attendance 'We also need to look at rewards to incentivise attendance further'. <i>Q – A Governor asked what is the timeline for this and when will a rewards scheme be implemented?</i> A – The HT responded that they are looking at what other schools offer, for example Compass schools. We are looking to implement it for September.</p> <p><i>Q – A Governor asked how much progress has been made on achieving the Global Neighbours' Bronze Award?</i> A – The HT responded that they were doing well. Currently the evidence was being uploaded to ensure everything is in place for the deadline in Spring.</p> <p><u>SATS Results</u></p> <p>The HT outlined the recent SATS results. There will be more information on this in September.</p> <table><tr><td>Reading</td><td>81%</td></tr><tr><td>Writing</td><td>72%</td></tr><tr><td>Maths</td><td>72%</td></tr></table> <table><tr><td>Combined</td><td>67%</td></tr><tr><td>Medway</td><td>59%</td></tr><tr><td>National</td><td>62%</td></tr></table> <p>Congratulations to the whole team!</p>	Reading	81%	Writing	72%	Maths	72%	Combined	67%	Medway	59%	National	62%
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SEND and PP (item 9)	The SEN Information Report amendments were approved by the HT who will ensure they are made before the Report is uploaded onto the website. Governors were receiving a talk with the Inclusion Manager in the afternoon and would be covering SEND issues then.
Attendance (Item 10)	The Attendance Charts will be split as per the Attendance Governor's requirements for her meetings with the Attendance Lead but not for the Governor Meetings.
Safeguarding / Online Safety / Filtering & Monitoring (Item 11)	<p><u>New SG form</u></p> <p><i>Q – A Governor asked, 11 CP referrals: what were the outcomes? Were they all picked up?</i></p> <p>A – The HT responded that all were picked up and the majority were 'no further action'. It could be that the response was to refer to Early Help to provide support.</p> <p><i>Q – A Governor asked, 45 referrals for MH: would it be more useful to record the year groups/ outcomes?</i></p> <p>A – The HT responded that these range from concerns raised with the Pastoral Lead to more formal possible diagnoses.</p> <p><i>Q – A Governor asked, Staff SG training: is some not showing? If some miss sessions, what happens?</i></p> <p>A – The HT responded that there is an annual update for staff, the DSLs, etc. New Joiners receive training upon joining and if anyone misses the inset day training, they are advised to complete the online course on National College.</p> <p><i>Q – A Governor asked is there additional funding for the LAC child? How is it being used?</i></p> <p>A – The HT responded that they receive PP funding which is going towards tutoring outside of school.</p> <p><i>Q – A Governor asked why does attendance continue to be low for some EHCP/ PA pupils? Are there any case studies to show what is being tried?</i></p> <p>A – The HT responded that the attendance data is being affected by a rather complex case.</p>
MAST Update (Item 12)	The CEO provided an update for the LGB before the meeting in person, and was thanked for doing this.

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<p>LGB Monitoring Reports (Item 13)</p>	<p><u>Safeguarding Report</u></p> <p><i>Q – A Governor asked, with effect from September, who will be the DSL at St Margaret's?</i></p> <p>A – The HT responded that he will remain the DSL at St Margaret's, however the new Nurture Lead will also complete the DSL training.</p> <p><i>Q – A Governor asked is there a legal requirement as to how many times lockdown, or school evacuation should be practiced?</i></p> <p>A – The HT responded that they are required to do them once a year.</p> <p><i>Q- A Governor asked, where does the school evacuate to, and is there an emergency plan in place that governors may be able to support, should the need arise?</i></p> <p>A – The HT responded that the school's Business Continuity Plan names Meirscourt School as the place we would go to and vice versa.</p> <p><i>Q – A Governor asked, please could we clarify, if a child is no longer attending school, as they are being 'home schooled', when can they be removed from the school roll?</i></p> <p>A – The HT responded that they can be removed after 20 days.</p> <p><i>Q – A Governor asked, in view of the issues raised, what are the views of the SLT regarding the use of CPOMS by support staff? Will they take action to ensure ALL staff use this system?</i></p> <p>A – The HT responded that they want to ensure every member of staff is able to raise safeguarding concerns in line with our policies. For those staff who do not have laptops (due to the roles they may hold), there are methods they are able to use instead. All safeguarding concerns are recorded on CPOMS.</p> <p><i>Q – A Governor asked, how are the school supporting children who are dealing with broken friendships due to family relocation?</i></p> <p>A – The HT responded that the school has many sources of support which it offers, such as Draw & Talk therapy, Counselling, Play Therapy and group time with the Pastoral Lead.</p> <p><u>SATs Report</u></p> <p><i>Q – A Governor asked did we have any Year Six absentees for the tests?</i></p> <p>A – The HT responded there was one child who was on holiday.</p> <p><u>PP Report</u></p> <p><i>Q – A Governor asked, how does the on track data in the Report (24-25) now compare to the actual data? Was it cautious?</i></p>
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	<p>A – The HT responded that predicted data is based on previous measures. There is another data drop planned for the end of this week. These figures will be available for September.</p> <p><u>Recruitment Report</u></p> <p><i>Q – A Governor asked are we now fully staffed for next year?</i> A – The HT responded not quite. We are still looking for a 2 day job share. Also, an additional TA is needed. The HT will ensure that the LGB are involved.</p> <p><i>Q – A Governor asked, will the new staff member be allocated a mentor?</i> A – The HT confirmed that they would.</p> <p><i>Q – A Governor asked, who will oversee his induction period?</i> A – The HT confirmed that this would be the Maths Lead.</p> <p><u>Attendance Monitoring Report</u></p> <p>(There were plenty of achievements celebrated in this Report. Well done to the SLT from all of the LGB).</p> <p><i>Q – A Governor asked has the confusion over the holiday penalty notices been clarified by the Service?</i> A – The HT responded that it has been clarified but not satisfactorily. When the Attendance Officer comes in they will go through the steps to clarify.</p> <p><i>Q – A Governor noted that the reduced Service from the Local Authority is concerning: do we subscribe as a Trust or and an individual school?</i> A – The HT confirmed we subscribe as a Trust.</p> <p><i>Q – A Governor said that the LA Service is surely expensive, and currently not providing value for money. What actions are being taken?</i> A – The HT confirmed that the CEO is looking into the matter.</p> <p><i>Q – A Governor asked if the concerns been formally raised with the Service?</i> A – The HT confirmed again that the CEO is looking at this, as these are related concerns.</p> <p><i>Q – A Governor asked is there an alternative service provider that can be considered?</i> A – The HT confirmed that the CEO is looking into the matter as well.</p> <p><i>Q – A Governor asked, was the achievement of the SEN child celebrated?</i> A – The HT confirmed it was, with them and their family.</p> <p><i>Q – A Governor asked about the child now apparently being home schooled, which clearly continues to be a complex issue: is there more information about their plan for September? Does the responsibility for their Safeguarding now fall to the Social Worker?</i></p>
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	<p>A – The HT confirmed that this was a complex case. The pupil is still on roll and all options are being considered. The school is responsible for the safeguarding of the child, who does have a social worker.</p> <p><u>Health & Safety Report:</u></p> <p><i>Q – A Governor noted that the Caretaker now has a new H & S Premises Checklist from a 'Professional Services Department', covering every room in the school. How often will this be completed and how will they then be kept for inspection purposes?</i></p> <p>A – The HT confirmed that this will need to be completed every big term, formally. It should also be checked regularly. There will be occasions for the H&S Governor to complete this with the Caretaker on monitoring visits.</p> <p><i>Q – A Governor asked is the Professional Services department as shown on the checklist form part of the new Central Team of the Trust?</i></p> <p>A – The HT responded it was not. The office manager will be involved with the H&S checklist, going forward.</p>
<p>LGB Impact (Item 14)</p>	<p>Despite three governors being unable to attend, this July Governor Day in school was busy and successful. We would like to thank all staff who were involved, and hope that our appreciative reports have since reached them. We also want to thank the Year Six staff for our invitations to the class productions. I'm An Eleven Year Old, Get Me Out Of Here was great fun!</p>
<p>Training (Item 16)</p>	<p>The Staff Governor will look into the Unconscious Bias training for the Governors and see who needs to complete it. The Staff Governor had looked into the previous Unconscious Bias training, and is now exploring other options for the Local Governing Body. She has looked at some training units on their behalf.</p>

4. **Actions:**

ACTIONS:	Item	Who
Staff Governor to explore possible Unconscious Bias training options and other Units that may be relevant.	16	Staff Governor

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Amendments to be made to SEN Information Report, prior to its uploading to the school website.	9	Inclusion Manager / HT
New, amended SEF to be ready for the next meeting.		HT
Information about the Inset day on 1/9/25 to be sent to LGB members in good time.		HT

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