



ST MARGARET'S CE JUNIOR SCHOOL

DRAFT MINUTES OF ST MARGARET'S CE JUNIOR SCHOOL LGB MEETING
HELD ON THURSDAY 26 SEPTEMBER 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), 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)

Apologies – Oliver Jackson, Ian Kennedy, Hilary Sanders

2. **Approvals:**

Declarations of Interest (Item 3) – No new declarations of business interests were declared that were pertinent to the agenda. The Governance Professional thanked all Governors who had completed the annual return as requested and confirmed she would follow up with anyone who had not yet done so. This also includes the Related Party Questionnaire required by our auditors.

Chair's Correspondence (Item 6) – See governing body membership.

Minutes of the Meeting (Item 8) held on 11 July 2024

Policies (Items 7, 16 and 18) – The Code of Conduct, Terms of Reference, all listed policies including the Monitoring Visits Policy will be circulated once approved at Trust Board level.

Date of Next Meeting (Item 21) – 21st November 2024

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

Election of Chair and Vice Chair (Item 4)	The Governance Professional called for nominations for the role of Chair for this academic year. Chrissy Hornby was nominated by Davina O'Brien and this was seconded by Malcolm Neville. CH confirmed she was happy to continue as Chair. The Governance Professional called for nominations for the role of Vice Chair for this academic year. Pat Williams was nominated by the Chair and this was seconded by Davina O'Brien. PW confirmed she was happy to take on this position.
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<p>Governing Body Membership (Item 5)</p>	<p>The Chair introduced a prospective governor (Tony Woodhouse) and confirmed that she had met with TW with the DHT earlier in the week. They were pleased to recommend him to the LGB as a new governor. TW introduced himself and provided a summary of his work experience. All governors were happy to appoint TW as a new Co-opted Governor. The Governance Professional confirmed she would send through the relevant appointment documents. The School Office would commence the DBS process and the DHT would organise the email address and system access to The National College and Governor Zone.</p>
<p>Minutes of previous Meeting (Item 8)</p>	<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 – Regarding the Pupils with Medical Conditions Policy, who has overall control of medications and related decisions?</i></p> <p>A – The DHT confirmed that one of the AHTs is the lead first aider and there are three TAs who have been trained to administer medications.</p>
<p>Matters Arising from LGB Meeting 11 July 2024 (Item 9)</p>	<p>Whilst the majority of actions had been completed, the completion of the Staff Survey was still in progress. The HT will provide an update about its progress at the November meeting.</p>
<p>Headteacher Report (including SDP and SEF) (Item 10)</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>SEF</p> <p><i>Q – A Governor said, ‘expectations are not always as ambitious as they could be’ - please can this be further explained? Why is this? How can this be addressed?</i></p> <p>A – The DHT responded that this was an Ofsted feedback point and related to writing in particular. Following this, practice has been adapted and results at Greater Depth were achieved last year. Previously, writing was less structured and there remained impacts from Covid, leading to a lack of these. Staff are continuing to adapt practice, ensuring high expectations and standards in both the quality and presentation of work.</p> <p><i>Q – A Governor asked, within the Personal Development section - what does 'Collective Worship PP' mean?</i></p> <p>A – The DHT confirmed this means Collective Worship Powerpoints.</p>

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	<p>SIP</p> <p><i>Q – A Governor asked, is there anything specific SLT would like LGB to focus on/assist with monitoring, to support the SIP?</i></p> <p>A – The DHT responded that there wasn't anything specific at present, however it would be useful if the governors could always ask 'How does the Christian Vision of the school impact on this area and how does this help achieve the targets on the SIP?'</p> <p><i>Q – A Governor asked, to confirm, is the data in the Attendance Milestones tables the last year's statistics or is it a target for this year?</i></p> <p>A – The DHT confirmed the data is from last year, however the export from SIMS does not include the old Year 6. The data will be cross referenced from last year's figures.</p> <p>The School Website</p> <p><i>Q – A Governor asked how often is the website updated and when was it last updated?</i></p> <p>A – The DHT responded: "we are due to have a website review with PrimarySite soon, so will update the elements that we cannot control ourselves. We regularly review the webpage as we update the calendar. We are aware that the website needs looking at and would like it to look better, with the support of PrimarySite."</p> <p><i>Q – A Governor asked, does the site comply with publishing requirements & how do you know this?</i></p> <p>A – The DHT confirmed that MAST have used PrimarySite for all of their schools and are confident that the due diligence has been conducted. PrimarySite are also used in many schools across the country.</p> <p><i>Q – A Governor stated that the Safeguarding section names a previous Lead, and so needs an update.</i></p> <p>A – The DHT confirmed this has now been rectified.</p>
<p>SEND and PP (item 11)</p>	<p>The SEND Governor confirmed she had met with the Inclusion Manager and had raised the following questions:</p>

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Q – In view of the renewed importance of our attendance, persistent absence figures for our SEN learners appeared to rise as the school year progressed: are there plans to address this?

A – For many SEND pupils in the school, attendance is above the 95% mark considered 'good attendance'. There are pockets of poorer attendance with SEND learners and some persistence absence. To combat this, attendance will feature more heavily in our ISR, there are plans to have a class-related attendance award next year and the two AHTs are looking at producing a weekly newsletter where attendance will feature. In specific SEND meetings, I have raised attendance as an issue for lack of progress with interventions.

Q – A Governor asked has the use of the Zones of Regulation benefited SEN pupils in that the school can more effectively support any behavioural issues?

A – Zones of Regulation is a programme to support self/co regulation within pupils. We use WIN conversations as part of this and it is becoming a 'shared language' within school. It has been a massive benefit to pupils in terms of pupils understanding how to regulate themselves, for the SEMH of pupils and what they can do to 'manage' themselves.

Q – A Governor asked if the Zones of Regulation had an impact generally on behaviour?

A – The DHT confirmed it had. It has helped the children learn how to regulate better and use the Zones in conjunction with the toolkits.

Q – A Governor asked if it was sitting more comfortably with everyone now?

A – The DHT responded that in the main it was. Obviously, there are pockets of need in every year group and certainly year 6 are very different to last year's year 6.

Q – A Governor asked how would you describe the attainment and progress of SEN pupils in 2023-24?

A – Progress of SEND pupils has been strong however this is not always reflected in attainment. For example, a child in Yr4 has made accelerated progress yet, due to their starting point being significantly below ARE and working within the Yr1/2 curriculum, this will not impact our data. There are significant examples of this across the school. Heavily linked to the SEND action plan next year will be for teachers to be able to measure the progress of their SEND pupils across the year using various documentation and resources.

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	<p><i>Q – A Governor asked if there is any upcoming staff training about SEN issues planned for this term?</i></p> <p><i>A – We have placed a huge focus on getting Term 1 for this academic year correct. All teachers had transition meetings for SEND pupils. During Term 1 we have ASD training planned, signalong training, training around our own protocol and procedures, sensory circuit input and a whole array of training opportunities planned for all staff.</i></p>
Safeguarding / Online Safety / Filtering & Monitoring (Item 12)	All Governors confirmed they had read and understood the KCSiE 2024 guidance and had received the CEO's slides from the INSET day which covered the Safeguarding training and Attendance changes.
Governor Roles and LGB Housekeeping Review (Item 14)	<p>The Terms of Office for all Governors have been reviewed.</p> <p>The following roles were agreed for Governors:</p> <p>Chrissy Hornby – SEND Malcolm Neville – Health & Safety / Premises Davina O'Brien – Christian Distinctiveness/British Values Natalie Liddiard – Pupil Premium Pat Williams – Safeguarding, Attendance Ian Kennedy – Filtering & Monitoring, School Website Oliver Jackson – PE/Sports Premium Liz Malyon – Governor Training Tony Woodhouse – tbc</p>
MAST Update (Item 15)	The Trust Board had not met at the time of this meeting, therefore no MAST Update was available. This will be provided as soon as possible.
Governor Monitoring Visit Reports (Item 16)	<p>Attendance Report:</p> <p><i>Q – A Governor asked, do we have the capacity to grant the Attendance Champion/ Pastoral Lead to have some protected time to fulfill their role in keeping CPOMS and other paperwork up to date?</i></p>

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A – The DHT responded that the Pastoral Lead now works 4 days a week which is a reduction in her working days. However, we work together to try and stay on top of this paperwork – it is her main role in school so is priority. It is very difficult to have this protected time at present as other issues present themselves which may take precedent over this.

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. Is the office able to support with this? and is it reasonable given their workload?

A – The DHT responded that communication between office and the attendance champion is daily. Letters have already been approved and issued. Emails are being sent for approval – the letters have all been verified so we are sure they are correct and then are being signed off and sent in time so no deadlines are missed. I have access to office emails which allows nothing to be missed. Letters will be emailed too, which will ensure that read receipts are received.

Q – A Governor asked, do we as a school need to look at using attendance contracts (these are an agreement made between school, parents, pupil. It will detail what the current issues are for non-attendance and what each person involved will do in a given timescale to improve the attendance. This is monitored over a period of weeks to ensure actions are being completed and changes made if necessary) for persistent absences?

A – The DHT confirmed that this was actually discussed at a recent Medway Attendance meeting. Contracts and Support plans will be used on a case by case basis.

Q – A Governor asked is the pupils' end of year attendance percentage on their school report? How do we inform parents of attendance?

A – The DHT confirmed it is on the end of year report. Additionally, Attendance is flagged once it starts to fall or becomes an issue. This is managed with phone calls and letters. It is monitored weekly and once the pupil has 10 unauthorised sessions, parents will be informed. Certain illnesses will trigger a call/home visit if necessary. Teachers also discuss attendance with parents at Parents 'Consultations.

Q – A Governor asked, looking at the Attendance codes for the whole year, there were a lot of 'L' (lates before the close of registration), could this be made a focus for Term 1?

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A – The DHT responded that there are plans to discuss this with teachers, with the aim of starting communications with parents with regards to the need for support in getting to school on time. Additionally, the late gate really helps facilitate these conversations, as a member of SLT will always be available to speak to parents.

Sports Day Report

A lovely report, guys! Many thanks – Chair of Governors

Q – A Governor asked, are the work experience students from local senior schools?

A - The DHT responded that the school belongs to Medway Education & Business Partnership and offers to have pupils from all secondary schools in the area. At the start of each year, they are asked who could be hosted – They then send us pupils who require a place from senior schools in the area. They conduct the Risk Assessments and we then do Safeguarding training etc when they arrive. Additionally, we do a short interview/meeting over the phone or correspond via email prior to their placement.

Q – A Governor asked, are the pupils' achievements celebrated in school?

A – The DHT responded that all achievements are celebrated at a Friday celebration worship. With regards to the Sports day specifically, we only celebrate the winning team at the very end of sports day. The Winning cup has the house colours on it for the year. Adding this to the regular celebration is something to consider.

Q – A Governor asked, hopefully the feedback from the parents/adults was positive?

A – The DHT confirmed that the feedback on the day is always positive and that Sports Day was well attended.

Worship Committee

Q – A Governor asked, could there be an opportunity to ask more of the Worship Committee?

A – The DHT responded that there is an AoW timetabled for them. Additionally, Mrs Maddison-Tansey is now in charge of Worship Committee and has lots of exciting events lined up for them. We are looking to get them involved in Harvest in October.

Q – A Governor asked can they meet more often and in year groups to plan an AOW, say once a month?

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A – The DHT responded there is already an AoW timetable which enables this.
Q – A Governor asked can they meet before the festival Acts of Worship to plan Harvest, Christmas, Easter with teachers or others to help?

A – The DHT confirmed they are already involved in these events and services.

Q – A Governor asked can the Worship Committee use the church more?

A – The DHT responded that it is something they would like to do. They are arranging to have year group and family worship in the church.

English Update Report

Q – A Governor asked, once the playground is repainted, will the quiet area(s) be sheltered?

A – The DHT outlined the improvements that had been undertaken so far and the ideas for future purchasing. (The large bench has been moved to under the shelter and the quiet area on the upper playgrounds are already sheltered. The school are looking at purchasing more quiet area equipment to use however they need to liaise with the PTA about this – one idea is another shelter).

Q – A Governor noted that we learned that checklists have been used in Year Six this year, and will now be introduced throughout the school, suggesting a structured, systematic approach: how are they used?

A – The DHT confirmed that this has already been discussed with the English Lead and will be implemented with staff at the next English staff meeting so that year 6 staff do not feel that it is just them completing all of the work. The DHT explained that they want a way of tracking all children and identifying gaps for planning in all years. The DHT went onto to detail that each long piece of writing will be formally assessed – not by a written comment but by highlighted sentences as per the marking policy. Years 3 and 4 will use the same ITAF sheet and years 5 and 6 will use the Year 6 ITAF sheet.

Q – A Governor asked how often are the classroom libraries changed?

A – The DHT responded that we tend to swap books over when we feel that our children have become tired with them – there are no set dates or times. Children tend to ask if they can read a book from another class or borrow a book from the library and this is encouraged. We all have set library slots and children are free to take a book from the main library. The rolling libraries are also used.

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<p>LGB Impact (Item 17)</p>	<p>The LGB has been able to recruit quickly, and so are once more at full strength. This Business Meeting has been successful in achieving both continuity and new appointments, which bodes well for the new school year.</p>
<p>Training (Item 19)</p>	<p>The Staff/Training Governor outlined the plan for training for the next 2 terms and provided the Governance Professional with the name of a training module to complete which is linked to Eco-Schools.</p> <p>Free Webinar: Primary School Sustainability by WWF-UK (nationalcollege.com)</p> <p>The Training Governor additionally provided all Governors with copies of the Primary Environmental Review which they could complete at the next Governor Day; the completed reviews could then be given to the schools Eco Committee and could help form the action points for their sessions/project ideas etc.</p> <p>It was agreed that any Governors who had not been able to attend the INSET day were welcome to complete the SG module on the National College.</p>
<p>AOB (Item 20)</p>	<p><i>Q – A Governor asked if we could have an update on Starfish Malawi as it hasn't been mentioned for a while?</i></p> <p>A – The DHT confirmed that the school was still trying to contact Starfish Malawi via different communication methods however had not received a response recently. They will keep trying.</p> <p>The Ethos Governor confirmed she would pass the details of the contact for the Diocese in Zimbabwe to see if a connection with them could be established.</p> <p><i>Q – Is the revised Home/School Agreement which the Governors reviewed as part of the Governor Day in July, now in use?</i></p> <p>A – The DHT confirmed that the intention is to send out the Agreement to all Parents again and signed copies will be given back. It will also be included in Admissions paperwork, moving forward.</p> <p>The new LA concept of Safe School Streets was also mentioned briefly</p>

4. **Actions:**

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ACTIONS:	Item	Who
HT to arrange SATs training for all Governors in Term 3	19	HT
CF – HT to finalise completion of staff survey and produce analysis for Nov meeting	9	HT
Staff Governor to circulate training module link to all Governors	19	LM
Governance Professional to send appointment documents to new governor and HT to arrange his new email address/web access.	5	NH
All governors now to consider our Christian vision during monitoring.	10	All Govs
HT to invite Filtering/Monitoring Gov to upcoming website review	10	HT
Ethos Gov to pass on details of Dioceses in Zimbabwe	20	Ethos Gov

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