

**MINUTES OF THE MEETING OF THE  
ST MARGARET'S CE PRIMARY SCHOOL LOCAL GOVERNING BODY  
HELD ON MONDAY 30 SEPTEMBER 2019  
AT 9.30AM  
AT THE SCHOOL**

Present: Rev Canon Ade Ademola (Chair) (CA) - **Foundation Governor**

**Foundation Governors**

Mrs Alisha Anderson (AA)  
Miss Toni Bankole (TB)  
Mr Hilton Idahosa (HI)  
Mr Michael Lomotey (ML)  
Mrs Adenike Sonuga (AS)

**Headteacher**

Mr David Huntingford (DH)

Clerk to the Governors: Ms Gill Hand

Also present: Mrs Beverley Hall (BH), Chief Executive Officer and Mrs Elaine McDonald James (EMJ), Chief Operations Officer, Genesis Education Trust

**Summary of agreements and actions:**

<b>Minute reference</b>	<b>Formal agreements and/or actions identified</b>	<b>Named person(s) for action(s) identified</b>	<b>Completion date</b>
3.2	To forward DBS certificate number and issue date to Governor Services on receipt	Heather Flinders (HF)	On receipt
3.2	To forward Ms Bankole's contact details to Governor Services	HF	1 week
3.2	To forward academic year 2019/19 LGB minutes and acronym list to TB for information	HF	2 weeks
4.1	To note appointment of Rev Canon Ademola as Chair of Governors for academic year 2019/20	Governor Services/HF	1 week
4.2	To note appointment of Mr Hilton Idahosa as Vice Chair of Governors for academic year 2019/20	Governor Services/HF	1 week
4.3	To note subcommittee Lead Governor appointments as noted in minutes	Governor Services/HF	1 week
4.3	To organise induction meeting for Lead Governors	DH	1 month
4.4.3	To note Governing Board Committee establishment recorded in main body of minutes	Governor Services/HF	1 week

Chair's Initials:

5.2.1	VCR headset demonstration to be agenda item for next meeting	DH/Governor Services	05.12.19
5.2.2	Website Demonstration to be agenda item for next meeting	DH/Governor Services	05.12.19
7.1	To forward copies of completed annual forms to Governor Services	HF	2 weeks
8.10	To circulate New Ofsted Format information	DH/BH	2 weeks
10.1	To note allocated link governors as recorded in main body of minutes	Governor Services/HF	1 week
11.1	To recirculate e version of LBWF Governor Training Brochure	Governor Services	1 week
11.1	To upload above to Dropbox	HF	2 weeks
12.1	<b>Date of next meeting:</b> Tuesday 12 December 2019 @6.30pm at the Hill site	All /GS	Immediate
12.2	<b>Agenda items:</b> VCR headset demonstration Website Demonstration	DH/Governor Services	05.12.19
13.1	To draft a press release to showcase the School's progress	DH	2 weeks
13.2	Work Life Balance to be agenda item for next meeting	DH/Governor Services	05.12.19
13.3	School Distinctive Christian Vision feedback to be agenda item at next meeting	DH/Governor Services	05.12.19

**1. WELCOME AND APOLOGIES FOR ABSENCE**

- 1.1 The Clerk welcomed all those present to the meeting and general introductions were made.
- 1.2 Apologies for absence were noted and accepted from Ms Deborah Haworth and Mr Alan Harris.
- 1.3 The Clerk confirmed that the meeting was quorate with seven governors present.
- 1.4 There were no items of any other business noted at this point in the meeting.

**2. DECLARATIONS OF INTEREST**

- 2.1 There were no declarations made pertaining to any of the agenda items for this meeting.

**3. GOVERNING BOARD/BODY**

- 3.1 The Clerk confirmed that there was currently one vacancy for a Foundation Governor.
- 3.2 The school confirmed that DBS checks were in the process of being completed for Ms Toni Bankole and all other governors have DBS certificates in place.  
**ACTION: To forward DBS certificate number and issue date to Governor Services on receipt**  
**ACTION: To forward Ms Bankole's contact details to Governor Services**  
**ACTION: To forward academic year 2019/19 LGB minutes and acronym list to TB for information**

Chair's Initials:
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#### 4. **APPOINTMENT OF OFFICERS**

##### 4.1 Election of Chair for the academic year 2019/2020

The Clerk welcomed nominations for the position of Chair of Governors. HI proposed that Rev. Canon Ademola be elected as Chair of Governors for the 2019/2020 academic year; this was seconded by AS. With no other nominations and no objections Rev. Canon Ademola was duly elected as Chair.

**ACTION: To note appointment Rev. Canon Ademola as Chair of Governors for academic year 2019/20**

##### 4.2 Election of Vice-Chair for the academic year 2019/2020

The Clerk welcomed nominations for the position of Vice Chair of Governors. CA proposed that Mr Hilton Idahosa be elected as Chair of Governors for the 2019/2020 academic year; this was seconded by AAA. With no other nominations and no objections Mr Hilton Idahosa was duly elected as Chair.

**ACTION: To note appointment Mr Hilton Idahosa as Chair of Governors for academic year 2019/20**

##### 4.3 Election of Lead Governor for Sub Committees

Governors agreed the following Lead Governor allocations for the academic year 2019/20:

- Finance – ML
- Personnel – AS
- H&S – TB
- Curriculum – HI

**ACTION: To note subcommittee Lead Governor appointments as noted in minutes**

**ACTION: To organise induction meeting for Lead Governors**

##### 4.4 Election of Members of Sub Committees

###### 4.4.1 Curriculum Committee

Governors agreed the following Curriculum Committee membership:

- ML (Chair)
- AS
- HL

###### 4.4.2 Admissions Committee

Governors agreed the following Admissions Committee membership:

- AA
- HL (Chair)

###### 4.4.3 Headteacher's Performance Management (HTPM)

Governors agreed the following HTPM committee membership:

- CA
- Plus one other governor from pool of all governors
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**ACTION: To note Governing Board Committee establishment recorded in main body of minutes**

*The newly elected Chair took over proceedings from the clerk at this point of the meeting.*

## 5. MINUTES

5.1 Governors received the minutes of the governing board meeting held on 12 July 2019 and agreed these to be an accurate record of the meeting. The Chair signed a copy of the minutes and these were retained by the school for filing.

### 5.2 Matters arising:

It was noted that unless outlined below, the actions from the previous meeting had either been completed or where on the agenda for discussion.

#### 5.2.1 Minute 12.1 – VCR Headset Demonstration

Governors noted that this demonstration would take place at the next meeting.

**ACTION: VCR headset demonstration to be agenda item for next meeting**

#### 5.2.2 School Website

DH advised that the new school website was now in place and had been audited recently and the school as working with the commissioned company to ensure all findings noted were addressed.

Q – Are staff photos included on the website?

A – Yes and they are currently in the process of being uploaded

**ACTION: Website Demonstration to be agenda item for next meeting**

## 6. CHAIR'S ACTION

6.1 The Chair advised there had been no requirement to take any actions since the last meeting.

## 7. LOCAL GOVERNING BODY ANNUAL FORMS 2019/20

7.1 Governors acknowledged receipt of the following annual documents which were completed and submitted to the school at the end of the meeting:

- Pecuniary Interest Form
- Code of Conduct Form
- Safeguarding Declaration
- Acceptable IT Agreement
- Skills Analysis Form

**ACTION: To forward copies of completed annual forms to Governor Services**

## 8. SCHOOL ITEMS

### 8.1 Safeguarding Presentation

DH presented the pre circulated GET Governor Safeguarding Annual Training to governors for information.

*DH, BH and EMJ left the meeting at 10.30 as the school had received an important telephone call which needed addressing.*

### 8.2 Headteacher Verbal Report

Governors agreed that in the unavoidable absence of DH, information on this item could be circulated outside of the meeting. It was further agreed that should governors have any questions, they could raise direct with DH outside of the meeting.

*NB – it was noted that the reports referred to in items 8.3-8.9 below had all been circulated to governors prior to the meeting for information.*

- 8.3 SDP 2019/20
- 8.4 End of Year Data
- 8.5 Targets 2019/20
- 8.6 PP Strategy Statement 2019/20
- 8.7 PP Review 2018/19
- 8.8 PE & Sport Premium Report
- 8.9 SEND Offer (Website)

8.10 New Ofsted Format

It was agreed that in the absence of BH, information on this item would be circulated outside of the meeting and should governors have any questions, they would raise with DH/BH direct.

**ACTION: To circulate New Ofsted Format information**

**9. POLICY CYCLE**

- 9.1 Governors acknowledged receipt of the above document which had been circulated for information purposes.

**10. LINK RESPONSIBILITIES 2019/20**

- 10.1 Governors agreed the following link responsibilities for the academic year 2019/20:
- Safeguarding/EYFS - AA
  - Pupil Outcomes/Pupil Premium – ML
  - Personal development, Behaviour & Welfare (Attendance & Behaviour) - AS
  - Leadership & Management – CA
  - Teaching & Learning – HI
  - Church School Distinctiveness/S48 SIAMS - HI
  - Parents/School Council - TB
  - H&S - TB

**ACTION: To note allocated link governors as recorded in main body of minutes**

**11. GOVERNORS' TRAINING**

- 11.1 Governors requested that the above document be recirculated for information. It was agreed that governors could contact Governor Services direct to organise training during the academic year.

**ACTION: To recirculate e version of LBWF Governor Training Brochure**

**ACTION: To upload above to Dropbox**

**12. DATE AND AGENDA ITEMS FOR THE NEXT MEETING**

- 12.1 Date of next meeting  
5 December 2019 @ 9.30am

- 12.2 Agenda items:  
VCR headset demonstration  
Website Demonstration

**13. ANY OTHER BUSINESS**

**13.1 Acknowledgement**

On behalf of the LGB, CA thanked EJM and her team for their excellent work in supporting the school to ensure that identified building works were completed. The LGB further acknowledged the ongoing support of the Genesis education Trust and their grace in allocating finances to the school which had enabled the identified works to be completed.

DH updated that parents had given him positive feedback on the works completed and the significant improvement they made to the overall infrastructure of the school. Parents were particularly happy that that the ICT Suite had been re-established at the school.

It was agreed it would be a supportive measure to the school to publicise the works completed externally to showcase the school.

**ACTION: To draft a press release to showcase the School's progress**

**13.2 Work Life Balance**

Governors held a general discussion on the above and the importance of ensuring that staffs were effectively supported by both governors and clergy affiliated to the school. It was agreed that this item would be discussed in more depth at the next meeting.

**ACTION: Work Life Balance to be agenda item for next meeting**

**13.3 School Distinctive Christian Vision**

Governors discussed the importance of the above and it was agreed that HI would meet with DH to discuss and provide feedback at the next LGB meeting.

**ACTION: School Distinctive Christian Vision feedback to be agenda item at next meeting**

**13.4 Legal Update**

It was noted that the Trust had recently been exonerated in all areas with regards a legal process that had been brought against them. Governors were updated that the Trust had been advised to consider pursuing the costs incurred and this was an area that was currently being considered.

CA thanked BH and EMJ and governors who had been involved in the process for their ongoing commitment to Margaret's School.

The meeting closed at 11.15am.

Chair: ..... (print)

..... (sign)

Date: .....

Chair's Initials:
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