

**MINUTES OF A MEETING OF THE ST MARGARET'S C OF E PRIMARY SCHOOL
GOVERNING BOARD HELD ON THURSDAY 5 DECEMBER 2019 AT 9.30 A.M. AT THE
SCHOOL**

Present: Mr Hilton Idahosa (Vice Chair in the Chair)-Foundation Governor

Foundation Governors

Rev Canon Ade Ademola (from 10.00 a.m.)

Ms Toni Bankole

Mr Michael Lomotey

Head Teacher (Voting)

Mr David Huntingford

Parent Governor

Mrs Adenike Sonuga

Clerk to the Governors: Mrs Caroline Russell

Summary of agreements and actions:

Minute reference	Formal agreements and/or actions identified	Named person(s) for action(s) identified	Completion date
3.1.	Vacancy for Foundation Governor: DH to contact local church and request a nomination	DH	Ongoing
4.2.1.	DBS Number: DH asked to check for governor HF per minute.	DH	Ongoing
4.2.4.	Induction Meetings for Lead Governors: DH asked to arrange meeting for Ms Toni Bankole with EJ/SSo re health and safety.	DH	Ongoing
10.3.	Lead Governor Reports: (i)Governors to email to GET office prior to meetings for e-circulation. (ii) DH to amend governor visit template to refer to Christian vision and values.	Governors DH	Ongoing Ongoing
12.	Publication of Governor Information: DH to check re statutory content and report to next meeting.	DH	05-03-2020

Chair's Initials:

13.	Date and Time of Next Meeting: Thursday 5 March 2020-9.30 a.m.- School. Draft agenda items per minute	All to note+ Governor Services to action	05-03-2020
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1. OPENING PRAYER, WELCOME AND APOLOGIES FOR ABSENCE

The meeting opened with a prayer led by Mr David Huntingford. Due to the late arrival of Canon Ade the meeting was chaired by Mr Hilton Idahosa.

1.1. Apologies for Absence

Apologies for absence were received and accepted from Ms Deborah Haworth (resignation noted), Mrs Alisha Anderson and Mr Alan Harris (family reasons).

1.2. Quorum

The meeting was quorate with 6 governors present.

2. DECLARATIONS OF INTEREST

There were no declarations of interest in any of the following agenda items.

3. LOCAL GOVERNING BODY

3.1. Membership

The meeting noted a vacancy for a foundation governor with nominations to be considered by the local church.

ACTION: Head Teacher to make contact and request nomination.

3.2. Disclosure and Barring Service Checks

These have been completed by governors or are ongoing with details held on file by the School.

4. MINUTES

4.1. Minutes of the Last Meeting Held on 30 September 2019

These were received and accepted. A copy was signed by the vice chair for retention by the School.

4.2. Matters Arising

4.2.1. Disclosure and Barring Service Certificate Number

ACTION: This is being checked for HF (DH asked to check with school/Trust office).

4.2.2. List of Educational Acronyms

This has been forwarded as requested.

4.2.3. Link Governor Appointments

These were noted.

4.2.4. Induction Meetings for Lead Governors

These have been held with DH and EJ.

ACTION: DH to arrange meeting for Ms Toni Bankole with EJ and site services officer re health and safety.

4.2.5. Governing Body Committee Memberships

These are listed in the minutes.

4.2.6. VCR Headset Demonstration

This is a current agenda item.

4.2.7. Website Demonstration

DH will demonstrate this as a current agenda item.

4.2.8. Annual Declarations of Pecuniary Interest

These have been completed.

4.2.9. Revised OFSTED Inspection Framework

This has been circulated to governors and was used in the recent inspection of the School.

4.2.10. LBWF Training Brochure

This has been e-circulated.

4.2.11. Work Life Balance/Christian Vision Feedback

DH will brief governors.

5. FEEDBACK ON SKILLS AUDIT/GOVERNOR INVOLVEMENT

5.1. Skills Audit

This was e-circulated with positive results. Governors are encouraged to select from Diocesan and LBWF training courses which are relevant to them. DH noted that:
-A statutory RE inspection is due with governors held to account re the impact of the School's Christian vision statement. There will be a regular agenda item to consider this with link governors asked to consider the impact in their areas as a contribution towards providing a safe and nurturing environment for the children.

5.2. Staff Development

The School has a number of newly qualified teachers and newly appointed deputy Head Teachers with governor involvement sought re staff development and well being.

5.3. Safeguarding/Special Educational Needs

Governors are asked to attend courses re safeguarding/special educational needs if possible and to discuss these issues with school staff.

ACTION: SEN presentation to next meeting.

5.4. 'Prevent' Duty

There will be staff training re this on 27/01/2020 provided by the LB Barking and Dagenham at 3.30 p.m. which governors are welcome to attend. Content will include support for children considered to be 'at risk'.

6. SCHOOL ITEM-VCR HEADSET DEMONSTRATION-MS EMMA CHERRY, DEPUTY HEAD TEACHER

6.1. These were distributed for use by governors and explained as being a way for children to view things in 3D with which they may be unfamiliar e.g. a journey in space, a lighthouse.

6.2. Use of the headsets can assist in making curriculum delivery engaging and exciting in more abstract areas e.g. English, history and geography. The headsets are not used in every lesson but selectively as an enhancement and not to replace school educational visits. The teacher can control their use with multiple resources offered including images and 3D videos.

6.3. **Q.** Does the School have sufficient resources? **A.** A trolley load is kept plugged in.
Q. Use? **A.** Used in every year group selectively. We feedback re usage and effectiveness with a 15 minute time limit on use.

7. HEAD TEACHER'S REPORT

7.1. Recent Section 8 OFSTED Inspection of School

7.1.1. A report has now been published confirming the School as still considered to be 'good'. A meeting was held recently with LBB senior education officers who were very impressed with the School.

7.1.2. Results for attainment at the expected standard exceed local and national averages and those for 'working at greater depth' are at or above local and national averages. The factual accuracy of the report was checked with amendments proposed re development points and comments made about science teaching. An appeal and formal complaint was made and is pending. However, it was still a 'good' report and will be advised as such to parents.

7.1.3. **Q.** You mentioned a school science award? **A.** The School has the primary science quality mark following staff training and submission of evidence. **Q.** Are OFSTED aware of this? **A.** Yes.

AS reported that she had discussed the inspection with the Head and steps to be taken about the comments made e.g. use of subject specific vocabulary in order to build on the strengths of the School.

ACTION: Presentation re science to March FGB meeting.

7.2. Website Demonstration

The School website has recently been upgraded following a retendering exercise. Professional photos were taken with permissions obtained. Main headings were noted re vision, values, home learning (teachers to be reminded re timeliness), newsletters, legal requirements e.g. performance data, policies, curriculum, letters to parents and British Values.

7.3. School Self Evaluation Form

This has been uploaded and was submitted to OFSTED for information and evaluation with no comment made about it.

7.4. Finance

ML reported that he had met with the Chief Operating Officer of the Genesis Education Trust regarding the Trust budget, noting that the Local Governing Body retain oversight of the School's budget.

7.5. Work Life Balance

Significant efforts were made to balance the work/life balance of staff so that they can both work effectively and enjoy family life. DH noted that teaching is a demanding, stressful job and that teachers do work hard. To try to address these pressures, planning is shared across the GET schools, marking demands have been

reduced, INSET is given during assembly using children where possible, all teachers get their statutory 10% planning, preparation and assessment time the use of which is not directed and there is designated leadership time the use of which is directed by the Head Teacher. There is the possibility of time off in lieu/overtime payments with email bans at evenings and weekends.

7.6. School Distinctive Christian Vision Feedback

7.6.1. A 1 day RE inspection is expected next term conducted by 1 inspector to include consideration of assemblies, community engagement, pupil RE books and interviews with children and staff. The Diocesan Advisor has revised the science SEF. The School is considered to be a very strong 'good' approaching excellence in this area. DH will discuss the impact of the Christian vision statement with staff. Formal parent and pupil voice consultations will be carried out regarding the Church of England ethos of the School and DH is to attend a course at Chelmsford Cathedral. A 4 day curate placement has been agreed for next year.

7.6.2. Prayer is a school strength but there is a need to develop spaces for independent prayer and link the promotion of spirituality into prayer. RE foci include use of Biblical texts with links made with the local Church of England secondary school at Dagenham Park.

7.7. Pupil/Staff/Head Teacher Well Being

The School Effectiveness Form is to be adjusted with DH to visit St Edwards' C of E Primary which has a diocesan excellence rating. DH stated that 60% of the Diocesan inspection and report will relate to the embedding of Christian values, governance and monitoring of the theological underpinning of RE assessments. The Head Teacher will document and put a case for an 'excellence' award. There is a need to support teachers in the teaching of RE as a core subject with strong articulation of vision and values and development of independent prayer. Displays reflect the Christian ethos of the Schools. There was a reflective discussion about the value of self-control, righteous anger and just war. **Q.** Who is the lead governor re worship and Christian values? **A.** AA.

8. REPORTS

These were prior e-circulated re worship, female genital mutilation, radicalisation, geography, science and special educational needs and disability.

8.1. Female Genital Mutilation Report

Rephrasing was requested regarding reference to the geographical spread of this practice to reflect that Africa is the dominant area for it predominantly in areas with an Islamic culture and heritage, 28 countries in total. Staff, parents and pupils are educated re this area with referrals made re extended absences.

8.2. Radicalisation

1 reference was noted and action taken.

8.3. Special Educational Needs and Disability

There are currently 5 children with Education and Health Care plans who are making progress and being appropriately supported.

9. POLICIES

- 9.1. These were formally ratified in relation to behaviour, fire procedures, attendance and punctuality and lockdown procedures.
- 9.2. Regarding lockdown procedures these would apply should there be a local event putting users of the building at risk e.g. a town centre disturbance, gas leak or stray animal. There will be use of the fire alarm system and internal locks. Teaching and learning will continue in the event of partial lock down but full lockdown will apply in the event of immediate danger.
A lock down drill will be trialled next term after a standard fire drill to familiarise staff with the difference.
Discussion followed re school security arrangements internal and external.

10. LEAD GOVERNOR UPDATES

- 10.1. Personnel
AS reported that she had met with DH and discussed staff absence and recruitment, lock down procedure and OFSTED inspection.
- 10.2. Curriculum
HI reported that he had met with DH re the OFSTED report, data (focus on 'good standard of development, booster classes, year 6 data and lesson observations), pupil premium funding, provision for those considered to be academically more able, lock down procedure and two recent fixed term exclusions. Children were well behaved, teaching of phonics skills was observed, there was additional support for children with English as an additional language, use of visual resources, support for disruptive pupils with exclusion a last resort. Attention is given to management of teacher workload and recruitment (difficult due to the costs of living in London), gang culture and raising the attainment of Year 6 from a low base. Testament was paid to good relationships in School and a culture of tolerance and aspiration.
Governors were asked to refer to the C of E Schools' distinctive ethos and the Trust finance audit.
- 10.3. Finance and Premises
ML reported that he had met with EJ on 18/10/2019 re Trust finances. This meeting reported an overall surplus of £1/2 million supported by some self-generated income. This allows for some reduction of class sizes and adult: child ratios, IT upgrades and purchase of curriculum resources. There is external audit verification with annual review of variances and capital controls.
ACTIONS:
-Lead governors to email reports to the GET office prior to meetings for circulation.
-DH to amend governor visit template to include reference to Christian vision and values.

11. PERFORMANCE MANAGEMENT REVIEW

Staff performance management reviews have been completed with incremental progression awarded where appropriate.

12. PUBLICATION OF GOVERNOR INFORMATION

ACTION: DH to check re statutory content and report to next meeting.

13. DATE AND DRAFT AGENDA ITEMS FOR NEXT MEETING

- 13.1. Date and Time of Next Meeting

Thursday 5 March 2020-9.30 a.m.-School.

13.2. Draft Agenda Items

- SEN presentation.
- Science presentation.
- Christian vision and values.
- Publication of governor information.

14. ANY OTHER BUSINESS

14.1. Duration of Full Governing Body Meeting

These will be limited to 2 hours if possible with reports to be prior e-circulated if possible.

14.2. Closing Prayer

This was led by Michael Lamotey.
The meeting closed at 12 noon.

Chair: (print)

..... (sign)

Date:

Chair's Initials:
