

**MINUTES OF A MEETING OF THE
ST MARGARET'S C OF E PRIMARY SCHOOL LOCAL GOVERNING BODY
HELD ON FRIDAY 12 JULY 2019 AT 4.30 P.M.-6.00 P.M. AT THE SCHOOL**

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

Foundation Governors
Ms Heather Housden (HH)
Mr Hilton Idahosa (HI)
Mr Michael Lomotey (ML)

Head Teacher (Voting)
Mr David Huntingford (DH)

Parent Governor
Mrs Adenike Sonuga (AS)

Staff Governors
Mr Alan Harris (AH)

Clerk to the Governors: Mrs Caroline Russell

Also present: Ms Carlene Reid, HR (part)-CR
Mr Steven Whittle, Teacher re Curriculum Presentation (part)-SW

Summary of agreements and actions:

Minute reference	Formal agreements and/or actions identified	Named person(s) for action(s) identified	Completion date
3.2.	Disclosure and Barring Service Check Issue: School/Trust office to advise Mr Alexander Okoli of LGB decision per minute and LBWF GS to note and action also.	DH/LBWF Governor Services	As soon as possible
12.1	VR headsets: School to demonstrate to next meeting	DH	30-09-2019
14.	Audit of the School's Website and Statutory Publication of Information: Agenda item for next meeting	DH/Governor Services	30-09-2019
15.	Date and Time of Next Meeting: Monday 30 September 2019-9.30 a.m.-School. Draft agenda items per minute	All+ Governor Services to note/action	30-09-2019

1. WELCOME AND APOLOGIES FOR ABSENCE

1.1 Welcome


All were welcomed to the meeting which opened with a prayer by Rev Canon Ade.

1.2 Apologies for Absence

Apologies for absence were received and accepted from Mrs Alisha Anderson.

1.3 Quorum

The Clerk confirmed that the meeting was quorate with 7 governors present.

Chair's Initials:


2. DECLARATIONS OF INTEREST

2.1 Declarations of Interest in the Current Agenda Items

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

3. GOVERNING BODY/LOCAL GOVERNING BODY/TRUST BOARD

3.1 Clerk to confirm Governing Body/Local Governing Body/Trust Board membership

The clerk confirmed that there are currently no vacancies or governors whose term of office will end shortly.

3.2 Disclosure and Barring Service Check Issue

It was noted that no DBS check is held for Mr Alexander Okoli due to non-receipt of necessary documentation. It was **AGREED** to suspend Mr Okoli temporarily from the Governing Body and to remove him from Dropbox and the school website until such time as documentation is submitted and checks are completed.

ACTION: Trust staff to advise Mr Okoli of this decision and LBWF Governor Services to note and action.

Staff withdrew from the meeting for consideration of the next item.

4. HR ITEM-MINUTED AS CONFIDENTIAL

5. CURRICULUM PRESENTATION-MR STEVEN WHITTLE (TEACHER)-SW

5.1. Application for Healthy Schools' Award

SW stated that this is currently ongoing for the bronze level award with further content to be submitted regarding the curriculum for the end of Key Stage 1 and Key Stage 2. This will be taken from the Trust creative curriculum after which time it is expected that an award will be made. The School will then prepare to apply for a silver award.

5.2. Street Tag

This is a London Borough of Barking and Dagenham (LBBD) phone app to encourage physical activity in schools using signs around the borough. The School was recently awarded 2nd place amongst participating schools.

5.3. Review of School Personal Social and Health Education (PSHE)

5.3.1. This is currently ongoing, encompassing staff and pupil well-being and mental health provision, enhancement of the food curriculum (with involvement of the School meals caterer), encouragement of physical activity by pupils and renewal of the School's eco award following a Green Flag audit. The aim is to improve the teaching of PSHE with some documentation as evidence of what is covered.

5.3.2. Revised PSHE and Relationships and Sex Education (RSE) curricula are to apply from September reflecting recent issue of Department for Education (DFE) guidance re the latter which becomes statutory in September following a consultation period.

5.3.3. SW noted that RSE materials in use in school are in need of review due to their age and the issue of recent statutory guidance as above. Discussion noted that this issue is controversial but that the School will endeavour to ensure that children's questions are answered in a sensitive and age appropriate way consistent with the current British legal framework, British values and inclusive Christian values including promotion of healthy, respectful, loving and safe relationships.

- 5.3.4. The meeting agreed the importance of home/school partnership in this area and welcomed the high profile of mental health and well-being in LBBD with staff training received in counselling.
Steven was thanked for his presentation and left the meeting.

6. MINUTES

6.1 Minutes of an LGB Meeting Held on 9 May 2019

Governors received these and agreed them to be an accurate record of the meeting. Canon Ade signed a copy of the minutes for retention by the School.

6.2. Matter Arising

6.2.1. Outstanding Disclosure and Barring Service Check

A decision has been made regarding this.

6.2.2. Amendment of Record re Apologies Tendered

This has been done.

6.2.3. Induction Training

This will be arranged from September following issue of the LBWF Governor Training Programme for 2019/2020.

6.2.4. Sickness Absence

This is a policy item on the current agenda and meetings have been held with individual staff as necessary.

6.2.5. Grievance Information

This has been added to Dropbox.

6.2.6. List of Educational Acronyms

These are provided in Dropbox for information. Report writers and presentation givers are asked to refer to acronyms in full on first use.

6.2.7. Link Governor Allocations

These have been made and recorded.

6.2.8. Update re Annual Governance Statement on the School Website

The Statement is being updated and will be posted when completed.

6.3. Minutes from Recent Personnel Committee

These were received and accepted and reported in detail per confidential minute 4 above.

7. GOVERNOR TRAINING

7.1. Safeguarding Training

This is to be attended by all governors every two years if possible.

Training will be provided to staff in September and was provided to a recent earlier LGB meeting reflecting recent significant changes to the DFE document Keeping Children Safe in Education.

8. CHAIR'S ACTION SINCE THE LAST MEETING

There was none reported.

9. HEAD TEACHERS' REPORT-PRIOR E-CIRCULATED AND ACCEPTED

9.1. Attendance

Reported as very good and exceeding national averages/expectations.

9.2. Safeguarding/Summary of Events and School Development Plan Priorities
Information was noted.

9.3. Update re Publication of SATS Assessment Data on 09-07-2019

9.3.1. A data summary was tabled noting that the data is likely to change following 2 dis-applications from external assessment of children new to the United Kingdom. In addition, 4 children were acknowledged to have special circumstances and so were awarded 3 additional scaled score points per subject which will slightly affect average scaled scores.

9.3.2. Summary externally assessed results for Year 6 were noted in reading, maths and grammar spelling and punctuation. The use of scaled scores was explained and it was noted that the scores reflect the difficulty of this years' tests with reduced scores in some areas being a local and national trend.

9.3.3. Scores in individual subjects were noted as being much improved (in the 80s) with boys outperforming girls. The combined measure score of 77% well exceeds both national and local averages.

9.3.4. Additional pupil premium funding has supported this group of children to attain at just above national averages.

Test results reflect the difficulty of the tests and the number of children in School with special educational needs. Improving trends and results reflect continuing staff effort re teaching and learning.

9.3.5. There have been significant improvements this year in Year 5. With a smaller, academically able cohort going into Year 6 next year it is hoped that results will rise again next year.

9.3.6. The School is proud of these un-validated results (externally moderated and confirmed), has a positive mind set and aspires to be considered to be an 'outstanding' school.

A vote of thanks was recorded to all staff with parents to be advised once the results have been confirmed.

10. SCHOOL ITEMS

The following items were received and unanimously **AGREED:**

- Assessment Data.
- School Development Plan review.
- Special Educational Needs and Disability report.
- Gifted and Talented report.
- Teaching and learning reviews.
- Meeting planner of dates 2019-2020.
- Information Cycle 2019-2020.
- Governance Handbook.

11. POLICIES

The following items were received and unanimously **AGREED**:

- Anti-bullying.
- After School Club.
- Looked After Children.
- Medicines in School.
- Modern Foreign Languages.
- Music.
- Sharps (needles).
- Time off in Lieu.
- Marking
- Emergency School Closure.
- Acceptable Use of Information Technology policy.
- School Accessibility Plan Statement.
- Coaching.

12. LEAD GOVERNOR/SUB COMMITTEE UPDATES

12.1. Finance and Premises Items-Canon Ade

Genesis Education Trust: Receipt of Genesis Education Trust minutes were noted. Parents are encouraged to apply for free school meals if eligible in view of the financial benefit to the School and are encouraged also to make strenuous efforts to ensure that their children are in School on census day next term.

Monthly Management Accounts/3 Year Budget for the School/ICT Leasing Documentation/Condition Improvement Fund documentation for new roof and fire safety upgrades: Receipt of these items was noted.

VR Headsets: These will be demonstrated to the next meeting.

13. GOVERNOR LINK VISITS

13.1. Mr Michael Lamotey

Michael reported regarding a recent meeting of the personnel committee which had included discussion re an online staff survey. Responses to this had been very positive. Staff absence was also reviewed, being largely due to pregnancies and medical reasons. In year resignations were noted with reasons including the cost of travel and accommodation locally.

13.2. Mr Hilton Idahosa

Hilton reported regarding a recent meeting of the curriculum committee which had included data, teaching and learning review and consideration of Sir Robin Boshers report re maths provision by the School. Also, a new safeguarding programme is in use by the School (a password protected database) allowing production of reports which coordinate information about individual pupils including any special educational needs, behavioural issues, First Aid, medical referrals etc. A separate Single Central Record is still maintained.

14. AUDIT OF THE SCHOOL'S WEBSITE AND STATUTORY PUBLICATION OF INFORMATION

The School website is being renewed so an update will be given to the next meeting.

ACTION: Agenda item next meeting.

15. DATE AND AGENDA ITEMS FOR THE NEXT MEETING

15.1. Date and Time of Next Meeting

Monday 30 September 2019-9.30 a.m.-St Margaret's CE Primary School.

Chair's Initials:



15.2 Draft Agenda Items to Include:

- VR Headsets
- Audit of the School's Website and Statutory Publication of Information
- Validated SATS Data: To consider if available.

16. **ANY OTHER BUSINESS**

16.1. Resignation of Heather Houseden

This was received with regret and a sincere vote of thanks to Heather for her service to the Governing Body over a number of years through some difficult and challenging times.

The meeting closed at 6.00 p.m. with a prayer led by Heather.

Chair: Neil Carr Ade Adeyda (print)

N. Adeyda (sign)

Date: 30/09/2019

Chair's Initials: