

**MINUTES OF A MEETING OF THE  
ST MARGARET'S C OF E PRIMARY SCHOOL LOCAL GOVERNING BODY  
HELD ON FRIDAY 13 JULY 2018 AT 3PM AT THE SCHOOL**

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

**Associate Member**

Mr David Huntingford  
Ms Deborah Haworth (until 4.16pm)

**Foundation Governors**

Mrs Alisha Anderson  
Ms Heather Housden

**Parent Governors**

Mrs Adenike Sonuga  
Mr Hilton Idahosa

**Staff Governor**

Mr Alan Harris (from 3.40pm – 4.16pm)

Clerk to the Governors: Ms Gill Hand

Also present: Mrs Elaine McDonald-James (until 4.16pm)

**Summary of agreements and actions:**

Minute reference	Formal agreements and/or actions identified	Named person(s) for action(s) identified	Completion date
4.2.1	To note apologies were accepted for Mrs Chika lfeagwu for 23.5.18 meeting	Governor Services	Immediate
4.2.3	To send secure governor email addresses to Governor Services	AB	Immediate
6.7	To include GDPR update in Headteacher Reports	DH	Ongoing
9.1	To circulate Numeracy Link Governor report	CI	End of term
13.3	To contact Heather/Alison to obtain Schedule of Meeting Dates 2018/19	Governor Services	
12.1	Date and Time of Next Meeting: TBC	Governor Services	
12.2	Agenda Items: TBC	Governor Services/DH	

**1. PRAYER, 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 Chika lfeagwu.

1.3. Quorum

The meeting was noted as quorate.

- 1.4 Any Other Business/Confidential Items  
Notice was given of a number of confidential items of business for discussion at the end of the meeting.

**2. DECLARATIONS OF INTEREST**

- 2.1 Annual Declarations of Pecuniary and Personal Interests  
The clerk advised that there were no outstanding pecuniary and personal interest forms.

- 2.2. Declarations of Interest in Agenda Items  
There were no declarations made pertaining to any of the agenda items.

**3. LOCAL GOVERNING BODY**

- 3.1. Local Governing Body Membership  
The clerk updated that there is one current vacancy for a foundation governor. There were no governors whose term of office would end before the end of the Summer term 2018.

**4. MINUTES**

- 4.1. Minutes of the Local Governing Body Emergency Meeting Held on 23 May 2018  
Governors received the minutes of the governing body meeting held on 23 May 2018 and agreed these to be an accurate record of the meeting. Canon Ade signed a copy of the minutes and these were retained by the school.

4.2. Matters Arising

- 4.2.1 Minute 1.2 – Apologies received  
Mr Idahosa advised that Mrs Chika Ifeagwu had given him her apologies for the previous meeting. It was agreed that these apologies should be accepted.

**ACTION: To note apologies were accepted for Mrs Chika Ifeagwu for 23.5.18 meeting**

- 4.2.2 Minute 4.2.1 – Data Workshop  
Governors were updated that this workshop would be held in the autumn term.

- 4.2.3 Minute 9.5 – Governor Secure emails  
It was noted that governors were experiencing some issues logging in to the email accounts. Canon Ade advised that the school was aware of this and a solution had been found to resolve the situation. It was anticipated that governors would have no future problems accessing emails.

**ACTION: To send secure governor email addresses to Governor Services**

**5. CHAIR'S ACTION**

Canon Ade informed that there had been one Chair's Action taken since the last meeting and this has been recorded within separate confidential minutes.

*Mr Harris joined the meeting at 3.40pm*

**6. SCHOOL ITEMS**

- 6.1. Budget Report  
As previously reported, governors were reminded that as a number of staff salaries had not been included in the 2017/18 budget, the school would have been £247,600 in deficit. It was noted that the carry forward from previous years had been used to clear this deficit.

In addition, when setting the budget for the 2018/19 financial year, an additional £126,000 had been required to set a sustainable budget; again to cover staffing costs. This was also covered using the carry forward from the previous year.

Governors agreed that this had been a prudent use of the carry forward to ensure the school did not set a deficit budget.

#### 6.1.2 SHINE

Governors were updated that during the last academic year, Year 6 children had had the opportunity to attend the Saturday Club at St Mary's and St Saviour's Schools. This had also included free of charge staffing, teachers, support person, mini bus driver and free lunches and two WOW days.

There had been no charge to St Margaret's for the above and this had saved the school over £6000. It was hoped that the school would be able to organise its own Saturday Club for the future however in the meantime, the St Marys and St Saviours offer is still available if needed.

#### 6.1.3 Buildings Update

It was noted that following completion of the building works three weeks ahead of schedule, children had moved back into the school on 25 June 2018.

Governors were informed that the school has now been given the completion certificate and Barking & Dagenham have issued the Regularisation Certificate. This was required to be in place prior to the children returning to the building.

The final cost of all the remedial works required to make the building safe was noted as £131,000 and governors were updated that the GET is considering ways in which this could be potentially recouped.

Governors asked for their thanks to be extended to the other Trust schools for all of the support they had been offered over the year whilst the building issues were resolved.

#### 6.2 Headteacher's Report

The above report had been circulated prior to the meeting for information and Mr Huntingford provided governors with a verbal report including reference to:

- attendance
- inclusion
- safeguarding
- data
- teaching & learning
- monitoring & impact
- performance management
- staffing structures
- lockdown procedure

#### 6.2.1 Racial incidents/Exclusions

Governors were advised that there had been no incidents reported since the previous headteacher's report in May 2018.

#### 6.2.2 Fire Drill

It was noted that a fire drill had been carried out on 3 July 2018 at 9.40am with an evacuation time of 2mins 50secs recorded to evacuate the building and account for everybody.

### 6.3 Pupil Premium (PP) Report

It was noted that this report had been circulated to governors prior to the meeting for information.

Q – What is the Brilliant Club referred to in the report?

A – It's a charity that provides opportunities for high attaining Y5-6 PP children to access events aimed at raising aspirations including working with prestigious universities and experts in various fields. Children will have their debating and essay skills developed as well as their future aspirations. The Brilliant Club was set up as a charity with the aim of promoting further study for disadvantaged secondary pupils but is now available for higher attaining year five and six children.

Q – Is there a similar opportunity available for non PP children?

A – Not via the Brilliant Club as it has a target cohort. However, this is something that is being considered by the school for the future. The first year will act as a pilot.

### 6.4 School Development Plan (SDP)

It was noted that the SDP had been circulated to governors prior to the meeting for information.

### 6.5 Assessment Data

Governors were advised of the following assessment data results:

**EYFS - GLD 72%**

**KS1**

Area	Result	Previous
Phonics	87%	71%
Reading expected level	81%	77%
Reading greater depth	22%	21%
Writing expected level	83%	72%
Writing greater depth	19%	19%
Maths expected level	80%	81%
Maths expected level	22%	23%

It was noted that all of the KS1 results were above the national average and had been externally moderated by the LA and found to be accurate.

**KS2**

Area	Result	Previous
Reading expected level	75%	69%
Reading greater depth	34%	13%
Writing expected level	83%	76%
Writing greater depth	15%	9%
Maths expected level	75%	69%
Maths greater depth	30%	17%
GPS expected level	89%	55%
GPS greater depth	47%	7%
Combined RWM EXS	62%	57%

Mr Huntingford shared that progress had been made in all subject areas with very good progress made at 'Greater Depth' level. The combined figure had also increased meaning the school had ended its downward trend. The school is ambitious to develop with its figure further in order to continue the upward trend and for this figure to reflect the progress that has been made in individual subjects.

Q – Was there a noticeable difference between pupil premium and non-pupil premium students?

A – It was a mixed picture across the board but there was significant improvement in GPS. There has also been a significant increase for high achieving pupil premium students and the gap is closing between these and non-pupil premium students. Pupil Premium will remain a priority for the school, including being a targeted cohort of our achievement school

Q - How many pupil premium students are there in Y6?

A - Approx. 15-20 which is 30% of the student cohort

6.6 Gifted & Talented Report

This report had been circulated to governors prior to the meeting for information.

6.7 GDPR Update

Governors were updated that all staff have now attended GDPR training, the school is compliant and the Action Plan is being addressed with no concerns noted.

It was agreed that in future, the headteacher's reports would contain a GDPR update as a standing item

**ACTION: To include GDPR update in Headteacher Reports**

6.8 School Vision

Mr Huntingford presented the following proposed school vision statement which had been prepared after consideration of Proverbs 22:6:

*Training children to be confident, independent learners with enquiring minds, a lifelong love of learning and an approach to life that reflects biblical core values and principles*

The vision reflected the background and statistics of the local area whilst remaining true to the Church of England's vision of schools developing character education to provide 'life in its fullness.' Governors agreed to adopt the above school vision statement which was underpinned by the school's values of Love, Joy, Kindness, Patience and Self Control.

7. **AUDIT OF THE SCHOOL'S WEBSITE & STATUTORY PUBLICATION OF INFORMATION**

7.1 Governors were advised that the above audit was regularly completed to ensure that all statutory document and information were available on the school's websites.

8. **SEF UPDATE**

8.1. It was noted that the SEF update had been circulated to governors prior to the meeting for information. No questions were raised.

9. **GOVERNOR VISITS**

9.1 Ms Haworth updated that Ms Ifeagwu had attended the school on 10 July 2018 as part of her numeracy link governor role.

**ACTION: To circulate Numeracy Link Governor report**

**10 DATE AND AGENDA ITEMS FOR THE NEXT MEETING**

10.1. Date and Time of Next Meeting  
TBC

10.2 Agenda Items:  
TBC

**11. ANY OTHER BUSINESS**

11.1 Bank Signatory Changes

Governors were advised that due to a number of staff changes, there was a necessity to review the school bank account signatories.

Governors **agreed** to the following bank signatory changes and the Chair signed the required bank mandate forms:

Removal as signatory

Ms Sandra Moey  
Ms Patricia Coady

Additions as signatories with no powers

Ms Maria Gayle-Rogers  
Ms Karen Millen

Additions as signatories with full powers

Mr Richard Wakeford  
Mr Steven Whittle  
Mr David Huntingford  
Mrs Deborah Haworth

11.2 Proposed Changes to School Day timings

Governors were informed that the school was considering changing the length of the school day to add an additional 15 minutes at the end of the day. This would mean school would end at 3.15pm and would add an additional near 50 hours of learning time across the academic year without any negative impact on after school clubs.

Mr Huntingford advised that both staff and parents had indicated no objection to the extension. Legal advice had also been sought and the school had been advised that as long as the Governing Body were in agreement with the extension, there were no reasons why it could not happen.

Governors voted unanimously to **agree** the extension of the school day to 3.15pm as of 1.9.2018.

11.3 St Paul's Cathedral Outstanding Certificate

Governors were updated that on a recent school visit to St Paul's Cathedral, the Cathedral staff had commented positively on the children's knowledge of Christianity and behaviour.

Following on from this visit, the school has subsequently received the above certificate. It was noted that the school had not anticipated receiving this certificate nor is it one that is regularly issued to schools by the Cathedral.

*Mr Harris and Ms Haworth left the meeting at 4.16pm prior to the meeting entering into a closed confidential session.*

11.4 Confidential items

The meeting went into closed session of discuss a number of items which are separately recorded within confidential minutes.

12. **CLOSING PRAYER**

12.1 The meeting was closed by Canon Ademola with a prayer.

The meeting closed at 16.30pm

Chair: REV Canon Ade Ademola (print)

A Ademola (sign)

Date: 19/10/2018