

**MINUTES OF THE MEETING OF THE  
ST MARGARET'S CofE PRIMARY SCHOOL LOCAL GOVERNING BODY  
HELD ON WEDNESDAY 15 NOVEMBER 2017 AT 3.30PM AT THE SCHOOL**

Present: Rev. Canon Ade Ademola (Chair) – Foundation Governor

**Foundation Governors**

Ms Alisha Anderson  
Mrs Tracy Harris  
Rev. Young Lee  
Ms Chika Ifeagwu  
Ms Heather Housden

Clerk to the Governors: Julie Cornelius

Also present: Beverley Hall (CEO, Genesis Education Trust (GET)), Faye Rider, Interim Head Teacher, Sandra Moey, Head of School, Elaine James (Chief Finance Officer, GET),

**Summary of agreements and actions:**

Minute reference	Formal agreements and/or actions identified	Named person(s) for action(s) identified	Completion date
2.1	A Declaration of Pecuniary and Personal Interest to be completed and returned to Governor Services.	Chika Ifeagwu, Heather Housden and Rev. Canon Ade Ademola.	Immediate
3.1	To complete the Emergency Contact details form and return to the Chair.	Staff Governors	By the end of this meeting.
4.1.3	To organise an election for a Staff Governor and the appointment of a Foundation Governor.	School	Immediate
4.3	To update Governor Services relating to DBS checks for Governors.	Tracy Harris	Immediate
4.4	To update Edubase and send Governor details to Governor Services	Tracy Harris	Immediate
5.2	To check for inaccuracies relating to Governor roles.	Tracy Harris and Chika Ifeagwu	Immediate
5.2	To review the inaccuracies regarding Governor roles, as noted by Tracy Harris and Chika Ifeagwu and respond with any comments.	Governors	Upon receipt of information from Tracy Harris and Chika Ifeagwu
5.3	Chika/ Tracy to amend the non-confidential minutes of the Emergency LGB meeting held on 11 September 2017 and return to governor services.	Tracy Harris	Immediate

Chair's Initials:



6.5.3	To request Sam Mbah to check the data included in her Pupil Premium Outcome report.	Tracy Harris	Immediate
6.6	To e-mail Tracy Harris, for onward circulation to Sam Mbah; any questions relating to the Sports Premium report.	Governors	Immediate
7.1	To produce a policy cycle exclusively for St Margaret's.	Tracy Harris	For the next meeting.
17.1	To speak to an Assistant Head Teacher regarding Bank signatories.	Elaine James	Immediate
9.	To produce a grid to show Link Governor appointments and e-mail this to Governors. To e-mail Tracy Harris regarding Link Governor vacancies.	<del>Tracy Harris</del> Governors	Immediate Upon receipt of Tracy Harris' e-mail.
10.	To forward to Governor Services, the signed document relating to alternative methods for participation and voting in GB meetings.	The Clerk	<b>Completed</b>
11.	To e-mail the completed skills analysis document to Governors.	Governors	Immediate
13.1	To e-mail to Tracy Harris, the Link Governor Safeguarding report for attachment to the final minutes.	Alisha Anderson	Immediate
13.1	To update safer recruitment training records to include Chika Ifeagwu.	Alisha Anderson	Immediate
14.2	To produce a grid for the Governing Body publication of data and forward this to Governors for completion. To complete the grid and return to Tracy Harris.	Tracy Harris Governors	Immediate Upon receipt of the grid from Tracy Harris.
18.1	<b>Date of next meeting:</b> 13 March 2018 at 9 a.m.	All/GS	Immediate
18.2	<b>Agenda items: Standing agenda item:</b> <b>Data</b> 1. Election of Vice-Chair 2. SEF 3. Pupil Premium report 4. Sport Premium report 5. St Margaret's policy cycle 6. Local Governing Body information cycle 7. Governing Body Code of Conduct 8. Building Update		

## 1. WELCOME AND APOLOGIES FOR ABSENCE

- 1.1 All were welcomed to the meeting. A warm welcome was extended to new members: Heather Housden, Alisha Anderson and Rev. Canon Ade Ademola. Heather is serving as a Foundation Governor for one year.
- 1.2 Apologies for absence were received and accepted from M Adenike.

Chair's Initials:



- 1.3 Apologies for absence were not received and were therefore not accepted from Hilton Idahosa.
- 1.4 The Clerk confirmed the meeting was quorate with six Governors present.
- 1.5 Notice of Any Other Business/Confidential items  
The CEO, Beverley Hall, wished to raise two items of Any Other Business and Ms Faye Rider, Interim Head Teacher, wished to raise one item of Any Other Business. These will be discussed at the end of the meeting.

## 2. **DECLARATIONS OF INTEREST**

### 2.1 Register of Business Interests – Governors are required to complete Pecuniary Interest forms

An Annual Declaration of Pecuniary and Personal Interests was completed by Ms Alisha Anderson, Mrs Tracy Harris, Mrs Sandra Moey and Rev. Young Lee.

**ACTION: Chika Ifeagwu, Heather Housden, Rev. Canon Ade Ademola**

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

## 3. **APPOINTMENT OF OFFICERS**

### 3.1 Election of Chair for the academic year 2017/2018

The Clerk welcomed nominations for the position of Chair of the Local Governing Body. Mrs Beverley Hall, the CEO, GET, proposed that Rev. Canon Ade Ademola be elected as Chair of the Local Governing Body, for the 2017/2018 academic year; Ms Alisha Anderson seconded this motion. With no other nominations and no objections, Rev. Canon Ade Ademola was duly elected as Chair.

Following his election, the Chair requested that the Staff Emergency contact details form be completed and returned to him at the end of the meeting.

**ACTION: Staff**

### 3.2 Election of Vice-Chair for the academic year 2017/2018

**DEFERRED AGENDA ITEM: Election of Vice-Chair**

Rev. Canon Ade Ademola delivered an opening prayer.

## 4. **LOCAL GOVERNING BODY**

### 4.1 Clerk to confirm Governing Body membership

- 4.1.1 It was formerly noted that David Hodges resignation had been received after the last LGB meeting and that governor services has been informed.

- 4.1.2 Tracy Harris, Foundation Governor, has submitted a letter of resignation, dated 15<sup>th</sup> November, 2017, to Mrs Beverley Hall, CEO, GET. Ms Harris' letter of resignation will take effect, following this meeting.

- 4.1.3 Trish Coady's term of office as a Staff Governor, ended in the summer term.

- 4.1.4 Following Ms Harris' resignation and Ms Coady's end of term of office, two vacancies exist on the Local Governing Body – one Foundation Governor vacancy and one staff Governor vacancy.

**ACTION: The school**

### 4.2 To consider disqualification due to non-attendance

The clerk advised that no governors were eligible for disqualification due to non-attendance.



- 4.3 Clerk to confirm that DBS checks have been completed by all governors and details are held on file by Governor Services

**ACTION: Tracy Harris**

- 4.4 National Database of Governors

Governors are reminded that from 1 September 2016, all Bodies of maintained schools and academies must update Edubase with information about people involved in governance (section 538 of the Education Act 1996)

**ACTION: Tracy Harris**

## 5. MINUTES

- 5.1 Governors received the minutes of the Local Governing Body meeting held on 28<sup>th</sup> June 2017 and agreed these to be an accurate record of the meeting.

- 5.2 Matters arising

Discussion took place relating to a conflict of Governor roles.

**ACTION: Chika Ifeagwu and Tracy Harris**

- 5.3 Governors received the non-confidential and confidential minutes of the Emergency Local Governing Body meeting held on 11<sup>th</sup> September 2017.

**Action: Chika / Tracy to amend on behalf of governors and return to Governor services.**

## 6. SCHOOL ITEMS

- 6.1 Data presentation – Sandra Moey, Head of School – presentation to include data to end of 2017 and Autumn term internal baseline assessment

Governors received the following documentation:

1. St Margaret's historical data record to 2017

- 6.1.1 There were anomalies discussed.

- 6.1.2 A discussion was held regarding concerns of the falling trend in data.  
Q. What is being done to remedy the situation?

- 6.1.3 Interventions, run by experienced staff, are in place for every Year Group.

- 6.1.4 Year 6 booster classes are taking place for grammar, reading and maths.

- 6.1.5 Writing is a major focus. A separate hour is dedicated to improving writing, in each of the streams (minute 6.1.8 below refers to children now being streamed, following baseline assessments.).

- 6.1.6 The fourteen Year 6 children who are attending SHINE workshops at St Mary's, are enjoying this.

- 6.1.7 The school is looking at how it can improve the quality of teaching and learning. This includes:

- Vastly improving learning environments.
- Creating consistency across the school.
- Static displays in each classroom.
- Interactive whiteboards in all teaching areas.
- Planning is consistent.
- The pace of lessons has improved.

- The expectation of standards has increased.
- St Margaret's staff are now contributing to planning.
- The school's marking policy has been reviewed.
- A coaching model is in place, with experienced staff working alongside other staff.
- Team teaching is in place.
- Every Year Group now has a timetable that is set and which includes the names of children participating in interventions.
- Phonics results have been on the decline. A programme is now in place to improve phonics results. Staff have been trained and resources are in place.
- Home reading is taking place. All children now have reading books set at the appropriate level.
- Home work is now accessible on-line.

6.1.8 A new tracker system is in place. Baseline assessments have been completed for all children and as a result of this, children are now streamed.

6.1.9 All interventions are in place to raise standards.

6.1.10 Further assessments for Year 6 pupils will take place at the end of the Autumn 2 term.

6.1.11 Thanks were extended to Sandra and to Faye Rider for their work. The data is now accurate and although it is not great, interventions are in place to address this.

**Q. Is there any evidence of progress?**

**A.** No, but there is evidence of change and data will be reviewed regularly going forwards to ensure this.

At the mid-year an external teaching and learning review will be initiated.

6.1.12 A Deputy Head Teacher and an Assistant Head Teacher from St Mary's, are working together, to moderate writing for all children in Years 1 to 6 at St Margaret's. The standard for writing was extremely poor.

6.1.13 Discussion took place relating to how Governors would like this information presented. Governors **agreed** they want this information presented on a regular basis. Faye Rider said this information should appear as a standing agenda item.  
**STANDING AGENDA ITEM: Data**

6.1.14 **Q. A Governor asked about staff Continuing Professional Development (CPD) and asked for assurances that training is in place and that the quality of teaching will improve?**

**A.** New staff have been recruited from January 2018. These staff will undergo full induction procedures and provide the quality of teaching required to raise standards. There will be increased capacity from January 2018 and this will include extended leadership. Three members of the Federation will be joining the school, as leaders, but also as teachers.

6.1.15 Strategies are in place to ensure that assessment is accurate. Further training is required on subject knowledge, which informs teachers' assessments. Assessment is about informing and planning. Focus groups will also be planned; enabling teachers to work with particular children.

- 6.1.16 Systems and structures are in place to ensure the quality of teaching is improved.  
6.1.17 The Chair asked, at Friday morning's staff briefing, that Sandra and Faye extend the Governing Body's thanks to all staff, for the work carried out to date and for the future work they are undertaking.

6.2 Head Teacher report – Faye Rider

Governors received the following documentation:

1. Update on staffing

6.2.1 There have been no formal observations, a process has been put in place for teaching and learning reviews in the Spring term. This will be opportunity for tracking profile, to be raised and available to feed into observations. The intention is to work with staff and for staff to be observed by their respective Coach. These observations have shown that 72% of teachers are 'good' and 28% are 'Requires Improvement' (RI). The sharing of planning has had a huge impact on the quality of teaching.

6.2.2 **Q. Are any of the 45 SEND (Special Educational Needs and Disability) pupils in the process of having applications made for EHC Plans?**

**A.** Yes, for those that should be recommended, we are now putting this in place.

6.2.3 There is now a clear focus on learning and expectations.

6.2.4 Governors' attention was drawn to the document providing an update on staffing.

6.2.5 It is the intention for Governors to become more involved in the school. This will include organising Governor Days; providing Governors with an insight into what is happening at the school.

6.3 School Development Plan (SDP) – Faye Rider

- A key focus is subject knowledge.
- To raise the role of children in the School Council and Learning Council.
- Governors to be a part of children's learning and to be confident in challenging.
- There are no tangible values but a session will be organised on creating school values.

6.4 Self Evaluation Form (SEF)

Short SEF presented. A more comprehensive SEF will be written and presented to Governors at the next meeting.

**AGENDA ITEM: SEF**

6.5 Pupil Premium outcome report

This report was produced by Sam Mbah, Assistant Head Teacher; Sam was not present at this meeting. This is a working document.

6.5.1 **Q. What difference is Pupil Premium making?**

**A.** The data is in the process of being collated.

6.5.2 It was noted there was some repetition of data in the report presented.

**ACTION: Sam Mbah**

**AGENDA ITEM: Pupil Premium report**

6.5.3 The Chair asked that thanks be extended to Sam for the work she has undertaken.

- 6.6 Sports Premium report  
This is a draft document.  
**ACTION: Governors**  
**AGENDA ITEM: Sports Premium report**

- 6.7 Targets and Target setting – Faye Rider  
Governors have received this information.

- 6.8 Admissions arrangements  
In year submissions will now be managed by the school.

Governors **agreed** to ratify the Admissions policy.

## 7. SCHOOL POLICIES

- 7.1 Governors to agree policy cycle

- 7.2 Attendance and punctuality GET policy

**ACTION: Tracy Harris**

**AGENDA ITEM: St Margaret's school policies**

[Elaine James was required to attend a Parents' meeting and therefore Agenda item 15, alongside an item of Any Other Business, was brought forward.]

## 15. HEALTH AND SAFETY AT SCHOOL

- 15.1 Governors to receive a verbal report

- 15.2 Annual report to be completed and signed by the Head Teacher and Chair

- Elaine James has reviewed the school's June 2017 Health and Safety report. Elaine has produced a template detailing a more comprehensive (including statutory roles) document.
- The Governing Body **agreed** to adopt the new format.

[An item of Any Other Business was brought forward].

## 17. ANY OTHER BUSINESS

- 17.1 Bank signatories

Elaine James wished to raise an item concerning Bank signatories.

There are insufficient (currently only two (three is the minimum requirement)) Bank signatories.

The Governing Body **agreed**, subject to agreement by the respective member of staff, to add the remaining Assistant Head Teacher, as a Bank signatory.

**ACTION: Elaine James**

- 17.2 Other financial matters

- 17.2.1 **Q. A Governor asked about the £300K carry forward and if this money would be spent on secondary provision?**

- A.** Elaine James said this money will be spent on the children and urgent building work. This includes fire doors and the refurbishing of toilets; the current toilets are unfit for purpose. White boards have also been installed.

In addition, some staffing was not included within the agreed budget; this has caused some significant issues.

17.2.2 Governors voluntary aided account and CCLA account

The Governing Body **agreed**, with the exception of £1K, to consolidate all funds in the CCLA account with the Governors' fund bank account. The £1K will contribute to work on the school toilets. Once the funds are consolidated, the CCLA account will be closed. Before this can be done, there needs to be three Bank signatories in place; this is noted under minute 17.1 above.

17.2.3 Governors reviewed the music SLA for next year.

17.2.4 Tracy Harris spoke about researching Gift Aid to provide additional income. A guidance audit will be undertaken.

**8. LOCAL GOVERNING BODY INFORMATION CYCLE**

**DEFERRED AGENDA ITEM: Local Governing Body information cycle**

**9. LINK GOVERNORS**

Governors to consider the role and appointment of Governors with specific responsibility

SEND/Safeguarding:	Alisha Anderson
Literacy:	Heather Housden
Numeracy:	Chika Ifeagwu
Inclusion:	Vacancy
Behaviour and attendance:	Vacancy
R.E. and worship:	Rev. Young Lee

**ACTION: Tracy Harris**

**10. ALTERNATIVE MEETING ATTENDANCE OPTIONS:**

Governors to decide if they wish to allow Governors to participate at meetings via alternative methods

The Governing Body **agreed** to telephone conference calls as an alternative method of participation at meetings. The Chair signed the document relating to alternative methods of participation.

**ACTION: Clerk**

**11. SKILLS ANALYSIS**

Governors are asked to complete the provided skills analysis and return this to Governor Services

**ACTION: Governors**

**12. GOVERNORS' TRAINING**

Governors confirmed receipt of the annual training programme.

**13. LINK GOVERNOR REPORTS**

**13.1 Safeguarding Link Governor report**

Alisha Anderson, Safeguarding Link Governor, had met with Sam Mbah, Assistant Head Teacher and Lead Designated Safeguarding Officer (DSO) on 13<sup>th</sup> November. A verbal report was presented.

**ACTION: Alisha Anderson**

Chika Ifeagwu has attended Safer Recruitment training.

**ACTION: Alisha Anderson**

A fire drill will be held before the end of the autumn term.



[Elaine James left the meeting at 5.40 p.m.]

**14. PUBLICATION OF GOVERNOR INFORMATION**

**14.1 School website review**

A review of the school website is underway and is 95% complete.

**14.2 Local Governing Body publication of information**

**14.1 Attendance register 2016-17**

The attendance register is on the school website.

**14.2 Governing Body publication of data**

A grid will be provided for Governors to complete.

**ACTION: Tracy Harris**

**14.3 Pecuniary Interest Register**

This appears on the business website.

**16. ANY OTHER ADDITIONAL BUSINESS**

**16.1 End of school day**

Sandra Moey said the current school day does not meet statutory requirements. To ensure these requirements are met, the school is proposing that 15 minutes is added to the end of the school day.

The Governing Body **agreed** to an extension of the school day. This matter will be presented to the GET Board and parents will subsequently receive correspondence regarding this proposed change.

**16.2 Governing Body Code of Conduct**

**DEFERRED AGENDA ITEM: Governing Body Code of Conduct**

16.3 Beverley Hall wished to formally thank Tracy Harris for her time as a Governor. Beverley also wished to extend her thanks to Faye Rider who is leaving GET at Christmas.

16.4 This item is recorded under confidential items. All remained present.

[Rev. Young Lee left the meeting at 6.05 p.m.] The meeting remained quorate.

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

**18.1 Date of next meeting**

This will take place on 13 March 2018 at 9 a.m.

**18.2 Agenda items**

**Standing agenda item: Data**

1. Election of Vice-Chair
2. SEF
3. Pupil Premium report
4. Sport Premium report
5. St Margaret's policy cycle
6. Local Governing Body information cycle
7. Governing Body Code of Conduct
8. Building Audit

Autumn Term 2017

18.3 Details of Governor Briefings were detailed on the agenda.

The meeting closed at 6.20 p.m.

Chair: NEVD CAMEL ADE MENDA (print)

A-Menda (sign)

Date: 7/2/2017

Chair's Initials:

AM