

**MINUTES OF A MEETING OF THE
ST MARGARET'S C OF E PRIMARY SCHOOL LOCAL GOVERNING BODY
HELD ON WEDNESDAY 19 OCTOBER 2018 AT 9.30AM AT THE SCHOOL**

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

Associate Member
Mr David Huntingford

Foundation Governors
Mrs Alisha Anderson
Ms Heather Housden

Parent Governors
Mr Hilton Idahosa

Staff Governor
Mr Alan Harris

Clerk to the Governors: Ms Gill Hand

Also present: Mr Amir Lemouchi, Associate Head, GET and Mr Michael Lomotey, potential governor

Summary of agreements and actions:

Minute reference	Formal agreements and/or actions identified	Named person(s) for action(s) identified	Completion date
2.1	Declarations of Interest forms to be sent to governors absent from this meeting.	Governor Services	1 week
2.1	To complete and return Pecuniary Interest Forms to Governor Services	AS/HI	1 week
3.1	To note election of Canon Ade Ademola as Chair of Governors	Governor Services	1 week
3.2	To appoint Vice Chair for Academic Year 2018/19	All	Next LGB Mtg
4.1	To note resignation of Mrs Chika Ifeagwu and amend records accordingly	Governor Services	1 week
4.3	To advise Governor Services once new Foundation Governors were approved by the Diocese	DH	ASAP
4.3	To provide Governor Services with new Foundation Governor contact details	DH	1 week
4.3	To ensure DBS checks were actioned by the school for the new governors once appointed	DH/Office Manager	Once appointed
4.3	To create school email accounts for new Foundation governors once appointed	DH/IT Technician	Once appointed
4.3	To forward LGB and sub-committee minutes for last Academic Year to new governors for information once appointed	DH/AB	Once appointed

Chair's Initials:

4.5	To pass on congratulations to staff for achievement and progress made to date	DH	Next staff meeting
6.1	Updated Code of Conduct to be sent to governors absent from this meeting	Governor Services	1 week
6.1	To complete Governing Body Code of Conduct form and return to Governor Services	AS/HI	1 week
6.1	To note and place on file new Code of Conduct form provided by school	Governor Services	1 week
9.1	To return signed KCSIE confirmation receipt form to Alison Brown	All	2 weeks
10.4	To pass on the governors thanks to staff for their hard work and commitment	DH	1 week
10.4	To liaise with Trust Chief Finance Officer re the organisation of a staff breakfast to celebrate progress made	DH	ASAP
11.1	To complete electronic Skills Audit and return to Governor Services	All	3.11.18
13.2	To note Governing Board Committee membership	GS	1 week
13.3	To review Sub Committee Terms of reference at 1st meeting of this term	Committee Chairs	Next mtg
13.3	Sub Committee Terms of reference to be agenda item for next meeting	Governor Services	Next mtg
13.4	To prepare and circulate short outline of the role of a link governor	Alison Brown	Next mtg
13.4	To recirculate Link Governor Report template	Alison Brown	Next mtg
17.1	Date of next meeting: Thursday 22 November 2018 at 9am	All /GS	Immediate
17.2	<u>Agenda:</u> Appointment of Vice Chair for academic year 2018/19 Sub Committee Terms of Reference	Governor Services	Next meeting
18.2	To set up an email alert to advise governors that emails had been sent to their school e-mail address	Alison Brown	Ongoing
18.2	To ensure telephone class/text contact was made with governors if meetings were cancelled at short notice	Alison Brown	Ongoing

1. PRAYER, WELCOME AND APOLOGIES FOR ABSENCE

- 1.1 Rev. Canon Ade welcomed all those present to the meeting and general introductions were made.
- 1.2 Apologies for absence were received and accepted from Ms Deborah Haworth. It was noted that Mr Hilton Idahosa had advised that he would be late for the meeting due to traffic related issues.
- 1.3 No apologies for absence were received from Mrs Adenike Sonuga and therefore these were not accepted.
- 1.4 The Clerk confirmed that the meeting was quorate with 5 governors present.
- 1.5 Three items of confidential business were noted for discussion at the end of the meeting.

2. DECLARATIONS OF INTEREST

- 2.1 The clerk issued all present governors with copies of the personal and pecuniary interest form. All those governors present at this point of the meeting completed these forms and duly returned them to the clerk for processing.

Mrs Adenike Sonuga and Mr Hilton Idahosa were not present and were therefore required to complete and return pecuniary interest forms.

ACTION: To complete and return Pecuniary Interest Forms to Governor Services

3. APPOINTMENT OF OFFICERS

- 3.1 Election of Chair for the academic year 2018/2019

The Clerk welcomed nominations for the position of Chair of Governors. Mr Alan Harris proposed that Canon Ade Ademola be elected as Chair of Governors for the 2018/2019 academic year; this was seconded by Mrs Alisha Anderson. With no other nominations and no objections, Canon Ade Ademola was duly elected as Chair.

ACTION: Governor Services to note election of Canon Ade Ademola as Chair of Governors

- 3.2 Election of Vice-Chair for the academic year 2018/2019

Following discussion, and due to the the imminent appointment of two new Foundation Governors, it was agreed that the appointment of Vice Chair would be deferred to the next meeting to allow further discussion.

ACTION: To appoint Vice Chair for Academic Year 2018/19

4. LOCAL GOVERNING BOARD

- 4.1 Resignation

The Chair advised that Mrs Chika Ifeagwu had resigned as a governor as of 1.9.18 and he had thanked her for her support of the school during her term of office.

ACTION: To note resignation of Mrs Chika Ifeagwu and amend records accordingly

- 4.2 The clerk confirmed that with Mrs Ifeagwu's resignation, there were currently two vacancies for Foundation governors and that no governors were due to end their term of office in the autumn term.

- 4.3 New Governors

Canon Ade Ademola advised that two new Foundation governors, Mr Michael Lomotey and Mr Alex Okoli, had been recommended to the Diocese for appointment. It was anticipated that the diocese would approve these appointments shortly.

It was noted that Mr Lomotey was attending the meeting as an observer.

The clerk requested that Governor Services be provided with all relevant contact details for the new governors ASAP.

ACTION: To advise Governor Services once new Foundation Governors were approved by the Diocese

ACTION: To provide Governor Services with new Foundation Governor contact details

ACTION: To ensure DBS checks were actioned by the school for the new governors once appointed

ACTION: To create school email accounts for new Foundation governors once appointed

ACTION: To forward LGB and sub-committee minutes for last Academic Year to new governors for information once appointed

4.4 DBS Checks

The clerk confirmed that DBS checks had been completed on all governors by the school and these had been provided to Governor Services for their files.

4.5 Governance Update

The Chair updated that due to the ongoing progress that had been made by the school; the school was no longer deemed as a supported school.

Governors asked for their congratulations to be passed to staff for the good achievement and progress the school had made.

ACTION: To pass on congratulations to staff for achievement and progress made to date

4.4 Governance Review

It was noted that the external Governance Review report had been completed and this had been circulated to governors before the meeting for information.

Mr Lemouchi provided an overview of the key recommendations of this report and the actions that had been taken to date to whilst considering actioning these recommendations.

4.5 Local Governing Board Committees

Following on from the external Governance Review, governors were aware that one of the recommendations had been to consider reducing the number of committees across the Trust to reduce duplication of information.

To support actioning this recommendation, it was noted that the sub-committee structure had now been reduced to two committees moving forward – Resources Committee and Curriculum & Standards Committee.

Governors were supportive of this reduction in sub committees and understood the rationale behind it.

5. MINUTES

5.1 Governors received the minutes of the governing board meeting held on 13 July 2018 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

There were no matters arising to be noted from the previous minutes.

5.3 Minutes/Reports from Committees

As the sub committees were yet to meet this academic term, there were no sub-committee minutes/reports to be considered at this meeting.

6. GOVERNING BOARD CODE OF CONDUCT

6.1 The clerk issued all present governors with copies of the Governing Body Code of Conduct form. All those governors present at this point in the meeting completed these forms and duly returned them to the clerk for processing.

Mrs Adenike Sonuga and Mr Hilton Idahosa were not present and were therefore required to complete and return Code of Conduct Forms.

ACTION: To note and place on file new Code of Conduct form provided by school

ACTION: Updated Code of Conduct to be sent to governors absent from this meeting

ACTION: To complete Governing Body Code of Conduct form and return to Governor Services

7. CHAIR'S ACTION

7.1 The Chair advised that he had ratified the revised Safeguarding Policy which had been updated in line with the KCSIE September 2018 guidelines to ensure that it was in place for the beginning of the 2018/19 academic year

8. GOVERNORS' TRAINING

8.1 All governors present confirmed they had received the emailed governor's annual training programme. Governors agreed to contact Governor Services direct to confirm training attendance and to update all at the next meeting of any they had attended.

9. SCHOOL'S ITEMS

9.1 Safeguarding Presentation

The headteacher provided governors with a safeguarding update which included reference to all the key changes that had been implemented as a result of the Keeping Children Safe in Education (KCSIE) (September 2018) guidance implementation.

It was noted that an updated copy of the above guidance had been circulated to governors prior to the meeting for information. Governors were requested to read the document and return the signed confirmation receipt to say they had done so to Alison Brown.

Q – How is the KCSIE documentation circulated to staff?

A – All staff are provided with a hard copy at the beginning of the academic year after the statutory training update. They are also aware of the need to read this document and are requested to sign and return a confirmation form to say they have done so.

Q – How do you ensure new staffs receive the information if they don't start at the beginning of the year?

A – New staff receive this via induction training and are then also asked to confirm they have read the document. They also receive safeguarding training information as part of their induction.

Q – How often do staff have safeguarding refresher training?

A – Annually as this is a statutory requirement

ACTION: To return signed KCSIE confirmation receipt form to Alison Brown

Mr Hilton Idahosa joined the meeting at 10.20am.

Chair's Initials:



9.2 Headteacher's Report

The headteacher provided governors with a verbal report with key reference to the following areas:

Attendance – noted as 97.99% (target 96%)

Punctuality – lates noted as 0.26%

Inclusion

Safeguarding

Data

Monitoring & Impact

Performance Management

School Development Plan

Community & Event

GDPR

Q – Has there been an increase in the number of SEND children at the school?

A – No – the number of children is fairly static with no significant rise in numbers noted

9.2.1 Fire Drill

Governors were advised that a fire drill had taken place on 27th September 2018 with an evacuation time of 3 mins and 40 seconds noted.

Q – Does the school have Fire Marshalls?

A – Yes

Q - Have the Fire Marshalls received training?

A – Yes and this is renewed in line with time guidelines as required

9.2.2 Racial Incidents

The headteacher advised that there had been no racial incidents reported this term to date.

9.2.3 Exclusions

The headteacher advised that there had been no exclusions this term to date and that the number of children on behaviour charts had significantly reduced.

Q – Is this because many of the children who were on behaviour charts were previously in Y6?

A – No – the charts had been across the school and the reduction is not due to children moving onto secondary school

Governors thanked the headteacher for his comprehensive verbal report. The headteacher extended an open invitation to all governors to visit the school at any time they wished to do so.

10. **REPORTS**

10.1 Pupil Premium Report

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

Q – Has the final report being uploaded onto the website for information?

A – Yes

10.2 Sports Premium Report

It was noted that the above report had been circulated to governors for information prior to the meeting and has been uploaded to the website for information.

10.3 SDP/SEF

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

10.4 Data

The headteacher provided an overview of the school's data record from 2017 and comparisons were made with the most recent 2018 results achieved.

Governors were advised that the overall combined score for ARE in reading, writing and maths was 62% which is broadly in line with national averages. When the data was then compared with scale scores, the headteacher advised that this showed pupils were performing above average in all areas.

Q – Have staff indicated how they feel about the new improved data figures?

A – Staff are proud of the progress that is being made and supportive of the changes being made to aid this

Q – Has the data been shared with parents?

A – Yes and Data Workshops are being organised to support parents to understand the data and be able to analyse it in more detail if they wished to do so

Governors acknowledged the progress that is being made in the above area and asked for their thanks to be extended to all staff for their hard work and commitment in helping achieve this improvement. Governors also asked the headteacher to liaise with the Chief Finance Officer at the Trust to arrange a thank you breakfast for all staff.

ACTION: To pass on the governors thanks to staff for their hard work and commitment

ACTION: To liaise with Trust re the organisation of a staff breakfast to celebrate progress made

10.5 Policy Cycle/Information Cycle

The Chair provided an overview of the Policy and Information Cycles. Both of these documents had been circulated in advance of the meeting for information.

11 SKILLS ANALYSIS

11.1 The clerk confirmed that this had been circulated electronically and governors were asked to return completed skills analysis forms to Governor Services by 3 October 2018.

ACTION: To complete electronic Skills Audit and return to Governor Services

12. LOCAL GOVERNING BOARD ANNUAL CALENDER

11.1 Governors considered and agreed the above annual calendar which had been circulated prior to the meeting for information.

13. GOVERNING BOARD COMMITTEES

**13.1 Election of Chair of Sub-Committees
Resources Committee**

The Chair welcomed nominations for the position of Chair of the above sub-committee. Mr Hilton Idahosa proposed that Canon Ade Ademola be elected as Chair for the 2018/2019 academic year; this was seconded by Mrs Alisha Anderson. With no other nominations and no objections, Canon Ade Ademola was duly elected as Chair.

Standards & Curriculum Committee

The Chair welcomed nominations for the position of Chair of the above sub-committee. Canon Ade Ademola proposed that Mr Hilton Idahosa be elected as Chair for the 2018/2019 academic year; this was seconded by Mr Alan Harris. With no other nominations and no objections, Mr Hilton Idahosa was duly elected as Chair.

13.2 Governors considered the establishment of committees and unanimously agreed to the following committee structures and memberships:

Governor Discipline – Governors agreed that all eligible governors form a pool for the purposes of Governor Discipline matters.

Staff Discipline - Governors agreed that all eligible governors form a pool for the purposes of Staff Discipline, Staff Grievance and Dismissal Appeals. It was duly noted that no staff members would be called upon to form a part of any of these panels.

Admissions - all governors would be available to sit on this committee as required

Headteacher's Performance Management

Canon Ade Ademola, Miss Heather Housden and Mr Hilton Idahosa and governors were aware that the performance management was required to be completed by 31.12.18

Resources

Canon Ade Ademola (Chair), Mr Hilton Idahosa, Mrs Adenike Sonuga and subject to Diocese approval of appointment, Mr Michael Lomotey.

Standards & Curriculum

Mr Hilton Idahosa (Chair), Mrs Alisha Anderson, Mr Hilton Idahosa, Mrs Adenike Sonuga and subject to Diocese approval of appointment, Mr Alex Okoli.

ACTION: To note membership of sub- committees

13.3 Governors to review committees' Terms of Reference (1st half of term)

Subcommittees were asked to review their Terms of Reference and bring these to the second meeting of this term for consideration and adoption as necessary.

Governors duly noted that all committee meetings held in the interim period would be conducted in line with the previously agreed terms of reference.

ACTION: To review Sub Committee Terms of reference at 1st meeting of this term

Chair's Initials:



ACTION: Sub Committee Terms of reference to be agenda item for next meeting

13.4 Link Governors

Governors agreed to the following link governor appointments for the academic year:

Responsibility Area	Link Governor
Literacy	Mr Alex Okoli (subject to Diocese approval)
Attendance & Behaviour	Miss Heather Housden
Numeracy	Mr Michael Lomotey (subject to Diocese approval)
Early Years	Mrs Alisha Anderson
Safeguarding/SEN & LAC	Mrs Alisha Anderson
Science	Mr Michael Lomotey (subject to Diocese approval)
History & Geography	Mrs Adenike Sonuga
Health & Safety	Mr Hilton Idahosa
Computing	Mr Hilton Idahosa
RE	Canon Ade Ademola
PE	Mr Alan Harris
Art & Design Technology	Mrs Adenike Sonuga
Learning Environment	Mrs Adenike Sonuga
EAL	Mrs Alisha Anderson

**ACTION: To prepare and circulate short outline of the role of a link governor
Link Governor**

ACTION: To recirculate Link Governor Report template

14. **SCHOOL POLICIES**

14.1 Policy review cycle

This had been circulated prior to the meeting for information and governors were advised that policies would be presented for ratification as required throughout the academic year.

14.2 Safeguarding Policy

This had been circulated to governors prior to the meeting and was noted as having been ratified as a Chair's Action since the last meeting to ensure it had been in place prior to the start of the academic year.

15. **GOVERNORS BRIEFING DOCUMENT**

15.1 It was noted that this information guide had been circulated to governors prior to the meeting for information and as an aid to understand the types of questions that might be asked during an inspection.

16. **GOVERNORS' TRAINING**

16.1 Governors confirmed they had received the emailed governor's annual training programme from Governor Services.

Governors agreed to contact Governor Services direct to confirm training attendance and to update all at the next meeting of any they had attended.

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

17.1 Date of next meeting

Thursday 22 November 2018 at 9am at the school

- 17.2 Agenda items:
Appointment of Vice Chair for academic year 2018/19
Sub Committee Terms of Reference

- 16.2 Annual Schedule of Date
Governors confirmed they had received this information.

18. ANY OTHER BUSINESS

- 18.1 Pay Roll Provider
The headteacher advised that the school was currently scoping out new payroll providers with anticipation that this task would be completed by December 2018.

- 18.2 Communication
Following discussion it was agreed that to aid governor communication, an email alert would be set up to be sent to personal emails to advise governors that an email had been sent to their governor account.
In addition, if meetings were cancelled at short notice, governors would be telephoned and texted to advise of the change.
ACTION: To set up an email alert to advise governors that emails had been sent to their school e-mail address
ACTION: To ensure telephone class/text contact was made with governors if meetings were cancelled at short notice

- 18.3 Governor Link Visit
Miss Housden advised that she had visited the school on the 19 September 2018 and carried out a learning walk accompanied by the headteacher and found that in all classrooms, there was a stimulating environment with children engaged in learning. The Link Governor Report for this visit had recently been submitted for circulation to governors.

Mr Alan Harris, Mr Amir Lemouchi and Mr Michael Lomotey left the meeting at 11.40pm

- 18.3 Confidential Items
The meeting entered into closed session to discuss confidential items.

- 18.4 The meeting closed with a prayer from Canon Ade Ademola.

The meeting closed at 11.45pm

Chair: Revd Canon Ade Ademola (print)

A. Ademola (sign)

Date: 22/11/2018

Chair's Initials:
