

**MINUTES OF A MEETING OF
ST MARGARET'S C OF E PRIMARY SCHOOL LOCAL GOVERNING BODY
HELD ON THURSDAY 22 NOVEMBER 2018 AT 9.30AM AT THE SCHOOL**

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

Foundation Governors

Mrs Alisha Anderson
Ms Heather Housden
Mr Hilton Idahosa

Parent Governors

Ms Adenike Sonuga

Staff Governor

Mr Alan Harris

Associate Members

David Huntingford
Deborah Haworth

Clerk to the Governors: Ms Alison Brown

Also present: Mr Michael Lomotey, Mr Alex Okoli, Ms Carlene Reid - HR advisor

Summary of agreements and actions:

Minute reference	Formal agreements and/or actions identified	Named person(s) for action(s) identified	Completion date
3.1	To note appointment of Hilton Idahosa as Vice-Chair of Governors	Governors Services	ASAP
4.1	DBS to be completed for new governors	AB	ASAP
5.2.1	To advise Governor Services of new Foundation governors	AB	Once ratified
5.2.1	To provide Governor Service with new Foundation governor contact details	AB	Once ratified
5.2.1	To create school email accounts for new governors	AB/BI	Once ratified
5.2.1	To forward LGB Minutes from last academic year to new governors	AB	Once ratified
5.2.2	To confirm code of conduct forms have been received for all governors	Governor Services	Next meeting
5.2.3	To circulate via email link report template and short outline of the role	AB	2 weeks
7.7	To send board Carlene Reid's email and telephone number	AB	1 week
7.13	To have a breakdown of Pupil Premium and high achievers data	DH	Next meeting
15.1	To arrange a health and safety visit	HI/DH	Before next meeting

1. PRAYER, WELCOME AND APOLOGIES FOR ABSENCE

1.1 The Chair welcomed all to the meeting which opened with a prayer from Canon Ade. The Chair introduced new governors: Mr Michael Lomotey and Mr Alex Okoli and general introductions were made.

1.2 The Clerk confirmed that the meeting was quorate with 9 governors present.

1.3 Notice of Any Other Business/Confidential items

The Chair advised that confidential items will be discussed in a closed session at the end of the meeting in the absence of staff members.

2. DECLARATIONS OF INTEREST

2.1 The clerk to circulate copies of pecuniary interest forms to Mr Alex Okoli and Mr Michael Lomotey

ACTION: Declarations of Interest forms to be sent to new governors

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

3. APPOINTMENT OF OFFICER

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

Ms Adenike Sonuga proposed Mr Hilton Idahosa be elected as Vice-Chair of Governors for the Academic year 2018/2019 this was seconded by Alisha Anderson. With no other nominations and no objections Mr Hilton Idahosa was duly elected vice-chair

ACTION: Governors services to note the election of Mr Hilton Idahosa as Vice-Chair of Governors

4. LOCAL GOVERNING BODY

4.1 DBS to be completed for Mr Michael Lomotey and Mr Alex Okoli

ACTION: Clerk to complete DBS paperwork

5. MINUTES

5.1 Governors received the minutes of the governing board meeting held on 19 October 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 for filing.

5.2 Matters arising

It was noted that unless specifically referenced below, all actions from the previous meeting had been completed.

5.2.1 Minute 4.3

Paperwork for new governors only received 21.11.18

ACTION: To advise Governor Services of new foundation governors

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

ACTION: To create school email accounts for new foundation governors

ACTION: To forward LGB Minutes for last academic year to new governors

5.2.2 Minute 6.1

Outstanding item as no Clerk from Governors Service was present

ACTION: To confirm with Governor Services code of conduct forms have been received for all governors

5.2.3 Minute 13.4

Link Governor Report template added to Dropbox but to be circulated to personnel email addresses.

ACTION: To circulate template via personnel email addresses and provide a short outline on the role of link governors

6. CHAIR'S ACTION

6.1 The Chair advised that he had ratified the revised Fire and Emergency Policy which had been updated.

7. SCHOOL'S ITEMS

7.1 School Reports

It was noted that all reports listed below under items 7.2 to 7.13 had been circulated to governors for information prior to the meeting and questions were invited.

7.2 Head of School Report
Teaching & Learning

Q – How did the observations this week go?

A – Most teachers had been observed, all graded at good or higher

Q – Any recommendations on the back of the observations?

A – Following observations there are normally some recommendations which is the normal process for most schools.

The lesson observations that have taken place so far show a considerable improvement.

7.4 Worship Report

Q- Do we have ways to show a practical outpouring of worship?

A- We have two leaders working on every class having a community action with a focus on being 'agents of change'. This will take place in February.

7.5 FGM Report

All staff have received the annual training. A discussion ensued regarding the responsibilities of the school in regards to FGM.

Q- Do you have any concerns re FGM for children in school currently?

A- Not currently.

ACTION: Send FGM training to all governors

7.6 Radicalisation Report

No questions were raised.

Deborah Haworth left the meeting at 10.25am

7.7 Disciplinary Presentation

Ms Carlene Reid provided a governor briefing on the disciplinary process with specific reference to LGB roles and responsibilities in this process.

Q When making decisions what if 2 agree but 1 doesn't on a panel?

A – The Chair of the panel has the final decision.

Q – If someone is dismissed with no pay for gross misconduct do they have the right to appeal?

A – Yes.

Q- What if we didn't have enough governors to complete a panel?

A- We buy into Governors Service's so would be able to access other governors

Q- Would a staff governor be on the panel?

A – No.

Q- What if a member of staff attended a disciplinary with a solicitor rather than a union rep?

A- They would be asked to leave, it is stated in the invite letter that legal representation is not invited.

ACTION: Send all governors Carlene's email and phone number

Carlene Reid left the meeting at 10.50 am

7.8 Learning Mentor Report
No questions were raised

7.9 SEN
No questions were raised

7.10 SDP
No questions were raised

7.11 SEF
No questions were raised

7.12 DATA
No questions were raised

7.13 Pupil Premium

Q- Are Pupil Premium students being focused on?

A- During our learning walks the teachers ensure that all pupil premium children are focussed on to ensure they are accessing all areas of the curriculum and are attaining their age related expectations in line with all pupils.

Q- When would we know the effectiveness of this?

A- The pupil premium report is a working document and is brought to the attention of the Governing Body. 10th December is assessment week. The data from this will be submitted to the next Meeting.

ACTION: Breakdown of data pupil premium/Higher achievers for next meeting.

7.14 Sports Premium

Q- Do we do sports outside of school?

A- We have 1 outdoor club but are looking to expand.

8. **POLICIES**

8.1 The following policies had been circulated to governors for information prior to the meeting and governors voted **unanimously to approve** those listed below.

8.2 Pay Policy

8.3 Relationships & Sex Education

8.4 SEND

8.5 EYFS Reception Policy

8.6 EYFS Nursery Policy

8.7 Inclusion Policy

8.8 Behaviour Policy

8.9 Capability Policy

9. SKILLS ANALYSIS FEEDBACK

Adenike to be the training governor

10. LINK GOVERNOR REPORTS

10.1 Safeguarding Report

It was noted that a safeguarding link governor had conducted a telephone conversation with the safeguarding lead and gave a verbal report to the governors.

Q- How do we deal with gang related issues?

A- We are aware of the issues that are relevant to the community and deal with these issues as and when they arise.

Q- What is the school policy on knives

A- The school has a zero tolerance towards anything violent and would discuss issues with the children in a non-threatening manner when and if the need arose.

11. TARGET SETTING

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

12. COMMITTEE TERMS OF REFERENCE

12.1 Governors approved the Terms of Reference for all sub committees.

13. PUBLICATION OF GOVERNOR INFORMATION

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

13.2 School Web Site Review

It was noted a previous governor was still showing on the website and needed to be removed and new governors added.

ACTION: Remove and add Governors to website

13.3 Governing Board Publication of Information

No questions were raised

13.4 Attendance 2017-18

No questions were raised

14. PERFORMANCE MANAGEMENT REVIEWS

14.1 This item was discussed in a confidential session with no staff present.

15. HEALTH & SAFETY AT SCHOOL

15.1 Health and Safety Report

The Health and Safety link governor gave a verbal report on a visit he had conducted on the 20 November. Unfortunately none of the Health & Safety staff were available as the governor had not informed anyone that he would be doing the visit. It was agreed that he would complete another visit with the relevant staff when they were available and report back to the Governing Body.

ACTION: To arrange a health and safety visit

16. DATE AND AGENDA ITEMS FOR THE NEXT MEETING

16.1 Date of next meeting
Thursday 31 January 2019 at 9.30 am

17. ANY OTHER BUSINESS/CONFIDENTIAL ITEM

Q- What is the induction process for new governors?

A- Governors will be provided with training through LBWF

ACTION: Governors Services to forward training programme to new Governors

Link Governor roles allocated to Alex- Art & Design

All staff left the meeting at 11.30am

17.2 The meeting entered into a closed session to discuss confidential items which are recorded separately.

18. CLOSING PRAYER

18.1 Canon Ade Ademola closed the meeting with a prayer.

The meeting closed at 11.35am

Chair: REVD Canon ADE ADEMOLA (print)

A. Ademola (sign)

Date: 31/01/2019