

**MINUTES OF A MEETING OF THE
ST MARGARET'S C OF E PRIMARY SCHOOL LOCAL GOVERNING BODY
HELD ON WEDNESDAY 23 ~~MARCH~~ ^{MAY} 2018 AT 9.30AM AT THE SCHOOL**

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

Associate Member
Mr David Huntingford
Ms Deborah Haworth

Foundation Governors
Mrs Alisha Anderson
Rev. Young Lee
Ms Heather Housden

Parent Governors
Mrs Adenike Sonuga

Staff Governor
Mr Alan Harris

Clerk to the Governors: Ms Gill Hand

Summary of agreements and actions:

Minute reference	Formal agreements and/or actions identified	Named person(s) for action(s) identified	Completion date
1.1	Governor Services to amend records to remove Ms Sandra Moey and add Ms Deborah Howarth as Associate Member	Governor Services	Immediate
3.2	Governor Services to note resignation of Rev Young Lee as of 23.05.18 and amend records accordingly	Governor Services	Immediate
4.2.1	To organise Governor Data Workshop	DH	Post SATS results
4.2.2	To consider resources required for Godly Play	AH	Next meeting
6.2	Governors to forward copies of training certificates to Ms Chika Ifeagwu and Heather Fleetwood for central recording	All	Ongoing
7.1	To circulate Assessment presentation to governors	DH	ASAP
7.5	Pupil Premium Report to be agenda item for next meeting	Governor Services/DH	
8.1	To confirm via email that radicalisation is included within the Safeguarding Policy	DH	ASAP
9.5	To send Governor Services new secure governor email addresses	DH	25.05.18
10.1	To review and update the Annual Governance Statement and upload to school website	Canon Ade/HF/AB	Next meeting

13.2	To confirm via email that radicalisation is included within the Safeguarding Policy	HF/AB	ASAP
13.3	To contact Heather/Alison to obtain Schedule of Meeting Dates 2018/19	Governor Services	ASAP
12.1	Date and Time of Next Meeting: Friday 13 July 2018 at 2pm at St Margaret's CE Primary School	Governor Services	Ongoing
12.2	Agenda Items: Pupil Premium Report GDPR	Governor Services/DH	13.07.18

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. Canon Ade introduced Ms Deborah Howarth who, following the retirement of Ms Sandra Moey, will be attending the meeting as an Associate Member.

ACTION: Governor Services to amend records to remove Ms Sandra Moey and add Ms Deborah Howarth as Associate Member

1.2. Apologies for absence

Apologies for absence were received and accepted from Mr Hilton Idahosa.

It was noted that no apologies for absence had been received from Mrs Chika Ifeagwu.

1.3. Quorum

The meeting was quorate with 6 governors present.

1.4 Any Other Business/Confidential Items

Notice was given about one confidential item of business.

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. Governor Resignation

Canon Ade advised that he had received a notice of resignation from Rev Young Lee and this would be the last LGB meeting that Rev Lee would attend.

Governors thanked Rev Lee for the support he had offered to the school during his time as governor.

ACTION: Governor Services to note resignation of Rev Young Lee as of 23.05.18 and amend records accordingly



3.2 Local Governing Body Membership

The clerk updated that with Rev Lee's resignation; there would be one foundation governor vacancy. There were and 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 March 2018

Governors received the minutes of the governing body meeting held on 23 March 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 4.2.9 –Governor's Data Workshop

It was noted that this item remained outstanding for action and it was agreed that the training date would be held in either later in the Autumn Term after the publication of the SATs results.

ACTION: To organise Governor Data Training Workshop

4.2.2 Minute 6.1.5 – Godly Play Resources

Mr Harris advised that an audit of resources was currently being undertaken. It was agreed that this action would be carried forward to the next meeting.

ACTION: To consider resources required for Godly Play

5. **CHAIR'S ACTION**

Canon Ade advised that other than receiving Rev Lee's resignation, there had been no Chair's Actions since the last meeting.

6. **GOVERNOR'S TRAINING**

6.1 Training Courses attended

Governors advised that they had attended the following training events:

Ms Heather Housden – Prevent/Radicalisation
Data Reading for Primary & Secondary

Mrs Adeniké Sonuga – Governors Induction 1 and 2

ACTION: Governors to forward copies of training certificates to Ms Chika Ifeagwu and Heather Fleetwood for central recording

6.2 It was noted that no current additional governor training needs had been identified other than the Data Workshop which would be delivered in due course.

6.3 Mrs Sonuga updated that she had found the Governors Induction sessions informative and helpful in clarifying the role of a governor as both a critical and supporting friend to the school.

7. **SCHOOL ITEMS**

7.1. Assessment Presentation

It was agreed that the above presentation would be circulated to for information and should governors have any questions, they could be raised with the school via Canon Ade.

ACTION: To circulate Assessment presentation to governors

7.2 Head of School Verbal Report

The Head of School provided governors with a verbal report and the following key points of the report were noted:

Student Information

- 433 students currently on roll
- Current attendance 96.45% (attendance target noted as 96.5%)
- 3.12% authorised student absence
- 0% unauthorised student absence
- 0.82%
- meetings are being held to monitor attendance/develop improvement strategies
- 60 students are on the SEN register
- 14% of students receive SEN support
- 15.% of students receive pupil premium funding
-

Staffing:

- 14 classes
- 19 teachers

Racial incidents/Exclusions

There have been two racial incident reports since the last report to governors on 23 March 2018 and school policies and protocols were followed on receipt of these reports.

There have been 8 fixed term exclusions since the last report to governors. Discussions have been held with regards to additional support strategies and potential alternative provision placements for identified students.

Fire Drill/Lock down Procedure

An unplanned fire drill was held on 17 May 2018 with a school evacuation time of 2 minutes. This was noted as a marked improvement from the previous fire drill.

Mrs Anderson advised that she had been present at the school on the day of the fire drill and noticed the ongoing improvement in procedures in this area.

Canon Ademola thanked Mr Huntingford for his comprehensive verbal report.

7.3 Worship Report

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

7.4 Website Report

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

7.5 Annual Pupil Premium Report

Governors were advised that a comprehensive Pupil Premium Report would be presented at the next meeting as the data was currently being reviewed

ACTION: Pupil Premium Report to be agenda item for next meeting

7.6 PE & Sports Premium Report

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

- 7.8 EYFS Report
It was noted that this report had been circulated to governors prior to the meeting for information.
- 7.9 Modern Foreign Languages Report
It was noted that this report had been circulated to governors prior to the meeting for information.
- 7.10 English Report (including reading & writing)
It was noted that this report had been circulated to go governors prior to the meeting for information.
- 7.11 Art & DT Report
It was noted that this report had been circulated to go governors prior to the meeting for information.

Canon Ade asked for thanks to be extended to all staff who had prepared the above reports.

- 7.12 Governance Skills Audit
Governors were in agreement that no current further current action is required in this area.

8. **POLICIES**

- 8.1 The following Trust policies had been circulated in advance of the meeting for information.

Above & Beyond Policy
After School Club Policy
Anti-Bullying Policy
CPD
Induction Policy
Medicines in School Policy
Looked after Children in Care
Inclusion Policy
Sharps
Use of Reasonable Force
Stress Policy
Uniform Policy
RSE Policy
PE Policy
PSHE Policy
Performance Appraisal Policy
Reduced Waste Policy
Learning Mentor
Green Procurement Policy
Bullying & Harassment
Modern Foreign Languages
Music Policy

Q – Are all policies on the school website?

A – No but they are all accessible either via the school website, Genesis Trust website, the school office or on staff shared drive areas

Q – Have staff at the school had reasonable force training?

A – This has been booked for later this term



Q – In which policy is radicalisation included?

A – There should be reference to this within the safeguarding policy

ACTION: To confirm via email that radicalisation is included within the Safeguarding Policy

9. GENERAL DATA PROTECTION REGULATIONS (GDPR)

9.1. Mr Huntingford presented an overview of GDPR information to governors including reference to the actions that the Trust and school had taken to date to ensure compliancy by the implementation date of 25 May 2018. These actions included the key areas noted below.

9.2 Appointment of Data Protection Officer (DPO)

Governors were advised that the Trust has commissioned Judiciam to support with the GDPR implementation and as part of this, Craig Stillwell has been appointed as the named DPO.

9.3 GDPR Policies

It was noted that the following model policies had been circulated to governors for information prior to the meeting:

- Model Data Protection Policy for Schools
- Schools Personal Data Breach Procedure
- Policy & Procedure for reporting of Data Protection infringements by Employees
- Privacy Notice - Primary
- Privacy Notice – Staff

9.4 Guidance on the Use of Internet Services

Mr Huntingford advised that all staff at the school had signed an Acceptable User Policy which covered the use of internet services.

9.5 Governor Secure Emails

It was noted that all governors would be provided with a secure email address for future use and this information would be circulated shortly. Governors were advised that this email must be used for all governor related communication.

ACTION: To send Governor Services new secure governor email addresses

10. ANNUAL GOVERNANCE STATEMENT

10.1 It was agreed that the Chair of Governors would review and update this document outside of the meeting. Once reviewed, it would be circulated for information prior to uploading onto the school website.

ACTION: To review, update and circulate the Annual Governance Statement and upload to school website

11. LINK GOVERNOR VISITS

11.1 Literacy Link Governor

Ms Housden updated that she had recently carried out a visit focussed on writing. The report prepared after this visit had been circulated prior to the meeting for information.

11.2 Safeguarding Link Governor

Mrs Aisha Anderson advised that she had made regular visits to the school recently and had noted ongoing positive, good safeguarding practice. She asked for this information to be passed onto staff, so they were aware that it had been noted.



12 DATE AND AGENDA ITEMS FOR THE NEXT MEETING

12.1. Date and Time of Next Meeting
Friday 13 July 2018 at 3pm.

12.2 Agenda Items:
GDPR update
Pupil Premium Report

13. ANY OTHER BUSINESS

13.1 Parent Workshops

Discussions were held on whether it would be beneficial to provide parents with additional information on the governance structure and the roles and responsibilities of the LGB. It was agreed that the best opportunity to do this would be via a Parent Workshop with a view to promoting an increased understanding of overall school governance.

13.2 Educational Acronyms

It was agreed that information on the above would be recirculated to governors.

ACTION: To circulate educational acronym information to governors

13.3 Schedule of Meeting Dates 2018/19

Governors were advised that the meeting schedule was centrally co-ordinated within the Trust and information would be circulated in due course.

ACTION: Governor Services to contact Heather/Alison to obtain Schedule of Meeting Dates 2018/19

13.4 Headteacher Recruitment

Canon Ade advised governors that the Trust had begun the recruitment process for the new headteacher. The advert would be published shortly with an anticipated January 2019 start.

13.4 Confidential Item

Members of staff other than the interim headteacher left the room and the Governing Body went into closed session to discuss confidential items. This included the signing of the previous meeting's confidential minutes which were retained by the school.

14. CLOSING PRAYER

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

The meeting closed at 11.40 a.m.

Chair: ALICE CANON ADE ADEMOLA (print)

A. Ademola (sign)

Date: 12th July 2018

Chair's Initials:


