

**MINUTES OF A MEETING OF THE
ST MARGARET'S COFE PRIMARY SCHOOL LOCAL GOVERNING BODY
HELD ON WEDNESDAY 27 MARCH 2019 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

Headteacher

Mr David Huntingford

Staff Governor

Mr Alan Harris

Clerk to the Governors: Ms Gill Hand

Also present: Mrs Beverley Hall, CEO of Genesis Education Trust (observer) and Mr Richard Wakeford, Assistant Headteacher

Summary of agreements and actions:

Minute reference	Formal agreements and/or actions identified	Named person(s) for action(s) identified	Completion date
1.3	To contact Mr Michael Lomotey, Mr Alexander Okoli and Mrs Adenike Sonuga re non-attendance at meetings	Governor Services	1 week
3.2	To provide Governor Services with outstanding DBS details once received	DH/AB	Ongoing
4.2.1	Grievance Presentation to be agenda item for next meeting	Governor Services/ Carlene Reid	09.05.19
4.3	To contact Stuart Lambert to discuss subcommittee changes implemented at Federation of St Margaret's	DH	ASAP
4.3	Sub Committees discussion to be agenda item at next meeting	Governor Services/DH	09.05.19
7.26	HR to produce updated policy renewal cycle for discussion at next meeting	CR	09.05.19
7.26	New policy cycle to be agenda item at next meeting	Governor Services/DH	09.05.19
9.2	To forward copies of training certificates to Heather Fliners Fleetwood	AA/HH	ASAP
17.1	Date of next meeting: 9 May 2019 @ 9.30am at the school Note change of date	All /GS	Immediate

Chair's Initials:



17.2	<u>Agenda:</u> Grievance Presentation Sub Committees discussion New policy cycle	Governor Services	09.05.19
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1. PRAYER, WELCOME AND APOLOGIES FOR ABSENCE

- 1.1 Rev. Canon Ade opened the meeting with a prayer and general introductions were made.
- 1.2 Apologies for absence were received and accepted from Mrs Deborah Haworth.
- 1.3 No apologies for absence were received and therefore not accepted from Mr Michael Lomotey, Mr Alexander Okoli and Mrs Adenike Sonuga.
 As these governors had not attended two consecutive meetings, it was agreed that Governor Services would make contact with them to see if there were any arising issues preventing their attendance.
ACTION: To contact Mr Michael Lomotey, Mr Alexander Okoli and Mrs Adenike Sonuga re non-attendance at meetings
- 1.4 The Clerk confirmed that the meeting was quorate with six governors present.
- 1.5 Two items of any other business were noted for discussion at the end of the meeting.

2. DECLARATIONS OF INTEREST


- 2.1 There were no declarations made pertaining to any of the agenda items.

3. LOCAL GOVERNING BOARD

- 3.1. Local Governing Body Membership
 The clerk advised that there were no current governor vacancies and no governor terms of office were due to end before the summer term.
- 3.2 DBS Checks
 It was noted that there was one outstanding DBS for a recently appointed governor this was being actively pursued by the school.
ACTION: To provide Governor Services with outstanding DBS details once received

4. MINUTES

- 4.1 Governors received the minutes of the governing board meeting held on 31 January 201 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.
- 4.2 Matters arising
 - 4.2.1 Catering
 The headteacher advised that the commissioned catering company had confirmed that all meat provided to the school was non halal and ethically sourced. Discussion was held on the portion size of food and the headteacher advised that this was an area that was regularly reviewed and student voice was included in this review.
 - 4.2.2 Grievance Presentation
 It was noted that this had been deferred to the next meeting due as the Collective Worship presentation was taking place at this meeting.
ACTION: Grievance Presentation to be agenda item for next meeting

Chair's Initials:


4.3 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. Following discussion it was agreed that moving forward; it would be beneficial for the Governing Body to consider an alternative form of sub committee meetings due to issues with governor availability.

Mrs Beverley Hall provided an overview of recent decisions and changes that had been implemented at the Federation of St Mary's & St Saviour's Governing Board with regards to this matter for information.

Governors agreed that it would be beneficial for the current subcommittee system to be reviewed as an agenda item at the next meeting.

ACTION: To contact Stuart Lambert to discuss subcommittee changes implemented at Federation of St Mary's & St Saviours

ACTION: Sub Committees discussion to be agenda item at next meeting

5. **CHAIR'S ACTION**

5.1 The Chair reported that there had been no requirement to take Chair's Action since the last meeting.

6. **SCHOOL'S ITEMS**

6.1 Collective Act of Worship Presentation

Mr Richard Wakeford, Assistant Head provided a verbal presentation on the ongoing development of Collective Worship following the review of this area in September 2018. It was noted that there was now a corporate collective worship structure in place with clear guidelines for all staff to follow and this had aided the ongoing improvement of the area in school.

Q –Has positive feedback been received from members of the school community?

A – Yes. Both students and parents have provided positive feedback in the way the area is being developed and implemented. In addition, staff have fed back that they have welcomed the holistic approach that has been developed across the school

Q – Has an improvement in Collective Worship been noted in classes and assemblies?

A – Yes. The structure in place now has clearer elements mandatory requirements are known, and reflection and response time is built in. Children have opportunity to discuss collective worship in topic based class sessions. There is a theme for the week in place which is reinforced through class teaching and there is opportunity for analysis of biblical text

Q – How is the school's Mission Statement thread through the work at the school? How are children connected to the statement?

A – Child centres discussions linked to values take place regularly and this brings the mission statement effectively into daily life. We vocalise the Mission Statement to children and this supports the development of confident, independent, children. We support children to be reflective of biblical values and have encouraged Student Council members to lead in Collective Worship assemblies.

The Mission Statement is experienced and embedded every day and this is evidenced by the ongoing supportive kindness shown by all across the school

Q – Is the Mission Statement included on the school board outside the school?

A – Yes and is also included in displays around the school

Chair's Initials:



Q – Do you think that the embedding of the collective worship ethos has led to a reduction in behaviour issues at the school?

A - It has helped but it is part of a bigger picture of embedding practice in a holistic manner that has helped reinforce the high expectations we have of children's behaviour

6.2 Head of School Report

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

Attendance – noted as 96%

Punctuality

Inclusion

Safeguarding

Data

Teaching & learning

Pupil Premium

Monitoring & Impact

Performance Management

School Development Plan

Community & Events

GDPR

Governors were advised that a fire drill took place on 21st January 2019 with an evacuation time of 3mins 20 secs.

Q – Were the two exclusions recorded for two separate children?

A – Yes

Q – Is there a decreasing trend in the number of exclusions since last year?

A – Definitely a significantly reducing trend. From January 2018- July 2018 there were eight fixed term exclusions for five children in total. From September 2018 to date, there have only been two exclusions as noted above. For both of these children, additional support has been put in place to support positive reengagement in the school

6.2.1 Racial Incident

Governors were advised that since the Headteacher's report had been circulated, there had been one racial incident noted. It was noted that this was a playground based issue between two parents witnessed by other parents and subsequently reported to the police.

Q – Has support been put in place for students?

A – No students witnessed the incident and they are unaware that it had happened

6.2.2. SLT Book Look

Governors were updated that a recent SLT Book Look had indicated that there had been significant improvement in the quality of children's work since September 2018. It was noted that all areas of children's work had been observed as of high quality but there were some areas for development noted and to support staff, these were being addressed through the school's staff coaching system.

The headteacher advised that moving forward; it was planned that an INSET would be developed to support teaching staff scrutiny of books across the school.

Q – How have staff responded to other teachers from different year groups looking at their classes books?

A – On the whole it has been received positively and noted as an area that provides opportunity to gain experience and ideas to influence future class practice

Q – In Sir Robin's report, he highlighted the importance of ensuring that teachers spell words correctly in books. Has this been addressed?

A – This was highlighted in the Autumn Report and was picked up for addressing by phase leaders and as part of coaching training. In the spring report, Sir Robin made no reference to it so it has been addressed satisfactorily

Governors asked for their thanks to be extended to all staff for their ongoing hard work in supporting school improvement.

NB – it was noted that the reports referred to in items 6.3-6.9 below had all been circulated to governors prior to the meeting for information.

6.3 Computing Report

6.4 Science Report

6.5 Geography Report

6.6 RML Report

6.7 SEN Report

6.8 EAL Report

6.9 SDP Update

It was noted that the reports referred to in items 7.1 – 7.25 below had all been circulated to governors prior to the meeting for information

7. POLICY RATIFICATION

Governors agreed to the ratification of the following policies:

7.1 Volunteer and Student POP

7.2 Asthma POP

7.3 Attendance & Punctuality

7.4 AUP

7.5 Behaviour

7.6 Collective Worship

7.7 Display Policy

7.8 Drugs Education

7.9 Evacuation Plan

Chair's Initials:



Spring Term 2019

- 7.10 Exclusion of Pupils
- 7.11 EYFS Nursery
- 7.12 EYFS Reception
- 7.13 Fire Procedures
- 7.14 Home School Agreement
- 7.15 Internet & Online Safety
- 7.16 Maths POP
- 7.17 Phonics
- 7.18 Photographic Images
- 7.19 RE
- 7.20 School Accessibility Plan Statement
- 7.21 Science
- 7.22 SEND
- 7.23 Business Continuity Plan
- 7.24 Classroom Code of Practice
- 7.25 Staff Handbook
- 7.26 Policy Schedule

Following discussion, governors agreed that it would be beneficial for consideration to be given to the policy review schedule and the current annual review agreement.

It was agreed that moving forward all statutory policies would continue to be reviewed annually but non statutory policies could be reviewed on a bi or tri annual basis.

ACTION: HR to produce updated policy renewal cycle for discussion at next meeting

ACTION: New policy cycle to be agenda item at next meeting

8. LINK GOVERNOR REPORTS

8.1 Safeguarding Link Governor

Mrs Anderson advised that she would be carrying out a safeguarding link governor visit on 5 April 2019 and her report would be circulated after the visit.

8.2 Behaviour & Attendance Link Governor

It was noted that the link governor report had been circulated for information prior to the meeting.

Chair's Initials:

Behaviour

Ms Housden advised that she had had opportunity to view behaviour in both classroom and playground settings and noted the overall behaviour was good and children were considerate of others.

Attendance

Governors were advised that during the visit, the attendance monitoring system had been reviewed and identified as an efficient way for recording and monitoring attendance. One recommendation had been made to the headteacher with regards to consideration being given to ensuring SLT review attendance regularly to identify any emerging trends.

The headteacher updated that following discussion with Ms Housden; the school had reviewed this area and added information to address the recommendations made in the link governor report.

8.3 H&S Link Governor

Mr Idahosa updated that he had visited the school on 29 February 2019 to carry out the H&S Audit with Trust based staff. It was noted that this review had been comprehensive and all required areas were up to date and compliant.

It was noted that the improvements to the Infant toilets had been completed at cost and had resulted in a much improved environment.

Governors were advised that the decision on the CIF Funding bid for the roof and door repairs was awaited and updates would be provided in due course.

It was noted that the school was following the Crown Procurement Framework when commissioning works and this ensured that due procurement processes were being followed.

Mr Hilton extended his thanks to the Trust staff, Elaine, Ellen and Shala, who had also been part of the H&S Audit process and the support they had offered to ensure its effective completion.

9. **GOVERNORS' TRAINING**

9.1 Skills Audit Analysis

It was noted that a Trust and local level skills analysis had been carried out this academic year by an external consultant, Eithne Lemming, and information on this review had been fed back to the Board and LGB.

9.2 Governors' Training

Miss Housden and Mrs Alisha Anderson advised that they would be attending the safeguarding training session delivered by LBWF Governor Services on 28 March 2019.

ACTION: To forward copies of training certificates to Heather Fleetwood

10. **TEACHING & LEARNING REVIEW**

10.1 It was noted that governors had received this report for information prior to the meeting and information has also been included within the Headteacher's Report.

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

11.1 Date of next meeting

9 May 2019 @ 9.30am at the school

- 11.2 Agenda items
 - Grievance Presentation
 - Sub Committees discussion
 - New policy cycle

13. ANY OTHER BUSINESS/CLOSING PRAYER

13.1 Finance Update

The headteacher provided a verbal overview of the school finances. It was noted that the school was financially in a healthy position with a £38k surplus and £166,000 carry forward from the previous year.

Governors were advised of the plan to use the surplus to pay for the refurbishment of the KS2 1st floor toilets during the Easter 2019 holidays.

It was noted that there were plans in place to upgrade the main walkways, two stairways and ground floor including main offices in due course finances permitting.

13.2 ICT Room

Governors were advised of the plan to reinstate the ICT Room in the school. As the infrastructure was already in place, this room would be placed in the current staffroom which would be relocated in another area of the school.

It was noted that the school was following the Crown Procurement Framework when commissioning works and this ensured that due procurement processes were being followed.

13.3 Trust Board Minutes

Canon Ade reminded governors that the above minutes were available on the Genesis Education Trust website. It was noted that decisions made at Trust level were filtered back to LGB and the school but the minutes were available should governors wish to view them.

13.2 The meeting closed with a prayer from Canon Ade Ademola.

The meeting closed at 10.45am.

Chair: Revd Canon Ade Ademola (print)

A. Ademola (sign)

Date: 09/05/2019

Chair's Initials:

AA