

**MINUTES OF A MEETING OF THE
ST MARGARET'S C OF E PRIMARY SCHOOL LOCAL GOVERNING BODY
HELD ON WEDNESDAY 7 FEBRUARY 2018 AT 9AM AT THE SCHOOL**

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

Associate Members

Mr David Huntingford
Mrs Sandra Moey

Foundation Governors

Mrs Alisha Anderson
Mr Hilton Idahosa
Ms Chike Ifeagwu
Rev. Young Lee

Parent Governors

Mrs Adenike Sonuga

Staff Governor

Mr Alan Harris

Also in Attendance: Mrs Beverley Hall, Mrs Elaine James, Ms Deborah Haworth

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
2.1	Clerk to return completed forms to Governor Services for processing.	Clerk	Completed
2.1	Governor Services to contact Ms Ruth Ejvet and Mr Alan Harris re completion of Pecuniary Interest Forms	Governor Services	ASAP
3.1	School to send Mr Alan Harris's contact details through to Governor Services for addition the their files	HT	ASAP
4.1	Governor Services to note election of Mr Hilton Idahosa as Vice Chair and amend records accordingly	Governor Services	ASAP
4.2	Governor Services to note Admission Committee Panel membership	Governor Services	ASAP
5.2.1	Staff governors to complete the Emergency Contact details form and return to the Chair.	Staff Governors	Immediate
5.2.2	To update Edubase and send Governor details to Governor Services	Sue Newman	Immediate
5.2.3	To produce St Margaret's policy cycle and send details to Governor Services	Heather Fleetwood	ASAP

5.2.4	Heather Fleetwood to produce Link Governor Appointments grid and email to governors and to Governor Services	Heather Fleetwood	ASAP
5.2.5	Clerk to check if completed Governor Skills Analysis document has been received by Governor Services	Clerk	ASAP
5.2.6	To produce a grid for the Governing Body publication of data and forward this to Governors for completion	Heather Fleetwood	ASAP
6.1	Governor Services to note appointment of Ms Chike Ifeagwu as Training Link Governor and amend records accordingly	Governor Services	Immediate
6.1	Governors to advise Ms Chike Ifeagwu and Heather Fleetwood of any future training events they attend	Governors	Ongoing
6.2	Mr Idahosa to upload GDPR presentation to governor's Dropbox for information	HI	ASAP
7.5	Full ASP Data report to be shared with governors	DH	ASAP
7.5	Governors to contact Mr Huntingford by email with any specific queries re ASP data	Governors	ASAP
7.5	School to organise Data Assessment workshop to support understanding of ASP data across all school stakeholders	DH	ASAP
7.10	To review online homework with teaching staff to ensure information was available for students and parents	DH	ASAP
8.1	Governors to contact Mr Huntingford direct re any arising policy queries	Governors	ASAP
8.1	Governors to send email to Mr Huntingford re any out of date policies noted on website	CI	ASAP
8.1	School to check website to ensure updated policies had been uploaded	Brian Ingram	ASAP
8.1	School to review DfE policy requirements to ensure all required policies were available on the website	Brian Ingram	ASAP
11.1	Governor Services to note appointment of Chika Ifeagwu as Training Link Governor and amend records accordingly	Governor Services	ASAP
11.1	Governors to advise Chika Ifeagwu and Heather Fleetwood of any future training events they attend	Governors	Ongoing
11.1	Governor Services to forward Skills Audit to Chike Ifeagwu	Governor Services	ASAP
12.1	GDPR update to be standing agenda item for future meetings	School/Governor Services	Ongoing

12.1	To circulate the GDPR Factsheet to governors	BH	ASAP
13	GB Skills Audit to be agenda item for next meeting	School/Governor Services	Next meeting
13	Governor Services to forward Skills Audit to Chike Ifeagwu	Governor Services	ASAP
14.	Date and Time of Next Meeting: Tuesday 13 March 2018 at 9am. at St Margaret's CE Primary School Agenda Items: GDPR update GB Skills Audit	Governor Services	Ongoing

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 Mr Alan Harris newly appointed staff governor and Mrs Adenike Sonuga, newly appointed parent governor.

Rev Canon Ade reminded all governors of the importance of ensuring confidentiality outside of the meeting with regards to all matters discussed.

Q -Mr Alan Harris asked for clarification on what information could be shared with staff.

A - All discussions held are confidential and should not be discussed outside the meeting. Once the minutes of the meeting were approved, they are always displayed on the school website to ensure they are accessible to staff and the wider school community.

1.2. Apologies for absence

Apologies for absence were received and accepted from Ms Heather Housden. It was noted that no apologies for absence had been received from Ms Ruth Ejvet.

1.3. Quorum

The meeting was quorate with 7 governors present.

2. DECLARATIONS OF INTEREST

2.1 Annual Declarations of Pecuniary and Personal Interests

The clerk circulated a number of outstanding Pecuniary Interest forms and these were returned to the clerk to be forwarded to Governor Services.

It was noted that Ms Ruth Ejvet's form remained outstanding and the new Staff Governor, Mr Alan Harris, would also need to complete one.

ACTION: Clerk to return completed forms to Governor Services for processing.

ACTION: Governor Services to contact Ms Ruth Ejvet and Mr Alan Harris re completion of Pecuniary Interest Forms

2.2. Declarations of Interest in Current Agenda Items

There were no declarations made pertaining to any of the agenda items for this meeting but Ms Ifeagwu noted that she has a child in the School, likewise Mr Idahosa, Rev Lee and Ms Sonuga

3. **LOCAL GOVERNING BODY**

3.1. Local Governing Body Membership

The clerk advised that there are currently no governor vacancies due to the appointment of Mr Alan Harris as Staff Governor on 5 February 2018 and no members whose term of office will end before the spring term 2018.

ACTION: School to send Mr Alan Harris's contact details through to Governor Services for addition their files

4. **APPOINTMENT OF OFFICER**

4.1. Election of Vice Chair for the academic year 2017/18

The Clerk welcomed nominations for the position of Vice Chair of Governors. Ms Chike Ifeagwu proposed that Mr Hilton Idahosa be elected as Vice Chair for the 2017/2018 academic year; this was seconded by Canon Ademola. With no other nominations and no objections Mr Hilton Idahosawas duly elected

ACTION: Governor Services to note election of Mr Hilton Idahosa as Vice Chair and amend records accordingly

4.2. Admissions Committee Panel Membership

It was agreed that the members of the above Committee would be:

Mr David Huntingford
Mrs Adenike Sonuga
Rev Young Lee
Mr Hilton Idahosa

It was anticipated that the next meeting would be held which would once the LB of Barking & Dagenham had released the September 2018 allocation information.

It was noted that it was essential for all members of the panel to be conversant with the Admissions Policy prior to the next panel meeting.

ACTION: Governor Services to note Admission Committee Panel membership

5. **MINUTES**

5.1. Minutes of the Local Governing Body Emergency Meeting Held on 11 September 2017

Governors received the amended minutes of the emergency governing body meeting held on 11 September 2017 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.

Minutes of the Local Governing Body Meeting Held on 15 November 2017

Governors received the minutes of the governing body meeting held on 15 November 2017 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.

Spring Term 2017

5.2. Matters Arising

5.2.1 Minute 3.1 – Staff Governor Emergency Contact details
It was noted that this item remained outstanding for action.

5.2.2 Minute 4.4 - Edubase Update
It was noted that this item remained outstanding for action.

ACTION: Sue Newman to update Edubase and send Governor details to Governor Services

5.2.3 Minute 7.1 – St Margaret's Policy Cycle preparation
It was noted that this item remained outstanding for action.

ACTION: Heather Fleetwood to produce St Margaret's policy cycle and send details to Governor Services

5.2.4 Minute 9 – Link Governor Appointments' grid
It was noted that this item remained outstanding for action.

ACTION: Heather Fleetwood to produce Link Governor Appointment's grid and email to governors and to Governor Services

5.2.5 Minute 9.1 – Completed Governor Skills Analysis document
Clerk to check if this had been received by Governor Services

ACTION: Clerk to check if completed Governor Skills Analysis document has been received by Governor Services

5.2.6 Minute 14.2 - Governing Body Publication of data information
It was noted that this item remained outstanding for action.

ACTION: Heather Fleetwood to produce Governing Body Publication of Data grid and grid and email to to Governor Services

6. **CHAIR'S ACTION**

This is noted under separate confidential minutes

6. **GOVERNOR'S TRAINING**

6.1 Training Link Governor

It was noted that the school had a vacancy for this post and Ms Chike Ifeagwu advised that she would be willing to act as Training Link Governor. This was and unanimously approved by all governors

ACTION: Governor Services to note appointment of Ms Chike Ifeagwu as Training Link Governor and amend records accordingly

ACTION: Governors to advise Ms Chike Ifeagwu and Heather Fleetwood of any future training events they attend

6.2 Training Courses attended

It was noted that governors had attended/confirmed places at the following training events:

Canon Ademola – Taking the Chair 23.1.18
GDPR (due to attend 5.3.18)
Hilton Idahosa – GDPR

ACTION: Mr Idahosa to upload GDPR presentation to governor's Dropbox for information

6.3 It was noted that no current additional governor training needs had been identified.

7. SCHOOL ITEMS

7.1. Head of School Verbal Report – Mr David Huntingford

The following key points of the report were noted:

Student Information

- 433 students currently on roll
- Current attendance 9% (7.15 attendance target noted as 96.5%)
- 2.85% authorised student absence
- 0% unauthorised student absence
- 0.99% lates
- meetings are being held to monitor attendance/develop improvement strategies
- 1 child is currently on an EHC Plan
- 1 child is currently in receipt of a statement
- 60 students are on the SEN register
- 14% of students receive SEN support
- 15.4% of students receive pupil premium funding

Staffing:

- 14 classes
- 21 teachers
- Vacancies have been advertised, teacher interviews have taken place and staff appointed

Safeguarding

- 4 children are on a CP Plan
- 2 children are on a CIN Plan
- 7 children are receiving Early Help Support
- 20 children are on care plans

Racial incidents/Exclusions

There has been one racial incident report since the last report to governors on 15 November 2017. The school has met with parents and students to discuss the incident and no further action is deemed required.

There have been 4 fixed term exclusions since the last report to governors on 15 November 2017. Discussions have been held with regards to additional support strategies and potential alternative provision placements.

Fire Drill/Lock down Procedure

A fire drill was held on 18 January 2018 with a school evacuation time of 3.5 minutes and there were some concerns re pupil behaviour and noise noted. The drill was repeated again on 5 February 2018 and there was a marked improvement in behaviour and the evacuation time remained at 3.5 minutes.

Lockdown procedures are currently being reviewed and a new policy being written.

Teaching & Learning

It was noted that no Autumn T&L review had been held to allow staff the time to access the support offered to improve T&L.

A Spring Term T&L review has been timetabled for after February half term which will include external moderation and outcomes will be reported back to governors in due course.

7.5. Assessment Data Report/School Performance Analysis – Mr David Huntingford (verbal)

The ASP summary report had been circulated to governors prior to the meeting for information and the full report would be uploaded to the Dropbox shortly.

The following key points were noted from the summary ASP report:

KS1 – data shows that all students, other than pupil premium students, are line or slightly above the national average

KS2 – data for the previous Y6 student cohort shows that they performed below average in reading, writing and maths

EYFS – it was noted that this data had only been received by the school on 5.1.18 so was yet to be circulated.

Governors were also advised that the phonics target for the current EYFS cohort of 75% and they are currently above target on this at 82%.

It was noted that there was a lack of awareness of whole school data and a staff INSET had been organised on 6 February 2017 to address this focussing on the previous year's student data.

It was agreed that to support staff and parent understanding of the ASP data, it would be beneficial for a data assessment information workshop to be held.

Canon Ademola thanked Mr Huntingford for his comprehensive verbal reports.

ACTION: Full ASP Data report to be shared with governors

ACTION: Governors to contact Mr Huntingford by email with any specific queries re ASP data

ACTION: School to organise Data Assessment workshop to support understanding of ASP data across all school stakeholders

7.6 Finance/Budget Update

Mrs James advised that the Annual Finance Report had circulated to governors prior to the meeting and was also available on the school website.

Mrs James advised that inaccuracies had been identified in the budget previously set for the period of 01.09.17-31.08.18. Six members of new staff had not been included in the budget and this had amounted to a £197,000 shortfall which potentially put the school into a deficit budget situation.

Mrs James had addressed the above issue by using some of the carry forward from the previous year and the budget continues to be regularly monitored to ensure sustainable budgets can be set for the future.

It was noted that a draft EFA budget would be finalised by Easter 2018 and presented to governors in due course.

It was noted that the termly finance internal scrutiny for the Trust was scheduled for 1st March 2018 and governors would be updated in due course when the Report is produced.

7.7. PE Report

This had been circulated to governors for information prior to the meeting.

7.8. SEND Report

This had been circulated to governors for information prior to the meeting.

7.9 Maths Report

This had been circulated to governors for information prior to the meeting.

7.10 Homework Report

This had been circulated to governors for information prior to the meeting. It was noted that the school had organised an information session with parents to support their engagement in the online homework progress.

ACTION: To review online homework with teaching staff to ensure information was available for students and parents

7.11 LGB Information Cycle

It was noted that the above was in the process of being updated and once completed, it will be made available to governors via the Drop box.

8. POLICIES

It was noted that school staff were in the process of reviewing subject policies against the Federation policies and these would be presented to governors for ratification in due course.

8.1 Statutory Policies

The following policies were agreed by governors and **ADOPTED:**

Attendance and Punctuality Policy

AUP

Educational Visits

Evacuation Plan

Exclusion of pupils

Extremism and Radicalisation

EYFS Nursery

EYFS Reception

Fire procedures

Home School Agreement

School Accessibility

Statement of Internal Control

Schools Financial Value Statement

Pay Policy

Looked after Children

Missing Pupils

Non-Statutory Policies

The following policies were **provisionally agreed** by governors subject to staff and governors having to revisit and present any amendments for ratification in due course:

After Schools Policy
Anti-bullying Policy
Anti-Litter policy
Art Policy
Asthma Policy
Behaviour policy
Bullying and Harassment
Chicken Pox
Classroom Code of Practice
Cleaning up sick
Collective Worship
Computing and ICT
CPD
Curriculum Policy
DBS POP
Display
Drugs Education
EAL
Gifted and Talented
Geography
Green Procurement
Handwriting
History
Homework
Inclusion
Induction
Internet and Online Safety
Learning Mentor
Learning Environment
Literacy
Marking and Presentation
Maths POP
Medicines in school
Nappy Changing
New Governor Induction Policy
PE
Phonics
Photographic Images
RSE
Reduce Waste
Ring worm
School Minibus
Science
Sharps
School Cycle Policy
Staff Handbook
Stress
Teaching and Learning
Twins and Multiple Birth siblings
Uniform

Use of Reasonable Force
Volunteer and Student POP

ACTION: Governors to contact Mr Huntingford direct re any arising policy queries

ACTION: Governors to send email to Mr Huntingford re any out of date policies noted on website

ACTION: School to check website to ensure updated policies had been uploaded

ACTION: School to review DfE policy requirements to ensure all required policies were available on the website

9. HEALTH & SAFETY REPORT

9.1. It was noted that the annual H&S report had been completed and was due to be presented at the next GET Finance Committee and Director's meeting.

9.2 Health & Safety Policy

It was noted that the Health & Safety policy had been updated for all 3 schools and would be ratified at the next Finance and Premises Board meeting and was due to be discussed with staff via their briefing session to ensure that all were aware of their duty of care in this area.

9.3 Risk Assessment

It was noted that these were now being regularly carried out across the school and the Estate Management Officer held weekly visits to ensure compliance. Governors were advised that training had been put in place to ensure the effectiveness of these assessments which included COSHH, Risk Assessments, Level 3 Health & Safety in the Workplace, Asbestos Training Category A & DSE Assessor Training, Legionnaires and legionella awareness & Facilities Management.

10. LINK GOVERNOR REPORTS

10.1 It was noted that the Safeguarding Governor, Ms Alisha Anderson, had visited the school this term.

11. GOVERNORS' TRAINING

11.1 Training Link Governor

It was noted that the school had a vacancy for this post Mrs Chika Ifeagwu advised that she would be willing to act as Training Link Governor and this was unanimously approved.

ACTION: Governor Services to note appointment of Chika Ifeagwu as Training Link Governor and amend records accordingly

ACTION: Governors to advise Chika Ifeagwu and Heather Fleetwood of any future training events they attend

11.2 It was noted that the following training events had been attended by governors since the last meeting:

Canon Ademola – Taking the Chair 23.1.18
GDPR (due to attend 5.3.18)

Hilton Idahosa - GDPR, Online Safeguarding

It was noted that a governance review had been confirmed within two other GET schools to take place in the Spring Term and once the outcome of this was known, there was potential for collaborative governing training to be organised if required.

12. GENERAL DATA PROTECTION REGULATIONS (GDPR)

12.1 Appointment of a Data Protection Officer (DPO)

Ms Hall provided governors with outline information re the new GDPR legislation effective from 25 May 2018 and the need for the Trust to appoint a DPO to ensure compliance in this area.

Governors were advised that the Trust were currently considering this appointment with a view on how best the DPO could be utilised across the Trust effectively.

The clerk advised governors that the LA is currently recruiting to this role with anticipation that the post would be filled by 1 April 2018 and potentially available to schools in an advisory capacity via Traded Services.

12.2 Policies/Privacy Notice & Use of internet advice

It was noted that the template information from Governor Services had not yet been finalised and the school were also investigating this area to assess other information available.

ACTION: GDPR update to be standing agenda item for future meetings

ACTION: To circulate the GDPR Factsheet to governors

13. GOVERNING BODY SKILLS ANALYSIS AUDIT

This item was deferred to the next meeting.

ACTION: GB Skills Audit to be agenda item for next meeting

ACTION: Governor Services to forward Skills Audit to Chike Ifeagwu

14. DATE AND AGENDA ITEMS FOR THE NEXT MEETING

14.1. Date and Time of Next Meeting

Tuesday 13 March 2018 at 9am. at St Margaret's C of E School

14.2 Agenda Items:

GDPR update
GB Skills Audit

14. CLOSING PRAYER

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

The meeting closed at 11.30 a.m.

Chair: REV. CANON ADE ADEMOLA (print)

A. Ademola (sign)

Date: 23/03/2018

Chair's Initials:
AA