

**MINUTES OF A MEETING OF THE  
ST MARGARET'S COFE PRIMARY SCHOOL LOCAL GOVERNING BODY  
HELD ON THURSDAY 9 MAY 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  
Mr Michael Lomotey  
Mr Alexander Okoli  
Mrs Adenike Sonuga (from 9.40am)

**Headteacher**

Mr David Huntingford

**Staff Governor**

Mr Alan Harris

Clerk to the Governors: Ms Gill Hand

Also present: Ms Carlene Reid, Genesis Education Trust HR lead

**Summary of agreements and actions:**

Minute reference	Formal agreements and/or actions identified	Named person(s) for action(s) identified	Completion date
3.2	To provide Governor Services with outstanding DBS details once received	HF	Immediate
4.2.1	To amend records to show Mr Lomotey gave apologies for 27.03.19	Governor Services	1 week
6.4	To request that safeguarding training & induction training is booked and confirmed for Mr Lomotey & Mr Okoli	Governor Services	1 week
7.1	Staff Sickness Absence Management briefing to be agenda item for next meeting	Governor Services/DH/CR	28.06.19
7.1	Grievance Presentation briefing to be added to Dropbox for information	CR	1 week
7.1	Governors to contact CR direct if they require any further information on the above	All	ASAP
7.2.1	To circulate list of educational acronyms and key definitions to governors for information	HF	28.06.19
7.4	To circulate Precision Teaching information to governors	DH	28.06.19
7.8.1	To note new link governor allocations as recorded in item 7.81-7.8.6	HF/DH	1 week
9.1	To upload updated Annual Governance Statement to school website	DH	1 week

	<b>Date of next meeting:</b> Friday 28 June 2019 @ 9.30am at the school	All /GS	Immediate
	<b>Agenda:</b> Staff Sickness Absence Management briefing	Governor Services	28.06.19

**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 The Clerk confirmed that the meeting was quorate with eight governors present at the start of the meeting.
- 1.4 There were no items of any other business noted at this point in 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 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 27 March 2019 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 Minute 1.3 – Apologies  
Mr Lomotey advised that he had sent his apologies into Alison Brown but these had not been recorded on the minutes.  
**ACTION: To amend records to show Mr Lomotey gave apologies for 27.03.19**

**5. CHAIR'S ACTION**

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

*Ms Sonuga arrived at 9.40am*

**6. GOVERNORS' TRAINING**

- 6.1 Safeguarding Training  
Mrs Anderson and Ms Housden advised that they had attended the LBWF hosted safeguarding training held on 28 March 2019.
- 6.2 Weapons & Serious Violence Awareness Training  
Mrs Anderson advised that she had recently attended a training session held in LBWF based on the above.

6.3 School Exclusion Awareness Briefing

Mr Huntingford updated that he had attended the above briefing recently held for headteachers in LB Barking & Dagenham.

6.4 LBWF Governor Services Training

The clerk reminded governors of the training that was hosted by LBWF and all governors confirmed they had received the training brochure.

The clerk was asked to book the following training for governors:

Introduction to Safeguarding – Mr Michael Lomotey & Mr Alexander Okoli

Governor Induction Training - Mr Michael Lomotey & Mr Alexander Okoli

**ACTION: To request that safeguarding training & induction training is booked and confirmed for Mr Lomotey & Mr Okoli**

7. **SCHOOL'S ITEMS**

7.1 Grievance Presentation

Ms Carlene Reid provided a governor briefing on the grievance process with specific reference to TUPE policy agreements, roles and responsibilities, the aim of a grievance process, possible outcomes, informal and formal stages, and appeals. Governors were advised that wherever possible all parties ought to seek informal resolution when an employee had raised a grievance.

Governors asked the following questions:

Q – If the issue is an historic one, does this mean that it can't be raised as a grievance?

A – In terms of employment law, there are time limits re making grievances but if further issues subsequently arise, then the historic incidents can be referred to if they relate to the current incident.

Q – Does the policy circulated relate to St Margaret's staff only?

A – Yes as under the terms of the TUPE agreement, St Margaret's retained the National Society Disciplinary & Grievance Policy

Q – Under the policy, if an employee raised concerns about bullying relating to a manager, would that person continue to line manage them?

A – It would depend on the circumstances. The grievance procedures as outlined in the policy would need to be followed but we also need to ensure that the person being complained about is treated fairly as well.

Q – If a member of staff is on a support plan, can they make a grievance if they are unhappy with this?

A – The support plan would be an informal agreement between the member of staff and the school aimed at supporting the member of staff to address known areas. The member of staff would be in agreement with this informal plan. However, if they weren't in agreement, and an informal support plan was not possible, a different pathway such as disciplinary or capability would need to be considered.

Q – Noted that the aim is to achieve an informal resolution wherever possible but what happens if this can't be achieved?

A – The matter would be escalated to the formal stage for consideration as per the policy requirements

Q – How are grievance issues raised?

A – These can be either written or verbal and both will be considered

Q – What happens if a headteacher feels that s/he is not being treated fairly by staff?  
Can they take out a grievance on a member of staff?

A – Not a grievance but there are other policies such as disciplinary under which this could be considered

Q – Where there is an informal resolution meeting, who attends?

A – Each situation is different. Ideally the members of staff involved hold a discussion to try and resolve the issue. If this is not possible, then other pathways are considered

Governors thanked Ms Reid for her information briefing.

**ACTION: Staff Sickness Absence Management briefing to be agenda item for next meeting**

**ACTION: Grievance Presentation briefing to be added to Dropbox for information**

**ACTION: Governors to contact CR direct if require any further information**

## 7.2 Headteacher's Report

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

Pupils on roll

Data

Pupil Premium (PP)

Staffing

Exclusions

Racial & Bullying incidents

Community & Events

Governors asked the following questions:

Q – You referenced that some children who arrived later in the year, will not be counted in the final SATs statistics. Why is this?

A – The DfE rules allow children who have arrived late from specific non-English speaking countries to be disapplied. These children will still sit the SATS but their data will be discounted from the school's final results

Q – Do you have to apply for this disapplication?

A – Yes and we also apply for special circumstances to be considered for identified children so that they can receive additional time to complete the SATS

Q – If the late arrivals were from English speaking countries, would the same rules apply?

A – No. The DfE has a set list of countries where disapplication can be applied which we need to consider prior to making any applications

Q – Is there an equal spread of PP students across the school?

A – Predominantly our PP students are in the upper years and it should be noted that PP students are showing ongoing improvement

Q – Why is the Y3 data showing as weaker than the expectations for these children at the end of Y2?

A – There have been several children leaving this year group due to relocation. We have also had many starters who had/have not achieved ARE as yet. We are aware of this and targeted support has been identified and will continue into Y4.

Q – Why do children leave the school?

A – Predominantly due to social housing issues resulting in them moving out of the borough. Also sometimes due to travel issues and families make the decision to relocate to a nearer school once a space becomes available

Q – What is the definition of PP?

A – The pupil premium is additional funding for publicly funded schools in England. It's designed to help disadvantaged pupils of all abilities perform better and close the gap between them and their peers.

**ACTION: To circulate list of educational acronyms and key definitions to governors for information**

Q – How are PP children performing. In Year 6, there will be a significant improvement on the previous year but there will still be a gap (albeit narrowed). In other year groups, PP are improving rapidly and showing results that are least in line with the whole year group.

Q – Are there circumstances whereby the child qualifies for PP but has no educational issues?

A – Yes and this is why we subscribed to The Brilliant Club whereby PP can be used for targeted interventions such as raising aspirations.

Q – Why is the GLD data for Reception children off target by 6%?

A – Mainly due to new arrivals who joined during the school year impacting on results

#### 7.2.2 School 50<sup>th</sup> Birthday Celebration

Governors noted that the above celebration had been held at the end of last term. These celebrations had included an invitation to attend a breakfast at the school extended to the local community, parents, staff and children at the school. It was noted that the event had been noted as morale boosting and had been promoted positively in the local Barking & Dagenham press.

7.2.3 The Staff Governor asked for it to be acknowledged that the leadership support offered from the SLT and across the Trust was welcomed by staff and this support has aided ongoing improvement and progression at the school.

*NB – it was noted that the reports referred to in items 7.3-7.9 below had all been circulated to governors prior to the meeting for information.*

#### 7.3 EYFS Report

#### 7.4 SEN Report

Q – The report refers to precision teaching. What is this?

A – Precision Teaching is an a specific approach aimed at improving Fluency in a skill where automaticity is required.

Key features of Precision Teaching are:

1. Short, timed, teaching sessions of between 10-15 minutes twice a week.
2. Timed 1 minute assessment of fluency, using a Probe sheet.
3. Recording of performance on a chart to track progress over time.

**ACTION: To circulate Precision Teaching information to governors**

7.5 Modern Foreign Languages Report

7.6 Philosophy for Children Report

Q - What is the school looking for when asking questions??

A – This has been considered by staff in school. We will be looking for a range of answers both faith and science based. We will also provide a range of information to allow children to explore their thoughts and to support discussions

7.7 Art & DT Report

7.8 New LGB Structure

Governors received an outline of the proposed new LGB committee structure for information. It was noted that this had been discussed at the last meeting and the aim was to move towards a new more streamered structure.

Governors advised that they were in agreement with the structure proposed and the following areas were agreed:

7.8.1 Personnel Lead Governor

Mr Michael Lomotey

7.8.2 Personnel working committee for policy review – Mr Michael Lomotey, Mr Alex Okoli and Mr Hilton Idahosa

7.8.3 Community & Events Lead Governor

Mr Alex Okoli

7.8.4 Admissions Lead Governor

Mrs Adenike Sonuga

7.8.5 SDP Linked Lead Governor- Pupil Outcomes

Mr Michael Lomotey

7.8.6 SDP Linked Lead Governor- Christian Distinctiveness & Section 48 SIAMS

Mr Alex Okoli

**ACTION: To note new link governor allocations as recorded in item 7.81-7.8.6**

7.8.4 SDP

7.9 Policy Cycle

7.10 School Term Dates 2019-20

**8. FINANCE & PREMISES UPDATE**

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

The headteacher advised that overalls school finances were in a healthy position and the IT suite was due to be reinstated.

Governors were further advised that the school had been successful in the CIF bids that it had submitted allowing the installation of a new roof and fire improvement work to be completed.

Governors asked for their thanks to be forwarded to Mrs MacDonald-James and the GET Finance team for the outstanding work they had carried out in the above areas to support the school.

Q – Will parents be advised of the above works?

A – Yes. Once we have received formal confirmation, we will update via the school newsletter

*Ms Reid left the meeting at 11.10am*

**9. ANNUAL GOVERNANCE STATEMENT**

9.1 It was noted that this had been pre circulated for information.

Governors unanimously agreed to the above statement and for it to be uploaded to the website.

**ACTION: To upload updated Annual Governance Statement to school website**

**10. GOVERNOR LINK VISITS**

10.1 It was noted that no governor link visits had taken place since the last meeting.

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

11.1 Date of next meeting

Friday 28 June 2019 @ 9.30am at the school

11.2 Agenda items

Staff Sickness Absence Management briefing

**12. ANY OTHER BUSINESS/CLOSING PRAYER**

12.1 Annual School/GET BBQ

Governors were advised that the BBQ would now be held at St Saviour's School on and date and time would be confirmed in due course.

*Mr Alan Harris left the meeting at 11.15am*

12.2 The meeting went into closed session to discuss confidential items which are recorded separately.

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

The meeting closed at 11.30am.

Chair: REV. CANON ADE ADEMOLA (print)

A. Ademola (sign)

Date: 12th July 2019