

**MINUTES OF A MEETING OF THE ST MARGARET'S C OF E PRIMARY SCHOOL  
LOCAL GOVERNING BODY HELD ON THURSDAY 5 MARCH 2020 AT 9.30 A.M.  
AT THE SCHOOL**

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

**Foundation Governors**

Mrs Alisha Anderson (AA)

Ms Toni Bankole (TB)

Mr Hilton Idahosa (HI)

**Head Teacher**

Mr David Huntingford (DH)

Clerk to the Governors: Mrs Caroline Russell

Also present: Ms Emma Cherry re Curriculum Presentation (Science) (EC)

Ms Elaine James, Chief Operating Officer (EJ)

**Summary of agreements and actions:**

<b>Minute reference</b>	<b>Formal agreements and/or actions identified</b>	<b>Named person(s) for action(s) identified</b>	<b>Completion date</b>
3.1. /7.1.4.	Foundation Governor Vacancy: DH/HI are making contact with the local church.	DH/HI	Ongoing
7.1.3.	Staff Survey Outcomes: Feedback requested.	DH	03-07-2020
7.1.5.	Curriculum Presentation to Next Meeting re School and community (Richard Wakeford).	DH/RW	03-07-2020
9.	Ratified Policies: To be placed on School website	DH	Ongoing
10.	Premises-Funds Disbursed for Emergency Works: Actions per minute	AA/DH/ Genesis Education Trust	Ongoing
11.	Road Traffic Incident in Vicinity of School: Actions per minute.	DH/AA/LBBD	Ongoing
12.	Date and Time of Next Meeting: Friday 3 July 2020-St Margaret's Primary School.	All to note. Governor Services to action.	

**1. WELCOME, OPENING PRAYER AND APOLOGIES FOR ABSENCE**

**1.1 Welcome**

All were welcomed to the meeting which opened with a prayer by Rev Canon Ade.

1.2 Apologies for Absence  
Apologies for absence were received and accepted from Mr Michael Lamotey and Mr Alan Harris.

1.3 Quorum  
The Clerk confirmed that the meeting was quorate with 5 governors present.

## **2. DECLARATIONS OF INTEREST**

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

## **3. LOCAL GOVERNING BODY**

3.1. Local Governing Body Membership and Vacancies  
**ACTION:** A vacancy for a foundation governor was noted and discussed with contact being made by DH and HI with the local church.

3.2 Disclosure and Barring Service Checks  
DH confirmed that these have been completed by all governors with details held on file by the School.

## **4. MINUTES**

4.1. Minutes of the LGB Meeting held on 5 December 2019  
These were received and agreed to be an accurate record of the meeting. Canon Ade signed a copy of the minutes for retention by the school.

4.2. Matters Arising

4.2.1. Vacancy for Foundation Governor  
This was reported at 3.1 above.

4.2.2. Disclosure and Barring Service Checks  
DBS numbers are now held by the School for all governors and a Section 128 check also completed re disqualification from company directorships.

4.2.3. Lead Governor Reports  
Ms Bankole has submitted a report to the School. The template for completion has been amended to refer to Christian vision and values.

4.2.4. Publication of Governance Information  
It is believed that the School website is statutorily compliant.

## **5. CHAIR'S ACTION**

The complaints policy has been updated.

## **6. SCIENCE CURRICULUM PRESENTATION-MS EMMA CHERRY (EC)**

6.1. This was presented by EC following OFSTED inspection feedback which had recommended a greater focus on the use and teaching of key scientific vocabulary.

6.2. Accordingly, the School has reviewed all curriculum areas to identify and teach specialist vocabulary in everyday speech, use of high frequency words with a scientific meaning across contexts and use of low frequency specialist vocabulary.

6.3. These words are now explicitly identified and defined in each lesson. The curriculum is designed to reflect cross over between curriculum areas and year groups with

words of increasing complexity used in the higher year groups. These are put onto vocabulary cards, flip charts and displays.

- 6.4. A science symposium was held before Christmas which included demonstrations and practical activities with opportunities for extensive use of scientific vocabulary. Some demonstrations were given with a clear method whilst others allowed for more open ended investigations. Displays were shown using key scientific language and show in a teaching and learning review held on 03/03/2020 with very positive feedback received.
- 6.5. Next steps were agreed re display of key vocabulary for every lesson, continuing use of practical investigations with the opportunity to use technical vocabulary, whole school events to offer further opportunities and consistent evidence of vocabulary being used and applied in pupil books.
- 6.6. **Q.** The symposium was held after School. How could it be improved in future? **A.** There was a good turnout for this including parents because it was held after School. However, a science week in school in the summer would be an opportunity to further raise the profile of the subject in School.
- 6.7. **Q.** Have you been able to measure progress since the inspection? **A.** Yes, the teaching and learning review showed more consistent use of vocabulary and language in lessons. In foundation subjects teachers are tracking children re achievement at or above the expected level and refining the curriculum to encourage the development of enquiring minds, exploration and learning, investigations and formulation of questions.  
Emma Cherry was thanked for an informative presentation.

## **7. SCHOOL ITEMS**

### **7.1. Head Teachers' Report**

#### **7.1.1. Teaching and Learning Review**

This was prior e-circulated to governors. The meeting noted that the a written report will be circulated re the teaching and learning review (which had included Local Authority and St Mary's Teaching Alliance representation). This had considered that all teaching was good or better to the extent that in a number of lessons no development points were identified. All lesson observations were conducted by two reviewers to agree judgements but these were not graded. There was also a 'book look' with an opportunity to look at pupil work and discuss teaching and learning.

#### **7.1.2. Behaviour Management**

Discussion established that a number of older children previously with behaviour charts have now been removed from these with either no need for provision or alternative programmes devised.

DH reported regarding recent fixed term exclusion of two children arising from violence towards staff. LBBB have been involved and are now trying to identify an alternative specialist provision for a child considered at risk of exclusion following a series of serious incidents.

Discussion noted that families are supported by a variety of strategies including referral to Early Help, other multi agency referrals e.g. educational psychologists and efforts to engage parents in supporting and improving their children's behaviour as soon as possible after the event.

#### **7.1.3. School Development Plan Mid-Year Review**

This was noted.

**Q.** How is staff well-being as perceived in the survey? **A.** The survey will be repeated shortly and it is hoped that well-being perceptions will have improved.

**ACTION:** Feedback from the next survey was requested including the numbers participating.

7.1.4. Links with the Local Church

It was noted that increasing responsibility is being assumed by church wardens and that Hilton Idahosa liaises with the local church.

**ACTION:** Head Teacher/Chair of Governors to meet with church wardens to discuss School/church liaison.

7.1.5. School Vision

**Q.** How was this presented in assemblies in February? **A.** They went well.

**ACTION:** Curriculum presentation to next meeting re school and community month. (Richard Wakeford).

7.1.6. IT

**Q.** Are children logging in from home to access school work successfully? **A.**

Yes re accelerated reading and Times Table Rock Stars (re year 4 multiplication tables check). There also clubs to facilitate IT access for children where this is not available at home.

7.1.7. Safeguarding and Governor Visits

The quality of safeguarding arrangements in School were commended as recognised by OFSTED. Governor monitoring visits are now better aligned with the School Development Plan per OFSTED inspection action points which included review of arrangements for collective acts of worship.

**Q.** Regarding the leadership and management of safeguarding how are difficult cultural practices managed in this School in relation to this area? **A.** The law is clear that UK law applies in a number of areas including that of 'reasonable physical chastisement'. Meetings are held with parents and multi-agency referrals made where necessary regarding areas such as unexplained head injuries, use of weapons or allegations or evidence of assault.

**Q.** How promptly are referrals dealt with? **A.** It varies but we challenge and if necessary. The School will document any significant concerns.

7.2. Mid-Year Assessment Data

This was noted. DH stated that some data has been re-moderated including 'greater depth' writing in Year 2 and that Easter schools will be run.

**Q.** Girls perform better than boys in Years 2 and 6? **A.** Well, cohorts do vary by gender and representation of vulnerable groups. We review data and refine interventions if necessary but there are no particular trends across the School as a whole. Topics are designed to appeal to both boys and girls and we will support via interventions if necessary.

7.3. Christian Values

This area is reviewed regularly, realistically and holistically.

**8. CURRICULUM REPORTS**

These were received and accepted concerning maths, PE, homework, literacy, after School clubs, special educational needs and disability, English as an additional language, RML and computing. All authors were thanked for their contributions.

**9. POLICIES**

9.1. Formal Ratification of Policies

These were ratified in relation to anti-litter, art, chicken pox, clearing up sick, Computing and ICT, curriculum, DBS POP, English as an additional language, educational visits, extremism and radicalisation, gifted and talented, geography, green procurement, handwriting, history, homework, learning environment, new governor induction, ringwork, literacy, marking and presentation, school minibus safety, teaching and learning, asthma, attendance and punctuality, acceptable use of IT policy, collective worship, display, drugs education, evacuation plan, exclusion of pupils, EYFS Nursery, EYFS Reception, Internet and online safety, maths POP, photographic images, religious education, science, business continuity plan, classroom code of conduct, staff handbook, use of reasonable force, volunteer and student POP, packed lunch policy, school food policy and inclusion policy.

**ACTION:** Ratified policies to be put on School website.

9.2. Health and Safety Report

Ms Bankole reported regarding a health and safety visit to School on 25/02/2020. This had included a walk around School to review daily checks, statutory checks and building processes. A local traffic incident had been discussed, drop off and pick up arrangements, safeguarding in school and a current bid to improve the physical security around the boundaries of the School including those abutting the Abbey grounds and graveyard and the adequacy of fire alarms and doors. Child/adult ratios were reviewed and a loose rug taped.

The visit also considered the Christian ethos of the School, managed risk taking, children exploring and asking relevant questions and safeguarding and referral information. The general environment of the School as a place of safety was commended.

**10. PREMISES REPORT-MS ELAINE JAMES, CHIEF OPERATING OFFICER**

10.1. EJ reported regarding receipt from the Diocese/Trust of £117,000 re emergency premises works which are advised as being repayable. It was reported that these funds had originated from the sale of a property in E17 adjacent to St Saviours' School. Efforts to recover these funds from insurance re defective building works were reported but are considered unlikely to be effective.

**ACTIONS:**

- St Saviours Local Governing Body to consider.
- Genesis Education Trust to consider further with Diocesan involvement if necessary to check the permitted uses of the funds disbursed to St Margarets.
- Further agenda item for St Margarets Primary LGB.

**11. ANY OTHER BUSINESS**

11.1. Serious Road Traffic Accident in Vicinity of School 13/02/2020

**ACTION:** Details of this were reported by DH together with possible future preventative actions proposed.

It was noted that there may be land ownership issues re the car park at the front of the School so any proposal needs to be agreed by the School, church and local authority working together in the interests of the safety of the whole school and wider community.

(Meeting with local MP and referral to LBBD Highways).

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

12.1. Date and Time of Next Meeting

Friday 3 July 2020-4pm-School.

12.2 Agenda Items to Include

- Standard agenda items.
- Premises reports.

The meeting closed at 11.30 a.m. with a prayer led by Canon Ade.

Chair: ..... (print)

..... (sign)

Date: .....

Chair's Initials:  
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