

St Margaret's Church of England Primary School

Full Governing Body

Meeting 21st March 2017

Mrs A Fenn – Chair

Mr David Hodge – Vice chair

Mrs R Ejvet – Head Teacher

Miss P Coady

Mrs T Harris

Mr H Idahosa

Mrs C Ifeagwu

Rev Y Lee

Mrs H Princewill

Mrs J Rayner

Guest – Mrs Sandra Moey – Deputy Head Teacher

Minute taker Mrs S Newman

1. Opening prayer and bible verse Colossians 2: 7

'Let your roots grow down into him, and let your lives you built on him. Then your faith will grow strong in the truth you were taught and you will overflow with thankfulness.'

2. Apologies for Absence Mr B Larbie - (prior appointment)


3. Declarations of Interest – Tracy Harris has been working on the completion of the Declarations of Interest for all the Governors.

Action: Details to be updated on the website (Tracy Harris to Bruce Ingram).

4. Minutes of 16.11.16 Approval and Matters Arising

The draft minutes, taken on the 16th November 2016 by Daniela Jung were reviewed and minor amendment raised re organisation of School Church Day. Minutes approved by all. Link reports - most governors have met with the linked teachers successfully – agenda item. Church day arrangements for staff.

Action: Mrs Ejvet and Anita Fenn to discuss with Rev Young Lee,


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5. Directors Report – information previously circulated. Local Authority are launching a company to deliver school improvement in September 2017, and school will be required to buy into service. Governors should read documentation and be aware of changed

6. Finance Report – Governors were presented with a revised staffing structure for approval. (see handout) Ruth Ejvet will be the Executive Head Teacher of GET (Genesis Education Trust) the salary for this position will be shared by the other partners in GET


6.1 Governors were asked if they will approve this revised structure
Governors noted that Mrs Sandra Moey changes her job title to Head of School with no change to her job description. Shared responsibility, flexible role according to the needs of the school. Also Miss Trish Coady will change her job title to Deputy Head of School. Mrs Ruth Ejvet will be the Executive Head of St Margaret's and of any other school that may join GET as an RI school which Mrs Ejvet will manage with a HT
Governors questioned how many schools Mrs Ejvet would manage, which would be St Margaret's and one other school only.
Governors agreed to this revised structure.

6.2 St Edwards's secondary school have approached St Margaret's to become part of the GET. However, before this can happen the school needs to go through a process of due diligence. St Edwards will then make a presentation to GET so a decision can be made. It is understood that GET will not take on any outstanding debt. This is a decision will be for the GET Board.

6.3 Interviews were held for the Designated Safeguarding lead role but Ruth Ejvet and Sandra Moey did not feel able to appoint anyone as did not meet the required standards, so Mrs Samantha Mbah will take on that role.

6.4 Governors Fund - The balance at the end of February 2017 is £20,038.51. However, cheques have been issued to be paid by 1st April and future payments will fall due. Music provisions for 16/17 £4502.00, Ventilation works (Governor 10%) £10,073.46, Lent booklets £186, Year 6 Bibles approx. £800,
Balance remaining would be £4,477.05. CCLA Short term deposit £3441.67
2 years Gift Aid to be claimed

Governors discussed the 10% commitment raised by voluntary pledge contributions from the parents and how this be improved as the school community are not generally affluent. The need for donations is raised with new parents in welcome letters and when applications are returned. Reminder letters are sent to parents once children start in FS2. Also text messages and requests in the newsletter are made to the whole school. Tracy Harris suggested that parents could be asked to make contributions at the prospective open evening. This was not agreed. Tracy Harris has spoken to Bryan Lester at Chelmsford Diocese who advised that once the Academy is formed the school is not liable for 10%. However, it is good practice to request donations from parents and for the money to be utilised in other ways.


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7. Feedback from Committees

7.1 Leadership and Management – There are no minutes due to D Jung leaving the post Action: David Hodge (Committee Chair) will provide notes for the file.

7.1.1 Mini Bus David Hodge discussed the purchase of the school minibus for £26,000, the committee approved to purchase and not to lease as this would benefit the school in the long run as it can be sold. Part of the money will come from pupil premium funding as this will help enrich the children by giving the opportunities to go to events, outings. Governors questioned if the mini bus would be used exclusively by PP children and were advised that it would be for whole school use with emphasis on PP children. Governors agreed to purchase the mini bus.

7.1.2 Draft Budget was set based on the Local Authority budget. Funding will be determined from EFA once GET is established and not the LA, but that is not known yet. There is a need to top slice to pay for PS Finance and joint staff members, approx. £50,000

Governors were advised that a greater amount of funding will come into the school following 1 April, as the LA top slice was in excess of £50,000 to cover school improvement, trade unions, etc.

SFVS – Schools Financial Value Standard – due to the conversion to Academy status this would not be completed.

7.1.3 Building Works – Starting April 2017, moving staff room to the ICT suite, and FS1 to the current staff room. FS1 to offer 30 hours provision. The Study and Prayer room to be converted for Baby GEE.

Governors questioned the removal of the ITC suite and were advised that not really used in this way now with the availability of iPads/tablets.

Governors questioned how much was the 10% governors were required to meet?

Will academisation governors will no longer be required to meet this quota.

FS1 will be an AM nursery only with a waiting list, 15 hours' provision 8:30 – 11:30 am.

30 hours provision will be 3 days 8am-6pm with no top up.

5 days - 8am to 6pm with 2 days top up.

5 days - 9am to 3pm with no top up.

30 hours provision only available with certain criteria,


Toddlers room and GEE and Baby GEE to be discussed later but see this as a way forward for staff members and the community

Health and Safety report_– due in April; Ruth Ejvet and Jackie Rayner have a planned date.

7.2 Quality of Teaching and Learning and Assessment

Also no minutes available

Action: Tracy Harris (Chair of Committee) to make notes for the file.


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7.2.1 Class observations and teacher profiles have been completed and were reviewed at the committee and to be discussed in this meeting.

7.2.2 Link reports – Core subjects – Coordinators and Governors have met. Other reports due to be received.

7.2.3 Curriculum focus areas were discussed.
SDP reviewed

7.3 Personal Development, Behaviour & Welfare

Chika Ifeagwu (Committee Chair) reported on this meeting – Minutes to follow

7.3.1 Policies reviewed

7.3.2 Chika attended a School Council meeting, engaged with the pupils and was pleased with her visit.

8. Head Teachers Report (circulated prior to the meeting)

Sandra Moey has prepared and presented the HT report to Governors.

8.1 Reviewed School Development plan 17 /18. All core subjects have been observed. Link Governor reports have been completed.

8.2 Year 6

Governors asked how the school support this year group in the transition to secondary school.

Year 6 work in the new area which is more like secondary school they have lockers and work in specific groups.

Transition days at their new schools, the pupils may start to walk home alone after the Easter holidays to prepare them, with parental permission, The pupils attend Junior Citizen day to raise awareness of travelling alone, road safety etc. Christian booklets about secondary school and Bibles provided to the Y6 pupils

8.3 Staffing

8.3.1 Governors asked how the school are planning to recruit staff.

Two new teachers have been employed and start September 2017, recruitment is an issue, and the school will be placing further adverts.


Teacher movement Year 3, Mrs Datta left and was replaced by Mrs Sarhan, and Mrs Andrew in Year 5 – both supply teachers. However, both teachers did not meet the required standards, after the school provided extra support. It was agreed by both parties that they would leave.

Mrs Evenett is covering the Y3 class and doing an excellent job.

Mrs Moey has contacted Samantha Roy the teacher that covered Mrs Hoyle's maternity leave and hopes she will return from Canada after Easter and cover the summer term. She may stay for another year.

8.3.2 Maternity update - Miss Phaup had a boy, Mrs Bligh had a girl and Dami (TA) had a girl. They are on maternity leave. Mrs Lee covering Mrs Bligh, Mrs Fernando is covering Miss Phaup.

8.3.3 The decision has been made that Mrs Samantha Mbah and Mrs Sarah Allot will cover the Year 5 classes Mrs Mbah will take English and Maths and Mrs Allot will take other


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subjects. Both will be doing continuous assessments with the children to ensure standards are met and levels do not drop.

8.3.4 Two TAs were appointed Abbie Vakatawa and Kerri Lee. Natalie Carpenter the new SENCO will be starting April 2017.

8.3.5 A long term sickness case has a hearing with HT and 2 governors 31st March 2017.

8.3.6 The TAs continue to work hard supporting the children particularly with the various change of teachers.

8.3.7 Daniela Jung, School Business Manager, is no longer employed at the school having not fulfilled her probationary period satisfactorily.

Advert will be placed for the vacant position of School Business Manager.

8.3.8 The appointment of Mrs Vassou, the Strategic Support Officer, is working very well.

8.3.9 Shauna Crawford (Events Manager) has left the school. This role to be changed and advertised, to consist of Events Managing, School Council and PE (Lunch time clubs).

8.4 Teacher's Profiles- 2016/2017 observations completed by the Head of key stages
(see handout)

8.4.1 Science reviewed as part of a cluster group made up of St Margaret's, Northbury and Grafton Primary schools. Also have very good working partnership with Bristol University.

8.4.2 The Choir took part in the Young Voices at the O2 arena and have applied for next year's event.

8.4.3 Children are taking part in WE day event at Wembley arena this week 22nd March 2017. They are representing the Young Ambassadors.

8.5 Carpet and Table Plan – Each teacher has a seating plan, indicating which children in their class has additional needs, i.e. Pupil Premium, EAL, SEN, on a behaviour plan, Child Protection, Gifted and Talented (see handout)

Governors asked how this works in practice. Teachers can then be more aware if these children are working On Target or Below Target or Above Target.

8.6 Parents Evening Took place over two nights. KS1 in the hall on the first night, all of KS1 and year 4 were in the hall on the second night. This worked extremely well. We are looking to integrate years 5/6 in the year 6 area for next parents evening.

The children receive an annual report with levels of attainment in relation of the national expectations on core subjects, English Maths and Science (see handout template)


8.7 Lent Appeal ran over two weeks and has raised £2,800 for MacMillan Cancer Support, a great achievement.

8.8 An Eco grant was awarded by Tesco for maximum £5,000 to spend on outside area. Thanks to Mrs Newman and the Eco Team.

8.9 KS1 Year 2 are taking the trial for SATs papers.

8.10 EYFS moderated Monday 20th March 2017, by the borough. This went very well with the note that the school could improve by using the Levin scale system.

9. Pupil Premium Strategy see note 7.1.1


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10. GET Governors' roles and membership The current governing body consists of:

- 1 Ex officio – vacancy.
- 7 Foundation,
- 2 PCC
- 2 Parent
- 1 LA
- 1 Staff
- 1 Head
- 1 Co-opted

10.1 All Governors to continue in post until summer July 2017. Tracy Harris and Chika Ifeagwu terms end March 2017 and paperwork in hand to reappoint.

All Governors will need to be re-elected.

Governors must bring added value to the school.

Anita Fenn will no longer be the Chair of Governors as she will be the Chair of Directors.

Chika Ifeagwu and Young Lee to consider their positions as governors as both on the Board of Directors. They have to decide if they want to be on both the Board of Directors and on the Local Governing Body.

Action: Chair Anita Fenn/Vice Chair David Hodge will have conversations with each Governor to discuss their governor position.

10.2 The new Governing body will consist of

- 1 Ex officio
- 5 foundation (2 x DBE, 2 x PCC)
- 1 x Community,
- 1 Head,
- 1 Staff,
- 1 Parent.

The members of Genesis Education Trust are made up of people from the parishes of St Margaret's, St Marys, St Saviours and people with skill sets required.

10.3 There is a working document called the Summary of Key Delegated Responsibilities.


This document needs to be challenged and is not set in stone being a work in progress.

David Hodge questioned the role of the LGB in view of the description given

Action: Ruth Ejvet will review it, and report back to the Governors. This will be reviewed annually.

10.4 Policies There are 5 policies that have been sent to the Unions for discussion:

- Grievance
- Disciplinary
- Capability
- Leave of Absence
- Sickness Absence


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The rest of the policies have been reviewed by the Governors. It was agreed that above policies will continue to be in use for existing employees for a period of 2 years.

Governors agreed to adopt all policies per attached handout.

11. AOB: Prospective Open Evening dates to be confirmed (provisionally 8th June 2017)

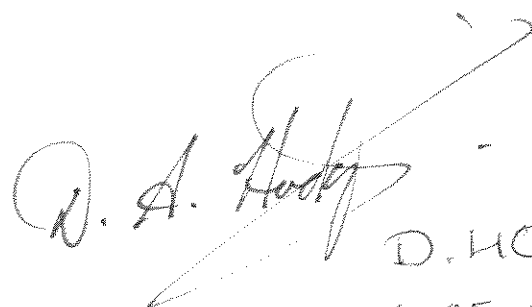
FS1 5:30pm-6:30pm

FS2 6:45pm-7:45pm

Now confirmed as 15th June.

12. Next FGB meeting 12th July 2017 @ 6pm

The meeting closed with a prayer.


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