

**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

Chair's Initials:



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 lfeagwu	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 to 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

Chair's Initials:



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 lfeagwu 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 lfeagwu 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.

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 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 Ifeawu 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% (7.15attendance 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: NEVD Canon ADE ADEMOLA (print)

P. Mend (sign)

Date: 23/03/2018