

**MINUTES OF A MEETING OF THE LOCAL GOVERNING BODY OF  
ST MARGARET'S CHURCH OF ENGLAND PRIMARY SCHOOL  
HELD ON FRIDAY 23 MARCH 2018 AT 9.30 A.M. AT THE SCHOOL**

Present: Reverend Canon Ade Ademola (Chair)-Foundation Governor

**Associate Members**

Mr David Huntingford-Interim Head Teacher  
Mrs Sandra Moey

**Foundation Governors**

Mrs Alisha Anderson  
Mrs Heather Housden  
Mr Hilton Idahosa  
Mrs Chika lfeagwu

**Staff Governor**


Mr Alan Harris

Clerk to the Governors: Mrs Caroline Russell

Also present: Ms Deborah Howarth-Associate Member, Interim Head of School  
Mrs Kerry Munden-Genesis Education Trust  
Mrs Elaine James-Chief Operating Officer, Genesis Education Trust

**Summary of agreements and actions:**

Minute Reference	Formal agreements and/or actions identified	Named person(s) for action(s) identified	Completion date
4.2.1.	Pecuniary Interest Form: Outstanding from Mr Alan Harris	Governor Services	Ongoing
4.2.7.	General Data Protection Regulation: School to update governors further.	School-Interim Head Teacher	As soon as possible
4.2.9.	Data Workshop: Governor training to be arranged.	School-Interim Head Teacher	Ongoing
6.1.5.	Resources for Godly Play: Interim Head Teacher to consider.	School – Interim Head Teacher	As soon as possible
13.	Dates and Times of Future Meetings: Wednesday 23 May 2018-9.30 a.m.(Agenda to include catering provision and GB skills audit update). Friday 13 July 2018 2pm (to be confirmed), Friday 27 July 2018 2pm-3pm governors/staff	School/Governor Services to note and action	

Chair of Governors  
Initials:  


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

1.1 Welcome

All were welcomed to the meeting which opened with a prayer led by the Chair

1.2 Apologies for Absence

Apologies for absence were received and accepted from Rev Young Lee.

1.3 Quorum

The meeting was quorate.

**2. DECLARATIONS OF INTEREST**

2.1. There were no declarations of interest in any of the following agenda items.

**3. ADMISSIONS COMMITTEE**

3.1. It was noted that this had met recently comprising Mr David Huntingford, Rev Young Lee, Mr Hilton Idahosa, Mrs Adenike Sonuga and Ms Sue Newman, Admissions Officer.

**4. MINUTES**

4.1. Minutes of the Last Local Governing Body Meeting Held on 7 February 2018

These were received and accepted, subject to noting that Ms Heather Housden had apologised for absence and a name was amended. A copy of the minutes were signed by the Chair for retention by the School.

4.2. Matters Arising

4.2.1. Return of Annual Declaration Forms and Codes of Conduct to Governor Services

This has been done. Completion of a pecuniary interest form is still outstanding from the staff Governor (contact details have been received).

**ACTION:** Governor Services.

4.2.2. Election of Chair and Vice Chair

Details have been noted.

4.2.3. Staff Governors Emergency Contact Details

These have been updated.

4.2.4. Update of Edubase

This will be checked by the Interim Head Teacher.

4.2.5. Update of Policy Review Cycle

This has been done.

4.2.6. Link Governor Appointments

Governors **AGREED** to serve as follows:

**Safeguarding:** Mrs Alisha Anderson.

**Attendance and Behaviour:**

**Numeracy:** Mrs Chika Ifeagwu

**Foundation Subjects:** Mrs Adenike Sonuga

**Religious Education:** Rev Young Lee

**Physical Education:** Mr Alan Harris

**Art:** Rev. Young Lee

**English as an Additional Language:** Mrs Alisha Anderson

**Early Years:** Mrs Alisha Anderson

**Health and Safety:** Mr Hilton Idahosa

Link governor visits will also reflect current School Development Plan priorities.

4.2.7. General Data Protection Regulation

A presentation was received and further training will be provided regarding this legislation.

**ACTION:** School to update governors further.

4.2.8. ASP Data Report

This has been shared with governors and details amended regarding the School Development Plan.

4.2.9. Data Workshop

This has been conducted for staff and governor training can be arranged.

**ACTION:** School to arrange.

4.2.10. Online Homework

This will be published on the School website including an Easter writing competition.

4.2.11. Policy Queries

These have been answered and policies placed on the School website.

**5. CHAIR'S ACTION**

5.1. Meeting Minutes 11-09-2017

5.1.1. The Chair advised the meeting that there was speculation that there were two sets of minutes for the meeting held on 11 September 2017. This is because, following the disbandment of the meeting on the 11 September 2017, as the formal meeting could not proceed due to the non-appointment of a Chair and Vice-Chair an information session regarding St Margaret's was discussed. This information was recorded by the Clerk present. At the next LGB these notes were interpreted as the Minutes and subsequently signed, in error, as Minutes at the Governing Body meeting held on 25 November.

5.1.2. The minutes of the meeting on 11 September 2017, were signed on 7 February 2018 and are on the website.

5.1.4. Governors were reminded of the confidentiality of information discussed and the need for agreed minutes to be securely stored.

**6. SCHOOL ITEMS**

6.1. Presentation re Religious Education and Godly Play- Mr Harris

6.1.1. Mr Harris noted that children in the School enjoy religious education and are very knowledgeable about the Christian faith. RE is taught for one hour weekly. It also includes the development of knowledge and understanding of other major world religions that are currently taught in accordance with the LBWF Agreed Syllabus for Religious Education.

6.1.2. The objective is to develop the children's religious literacy and their ability to hold balanced and informed views. Currently, the Chelmsford Diocesan syllabus (in the process of being updated) is being used with emphasis on the use of the Bible as a story.

6.1.3. Christian values are promoted via lessons, assemblies, displays and the informal curriculum of the school. With Diocesan support there has been a renewed focus on the fruits of the spirit which include love, kindness, patience, joy and self-control

As part of the school's arrangements for collective worship a weekly programme of assemblies is run. (Monday-Fruit of the Spirit; Tuesday-In class worship; Wednesday-Singing assembly; Thursday-local clergy and Friday Star of the Week).

6.1.4. Work with the Chelmsford Diocesan Education Advisor has included organisation of a pop concert in church and promotion of attendance at church for major Christian festivals.

6.1.5. Future work will include integration of the revised syllabi and values as above, work with RE leads across the Trust and RE team teaching. Staff training has been held at St Margaret's re godly play for which resourcing will be needed.

**ACTION:** Interim Head Teacher.

6.2. Building Report

It was reported that surveyors have visited and a specification will be produced for remedial works to the School extension. The specification will be independently tendered with an independent project manager. The Chair noted that the Genesis Education Trust has a duty of care to the school community to ensure a safe environment for all. Remedial works will be completed as quickly as possible in order to minimise disruption to the education of the children.

6.3. Health and Safety Report

This has been circulated to governors.

6.4. St Margaret's Asbestos Management Plan

This has been circulated.

**7. HEAD TEACHER'S REPORT-PRIOR E-CIRCULATED. ARISING THEREFROM:**

7.1. Exclusions

7.1.1. Six incidents were noted with two children involved in two incidents each. The School has a number of children with special educational needs for whom managed moves, special school provision or 1:1 support are being considered.

7.1.2. In general behaviour in school is very good and the school presents as a calm, orderly and harmonious learning environment.

7.2. Teaching and Learning Review

Minuted as confidential.

7.3. Reports

These were prior e-circulated in relation to computing, science, geography, RML, English as an additional language, Governing Body Publication of Data Document and Link governors 2017-18.

**8. NON STATUTORY POLICIES**

**8.1. FORMAL RATIFICATION OF NON STATUTORY POLICIES PRIOR E-CIRCULATED TO THE LAST MEETING HELD ON 07 FEBRUARY 2018**

8.1.1 These were formally ratified in relation to:

- Anti-Litter
- Art
- Asthma

Behaviour  
Chicken Pox  
Cleaning Up Sick  
Collective Worship  
Computing and ICT  
Curriculum  
Disclosure and Barring Service  
Display, Drugs Education  
English as an Additional Language  
Gifted and Talented  
Geography  
Handwriting  
History  
Homework  
Internet and Online Safety  
Literacy  
Marking and Presentation  
Phonics  
Religious Education  
Ring Worm  
Science  
Marking Code  
School Cycle Policy  
Staff Handbook  
Teaching and Learning  
Twins and Multiple Birth Siblings  
Volunteer and Student Policy  
Learning Environment  
Maths Policy  
School Minibus  
Classroom Code of Practice  
New Governor Induction Policy  
Photographic Images

**8.2. NOTING OF POLICIES FORMERLY RATIFIED BY THE FINANCE GENESIS EDUCATION TRUST BOARD ON 22-02-2018 AND THE FULL GENESIS EDUCATION TRUST BOARD ON 15-03-2018**

**8.2.1. These were formally ratified :**

Business Continuity Plan - St Margarets,  
Health and Safety Policy (including workstation assessment form and eyesight testing form),  
Fire Risk Assessment and Good Housekeeping - St Margaret's (including playground and classroom log sheet)  
Personal Emergency Evacuation Plan.

**9. ADMISSIONS COMMITTEE UPDATE**

**9.1. This committee met on 27 February 2018.**

**Nursery:** 46 applications were received for 56 nursery places.

**Reception:** 55 applications were received for 60 places so a place was available to all who applied. This represents some reduction on the historical situation but the school is largely full and in a relatively better position than some other local schools.

**10. LINK GOVERNOR VISITS**

10.1. Report by Ms Heather Housden

This will be presented to the next meeting.

Other governors are welcome to visit by appointment with the interim head teacher.

**11. GENERAL DATA PROTECTION REGULATION**

11.1. It was reported that Judicium have been appointed as the our GDPR Auditors for the Genesis Education Trust schools with effect from 1 April 2018. A named DPO will be later appointed for the Trust and information displayed on the Trust website.

**12. ANY OTHER BUSINESS**

12.1. Catering Provision

It was reported that this has been subject to tender with three companies contacted and a decision ongoing. The successful bidder will take over management of the kitchen including staffing with an effective start date of 1 June 2018.

**ACTION:** Update to next meeting.

12.2. Governance Skills Audit

The Trust have commissioned an external review of governors' skills.

**ACTION:** Update to next meeting.

**13. DATES AND TIMES OF FUTURE MEETINGS AND DRAFT AGENDA ITEMS**

13.1. **Wednesday 23 May 2018-9.30 a.m.:** Draft agenda to include catering provision and governance skills audit.

13.2. **Friday 13 July 2018-2pm (to be confirmed):** Follow by staff barbecue.

13.3. **Friday 27 July 2018-2-3pm for governors to meet with staff (to be confirmed).**

A closing prayer followed led by the Chair. Staff members left the meeting due to a confidential minute.

**14. CONFIDENTIAL ITEMS**

Minuted as separate confidential appendix.

The meeting closed at 12.15 p.m.

Chair: NEVO CANON ADE ADLEFIELD (print)

A. Adlefield (sign)

Date: 24th MAY 2018

Chair of Governors  
Initials: 