

**MINUTES OF A MEETING OF THE ST MARGARET'S C OF E PRIMARY SCHOOL  
LOCAL GOVERNING BODY HELD ON THURSDAY 31 JANUARY 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

**Headteacher**

Mr David Huntingford

**Parent Governors**

Mr Hilton Idahosa

**Staff Governor**

Mr Alan Harris

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	To complete and return pecuniary interest forms to governor services	AS, AO	2 weeks
3.1	To note appointment of DH as headteacher governor	Governor Services	1 week
3.2	To provide Governor Services with outstanding DBS details once received	DH	ASAP
5.1	To recheck that all meat served at the school is ethically sourced	DH	27.03.19
6.1	Grievances presentation to be agenda item for next meeting	Governor Services/ Chair	27.03.19
7.4	To complete and circulate link governor reports on agreed template	All	Ongoing
8.4	Governors' Training to be agenda item for next meeting	Governor Services/ Chair	27.03.19
9.1	Skills Audit Feedback to be agenda item for next meeting	Governor Services/ Chair	27.03.19
17.1	<b>Date of next meeting:</b> 27 March 2019 @ 9.30am at the school	All /GS	Immediate

14.1	Collective Act of worship presentation to be Agenda item for next meeting	Governor Services/ Chair	27.03.19
14.2	To update governors and Governor Services on new LGB date once confirmed	AB	ASAP

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

- 1.1 Rev. Canon Ade welcomed all those present to the meeting and general introductions were made.
- 1.2 Apologies for absence were received and accepted from Mr Michael Lomotey.
- 1.3 No apologies for absence were received and therefore not accepted from Mrs Adenike Sonuga and Mr Alexander Okoli.
- 1.4 The Clerk confirmed that the meeting was quorate with 7 governors present.
- 1.5 Three items of any other business were noted for discussion at the end of the meeting.

**2. DECLARATIONS OF INTEREST**

- 2.1 The clerk provided copies of outstanding pecuniary interest forms to governors who were present at the meeting.  
Mrs Adenike Sonuga and Mr Alexander Okoli so were not present so were unable to complete the required forms.
- 2.2 Declarations of Interest in Agenda Items  
There were no declarations made pertaining to any of the agenda items.

**3. LOCAL GOVERNING BOARD**

**3.1. Local Governing Body Membership**

It was noted that the Mr David Huntingford would now hold the voting position of headteacher.

Mr Huntingford advised that Ms Deborah Haworth, Associate Member, would no longer be attending meetings unless required to do so to present information. This was to allow her to cover commitments at the school whilst Mr Huntingford attended the meeting.

**ACTION: To note appointment of DH as headteacher governor**

**3.2 DBS Checks**

The headteacher advised that there were two outstanding DBS requests for the recently appointed governors, Mr Okoli and Mr Lomotey, and these were in the process of being actioned 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 22 November 2018 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**

There were no matters arising to be noted from the previous minutes.

**4.3 Minutes/Reports from Committees**

As the sub committees were yet to meet this academic term, there were no sub-committee minutes/reports to be considered at this meeting.

Chair's Initials: 
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**5. CHAIR'S ACTION**

- 5.1 The Chair reported that to enable the application for the Healthy Schools Award to take place within the required deadline, he had approved the following policies under Chair's Action:

HEP Mental Health & Wellbeing Policy  
Packed Lunch Policy  
School Food Policy

It was noted that the policies had also been circulated to governors in advance of the meeting and all were in agreement with their adoption and approval.

Q – Is the food served at the school halal?

A – No when we changed food providers, it was specified that the food should be non halal. Previous to the new catering company beginning, lamb was halal but this has now changed.

Q – For the children who do require halal food, what are the options?

A – When they join the school, the family are made aware of the food policy and advised that should they wish their child to have school meals, vegetarian options are available. Alternatively, they can bring in a packed lunch.

**ACTION: To recheck that all meat served at the school is ethically sourced**

**6. SCHOOL'S ITEMS**

6.1 Grievances Presentation

In the absence of the presenter, Ms Carlene Reid, this item was deferred to the next meeting.

**ACTION: Grievances presentation to be agenda item for next meeting**

6.2 Head of School Report

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

Attendance – noted as 97.45% (target 96%)

Punctuality

Inclusion

Safeguarding

Data

Teaching & learning

Pupil Premium

Monitoring & Impact

Performance Management

School Development Plan

Community & Events

GDPR

Governors were advised that a fire drill took place on 21 January 2019 with an evacuation time of 3mins 20 secs.

Q – What was the reason for the learning mentor's resignation as s/he had only been recently appointed?

A – A job had been obtained nearer to where the person lived so they had tendered their resignation.

Governors thanked Mr Huntingford for his comprehensive report and asked for their thanks to also be extended to all staff for their efforts in supporting ongoing improvement at the school.

*NB – it was noted that the reports referred to in items 6.3-6.10 below had all been circulated to governors prior to the meeting for information.*

6.3 School Direct

6.4 Maths Report

6.5 PE Report

6.6 Homework Report

6.7 Literacy Report

6.8 After Schools Clubs Report

6.9 SEN Report

6.10 Breakdown of Data on Pupil Premium/High Achievers

**7. LINK GOVERNOR REPORT**

7.1 Behaviour & Attendance Link Governor

Ms Housden advised that she was due to attend the school prior to the spring half term to carry out a link visit in this area.

7.2 Health & Safety Link Governor

Mr Idahosa advised that his planned link governor meeting on 5 February 2019 had now been rearranged until 24 February 2019.

7.3 Literacy Link Governor

Ms Housden updated that she had recently attended the school to carry out a literacy focussed visit and had opportunity to review books, homework books and meet the co-ordinator.

Q – It appears that parents are not completing the parental section of the homework diary. What is the school doing to address this?

A – The school accepts that there are differing levels of parental support around homework. Homework has changed to now become home learning and a points system has been put in place based on a weekly school awards system. Home learning is also now largely based online so is easier for parents to access if children lose the paperwork. There is still a combination of paper and online homework and since the implementation of the new scheme; improvements in home learning take up have been noted.

Q – Has there been an improved response from parents?

A – Yes their engagement has been seen to be improving

7.4 Safeguarding Link Governor

Ms Anderson advised that she was in the process of confirming a safeguarding visit and this would be carried out prior to the next meeting.

**ACTION: To complete and circulate link governor reports on agreed template**

8. **GOVERNORS' TRAINING**

8.1 Skills Audit Analysis

In the absence of the Training Governor, Mrs Sonuga, this item was deferred to the next meeting for discussion.

8.2 Training Link Governor Report

In the absence of the Training Governor, Mrs Sonuga, this item was deferred to the next meeting for discussion.

8.3 Governors' Additional Training Requirements

In the absence of the Training Governor, Mrs Sonuga, this item was deferred to the next meeting for discussion.

8.4 Training Governor Feedback to Governor Services

In the absence of the Training Governor, Mrs Sonuga, this item was deferred to the next meeting for discussion.

**ACTION: Governors' Training to be agenda item for next meeting**

9. **SKILLS AUDIT FEEDBACK**

9.1 This item was deferred to the next meeting for discussion.

**ACTION: Skills Audit Feedback to be agenda item for next meeting**

10. **GOVERNORS' EFFECTIVENESS REPORT**

10.1 It was noted that governors had received this report for information prior to the meeting.

Q – In the report, under the Lower KS2 section, the reviewer uses the term 'unacceptable'? Why is this and what is being done to address it?

A – This is because at the time of the report, which was early in the academic year, there were less experienced staff at the lower end of the school and one agency member of staff. We had already identified this as an area of support and have actively implemented support in this area to aid ongoing improvement.

Q – What is this support?

A – It is a range of interventions which are regularly reviewed to assess effectiveness. This includes placing the new deputy head in class, Trust support, improved coaching and mentoring and additional behaviour and management training for newly qualified staff, book reviews, marking audits. All support is aimed at promoting consistency enabling the child to move forward. Noted improvements in standards of writing have already been noted and this area will continue to be reviewed regularly.

Q – Is there a strategy in place to identify children who may not be academically gifted but who do not have SEN needs?

A – As we are aware children have different abilities and different talents, we ensure that the curriculum is broad and provide opportunities for boosters, self esteem building and a range of clubs to support multiple intelligences and learning styles. Our data analysis and provision mapping ensure all pupils at risk of not achieving 'Age Related Expectations' are provided with additional support.

**11 ANALYSE SCHOOL PERFORMANCE (ASP) DATA**

11.1 It was noted that governors had received this report for information prior to the meeting.

**12. TRUST END OF YEAR FINANCIAL ACCOUNTS**

12.1 It was noted that governors had received this report for information prior to the meeting.

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

13.1 Date of next meeting

27 March 2019 @ 9.30am at the school

13.2 Agenda items

Grievances presentation  
Collective Act of worship presentation  
Governors' Training  
Governors' Skills Audit

13.3 Annual Schedule of Dates

It was noted that this item was agreed at Trust level and the schedule of dates for this academic year had already been approved.

13.4 Governors' Briefing

Mr Idahosa advised that he would be attending the Governors' briefing on 11 February 2019.

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

14.1 Collective Acts of Worship

The headteacher requested advice and guidance from the governing body on the delivery of the above at the school as there appeared to be no confirmed liturgy at the moment.

Following discussion, it was agreed that the curriculum and acts of worship should be reflective of the whole community of the school to enable children's horizons to be broadened.

Governors **agreed** that the acts of worship should reflect the broad Church of England Christian faith and therefore, current practice at the school should continue.

Q – Are the staff delivering the acts of worship Christian?

A – Not all but their practice is carefully monitored to ensure that it is reflective of the Christian faith

Mr Harris extended the opportunity to all governors to attend a collective act of worship assembly. It was also agreed that it would be beneficial to have a collective act of worship presentation at the next meeting.

**ACTION: Collective Act of worship presentation to be agenda item for next meeting**

14.2 May LGB Meeting

Governors noted that the date of the above meeting was to be changed and the date would be confirmed in due course but was likely to be 24 April 2019.

**ACTION: To update governors and Governor Services on new LGB date once confirmed**

14.3 Operation Encompass

The headteacher advised that the school had been invited to take part in the pilot Operation Encompass project organised through the police service. Governors were advised that the pilot was aimed at reporting domestic abuse incidents to schools as a confidential alert so that they could be followed up in school if needs be. Governors agreed to the school taking part in the trial; the Chair signed the agreement paperwork and this was retained by the school.

14.4 Alternative Meeting Attendance Options

Following discussion, governors agreed not to allow any alternative meeting attendance options.

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

The meeting closed at 11.05am

Chair: NEUD Canon ADE ADEMOLA (print)  
A. Ademola (sign)  
Date: 27/03/2019

Chair's Initials:  
