**MINUTES OF THE MEETING OF THE**

**ST MARGARET’S CE PRIMARY SCHOOL LOCAL GOVERNING BODY**

**HELD ON THURSDAY 5th DECEMBER 2024**

**AT 9.30AM**

**VIA ZOOM**

###### Present: Ven. Canon Ade Ademola (Chair)

Mr Hilton Idahosa

 Mr Alan Harris

Mrs Alisha Anderson

Mrs Angela Alabi

Ms Toyin Dairo

Mrs Beverley Hall

 Mrs Jenni Matthews

 Ms Emma Cherry

Clerk Ms Alison Brown

**Summary of agreements and actions:**

|

| **Minute****reference**  |  |  |  |
| --- | --- | --- | --- |

 | **Formal agreements and/or actions identified** | **Named person(s) for action(s) identified** | **Completion date** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 4.1 | To note appointment Rev. Canon Ademola as Chair of Governors for academic year 2024/25 | Governors services | ASAP |
| 4.2 | To note appointment Mrs Alisha Anderson as Vice Chair of Governors for academic year 2024/25 | Governors services | ASAP |
| 4.3 | To note appointment of all lead governors | Governors services | ASAP |
| 7 | To receive outstanding annual forms from Governors | AB | ASAP |

**1. WELCOME AND APOLOGIES FOR ABSENCE**

1.1 AA welcomed all and opened the meeting with a prayer Ven. Ade Ademola

1.2 Apologies were received and accepted from Amir Lemouchi and Sophie Bannon

1.2 The Clerk confirmed that the meeting was quorate.

**2. DECLARATIONS OF INTEREST**

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

**3. GOVERNING BODY**

3.1 The Clerk confirmed that there were currently no vacancies.

3.2 Angela Alabi was ratified to the governing body as a foundation Governor

**4. APPOINTMENT OF OFFICERS**

 4.1 Election of Chair for the academic year 2024/2025

The Clerk welcomed nominations for the position of Chair of Governors.

HI proposed that Ven Ade Ademola be elected as Chair of Governors for the 2024/2025 academic year; this was seconded by JM. With no other nominations and no objections Ven. Ade Ademola was duly elected as Chair.

**ACTION: To note appointment Ven. Ade Ademola as Chair of Governors for academic year 2024/25**

4.2 Election of Vice-Chair for the academic year 2024/2025

The Clerk welcomed nominations for the position of Vice Chair of Governors. BH proposed that Mrs Alisha Anderson be elected as Vice Chair of Governors for the 2024/2025 academic year; this was seconded by HI. With no other nominations and no objections Mrs Alisha Anderson was duly elected as Vice Chair.

**ACTION: To note appointment Mrs Alisha Anderson as Vice Chair of Governors for academic year 2024/25**

4.3 Election of Lead Governors

Governors agreed the following Lead Governor allocations for the academic year 2024/25:

* SEND –Angela Alabbi
* Curriculum– Hilton Idahosa
* Safeguarding- Alisha Anderson

**ACTION:To note appointment of all lead governors**

**5. MINUTES**

5.1 Governors received the minutes of the governing board meeting held on 17th July 2024 and agreed these to be an accurate record of the meeting.

**6. CHAIR’S ACTION**

6.1 The Chair advised the following had been ratified under Chairs action since the last meeting:

* Admissions
* Safeguarding
* Fire Procedures
* Behaviour
* Mobile Phone
* Equalities
* SEND Complaints Policy
* SEND information report
* SEND Policy

 **7. LOCAL GOVERNING BODY ANNUAL FORMS 2024/25**

 7.1 Governors acknowledged receipt of the following annual documents circulated prior the meeting

* Pecuniary Interest Form
* Code of Conduct Form
* Safeguarding Declaration
* Acceptable IT Agreement
* Skills Analysis Form

**ACTION: To receive outstanding annual forms from Governors**

**8. SCHOOL ITEMS**

8.1 Attendance presentation

8.1.1 EC delivered a presentation on the new attendance legislation which came into effect September 2024. It was noted that there was a drive to improve attendance across the country. St Margaret’s attendance already had a focus on attendance however a working party had been set up to ensure the new guidance was fully adhered to. As part of this it was decided to move our external support from BACME to an external educational attendance company to provide additional support.

8.1.2 The national target for attendance is currently 95%, the Trust has its own target of 97% and all St margaret’s was currently at 98% Rigorous systems are in place to monitor attendance with weekly meetings taking place with the office managers and attendance leads and the data submitted to the DfE. Meetings are arranged for all those who are not meeting targets in order to provide support to parents in ensuring their child's attendance.

8.1.3 Persistent absence is very small at 9% at St Margaret's. Much of this was due to pupils returning late in September due to extended holidays. Lateness also plays a key part in the persistent absence numbers and parents are supported with the educational welfare officer meeting with those who need support in this area.

*Question: Is the persistent absence a small number of families or more spread out?*

*Answer: It is a small group with siblings who we are working with to improve*

8.2 Headteachers report

8.2.1 JM presented the headteacher's report in SB absence. She reported that the school had an external teaching and learning review form Sir Robin Bosher in October which had been successful across all areas with him noting "Leaders have an ambitious vision with high expectations for all learners and what they can achieve. They ensure that there are high standards of teaching and learning”. He also noted the school's positive environment and that "The quality of pupils’ behaviour is a strength of the school. Pupils are thoughtful and kind, and they are extremely well-motivated in lessons."

*Question: The report is very good, with behaviour and attendance both mentioned, how do you maintain this?*

*Answer Pupils understand what behaviour is expected from them and come to school motivated to learn*

8.2.2 A SEND inspection had also taken place by the LA who reported the school was exemplary in all areas with high aspirations in place for all children including those with SEND. The report also noted the school had a good working relationship with parents and that vulnerable pupils had the same opportunities as their peers.

*Question: Is there a push to refine what success looks like for pupils with SEND?*

*Answer: We ensure we are continuously reviewing our offer to have support where and when it is needed. Regular meetings take place with parents and external agencies and EC is overseeing SEND across the Trust to ensure consistency.*

8.2.3 Years 4 & 5 had been learning a new and powerful way to spell using a unique programme: Spelling Through Morphographs. The children have been learning that words are composed of morphographs, which are prefixes, suffixes, bases and roots. The children are learning rules for combining morphographs to spell words. Since the autumn term, the children have learned a large number of root words, prefixes and suffixes with which they can spell a huge number of words.

8.2.4 The EYFS provision had been refined and enhanced. Reception groups now have a whole class session on either reading, maths or writing every morning with the afternoon sessions having a different focus but one which allows opportunities to revisit the morning's learnings with the teacher or TA. This has been a gradual implementation but is in place fully. The strategy has clear stages and features focused, engaging activities, whole class instruction, application ,problem-solving exercises and structured play that gradually build children’s ability to stay attentive without overloading them and ensures a value on play.

*Question: How is reception looking for 2025 intake?*

*Answer: we have had high interest in the open days we are running*

8.2.5 The maths curriculum has a focus on Horizontal and Vertical Interleaving in order to reinforce and deepen pupils' knowledge of different concepts. Revisiting concepts throughout the year and weaving related concepts together in a unit allows pupils to see connections making maths more cohesive and meaningful. This approach also enables teachers to identify and address misconceptions early on, ensuring that pupils are not only exposed to but also fully understand each concept. By the end of each lesson, pupils have revisited and practiced key ideas multiple times, which research shows is essential for robust learning.

8.2.6 The STEMazing project continues to be a success with experiences ranging from visiting alpacas, creating still-photo animation, designing and making puppets, creating an app and testing suncream. These rich STEM experiences, woven into the curriculum, are made explicit to the children so that they understand the links between the subjects

8.2.7 The arts curriculum has 5 main aims, these are: Maintain our high-quality curriculum, Increase time, Utilise our community , A wide arts offer and Enjoy-Engage-Explore. Within these aims pupils have enjoyed projects including Mini Masterworks gallery for December/January, African Drumming workshop and the start of our first Big Piece for Year 6 which is a large collaborative piece.

8.2.8 ECTs have been provided with a bespoke programme of support according to their needs. This ranges from intensive daily support on specific aspects, weekly meetings with mentors, tri-coaching model (1 day modelling, 1 day team teaching, 1 day seeing improvements), planning and preparation checks, further training on teaching aspects. This flexible and individual approach is needed to ensure that all ECTs develop as quickly and efficiently as possible.

8.2.9 Behaviour and attitudes continue to be a great strength of St Margaret’s There have been no exclusions,no instances of bullying or racist behaviour. There was one suspension this term, for 1.5 days which was for being physical with staff. Support has been put in place with meetings taking place with parents and external agencies. Two pupils are on pastoral plans, one is the same child as mentioned previously and the other is a year 6 child previously on a behaviour plan.

| **Incident Type** | **Autumn Term** |
| --- | --- |
| **Exclusions** | 0 |
| **Suspensions** | 1 \* 1.5 physical |
| **Racial Incidents** | 0 |
| **Bullying Incidents** | 0 |
| **Behaviour Charts** | 0 |
| **Pastoral Support Plans** | 2 |

8.2.10 Safety is one of the key elements in our personal development curriculum. Therefore, this term, we held a highly valuable online safety event led by the safety experts the ‘2 Johns.’ There was an online safety session for children in which children’s understanding of online dangers was developed. Following this event, there was a staff training session and, in the evening, an event for parents and carers. All DSLs have completed advanced safeguarding training and all staff were provided with safeguarding training in September and ongoing guidance throughout the year including 2024 updates on Keeping Children Safe in Education (KCSiE), Using CPOMS to report safeguarding and behaviour incidents, Harmful Sexual Behaviour (HSB) and scenarios. Additional training sessions during the term have also taken place through weekly briefings and assembly CPD meetings.

8.2.11 There are currently the following

| **Group** | **Autumn Term** |
| --- | --- |
| Child Protection Plan | 2 |
| Child in Need Plan | 2 |
| Social Worker Involvement  | 4 |
| Children of concern  | 7 |

 8.3 SDP 2024-2025

 Governors acknowledged receipt of this item

 8.5 Pupil Premium Report 2024-2025

Governors acknowledged receipt of this item

 8.6 PE and Sport Premium Report 2024-2025

Governors acknowledged receipt of this item

8.6.1 There had been a focus on sports in the community with sports competitions taking place with other local schools

 8.7 End of Year Data

Governors acknowledged receipt of this item

Thanks were noted to all staff from the Governing body for their continued hard work

 **9.** **POLICIES**

Governors ratified the following Policies:

Supply Staff Handbook

ECT policy

Supporting Pupils with medical conditions

Children with health needs who cannot attend school

RSE policy

Inclusion

Attendance

**10. GOVERNORS’ TRAINING**

10.1 Governors service to send all governors training programme

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

11.1 Date of next meeting 6th March 2025 at 9.30am via Zoom

The meeting closed at 10.45am.

Chair: Ven. Ade Ademola…………… (print)

 ……………………………………………… (sign)

Date: ………02/04/2025……………………………………………