

**MINUTES OF THE MEETING OF THE
ST MARGARET'S CE PRIMARY SCHOOL LOCAL GOVERNING BODY
HELD ON FRIDAY 25TH NOVEMBER 2021
AT 9.30AM
VIA ZOOM**

Present: Rev Canon Ade Ademola (Chair) (AA)
Mr Hilton Idahosa (HI)
Mrs Alisha Anderson (AA)
Mr Michael Lomotey (ML)
Miss Toni Bankole (TB)
Mr Alan Harris (AH)
Mr Amir Lemouchi (AL)
Mrs Elaine McDonald James (EMJ)

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 2021/22	Governor Services/AB	1 week
4.2	To note appointment Mr Hilton Idahosa as Vice Chair of Governors for academic year 2021/22	Governor Services/AB	1 Week
4.3	To note Lead Governor appointments as noted in minutes	Governor Services/AB	1 Week
7.1	To receive annual forms from Governors	AB	3.12.21
7.1	To forward copies of completed annual forms to Governor Services	AB	10.12.21
8.2.2	Share progression map pathways at next meeting	AL	next meeting
8.2.6	To organise Governor visits to the school	AL/AB	asap

1. WELCOME AND APOLOGIES FOR ABSENCE

- 1.1 AA welcomed all and opened the meeting with a prayer
- 1.2 Apologies were received and accepted from Beverley Hall and Sophie Newman
- 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.

4. APPOINTMENT OF OFFICERS

4.1 Election of Chair for the academic year 2021/2022

The Clerk welcomed nominations for the position of Chair of Governors. AL proposed that Rev. Canon Ademola be elected as Chair of Governors for the 2020/2021 academic year; this was seconded by AA. With no other nominations and no objections Rev. Canon Ademola was duly elected as Chair.

ACTION: To note appointment Rev. Canon Ademola as Chair of Governors for academic year 2021/22

4.2 Election of Vice-Chair for the academic year 2021/2022

The Clerk welcomed nominations for the position of Vice Chair of Governors. AA proposed that Mr Hilton Idahosa be elected as Vice Chair of Governors for the 2020/2021 academic year; this was seconded by AL. With no other nominations and no objections Mr Hilton Idahosa was duly elected as Chair.

ACTION: To note appointment Mr Hilton Idahosa as Vice Chair of Governors for academic year 2021/22

4.3 Election of Lead Governors

Governors agreed the following Lead Governor allocations for the academic year 2021/22:

- Finance –Michael Lomotey
- Standards- Toni Bankole
- Health and Safety– Hilton Idahosa
- Safeguarding- Alisha Anderson

ACTION: To note Lead Governor appointments as noted in minutes

5. MINUTES

5.1 Governors received the minutes of the governing board meeting held on 9th July 2021 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:

- Safeguarding policy
- RSE policy
- Admissions policy
- Pupil Premium statements

7. LOCAL GOVERNING BODY ANNUAL FORMS 2021/22

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 annual forms from Governors

ACTION: To forward copies of completed annual forms to Governor Services

8. SCHOOL ITEMS

8.1 Vision Presentation

8.1.1 AL delivered a presentation on the schools vision and how this is put in practice on a daily basis. AL explained that the governors needed to drive the vision and that they would be held accountable by the diocese.

8.1.2 AL noted that the vision was a live and fluid document that was embedded within the schools policies and curriculum. An inset had been held to bring this vision to life to ensure all staff were engaged and committed to the vision.

8.1.3 AL stated that the school had had a successful section 48 inspection in 2019 and had been graded excellent. They could expect a further inspection in 2-3 years time. The section 48 looks at the vision and its effectiveness on the whole school

Question: This vision was looked at in detail after the last section 48 inspection, how are we ensuring this is part of the schools DNA

Answer: Christian values drive the school, SLT have worked hard to embed the schools identity with assemblies and day to day references to the vision

Canon Ade Ademola made a note of thanks for all the hard work that had gone into the presentation

8.2 Headteacher Report-Verbal

8.2.1 It was noted that behaviour within the school had been excellent this term with the following data recorded:

0 Exclusions
0 Bullying incidents,
0 racist incidents
0 Harmful sexual behaviour incidents
1 behaviour chart
2 Child protection cases
3 Children in need
13 Children with social workers

Attendance was at 95.5% although there was a high number of lates, this was due to particularly bad traffic caused by temporary traffic lights directly outside the school

A fire drill had taken place with a time of 2 minutes and 2 seconds recorded

Question: Do we make allowances for lateness if we know the reasons?

Answer: All are registered with the reason given, when absence meetings are set these reasons are taken into account

Question: Do you have soft start

Answer: Yes, soft start is from 8.40 with the majority arriving then

8.2.2 Al Noted that A great deal of work had been put into planning with all planning having been completed for the autumn and spring terms, this allows teachers to use their PPA for other tasks which had been welcomed by the staff. Progression maps for EYFS onwards had been completed with sequential learning and year on year links

ACTION: Share progression map pathways at next meeting

8.2.3 It was noted that extra curricular activities were being brought back in after the loss of this type of activity during the pandemic with African drumming sessions taking place across the school and panto coming in.

8.2.4 Pupil progress meetings had taken place with SLT meeting with teachers to identify those not progressing as had been hoped, these would continue every 2-3 weeks to allow a proactive personalised approach. Assessment week was due in early December to allow the school to see what the children could achieve independently.

Parents evening had also taken place with close to 100% attendance.

Question: Did parents complete a feedback form?

Answer: A google form was sent to all parents with around 80 responses. Overall these showed a strong agreement with the school. An area for improvement had shown to be homework consistency so this would be communicated further in the future with the young transformers programme being a particular focus.

8.2.5 It was noted that staffing was stable, with 1 member of staff having left at half term, 1 long term absence and 1 ALP having successfully interviewed for an interim Aht position. A new ALP was due to start in January and an agency SENDCO was starting this week with a view to move to permanent employment in January.

8.2.6 EJ noted that the CIF bid for the roof had been successful and the works had now been completed. The floodworks had been concluded with new areas and upgrades to existing areas having been completed on time and all classrooms now being back in use. EJ had submitted a new CIF bid for a new boiler which she was hopeful would be successful. It was noted that the school was looking fantastic and all governors were invited to visit the school to see the improvements.

ACTION: Organise governor visits to the school

Canon Ade noted the governors thanks to EJ and her team.

8.2.7 It was noted that covid cases in the school remained low with 3 pupils and 1 member having tested positive this term. The risk assessments remained in place and SLT were in contact with the LA for any updates. The catch up plan was in place with Saturday school running as well as focus groups and interventions.

8.2.8 A recent food and wine evening which showcased the school to parents and the local community had taken place with a good turn out and the hope of another evening being organised for those who had been unable to attend. The Bishop of Chelmsford had attended an evening at St Margaret's church to meet the local headteachers and AL and Sophie Newman were attending a meeting with the Bishop of Barking in the coming week.

8.3 SDP 2021-2022

Governors acknowledged receipt of this item

8.4 Pupil Premium Review 2020-2021

Governors acknowledged receipt of this item

8.5 Pupil Premium Report 2021-22
Governors acknowledged receipt of this item

8.6 PE and Sport Premium Review 2020-2021
Governors acknowledged receipt of this item

8.7 PE and Sport Premium Report 2021-2022
Governors acknowledged receipt of this item

8.8 Flood update report
Governors acknowledged receipt of this item which was discussed under item 8.2

8.9 Young Transformers Report
Governors acknowledged receipt of this item which was discussed under item 8.2

8.10 RE Report
Governors acknowledged receipt of this item which was discussed under item 8.1

8.11 RE Effectiveness Report
Governors acknowledged receipt of this item which was discussed under item 8.1

9. POLICIES

Governors ratified the following Policies:

Anti Bullying
Behaviour
Equality objectives
EYFS Reception
Fire Procedures
First aid
Inclusion
Learning Environment
ECT policy
Pay Policy
SEND
SEND Complaints Policy
SEND information report
Supporting Pupils with medical conditions
Teaching and Learning
Children who cannot attend school due to health needs
Designated Teacher for looked after children

10. GOVERNORS' TRAINING

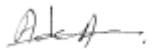
10.1 Governors to inform the clerk of any training requirements

11. DATE AND AGENDA ITEMS FOR THE NEXT MEETING

11.1 Date of next meeting 10th March 2022 9.30am via Zoom

The meeting closed at 11.10am.

Chair: ...Canon Ade Ademola..... (print)

.....  (sign)

Date:24/03/2022.....