



Full Governing Body Meeting - Monday 15th November 2021

Governor	Type	Attendance
Kate Ayres	Foundation	Attended Safeguarding Training at 4:30pm
Revd. Sam Buck	Ex-Officio	Attended in person at 5:00pm
Jean Cooper	Staff	Attended from 5:00pm virtually
Michael Emery	Local Authority	Attended Safeguarding Training at 4:30pm
Jill Hine	Headteacher	Attended from 4:30pm
Jonathan Holwell	Foundation	Attended from 5:10pm
Stephen Horsman	Foundation, Chair of the Governing Body	Attended in person at 5:00pm
Lynn Laverty	Associate Member	Attended in person at 5:00pm
Jo Lovell	Parent	Attended Safeguarding Training virtually at 4:30pm
Luke Sanders	Parent	Attended Safeguarding Training at 4:30pm
Revd. Christine Spencer	Ex-Officio	Attended Safeguarding Training at 4:30pm
Jermery Walker	Foundation	Apologies received via email
Samantha Winton	Associate	Attended in person at 5:00pm
Steve Chambers	Clerk to the Governing Body	Attended in person at 5:00pm
Hannah Warner	Pupil Premium Lead	Joined the meeting at 5:30pm - left the meeting at 5:45pm.

Location: Woodpecker Class & Google Meets

Minutes of the Full Governing Body Meeting

	Items on the Agenda	Person(s)	Papers
1	Opening prayer & Welcome Meeting started at 5:05pm	SH	
2	Business items		
	Minutes from the last meeting on the 6th September 2021 <ul style="list-style-type: none"> The minutes of the last meeting were not distributed in time before the meeting. Carried forward to the next meeting. ACTION - Clerk to ensure that the minutes for the 6th September and minutes of this meeting to be distributed in sufficient time before the next meeting.	Clerk	
	Digital Register Taken & Apologies for Absence was agreed. Meeting met quorum regulations.	Clerk	
	Declaration of Pecuniary and/or Business Interests <ul style="list-style-type: none"> LS declared that his wife now works as a member of the support staff at the school. It was agreed that the Clerk was to add this information to the declaration of Interests Spreadsheet. ACTION from Standards Committee Meeting on 18.10.2021 - Clerk to reprint Code of Conducts and Business Interests in preparation for the FGB to take as spares. Clerk asked members who had not completed their paperwork to read and sign before they left the meeting. ACTION Completed.	Clerk	Hard copies
	Notification of AOB <ul style="list-style-type: none"> None stated. 	Clerk	
3	Pupil Premium Leader to discuss the Pupil Premium Strategy and the Pupil Premium Policy	HW	Links in

	<ul style="list-style-type: none"> - <i>Pupil Premium will be abbreviated to PP for the minutes.</i> • The PP Lead joined the meeting at 5:30pm via Google Meet. • The PP Lead attended a briefing that involved announcing the new changes that schools have to implement in the PP Strategy through adhering to the national template. This must be published on the website by 31/12/21. • The PP Strategy was sent out as part of the minutes. • One of the changes of this template involves <i>“grounding all the strategies in research , to see what has worked in other schools, and adapt for your school and the challenges you face.”</i> • PP Lead read through the three main sections of the strategies to address the challenges our school faces: <ol style="list-style-type: none"> 1. Quality first teaching with live feedback and marking, post and pre teaching for the vulnerable children in addition to the catch-up learning. 2. Targeted academic support - focus on phonics and speech and language. There is a daily RWI programme with additional support for those who need the 1:1 input through phonics, reading, spelling and handwriting. 3. Wider Strategies - This has been supported by the THRIVE initiative. This is a whole school approach which has opportunities for the children to be taken into smaller groups or even 1:1 for additional support. Breakfast club and contributions to school visits are outlined in this section as well. • PP Lead attended a Webinar last week (WC 8th November) led by Marc Rowland, where he suggested that the schools make reading the priority and PP Lead is pleased that the school is already doing this and the strategy reflects that. • PP Policy - not many changes have been made to the policy. The focus is more about the language that has changed from “narrowing the gap” to “education outcomes for all”. • PP Lead has made sure that the language in the strategy was reflected in the policy. • ME wanted it noted to the Governors that when they completed their Visit Report (attached to the minutes) there were 76 pupils on the PP register. This report was only completed a month ago. In the Headteacher’s report that number has risen to 81 - the change is a challenge for staff. • Q - Is there any way for Pupil Premium children to attend breakfast club? <i>A - The school has encouraged individuals and certain parents to ensure punctuality but the parents are not taking up the offer. The school agreed that they might need to ‘advertise’ more but they will not force parents to bring their children in early.</i> • The Governing Body wanted to thank Jean Cooper for her report as it was very positive. • ME - Wanted to mention that on the school’s website there is an overview as to where the PP money is being spent. There is also a recovery fund for covid is on the website as well. • PP Lead left 5:45pm. 		Google Drive
4	Holding the Head to account Headteacher’s report	JH	Google Drive Google Drive

	<ul style="list-style-type: none"> • Head went through the report - confusion on a typo for the date clarified. The report should state "Previous HT report 30/11/2020 - 2/7/2021" • Absence is a little higher than normal due to holidays that families seem to be taking. • Q - Why are the parents taking the holidays? • <i>A - Because it is cheaper than going on holiday during the summer break. The holidays are going down as unauthorised and part of the process is that the parents come and have a meeting with the Headteacher. The Head clearly informs the parents that they will incur a fixed penalty notice (FPN).</i> • Q - How much of an influence does the fine have with the parents? • <i>A - The fine isn't a deterrent for the parents as it is cheaper to pay the fine than the over price flights.</i> • Q - Taking the children abroad, is there a Safeguarding risk especially for girls with regard to FGM? • <i>A - Yes, always and these are assessed on an individual basis. In the cases of the families withdrawing their children from learning for a period of days/weeks that have happened so far, the risk is low.</i> • Q - In the Headteacher's report, you mentioned that 'Other circumstances' is 13.3%. What kind of things would this include? • <i>A - This includes a particular number of children who took it upon themselves to just stop attending school. This was a family and after several home visits and getting external agencies involved the family left the school but not after having several weeks of unauthorised absences.</i> • Sports funding has been allocated and the school tries to use this to support the larger projects. The school never knows how long the Sports funding will last so they are very careful in how they spend it. • Q - I see that the Sports funding supports swimming. Is swimming continuing in the current climate? • <i>A - Yes, it's currently happening with Year 4 and then will progress on to Year 2 followed by Year 6 throughout the year.</i> • Q - On page 8 of the report, there is a statement "To promote a range of sports/activities which are unusual to engage inactive pupils. What constitutes an "unusual" sporting activity? • <i>A - The Sports Leader is looking into other activities like stoolball with the support of Horsham Sports. This is only one example.</i> • All Governors have been invited to the Pupil Progress meetings which are taking place in December. This is to allow the Governors to hear the level of discussion surrounding these disadvantaged pupils, the expectations the school sets for them and how they plan their provision to overcome their individual barriers. • Writing is the area for development for most schools - but with St Margaret's in particular, the focus is on Year 2 (where the children's progress is being made but has been impacted by the Covid situation). 	<p style="text-align: center;">JH</p> <p style="text-align: center;">JH</p>	<p>Google Drive Google Drive</p>
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	<ul style="list-style-type: none"> • There are changes to staffing which have been outlined in the report. However, since writing the report, the Headteacher can now confirm two new appointments. A new TA to support 1:1 and a new class teacher. The new class teacher cannot start until April 2022 but there are measures in place to support that year group. An experienced member of staff will be going full time to teach that year group for the short term. • Quality of teaching SLT and SENDCo support the class teachers and are delighted with the standards of the first quality teaching that they have witnessed. Where there have been strategies to support members of staff. When SLT and the SENDCo have revisited the class teachers, the strategies have been implemented. • SLT and the SENDCo are very pleased with the standards in books, progress seen and feel that the school has a strong team. • Meet the governors afternoon was a success and the staff have commented at how grateful they were for the thought. • Safeguarding and Behaviour Year 2 continues to be a challenging year group in terms of behaviour. This has improved but the school is working with external agencies to support the children further. • Q - What does it mean by the term "outside agencies"? A - Outside Agencies means anyone that is outside of the school team. This could be Manor Green Primary, the Educational Psychiatrist, the Speech and Language Therapist, Social Workers etc. Anyone that can provide support for the children at school. • School Improvement Plan - this was not sent out with the minutes and this will need to be actioned for the future by the Clerk. <p>ACTION - Make sure that all the resources are attached to the Agenda before sending out the email to the Governors.</p> <ul style="list-style-type: none"> • The Headteacher briefly went through the School Improvement Plan. Not much has changed much. The priorities are the same <ul style="list-style-type: none"> ○ Reading ○ Writing-spelling focus ○ Maths ○ SEND ○ Disadvantaged children ○ Middle leaders ○ EYFS • Everyone has focused on the priorities and the milestones have been RAGGEd for the first half term. • The Year 2 phonics is not looking as strong as it has been in the past and an optimistic result is most likely 70%. The reason for this is where the learning for this year group has been affected by the Covid lockdowns. • The school is doing the best it can under the circumstances by ensuring that the RWI is being taught every morning. • Progress is being made and it is clear. However, the children are not at the levels they should be due to the length of time lockdown happened and the impact of the pandemic. • Q - Is it just a few individuals that are bringing the average down for it to be so low? • A - Yes. There are several children in the year group who have significant language barriers or have learning difficulties which 	<p>JH</p> <p>JH</p> <p>JH</p>	
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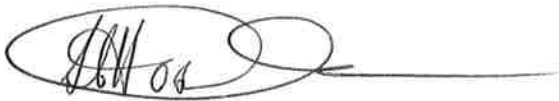
	<p><i>prevent them from accessing the curriculum at the same level as everyone else.</i></p> <ul style="list-style-type: none"> • Q - Could homework be used to support the learning and support the children with their phonics? • <i>A - It is and where possible this is where the school will see the positive impact. The children take home 'alien cards' as part of their phonics. The children take home their RWi books as well to read and continue their learning.</i> • There are 5 weeks to go before the official Phonics screening has to be completed but the school can see that the strategies that are in place are having an impact. <p>ACTION - All governors look at the School Development Plan before the next meeting and ensure they are familiar with the section they are assigned to.</p> <ul style="list-style-type: none"> • Governor Visit Reports & Actions • Arrange a visit with the relevant member of staff. Please speak to SH if you need any support with this. • Q - Can the visits be completed in person in school now or do they have to continue virtually? • <i>A - Yes if you want to. Please arrange with the relevant staff member and copy in the Headteacher and the school office with the date and time.</i> • Q - With regards to any questions that are raised on the 'Visit Reports' - Where do you want the questions to be addressed in the reports? • <i>A - These should be addressed at the committee meetings.</i> • Q - Is the Chair wanting everyone to do a Governor Visit? • <i>A - Yes, before the end of the autumn term.</i> <p>ACTION - SH to send out a reminder email to all Governors to complete a school visit at least once a term. Please remember to build those safeguarding questions into the visit and don't be afraid to ask them.</p> <ul style="list-style-type: none"> • SEND Information Report • The report was clear and easy to follow. The flowchart for assessment was really useful to see the process. • Q - The Review of ILPs in discussion with parents felt like it wasn't valued during a Parents' Evening. Parents' Evenings are only 10 minutes and there just isn't enough time to discuss the ILP in depth as well as everything else. What is the school going to do to prevent this from happening? • <i>A-The school understands and appreciates the feedback. It will be down to the staff to manage their PPA time to include meeting with parents to complete the ILP in more depth. It was agreed that the ILPs should be a separate meeting to the Parent Consultation Evenings if there was a lot to cover in 10 minutes.</i> <i>To support parents with this, the SENDCo is booking appointments on a regular basis with parents and giving them the opportunity to discuss the ILPs. These have been very successful in the last month.</i> 	<p>JH</p> <p>JH</p>	
5	<p>Vision, ethos, strategic direction</p> <ul style="list-style-type: none"> • Parent Survey Overview - Results and Comparison • The Governor's Survey was sent out to the parents to complete anonymously. 	Clerk	Google Drive

	<ul style="list-style-type: none"> Overall, the survey was overwhelmingly positive with numbers going in the right direction. The Clerk wanted it noted that the comments made by the parents were not altered in any shape or form, including any spelling or grammar mistakes. Q - In the report, it mentions a teacher going shopping and leaving the child in the classroom. The comment also mentions that this incident was dealt with. Could the Head shed any light to this? <i>A - Both the Headteacher and the Deputy Headteacher were not aware of this issue and have tried giving the parents an opportunity to come forward but with no success. The Headteacher has been at the school for over six years now and has never heard of an incident like this before.</i> Q - The survey mentions teachers shouting and not providing a welcoming atmosphere for the children. <i>A - This issue was addressed at the beginning of the term but to be clear, the teacher in question does not shout at the children. They have a different tone or pitch to their voice to what the class have been used to in the past. When walking past the teacher's classroom shouting cannot be heard.</i> <i>Anyone can walk into a school and tell straight away from the atmosphere and ambience as to whether there is shouting that goes on in the school. A Family school has a much warmer feel as soon as you walk in which St Margaret's does have.</i> <i>The Headteacher is confident in saying that the school does not have an issue with members of staff shouting at children. If it did, it would be addressed with that member of staff straight away.</i> 		
6	<p>Oversight of financial performance and effective use of school resources</p> <ul style="list-style-type: none"> The Clerk announced that there is a Policy Spreadsheet that keeps track of when the policies are due for renewal. The Clerk will continue to monitor the Spreadsheet and bring to the attention of the Headteacher any that are due to be reviewed. Reading Policy Anti-Bullying Policy Q - In the "What can you do if you are being bullied" section - point 4 - "try not to show you are upset" is it asking the person to swallow or suppress the action towards them? <i>A - The school is not saying that the child is not to be upset but directing the emotions to the person that is supporting the person being bullied rather than to the bully themselves. This could be speaking to someone else immediately after the event.</i> <p>ACTION - Headteacher to look at the wording within the policy and change it accordingly to reflect the answer to the above question.</p> <ul style="list-style-type: none"> Q - Further down in the policy, it talks about 'fighting back'. Could this make matters worse? <i>A - This is talking about taking a concern to the staff member rather than retaliating.</i> <p>ACTION - Headteacher to look at the wording within the policy and change it accordingly to reflect the answer to the above question.</p> <ul style="list-style-type: none"> Behaviour Principles Written Statement Q - How is the behaviour strategy shared with the children? <i>A - During worship on a regular basis the school has their RHE lessons which drip fed the different types of behaviour to the children throughout the school year.</i> 	<p>Clerk</p> <p>JH JH</p> <p>JH</p>	<p>Google Drive</p>

	<ul style="list-style-type: none"> ● Collective Worship ● Complaints Policy (Parents & Pupils) ● Complaints Procedure ● Flexible Working Policy ● Health & Safety Policy ● Q - The policy mentions a Spreadsheet quite a lot. Who has access to this? ● A - Premise Manager holds the Spreadsheet but the School's Business Manager and Headteacher has access to it. <ul style="list-style-type: none"> ● Remote Learning Policy ● Relationship and Health Education Policy ● Social Media and Use of Photographs Policy ● Administering Medicines Policy ● SEND Policy ● Early Career Teacher Policy (Formally known as the NQT Policy) was not attached to the Agenda. ● Apologies from the Clerk on this matter but this can be carried over to the Standards committee on the 7th March 2022. <p>ACTION - ME to email over any typing errors noticed in the policies. These are to be emailed to the office staff to amend.</p> <p>ACTION - Clerk to get the Chair's electronic signature. This is to be used once any policy has been approved by the Governors for the school's website.</p> <p>ACTION - Add the ECT Policy to the Standards Committee Meeting Agenda.</p>	<p>JH JH JH JH</p> <p>JH JH JH JH JH</p>	
7	Reports from other Committees		
	<ul style="list-style-type: none"> ● Standards Committee Report ● Minutes are available for people to read in Google Drive. LS was announced as the new Chair for the Standards Committee. 	LS	Links in Google Drive
	<ul style="list-style-type: none"> ● Pay Review Committee Report ● ME as Vice-Chair for the Pay Review Committee gave a brief overview from the minutes of the committee. 	ME	
8	Safeguarding		
	<ul style="list-style-type: none"> ● Headteacher led a Safeguarding Training session for the Governors who could not make the original INSET on the 2nd September 2021. This started at 4:30pm. Safeguarding training ended at 5:00pm ready for the FGB to begin. ● DSLs meet regularly - new DSL safeguarding training by West Sussex and three out of the four DSLs have already received training on the new system that will be coming into place. At this moment in time, the new system is at least a year away from being implemented. The final DSL has their training this coming week. ● Update from the Head if and when the new system will be coming or if any information needs to be shared. ● Safeguarding safer recruitment training - The Governing Body is a member of the NGA so please look into this and book a training session. 	JH	
9	Any other business previously notified		
	<ul style="list-style-type: none"> ● Google Drive layout & requests ● Taking over from the previous Clerk, the system has had a revamp and should be set out in a methodical way. This is still a work in progress and items are still being filed in an appropriate manner. ● The Governing Body thanked the Clerk for their hard work on sorting out the Google Drive and making it more user friendly. 	Clerk	
	<ul style="list-style-type: none"> ● New Templates & Proformas 	Clerk	

	<ul style="list-style-type: none"> • There are new templates and proformas for the Governors. Please ask the Clerk if you need to use a particular template. • Section One minutes on website • The Clerk explained that the Governing Body has to present the Part One minutes to anyone that requests them. Usually, schools have a folder in the entrance with a copy of the minutes. The Clerk is suggesting that the minutes (once approved and signed by the Chair) are placed on the school's website. • All Governors agreed that this would be acceptable. • The Governing Body wanted to thank Steve Chambers for their hard work on sorting and organising the school website. <p>ACTION - Signed Minutes to be placed on the school's website under the Governor's Section.</p> <ul style="list-style-type: none"> • Governor Details - to be held on the Drive • The Clerk does not have up-to-date contact details for all members of the Governing Body. <p>ACTION - All Governors send the Clerk their up-to-date contact details.</p> <ul style="list-style-type: none"> • Skills Survey • Not everyone has completed the skills survey - please get this information to ME as soon as possible. 	Clerk	
10	Closing Prayer - SB closed the meeting 6:36pm	SB	

Next Meeting: Monday 4th April 2022



05/04/22