



Learning God's Way

**FULL GOVERNING BODY MEETING**  
**Thursday 14<sup>th</sup> October 2021, 7pm in the Staff Room**

Meeting Focus – Children's Welfare

The meeting was opened in prayer.

		<b>Action</b>
	<p><b>Present:</b> Emma Craughan, Mary Dark, Helen Fletcher-Reilly (Chair), Vicki Goodin, Al Knox, Mike Jee (Head), Carolynn Lorimer, Debbie Ricks, Rod Sharman, Martin Smith, Chris Snell, Mark Standen (Vice-Chair)</p> <p><b>Clerk:</b> Jennie Ring</p> <p><b>Also present:</b></p>	
21	<b>Apologies for absence</b> – none	
22	<b>Declaration of Interest</b> – none	
23	<p><b>Election of Chair &amp; Vice-Chair</b></p> <p>Helen Fletcher-Reilly was nominated and unanimously re-elected as Chair by show of hands for 1 year. Mark Standen was nominated and unanimously re-elected by show of hands for 1 year.</p>	
24	<p><b>Urgent matters to be considered for inclusion</b></p> <p>The Chair tabled an urgent matter – the formation of a Pay Review Committee, a necessary sub-group of the governing board now ordinarily meeting monthly as a whole. Members will be 5 – Mrs Fletcher-Reilly, Mr Snell, Mr Knox, Mr Standen and Mr Sharman, to meet on a Wednesday or Thursday. Terms of Reference to be approved via GVO or at next board meeting and its meeting for 2021 to be arranged.</p>	<b>Clerk</b>
25	<b>Minutes of meeting 16<sup>th</sup> September 2021</b> were agreed and signed.	
26	<p><b>Matters arising</b></p> <p>Items 5 and 7 – Business &amp; Pecuniary Interest forms were available at the meeting. Governors were reminded to ensure this, Keeping Children Safe in Education and the Code of Conduct were attended to.</p> <p>Item 8 – The Chair again asked for governors to think about whether they could consider taking on a shadowing role to prepare for taking the Chair role. The</p>	

	recommended length of service for a Chair is 5 years. The Chair is in her 4 <sup>th</sup> year. All other actions are complete. The Allergy Policy action point is ongoing and held by the Clerk.	
27	<p><b>Questions arising from monitoring visits</b></p> <p>Three visits have been made in the last few months – 2 in July with regard to reading and with regard to Special Education Needs (SEN)/Pupil Premium (PP); and in October with regard to finance. There were no questions arising.</p> <p>It was confirmed that to arrange or re-arrange visits that have had to be cancelled governors should email the member of staff through the school office. The Governor’s Virtual Office (GVO) area for recording monitoring visits and the standard documents available were displayed.</p>	
28	<p><b>Stakeholder Surveys – any comments/questions/actions to be taken</b></p> <p>The survey results are being considered and actions are being undertaken or planned.</p> <p>Parent and Pupil survey results will be shared with staff during staff meetings. An opportunity for parents to ask further questions will be available via the Parent Forum on zoom following the sharing of the percentage data from the Parent and Pupils Surveys, with a note of thanks. Staff survey results won’t be shared with pupils and parents. It was suggested the Pupil survey results be submitted to the School Council.</p> <p><b>Was the Staff survey anonymous?</b> Yes, apart from a brief window of time when there was a technical issue with the software used. The more negative comments were noted by a governor.</p> <p>The Head responded with some perspective and conclusions about the returns, some of the content of which is related to an ongoing issue, originating elsewhere, which is a current focus for the Head, Chair, the Vice Chair, Mr Snell and Mrs Ricks. More can be reported on this ongoing issue when appropriate in order for the rest of governing body to remain “uncontaminated” should a formal committee be necessary.</p>	
29	<p><b>Attendance</b></p> <p>The Deputy Headteacher tabled figures on attendance, explaining circumstances generally and with regard to individual children which likely have affected them. The Attendance Policy has been reviewed with some amendments made; to include reference to Covid, registers now being electronically on SIMS, and a summary of strategies in place to address attendance, notably discontinuing the use of standard letters as follow up for non-attendance. Instead a more bespoke approach is being taken working with the Family Support Worker.</p> <p><b>Is contact regarding attendance logged?</b> Yes, there is a contact record, the Attendance Log, which is included as part of the fortnightly meetings where the Welfare Log and safeguarding is reviewed.</p> <p><b>How does the 96.1% compare with the national average?</b> The Deputy Head agreed</p>	<b>Mrs Dark</b>

	to find this out.	
30	<p><b>Exclusions</b></p> <p>There have been no exclusions so far this term.</p> <p>There were 3 exclusions for a day or less last year. Exclusions are a last resort, the purpose being for the benefit of the child, the school or both - as time out, a break for the child and/or to give school staff a chance to look at what's happened, triggers, how staff have been affected, what can be done to address what's happened, how to receive the child again and manage behaviour in future.</p> <p><a href="#">When the return-to-school meeting happens with parents, is the Family Support Worker involved?</a> Yes, sometimes, if it's one of her clients. There also could be a Key Worker from an outside agency present.</p>	
31	<p><b>Safeguarding</b></p> <p>An update was given at September's meeting. Fortnightly meetings continue between the three Designated Safeguarding Leads and the Family Support Worker. The model Child Protection &amp; Safeguarding Policy has been updated for 2021. West Sussex County Council (WSSCC) have been asked by Headteachers to provide a 2/3-page summary of the main points for governors.</p> <p><a href="#">What kind of numbers of children are being reviewed at the fortnightly meetings?</a> It varies, but it's around 20, and 2 or 3 with Early Help Plans.</p> <p><a href="#">Have numbers gone up post-Covid?</a> Not noticeably, however there are a few more children on the Welfare Log.</p>	
32	<p><b>Pupil mental health and wellbeing</b></p> <p>Since summer there has been a noticeable increase in anxiety manifesting in physical ways – tummy aches, etc. It's noticeable that children's resilience for Covid related measures is good but underlying this there seems to be less resilience for everyday life's experiences. Teachers know how to report on children's mental health and wellbeing. Children can self-refer although it's acknowledged that sometimes adults can have more insight into a child's needs than the child has themselves. Parents and children are becoming more familiar with the pastoral support available from the Family Support Worker, who is available to approach in the playground.</p> <p>Following the pupil wellbeing survey the Family Support Worker has put together a 3 year children's mental health and wellbeing plan, consisting of child-led activities, family and whole school activities. It's anticipated that this will support and enable the development of a culture of good mental health and wellbeing.</p> <p><a href="#">Are children picking up stress from focus on Covid-related information from various sources?</a> Children have been very aware of Covid because of the affect it's had on their lives during lockdown and on returning to school. It's important to raise awareness of what the school is doing to support resilience and what is available in terms of support, particularly through the Family Support Worker. Governors made comments from their experience on the wider picture of children's</p>	

	mental health and wellbeing, including in the teenage age group.	
33	<p><b>SEND/PP/CLA provision and progress update</b></p> <p>Disadvantaged pupils are the main feature of appraisals and performance management for all staff this year. Ring-fenced PP Recovery funds from government will be used to allow teachers to take children out of class for 1:1 feedback sessions of 15 mins (the frequency wasn't stated) until the end of the first half of summer term. Consideration is required around who will take the teacher's place in class, the quality of feedback, and measuring impact.</p> <p><b>Will staff be trained?</b> Yes. Also the Head, Deputy Head and Chair of Governors will be meeting the local authority (LA) Advisor after half term. The intention is to evaluate the school as less secure in some areas, including PP provision, which means more support is available from the LA.</p>	
34	<p><b>Admissions arrangements</b></p> <p>Given the changing picture over the last few years as regards pupil intakes, with changes in other local schools and the wider population, the admissions criteria requires reviewing. It could be that the school will receive more applications for admission than the Pupil Admissions Number (PAN) of 60 – 2 classes of 30 this year. Governors need to decide the criteria in line with the Admissions Code and in consultation with the Diocese before publishing for consultation, then finalising for publishing.</p> <p>It was agreed to form a working party to carry out this work, bringing the recommendations for final criteria to the board for approval. The working party shall consist of Mr Jee, Mr Standen, Mrs Goodin, Mrs Ricks and Mrs Lorimer.</p> <p>The Clerk agreed to circulate the dates involved in the timeline for review, consultation and publishing.</p>	<p><b>Wkg Pty</b></p> <p><b>Clerk</b></p>
35	<p><b>Pupil Voice</b></p> <p>The Pupil survey results were reviewed, the Head and governors making comments, observations and interpretations of the data and individual responses, then noticing patterns/common elements between it and the other surveys. A conversation took place around staff leading collective worship and similar activities taking place in class, the levels of confidence to do this amongst staff, and affirming the class setting as valid as the whole school setting for collective worship.</p> <p>Another pupil survey is planned later this academic year if children are in school all year. This can be compared to the survey just taken, which has within the results the influence of the period of lockdown.</p>	
36	<p><b>Preparation for Ofsted</b></p> <p>It's likely that the school will be inspected in summer 2022. The Head and Deputy Head are working on the school self-evaluation, which will be shared with governors in due course. An inset day will look at curriculum – having clear intent, reviewing the balance between quantity of material taught and material taught to</p>	

	<p>depth, time allocated for topic work, tailoring the curriculum to the needs of the children, and looking at what makes the curriculum distinctive to St Margaret's.</p> <p><b>Is this all within the School Improvement Plan?</b> Yes, and with regard to reading and subject leadership. Work is going on with subject leaders to look at progress, progression of the subject through the school years, books, subject policies and identifying gaps. To support subject leader's confidence, the help of the LA will be sought to go through the processes associated with a "deep dive" into a subject.</p> <p><b>Are subject leaders given time to do this work?</b> Yes, the same as last year.</p> <p>One governor commented that the focus is rightly always the needs of the children and what's right for the school, rather than preparing for Ofsted in a box-ticking way.</p>	
37	<p><b>Link Governors</b></p> <p>The following Link Governors were agreed as follows:</p> <p>Safeguarding – Mrs Ricks  SEN/Inclusion – Mrs Lorimer  School Development Plan priorities and Curriculum – according to monitoring responsibilities  Attendance – Mrs Ricks  Children Looked After – Mrs Lorimer  Health &amp; Safety – Mr Snell  Website compliance – Mrs Knox  Governor Training &amp; Development – Mrs Fletcher-Reilly  Ethos – Mr Sharman  English as an Additional Language (EAL) – Mr Sharman</p> <p><b>On ethos, can the Friday prayer group meet again now?</b> Yes. Communication to initiate this has been made.</p>	<b>Clerk</b>
38	<p><b>Governor Day - 4<sup>th</sup> November 2021</b></p> <p>The majority of governors are available. The Head and Chair agreed to provide a plan/timetable for the morning, concluding with lunch with the staff, with guidance, acknowledging governor's freedom within the plan to carry out the monitoring function.</p> <p><i>Mrs Ricks left the meeting.</i></p>	<b>Head Chair</b>
39	<p><b>Policies</b></p> <p>The Discipline Policy 2021 (model), Discipline Policy Guidance 2021, and Capability Policy 2021 (model) were approved.</p> <p>The Pay Policy 2021 (model) is available for recommendation for approval by the Pay Review Committee, and requires approval at the next board meeting.</p> <p>The following policies were on the monthly agenda plans for the October meeting. The Head and Clerk met to work on the systems and processes for handling policies now that the Clerk is working outside-of-the-school building. These</p>	<b>Clerk</b>

	<p>policies will come before governors in a timely fashion, and taking into account workload of governors.</p> <p>Admissions Policy 2023-24  Child Protection &amp; Safeguarding Policy 2021 (model)  Children Looked After/In Care Policy 2021  Pupil Premium Policy 2021  Confidential Reporting (Whistleblowing) Policy 2021 (model)  Complaints Policy 2021</p>	<b>Clerk/Head</b>
40	<p><b>Chair's Action</b></p> <p>Involvement and oversight of the ongoing matter mentioned in minute 28 – Stakeholder Surveys.</p>	
41	<p><b>Reflection</b></p> <p>Governors and the Clerk contributed noting the focus of the meeting, finance touched on through the monitoring visit item, questions heard that hold school leaders to account, and ethos being “thin”.</p> <p><i>Will next parent's evening be held in school in person?</i> In view of the better attendance via zoom this mode will be used this time. The next time, when parents see their child's books, will be in person.</p> <p><i>For the “problem” alluded to in Chair's Action is there a timescale in mind?</i> Major steps in the process will take place next week. It's hoped to conclude matters certainly by Christmas, although maybe sooner.</p> <p>The lack of progress with the front foyer building work is being caused by a supply issue for the glass doors. The work, when the doors are available, will take 2 weeks. It's hoped the work will be done by the end of November.</p>	
42	<p><b>Date of next meeting</b> – Thursday 11<sup>th</sup> November via zoom</p>	

## ACTION TABLE

D = Done

P = In progress – give update

O = Still outstanding

	Minute:	Action from:	Action by:	Status
1	24	Clerk –draft Terms of Reference for governor's approval. Convene Committee	Post meeting	
2	29	Mrs Dark – Obtain national average attendance figures to compare with St M's.	Post meeting	
3	34	Working party members – obtain information and convene party according to dates provided by Clerk	Post meeting	
4	34	Clerk – provide dates for Admissions process to Admissions working party	Post meeting	

5	37	Clerk – record on one-page	Post meeting	
6	38	Head/Chair – plan governor day monitoring opportunities	4 <sup>th</sup> November	
7	39	Clerk – Pay Policy recommendation from Pay Review Committee to board	11 <sup>th</sup> November	
8	39	Clerk/Head – ensure governors have sight of policies to approve in timely fashion considering workload of governors	Post meeting	