

Minutes of Virtual LGC Meeting – Stogursey CoE Primary School

Date/time:	Thursday 21 st January 2021 6.00 pm																						
Location:	Held by Zoom																						
Chairperson:	Anna Hammond																						
Minute taker:	Pauline Kaye (PK)																						
Present:	<table border="0"> <tr> <td>Anna Hammond (AH)</td> <td>Co-Chair/Elected Parent Governor</td> </tr> <tr> <td>Teresa Miller (TM)</td> <td>Co-Chair/MAT-appointed Governor</td> </tr> <tr> <td>Anthony Chetland (AC)</td> <td>Vice-Chair – Foundation Governor</td> </tr> <tr> <td>Louise Day (LD)</td> <td>Staff Governor</td> </tr> <tr> <td>Gary Tucker (GT)</td> <td>Head of School</td> </tr> <tr> <td>Stephen Campbell (SC)</td> <td>Foundation Governor</td> </tr> <tr> <td>Bernie Maskell (BM)</td> <td>Elected Parent Governor</td> </tr> <tr> <td>Chris Moorsom (CM)</td> <td>Foundation Governor</td> </tr> <tr> <td>Caroline Hawkes (CH)</td> <td>Foundation Governor</td> </tr> <tr> <td>Jackie Stone (JS)</td> <td>Foundation Governor</td> </tr> <tr> <td>Jenny Ashworth (JA)</td> <td>Chair of Trustees</td> </tr> </table>	Anna Hammond (AH)	Co-Chair/Elected Parent Governor	Teresa Miller (TM)	Co-Chair/MAT-appointed Governor	Anthony Chetland (AC)	Vice-Chair – Foundation Governor	Louise Day (LD)	Staff Governor	Gary Tucker (GT)	Head of School	Stephen Campbell (SC)	Foundation Governor	Bernie Maskell (BM)	Elected Parent Governor	Chris Moorsom (CM)	Foundation Governor	Caroline Hawkes (CH)	Foundation Governor	Jackie Stone (JS)	Foundation Governor	Jenny Ashworth (JA)	Chair of Trustees
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Apologies:	None (AC had notified PK that he would be late – joined at 18.32)																						
Attachments:	Matters Arising Report Safeguarding Update Governor Safeguarding Responsibilities Form SIP WP Report T&L WP Report H&S and Wellbeing WP Report Clerk’s Briefing Slides and Notes																						

Record of Actions:

Item	Topic and Description	Person(s) responsible	By when?
4	School Office Manager (AP) to be asked to include the new Vision on letter-heading etc	AH	ASAP
	The writing of the new School Prayers via remote learning to be looked into	LD	ASAP
	Approved Minutes from 10 th December 2020 to be put on the school website and emailed to KC	PK	ASAP
5	AP to be asked to email Pupil Premium Strategy to PK for circulation	LD	ASAP

Item	Topic and Description	Person(s) responsible	By when?
	Approved MA Report to be attached to Minutes of this Meeting, when approved	PK	After next Meeting
6	Possibility of creating video on expectations for parents, to be looked into, together with hand-writing exercises for children	LD	ASAP
7	Safeguarding Training confirmation to be emailed to CM & JS	TM	ASAP
	Prevent Training link to be emailed to PK for circulation PK/AP to be informed when training undertaken	GT All Govs	ASAP ASAP
	Governor Responsibilities form to be completed by all Governors and returned to PK	All Govs	ASAP
	Details of SCN offer of food to go in next School Newsletter	GT	ASAP
9	Y6 transition to secondary school to be brought for discussion at next SLT Meeting	GT	ASAP
10	Jane Cassidy (Open the Book) to be contacted and asked to liaise with GT about holding assemblies via Google Meet	SC	ASAP
12	Prospective Foundation Governor application to be 'gently chased'	TM	ASAP
	Clarity of Vision/Ethos etc short videos on School website to be viewed by all Governors	All Govs	ASAP

Record of Meeting:

Meeting started at 6.00 pm with prayer, led by SC

Item	Topic and Description
1	<p><u>Apologies and Confirmation of Quorum/Welcome and Introduction</u></p> <ul style="list-style-type: none">• No apologies (AC had notified PK that he would be late – joined at 18.32)• Meeting quorate• GT dealing with a potential staff illness issue so initially ‘dropped’ in and out of the Meeting• AH welcomed JA to the Meeting and JA gave a quick description of her background in education prior to becoming Chair of Trustees
2	<p><u>Matters of Urgency not on the Agenda</u></p> <ul style="list-style-type: none">• See Agenda Item 7 – Offer of Help from Stogursey Community Network (SCN)• See Agenda Item 10 – Confidential Verbal Feedback from Extraordinary Meeting of Group with Delegation of Powers under Covid-19 Regs
3	<p><u>Declaration of Interest</u></p> <p>None at Meeting</p>
4	<p><u>Draft Minutes of Meeting 10th December 2020 for Approval:</u> <i>(Circulated prior to the Meeting)</i></p> <p>Clarification between Cath Macadam and Chris Moorsom needed (both noted as CM) under Agenda Item 7 – done</p> <p>One amendment raised under Agenda Item 10, bullet point on RE: it was agreed that the following sentence would be included: <i>‘Having spoken to Karen Sancto at the Diocesan Board of Education to clarify their policies and support regarding RE in a church school, GT confirmed that, as a Trust, there is no obligation</i></p> <p>Q. Will the new Vision be appearing on letter-heading, website etc? A. It is now on the website. AH will email Ali and ask for it to be included on letter-heading etc</p> <p>Q. Is there any update on the writing of the new individual School Prayers? A. Not started yet as these are going to be written in collaboration with the children – LD will investigate how this could be done via remote learning</p> <p>No further questions/issues/amendments raised <i>LD proposed acceptance of Minutes, subject to the above amendment</i> <i>TM seconded</i> <i>All Agreed</i></p> <p><i>It was agreed, subject to the above amendments, to adopt and sign the Minutes as a true record – PK signed on behalf of the LGC due to the Meeting being held by Zoom</i> <i>Copies to be sent to KC and put on School website</i></p>
5	<p><u>Draft Matters Arising Report</u> <i>(Circulated prior to the Meeting)</i></p> <p>AH screen-shared the updated Report and asked all Governors to note the Action Point regarding Pupil Premium Strategy. TM noted that it is very difficult to read via the school website and it was agreed that LD would ask AP to email a copy to PK for circulation</p> <p>No further questions/issues/amendments raised <i>CH proposed the Report be approved</i> <i>LD seconded</i></p>

Item	Topic and Description
	<p><i>Agreed</i></p> <p><i>It was agreed that the Report be signed by PK and attached to the Minutes of this Meeting, when approved</i></p>
6	<p><u>Head of School Verbal Update</u> <i>(GT permanently re-joined the Meeting at this point)</i></p> <ul style="list-style-type: none"> • GT confirmed that he had been dealing with a potential staff Covid case but test had thankfully come back negative. He further confirmed that he is also in the process of checking with the Trust that he has followed the correct current Covid-19 procedures • Constantly changing situation; 2 bubbles in school – Pre-School and School • Attendance is averaging 20% and predominantly children from critical workers as opposed to vulnerable children • Staff in constant, regular touch with vulnerable children who are staying at home (GT can only use safeguarding measures to try and encourage these parents to send their children in) • Trying to get all those on remote-learning to keep to school hours during the week. Most children at home now are able to join in remote learning (as opposed to using paper learning packs) so during this lockdown, teaching can be moved on at a better pace • Staff training is being focussed on online learning. Weekly Staff Meetings are being joined by TAs for around half an hour and TAs are now switching from listening to children read by phone, to doing it online. Good practice is being shared by staff as more teaching moves to online • Staff are closely monitoring the Reading of those children who are under-performing for their age • Writing is still a concern and GT has asked the Trust to see what other Trusts are doing to support this <p>Q. Would it be possible, or helpful, to provide online learning support for parents? A. Staff acknowledge that children react differently to parents trying to teach them; it might be possible to create a video on expectations, for parents. Handwriting needs regular practice and some fun exercises could be devised – LD to have a go</p> <p>Q. Some parents are also working from home in addition to supporting their children with remote learning; they may also need support? A. GT confirmed that the term ‘Key Worker’ had been changed to ‘Critical Worker’ to allow more children to be educated in school, but still some parents are reluctant to send their children in. He has not received any specific requests for help and one very positive outcome of remote learning is that children are becoming more independent and responsible for their own learning. Of course the success of remote learning is also dependent on age and the number of siblings in a family who would all have different needs</p> <p>AH thanked GT for his update and the continuing hard work of all the staff <i>(AC joined the Meeting – 18.32)</i></p>

Item	Topic and Description
7	<p><u>Safeguarding Update/Governor Safeguarding Responsibilities Form and Offer of Help from Stogursey Community Network</u> <i>(Update and Form circulated prior to the Meeting)</i></p> <ul style="list-style-type: none"> Safeguarding Update AH commended the thorough Update TM reported that the original Lockdown Policy is back up and running again TM asked if everyone had received confirmation of booking for the training course next week? CM/JS had not – TM will email hers to them GT noted that Prevent training is now available as a free online course and will send the link to PK for circulation. Governors to let both AP and PK know when they have done it AH noted that she has signed up to the Child Exploitation course being run by JA on the 10th February and that PK had circulated a further email on training courses just before the Meeting started <i>(JS was experiencing broadband problems and ‘dropped in and out’)</i> Governor Safeguarding Responsibilities Form TM went through the form and asked all Governors to complete and return it to PK once they have read the relevant documentation. (PK noted that completion of the form in Word would be fine for now and signatures could be added when we are able to meet in person again) Offer of Help from Stogursey Community Network (SCN) TM reported that an email had been received from SCN, offering access to food donations from the Bristol Fair Share charity, with no restrictions as to who can access it. (This is in addition to the existing Foodbank, which does have access restrictions) GT confirmed he is already engaging with SCN about this and all Governors were asked to spread the word; he will include details in the next School Newsletter Individuals are to be encouraged to contact SCN direct and TM confirmed that there will be an article in February’s Stogursey News (due out next week) GT and the staff were thanked for ensuring vulnerable families have all relevant support information
8	<p><u>SEND Update</u></p> <ul style="list-style-type: none"> TM confirmed that she has been regularly liaising with the SENCo; some SEN children are attending school and some are remote learning SENCo regularly checking on all SEN children/liasing with staff/preparing work and covering admin
9	<p><u>School Improvement Plan Update</u> <i>(WP Report circulated prior to Meeting)</i></p> <ul style="list-style-type: none"> AH confirmed that this is on hold at the moment, with the focus being on remote learning but it will be reviewed again at Easter when the next data drop is due GT confirmed still waiting to use Catch-Up tutors when everyone back in school (funding to be used before the end of the academic year). Y6 transition to secondary school to be brought for discussion by GT at the next SLT Meeting

Item	Topic and Description
10	<p><u>Committee/Working Party & Link Governor Reports</u></p> <ul style="list-style-type: none"> • Verbal Feedback from Extraordinary Meeting of Group with Delegation of Powers under Covid-19 Regulations – see separate Confidential Minutes • Teaching & Learning WP Report (Circulated prior to Meeting) <p>When WP met it was very much guided by what The Key was advising looking for; staff under so much pressure at present, should look at how T&L is taking place remotely. This informed the questions raised to staff and TM thanked LD for the fulsome answers and for getting the staff involved and responding. TM found the responses gave a very clear picture as to what was happening on the remote learning</p> <p>Second document (circulated after the above Report) is the School's response to remote T&L as presented for Stogursey News, which will be included in the next issue. It was felt very important to have more detail, including how the children are responding. TM reported that unfortunately, due to quality issues, it was not possible to include many of the pupils' responses in the Stogursey News article</p> <p>GT gave a further update stating that in fact 28 Chrome books have now been received and most distributed. These can only be used by Stogursey pupils and vulnerable children and those with multiple/older siblings have been targeted first</p> <p>GT highlighted that in Maths, Google Classroom was really helping with problem-solving and reasoning</p> <p>There was general praise for the level of feedback in the Report and how it had detailed the changing situation over the recent months; it also demonstrated that aspects of online T&L can also have a place when all children are back in school – independent learning etc</p> <p>CH offered to help support with on-line conversation/reading/sharing a poem etc. GT confirmed that KC and Julie Norman have also been added to the Google Classroom system. Going to move onto Google Meet (like a safer version of Zoom for children) so will be able to undertake 'live' social interaction (not teaching) but participants would need to be on the Google Meet system, but any Governors who would like to help will need to read the Policies on Online Safety first; anyone interested to contact LD</p> <p>Open the Book team to be contacted to see if they would consider joining Google Meet for their assemblies – SC to speak to Jane Cassidy and arrange for her to liaise with GT</p> <ul style="list-style-type: none"> • Health & Safety and Wellbeing WP Report (circulated prior to the Meeting) <p>AC reported that some staff have come to him for support over various issues which have been able to be resolved</p> <p>TM updated that the cards have now been done</p> <p>GT stated that, regarding Laura May being invited to join WP Meetings (particularly useful if he cannot attend) – this would be useful for specific issues; she is about to lead on a big</p>

Item	Topic and Description
	<p>project, funded by WSOA, called 'Trauma-Informed Schools' - based on wellbeing, mental health and behaviour. This initiative will impact for some years to come and WSOA has agreed to fund all three Trust schools for it so Laura will be able to make a big contribution to future WP Meetings</p>
<p>11</p>	<p><u>Policy Review</u></p> <ul style="list-style-type: none"> GT/TM have recently met to check on requirements for Policies this term; major ones due for review and LGC approval are: <p>SEND -TM has spoken to the SENCo about it and she is already involved. She has been liaising with Mrs Dray (Pre-School Supervisor) and they are working on one cohesive Policy to cover Pre-School and School and facilitate the transition from Pre-School to Reception— hopefully, this will be available for LGC approval at the next Meeting</p> <p>SEND Information Report (linked to the above Policy) – SENCo carrying out a significant review to change the format and again, it will integrate Pre-School and School</p> <p>Relationships & Sex Education – in hand, but not quite finalised yet but again, hopefully will be available for approval at the next Meeting</p> <p>GT/TM also looked at the Policies which are the responsibility of the Trust. TM has contacted Trevor Haines and asked if there is a Trust Schedule that we could synchronise ours with? This does not exist as such at present, so TM looked on the SharePoint to see what Policies are there; SEND missing (JA to make note) but the other expected ones are there</p> <p>JA confirmed that there is a weekly Meeting and a Trust Policy Schedule has been discussed and is in the process of being drawn up, which can then be aligned with the School's</p>
<p>12</p>	<p><u>Business, Leadership & Management</u></p> <ul style="list-style-type: none"> Governor Vacancies Update Still awaiting the application from the prospective Foundation Governor applicant – TM to 'gently chase' External Review of Governance AH stated that this was being offered/funded by WSOA and once we have undertaken it, we can share the results across the Trust. The last one was carried out some years ago, but AH confirmed it is a supportive exercise <p>AH shared a few of the slides received from Geoff Mountjoy (person carrying out the Review) and briefly went through the process. She stated that GM is not putting any pressure on, time-wise, for this to be completed, given the current lockdown conditions but that, hopefully, it will be finished within about 4 months. PK is already liaising with GM to provide the documentation required</p> <p>AH confirmed that the final Report and Feedback will only be for School/Trust use and not available to anyone externally</p> <p>GT noted that some areas covered were Clarity of Vision, Ethos etc and flagged up that he has added short videos on these to the School website and urged Governors to go on and watch them</p>

Item	Topic and Description
	<ul style="list-style-type: none"> • Clerk's Briefing Notes (Circulated with the Agenda) <p>PK added a few additional notes raised at the Briefing as follows:</p> <p>Advice & Guidance Somerset Ed Psych Service is providing free help for Mental Health & Wellbeing for pupils and staff</p> <p>DfE Covid-19 Updates Ofsted Monitoring Visits will continue but will be done by telephone for now</p> <p>Problems arising from the increase in numbers of children now receiving in-school education, as only one parent needs to be classified as a Critical Worker; Government has asked for them to be educated at home if possible, but they have a right to be educated in school. There is now guidance on how to restrict access during national lockdown if a school is unable to do simultaneous remote and in-school education</p> <p>General Governors to be asked if they read the half-termly bulletins from SGS and what parts do they find useful? Do they have any suggestions for topics not currently addressed? If they don't read the bulletins, why not? Responses to be sent to PK who will feed them back to SGS, but all will be anonymous</p> <p>Training SGS will be following up the Governor Training carried out last term and <u>may</u> contact individual Governors for a more detailed feedback, in addition to the evaluation forms everyone completes at the end of a training session. New Governors & Clerks will also get Induction Questionnaires as follow-up from now on</p>
13	<p><u>Quantock Education Trust</u> JA confirmed:</p> <ul style="list-style-type: none"> • attendance across the Trust schools is between 25-30% (varying daily and weekly) • remote learning going well across the Trust with Heads sharing good practice and ideas • Risk Assessments have been updated and are being monitored • Haygrove has started regular Covid-19 testing for staff and pupils– quite an undertaking but going well so far <p>General Trust work:</p> <ul style="list-style-type: none"> • New Governor Induction being worked on by JA/KC, being run on the 23rd February (SC has already applied) • New Trust Handbook being produced; doing research into content (should it cover both MAT and Governance or keep these separate) <p>Policies under Review & Development:</p> <ul style="list-style-type: none"> • Anti-Bullying • SEN – currently being reviewed and will be on the SharePoint next month • Exclusions • Policy Statement Re: Character Education – in hand • Trust Clerk will email when Policies are added to the website

Item	Topic and Description
	<p>Other:</p> <ul style="list-style-type: none"> • New Part-time School Improvement Lead with a Secondary Focus (equivalent to Julie Norman) will be working 2 days per week, supporting Haygrove and any future secondary schools • KC currently updating the Trust website with a particular focus on Training (any suggestions welcome). JA reiterated the Child Exploitation training on the 10th February (being run by member of Avon & Somerset Police) and confirmed that it will be recorded and then available to anyone unable to attend on the night • 2 Trustees have recently stepped down for varying family reasons. Board has decided to increase its size (from 10 up to 12) and therefore 4 vacancies are being advertised; particularly looking for people with backgrounds in: <ul style="list-style-type: none"> HR/Staffing Law & Compliance Finance SEN <p>But applications from anyone willing to commit to being a Trustee will be considered. Details on Trust website – Governors asked to let anyone they know who might be interested</p> <p>Trust is working with a company called Academy Ambassadors to fill the posts. One is potentially filled – see separate Confidential Minutes</p> <ul style="list-style-type: none"> • JA asked for feedback as to how Governors would like the Trust to provide regular feedback to LGCs – suggestions to be emailed to her (one view raised was a preference for Trustees to attend LGC Meetings)
14	<p><u>Date of Next Meeting by Zoom</u> Thursday 4th March 2021, 5.30 for 6.00 pm. Also Thursday 25th March (same time) set as a provisional Meeting date in order that any issues requiring LGC approval from the Finance SC Meeting on the 23rd March can be addressed, or any other urgent matters</p>

Meeting closed at 7.34 pm

Agreed and signed as a true record

Signed: _____
Print: _____
Date: _____

P. Kaye
P. KAYE
4/3/21

SIGNED ON BEHALF
OF LGC DUE
TO BEING A VIRTUAL
MEETING.



**Matters Arising Report – Stogursey CoE Primary School
For LGC Meeting 21st January 2021**

Item	Topic, Description and Action	Person(s) responsible	By When?
OUTSTANDING ITEMS FROM JANUARY – NOVEMBER 2020			
12	MA Report 12th March 2020 SMART School Presentation to be arranged for the summer term To take place academic year 2020/21 – date decided yet? This will have to wait until current situation changes.	GT	ASAP
4	Approved Minutes from 5 th November 2020 to be put on the school website and emailed to KC Done	PK	ASAP
5	MA Report to be attached to Minutes of this Meeting, when approved In hand	PK	After next Meeting
6	Data Executive Summary to be included in future HoS Reports Ongoing New Pupil Premium Strategy on school website to be read <i>AH reminded all Governors to action – copy to be emailed to PK by Alison Peor, for circulation</i> Teaching & Learning WP and Language and Learning Governors to arrange date to meet Done – Meeting held 7th January 2021	GT All Govs AH	ASAP ASAP ASAP
7	Dates of Safeguarding training courses to be circulated to all Governors and details of booking requests returned Done Clarification to be sought from KC regarding whether the Governor Declaration for Safeguarding is a DfE recommendation or Trust document Awaiting feedback – CMacadam to be contacted	TM CMacadam TM	ASAP ASAP ASAP
9	Comments/Questions regarding the SIP to be sent to GT Done	AH	ASAP
11	JS as Online Safety Governor to be added to list of Governors' Areas of Specific Responsibility and re-circulated Done 17th December 2020	PK	ASAP

Item	Topic, Description and Action	Person(s) responsible	By When?
12	Zoom call with Governors wanting help with email and SharePoint access to be set up next week In hand – Maxine Collins contacted before Christmas and request passed to IT. To date no reply received from IT; brought to Trust Chairs' Meeting – KC to follow up	AH	ASAP

Agreed as true record; to be attached to approved Minutes for 10th December 2020

Signed: PKaye Date: 21/01/21

Print: P. KAYE

SIGNED ON BEHALF OF
CHAIR DUE TO VIRTUAL MEETING