



QUANTOCK EDUCATION TRUST

Minutes of LGC Meeting – Stogursey CoE Primary School

Date/time:	Thursday 16 th September 2021 6.00 pm																				
Location:	Held by Zoom <i>In School</i>																				
Chairperson:	Anna Hammond																				
Minute taker:	Pauline Kaye (PK)																				
Present:	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">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>Bernie Maskell (BM)</td> <td>Vice-Chair/Parent 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>Anthony Chetland (AC)</td> <td>Foundation Governor (arrived 6.38 pm)</td> </tr> <tr> <td>Stephen Campbell (SC)</td> <td>Foundation 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> </table>	Anna Hammond (AH)	Co-Chair/Elected Parent Governor	Teresa Miller (TM)	Co-Chair/MAT-appointed Governor	Bernie Maskell (BM)	Vice-Chair/Parent Governor	Louise Day (LD)	Staff Governor	Gary Tucker (GT)	Head of School	Anthony Chetland (AC)	Foundation Governor (arrived 6.38 pm)	Stephen Campbell (SC)	Foundation Governor	Chris Moorsom (CM)	Foundation Governor	Caroline Hawkes (CH)	Foundation Governor	Jackie Stone (JS)	Foundation Governor
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Apologies:	Advance apologies from Anthony Chetland – arriving late																				
Attachments:	<ul style="list-style-type: none"> Update of Register of Interest for 2021/2022 Draft Matters Arising Report Keeping Children Safe in Education Update Notes SIP Objectives for 2021/2022 Governor Improvement Plan Working Party Membership and Link Governor & Areas of Specific Responsibility for 2021/2022 LGC 21/22 Working Party & Link Governor Roles Proposed (AH) Schedule of WP Governor Visits for 2021/2022 Schedule of Link Governor Visits for 2021/2022 Annual Policy Review Schedule for 2021/2022 Schools Admission Policy 21/22 Current Terms of Office Skills Audit Update 																				

Record of Actions:

Item	Topic and Description	Person(s) responsible	By when?
2	Trust to be notified of appointment of AH and TM as Co-Chairs and BM as Vice-Chair for 2021/2022 – for approval	PK	ASAP
3	BM to undertake HoS Appraisal Training ASAP – to be notified of dates of courses	BM/PK	ASAP
4	Register of Business & Personal Interests to be updated, signed and added to the School Website	PK/AH	ASAP

Item	Topic and Description	Person(s) responsible	By when?
5	Signed Minutes for Meeting 17 th June 2021 to be added to School website and sent to KC	PK	ASAP
	Signed Confidential Minutes to be placed in addressed envelope and sealed and passed to GT for safe storage	PK	Done at Meeting
6	Trust IT department to be contacted to arrange for in-School Governor training session on SharePoint this term	AH	ASAP
	Clarification of options for children displaying challenging behaviour to be sought from Trust at Chair's Meeting on 20 th September	AH	20 th Sept
	Signed MA Report to be attached to these Minutes once approved	PK	ASAP
7	Updated LGC Safeguarding Responsibilities form to be brought to October Meeting for signing by all Governors	PK	7 th October
	All Governors to have read Part 2 of the Keeping Children Safe in Education 2021 by the October Meeting	All Gobs	7 th October
11	Date of review for Child Protection & Safeguarding Policy to be referred to the Trust with a recommendation of moving it to July	TM/GT	ASAP
	2021/2022 Approved School Admissions Policy to be sent to Trust and added to School website	TM/GT	ASAP
	2022/2023 School Admissions Policy to be circulated to all LGC for approval by email	AH	ASAP
	Draft Child Protection & Safeguarding Policies to be amended and circulated to the LGC by email for approval	TM GT	ASAP
12	Annual Review of Trust Scheme of Delegation to be downloaded from SharePoint and circulated to LGC; to be added to next Agenda	AH/PK	ASAP
14	Skills Audit Summary to be updated and re-circulated to LGC	PK	ASAP

Record of Actions:

Item	Topic and Description	Person(s) responsible	By when?
2	Trust to be notified of appointment of AH and TM as Co-Chairs and BM as Vice-Chair for 2021/2022 - for approval	PK	ASAP
3	BM to undertake Hot Appraisal Training ASAP - to be notified of dates of courses	BM/PK	ASAP
4	Register of Business & Personal Interests to be updated, signed and added to the School Website	PK/AH	ASAP

Record of Meeting:

Meeting started at 6.02 pm with prayer, led by SC

The Clerk (PK) chaired Agenda Items 1 and first part of 2 and then handed over to the Co-Chair AH

Item	Topic and Description
1	<p><u>Apologies and Confirmation of Quorum</u></p> <ul style="list-style-type: none"> • Advance written apologies received from AC to say would be arriving late (hopefully by 6.30 pm) due to work – accepted • Meeting quorate
2	<p><u>Appointment of Co-Chairs for 2021/2022</u></p> <ul style="list-style-type: none"> • AH and TM confirmed both willing to stand for a further year <i>CH proposed they be appointed</i> <i>JS seconded</i> <i>All Agreed</i> <p><i>AH and TM duly appointed as Co-Chairs for 2021/2022 for approval by Trust</i></p> <p><i>(PK handed over to AH)</i></p> <p><u>Appointment of Vice-Chair for 2021/2022</u></p> <ul style="list-style-type: none"> • AH noted that AC had stated in advance that he would be happy not to stand this year and that BM had stated he would be willing <i>JS proposed BM be appointed</i> <i>CH seconded</i> <i>All Agreed</i> <p><i>BM duly appointed as Vice-Chair for 2021/2022 for approval by Trust</i></p>
3	<p><u>Matters of Urgency not on the Agenda</u></p> <ul style="list-style-type: none"> • Additional Policies for approval – to be considered under Agenda Item 11 • Governors required for Head of School Appraisal <p>AH and Karen Canham (KC) carried this out last year and suggested that they do this year's one as well – all agreed</p> <p>For future reference: JS has undertaken the training and BM will get trained (2 courses running this term – PK to ask him which date)</p>
4	<p><u>Declaration of Interest</u></p> <ul style="list-style-type: none"> • None for this Meeting • Register to be updated as follows: <ul style="list-style-type: none"> i. JS – details of Company where she is a Director to be removed as no direct connection between Company and Trust/School ii. CH – details of Independent Thrive Practitioner to be removed <p>Register for Business and Personal Interests to be updated and signed by AH and added to the School website by PK</p>
5	<p><u>Draft Minutes of Meeting 17th June 2021 for Approval:</u> <i>(Circulated prior to the Meeting)</i></p> <p>No questions/issues/amendments raised <i>GT proposed acceptance of Minutes</i> <i>JS seconded</i> <i>All Agreed</i></p>

Item	Topic and Description
	<p><i>It was agreed to adopt and sign the Minutes as a true record – AH signed Copy to be sent to KC and put on School website</i></p> <p><u>Draft Confidential Minutes of Meeting 17th June 2021 for Approval</u> (Copies handed out at Meeting and then returned to PK for destroying)</p> <p>Amendments as follows:</p> <ol style="list-style-type: none"> I. Item 6 HoS Report last sentence: changed from 'disappointment at lack of Trust participation' to 'wider family of schools' lack of interest' II. Page 2 third line down from the top 'for' changed to 'fore) <p>No further questions/issues/amendments raised CH proposed acceptance of Minutes TM seconded All Agreed</p> <p><i>It was agreed that the Minutes be signed by AH, placed in an addressed, sealed envelope and handed over for secure filing by GT – done at Meeting</i></p>
6	<p><u>Draft Matters Arising Report</u> (circulated with the Agenda)</p> <p>Some updates had been received by PK after the draft had been circulated, so AH read through all the Action Points and a couple of outstanding issues were highlighted:</p> <p>Agenda Item 4 – PK to contact AP and arrange to bring past Minutes to School for filing/archiving PK confirmed she was waiting for the start of term rush to die down and that she would be doing this next week</p> <p>Agenda Item 5 – In-person training session on SharePoint to be arranged for LGC next term AH confirmed that some Governors had partnered up to do this but that a date needs to be made for a Trust IT representative to come into School this term to complete the training for all Governors – she will arrange a date</p> <p>Agenda Item 6 – Clarity from Trust to be requested regarding available options for children displaying challenging behaviour AH confirmed this will be taken to the Chairs' Meeting on the 20th September</p> <p>Agenda Item 9 – Rev Nicky to be contacted regarding potential clash over Holiday Club dates CH confirmed this had been done</p> <p>No further questions/issues/amendments raised CH proposed the Report be approved, subject to the above amendments LD seconded Agreed</p> <p><i>It was agreed that, subject to the above updates, the Report be signed by AH and attached to the Minutes of this Meeting, when approved</i></p>

Item	Topic and Description
7	<p><u>Safeguarding</u></p> <ul style="list-style-type: none"> • Declaration for 2020 – 2021 (circulated with Agenda) Signed copies received at Meeting by PK from all Governors (inc AC after he arrived) • Keeping Children Safe in Education - Update Notes (circulated with Agenda) TM went through the notes and explained that these should be referenced when all Governors read through Part 2 of the 2021 version which came into force on the 1st of September. All Governors will be required to sign the official form confirming that they have read Part 2 and PK was requested to bring this form to the October Meeting for completion by all <p>GT noted that there has been a significant change in some of the language in the document – ‘should’ has been replaced by ‘must’ making it much more forceful</p>
8	<p><u>Discussion of School Improvement Plan (SIP)</u></p> <ul style="list-style-type: none"> • Outcomes from 2020/2021 AH noted that the format for the SIP had changed almost annually, but the 2020/2021 version had been so badly hit by the Pandemic/lockdowns that although Governors had reviewed it in June 2021, it had become irrelevant and therefore it was best now to focus on the 2021/2022 version • Priorities for 2021/2022 (Handout circulated by AH at the Meeting) GT went through the Objectives in depth explaining how it will link into the Church School Distinctiveness (he is already planning for the next SIAMS inspection). Discussion ensued and it was noted that the approach being taken towards a mentally-aware post-COVID recovery demonstrates a compassionate response to children showing signs of issues and is totally in keeping with being a CoE school <p>(6.38 pm AC joined the Meeting)</p> <ul style="list-style-type: none"> • Governors’ Improvement Plan (GIP) (circulated with the Agenda) <p>Some discussion regarding Monitoring Visits – to be further decided under Agenda Items 9 and 10 below</p> <p style="text-align: center;">5-minute break taken</p>
9	<p><u>Agenda Items 9 & 10 – Working Party Membership and Link Governors & Areas of Specific Responsibility for 2021/2022</u> (It was agreed that, for ease of Minuting, these 2 Agenda Items be merged in the Minutes)</p> <ul style="list-style-type: none"> • Decision to retain Finance as a Sub-Committee or change to a Working Party AH explained that since academizing, Finance had remained a Sub-Committee in order to support GT and assist the transition to the Trust’s Finance Dept (keeping an over-view). As a Sub-Committee, it has Terms of Reference and requires formal minuting by the Clerk, increasing her workload. AH was made aware at a training session last term, that Finance should be a Working Party, for LGCs within a MAT

Item	Topic and Description	Item
	<p>AH proposed that Finance become a Working Party, whilst still retaining support for GT and maintaining a day-to-day overview and bringing any major spending issues to the whole LGC to agree and then recommend to the Trust</p> <p>CH seconded the proposal</p> <p>GT abstained giving his reasons</p> <p>Rest agreed</p> <p>• Composition of Working Parties for 2021/2022 agreed as follows:</p> <p>a) Finance WP AH GT BM CH JS SC Office Manager</p> <p>b) Curriculum WP (incorporating the T&L and V&V WPs from last year) LD CH AH TM JS BM AC CM SC</p>	
	<p>c) Wraparound WP CH BM JS</p> <p>d) Wellbeing WP TM AC CM CH Laura May (teacher)</p> <p>• Link Governors & Areas of Specific Responsibility for 2021/2022 agreed as follows:</p> <p>i. Early Years Foundation Stage CH</p> <p>ii. Health & Safety JS & BM</p> <p>iii. Pupil Premium/Disadvantaged Children/Looked After Children CH & JS</p> <p>iv. Safeguarding & Online Safety TM & JS</p> <p>v. School Website GT – overall BM – responsible for checking website compliance on a termly basis</p>	8
	<p>vi. SEND TM & SC</p> <p>vii. Church School Distinctiveness AC SC & CM</p> <p>viii. Governor Training JS</p>	

Item	Topic and Description
	<p style="text-align: center;">ix. Trauma-Informed Schools CH & BM</p> <p style="text-align: center;">x. Pre-School CH</p> <ul style="list-style-type: none"> It was agreed that the WP groups would meet and plan their own schedules using the Proforma circulated with the Agenda <p style="text-align: center;">5-minute break taken</p>
11	<p><u>Annual Policy Review Schedule for 2021/2022</u> (Circulated with the Agenda)</p> <ul style="list-style-type: none"> TM led brief discussion; it was noted that the scheduling of the Child Protection & Safeguarding Policy in the Autumn term was inappropriate, given that any amended/updated policies should be in place for the 1st September of an academic year. There it was agreed to refer this potential move to the Trust – TM/GT Approval of Changes to School Admissions Policy 2021/2022 (Circulated with the Agenda) <p>There was confusion as to whether it was the 2021/2022 Policy or the 2022/2-23 Policy that required approval with differing dates being raised. It was clarified that there had been an amendment to the dates for the 2021/2022 Policy which required LGC approval and that the 2022/2023 was the same Policy but with differing dates due to be a year later</p> <p>A question was raised regarding over-subscription criteria; whilst the Policy addresses multiple-birth siblings at the same address needing places to be found within the same academic year, it does not address the theoretical possibility of siblings of separate birth, born within the same academic year needing places within the same year group. It was agreed that the essence of the Policy is the same in this case and that should this situation arise, it would be discussed on a case by case basis</p> <p>No further questions/issues raised regarding the 2021/2022 Policy AH proposed the Policy be approved BM seconded Agreed</p> <p><i>It was agreed that the Policy be signed off, sent to the Trust and put on the School website</i></p> <p><i>It was further agreed that the 2022/2023 Policy be circulated by AH to all, for approval, by email, then signed copy sent to the Trust and put on the School website</i></p> <ul style="list-style-type: none"> Child Protection & Safeguarding Policies x 2 (added under Agenda Item 2 above) TM stated that on reading through these, there are a number of errors/issues that need to be addressed before approval. (The model ones from County had been used as no current model had been available on The Key) <p><i>It was agreed that TM^{GT} would make the necessary amendments and then circulate by email to the LGC for approval and return as a matter of urgency</i></p>

Item	Topic and Description
12	<p><u>Trust Scheme of Delegation</u></p> <ul style="list-style-type: none"> • AH noted that the Annual Review is available on SharePoint but she will download and circulate it to all; she suggested that 2 Governors review it and it be added as an Agenda Item to the next Meeting by PK
13	<p><u>Outcomes for Diagnostic Activity</u> (Results of Trust's Diagnostic Day circulated to all Governors at the end of July)</p> <ul style="list-style-type: none"> • GT confirmed he has incorporated the 'Next Steps' into the new SIP • GT noted some really positive feedback from Chrysta Garnett (Trust Director of School Improvement) following a visit by her last term, including: <ul style="list-style-type: none"> ◊ how hard working the staff are ◊ how welcoming the children are and the levels of sophistication of language and vocabulary, particularly in the Early Years ◊ she was 'blown away' by the mathematical language used in Reception and Year 1 last year ◊ the effects of the WSOA training the staff have received really paying dividends now • TM urged all Governors to re-read the document
14	<p><u>Business, Leadership & Management</u></p> <ul style="list-style-type: none"> • Governor Vacancy Update AH reported that the potential application had not progressed, likely due to increasing time constraints for the applicant. So still have one vacancy for a Foundation Governor • Staffing Vacancies Update See separate Confidential Minutes • Governor Training This will be a standing Agenda Item from now on JS has received summary of training for 2020/2021 from PK and has requested summaries from previous years from AP in order that she can ascertain gaps/weak areas etc • Current Terms of Office (circulated with the Agenda) For information – no terms ending this year but AH's terminates next academic year • Skills Audit Update (March '21 Summary circulated with Agenda) GT requested his skills for Financial Management be moved to 'Professional 'level Knowledge or Expertise' and his Fundraising/income generation to 'Confident' No other changes requested PK to update and re-circulate Summary
15	<p><u>Date of Next Meeting</u></p> <p style="text-align: center;">In School - Thursday 7th October 2021 5.30 for 6.00 pm start</p>



**Matters Arising Report – Stogursey CoE Primary School
For LGC Meeting 16th September 2021**

Item	Topic, Description and Action	Person(s) responsible	By When?
Outstanding Items from MA Report for 17th June 2021			
5	Folder to be created on Trust's SharePoint for Stogursey's School-only Policies Done – all Policies now available on SharePoint	GT	ASAP
10	Representatives from the V&V and T&L WPS to meet on Tuesday 25 th May 1.00 – 3.00 pm to look at draft Governor Visit Policy and feedback to next Meeting Meeting postponed to 14th June 2021 Meeting held, Attendees AH/TM/CH/GT/BM; Feedback at Oct Mtng	AH/TM/ CH/CM GT/BM	
3	Register of Business and Personal Interests to be updated and added to the School website Done	PK	ASAP
4	Approved Minutes from 25 th March 2021 to be put on the School website and emailed to KC Done Approved Confidential Minutes from 25 th March 2021 to be placed in sealed envelope and retained by PK until able to hand over to School In hand – PK to contact AP and arrange a time to bring past Minutes to School for filing/archiving	PK	ASAP When possible
5	SMART School presentation to be added to the Agenda of the 7 th October 2021 Done In-person training session on SharePoint to be arranged for LGC next term In hand – some training has been done but person from IT needed to come in – date to be arranged for this term Governor Training to be added as a Standing Agenda Item for future Meetings Done	PK AH PK	ASAP ASAP 16 th Sept

Item	Topic, Description and Action	Person(s) responsible	By When?
	Outstanding Governor Responsibilities forms to be chased up	AH	ASAP
6	PR, Marketing and Wraparound Care to be a standing Agenda Item for future Meetings Done	PK	7 th Oct
	Clarity from Trust to be requested at the next Chair's Meeting regarding available options for children displaying challenging behaviour In hand – to be sought from the Meeting on the 20th September Chairs'	AH	ASAP
	Appointment of a Link Governor for the School's Trauma-Informed Lead to be added to Agenda for 16 th September 2021 Done	PK	16 th Sept
9	Rev Nicky to be contacted regarding potential clash over Holiday Club dates <i>done</i>	CH	ASAP
12	Date for un-minuted Meeting to be arranged for Governors to prepare for returning to going into School Done	AH/TM	ASAP
13	Questions/feedback on the QET notes to be emailed to AH for forwarding to the Trust None received	All Govs AH	ASAP
14	'Doodle Poll' to be circulated to all Governors Re@ in-person Meeting before the end of term Done	AH	ASAP
2	Group to meet to consider implications of new Planning Application before deadline of 21/06/21 Letter of objection written signed by chairs & HOS; circulated to KC/JA at Trust before submitting. KC/JA subsequently submitted an objection from QET	TM/SC/CH	ASAP

Agreed as true record; to be attached to approved Minutes for 16th September 2021

Signed: *Anna Hammond* Date: 16.9.21

Print: ANNA HAMMOND