

**Minutes of Virtual LGC Meeting – Stogursey CoE Primary School**

<b>Date/time:</b>	Thursday 10 <sup>th</sup> December 2020 6.00 pm
<b>Location:</b>	Held by Zoom
<b>Chairperson:</b>	Anna Hammond
<b>Minute taker:</b>	Pauline Kaye (PK)
<b>Present:</b>	<p>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</p> <p>Cath Macadam (CMacadam) Trustee</p>
<b>Apologies:</b>	None
<b>Attachments:</b>	<p>Matters Arising Report  Head of School Report  Covid-19 Risk Assessment for September 2020  Safeguarding Update  Safeguarding Declaration for 2019 – 20  Draft Finance SC Terms of Reference</p>

## Record of Actions:

Item	Topic and Description	Person(s) responsible	By when?
4	Approved Minutes from 5 <sup>th</sup> November 2020 to be put on the school website and emailed to KC	PK	ASAP
5	Approved MA Report to be attached to Minutes of this Meeting, when approved	PK	After next Meeting
6	Data Executive Summary to be included in future HoS Reports	GT	ASAP
	New Pupil Premium Strategy on school website to be read	All Govs	ASAP
	Teaching & Learning WP and Language and Learning Governors to arrange date to meet	AH	ASAP
7	Dates of Safeguarding training courses to be circulated to all Governors and details of booking requests returned	TM	ASAP
	Clarification to be sought from KC regarding whether the Governor Declaration for Safeguarding is a DfE recommendation or Trust document	CMacadam	ASAP
9	Comments/Questions regarding the SIP to be sent to GT	AH	ASAP
11	JS as Online Safety Governor to be added to list of Governors' Areas of Specific Responsibility and re-circulated	PK	ASAP
12	Zoom call with Governors wanting help with email and SharePoint access to be set up next week	AH	ASAP

## Record of Meeting:

Meeting started at 6.05 pm with prayer, led by CM

Item	Topic and Description
1	<p><b><u>Apologies and Confirmation of Quorum/Welcome and Introduction</u></b></p> <ul style="list-style-type: none"> <li>No apologies</li> <li>Meeting quorate</li> <li>Bernie Maskell welcomed to the Meeting and introductions made</li> <li>Cath Macadam was not present – having connection problems – joined the Meeting later</li> </ul>
2	<p><b><u>Matters of Urgency not on the Agenda</u></b></p> <ul style="list-style-type: none"> <li>See Agenda Item 6 – Covid-19 Risk Assessment</li> </ul>
3	<p><b><u>Declaration of Interest</u></b></p> <p>None at Meeting</p>
4	<p><b><u>Draft Minutes of Meeting 5<sup>th</sup> November 2020 for Approval:</u></b>  <i>(Circulated prior to the Meeting)</i></p> <p>No questions/issues/amendments raised  AC proposed acceptance of Minutes  TM seconded  All Agreed</p> <p><i>It was agreed, subject to the above amendment, 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/SGS and put on School website</i></p>



Item	Topic and Description
5	<p><b><u>Draft Matters Arising Report</u></b>  <i>(Circulated prior to the Meeting)</i></p> <p>1 hand-amendment made at Meeting as follows:</p> <p><b>Agenda Item 13</b> – GT has met with the prospective Foundation Governor applicant and is awaiting their application</p> <p>No further questions/issues/amendments raised  <i>CH proposed the Report be approved</i>  <i>JS seconded</i>  <i>Agreed</i></p> <p><b><i>It was agreed that the Report be signed by PK and attached to the Minutes of this Meeting, when approved</i></b></p>
6	<p><b><u>Head of School Report &amp; Covid-19 Risk Assessment for September 2020</u></b>  <i>(Circulated with the Agenda)</i></p> <ul style="list-style-type: none"> <li>• <b>HoS Report</b>  GT had received questions as follows; and related questions raised during the Meeting: <ul style="list-style-type: none"> <li><b>Q Persistent absence – 11% seems very high; how does this compare with previous years/terms?</b>  A. Around 11 or 12% last couple of years (Persistent absence is below 90%. National average is usually 95%, West Somerset as a whole 96%. Current School attendance is very good – 95.6% as of today, so up on the normal national average, but because of Covid-19, the current national average is around 92%. However, we still have 11% of children off school for more than one day per fortnight. GT is using the laid down procedure and Policy, to try and stop this persistent absence, as well as taking advice. There has been a marked improvement and GT stresses the importance of attendance at every opportunity</li> <li><b>Q. What are the underlying reasons for these absences?</b>  A. Minor illness and lack of sleep often cited, but GT has stressed that children should be in school and if necessary, an area will be set aside where they can sleep, but their education is the paramount importance</li> </ul> </li> </ul> <p><i>(6.15 pm Cath Macadam joined the Meeting at this point and gave a quick synopsis of her background in education)</i></p> <ul style="list-style-type: none"> <li><b>Q. I haven't seen a report presented in this way before and I suspect particularly our new governors will need the data explained in more detail – what do the green/amber lines relate to for instance? Would you be able to spend a little time giving a verbal overview of the data part of the report? Also the Teaching and Learning WP will need to examine them in more depth</b>  A. GT noted that another Governor had raised a similar question. This particular information is a screenshot from ARBOR. GT has contacted the Trust's ARBOR expert and they are currently looking at a way to get this information disseminated in a more readable format</li> </ul> <p>A quick overview of the data:</p>



Item	Topic and Description
	<p>Covid-19 has been very damaging across all schools, affecting progress and attainment. The data shows that only about one-third of our children are where they should be in Reading and Writing. The Maths data is somewhat distorted because of the way the subjects are done across the curriculum; Number subjects had been finished across the school when the first lockdown happened. With only 48 hours' notice of changing to remote learning (a new concept for everyone) it was decided to give parents practice work to do with the children, rather than expecting them to teach new subjects/topics and this has proved very successful as the children have come back really strong, in terms of their Maths, as they have been able to really practice Number, which constitutes 50% of the Maths Curriculum. The downside is that non-Number subjects have suffered, but this can now be addressed and rectified as starting points have now been identified and progress can be accelerated to where they should be</p> <p>The individual Year Group data clearly demonstrates that those Year Groups who returned to school on the 8th of June have done much better than those who returned in September.</p> <p><b>Q. Would you say that the data you have presented is better, worse or as expected?</b>  A. As expected; it confirms projected predictions, but the teaching is strong and GT is confident that the gap will be closed. Using the Catch-Up Premium and Tutors, children have been identified and targeted certain children who will benefit. Also now have the additional 20 Chromebooks (via the West Somerset Opportunity Area funding) which will be used to support many children/families. CH noted that, as hoped, all the good-quality teaching in school is making a difference and that even though many parents have been doing a very good job of home-schooling, the data clearly evidences the importance and quality of the education within school</p> <p><i>(AC dropped out from the Meeting for a couple of minutes due to IT problems)</i></p> <p>AH asked if it would be possible to have some sort of Data Executive Summary in future HoS Reports for general use and then the Teaching &amp; Learning WP could spend time going through the detailed data. GT agreed</p> <p><b>Q. The headline data – you have explained that other schools have reported similar issues, but do you know how our figures compare?</b>  A. No data-sharing is taking place at the moment; GT has some anecdotal evidence which backs up what has already been said. He has heard that of some safeguarding issues where some schools (not the MAT) did not check on vulnerable children during lockdown. GT found it reassuring to know that all the measures that were implemented at Stogursey were all the right things to have done. Parental feedback from this has been extremely good and GT would really like to use some comments as testimonials on the website, if possible</p> <p><b>Q. At the beginning of the Report, it is stated 18% of pupils have SEN. In the SEND update at the November LGC Meeting, using data provided by the SENCo, the figure was 23%. (This % was calculated from 15/65 pupils – 2 EHCP + 13 SEN Support). Why is the percentage different now?</b>  A. It has just changed – 2 removed from the register – plus the figure from the SENCo was incorrect</p>



Item	Topic and Description
	<p><b>Q. In the SEND update section of the Report, you state: ‘Another justification for this is that our SEN numbers are now in percentage terms below the national average, unlike in previous years where it has always been slightly above’.</b></p> <p><b>According to Gov.UK, the figures for 2019/20 based on the Jan 2020 censuses from schools, the figures in percentages for pupils in state-funded primary schools are:</b></p> <p><b>EHC plans 1.8%</b>  <b>SEN support 12.8%</b></p> <p><b>According to these statistics, our SEN numbers are, in percentage terms, above the national average. What is the source of your data that provides such a significant difference in SEN numbers? Using the Gov.UK statistics, our numbers are above national average – if so, can you continue to justify the change in approach?</b></p> <p>A. GT took the national average as being 20%, but having checked back, but since 2013 it appears it has decreased. GT feels that this may be down to ‘moving the goal posts’ and that the national average should be around 20%, but if we now use the written figure of 12.8%, our figure of 18% is then above the national average. A replacement TA has just been appointed and the last of the WSOA funding will be used to train up more staff in Speech and Language interventions and Reading provision, where there is a huge need particularly in the lower half of the school. This will help increase and spread expertise across the staff. Focus now needs to move slightly away from SEN and onto disadvantaged pupils, not just Pupil Premium, but families where, for many reasons, there is insufficient time to hear children read. CH endorsed this whole-heartedly and emphasised that there is a huge amount of data now to demonstrate that a child’s vocabulary at 5 years old is indicative of what it will be right up to degree level and therefore language must be worked on from a very early age.</p> <p>GT noted that now the Pupil Premium review has taken place, the new Pupil Premium Strategy is now on the school website and he recommended that all Governors read it. He also highlighted that the Smart School Council introduces the children to the use of Agendas and reading Minutes etc, which they would not normally be exposed to at primary level and this will help with aspiration and career development</p> <p>As part of the Teaching &amp; Learning WP, AH will contact everyone to arrange a virtual informal meeting including Language &amp; Learning Governors</p> <p>CM stated that she thought it was an amazingly detailed Report and felt she knew the school really well after reading it; she thanked GT for the many hours of hard work it must have entailed. AH also thanked him on behalf of the LGC</p> <p>One further question raised as follows:</p> <p><b>Q. For the Reading and Writing attainment figures – around 30% - what would you have expected that to be pre-lockdown?</b></p> <p>A. Pre-lockdown, 65% and 70%</p> <ul style="list-style-type: none"> <li>• <b>Covid-19 Risk Assessment Report</b>  AH thanked GT again for such a detailed report</li> </ul>



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	<p>Discussion ensued regarding format/layout of Report – GT stated it is as required by the Trust to keep consistency across the schools; the possibility of dating amendments was raised, but GT noted that at the top it lists the dates the different coloured amendments were made</p> <p>A question was raised regarding whether it would be possible to indicate with an arrow if an item/issue had moved category over time – ie out of green and into amber or red. GT stated that he would not want anything in amber or red on the Report – health &amp; safety of all the children and staff is paramount and therefore if anything were to be deemed less than safe or compliant, GT would have to close the school or send a Year Group home etc, until it was rectified. The fact that to date, there have been no cases of Covid-19 within the school shows that it is working</p> <ul style="list-style-type: none"> <li>• <b>GT confirmed that the frequency of the Reports will now be monthly</b></li> </ul>
7	<p><b><u>Safeguarding Update &amp; Safeguarding Declaration for 2019 -20</u></b> (Circulated with the Agenda)</p> <ul style="list-style-type: none"> <li>• <b>Safeguarding Update</b> Safeguarding training needed for new Governors and probably most of the longer-serving ones would benefit from a refresher. CM confirmed that the Trust has bought into the Governor Services Gold package of training and therefore all Governors can book onto the courses currently being advertised in January, March and April. PK noted that bookings must be done via the Office Manager as there is a process to follow, even though no cost will be involved. GT confirmed that the new Manager will be in post from the start of the new term. TM will circulate the training dates and all Governors to let her know which date they would like to attend; she will then let Alison have details of block booking requests, rather than everyone contacting her individually</li> </ul> <p>Regarding recent email correspondence, Cath Macadam (CMacadam) confirmed that TM is correct regarding the 'Keeping Children Safe in Education' document; Part 1 is addressed to staff and Part 2 is relevant to Governors and Management – KC will take it back to the Trustees for amendment</p> <ul style="list-style-type: none"> <li>• <b>Safeguarding Declaration</b> TM raised a query as to whether this form of self-certification (after a DBS check has run out for Governors) is a DfE recommendation or is it from the Trust? CMacadam will seek clarification from KC, but since it came from the Trust's HR Dept, it was agreed that the school was covered</li> </ul>
8	<p><b><u>SEND Update</u></b></p> <ul style="list-style-type: none"> <li>• Already covered under Agenda Item 6, Head of School Report</li> </ul>
9	<p><b><u>School Improvement Plan</u></b></p> <ul style="list-style-type: none"> <li>• AH apologised to SC that he hadn't seen her email yet; AH/TM/LD have had a preliminary SIP get-together. Some comments raised which will be sent to GT. It's a very comprehensive document and it matches the Objectives; the SIP WP will meet again in the New Year to continue to compare the matching</li> </ul>
10	<p><b><u>Committee/Working Party &amp; Link Governor Reports</u></b></p> <ul style="list-style-type: none"> <li>• <b>Church Distinctiveness &amp; Character Curriculum WP</b> <ul style="list-style-type: none"> <li>➤ GT reported that the WP had met recently and looked at 3 different areas – Vision &amp; Values, Curriculum and the RE proposal/presentation from Julie Norman</li> </ul> </li> </ul>



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	<p>➤ <b>Vision &amp; Values</b> – happy with Vision around Growth; <b><i>Grow in the Grace of Knowledge</i></b> is the new School Motto. Now have 6 Values and Prayer Fingers to help when praying: Care, Faith, Hope, Kindness, Peace (all represented by fingers) and then a Love Heart in the middle of the palm of the hand. These all relate nicely to the Social, Emotional and Spiritual development of the children as a whole, across the school and pre-school – accessible concepts that can be constantly used and reinforced</p> <p><b>Q. There was a lovely school prayer that the children have learnt and signed with the previous set of Values, will there be a new one for these 6?</b></p> <p>A. GT stated that the ambition is to have individual prayers for each Value which the children will learn by heart; it's a work in progress with the children helping to write the prayers</p> <p>➤ <b>Curriculum</b> - GT/LD/CH are all working on different areas to ensure that the Values will be woven into the Curriculum.</p> <p>➤ <b>RE</b> – 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 to follow the locally-agreed syllabus; hence Julie Norman's proposal to change to the Oxford scheme. LD is testing the local scheme with a Christmas topic to be followed by testing the Oxford scheme for the first 6 weeks back in January. LD will be invited to the next WP Meeting so that she can feed back her evaluations and a decision can be made. GT noted that Spaxton has already changed to the Oxford scheme, but obviously each school must make its own decision based on what is best</p> <p>CH wished to thank JS for her help when they met up, prior to the WP Meeting, which had helped clarify CH's thoughts</p> <p><i>AH proposed adoption of the new Values</i>  <i>SC seconded</i>  <i>All Agreed</i></p> <p>AH thanked the WP for the hard work it had put in</p>
11	<p><b><u>Policy Review</u></b></p> <ul style="list-style-type: none"> <li>• TM stated that GT has been working really hard this term checking through Policies and noted that those School Policies highlighted for the autumn term (on the schedule circulated at a previous Meeting) have all now been approved and several are now on the website</li> <li>• GT/TM &amp; CH have been involved in producing a new whole-school Behaviour Policy</li> <li>• New online school Safety Policy has been produced; TM thanked JS for her help and agreeing to become the Online Safety Governor (list of Governors with Areas of Specific Responsibility to be updated and re-circulated)</li> <li>• School Child Protection Safeguarding Policy on the website; the Trust's new version will be coming out for LGC approval once the amendment, noted in Agenda Item 7 above, has been approved by the Trustees. This version is split in 2 parts – the first is the Trust's overarching Policy in their role as a MAT, the second part is the Policy that relates to each specific school,</li> </ul>



Item	Topic and Description
	<p>which varies slightly to our existing school one. This combined Policy is the one the Trust want all the schools to adopt            AH thanked everyone but especially GT and TM for getting through the list of Policies</p>
12	<p><b><u>Business, Leadership &amp; Management</u></b></p> <ul style="list-style-type: none"> <li>• <b>Governor Vacancies Update</b> Awaiting the application from the prospective Foundation Governor applicant</li>   <li>• <b>Finance SC ToR for Approval</b> (Circulated with the Agenda) No queries/issues/amendments raised  CH proposed adoption of the ToR JS seconded All Agreed</li>   <li>• <b>Clerk's Briefing Notes</b> PK just noted that she had been unable to attend the recent Briefing and so she had just circulated the Notes without any additional annotation and reminded Governors that to access embedded links, they need to use Ctrl &amp; click</li>   <li>• <b>Governor Access to School Emails and SharePoint</b> AH to arrange a Zoom call next week with any Governors who need guidance on accessing these</li> </ul>
13	<p><b><u>Quantock Education Trust</u></b></p> <ul style="list-style-type: none"> <li>• AH did not have any feedback from the QET to share</li> <li>• CMacadam – nothing official but did say that as Trustees, the feedback regarding Stogursey from KC is how hard-working GT is and how well the School is doing</li> <li>• CMacadam asked how the LGC had found becoming part of the QET; had it been supportive and helpful or prescriptive? It should have proved beneficial being part of a greater organisation</li> <li>• GT confirmed that Teaching &amp; Learning and Leadership in the school is going from strength to strength which is down to Trust support plus the support from Julie Norman. He has regular meetings with KC where he can bring up any issues as and when they arise. More help/direction regarding problem-solving would be welcome though</li> <li>• PK did highlight that the Clerks had found it hard going at the start with the lack of procedures or list of contacts for help from the Trust, but the situation was now improving with the instigation by KC of Clerks' Network Meetings – one due next week</li> <li>• JS noted that KC does reports to the Trustees following her Meetings with the Heads of Schools, but the LGCs don't get to see these or get any in-depth information as to how the schools are working together. The commencement of individual Trustees attending LGC Meetings is a good start, but there is no feedback from the Trust as to focus or direction at present</li> <li>• It was agreed that everyone is new to being in a Trust and the first year and a term have been extremely difficult for various reasons</li> </ul>
14	<p><b><u>Date of Next Meeting by Zoom</u></b>            Thursday 4<sup>th</sup> February 2021, 5.30 for 6.00 pm. It will either be a 2-hour face-to-face Meeting or a 1-hour 20 min Zoom one</p>

Meeting closed at 7.30 pm



Agreed and signed as a true record

Signed:

Raye

Print:

P. KAYE

Date:

21/01/21

SIGNED ON BEHALF OF  
CHAIR DUE TO BEING A  
VIRTUAL MEETING



**Matters Arising Report – Stogursey CoE Primary School  
For LGC Meeting 10<sup>th</sup> December 2020**

Item	Topic, Description and Action	Person(s) responsible	By When?
<b>OUTSTANDING ITEMS FROM JANUARY – NOVEMBER 2020</b>			
12	<b>MA Report 12<sup>th</sup> March 2020</b> SMART School Presentation to be arranged for the summer term <b>To take place academic year 2020/21 – date decided yet?</b> <b>This will have to wait until current situation changes.</b>	GT	ASAP
8	<b>MA Report 5<sup>th</sup> November 2020</b> Revised Trust Code of Conduct <b>Received by TM by TH, with comments:</b> <ul style="list-style-type: none"> <li>- <b>No material changes, but a widespread tidy-up</b></li> <li>- <b>Currently being circulated for review with an expectation that it will supersede the previous version</b></li> <li>- <b>It is also available on SharePoint</b></li> </ul>	Trevor Hains	
2	Church Distinctiveness & Character Curriculum WP to set date to meet <b>WP met and will be presenting feedback at the Meeting 10<sup>th</sup> Dec – Agenda Item 10</b>	GT	ASAP
5	Queries/issues etc in new Board of Trustees' Standing Orders to be emailed to AH <b>Done</b>	PK	ASAP
6	Approved and signed Minutes for 5 <sup>th</sup> November 2020 to be sent to KC and put on the School website <b>Done</b>	PK	ASAP
9	Catch-up Premium Strategy to be emailed to Teaching & Learning WP <b>Done</b>	GT	ASAP
	Approved Fortnightly Report to be circulated to LGC <b>Done</b>	AH/TM	ASAP
10	Comments on draft Trust Policy to be sent to the Trust <b>Comments weren't needed, as a new Policy that is simpler to use was sent out shortly after the Meeting – to be brought to the LGC for approval when ready</b>	GT	ASAP



Item	Topic, Description and Action	Person(s) responsible	By When?
12	Date to be arranged to meet with LD Re: School Improvement Plan <b>Meeting arranged for 1/12/20 – report to follow</b>	AH/TM	ASAP
13	Mr Maskell to be allocated a School email address and added to the LGC contact list <b>In hand – Maxine Collins has contacted IT and School email addresses for both BM and SC have been set up; awaiting Sharepoint logins</b>	GT/PK	ASAP
	Virtual Meeting between HoS and prospective Foundation Governor applicant to be set up <b>In hand – awaiting a reply</b> <i>GT met 2 person awaiting application</i>	GT	ASAP
	Finance ToR for approval to be added to Agenda for 10 <sup>th</sup> December 2020 <b>Done</b>	PK	ASAP
	Tracy Lee to be contacted Re: format of Finance Report <b>Done</b>	AH	ASAP

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

Signed: *P Kaye* Date: 10/12/20

Print: P. KAYE

*On behalf of the LGC due to Meeting being held by Zoom*