

**Minutes of LGC Meeting – Stogursey C of E Primary and Preschool**

<b>Date/time:</b>	Thursday 6 <sup>th</sup> October 2022 at 6.00 pm
<b>Location:</b>	In school
<b>Chairperson:</b>	Bernie Maskell/Teresa Miller
<b>Minute taker:</b>	Kara Frampton
<b>Present:</b>	Teresa Miller (TM) - Co-Chair/MAT-appointed Governor Bernie Maskell (BM) - Vice-Chair/Parent Governor Gary Tucker (GT) - Headteacher Caroline Hawkes (CH) - Foundation Governor Chris Moorsom (CM) - Foundation Governor Stephen Campbell (SC) - Foundation Governor Suzanne Powell (SP) – Foundation Governor (awaiting final confirmation from Diocese) Kara Frampton (KF) - Clerk Jenny Ashworth (JA) - Trustee from the Quantock Education Trust
<b>Apologies:</b>	Jackie Stone (JS) - Foundation Governor Louise Day (LD) - Staff Governor Anthony Chetland (AC) - Foundation Governor
<b>Attachments (and available on SharePoint):</b>	Draft minutes of LGC meeting on 15 <sup>th</sup> September 2022 Draft matters arising report Headteacher’s report Safeguarding Update Wrap Around Care Report

**Record of Actions:**

Item		Topic and Description	Person(s) responsible	By when?
4a.	Actions from last matters arising report	<b>FWG/WAP committee to meet and discuss outstanding finance actions</b>	<b>FWP/WAP</b>	<b>Done</b>
4b.		<b>KF to upload business interest register to the website</b>	<b>KF</b>	<b>Done</b>
6.		<b>JS to book in a suitable time with Carlie for Bylor to visit the school</b>	<b>JS</b>	<b>By next meeting</b>
7.		<b>JA to clarify with the Trust regarding safeguarding training and report back to LGC</b>	<b>JA</b>	<b>Done in Safeguarding update</b>

9.		KF to circulate training spreadsheet to Governors and add any training if missing	KF	Done
5.		KF to upload previous minutes onto school website	KF	Done
6a.		GT to send Governors SEF (Self Evaluation Framework) summary with new updated SDP (School Development Plan)	GT	Done
6b.		JA to check with the Trust to see if a replacement for a property/maintenance officer for Haygrove School is being made	JA	Done in Health and Safety update
6c.		GT to send Nessie and the ILI programme data through to Governors	GT	Done
6d.		GT to share Collection Worship Policy with Governors	GT	Done
6e.		JA to feedback to Chrysta that the Headteacher's report app does seem to pull though incorrect data therefore puts an increased workload on the Headteacher	JA	Done in Headteacher's update
7a.		GT to circulate Ofsted narrative to Governors	GT	Done
7b.		TM/BM to set up an Ofsted preparation meeting	TM/BM	Done
7c.		TM and BM to go through Ofsted questions created by Chrysta on SP	TM/BM	Done
7d.		BM/TM to put link to Ofsted Framework in the Ofsted Prep folder on Sharepoint and send out to governors without access to Sharepoint	TM/BM	Done
8.		JA to double check with Trust regarding filtering words	JA	Done in Safeguarding update
9.		GT and CM to meet to follow up on Church School Distinctiveness	GT/CM	Done
9.		GT to send SIAMS report to Governors	GT	Done
11a.		TM/BM to finish Governor Action Plan and circulate to Governors	TM/BM	Done
11b.		TM to send new pupil voices form to Governors	TM	Done
11c.		All link Governors to arrange meeting with staff member/monitoring visit/pupil voice activity by early November to give feedback at next Governor's meeting (17 <sup>th</sup> November)	ALL	Done
11d.		CH to support with the RSHE policy parent survey/consultation	CH	Done in RHSE
13a.		TM to approach people at Hinkley Point for help in recruiting a Foundation Governor	TM	Done – no response
13b.		BM to speak to Chrysta about Headteachers Performance appraisal	BM	Done
13c.		TM to send training dates to SP	TM	Done
13d.		Central Service Offer to be sent out with the minutes	TM/BM	Done
16.		KF to add future LGC dates to minutes as standing item	KF	Done

**Record of meeting:**

Meeting started at 6.01pm. SC opened with a prayer.

Item	Topic and Description
1	<p><b><u>Welcome, apologies and confirmation of quorum</u></b></p> <p>BM welcomed all present to meeting. BM confirmed meeting as quorate.            JS sent apologies, on holiday. LD sent apologies, prior engagement. AC sent apologies, illness in the family. BM proposed, Apologies were accepted.            BM welcome Jenny Ashworth and Suzanne Powell to the meeting.</p>
2	<p><b><u>Matters of urgency not on the agenda</u></b></p> <p>TM and BM attended a Trust Chairs meeting via Teams, to be discussed under item 13.            Governor Training to be discussed under item 13.            GT requested that confidential matters be discussed under Item 6, and separate confidential minutes be kept.</p>
3	<p><b><u>Declaration of Interest</u></b></p> <p>None declared.</p>
4	<p><b><u>Draft matters arising report</u></b>  <i>(Circulated with the agenda)</i></p> <p>All outstanding actions have been completed, apart from the following:</p> <p>3. BM/TM to chase CH's Wrap Around Care Report. This has been done and circulated with current meeting. BM reported that there are some outstanding actions regarding finances. <b>Action: FWP/WAP committee to meet and discuss outstanding finance actions.</b></p> <p>4. Governors to update KF if any changes need to be made to Business Interests Register. <b>Action: KF to upload register to the website.</b></p> <p>6. JS to book in a suitable time with Carlie for Bylor to visit the school. This action has not been completed, so to be rolled over to the next meeting.</p> <p>7. TH to ask the Trust if other safeguarding training can be done instead. TM reported that the Trust have confirmed that the QET will not be providing any alternative training; governors will have to source training from other sources, e.g., SSE, Diocese. Discussion was held with Governors regarding what safeguarding will suffice for the Trust, and how regularly. <b>Action: JA to clarify with the Trust regarding safeguarding training and report back to LGC.</b></p> <p>9. JS to update central training spreadsheet and circulate to Governors. Training spreadsheet has been done and uploaded to SP. <b>Action: KF to circulate training spreadsheet to Governors and add any training if missing.</b></p> <p>9. Governors to confirm the Link Governor Roles at the next LGC meeting - BM confirmed that all nominated Governors are happy with their nominations.</p> <p>12. Governors to complete Lowering Admission Age form by deadline stated on letter. BM reminded Governors to complete this form before the deadline on 14<sup>th</sup> October and return to the school. All Governors have a copy of the form with the exception of AC.</p>

Item	Topic and Description
	14. Finance Working Group to meet and discuss budget. This action has not yet been completed yet. Meeting to be arranged before next LGC meeting
5	<p><b><u>Draft minutes of meeting 15<sup>th</sup> September 2022 for approval:</u></b>  <i>(Circulated with the agenda)</i>            No changes to minutes made. <b>It was agreed to adopt and sign the minutes as a true record.</b> GT proposed. CH seconded. <b>Action: KF to upload minutes onto school website.</b></p>
6	<p><b><u>Headteacher's report</u></b>  <i>(Circulated with the agenda)</i>            Governors circulated questions to GT prior to the meeting, as follows:</p> <p><b>Q. BM to GT - Can you explain why you have downgraded self-assessment scores to requires improvement? Although it does come out a bit in the report, I think we need to understand this as governors.</b>  <i>A. The school are using the Ofsted grade descriptors. The school is not yet classed as 'good', because it doesn't meet all of the 'good' criteria. The route to achieve this is clear and captured in The School Development Plan (SDP) that has been externally reviewed and verified. GT had a mock 90-minute phone call with an inspector and reported that it was useful preparation. Action: GT to send Governors SEF (Self Evaluation Framework) summary with new updated SDP (School Development Plan).</i></p> <p><b>Q. BM to GT - In the school context data do we think national average is correct?</b>  <i>A. Probably not. There does seem to be a problem with some of the pull through data on the Headteachers report app.</i></p> <p><b>Q. BM to GT - For children missing in education are they the same 2 children that account for pupil numbers dropping by 2?</b>  <i>A. Just 1 of them. The pupil is still missing in education, but the school are following CME procedures.</i></p> <p><b>Q. BM to GT - In safeguarding commentary what does CP mean?</b>  <i>A. Child Protection.</i></p> <p><b>Q. BM to GT - Can you give further details on number of high priority Health and Safety actions outstanding?</b>  <i>A. If we had Dan, (former property/maintenance officer for Haygrove School) the school wouldn't have as many outstanding actions. The outstanding actions are paper accountability rather than physical issues/faults with the school. GT reported that LD has been helping with these actions, until a replacement at the Trust is made. Action: JA to check with the Trust to see if a replacement for a property/maintenance officer for Haygrove School is being made.</i></p> <p><b>Q. BM to GT - Leadership and Management Narrative - Scaling back work with West Somerset, is that driven by us on them?</b>  <i>A. Driven by us. More collaboration is happening with the Trust instead.</i></p> <p><b>Q. BM to GT - Do we understand what is behind the increased level of staff absence?</b>  <i>A. Question answered below.</i></p>

Item	Topic and Description
	<p><b>Q. BM to GT - Can you elaborate a staff churn/retention, and the impact the school's finances will have on staffing levels?</b>  <i>A. GT reported that a staff member is going on maternity leave soon. The school had already generated a deficit budget this year, with other factors affecting the school budget i.e. greater than expected pay award, increased energy costs, the budget needs to be reviewed. GT stated the school may find it difficult to replace the staff member who is going on maternity leave. It is also unclear what the Government are going to give the school in terms support.</i></p> <p><b>Q. BM to GT - What has driven the rise in persistent absence from last period?</b>  <i>A. GT reported that persistent absence is being tackled by adopting Tackling Persistent Absent plans for affected pupils. One of the drivers is pupils being kept off for sickness/medical issues. The school is now asking for medical authorisation/proof for persistently absent children. The school has historically always had persistently absent children but trying to get on top of this as laid out in the SDP.</i></p> <p><b>Q. BM to GT - Can you explain the attendance by year group and learner characteristics table?</b>  <i>A. The data is pulled through automatically from an app, which appears to be inaccurate.</i></p> <p><b>Q. BM to GT - If we don't collect science data why is there a national average figure? Do some schools record this?</b>  <i>A. It is done by sampling. They randomly take children and do a SAT's paper with them – no results are shared with the school.</i></p> <p><b>Q. BM to GT - Are we happy with the quality of internal data?</b>  <i>A. GT reported he is not convinced about the measure of progress, so asked Lesa Garside and now has a new way of measuring progress. GT will share this with Governors in due course.</i></p> <p><b>Q. BM to GT - Can you explain more about the AV1 robot?</b>  <i>A. It is a robot that substitutes for a child in class. There are 2 pupils in the school with severe medical needs, who often have time off from school – classing them as persistently absent. GT sought advice from the school nurse about the robot, who confirmed the robot is acceptable to use in school. The robot sits in the classroom, so the pupil is able to watch the lesson from home and interact with the class. The absent pupil is then marked as receiving education in an alternative place, and so reduces the persistent absence figures</i></p> <p><b>Q. BM to GT - With new reception children struggling to settle, have a majority of them come from pre-school?</b>  <i>A. Yes. A major factor in this struggle is about being part time in pre-school, and then transitioning to full time in reception.</i></p> <p><b>Q. TM to GT - Can you remind us of what 'Ever6' means; and is the 18.2% of children who are Ever6 the same children as the 18.2% that are FSM?</b>  <i>A. Ever6 is any pupil who has had free school meals within the last 6 years. Yes, pupils who are Ever6 are the same children that are FSM.</i></p>

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	<p><b>Q. TM to GT - With 18 pupils in Year 6 due to leave in July, numbers on roll for September 2023 are very low - if total pupils numbers go down below 50, will this have an impact on staffing levels?</b></p> <p><i>A. Yes, but the school has lagged funding and 23/24 will be funded on 66 pupils. GT met with the Trust Marketing Lead, who was really impressed with the school's marketing and effort with upcoming open events.</i></p> <p><b>Q. TM to GT - There are 20 outstanding H&amp;S high priority action plan points: when, and by whom were these identified; and what are the plans for addressing them?</b></p> <p><i>A. Question answered above.</i></p> <p><b><u>Staff Absence</u></b></p> <p><b>Q. TM to GT - There are two lines with the same heading for teacher absence in days. What is 'this period'; and why are there are two sets of figures, i.e., 44 -17 and 6 – 4?</b></p> <p><i>A. GT referred to bar charts within the headteacher's report. One figure is for the total number of days, the other for the number of absences.</i></p> <p><b><u>Persistent Absence</u></b></p> <p><b>Q. TM to GT - At 25.5% seems very high, although it is lower than the National Average of 29.2%. Is the figure for the National Average PA for primary schools, or across both primary and secondary? In other words, is it a like-for-like comparison.</b></p> <p><i>A. Yes, the National Average is for primary schools. The school have been using West Somerset's Attendance Policy whereby those persistently absent children need to provide medical authorisation, otherwise it is unauthorised. GT stated that a Tackling Persistent Absent plan is in place to support the parents of the children too.</i></p> <p><b>Q. TM to GT - Persistent Absence seems particularly high in Years 4 and 5. Do these figures reflect the medical conditions referred to later in your report?</b></p> <p><i>A. Yes, the parents are engaging with the Tackling Persistent Absent plan and it's going well.</i></p> <p><b><u>Behaviour incidents</u></b></p> <p><b>Q. TM to GT - It is pleasing to see that Behaviour continues to be good, but should 'peer-on-peer' now be labelled 'child-on-child'?</b></p> <p><i>A. Yes.</i></p> <p><b>Q. TM to GT - What is the 'No Outsiders' scheme?</b></p> <p><i>A. A scheme that helps the school to teach about the Equality Act.</i></p> <p><b>Q. TM to GT - You have downgraded the Quality of the Curriculum implementation from 'Good' to 'Requires Improvement' – what is the basis of this judgement?</b></p> <p><i>A. Question answered above.</i></p> <p><b><u>KS1 Data</u></b></p> <p><b>Q. TM to GT - It is really good to see that last year pupils achieved above national average in most areas; however, for this year just 57% of learners are on track to meet the target. Does this</b></p>

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	<p><b>reflect on 2/7 Year 2 pupils having SEN? Will this be a Year group to cause ongoing concern in future years?</b>  <i>A. No because that year group were capable of getting 71%, if you take out the 2 pupils with SEND. This is a realistic target for this year group.</i></p> <p><b>Q. TM to GT - The only area that last year's KS1 pupils did not meet the national average was in reading. Is this linked to 2.5 years of Covid? Is it also a reflection that since Spring 2020 there have been no volunteers in school listening to readers? What are the plans to improve reading?</b>  <i>A. This is partly due to COVID. The school are spending Pupil Premium money on a TA to spend time with children to read. SP offered to come into school and read with children. GT asked the Governors for support in mobilising reading volunteers.</i></p> <p><b>Q. TM to GT - Good to know that SEN pupils have made improved progress over the year. Can you give us the specific data showing the results of the both the Nessie and the ILI programmes which ran from May to July in 2022?</b>  <b>Action: GT to send Nessie and the ILI programme data through to Governors.</b>  CM reported he is pleased to see the school have a Collective Worship Policy, which would be useful to read. <b>Action: GT to share Collection Worship Policy with Governors.</b></p> <p>During the meeting, JA observed that GT has had to create different sets of data, causing extra work for the headteacher which shouldn't be the case. <b>Action: JA to feedback to Chrysta that the Headteacher's report app does seem to pull though incorrect data therefore puts an increased workload on the Head teacher.</b></p>
7	<p><b><u>Ofsted preparation</u></b>  BM/TM attended a training session with Geoff Mountjoy, who went through a mock Ofsted call with Governors and what Ofsted might entail. If BM/TM were unavailable when Ofsted visit, BM suggested it would be useful to have other Governors on standby. TM suggested CH would be useful on standby due to experience in behaviour and Pupil Premium and JS as she was a governor for the last inspection and has good experience of Safeguarding, Pupil Premium and H&amp;S. CH accepted.</p> <p>GT has prepared an Ofsted narrative, which can be circulated to Governors. <b>Action: GT to circulate Ofsted narrative to Governors.</b></p> <p>BM confirmed there is an Ofsted folder saved on SharePoint, where all documents will be saved.</p> <p><b>Q. GT to Governors – How will I know Governors are ready for the Ofsted visit?</b>  A. Governors admitted they are perhaps not as ready for an Ofsted visit as they would like to be. TM suggested that the Governors have a specific Ofsted meeting. <b>Action: TM/BM to set up an Ofsted preparation meeting.</b></p> <p>TM reported that Chrysta put together questions from Haygrove's Ofsted inspection and has saved them on SharePoint. <b>Action: TM and BM to go through Ofsted questions created by Chrysta on SP.</b></p>

Item	Topic and Description
	<p>JA recommended that Governors look through the Ofsted Framework and familiarise with the language. <b>Action: BM/TM to put link to Ofsted Framework in the Ofsted Prep folder on Sharepoint and send out to governors without access to Sharepoint.</b></p> <p>GT observed that so far this term no Governors have done a monitoring visit. GT requested that Governors plan to come into school to interact with children, and to monitor activities.</p>
8	<p><b><u>Safeguarding update</u></b> (Circulated with the agenda) <b>Lorraine Clark's Safeguarding Audit</b></p> <p>This was circulated to Governors for information only. TM reported that the safeguarding audit reads very positively about the school.</p> <p>TM stated that the last basic safeguarding training that was undertaken by all Governors was January 2021. The Trust expect all governors to complete safeguarding training annually. It needs to be clarified what safeguarding training would be acceptable by the Trust. JA already actioned to take question to the Trust.</p> <p>CM asked about online word filtering, as the word is mentioned a lot in the audit. GT stated that LD is going to conduct a 360 review of online safety. GT received a response from the Trust about the banned/filter words, and that it's an automated system which bans certain words automatically. GT suggested that the Trust could advise if this is a satisfactory if the same question is asked by Ofsted. <b>Action: JA to double check with Trust regarding filtering words.</b></p>
9	<p><b><u>Church School Distinctiveness</u></b></p> <p>GT and CM were due to meet to discuss but have been unable to. GT has made progress however on the pupil voice and reported that he had taken the remaining SIAMS good descriptors of where the school is lacking, particularly around the school's vision and values. GT reported that CM has offered to help with this, and how the school can make it more tangible to children. The current pupil voice questions have been trialled and children gave good responses but struggled to articulate the vision. <b>Action: GT and CM to meet to follow up on Church School Distinctiveness.</b></p> <p>As well as sending Governors the SEF, GT suggested he also send Governors the SIAMS (The Statutory Inspection of Anglican and Methodist Schools) report. <b>Action: GT to send SIAMS report to Governors.</b></p>
10	<p><b><u>Governors' Roles to confirm nominations made on 15<sup>th</sup> September</u></b></p> <p>All Governors have accepted nominated roles.</p>
11	<p><b><u>Governors' Action Plan for Monitoring the ATOM SDP</u></b></p> <p>Last year Governors had a Governor Improvement Plan, but the name has been changed to a Governor Action Plan. BM reported that he has started to create a Governance Action Plan, which is almost finished. <b>Action: TM/BM to finish Governor Action Plan and circulate to Governors.</b></p> <p><b>Q. BM to GT – We don't have review weeks anymore, what would you like Governors to do instead?</b></p> <p><i>A. Pre-arrange all visits to the school, if you'd like to see a specific teacher arrange with them directly.</i></p>

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	<p><b>Q. BM to GT - Last year you asked us to do particular pupil voices, is there anything you'd like Governors to do this year?</b>  <i>A. No, just use the new form.</i></p> <p>TM clarified the form is a series of questions on different topics that can be asked to children.  <b>Action: TM to send new pupil voices form to Governors.</b></p> <p>BM suggested that this half term, all link Governors should arrange a meeting with their opposite staff to get rapport going and if possible, plan a visit. <b>Action: All link Governors to arrange meeting with staff member/monitoring visit/pupil voice activity by early November to give feedback at next Governor's meeting (17<sup>th</sup> November).</b></p> <p>GT suggested looking into Maths and Science as these were identified as needing improvement in the last Ofsted report. TM suggested Reading. GT reported that LD would like to have a parent consultation as soon as possible on the proposed changes to the Behaviour Policy. CH has been named as the governor to support this. TM said CH's support for this would be much appreciated.  <b>Action: CH to support with the RSHE policy parent survey/consultation</b></p>
12	<p><b><u>SEND update</u></b></p> <p>TM reported she is due to go into school on 13<sup>th</sup> November for the SEND Audit, which is being run by Malcom Reeves – an external SEND Specialist. TM will feedback to Governors at the next LGC.</p> <p>TM encouraged Governors to attend the 'Every Governor, a Governor of SEND' delivered by Malcolm Reeves on Zoom on 18<sup>th</sup> October. BM confirmed he is attending. TM suggested Governors email Kelly if keen to attend the training by Friday 7<sup>th</sup>. KF forward Kelly Broome's email address to Governors during the meeting.</p>
13	<p><b><u>Governance update</u></b></p> <p>BM reported that a Parent vacancy and Foundation Governor vacancy are still available. But due to JS and CM resigning, that could still leave 2 potential Foundation Governors vacancies, after SP is fully appointed.</p> <p>TM stated she has links with people at Hinkley Point, so is going to approach them asking for their help with recruiting a Foundation Governor. <b>Action: TM to approach people at Hinkley Point for help in recruiting a Foundation Governor.</b></p> <p>BM and TM attended the QET chair's meeting this week. TM reported that the Trust has bought into the SSE training package, enabling Governors to attend any SSE training free of charge. All Governors have a link to the training brochure. TM encouraged all Governors to undertake training and to book through KF.</p> <p>TM asked about Headteachers performance training as she has not undertaken it. BM said he had done it last year. GT stated his appraisal has been booked and it would be wise if a Governor was present too. <b>Action: BM to speak to Chrysta about Headteachers Performance appraisal.</b></p> <p>TM stated there is basic Safeguarding training on 15<sup>th</sup> October, 5.30 - 7.30pm via Zoom. TM encouraged Governors to take part, if hadn't already done so. TM recommended that SP takes part.</p>

Item	Topic and Description
	<p>GT recommended New to Governance training to SP, and TM requested that SP undertake the Diocesan Foundation Governor Training as this is mandatory for Foundation Governors.  <b>Action: TM to send training dates to SP.</b></p> <p>BM reported the central service offer for the QET is out and lays out what the Trust will do and what the school will do. <b>Action: Central Service Offer to be sent out with the minutes.</b></p> <p>BM reported that the new Scheme of Delegation is out too, which is a much more user-friendly template.</p>
14	<p><b><u>Quantock Education Trust update</u></b></p> <p>JA talked through QET update and welcomed feedback from Governors. JA reported that Sexey's School had a SIAMs Inspection, which will be useful learning for Stogursey and Spaxton. The report will be shared with Headteachers and Governors.</p> <p>JA stated that Malcolm Reeves delivered a twilight session to the Trust, and it was really valuable.</p> <p>JA reported that since stepping down from Chair of Trustees, she has become an Inclusion Link Trustee at the Trust, to suggest how the Trust can support disadvantage and SEND pupils.</p>
15	<p><b><u>Upcoming school events</u></b></p> <p><b>Fireworks on 2<sup>nd</sup> November 2022</b></p> <p>Other upcoming events are in the Headteacher's report, which has been circulated to Governors. This will become a standing item on the agenda, so Governors are aware of what is coming up at the school.</p> <p>There is also a parents' morning coming up at school. BM offered to come in to support GT as a Governor. BM to attend for half the morning.</p>
16	<p><b><u>Date of next meeting</u></b></p> <p>Date of the next meeting is Thursday 17<sup>th</sup> November 2022 at 6pm.</p> <p><b>Action: KF to add future LGC dates to minutes as standing item.</b></p> <p>Thursday 19th January 2023  Thursday 23rd February 2023  Thursday 4th May 2023  Thursday 22nd June 2023</p>

Meeting closed at 8.02pm

Agreed and signed as a true record

**Signed: BM signed original document and filed on school premises**