



QUANTOCK

EDUCATION TRUST

Minutes of LGC Meeting – Stogursey CoE Primary School

Date/time:	Thursday 20 th January 2022 6.00 pm	
Location:	Virtual	
Chairperson:	Anna Hammond	
Minute taker:	Meeting Recorded (Minutes typed up 21/01/22 by P Kaye)	
Present:	Anna Hammond (AH)	Co-Chair/Elected Parent Governor
	Teresa Miller (TM)	Co-Chair/MAT-appointed Governor
	Bernie Maskell (BM)	Vice-Chair/Parent Governor
	Stephen Campbell	Foundation Governor
	Anthony Chetland (AC)	Foundation Governor
	Louise Day (LD)	Staff Governor
	Chris Moorsom (CM)	Foundation Governor
	Caroline Hawkes (CH)	Foundation Governor
	Jackie Stone (JS)	Foundation Governor
	Karen Canham (KC)	Trust CEO
	Chrysta Garnett (CG)	Director of School Improvement (until 6.40 pm)
Apologies:	Apologies from Gary Tucker (GT) Headteacher	
Attachments:	Draft Matters Arising Report	

Record of Actions:

Item	Topic and Description	Person(s) responsible	By when?
3	Matters of Urgency not on the Agenda Support Staff to be thanked for all their hard work	AH/TM	ASAP
5	Minutes of Meeting 7th October 2021 Approved and signed Minutes to be added to School website and emailed to KC	PK	ASAP
6	Matters Arising Report Updated Report to be signed and kept for attaching to the Minutes for 20 th January 2022, when approved	AH	ASAP
7	School Vision and Values To be added to March's Agenda	AH	
8	Safeguarding Written Update Monitoring of Online Safety in School to be added to Monitoring list Governors to ask children questions about online safety during Learning Review weeks; for inclusion in Curriculum Reports	TM All Govs	ASAP On-going
10	Pupil Premium		

Item	Topic and Description	Person(s) responsible	By when?
	Queries/comments/concerns regarding the Strategy to be sent to CH/JS The above to be followed up within the next half-term	All Govs CH/JS	ASAP By Easter
12	Risk Management Strategy 2122 Agreed Composition of WP, Link Govs and Areas of Agreed Responsibility to be updated with new WP	GT/BM/JS	ASAP
13	Admissions Policy for 23/24 Clarification of point on page 8 regarding applications from within or without the EU to be sought from GT In-year admission applications – Policy wording to be amended to state these are approved by the Committee by email	AH/GT AH/GT	ASAP ASAP
14	Governor Training Date for Trust training on Disadvantage to be checked and circulated to all SharePoint/Emails All Governors to have got their QET email and password by half-term – contact Gemma Williams if necessary	KC All Govs	ASAP By Half Term
16	QET & Feedback from Trustees Written update to be sent to AH for circulation	KC/AH	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</u></p> <ul style="list-style-type: none"> • AH welcomed all present, especially KC and CG • Apologies received from GT – unwell – will be away until the end of next week • AH proposed apologies be accepted – all agreed • AH confirmed Meeting quorate
2	<p><u>Presentation by Chrysta Garnett – QET School Improvement Strategy</u></p> <p>Presentation given</p>
3	<p><u>Matters of Urgency not on the Agenda</u></p> <p>AH noted that the School is still in Amber Covid Measures; 2 qualified teachers have been off, one returns tomorrow but third qualified teacher will be off from tomorrow as they have now tested positive</p> <p>AH stated that the Trust has been hugely supportive sending help; the SENCo has been in all week and the TAs have done a tremendous job all of which has enabled the School to remain open, although a large number of children have also tested positive and been off self-isolating</p> <p>Situation is monitored/reviewed daily</p> <p>Support staff to be formally thanked for their hard work at a future point – AH/TM to action</p>
4	<p><u>Declaration of Interest</u></p> <p>None</p> <p><i>AH noted that LD's internet connection lost so not currently present</i></p>
5	<p><u>Draft Minutes of Meeting 8th November 2021 for Approval:</u> <i>(Circulated prior to the Meeting)</i></p> <p>No questions/issues/amendments raised <i>JS proposed acceptance of Minutes</i> <i>SC seconded</i> <i>All Agreed</i></p> <p><i>It was agreed to adopt and sign the Minutes as a true record – AH signed</i> <i>Copy to be sent to KC and put on School website</i></p>
6	<p><u>Draft Matters Arising Report</u> <i>(circulated with the Agenda)</i></p> <p>Updates made as follows</p> <p><u>5. October MA Report</u> AH confirmed all her actions done – all passed to the Trust</p> <p><u>7. Head of School Report</u> AH confirmed that GT had reported that the first 3 items have all been done and at the Meeting it the remaining 2 were noted as 'In Progress'</p> <p><u>8. Governance Update</u> JS to report on Training update under Agenda Item 14</p>

Item	Topic and Description
	<p>No further questions/issues/amendments raised <i>CH proposed the Report be approved, subject to the above amendments</i> <i>TM seconded</i> <i>Agreed</i> <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>
7	<p><u>School Vision and Values</u> Postponed to next Meeting in GT's absence <i>LD re-joined the Meeting as internet connection restored</i></p>
8	<p><u>Safeguarding Written Update</u></p> <ul style="list-style-type: none"> • No written update • Since last Meeting TM/GT met on 23rd November to look at Single Central Record – updated • TM/GT should have met this week, but will be postponed until he has returned • TM concerned Re Signing-In book – not discreet. CH confirmed new format in place from Monday • Should be monitoring on-line safety within School; need to add to monitoring list • KC offered Trust support for E-Safety; Trust will have overarching statement but each school will have own Policy and share across the Trust • Governors can ask children questions about their understanding of online safety when they are visiting the School and this can then be monitored through Curriculum Reports
9	<p><u>SEN Update</u></p> <ul style="list-style-type: none"> • TM has yet to have a Meeting with the SENCo this term – will be reviewing the SEN Policy • Policy should be available for ratification at the next Meeting
10	<p><u>Pupil Premium</u></p> <ul style="list-style-type: none"> • Strategy now on SharePoint • Question raised as to whether Pupil Premium and Disadvantaged are inter-changeable terms (ie one does not automatically mean the other)? Further clarification needed in the Strategy? Some discussion ensued – to be taken further when GT is back • Glossary needed in the Strategy • CH and JS to follow up over next half-term (any further comments to them)
11	<p><u>PR, Marketing & Wraparound Care Update (Standing Item)</u></p> <ul style="list-style-type: none"> • Need to convene a WP Meeting when GT is back Re Finance • Some concern at how working parents are coping with the wraparound care starting and stopping at short notice (due to Covid and other reasons) • Vacancy for admin support still open
12	<p><u>Committee/Working Party Reports</u></p> <p><u>i. Curriculum WP Report (BM)</u></p> <p><i>AH noted that BM had been having serious internet connection issues during the Meeting but he had audio connection and was able to give a verbal report</i></p> <ul style="list-style-type: none"> ◇ WP Met at end of last term ◇ About 12 visits across the term – rather too many ◇ Scale back for this term and concentrate on areas of SIP ◇ Schedule of visits drawn up for this term ◇ English, Maths, Physical and Mental Wellbeing ◇ Visits during Learning Review fortnight worked well last term and will be repeated this term (end of January) Covid allowing – don't book visits for start of first week ◇ Need to get Reports back to the staff ASAP to allow them to look through and respond at the end of the LR fortnight

Item	Topic and Description
	<ul style="list-style-type: none"> ◇ Need to have another Data WP Meeting – date needed <p>AH invited CM to report on Church Distinctiveness at this point:</p> <ul style="list-style-type: none"> ◇ CM did visit at end of last term, re book scrutiny for RE (report circulated) ◇ CM led one worship last term and attended one led by GT; it was felt there should be least termly reports to Governors <p>AH invited TM to report on a Phonics visit last term – Report is on SharePoint</p> <p>ii. Wellbeing WP Report</p> <ul style="list-style-type: none"> ◇ AC spoke to all staff before the end of last term – all was better than at a similar time the year before ◇ CH has seen Pre-School staff ◇ New staff gelling ◇ AC will talk to AH and GT following his visit ◇ Whole WP will meet as and when necessary <p>iii. Finance WP Report</p> <ul style="list-style-type: none"> ◇ Still in healthy financial state ◇ GT using WSOA funding well ◇ Confidential WP Meeting has taken place regarding staffing for next financial year <p>AH invited KC to introduce the Risk Management Strategy</p> <ul style="list-style-type: none"> ◇ First attempt to produce a whole Trust Risk Management Strategy ◇ School template has also been distributed (briefly screen-shared at the Meeting) ◇ Trust RMS screen-shared and KC expanded on content ◇ Terrorism risk to be included ◇ GT/JS/BM to form WP
13	<p><u>Policy Review/for Ratification</u></p> <p>I. Admissions Policy 23/24</p> <ul style="list-style-type: none"> ◇ Policy reviewed last year - updated with dates for 23/24 ◇ AH to clarify point on page 8 regarding applications from within and without the EU with GT ◇ Policy references process to be used by Admissions Committee for in-year admissions but does not reflect how this is actually done. Either need to write ToR for the Committee or change the Policy to state how these are done. KC confirmed she had received advice from Admissions, stating that the person at school who co-ordinates the in-year admission request, cannot be the person who approves it, so it should go to a Governor Committee. We have an email Committee which approves in-year admission requests – AH to amend the wording <p><i>Subject to the above clarification and amendment, AH recommended the Policy by ratified CH proposed TM seconded All agreed</i></p>
14	<p><u>Governance Update</u></p> <p>Governor Vacancy</p> <p>Still one Foundation Governor vacancy; TM confirmed the potential interest had been withdrawn</p>

Item	Topic and Description
	<p>New Clerk not appointed yet; offer from Clerk at Stowey to do Agenda and Minutes for next Meeting, if necessary</p> <p>Governor Improvement Plan <i>(BM lost internet connection temporarily then regained it)</i></p> <ul style="list-style-type: none"> ◇ AH screen-shared the GIP with notes from her and TM (available on SharePoint) ◇ Good progress being made <p>Training (Standing Item)</p> <ul style="list-style-type: none"> ◇ JS waiting for up to date information from SSE for training undertaken via the Governor Services ◇ Training being undertaken through various other sites- Governors to inform JS of online training undertaken ◇ JS planning to draw up a matrix, based on recent past training info from SSE etc, to identify areas for improving/strengthening knowledge and will then contact all Governors, individually to discuss what areas they may need to cover ◇ TM noted Trust training due in February for Disadvantage? KC confirmed she will chase this up and get a date circulated <p>SharePoint/Emails</p> <ul style="list-style-type: none"> ◇ AH screen-shared information and link and explained how to access school information ◇ New QET emails will be used by all from April, which will make it easier to access SharePoint ◇ When everyone is able to go back into School, AH will arrange for IT to come in on a set date if everyone brings in their laptop/tablet etc and get set up ◇ All Governors to check they know their QET email address and password by half-term – KC's PA Gemma Williams will have the info gwilliams2@educ.somerset.gov.uk
16	<p><u>Quantock Education Trust & Feedback from Trustees</u></p> <ul style="list-style-type: none"> • KC went through all updates and will send a written version to AH for circulation
17	<p><u>Date of Next Meeting</u></p> <p style="text-align: center;">Thursday 3rd March 2022 5.30 for 6.00 pm start</p>

Meeting closed at 8pm

Agreed and signed as a true record

Signed: Anna Hammond

Print: ANNA HAMMOND Date: 3.3.22