

Minutes of Virtual LGC Meeting – Stogursey CoE Primary School

Date/time:	Thursday 9 th July 2020 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>Gary Tucker (GT)</td> <td>Head of School</td> </tr> <tr> <td>Louise Day (LD)</td> <td>Elected Staff 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	Gary Tucker (GT)	Head of School	Louise Day (LD)	Elected Staff Governor	Caroline Hawkes (CH)	Foundation Governor	Jackie Stone (JS)	Foundation Governor
Anna Hammond (AH)	Co-Chair/Elected Parent Governor												
Teresa Miller (TM)	Co-Chair/MAT-appointed Governor												
Gary Tucker (GT)	Head of School												
Louise Day (LD)	Elected Staff Governor												
Caroline Hawkes (CH)	Foundation Governor												
Jackie Stone (JS)	Foundation Governor												
Apologies:	Anthony Chetland (AC) Vice-Chair/Foundation Governor												
Attachments:	<p>Updated Scheme of Delegation Re: Policies</p> <p>Terms of Reference</p> <p>Safeguarding Report</p> <p>SEN Information Report</p> <p>QET Meeting Schedule 2020 – 2021</p> <p>Feedback from Stogursey to Trustees</p>												

Record of Actions:

Item	Topic and Description	Person(s) responsible	By when?
4	Approved Minutes for 11 th June 2020 to be sent to KC/SGS and put on school website	PK	ASAP
6	Recommendations of AH & TM as Co-Chairs for 20/21 to be taken to the Trust	PK	ASAP
	Recommendation of AC as Vice-Chair for 20/21 to be taken to the Trust	PK	ASAP
	Governor Allowance Policy to be sent to AH	JS	ASAP
	Haygrove's Premises Management Policy to be checked	JS	ASAP
7	Date of Trust's approval of the Terms of Reference to be taken to Chairs' Meeting	AH	Next Meeting
8	Keeping Children Safe in Education Policy to be updated and approved	GT/LGC	By end of this term
10	Logistics of violin teaching to be followed up A check to see if the Free School Meals voucher scheme is continuing into September and see if a local catering business could be employed	LD GT	ASAP ASAP
11	New School Logo to be sent to PK for circulation	GT	ASAP
12	Queries regarding Meeting dates/format for next year to be taken for clarification by KC	AH	ASAP

Record of Meeting:

Meeting started at 6.05 pm

Item	Topic and Description
1	<u>Apologies and Confirmation of Quorum</u> AC – sent written apologies (working) Confirmed Meeting Quorate (but not with a majority of Foundation Governors) Confirmed Meeting being recorded by AH
2	<u>Matters of Urgency not on the Agenda</u> None
3	<u>Declaration of Interest</u> None
4	<u>Draft Minutes of Meeting 11th June 2020 for Approval:</u> <i>(Circulated prior to the Meeting)</i> No questions/issues/amendments raised <i>CH proposed acceptance of Minutes</i> <i>TM seconded</i> <i>All Agreed</i> <i>It was agreed 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>

Item	Topic and Description
5	<p><u>Draft Matters Arising Report</u> <i>(Circulated prior to the Meeting)</i> No questions/issues/amendments raised <i>CH proposed the Report be approved</i> <i>JS seconded</i> <i>Agreed</i> <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>Business Leadership & Management</u> <u>Election/Recommendation of Chair/Co-Chairs for 20/21</u> AH and TM confirmed they are both willing to stand for a further year; no other nominations <i>GT proposed they be elected</i> <i>CH seconded</i> <i>All Agreed</i> <i>It was agreed that these recommendations be taken to the Trust for approval</i> <u>Election/Recommendation of Vice-Chair for 20/21</u> AC had informed PK that he was willing to stand again for a further year; no other nominations <i>AH proposed he be elected</i> <i>JS seconded</i> <i>All Agreed</i> <i>It was agreed that this recommendation be taken to the Trust for approval</i> <u>Staffing Vacancies Update</u> <ul style="list-style-type: none"> • No current vacancies • GT confirmed the new NQT (Beth Turner) will be observed next term • GT confirmed the new TA will be working Thursdays & Fridays from next term with Ms Turner • LD confirmed that a collection is in hand for the teacher leaving (Miss Atwell) and that there will be a combined 'farewell' to her and Y6 with a picnic on the field next Thursday at 1.00 pm. AH will organise a card from the Governors <u>Governor Vacancies</u> <ul style="list-style-type: none"> • AH awaiting return of completed application form from the new Parent Governor • PK confirmed that Rev Nicky is holding a PCC Meeting next Wednesday and the appropriate section on the 2 Foundation Governor application forms will be completed and returned to PK. • This still leaves a vacancy for a Foundation Governor; TM reported that the person who might possibly have been interested had not come back to her, so is unlikely to be applying <u>Updated Scheme of Delegation Re: Policies</u> <ul style="list-style-type: none"> • TM confirmed that the Finance SC had looked at the Finance/Pay/Governor Allowances Policies, as it had originally been thought that approval could be done by the LGC, but it would appear that Trust approval is needed instead • The Governor Allowance Policy is statutory and TM not sure if the Trust has one yet so it was agreed that for now, the Finance SC could approve the existing one so that there is once in place (JS to send Policy to AH) </p>

Item	Topic and Description
	<ul style="list-style-type: none"> Premises Management Policy – some confusion as to who approves also clarification needed as to what can be delegated to the Trust’s Premises Manager. Governor responsibilities/procedures to be checked as well – JS to see what Haygrove’s states <p>AH thanked GT and TM for all the work they had put in, getting the Policies up to date</p>
7	<p><u>Standing Orders – held over from 23rd January 2020</u></p> <ul style="list-style-type: none"> AH stated that it had been confirmed that these do not exist; to be taken off future Agendas Replaced by Terms of Reference; the draft has been signed off by the Trust but the approval date has not been included – AH to take to the next Chairs’ Meeting for clarification
8	<p><u>Safeguarding Report</u> <i>(circulated with the Agenda)</i></p> <ul style="list-style-type: none"> TM apologised that only the first half of the Report had been circulated and confirmed that she had asked GT the following questions: <p>Q. Is the Single Central Record up to date? A. Yes</p> <p>Q. Has Safeguarding training been arranged for the new staff? A. Yes, BT will have it as part of one of the INSET days in September, probably at Spaxton</p> <p>Q. Are the children currently staying at home being contacted by staff? A. Yes, they are seen, personally, at least weekly by a member of staff</p> <p>Q. From the last Meeting, there had been a question regarding the risk assessments for operating the School under Covid-19 - keeping doors open - and would this invalidate our fire insurance? A. Dan Hill at Haygrove is migrating our risk assessments over to the MAT system, so this is in hand</p> <p>Q. Early Years post-Covid risk assessment done – has this needed to be updated to include wellbeing/stress etc? A. Yes this has been done</p> <p>TM reported that there will be a new Keeping Children Safe in Education Policy needing to be in place from 1st September 2020 (before term starts) which contains some significant changes. GT will endeavour to get this done before the end of term, next week, but may need some assistance from TM, due to existing workload. This will need LGC approval, which can be done by Zoom once it is ready</p>
9	<p><u>Policies Update:</u> SEN Information Report <i>(circulated with the Agenda)</i></p> <ul style="list-style-type: none"> Now on the School website (together with positive comments following parent review as to readability etc) Not many changes from last year Includes new description of Same-Day Interventions Includes new Intervention process: now have to go through 2 rounds of intervention in school before outside specialist can be called in <p>Q. Is email used to communicate with parents (not listed in the various forms of communication)?</p>

Item	Topic and Description
	<p>A. Yes – it will be added to the list</p> <p><i>AH proposed the Report be formally approved</i> <i>GT seconded</i> <i>All Agreed</i></p>
10	<p><u>Extension of Offer Update</u></p> <p>GT gave an update which included the following points:</p> <ul style="list-style-type: none"> • Trust’s slimmed down combined Risk Assessment & Operational Plans to go to the Trustees for approval • DfE wording has been taken and everything has been based against it to ensure compliance (DfE quote on the front of document) <p>Main changes:</p> <ul style="list-style-type: none"> • There will be more children in School (all children expected to attend from next term) • More parents on-site at the beginning and end of the day – plans in hand to deal with this • Will be losing the fantastic member of staff from Haygrove – now need to cover all the jobs she has been doing • Implications on Safeguarding and Absence from School – already covered earlier in the Meeting • Ofsted changing its framework in light of Covid; no inspections planned for the autumn term but some schools may get a ‘little’ visit (without gradings – these will resume from January 2021) – GT thinks we might get this so preparations will be made • More children in Early Years, Pre-School can be increased to 8 children at a time, so will be back to normal • ‘Bubbles’ being kept: <ul style="list-style-type: none"> ◊ Preschool will be a bubble on its own ◊ Reception/Y1 - 16 children at a time with no social distancing for them but social distancing measures will be in place for adults, where it is possible (DfE states have to use common sense and it will be dependent on child’s age & ability to do distancing plus the layout and age of building) ◊ Y2/Y3 - 16 children at a time with some social distancing – bigger emphasis on keeping the adults socially distanced ◊ Y4 – in the Beacon classroom, 15 children at a time in rows, forward-facing; adult distancing, where possible, and children to be within 1 metre of each other ◊ Y5/Y6 – 19 children in the hall, in rows and forward-facing, 1 metre+ distancing and adults distancing, where possible ◊ No rotas for staff; same staff for each bubble, except in case of PPA or NQT cover (by GT and possibly BW coming into bubbles) ◊ Adult/child close contact to be minimised where possible; a log will be kept of any close adult/child contact lasting over 5 minutes and within 1 metre. This will assist NHS Track & Trace ◊ Distancing around the School will be 2 metres ◊ Adult to adult distancing expected to be 2 metres ◊ Bubble areas will continue on the field with distancing of 1 metre from Y2 upwards (no distancing expected for younger children) ◊ Designated toilet areas, hand sanitiser, hand-washing stations to be continued with one child at a time in the toilets ◊ Staff crossing into other bubbles will be kept to a minimum, with the exception of cover or urgent communication

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	<ul style="list-style-type: none"> ◇ Closer conversation with children to be carried out 'sideways' not face-to-face ◇ Staggered starts/ends/breaks/lunchtimes not deemed necessary – can be covered ◇ CH has offered to continue to help at the front of the School so that better use can be made of the staff carpark to get parents in and out safely, with queue distancing of 2 metres if possible, or 1 metre+ ◇ Parents are aware that the children must start back next term otherwise fines will be imposed ◇ Mixing into wider groups will be allowed for specialist teaching, but with a maximum of 8 children for the 2 after-school clubs so these will be on a first come, first served basis ◇ Cleaning will continue unchanged; teaching staff will be required to clean down their tables after lunch (this will be taken in the classrooms) with rubbish to be put outside the doors for GT to collect up at 1.00 pm. Deep cleaning will be done by the cleaners ◇ NHS Trace & Trace log to be kept in each room; AC has agreed to be the Moderator Governor and will moderate on a monthly basis. If there is a case of Covid-19 and the School needs to be closed, the Track & Trace will be looking for logged instances of staff going within 1 metre of a child for more than 5 minutes; accidental face to face conversation – very difficult not to do with younger children; skin to skin contact between adult and child but can't be logging this with the younger children as it will be being done all the time; accidental coughing or sneezing on another person ◇ Testing kits should arrive in September in School and they can be given out to parents of any children who have developed symptoms and staff can immediately test. Results will be asked for, but evidence not demanded, to assist with any necessary planning. If we think there is a case of Covid-19, we have to follow the procedure set down by the local health team ◇ Shielders can return but some may need specific advice from the paediatrician, if they are working with them; If anyone has to shield there is a robot in the School from West Somerset so that they can join in lessons from home and the robot interacts in the class and with the teacher ◇ Will be returning to children wearing uniform in School, but will be flexible if there are any financial problems for parents ◇ If support staff are re-deployed (eb BW being used for cover) this cannot be at the expense of Special Needs and therefore LAD will be doing more teaching and training staff and volunteers to assist with the new Reading intervention ◇ A question has been raised regarding the logistics of violin teaching – LD is following this up ◇ Expecting up to 10 children on Universal Free School Meals to want hot dinners, but this will be difficult and therefore packed lunches are likely to be provided instead ◇ GT not sure if the Free School Meals voucher scheme is continuing after the holiday, so there may be more than 10 children on UFSM – it might be possible then to get a small, local catering business to take this on – either hot meals or packed lunches ◇ No educational visits or trips are planned before half-term ◇ No residential stays allowed – none planned ◇ Hygiene/safety – historically, often have had children with incomplete or no PE kit, but this will need to be rigidly enforced, so all children will need to have a change of footwear at all times (the field is going to be used year round) and they will also be required to bring wellies in as well – new rack in place for them ◇ Ofsted will be looking at Wellbeing of both staff and pupils; Catch Up (no details of funding for this available yet) – been advised to look at DfE guidance in order to prepare – in hand. Also Remote Learning – GT & BW have been on courses to

Item	Topic and Description
	<p>prepare for this in case of a further lockdown situation. Also now have an additional 20 Chrome Books from West Somerset, for the School to keep</p> <ul style="list-style-type: none"> ◊ Still have some staff anxiety regarding returning to work in September; if they still feel unsafe, GT will follow HR guidance and put extra measures in place; if they are still worried, it will either be addressed through sickness absence management or unpaid leave
11	<p><u>Vision & Values Update</u></p> <ul style="list-style-type: none"> • The new School logo to be sent by GT to PK for circulation • GT confirmed that the website design 8 had been chosen – the launch will probably be in September <p>(GT gave his apologies and left the Meeting 7.04 pm)</p>
12	<p><u>LGC and Finance SC Meetings for 20/21</u> (Circulated with the Agenda)</p> <ul style="list-style-type: none"> • Clarification needed as to whether the dates listed for LGC Meetings are flexible; we will probably need to be having WP Meetings prior to the first LGC Meeting – are we able to continue with existing membership to facilitate this? • Format of LGC Meetings (Virtual or in person) to be clarified; rota would suggest they are back to 2-hour Meetings which would be in person • Finance SC Membership should be agreed at the first LGC Meeting – what do we do if we need it to meet before then? <p>AH to take the above to KC for clarification</p>

Meeting closed at 7.08 pm

Agreed and signed as a true record

Signed:

PKAYE

Print:

P. KAYE

Date:

08/10/20

As agreed on behalf of the LGC
due to virtual Meeting

Matters Arising Report – Stogursey CoE Primary School

Meeting Date/time:	Virtual Meeting Thursday 11th June 2020 6.00 pm
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Item	Topic, Description and Action	Person(s) responsible	By When?
4	<u>Draft Minutes of Meetings 7/15/20 May 2020</u> Approved Minutes to be sent to KC/SGS and put on website Done	PK	ASAP
6	<u>Governor Vacancies</u> Parent Governor application to be progressed Forms with parent Chris Moorsom to be emailed again Done – application form received back and being progressed	AH PK	ASAP ASAP
7	<u>Standing Orders</u> Trust to be contacted Trust has been contacted again	AH	ASAP
8	<u>Draft Finance Policy</u> To be added to the next Agenda for the Finance SC Done	JS/PK	For next Meeting
9	<u>Extension of Offer Update</u> Date to be arranged for next Meeting of Covid-19 WP Due to meet Friday 3rd July	GT	ASAP
2	<u>Feedback from Trustee Meeting for LGCs</u> Feedback to be drafted to go back to the Trust No comments from LGC; Feedback written up and sent to Trust	AH/TM	ASAP
10	<u>Finance SC Meeting – 25th June 2020</u> Agenda and Month Report to be sent to PK for circulation prior to Meeting Done	JS	By Thursday 18 th June

Agreed as true record; to be attached to approved Minutes for 9th July 2020

Signed: PKaye

Date: 09/07/20

Print: P. KAYE