



QUANTOCK EDUCATION TRUST

Minutes of LGC Meeting – Stogursey CoE Primary School

Date/time:	Thursday 7 th October 2021 6.00 pm	
Location:	School	
Chairperson:	Anna Hammond	
Minute taker:	Pauline Kaye (PK)	
Present:	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
	Stephen Campbell (SC)	Foundation Governor
	Caroline Hawkes (CH)	Foundation Governor
	Jackie Stone (JS)	Foundation Governor
Apologies:	Advance written apologies from Anthony Chetland Advance written apologies from Chris Moorsom	
Attachments:	Trust Terms of Reference for LGCs Trust Scheme of Delegation Draft Matters Arising Report Trust Code of Conduct Safeguarding Written Update Wraparound Care WP Report Curriculum WP Report Wellbeing WP Report Pupil Premium Governor Visit Report	

Record of Actions:

Item	Topic and Description	Person(s) responsible	By when?
5	Trust Scheme of Delegation Points raised at Meeting concerning lack of current financial information plus status of Scheme on Trust website to be taken to the Trust	AH	ASAP
6	Minutes of Meeting 16th September Approved and signed Minutes to be added to School website and emailed to KC	PK	ASAP
	Confidential Minutes of Meeting 16th September Approved and signed Confidential Minutes to be placed in addressed, sealed envelope and passed to GT for secure keeping	PK	ASAP

Item	Topic and Description	Person(s) responsible	By when?
7	Matters Arising Report		
	<ul style="list-style-type: none"> Item 2 chase up status of required information with MT 	PK	ASAP
	<ul style="list-style-type: none"> Item 6 IT training request made on 22nd September to be chased up 	AH	ASAP
	<ul style="list-style-type: none"> Item 7 LGC Safeguarding Responsibilities forms to be sent to AC and CM for completion and return 	PK	ASAP
8	Smart School Presentation PowerPoint presentation to be emailed to PK for circulation	GT/PK	ASAP
12	Safeguarding Written Update LGC Updates to be sent to CMc	TM	ASAP
	The Key Prevent Duty notes to be emailed to PK for circulation	TM/PK	ASAP
14	PR, Marketing & Wraparound Care Update Reiteration of need for financial information in order for Finance WP to meet – Tracy Lee and Jenny Ashworth to be contacted	AH	ASAP
15	<ul style="list-style-type: none"> i. Curriculum WP Report Updated list of paired Link Governors to be emailed to PK for circulation 	AH/PK	ASAP
	<ul style="list-style-type: none"> ii. Wellbeing WP Report To be re-written so that no child or adult is identifiable and emailed to PK for circulation 	CH/PK	ASAP
17	Governor Training Liaison with the other Clerks needed to see if they are able to complete Gov Services training booking or not	PK	ASAP

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5	Trust scheme of Delegation Points raised at Meeting concerning lack of current financial information plus status of scheme on Trust website to be taken to the Trust	AH	ASAP
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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"> • Advance written apologies received from AC to say unable to attend as having to work – accepted • Advance written apologies received from CM to say unable to attend due to prior engagement - accepted • Meeting quorate (not a majority of Foundation Governors 3:5, but also not a majority of Staff Governors 2:6)
2	<p><u>Matters of Urgency not on the Agenda</u></p> <ul style="list-style-type: none"> • Staffing Update – to be discussed under Agenda Item 9 in stead of School Visions and Values; this to be postponed to first Meeting in the Spring term
3	<p><u>Declaration of Interest</u></p> <ul style="list-style-type: none"> • None for this Meeting
4	<p><u>Trust Terms of Reference for LGCs</u> (circulated with Agenda)</p> <ul style="list-style-type: none"> • Received by all present and read
5	<p><u>Trust Scheme of Delegation (from September Meeting)</u> (circulated with Agenda)</p> <ul style="list-style-type: none"> • Received by all present and read <p>Points raised:</p> <ul style="list-style-type: none"> • When will the financial information be received? Month 12 Financial Report for last academic year not received yet? • Scheme downloaded from Trust website, but appears to be a draft (reviewed July 2021) and format has margin notes included AH to take above points to Trust
6	<p><u>Draft Minutes of Meeting 16th September 2021 for Approval:</u> (Circulated prior to the Meeting)</p> <ul style="list-style-type: none"> • PK noted that she had already amending the wording on pages 1 and 3 to state Co-Chairs and Vice-Chair had been appointed (not elected) subject to Trust approval • TM noted that the Safeguarding Policies had been amended by GT and not her; amendments made and initialled by AH <p>No further questions/issues/amendments raised TM proposed acceptance of Minutes BM seconded All Agreed</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> <p><u>Draft Confidential Minutes of Meeting 16th September 2021 for Approval</u> (Copies handed out at Meeting and then returned to PK for destroying)</p> <p>No questions/issues/amendments raised JS proposed acceptance of Minutes CH seconded</p>

Item	Topic and Description
	<p>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 – Signed but not handed over PK to action</i></p>
<p>7</p>	<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 10 O/S from MA Report for 17th June 2021 Done</p> <p>Agenda Item 2 PK still waiting for clarification as to whether information requested on the form from the Trust will be for public or just Trust use – concern regarding required contact number for GT; PK to chase</p> <p>Agenda Item 3 Done and attended</p> <p>Agenda Item 6 Training request made 22nd September to be chased by AH</p> <p>Clarification of options for children displaying challenging behaviour taken to Chairs' Meeting on 20th September; issue noted but no solution offered</p> <p>Agenda Item 7 All Governors present had read Part 2 of Keeping Children Safe in Education and completed the forms at the Meeting. Forms to be sent to AC and CM by PK</p> <p>Agenda Item 12 Done – see Agenda Item 5 of Meeting 7th October 2021</p> <p>No further questions/issues/amendments raised <i>GT proposed the Report be approved, subject to the above amendments</i> <i>BM 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>
<p>8</p>	<p><u>Smart School Presentation by GT</u></p> <ul style="list-style-type: none"> PowerPoint presentation given by GT to explain how it works – to be sent to PK for circulation – and resources provided for all to look at, after the presentation, in a 5-minute break <p>Questions raised as follows:</p> <p>Q. This is funded using Pupil Premium (PP) money, but benefits all children not just PP ones; is this the best use of the money?</p>

Item	Topic and Description
	<p>A. CH responded as PP Link Governor – yes, well spent as it helps to give all the children experience of real life/understanding of the world (arranging Meetings/ discussions/hearing other’s points of view etc)</p> <p>Q. Pre-School is not involved yet?</p> <p>A. No, but it could be extended to cover Pre-School if done in a slightly different way and help demonstrate that the Pre-School ethos is complimentary to that of the Smart School</p> <p>Q. What is the staff’s perspective?</p> <p>A. LD gave her perspective – she really wants to be involved in the decision-making but has to hold back and let the children run the session themselves; particularly difficult to do when they are trying to reach a decision! However, it would be acceptable to give little prompts to assist direction, if necessary. GT expects future help/guidance next year in the Oracy aspect of English in the curriculum, which will encompass debating/discussion/disagreement</p>
	<p>Q How are the groups decided?</p> <p>A. Purely geographical – where the children sit in class</p> <p>Q. Have they ever not been able to reach a decision?</p> <p>A. Depends on the group, but in most cases a decision is reached</p> <p>Q. How often are the sessions held?</p> <p>A. Half-termly</p>
	<p>Q. Is there any likelihood of a trip to Westminster?</p> <p>A. GT confirmed this is definitely possible – school receives annual invitation</p> <p>Q. Are you (the staff) ever surprised by decisions made?</p> <p>A. Yes, definitely by some choices of actions, but this is all part of the learning curve and if the children find they have made a decision that is particularly onerous to fulfil, then they should remember that for the future!</p> <p>Q. Can the Smart School Council demonstrate the School’s Core Values?</p> <p>A. If the voting is based on thinking of the whole school and not just a single group or class, then that would definitely do so</p> <p>AH thanked GT for the presentation</p>
9	<p><u>Staffing Update (instead of Vision & Values)</u> See separate Confidential Minutes 1</p>
10	<p><u>Trust Code of Conduct</u> <i>(Circulated prior to Meeting)</i></p> <ul style="list-style-type: none"> Received by all present and read
11	<p><u>Approval of Pay Recommendations</u> See separate Confidential Minutes 2 – (LD left the room for this Item)</p>
12	<p><u>Safeguarding Written Update</u> <i>(Circulated prior to Meeting)</i></p> <p>LD re-joined the Meeting</p> <p>Q. Has the End of Year Report been done?</p>

Item	Topic and Description
	<p>A. Yes, TM stated that prior to the start of this term, Cath MacAdam (CMc) had called a meeting of all Governors with Safeguarding responsibilities, regarding the Report that should be done by the HoS/Headteacher. It was confirmed that GT had done this – within the HoS Report – as set out by the Trust. TM will also now circulate all the written Safeguarding Updates from LGC Meetings to CMc</p> <ul style="list-style-type: none"> • TM further clarified that whilst it is not a statutory requirement for all Governors to undertake Prevent training, it is best practice for them to have a good understanding of the school's responsibilities and what is involved • TM has downloaded a concise Prevent Duty set of notes from The Key – to be emailed to PK for circulation • JS noted that while some Governors may have done specific training, it has not been possible to find/access training records, prior to when PK took over last year
13	<p><u>SEN Update</u></p> <ul style="list-style-type: none"> • TM confirmed that there had not yet been a Meeting, but that she had been in email dialogue with the SENCo (Lisa Dunwood LAD) • Currently 14 on the Register, but LAD hoping that 2 will be able to come off it soon for various reasons • There are significant speech and language difficulties which will be picked up in the third phase of Oracy this year and into next • The date for the next SEN Meeting is the same as the next LGC Meeting, so the update is likely to be a verbal one • GT confirmed that the children on the Register are reasonably spread across the school
14	<p><u>PR, Marketing & Wraparound Care Update</u> (circulated prior to the Meeting)</p> <ul style="list-style-type: none"> • Discussion took place concerning whether there should be a Management Group/Committee; administration for the Wraparound Care is now a considerable addition to the Office Manager's role and could possibly be incorporated into a potential new Admin Support post? Finance WP to consider • Decision made to keep it as a WP for now, but review it again at the beginning of next term, with a monitoring focus to continue • Issue of lack of Financial information raised again – Finance WP definitely needs to meet so AH to chase this up with Tracy Lee and Jenny Ashworth
15	<p><u>Committee/Working Party Reports</u></p> <p>i. Curriculum WP Report (Circulated with Agenda)</p> <ul style="list-style-type: none"> ➤ BM went through the Report and noted that a good start to the monitoring role had been made ➤ In line with the GIP and the agreement that Link Governors would work in pairs (as far as possible) using the Early Years 5 Curriculum areas, some vacancies were filled and it was agreed that BM would cover Maths on his own – AH to email updates to PK for circulation <p>ii. Wellbeing WP Report (Circulated prior to the Meeting)</p> <p>It was agreed that CH would re-write the Report in order that no child or adult could be identified and email it to PK for circulation</p>

Item	Topic and Description
16	<p><u>Policy Review/for Ratification</u> (Previously circulated)</p> <p>a. Admissions Policy 22/23 No objections received AH proposed ratification TM seconded All Agreed (already on School website)</p> <p>b. Safeguarding Policies x 2 No objections received AH proposed ratification TM seconded All Agreed (already on School website)</p>
17	<p><u>Governance Update</u></p> <ul style="list-style-type: none"> • Governor Vacancy Update Still have the vacancy for a Foundation Governor – TM in contact with a potentially interested person • Governor Training <ul style="list-style-type: none"> ➤ JS only has a summary of training for the last academic year from PK, after PK took over booking training from the then Office Manager; previous years' have not been found ➤ Spreadsheet needed ➤ Query regarding Governor Services package the Trust has bought into for this academic year? PK has tried to book sessions but cannot complete the process as there is now a cost involved which means the process has to be completed by the Office Manager – difficult with current staffing issues. PK to liaise with the other Clerks to see if they are in a similar situation ➤ GT suggested that Governors focus on the new Ofsted framework for now, regarding which courses to book and then SIAMS in 2 years' time ➤ TM recommended using The Key for reference and some (free) on-line training • Link Governors Reports None • Governor Visit Reports <ul style="list-style-type: none"> I. Pupil Premium Visit Report (Circulated prior to Meeting) <p>Very early in the academic year but helpful to see how things have changed/developed in line with expectations</p> <p>GT answered the 2 questions raised in the Report and then subsequent ones:</p> <p>Q. How can we improve motor skills/handwriting development for all pupils? A. It is a big focus in Early Years, including a variety of outdoor equipment, for improving motor skills. GT clarified that under the new Early Years framework, cursive practice is not taught until Y3/KS2, to ensure letter formation is standard at KS1</p>



**Matters Arising Report – Stogursey CoE Primary School
For LGC Meeting 7th October 2021**

Item	Topic, Description and Action	Person(s) responsible	By When?
Outstanding Items from MA Report for 17th June 2021			
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	11
2	Trust to be notified of appointment of AH & TM as Co-Chairs and BM as Vice-Chair for 2021/2022 for approval In hand	PK	ASAP
3	BM to undertake HoS appraisal training ASAP – to be notified of dates of courses In hand – provisional booking made on SGS system, but 'basket' needs checking out by Office Manager as cost involved	PK	
4	Register of Business & Personal Interests to be updated, signed and added to the School Website Done – added to website 30/09/21	PK/AH	ASAP
5	Approved and signed Minutes from 17 th June 2021 to be put on the School website and emailed to KC Done – 17th September 2021	PK	ASAP
	Approved and signed Confidential Minutes from 17 th June 2021 to be placed in sealed envelope and passed to GT for safe storage Done at Meeting	PK	16 th Sept
6	Trust IT Department to be contacted to arrange for in-school Governor training session on SharePoint this term In hand – training requested on 22nd September	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

Item	Topic, Description and Action	Person(s) responsible	By When?
	<p>Raised at Meeting, noted by group and agreed that there are limited options</p> <p>Signed MA Report to be attached to these Minutes, once approved</p> <p>In hand</p>	PK	ASAP
7	<p>Updated LGC Safeguarding Responsibilities form to be brought to October Meeting for signing by all Governors</p> <p>Done – Updated form added to Agenda for October Meeting</p>	PK	7 th Oct
	All Governors to have read Part 2 of Keeping Children Safe in Education 2021 by the October Meeting	All Govs	7 th Oct
11	<p>Date of review for Child Protection & Safeguarding Policy to be referred to the Trust with a recommendation of moving it to July</p> <p>Raised with the Trust – waiting to see if date changed.</p>	TM/GT	ASAP
	<p>2021/2022 Approved School Admission Policy to be sent to Trust and added to School website</p> <p>Policy Approved and uploaded to website</p>	TM/GT	ASAP
	<p>2022/2023 School Admissions Policy to be circulated to all LGC for approval by email</p> <p>Done – awaiting responses</p>	AH	ASAP
	<p>Draft Child Protection & Safeguarding Policies to be amended and circulated to the LGC by email for approval</p> <p>Done - Amended copies emailed to PK for circulation to LGC 20/09/21</p> <p>Approved and uploaded to website</p>	GT TM/PK	ASAP
12	<p>Annual Review of Trust Scheme of Delegation to be downloaded from SharePoint and circulated to LGC; to be added to next Agenda</p> <p>In hand – added to October's Agenda</p>	AH/PK	ASAP
14	<p>Skills Audit Summary to be updated and re-circulated to LGC</p> <p>Done – 27th September 2021</p>	PK	ASAP

Agreed as true record; to be attached to approved Minutes for 7th October 2021

See Minutes for amendments

Signed: *A. Hammond* Date: 7.10.21

Print: A. HAMMOND