

Minutes of LGC Chairs Meeting – Stogursey CoE Primary School

Date/time:	Thursday 26 th September 2019 6.00 pm
Location:	Stogursey CoE Primary 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 Anthony Chetland (AC) – Vice-Chair/Foundation Governor Gary Tucker (GT) – Headteacher Louise Day (LD) – Elected Staff Governor Peter Farmery (PF) – Foundation Governor Jackie Stone (JS) – Foundation Governor
Apologies:	Tony Smith (TS) Foundation Governor
Absent:	N/A
Attachments:	QET Code of Conduct QET Standing Orders QET Code of Conduct for Governance Draft Minutes from 11 th July 2019 Draft Matters Arising Report from 11 th July 2019 Draft SDP and Attainment Data Clerk’s Briefing Notes for Autumn Term

Record of actions:

Item	Topic and Description	Person(s) responsible	By when?
2	Governor Services to be notified of confirmation of Co-Chairs	PK	ASAP
3	Governor Services to be notified of confirmation of Vice-Chair	PK	ASAP
4	ACs form needed and Register to be compiled	PK	ASAP
5	*Rev Nicky to be asked if she would like to be a Foundation Governor *Parent Governor election to be held	AH AH/PK	ASAP By H/T break
6	QET Code of Conduct to be added to next Agenda	PK	Next Mtng
7	QET Standing Orders to be added to next Agenda	PK	Next Mtng
8	Clarification of status of Finance SC/WP to be sought from MAT	AH	ASAP
9	*Gov Servs to be notified of Safeguarding and SEN Link Governors *MAT contact for School News to be clarified *Governor Treasurer handover from Allen Robins	PK AH PF	ASAP ASAP ASAP
11	Signed FBoG Minutes of 11 th July 2019 to be sent to SGS and added to School website	PK	ASAP
12	Signed Matters Arising Report to be attached to Minutes	PK	ASAP
13	Tracy Lee to be contacted to arrange first Finance SC Meeting	AH	ASAP

Item	Topic and Description	Person(s) responsible	By when?
15	*Updated Safeguarding & Child Protection Policy to be circulated (inc link to KSIE) *Clarification as to who is responsible for carrying out Section 182 Checks *TM to email notes for attachment to draft Minutes *Tick box to be added to Single Central Record *Check with DC that AH & TM's have enhanced DBS checks	TM AH TM/PK GT/TM GT	ASAP ASAP ASAP ASAP ASAP
16	Admission arrangements for 2021 to be checked with Tina Wilkes	AH	ASAP
20	Date for next Parental Forum to be arranged after Autumn half/term	AH/TM/GT	ASAP
21	Reports for Governor Induction and Maths TRG training for next LGC Meeting	LD and TM	ASAP to PK
22	*Next Parental Newsletter to include information on Parent View toolkit *Primary School Accountability Guide – download or MAT to provide? *Academies Financial Handbook – download or MAT to provide?	GT AH AH	ASAP ASAP ASAP
24	Date for meeting to discuss Policies etc	AH/TM/GT	ASAP

Record of meeting:

Meeting started at 6.05pm

Item	Topic and Description
1	<u>Apologies for Absence and Acceptance/Non-Acceptance</u> Written apologies received from TS (attending family funeral) - accepted
2	<u>Confirmation of Election of Co-Chairs</u> Proposed at Meeting of 11 th July and provisionally approved by MAT – to be ratified at first MAT Meeting (being held after LGC Meetings)
3	<u>Confirmation of Election of Vice-Chair</u> Proposed at Meeting of 11 th July and provisionally approved by MAT – to be ratified as above
4.	<u>Declaration of Personal or Business Interests – update of Register</u> (Forms circulated prior to Meeting) Completed forms received from all except AC Register to be compiled
5	<u>Governor Vacancies Update/Re-Constitution of Board to LGC</u> <ul style="list-style-type: none"> • Agreed LGC will comprise 11 members: <ul style="list-style-type: none"> Headteacher Staff Governor 2 Elected Parent Governors 6 Foundation Governors 1 MAT-appointed Governor • In period of transition and Foundation Governors still to be either transferred across (AC and TS) or re-appointed (PF and JS). Diocese aware of problems and is understanding. JS

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	<p>completed her form; signed by AH and PK, to be sent to Diocese and PF to return completed form to PK tomorrow. AC given his form for return to PK and TS to be given his by PF</p> <ul style="list-style-type: none"> • Now have 2 Foundation Governor vacancies but one application has been sent to the Diocese. Rev Nicky to be asked if she would like to be a Foundation Governor (now not an Ex-Officio position on the LGC) • Existing Elected Parent Governor vacancy – election to take place this half-term • Due to resignation of Governors last term, now have a shortage of finance skills on the LGC – to be addressed
6	<p><u>Adoption of QET Code of Conduct</u> Only received and circulated last night – to be signed off at next Meeting</p>
7	<p><u>Adoption of QET Standing Orders</u> Not received yet – to be signed off at next Meeting</p>
8	<p><u>Sub-Committee and Working Parties for 2019/20</u> Following discussion it was agreed:</p> <ul style="list-style-type: none"> a) Finance (Preferably as a Sub-Committee not Working Party – to be clarified with MAT) GT/AH/PF/JS/Vacancy/plus Business Manager DC b) EYFS WP to be replaced with Link Governors -PF/AH c) Data WP to be included with Curriculum, see Agenda Item 9 below d) Traffic WP to be discontinued e) Family Room WP to be replaced with Link Governor – JS f) RE & SIAMS WP to remain – GT/AH/TS/AC plus Rev Morgan g) Parent Link WP to be replaced with Link Governors – TM/AH
9	<p><u>Link Governors and Areas of Specific Responsibility for 2019/20</u></p> <ul style="list-style-type: none"> a) Safeguarding – TM & JS (Gov Servs to be notified) b) SEN – TM (Gov Servs to be notified) c) Pupil Premium – AH d) Health & Safety – JS e) School website overall – GT Gov section – AH f) Curriculum & Data – TM g) Staff Wellbeing – AC h) Language & Communication – AH (for now, may pass on) i) Wellbeing & PSHE – AC j) STEM – TM (Maths) PF/JS (STE) k) PE – AH l) Character Curriculum inc Church Distinctiveness -AC

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	<ul style="list-style-type: none"> • TM will send School News to MAT, if required, to whom? • PF to take over as Governor Treasurer – to arrange handover from Allen Robins (DC has all paperwork)
10	<p><u>Matters of Urgency not on the Agenda</u> None</p>
11	<p><u>Acceptance of the Draft Minutes of FBoG Meeting 11th July 2019</u> <i>(Circulated after FBoG Meeting and with LGC Agenda)</i></p> <ul style="list-style-type: none"> • One hand amendment made to Agenda Item 21 – commercial Transfer of Assets signed at Haygrove, not at the solicitors. <p>No further questions/issues/amendments raised <i>TM proposed acceptance of the Minutes</i> <i>AC seconded</i> <i>All Agreed</i> <i>It was agreed to adopt and sign the Minutes as a true record – AH signed</i></p>
12	<p><u>Matters Arising Report</u> <i>(Circulated with the Agenda)</i> Hand amendments made as follows:</p> <ul style="list-style-type: none"> • Agenda Item 3 – bullet point 4; AH/TM have actioned and achieved the change in status for TM from Co-opted Governor to MAT-appointed • Agenda Item 3 – bullet point 5; AH confirmed that it has been agreed that the LGC will comprise 11 Governors • Agenda Item 15 – possibility of Ofsted Training for MAT Governors; AH reported that this is in hand with the MAT and she will take it to the next Chairs' WG Meeting • Agenda Item 20 – bullet point 2; AH corrected the action to In Hand from Done <p>No further questions/issues/amendments raised <i>GT proposed acceptance of the Report</i> <i>AC seconded</i> <i>All Agreed</i> <i>Report signed by AH; to be attached to the approved Minutes</i></p>
13	<p><u>Finance SC</u> Awaiting confirmation of status; Tracy Lee to be contacted to arrange first Meeting</p>
14	<p><u>Family Room Update</u> JS – nothing to report at present</p>
15	<p><u>Safeguarding Update</u></p> <ol style="list-style-type: none"> 2019 Guidelines Re Keeping Children Safe in Education <ul style="list-style-type: none"> ○ TM confirmed that these guidelines are now in place and that the Policy has been updated and is essentially compliant ○ Policy will be circulated to all Governors to read through before ratification– esp. need to read Governor Responsibilities and then onto Part 2 of the 2019 Guidelines. The document will be signed by all at the next LGC Meeting to confirm all have read it

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	<p>ii. Secretary of State Section 182 Checks</p> <ul style="list-style-type: none"> ○ TM confirmed these are additional checks supposed to compliment existing DBS checks and look into the sections of a personal history which might not be criminal but could be worrying. If anything found that that is not acceptable, a person can then be issued with a Section 182 Direction which will ban them from becoming a Governor. All Governors of Academies have to undertake this check, as do senior teachers and persons with leadership responsibilities within the Academy ○ Under the QET Scheme of Delegation it states that the individual LGCs have responsibility to implement statutory obligations, implying that the checks should be carried out by each school, but this should be checked to see if the QET is going to do it all ○ TM to send her notes to PK to attach to draft Minutes ○ TM/GT to add tick box to Single Central Record to show Section 182 check been done (problems with transfer of data from SIMS to ARBOR so no access at present) ○ AH noted that new Chairs of Academy Trusts must apply for DBS check that is countersigned by the Secretary of State, regardless of whether or not they have current DBS clearance. Only exemption are those Chairs who have an enhanced DBS certificate from the same school priory to converting to an Academy Trust. GT to check with DC that AH and TM have enhanced DBS checks already ○ TM referred Governors to new Somerset Safeguarding Partnership information circulated by PK recently, regarding changes in responsibility ○ TM confirmed that all staff received Safeguarding training on 2nd September 2019 ○ GT confirmed that Safeguarding and GDPR are now standing items in the weekly Staff Briefings
16	<p><u>Admissions</u></p> <ul style="list-style-type: none"> • AH confirmed that the Admissions arrangements are up to date for 2020 but will need to be updated/renewed for 2021 – need to check with MAT as ex-VA schools are different to ordinary Academies – AH to email Tina Wilkes at the Diocese
17	<p><u>Received Correspondence</u></p> <p>None</p>
18	<p><u>Monitoring of the SDP and Half-Termly Learning Review Week Update</u> <i>(Draft SDP circulated prior to the Meeting and Attainment/Expected Progress doc circulated at Meeting)</i></p> <p>GT went through the 2 documents, cross-referencing where necessary:</p> <ul style="list-style-type: none"> • Will be concentrating on children reaching 'expected progress' (currently between 40 – 75% and should be 80%) • Attainment/Expected Progress data based on number on roll at the end of last year and not including new entrants this term • <p>Questions raised as follows:</p> <p>Q. In the Attainment information why does the total for Non- Pupil Premium for Maths come to more than 100?</p> <p>A. The 8 exceeding expectation are also included in the Expected figure. (In Reading, the total is 99 but this is due to the rounding up/down of data)</p>

Item	Topic and Description
	<p>Q. In GT's opinion, why are the children not making the expected progress? What are the key issues stopping them?</p> <p>A. GT reiterated what was said in his last HT Report:</p> <ul style="list-style-type: none"> ○ We need to ensure we maintain our Good Ofsted rating, in light of recent Ofsted changes, ensuring that the quality of education remains at this standard ○ Ofsted has now changed its framework and whereas it focussed on English and Maths (as did the SDP), all subjects need to be judged to be at a Good standard ○ GT referred to page 2 of the draft SDP, Point 1, and explained that in order to achieve this, under 'Come to a shared understanding of good assessment, planning and teaching' the staff are concentrating on breaking the material down into small steps to ensure consistency across the board and the results of previous NFER tests are now being analysed to identify gaps ○ Have already made good progress in identifying what good assessment is and planning from it; eg in Maths, LD (together with the Maths Adviser, Jo Cronin) has started to look in the Plan to establish a shared understanding of Maths mastery <p>Q. Is there a total for all the children as opposed to the sub-totals for the individual categories?</p> <p>A. Yes, GT referred to page 5 of the Attainment/Expected Progress doc and the Impact of Stogursey Curriculum At A Glance table and confirmed the headings – BS% (below standard) and AS% (at standard) and the results include SATs results so are pretty accurate and the SATs at Y6 reflect what is going on across the whole school. The School Leadership Team is focussed on developing areas that are currently weakest (see data)</p> <ul style="list-style-type: none"> ○ GT confirmed it will take time to get up to 80% ○ Greater Depth will also need to be looked into more closely ○ Children are receiving a good, broad curriculum (encompassing Art, Music, RE etc where the At Standard percentages are good. There is still a need to develop academic achievements further ○ The figures for Reading accurately reflect the current slight 'dip' from the historic higher results, but because of the small class numbers, year-on-year results cannot be compared to each other ○ GT then referred to the last page of the doc to the red/yellow box indicating Progress and explained that these are Government figures and it is impossible to work out how they were arrived at! Ideally need to get as close to zero as possible; GT has accepted the results for 2018/19 and as far as Reading is concerned, this year's result is better than the 2 previous ones (as are the results for Writing and Maths but Maths will take longer to achieve but is improving) ○ Evidence that Maths teaching is improving can only be judged by present results with further evidence to come from the next round of Learning Review weeks. GT's view, having observed some Maths lessons across the school this term, is that the staff are teaching to the right year group and they can still develop better subject knowledge. Staff will be attending subject enhancement courses funded through the West Somerset Maths Hub, as well as the Teachers' Research Group (also being attended by TM) ○ GT commended LD's Maths Plan – covering Shared Understanding of Maths; Maths Mastery; Chinese teachers being flown over to demonstrate Shanghai Maths

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	<p>Q. Is it harder teaching Maths, having mixed Year Groups in a class? A. LD confirmed that it depends on which aspects of Maths are being taught – some can be done collectively, with combined planning and TA support, while others need to be in separate Year Groups</p> <p>Q. Are children starting KS1 Maths below expected and are they falling further behind or catching up? A. Starting below expected but making progress and will be closely monitored; ARBOR will evidence progress</p> <ul style="list-style-type: none"> ○ GT also referred to the Attainment Predictions and the figures highlighted in green which are the predicted results for next summer and whether they are Attainment or Progress based. There will be a focus on Y3 Maths progress, with 2 TAs supporting – GT/LD will look at available funding for further Maths training for TAs <p>Subject to the amendments to the Staff & Governor Responsibilities page of the draft SPD, it was agreed that the LGC is happy to recommend it to KC and thanks were given to GT for producing it</p>
19	<p><u>Governor School Visit Reports</u> None</p>
20	<p><u>Parental Forum/Feedback</u> AH confirmed that she will meet with TM and GT to arrange the next Forum</p>
21	<p><u>Governor Training</u></p> <ul style="list-style-type: none"> • LD to undertake Governor Induction and report back at next LGC Meeting • TM to attend staff Maths TRG training and report back at next LGC Meeting
22	<p><u>Clerk's Briefing Notes for Autumn Term</u> <i>(annotated Notes circulated with the Agenda)</i> Updates made as follows:</p> <ul style="list-style-type: none"> ○ Page 3 Ofsted – GT confirmed that the school website was updated over the summer break to include new requirements ○ Page 5 Ofsted Parent View Toolkit – GT confirmed that information about this will go out in the next Newsletter ○ Page 6 Primary School Accountability Guide – AH to find out if the MAT will provide this to LGC or if we need to download it ○ Page 7 Academies Financial Handbook – AH to find out if the MAT will provide this or if we need to download it
23	<p><u>West Somerset Opportunities Area</u> GT confirmed the following:</p> <ul style="list-style-type: none"> ○ Staff training underway ○ Remaining 'pot' of £75K to be distributed amongst schools for Leadership and School Improvement (GT will be putting in a bespoke Primary Package bid) ○ GT doing NPQH training ○ LD may do NPQSL training but will depend on how much time GT is out of school on his training ○ WSOA scheme might be extended by 1 more year – update to come
24	<p><u>Review of Statutory Policies as per Schedule and Delegation</u> AH/TM/GT to arrange date to get together to discuss</p>

Matters Arising Report – Stogursey CoE Primary School

Meeting Date/time:	Thursday 26 th September 2019 6.00 pm
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Record of actions:

Item	Topic, Description and Action	Person(s) responsible
2	Governor Services to be notified of confirmation of Co-Chairs Done	PK
3	Governor Services to be notified of confirmation of Vice-Chair Done	PK
4	AC's Business Interests form needed, and Register compiled Done – updated 14/11/19 to include CH	PK
5	*Rev Nicky to be asked if she would like to become a Foundation Governor Rev Nicky has been away and AH unable to contact her <i>See Agenda Item 3 14/11/19</i> *Parent Governor election to be held Letter gone out to parents with closing date of 25 th November for nominations	AH AH/PK
6	QET Code of Conduct to be added to next Agenda Done	PK
7	QET Standing Orders to be added to next Agenda Done	PK
8	Clarification of status of Finance SC/WP to be sought from MAT KC emailed 27 th September 2019 WP- AH/JS/PF/GT/DC JS to chair	AH
9	*Gov Servs to be notified of Safeguarding and SEN Link Governors Done *MAT contact for School News to be clarified TM to send Stogursey news page to MAT monthly *Governor Treasurer handover from Allen Robins Confirmed AR passed all documentation to AH and it is now at the School	PK AH PF
11	Signed FBoG Minutes of 11 th July 2019 to be sent to SGS and added to School website Done	PK
12	Signed Matters Arising Report to be attached to Minutes Done	PK
13	Tracy Lee to be contacted to arrange first Finance SC Meeting TL contacted and date requested – not received yet. Budget received just before half-term. TL to be contacted again Re: date. Telephone meeting with TL on 5 th November but still awaiting detailed Budget Report	AH

Item	Topic, Description and Action	Person(s) responsible
15	<p>*Updated Safeguarding & Child Protection Policy to be circulated (inc link to KSIE) Updated Policy circulated to all governors; responses received and final amendments made. At a Meeting of Governors on 8th October 2019 (GT, AH, PF and TM) the Policy was ratified and signed by GT and TM. Revised Policy put on website</p> <p>*Clarification as to who is responsible for carrying out Section 128 Checks MAT will be doing the checks</p> <p>*TM to email notes to PK for attachment to draft Minutes Done 3rd October 2019</p> <p>*Tick box to be added to Single Central Record Request for a new column for Section 128 check for all staff in SCR sent to Arbor – still awaiting reply – See Agenda Item 11 14/11/19</p> <p>*Check with DC that AH and TM have enhanced DBS checks Section 128 checks and enhanced DBS checks – Julie North (HR) and Jan Hill (Data) contacted – still awaiting reply See Agenda Item 11 14/11/19</p>	<p>TM</p> <p>AH</p> <p>GT/TM</p> <p>GT</p> <p>GT</p>
16	<p>Admission arrangements for 2021 to be checked with Tina Wilkes Have contacted TW. Handed over to Vicky Christophers and still awaiting information</p>	AH
20	<p>Date for next Parental Forum to be arranged after Autumn Half-Term Date to be set – Friday 29th November at 2.15pm</p>	AH/TM/GT
21	<p>Reports for Governor Induction and Maths TRG training for next LGC Meeting Carry forward to next Meeting AC+CH will need induction as well</p>	LD and TM
22	<p>*Next Parental Newsletter to include information on Parent View toolkit Confirmed will be included</p> <p>*Primary School Accountability Guide – download or MAT to provide? Available to Governors in Governor Secure Section of School website</p> <p>*Academies' Financial Handbook – download or MAT to provide? Available to Governors in Governor Secure Section of School website</p>	<p>GT</p> <p>AH</p> <p>AH</p>

Agreed as true record; to be attached to approved Minutes for 26th September 2019.

Signed: Anna Hammond

Date: 14.11.19

Print: ANNA HAMMOND