

Minutes of LGC Meeting – Stogursey CoE Primary School

Date/time:	Monday 8 th November 2021 6.00 pm	
Location:	School	
Chairperson:	Anna Hammond	
Minute taker:	Pauline Kaye (PK)	
Present:	Anna Hammond (AH) Teresa Miller (TM) Bernie Maskell (BM) Anthony Chetland (AC) Louise Day (LD) Gary Tucker (GT) Chris Moorsom (CM) Caroline Hawkes (CH) Jackie Stone (JS)	Co-Chair/Elected Parent Governor Co-Chair/MAT-appointed Governor Vice-Chair/Parent Governor Foundation Governor Staff Governor Head of School Foundation Governor – until 7.00 pm Foundation Governor Foundation Governor
Apologies:	Advance written apologies from Stephen Campbell (SC) Advance written apologies from Chris Moorsom (CM)	
Attachments:	Draft Matters Arising Report Head of School Report SEND Update Pupil Voice – Physical & Mental Health & Wellbeing Learning Walk – Maths Pupil Voice – English Curriculum WP Notes	

Record of Actions:

Item	Topic and Description	Person(s) responsible	By when?
4	Minutes of Meeting 7th October 2021 Approved and signed Minutes to be added to School website and emailed to KC	PK	ASAP
5	Matters Arising Report 5. Trust Scheme of Delegation Lack of current financial information plus a query regarding the status of the website version to be raised with the Trust 7. MA Report Item 6. IT training request made on 22 nd September to be chased up	AH AH	ASAP ASAP
	14. PR, Marketing & Wraparound Care Update		

Item	Topic and Description	Person(s) responsible	By when?
	Reiteration of need for financial information in order for Finance WP to meet – Tracy Lee and Jenny Ashworth to be contacted	AH	ASAP
6	Finance Update Working Party needs to set a date to meet	AH/GT/JS /SC/CH/ BM/Office Mgr	ASAP
7	Head of School Report Average teacher salary figure needs correcting and checking by Finance WP All Governors to contact any Governance organisations and raise issue of lack of recompense for cover for COVID absence Evaluation of purchasing/leasing a minibus vs use of Kilve ones to be investigated DVLA procedure for training staff to drive a minibus to be investigated Governor Evidence files to be updated so that a training session with Julie Norman regarding Ofsted can be arranged	Finance WP All Govs Finance WP AC GT and all Govs	ASAP ASAP ASAP ASAP ASAP
8	Governance Update Conference and Ofsted training notes to be emailed to PK for circulation Individual Governors to be contacted to ascertain training needs	CH/PK JS	ASAP ASAP

Record of Meeting:

Meeting started at 6.02 pm with prayer, led by CM

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 SC to say unable to attend as re-arranged date now clashed with another Meeting – accepted • Advance written apologies received from CM to say unable to attend due to prior engagement – accepted. CM actually able to attend until 7.00 pm due to a following Meeting being ‘pushed back’ • Meeting quorate
2	<p><u>Matters of Urgency not on the Agenda</u> None</p>
3	<p><u>Declaration of Interest</u> None</p>
4	<p><u>Draft Minutes of Meeting 7th October 2021 for Approval:</u> <i>(Circulated prior to the Meeting)</i></p> <p>No 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 Copy to be sent to KC and put on School website</i></p> <p><u>Draft Confidential Minutes 1 of Meeting 7th October 2021 for Approval</u> <i>(Copies handed out at Meeting and then returned to PK for destroying)</i></p> <p>No questions/issues/amendments raised GT proposed acceptance of Minutes JS seconded 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</i></p> <p>LD left the Meeting to enable discussion of the next draft Minutes</p> <p><u>Draft Confidential Minutes 2 of Meeting 7th October 2021 for Approval</u> <i>(Copies handed out at Meeting and then returned to PK for destroying)</i></p> <p>No questions/issues/amendments raised CH proposed acceptance of Minutes TM seconded 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</i></p> <p>LD re-joined the Meeting</p>

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7	<p><u>Draft Matters Arising Report</u> <i>(circulated with the Agenda)</i></p> <p>Updates made as follows:</p> <p>Agenda Item 5 AH confirmed in-hand</p> <p>Agenda Item 6 Envelope containing the Confidential Minutes handed to GT</p> <p>Agenda Item 7</p> <ul style="list-style-type: none"> • Item 6 AH confirmed in-hand • Item 7 Signed LGC Safeguarding Responsibilities form received at Meeting from CM; AC to do his at the end of the Meeting <p>Agenda Item 12 LGC Updates to be sent to CMc – Done</p> <p>Agenda Item 14 AH confirmed in-hand</p> <p>Agenda Item 15</p> <ol style="list-style-type: none"> i. Curriculum WP Report Updated list of paired Link Governors available in the Curriculum WP Notes (Agenda Item 11) <p>No further questions/issues/amendments raised <i>JS proposed the Report be approved, subject to the above amendments</i> <i>AC seconded</i> <i>Agreed</i></p> <p><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>
6	<p><u>Finance Update</u></p> <ul style="list-style-type: none"> • AH had received the Month 12 Finance Report (WP not met yet to discuss) • Ended year on a very sound financial footing – approx. £53K u/spend (surplus) across School and Pre-School (Pre-School made a small surplus which will be retained to help offset any future deficit) • Surplus due in the main to receipt of WSOA funding plus lack of spending due to Covid/Lockdown (eg no trips/swimming etc) also receipt of grant towards the Growing Food project. All in addition to large c/fwd sum from previous year • Some of the surplus is ring-fenced (eg the Peggy Elenor fund) • Finance WP/LGC needs to be mindful of this large surplus; most of which needs to be spent on the current children and GT has already started to increase spending (eg we are now paying the full cost of tutors, where previously 30% was being paid by the National Tutoring Programme) • Since becoming an Academy, funding from the DfE has also increased slightly

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	<ul style="list-style-type: none"> GT confirmed that the Trust is happy for him to employ an additional member of admin staff to assist the Office Manager and cover lunchtime duties etc Finance WP needs to meet <p>Q. What percentage of income is spent on staffing?</p> <p>A. If you remove Pupil Premium/Sports Premium/WSOA funding/County funding, it is approx.. 69% which is below the expected figure of 75%. However, as a percentage of the ESF (Education & Skills Funding) the figure is between 80-90%. GT has been reassured that this doesn't need to cause concern unless a deficit budget is generated; it is a delicate balance to maintain as on-roll numbers fluctuate</p>
7	<p>Head of School Report (circulated with the Agenda)</p> <ul style="list-style-type: none"> Everyone had found this second Report, in the new format, easier to understand and assimilate information because there is now some narrative in it GT informed that the Head of Sexey's School has been using this format for years and to help him reduce his workload, is going to share a redacted version across the Trust schools, so that they will all then be reporting in the same way (KC said this still not happening yet) GT went through the Report, section by section <p>Summary Update</p> <ul style="list-style-type: none"> GT confirmed that the School Pupil Data is already out of date as there have been 2 new joiners (plus 2 new joiners in Pre-School) Attendance – now 96% (GT reported that the national average for primary schools as at the end of October is 90%!) Persistent Absence Rate - GT really pleased to see this is rapidly coming down, although it has now increased slightly to 11.1%, but this is still the best it has been in years. Focus has been on lateness (to reduce the number of unauthorised absences) but this reduction is also due to the new Wraparound Care and Breakfast Club bringing children into school. Aiming to get to 8% Quality of Education – only available external data is from 2019, which is what an Ofsted would be based on; so the data here is internal data <p>(Some questions raised in advance, some at the Meeting)</p> <p>Q. On the Quality of Education section, how is the target %set? Is it set internally or by government etc?</p> <p>A League tables have been dropped for this year and no government targets have been set yet; these are internal targets. With the interruptions by Covid/Lockdowns, GT has been realistic with the targets set for Reading/Writing/Maths (40%) this year, to enable an upwards increase by adding on 10 percentage points per year going forward; Catch up is going to take a number of years for recovery to happen</p> <p>Q. Page 3, Quality of Education: IMPACT (KS1) – Centre Assessed Grading – what does the On Track column refer to – national standards or internal?</p> <p>A. National – so have already exceeded levels for Reading/Writing/Maths. A new Phonics system has been implemented to address the below level standing.</p> <p>Q. What about Science; this was an area Ofsted asked the School to look at?</p> <p>A. Currently, there is no Trust monitoring system for Science to produce data; GT will be raising this with the Trust (he feels SPAG/GPS [Spelling/Punctuation/Grammar] should also be monitored).</p>

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	<p>System now in place where Science is being monitored across the School but it's still in the early stages</p> <p>Q. How has the national 2019 figure of 82% for Science been reached? A. It's done by sampling groups every 2 years or so when Y6 do an old SATs paper</p> <p>Q. For similar schools, when is the data from? A. 2019 (no available data due to pandemic/lockdowns). Any other data that might have been added across the Report is internal data</p> <p>Q. Page 4 Quality of Education: IMPACT (KS2) – Centre Assessed Grading: RWM (combined Reading/Writing/Maths) plus the individual Reading and Maths On-Track results – these are very low- why is this (apart from the pandemic effect)? A. Fluctuating size of year group and abilities; extensive Catch-Up tutoring in place</p> <p>Q. For children joining the school in year, do we know why they chose Stogursey? A. GT always asks and the usual answers are small class sizes; good 'feeling' within the school; guided tours of the school much appreciated</p> <p>Q. How often should the Single Central Record be checked? A. 3 times per year</p> <p>Q. Average teacher salary data for the School (page 8 of the main Report) appears to be wrong - £51? A. Error in coding system – should be £51K but it was agreed that this appeared on the high side and will be checked by the Finance WP when it meets</p> <p>Q. Lack of recompense from DfE to cover COVID absence – what can we do about this, if anything? A. GT is in discussion with Union; GT is currently having to undertake a considerable amount of cover and it was agreed that he should buy in as much Supply as possible, but availability is poor. GT also stated all Governors could contact any Governing organisation regarding the lack of recompense. The potential additional TA would help as far as GT having to cover some TA roles is concerned</p> <p>Q. 'Squid Games' – how has this influence manifested itself? Has it been problematic? A. Initially an issue – concern raised regarding some children accessing video games and social media platforms for which they are too young. GT had sought advice from County and eventually been sent materials 'Prepare Don't Scare' but by then it all appeared to have died down</p> <p>Staffing</p> <ul style="list-style-type: none"> • Issue regarding Support Staff vacancies: <ul style="list-style-type: none"> ➢ TA post has been re-advertised as P/T, F/T or job-share ➢ Clerking } posts all Office Manager } currently being General Assistant } advertised • Teaching Staff are coping; GT especially thanked LD for holding everything together when he was absent last week, due to illness • Trust has made Flu Vouchers available for all staff – GT will be pushing uptake of these

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	<p><u>Main Report</u></p> <p>Q. Should GT leave the 'Points for Governors to Consider' sections to be completed by Governors at LGC Meetings – so that Governors are better involved in this aspect of the Report?</p> <p>A. Agreed GT to highlight potential points so that questions (if necessary) can either be raised in advance or at the Meeting as currently happens</p> <p>Q. Since there is a large surplus, would it be helpful to have a School minibus?</p> <p>A. Possibly, in principle, but need trained/qualified staff to drive it and most are still too young for this according to DVLA requirements. Discussion ensued covering leasing and the use of the Kilve minibuses and it was agreed that the Finance WP would look into it with a view to setting aside/ring-fencing funds for a number of trips per year and then ascertain the best way to action them. AC will also look into the training procedure for staff</p> <p>Q. Is the Behaviour Policy having an impact?</p> <p>A. Yes on low-level disruption; it now needs to move onto its next phase which is scheduled for in the Policy Review and that will be more in-line with Trauma-Informed Schools, so it will be a Relational Policy rather than a Behaviour one, to be funded by WSOA</p> <p>Q. Will the reporting figures in the next Report have a previous set to compare to as well?</p> <p>A. No, but the Data Group will have access to them and will flag up any issues to the rest of the LGC</p> <ul style="list-style-type: none"> • GT noted that Julie Norman has taken the headings for Governors' preparation for Ofsted and has offered to do a session with all Governors (need to get evidence files up to date so that this can take place as soon as possible) <p>7.00pm CM left the Meeting</p> <p><u>SEND Update</u> (circulated morning of the 8th November)</p> <ul style="list-style-type: none"> • TM confirmed the SEN Pupils number may change when the new pupils have been assessed <p>Q. Problem with temporary use of 'Nessy' as an alternative reading programme for dyslexic children, until staff can receive ILI training – is this something that could have been addressed sooner?</p> <p>A. No, unfortunately some experienced staff retired and it has not been possible to train any more staff due to the programme not being run because of Covid. Training can only resume in March 2022 but the SENCo is happy with 'Nessy' as it was written specifically for dyslexic children. A complaint will be submitted regarding the lack of availability of training now and GT will look into using some of the financial surplus to fund some Ed Psych hours</p> <ul style="list-style-type: none"> • TM shared a copy of a SEN Needs sheet (student version) which helps them to identify their own needs as well; already being implemented but will need monitoring. All students will have them eventually, to remove any potential stigma
8	<p><u>Governance Update</u></p> <ul style="list-style-type: none"> • Governor Vacancy Update Still have the vacancy for a Foundation Governor – TM waiting for firm response from potentially interested person

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	<ul style="list-style-type: none"> ● Training <ul style="list-style-type: none"> ➤ CH confirmed she had recently undertaken some Ofsted training and attended a Conference – to send notes to PK for circulation ➤ JS confirmed that she intends to speak to all Governors individually, to ascertain their training needs and will then produce a spreadsheet ● Link Governor Reports None ● Governor Visit Reports <ul style="list-style-type: none"> ➤ Pupil Voice – Physical & Mental Health and Wellbeing (CH) <i>(circulated with Agenda)</i> GT confirmed he had followed up the Y6 discussion that had highlighted that they felt that not all adults really listened to them, by holding an assembly on it, explaining how difficult it had been to have a large number of staff off ill etc and used it to re-launch the Smart School Council. He had also reiterated that if any child needed to speak to an adult, this could always happen New RSHE curriculum made a good start last year, which will be built upon ➤ Maths Learning Walk (BM) <i>(circulated with Agenda)</i> BM explained this Walk had been a fact-finding exercise GT confirmed that at the next Walk they can delve deeper in the work with the Maths Hub as he has just completed an assessment on the implementation of Maths Mastery across the school and the score was 65%, indicating that the School is one of the higher achieving ones in Maths Mastery Discussion on how Governors ensure that they understand that the stated implementation of the Curriculum is actually taking place, together with concern that due to the imposed home-teaching, the arts and humanities have become side-lined ➤ Pupil Voice – English & Reading (TM) <i>(circulated with Agenda)</i> House points are being awarded for Writing in recognition of good words being used in the correct order Last term’s tutoring has definitely had a positive impact on Writing TM has passed the children’s responses to LD for her to evaluate and see what is working ● Learning Review Week – 15-19 November GT confirmed this will be taking place and any Governor who was unable to come in for the previous Learning Review is welcome – a number of visits have been planned already



QUANTOCK EDUCATION TRUST

Matters Arising Report – Stogursey CoE Primary School For LGC Meeting 4th November 2021

Item	Topic, Description and Action	Person(s) responsible	By When?
	Outstanding Items from October 2021		
2	Trust to be notified of appointment of AH & TM as Co-Chairs and BM as Vice-Chair for 2021/2022 for approval Done – information sent through to Trust Clerk for approval at the next Trust Meeting; contact number for GT given as School telephone number with proviso that if this is only for Trust use, his home number will be provided instead	PK	ASAP
3	BM to undertake HoS appraisal training ASAP – to be notified of dates of courses Course booked and attended	PK	
5	Trust Scheme of Delegation – lack of current financial information plus a query regarding the status of the website version to be raised with the Trust <i>In hand</i>	AH	ASAP
6	Approved and signed Minutes from 16 th September 2021 to be put on the School website and emailed to KC Done – 8th October 2021 Approved and signed Confidential Minutes from 16 th September 2021 to be placed in sealed envelope and passed to GT for safe storage In hand – to be given to GT at the next LGC Meeting <i>Done 8/11/21</i>	PK PK	ASAP 16 th Sept
7	Matters Arising Report		
	<ul style="list-style-type: none"> Item 2 chase up status of required information with MT Done – see Item 2 above 	PK	ASAP
	<ul style="list-style-type: none"> Item 6 IT training request made on 22nd September to be chased up <i>In hand</i> 	AH	ASAP

Item	Topic, Description and Action	Person(s) responsible	By When?
	<ul style="list-style-type: none"> Item 7 LGC Safeguarding Responsibilities forms to be sent to AC and CM for completion and return Sent – 8 th October 2021 - awaiting return <i>CM's received at meeting. AC to do this at end of meeting</i>	PK/AC/CM	ASAP
8	Smart School Presentation PowerPoint presentation to be emailed to PK for circulation Done and circulated 11 th October 2021	GT/PK	ASAP
12	Safeguarding Written Update LGC Updates to be sent to CMc Done	TM	ASAP
	The Key Prevent Duty notes to be emailed to PK for circulation Done and circulated 8 th October 2021	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 In hand	AH	ASAP
15	i. Curriculum WP Report Updated list of paired Link Governors to be emailed to PK for circulation <i>Notes in minutes of Curriculum Working Party</i>	AH/PK	ASAP
	ii. Wellbeing WP Report To be re-written so that no child or adult is identifiable and emailed to PK for circulation Done and circulated 11 th October 2021	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 Done – 8 th October 2021 plus SGS emailed. Spaxton Clerk able to book courses, Haygrove/Trust Clerk thought unlimited package had been purchased but had found this did not show when booking a course. Reply from SGS received 11 th October to say Trust has not purchased the Online Development package for all schools (Spaxton has purchased this unilaterally) and details of package provided; email forwarded to GT/AH/TM	PK	ASAP

Agreed as true record; to be attached to approved Minutes for 4th November 2021

Signed: Anna Hammond

Date: 08/11/21

Print: ANNA HAMMOND