

**Minutes of LGC Meeting – Stogursey CoE Primary School**

<b>Date/time:</b>	Thursday 3 <sup>rd</sup> March 2022 6.00 pm	
<b>Location:</b>	In School	
<b>Chairperson:</b>	Anna Hammond	
<b>Minute taker:</b>	Meeting Recorded (Minutes typed up 05/03/22 by P Kaye)	
<b>Present:</b>	Anna Hammond (AH) Teresa Miller (TM) Bernie Maskell (BM) Gary Tucker (GT) Anthony Chetland (AC) Chris Moorsom (CM) Caroline Hawkes (CH)	Co-Chair/Elected Parent Governor Co-Chair/MAT-appointed Governor Vice-Chair/Parent Governor Head of School Foundation Governor Foundation Governor Foundation Governor
<b>Apologies:</b>	Stephen Campbell (SC) Louise Day (LD) Jackie Stone (JS)	Foundation Governor Staff Governor Foundation Governor
<b>Attachments:</b>	Draft Matters Arising Report Head of School Report Safeguarding Written Update Church Distinctiveness Link Governor Report (CM) QET Feedback	

**Record of Actions:**

Item	Topic and Description	Person(s) responsible	By when?
4	<b>Minutes of Meeting 20<sup>th</sup> January 2022</b> Approved and signed Minutes to be added to School website and emailed to KC	AH	ASAP
6	<b>Matters Arising Report</b>  <b>3. Matters of Urgency not on the Agenda</b> Written thanks and gifts to be given to staff for Easter  <b>8. Safeguarding Update</b> Monitoring of Online Safety in School to be addressed at next Curriculum WP meeting  <b>12. Risk Management Strategy</b> Meeting to be held this half-term	AH/TM  Curric WP  RM WP	End of H/term  ASAP  ASAP

Item	Topic and Description	Person(s) responsible	By when?
	<b>14. Governor Training</b> IT Dept to be contacted Re clarification for access to SharePoint from new Trust email accounts  Updated Report to be signed and kept for attaching to the Minutes for 3 <sup>rd</sup> March 2022, when approved	AH  AH	ASAP
7	<b>School Vision &amp; Values</b> Article on V&V to go into Stogursey Newsletter	GT	ASAP
9	<b>Pupil Premium</b> Information to be drawn up for Governors, to go into Ofsted preparation file	CH	ASAP
10	<b>PR, Marketing &amp; Wraparound Care Update</b> Information regarding food items required from SCN/Food Bank for the Happiness Club at Easter to be sent to Sukey Elstob  Information regarding Easter Parcels to be sent to the Food Bank at Watchet	GT  GT	ASAP  ASAP

#### Record of Meeting:

Meeting started at 6.00 pm with music and prayer, led by CM

Item	Topic and Description
1	<b><u>Apologies and Confirmation of Quorum</u></b> <ul style="list-style-type: none"> <li>AH welcomed all present</li> <li>Apologies received from SC – family commitment/JS – holiday/LD – school journey</li> <li>AH proposed apologies be accepted – all agreed</li> <li>AH confirmed Meeting not quorate – no Foundation Governor majority</li> </ul>
2	<b><u>Matters of Urgency not on the Agenda</u></b> <ul style="list-style-type: none"> <li>Stogursey Community Network/Food Bank – to be addressed under Agenda Item 10</li> <li>Covid Recovery – to be addressed under Agenda Item 6</li> </ul>
3	<b><u>Declaration of Interest</u></b> None
4	<b><u>Draft Minutes of Meeting 20<sup>th</sup> January 2022 for Approval:</u></b> <i>(Circulated with the Agenda)</i>  One amendment: Apologies Headteacher changed to Head of School <i>TM proposed acceptance of Minutes</i> <i>CM seconded</i> <i>All Agreed</i> <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>
5	<b><u>Draft Matters Arising Report</u></b> <i>(circulated with the Agenda)</i>  Updates made as follows:



Item	Topic and Description
	<p><b><u>3. Matters of Urgency not on the Agenda</u></b>            AH confirmed an informal 'thank you' had been done (a supply of 'goodies' had been put in the staff room over the last half-term) and a formal one will be done for Easter</p> <p><b><u>8. Safeguarding Written Update</u></b>            Monitoring of Online Safety in School to be added to Monitoring List            To be addressed by the Curriculum WP at next meeting</p> <p><b><u>10. Pupil Premium</u></b>            CH confirmed no queries/concerns received but to be discussed under Agenda 9 tonight (she had circulated notes shortly before this Meeting) Follow up being started tonight</p> <p><b><u>12. Risk Management Strategy</u></b>            WP has been unable to meet – C/fwd to this half-term</p> <p><b><u>13. Admissions Policy 2023/24</u></b>            GT confirmed that both actions had been done</p> <p><b><u>14. Governor Training</u></b></p> <p>No feedback received from KC, but AH has received some for this Meeting – see Agenda Item 13 SharePoint/Emails            Governors still in process of getting access and new emails; some concern as to whether new Trust emails will allow direct access to SharePoint. AH to contact IT for clarification</p> <p>No further questions/issues/amendments raised</p> <p><i>AC proposed the Report be approved, subject to the above amendments</i>  <i>CH 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><b><u>Head of School Report</u></b>  <i>(Circulated with the Agenda)</i></p> <ul style="list-style-type: none"> <li>• GT noted that the revised format for the HoS Report is still not as the Heads would like and feedback is on-going to inform further revision</li> <li>• Questions received in advance as follows:</li> </ul> <p><b>Q. What has been the impact spending c/fwd Pupil Premium on tutoring for autumn term 2021? (Asked at a previous Finance Meeting, but was then too early to say)</b>            A. GT had circulated details of spend so far and breakdown analysis of impact and went through them addressing additional questions raised</p> <p><b>Q. Is there any way to get all the parents to respond to the Parent Survey?</b>            A. No, but the new Office Manager is currently reforming systems in order to try to achieve it. Results also skewed by number of parents within a family replying and it was unclear how many children it was on behalf of.</p>

Item	Topic and Description
	<p><b>Q. SEND</b> As stated, the SEND Information Report is up to date and is on the school website, but the SEND Policy is due for review and LGC approval this month. The Policy hasn't yet been reviewed and would need an extraordinary LGC Meeting to get it approved before Easter</p> <p><b>What will be done to address the 50% of parents of children with SEND who disagreed that the School supports their child to succeed?</b> A It was felt that this figure was an anomaly and potentially misleading, possibly due to a misunderstanding, as it was very much at odds with the rest of the positive survey and the number of children with SEND did not correlate.</p> <p><b>What sort of bought-in expertise is needed to help the 'stuck' and stalling SEND pupils?</b> A Screening assessments (particularly for dyslexia) are being undertaken, looking at purchasing some educational psycholohist hours and some EAL hours as well</p> <p><b>When will LAD and JN's SEND action plan be prepared and implemented?</b> A This will be underway from next week</p> <p><b>Q. An area of development is to "Recruit and deploy an additional teacher using the Academic Mentors strand of NTP" – when will this recruitment take place and the additional teacher start?</b> A Post is currently being advertised</p> <p><b>Q. Attendance</b> <b>What period of time do these figures cover? Is it the autumn term or from last HoS Report to this one?</b> A The autumn term</p> <p><b>It is good to see that persistent absence is down by 2.5% from this time last year, but how can it be further reduced, as 12.1% is still high?</b> A Aim is to reduce to 4%, if possible, but 12.1% is the lowest it has been at the School for 10 years. It represents approximately 10% of the on-roll number of pupils. The existing system will continue to be used to address absence, escalating, if necessary, to use all statutory powers</p> <p><b>40% of Y6 pupils are persistently absent: why is the rate so high within this year group? What impact could it have on this year's Y6 SATs?</b> A This does in fact refer to 40% Y6 PP pupils (not the whole year group) and therefore will not impact the Y6 SATs</p> <p><b>Attendance for PP pupils is given; would it be possible in future reports to also give the attendance rate for SEND pupils?</b> A GT will feed this back into the on-going review of the Report format</p> <p><b>Q. Data</b> <b>Can you clarify: where, for instance, the KS1 data states that in Reading 40% are on target for achieving at or above expected results and that 50% are on track; does this mean that 50% of the 40% are on track to achieve these results, or that it is 50% of all KS1 pupils are on track?</b> A The targets have been set by GT &amp; JN for this year's cohort, coming out of the pandemic, as realistically being 40%; this will rise incrementally over the following years until the losses due to the pandemic have been cancelled out. (Currently, there is no national data to compare against)</p>



Item	Topic and Description
	<p>This data provides a broad sweep across the two key stages; is more specific data available, eg by Year Group/girl-boy/PP and non-PP/SEND etc? If so, would this be something for the Data Working Party to analyse?</p> <p>A Yes, more detailed data can be extrapolated for the Data WP to analyse</p> <p><b>Q. RSHE curriculum</b>  Given how much time and energy was put into producing the RSHE curriculum within the last year or so, it must be very frustrating to find that “The RSHE curriculum is too cumbersome and challenging to implement”. If this curriculum is not being implemented, what is replacing it? How much staff time out of school will be needed to create the “bespoke RSHE curriculum” and when will it be implemented?</p> <p>A This is down the huge content and areas it needs cover now including E-Safety, Safety, Mental Health, Relationships, Sex Education, Health, Hygiene etc. Laura May is working with an expert in order to slim it down and customise it to the needs of the school, meeting the needs of the community but most importantly delivering the school vision and meeting the statutory content in the most efficient way</p> <p>It will take about 4 days for Laura May to prepare the RSHE curriculum and she will do a continuous supervision in order to maintain practitioner status. This will roll over into the next academic year and will need financing (WSOA funding will have ceased)</p> <p><b>Q. What needs to happen to enable teachers to be pro-active rather than reactive, on Mental Health/Social and Emotional Skills?</b></p> <p>A Initially, staff need the relevant training (already underway) plus a properly developed curriculum</p> <p><b>Q. Can you explain what is meant by “All classes have started REAL PE and this has led to some interesting revelations about what may be holding us back generally in improving Greater Depth outcomes”?</b></p> <p>The PE curriculum needed updating in line with recent curricular developments to reflect the composite and component knowledge required. Stogursey has now moved to REAL PE which progressively builds and develops the composite and component knowledge of the body and how agility, balance and co-ordination can be fed into all aspects of PE and sport.  Primary schools are not PE specialists - but all the staff have now received REAL PE training via the Sports Premium fund.</p> <p><b>Q. Some additional comments:</b></p> <ul style="list-style-type: none"> <li>• A glossary would be appreciated to explain certain initials eg CLA, FTE, ELG  Agreed</li> <li>• When reporting on the parental survey, could a consistent format of %figures be used across all categories, rather than using phrases such as ‘tiny minority’?  GT will implement in next Report</li> </ul> <p><b>Q. What has been the impact of spending Pupil Premium the recovery teacher for the autumn term?</b></p> <p>A GT had circulated information last night and referred to this in his answer. As demonstrated, there has been a positive impact; the tutoring has filled in gaps and there is now better progress, compared to last summer</p>
7	<b>School Visions and Values</b>



Item	Topic and Description
	<ul style="list-style-type: none"> <li>• Christian values focussed on over the year</li> <li>• Explanatory videos on website</li> <li>• GT now able to re-focus on SIAMS and has arranged for an outside SIAMS inspector to come during the summer term and help focus for the next SIAMS Inspection</li> <li>• One action point from the last Inspection was to articulate the Vision and Values to everyone in the community – this will be worked on (suggestion of having an article in the Stogursey News raised – agreed; GT to action)</li> <li>• GT given resources, by Karen Sancto from the Diocese, to help work on another action point – Spirituality; she stated a good focus would be on our Spiritual Mission around overcoming disadvantage and poverty</li> <li>• A further area GT has been working to improve on, with help from CM, is Collective Worship</li> </ul> <p>AH suggested that CM’s Church School Distinctiveness Link Governor Report be discussed here, as a follow-on (instead of under Agenda Item 11 below):</p> <ul style="list-style-type: none"> <li>• It had been circulated just prior to Meeting, so CM went through it; music and singing, in particular, were discussed</li> <li>• Physical links with St Andrew’s Church gradually being restored as Covid measures are relaxed – Easter should see a proper service with parents and families invited</li> </ul>
8	<p><b><u>Safeguarding Written Update</u></b> (Circulated with the Agenda)</p> <ul style="list-style-type: none"> <li>• Main focus – Single Central Record check</li> <li>• New standalone system in place of ARBOR now</li> <li>• Easier to use – individual groups identifiable (eg Staff, Governors, volunteers etc)</li> <li>• Record-keeping: input by school staff (workload reduced on GT and Office Manager) and overseen by Julie North (QET HR)</li> </ul> <ul style="list-style-type: none"> <li>• Also quickly went through the Safeguarding Audit and got 100% score; however it would seem the Audit has become simplified over the years, with certain aspects of Health &amp; Safety being removed from it. GT/TM felt that the 100% score is really just a minimum and that there are still areas that need improving – extra training for staff; refresher training for Safeguarding Governor etc, which are not highlighted in the Audit</li> </ul> <ul style="list-style-type: none"> <li>• Trust is bringing in its own review of Safeguarding procedures, which will be more thorough and will involve peer review (school on school)</li> </ul>
9	<p><b><u>Pupil Premium</u></b></p> <ul style="list-style-type: none"> <li>• PP funding is received for children eligible to claim free school meals/ looked-after children/military families/SEN</li> <li>• Governors need to be aware of the changing percentage of PP children within school; what funding is being received each year, how it is being spent and monitor the impact</li> <li>• PP and disadvantaged children not always the same group</li> <li>• GT currently undergoing training to gain access to a much broader range of data</li> <li>• WSOA funding ceases at the end of this financial year</li> <li>• CH to provide Governors with written PP information ready for Preparation for Ofsted file</li> </ul>
10	<p><b><u>PR, Marketing &amp; Wraparound Care Update (Standing Item)</u></b></p> <p><b>Marketing</b></p> <ul style="list-style-type: none"> <li>• GT having fortnightly time to specifically focus on Marketing</li> <li>• Targeting the new Strongvox development at Paddons Farm – brochures will be available as homes released for sale this summer</li> </ul>



Item	Topic and Description
	<ul style="list-style-type: none"> <li>• Drop-in events/open-door policy/open mornings all being planned, together with a mini prospectus</li> <li>• Targeted Facebook ads</li> <li>• Several USPs identified for the school</li> <li>• New banners being made</li> </ul> <p><b>Wraparound Care update:</b></p> <ul style="list-style-type: none"> <li>• Finances currently looking to cover the predicted 2 years</li> <li>• Some after-school clubs currently being offered free (eg Country Dancing and Football as the children will be representing the school)</li> </ul> <p><b>Stogursey Community Network/Food Bank</b> (from Agenda Item 2 – Matters of Urgency not on the Agenda)</p> <ul style="list-style-type: none"> <li>• Information regarding food for lunches for the Happiness Club during Easter needs to be given to Sukey Elstob ASAP</li> <li>• Food Bank at Watchet wants information regarding distribution of Easter parcels</li> <li>• BT also noted that the Minehead branch of Morrisons is going to be providing food for the weekly pizza-making activities, shortly</li> </ul>
11	<p><b><u>Working Party Reports</u></b></p> <ul style="list-style-type: none"> <li>• <b>Wraparound WP</b> Has met virtually</li> <li>• <b>Curriculum WP</b> Unable to come into school for the Learning Weeks, before the current one, some visits planned for this one. Date for WP Meeting to be agreed at the end of this Meeting</li> <li>• <b>Finance WP</b> Meeting date needed to look at next year's Budget</li> <li>• <b>Wellbeing WP</b> Date for Meeting to be arranged</li> </ul> <p>Descriptors at the back of the GIP to be used to inform and evidence meetings with staff</p> <ul style="list-style-type: none"> <li>• <b>Church School Distinctiveness Link Gobs</b> At least one Link Governor to visit at Easter</li> </ul>
12	<p><b><u>Governance Update</u></b></p> <p><b>Governor Vacancies</b></p> <ul style="list-style-type: none"> <li>• Current position unchanged, still one Foundation Governor vacancy</li> </ul> <p><b>Governor Improvement Plan</b></p> <ul style="list-style-type: none"> <li>• Some progress being made</li> </ul> <p><b>Training (Standing Item)</b></p> <ul style="list-style-type: none"> <li>• No formal update due to absence of JS</li> </ul> <p><b>SharePoint/Emails</b></p> <ul style="list-style-type: none"> <li>• Addressed under Agenda Item 5 above</li> </ul>

Item	Topic and Description
16	<b><u>Quantock Education Trust &amp; Feedback from Trustees</u></b> <i>(Circulated with the Agenda)</i> <ul style="list-style-type: none"> <li>AH requested that any questions raised by the Feedback be emailed to her</li> </ul>
17	<b><u>Date of Next Meeting</u></b> <p style="text-align: center;">Thursday 5<sup>th</sup> May 2022      5.30 for 6.00 pm start</p>

Meeting closed at 8 pm

Agreed and signed as a true record

Signed:                     Anna Hammond                    

Print:                     ANNA HAMMOND                     Date:                     S.S.22