



Minutes of Virtual LGC Meeting – Stogursey CoE Primary School

Date/time:	Thursday 11 th June 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>Feedback from Trustee Meeting for LGC Meetings – June 2020</p> <p>Draft Maths Mastery Policy</p> <p>Draft English Policy</p> <p>Draft Mastery Walkthru</p> <p>Draft Temporary Implementation of a Probation Period for Teachers as part of the Somerset COVID-19 Response</p> <p>Draft Finance Policy</p> <p>Draft Children with Health Needs who cannot Attend School Policy</p> <p>Draft Supporting Children with Medical Conditions Policy</p> <p>Governor RE Visit Report – CH } attached to the Matters Arising Report</p> <p>Governor Pre-School Visit Notes – CH } for 7th May 2020</p>												

Record of Actions:

Item	Topic and Description	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	PK	ASAP
6	<u>Governor Vacancies</u> Parent Governor application to be progressed Chris Moorsom to be emailed again	AH PK	ASAP ASAP
7	<u>Standing Orders</u> Trust to be contacted	AH	ASAP
8	<u>Draft Finance Policy</u> To be added to the next Agenda for the Finance SC	JS/PK	For next Meeting
9	<u>Extension of Offer Update</u> Date to be arranged for next Meeting of Covid-19 WP	GT	ASAP
2	<u>Feedback from Trustee Meeting for LGCs</u> Feedback to be drafted to go back to the 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	JS	By Thursday 18 th June

Record of Meeting:

Meeting started at 6.02 pm

Item	Topic and Description
1	<u>Apologies</u> AC – sent written notice that he would be attending late, but did not join Confirmed Meeting Quorate Confirmed Meeting being recorded by AH
2	<u>Matters of Urgency not on the Agenda</u> It was agreed to move this item to the end of the Meeting after Agenda Item 9
3	<u>Declaration of Interest</u> None
4	<u>Draft Minutes of Meetings for Approval:</u> <ul style="list-style-type: none"> • 7th May 2020 (Circulated prior to the Meeting) No questions/issues/amendments raised CH proposed acceptance of Minutes GT seconded All Agreed <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> • 15th May 2020 (Circulated prior to the Meeting) No questions/issues/amendments raised TM proposed acceptance of Minutes JS seconded

Item	Topic and Description
	<p><i>All Agreed</i></p> <p><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></p> <p><i>Copies to be sent to KC/SGS and put on School website</i></p> <ul style="list-style-type: none"> <p>22nd May 2020</p> <p><i>(Circulated prior to the Meeting)</i></p> <p>No questions/issues/amendments raised</p> <p><i>CH proposed acceptance of Minutes</i></p> <p><i>TM seconded</i></p> <p><i>All Agreed</i></p> <p><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></p> <p><i>Copies to be sent to KC/SGS and put on School website</i></p>
5	<p><u>Draft Matters Arising Reports x 3</u></p> <ul style="list-style-type: none"> <p>7th May 2020</p> <p><i>(Circulated prior to the Meeting)</i></p> <p>Report updated at the Meeting as follows:</p> <p>Item 9 Draft Code of Conduct – No comments/amendments received by AH</p> <p>No further questions/issues/amendments raised</p> <p><i>GT proposed the Report be approved subject to the above amendment</i></p> <p><i>CH seconded</i></p> <p><i>All Agreed</i></p> <p><i>It was agreed that the Report be signed by PK and attached to the Minutes of the Meeting of the 15th May 2020</i></p> <p>15th May 2020</p> <p><i>(Circulated prior to the Meeting)</i></p> <p>Report updated at the Meeting as follows:</p> <p>Item 1 – 20/21 Budget amended and submitted to the Trust – JS confirmed done</p> <p>Item 2 – New Fire Risk Assessment to be drawn up - GT confirmed now done</p> <p>Item 2 – NHS video to be sent by AC to GT – GT confirmed done</p> <p>No further questions/issues/amendments raised</p> <p><i>TM proposed the Report be approved subject to the above amendments</i></p> <p><i>JS seconded</i></p> <p><i>All Agreed</i></p> <p><i>It was agreed that the Report be signed by PK and attached to the Minutes of the Meeting of the 22nd May 2020</i></p> <p>22nd May 2020</p> <p><i>(Circulated prior to the Meeting)</i></p> <p>Report updated at the Meeting as follows:</p> <p>Item 1 – Large Gazebos – TM confirmed one response which highlighted problems with borrowing these, so decision made not to use them</p> <p>Item 1 – PPE Training scheduled for 5th June – GT confirmed done</p>

Item	Topic and Description
	<p>Item 5 – Surplus Visualisers from Haygrove – LD confirmed not now available so £400 from Revenue Budget to be used to purchase new ones</p> <p>No further questions/issues/amendments raised <i>JS proposed the Report be approved subject to the above amendments</i> <i>CH seconded</i> <i>All Agreed</i></p> <p><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> Governor Vacancies</p> <ul style="list-style-type: none"> • AH confirmed that the Parent Governor application can now be progressed • TM reported that of the people approached regarding Foundation Governor vacancies: <ul style="list-style-type: none"> one person not willing to become a Governor but very willing to help out with specific projects one person interested, but unfortunately sadly has to say ‘no’ due to likely moving away one person interested – going to talk further with GT one person considering it and will look at the available information and then make a decision • PK reported no reply/application form yet from Chris Moorsom – she will email him again
7	<p><u>Standing Orders – held over from 23rd January 2020</u> AH stated they are still not on the Trust website – she will contact Trust</p>
8	<p><u>Policies Update:</u> AH thanked GT for the hard work involved in getting the Schedule of Policies updated and in place</p> <ul style="list-style-type: none"> • Maths Mastery Policy – in place No comments • English Policy – in place Question raised as to the rationale of the work being grouped in classes and not key stages – due to how Year Groups are split across the classrooms; GT confirmed that Ofsted will now consider the innovative approaches taken by small rural schools, but agreed this Policy may need amending in the future, if the split changes • Mastery Walkthru – in place No comments • Temporary Implementation of a Probationary Period for Teachers as part of the Somerset Covid-19 Response Policy – in place In place – no comments • Draft Finance Policy AH wanted more time to read through before it is signed off Spending limits hugely changed from when school maintained To be discussed at the next Finance SC Meeting, when read • Draft Children with Health Needs who Cannot Attend School Policy – requiring approval AH/TM had sent amendments to GT – included <i>AH proposed approval of Policy</i>

Item	Topic and Description
	<p>TM seconded All Agreed</p> <ul style="list-style-type: none"> • Draft Supporting Children with Medical Conditions Policy – requiring approval AH/TM had sent amendments to GT – included AH proposed approval of Policy TM seconded All Agreed
9	<p><u>Extension of Offer Update</u> GT reviewed as follows:</p> <ul style="list-style-type: none"> • Phased extension started earlier due to return of 30 children, inc Pre-School • Planned INSET day postponed to the end of term (with the Trust's permission) • Priority Groups – one group of 4 and one group of 5 • Despite Government stating children should be back full-time, some parents only sending children in on the days they are working • Year 6 – nine returned out of 14 • Issues with social distancing for Reception/Y1 – needed to follow HR advice not Govt with a maximum of 5 per group • Day cleaner from Haygrove has been brilliant • One-way system has had to be slightly changed • Pre-School hours have changed to accommodate siblings • Extra cleaning being carried out – cleaning audits being done by DC • Lunch uptake very low – not able to do Free School Meals as the voucher system is still in place • Learning Pack deliveries/collections now taking place on a Friday • Buddy System – some staff training has taken place • Priority Groups will be expanded by 3 children • Staff very concerned regarding being asked to work over the summer holidays – GT confirmed that KC wants all 3 schools to be closed even to the children of Key Workers • Today GT received a survey from County – the Primary Heads' Association is advising regarding the answers • Concern has been raised by staff regarding families not following the rules for outside the school – GT will be putting a strong statement in this week's newsletter <p>AH thanked GT and the Staff for all their hard work and gave the LGC's support for not opening the school over the holiday</p> <p>Questions raised as follows:</p> <p>Q Where are we now, numbers-wise? A Pretty near capacity</p> <p>Q. The Pre-School room is now free one day per week – can this be used if necessary? A. Not viable as it would require a deep clean both before and after use</p> <p>Q. Where are we, regarding the return to school in September? A. Carrying on as if we are starting back at the beginning of September. The next newsletter will have a staffing update and GT is going to advertise a socially-distanced picnic for parents to meet the new teacher (NQT Beth Turner was appointed in-line with Policy iv in Agenda Item 8 above)</p>

Item	Topic and Description
	<p>Q. Has the Covid-19 WP met again/due to meet? A. Due to meet but date not set yet</p> <p>Q. Home/Online learning – how is it going? A. Quality pretty good, but there will be huge gaps – but all schools in the same boat</p> <p>Q. Is it possible to use other venues in the village for additional groups to the end of term? A. None suitable and parents not sending children in; GT is doing all he can to ensure that vulnerable children are doing work</p> <p><i>(TM was not able to take part in the raising of questions due to the temporary loss of her broadband connection)</i></p>
2	<p><u>Feedback from Trustee Meetings for LGCs</u> <i>(circulated just prior to the Meeting)</i></p> <ul style="list-style-type: none"> Comments regarding the Primary schools' staffing over the next few years and their marketing strategies raised concern that the Trust is not understanding how Primary schools 'work' regarding budget and numbers AH/TM to draft letter to Trust with our response to these comments Trust growth – concern raised about the impact of the new school joining the MAT on the existing Trust schools (due diligence is in progress) although it is recognised that the Trust would benefit from expansion. Reassurance needed that this will not have a negative impact on the small Primary schools <p><u>Miscellaneous</u></p> <ul style="list-style-type: none"> Governor webinar training, including induction, highlighted to LGC – full details in recent weekly bulletin circulated by PK
10	<p><u>Date of Next Meeting</u> LGC – Thursday 9th July 2020 6.00 pm</p> <p>Finance SC – Thursday 25th June 2020 6.00 pm JS to get Agenda and Month Report to PK for circulate</p>

Meeting closed at 7.00 pm

Agreed and signed as a true record

Signed: _____

PKAYE

Print: _____

P. KAYE

Date: _____


09/07/20

Matters Arising Report – Stogursey CoE Primary School

Meeting Date/time:	Extraordinary Virtual Meeting Friday 22nd May 2020 11.00 am
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Item	Topic, Description and Action	Person(s) responsible	By When?
1	Staff letter to be written Done Large gazebos to be sought/borrowed to provide shade outdoors In hand – 2 approaches made by email – awaiting responses <i>One response highlighting problems – no gazebos</i> Tim for training for Governors on 5 th June Re: helping with 'school traffic' to be arranged and circulated 'School Traffic' Training carried out on 1st June due to high update number of parents of priority groups PPE Training still scheduled for Friday 5th June with AC <i>Done</i>	AH/TM TM GT	ASAP ASAP ASAP
3	Purchase of new School Server to be actioned Done	GT/JS	ASAP
4	Purchase of new School Website Provider to be actioned GT confirmed that Lynne O'Halleran (from QET) is currently building this with a view to a September launch, maybe earlier, and re-branding of the School inline with new Vision	GT/JS	ASAP
5	Surplus Visualisers from Haygrove to be sought <i>Not available. \$400 to come from Revenue Budget to being now</i>	LD	ASAP
6	Zoom invitation to be circulated for 12 th June, 4.30 pm Date changed to 11th June at 6.00 pm (as per original Meeting Schedule) Zoom invitation sent to PK 01/06/20 for circulation with the Agenda	AH	ASAP

Agreed as true record; to be attached to approved Minutes for 11th June 2020

Signed: 

Date: 11/06/20

Print: P KAYE