

Minutes of Virtual LGC Meeting – Stogursey CoE Primary School

Date/time:	Thursday 25 th March 2021 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>Anthony Chetland (AC)</td> <td>Vice-Chair – Foundation Governor</td> </tr> <tr> <td>Louise Day (LD)</td> <td>Staff Governor</td> </tr> <tr> <td>Gary Tucker (GT)</td> <td>Head of School</td> </tr> <tr> <td>Stephen Campbell (SC)</td> <td>Foundation Governor</td> </tr> <tr> <td>Bernie Maskell (BM)</td> <td>Elected Parent Governor</td> </tr> <tr> <td>Chris Moorsom (CM)</td> <td>Foundation 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	Anthony Chetland (AC)	Vice-Chair – Foundation Governor	Louise Day (LD)	Staff Governor	Gary Tucker (GT)	Head of School	Stephen Campbell (SC)	Foundation Governor	Bernie Maskell (BM)	Elected Parent Governor	Chris Moorsom (CM)	Foundation Governor	Caroline Hawkes (CH)	Foundation Governor	Jackie Stone (JS)	Foundation Governor
Anna Hammond (AH)	Co-Chair/Elected Parent Governor																				
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Chris Moorsom (CM)	Foundation Governor																				
Caroline Hawkes (CH)	Foundation Governor																				
Jackie Stone (JS)	Foundation Governor																				
Apologies:	None																				
Attachments:	<p>Matters Arising Report Draft RHSE Policy Draft SEND Policy Draft Designated Teacher for LAC Policy Draft Supporting Children with Medical Conditions Policy Governor Skills Summary Table March 2021</p>																				

Record of Actions:

Item	Topic and Description	Person(s) responsible	By when?
4	Approved Minutes from 4 th March 2021 to be put on the school website and emailed to KC	PK	ASAP
10	Draft RHSE Policy – key of abbreviations to be checked it is complete and key to colour-coding to be added	LD	ASAP prior to signing off
	Draft SEND Policy – clarification of (a) and (b) in the box on page 3 to be sought and, if necessary, reinstated	TM	ASAP prior to signing off
	New format HoS Reports to definitely include reporting of numbers of Looked-After children	GT	From summer term
	Draft Supporting Children with Medical Conditions Policy – SENCo to be asked to clarify who should be named as being responsible with her for recording information in IHPs	TM	ASAP prior to signing off

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/Welcome and Introduction</u></p> <ul style="list-style-type: none"> Verbal Apologies received from AC – currently driving home but will join Meeting ASAP. Apologies accepted Meeting quorate
2	<p><u>Matters of Urgency not on the Agenda</u></p> <p>None received</p>
3	<p><u>Declaration of Interest</u></p> <p>None at Meeting</p>
4	<p><u>Draft Minutes of Meeting 24th March 2021 for Approval:</u> <i>(Circulated prior to the Meeting)</i></p> <p>AH requested that her thanks to PK be minuted, for the in-depth quality of the Minutes</p> <p>No questions/issues/amendments raised <i>CH proposed acceptance of Minutes</i> <i>BM seconded</i> <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> <i>Copy to be sent to KC and put on School website</i></p>
5	<p><u>Draft Matters Arising Report</u> <i>(circulated prior to the Meeting)</i></p> <p>AH screen-shared the updated Report on-screen and the following updates were made:</p> <ul style="list-style-type: none"> o/s item 7 from 21st January 2021 Done o/s item 12 from 21st January 2021 AH still in dialogue with IT Agenda Item 5 – Links to be circulated to Governors GT confirmed in hand to be sent, including a link to another short video Agenda Item 9 – TM to reply to email from Julia Ridge TM confirmed done and also that a WSOA grant of £5K had been received for the School Garden and growing food for the School Agenda Item 10 – Foundation Governor Application Form to be completed by AH and passed to PK for processing AH confirmed this is still in hand – recent urgent events in School had taken priority Agenda Item 11 – Details of Governor training undertaken to be sent to PK PK confirmed receipt from TM <p>No further questions/issues/amendments raised</p>

Item	Topic and Description
	<p>GT proposed the Report be approved LD seconded Agreed</p> <p>It was agreed that, subject to the above updates, the Report be signed by PK and attached to the Minutes of this Meeting, when approved</p> <p><u>Draft Confidential Matters Arising Report from 4th March 2021</u> (AH screen-shared it at the Meeting)</p> <p>TM proposed the Report be approved CH seconded Agreed</p> <p>It was agreed that the Report be signed by PK and attached to the Confidential Minutes of the Meeting 21st January 2021, placed in an addressed, sealed envelope and retained by PK until able to hand over for secure filing by GT</p>
6	<p><u>Return to School - Verbal Update by GT</u> Confidential Report – see separate Confidential Minutes</p>
7	<p><u>Committee/Working Party & Link Governor Reports</u></p> <p>Verbal Report on Finance SC Meeting held 23rd March 2021 by AH:</p> <ol style="list-style-type: none"> 1. Draft Minutes of Meeting 19th January 2021 Agreed and signed off Draft Confidential Minutes of Meeting 19th January 2021 Agreed and signed off 2. Matters Arising Report <ul style="list-style-type: none"> • School Receipt book set up and in use • Investigation into Insurance cover packages - for both Teaching and Support Staff - ongoing (maternity cover will not be included) • Cheque has now been drawn on the Governors' Fund to transfer the capital works funding from the Diocese to the Trust 3. Bid Sourcing for Funds for Wrap Around Care <ul style="list-style-type: none"> • £9K Covid Hardship Grant received for Pre-School • Group has met to narrow down the possibilities to a chosen selection to help fund Wrap Around Care for 2 years • Still losing children to other schools with established wrap- around care so it is vital to future on-roll numbers to get this up and running as soon as possible 4. Latest School Financial Position <ul style="list-style-type: none"> • Reasonably healthy position expected at the end of this financial year • CIF grant will be spent/committed by the end of this financial year • Sports Grant not spent (due to Covid lockdown and having to cancel swimming). Clarification as to what it can be spent on to be sought – GT would particularly like to use some/all of it on PE training for staff (inc himself) • Covid Catch-Up Grant not currently being spent (no approved tutors available in this area)

Item	Topic and Description
	<p>5. Latest Pre-School Financial Position</p> <ul style="list-style-type: none"> • Still a projected end of year deficit but this will be off-set by Covid Hardship Grant plus c/fwd from last financial year • AP to receive training in due course to enable her to monitor Income/Expenditure on a regular basis <p>6. Capital Works Progress</p> <p>The following were agreed:</p> <ul style="list-style-type: none"> ➤ UPS (Uninterrupted Power Supply) – Server is cutting out daily £616.94 ➤ Removal of 7 dead trees £550.00 ➤ Front fencing £2,605.80 <p>Under discussion/investigation:</p> <ul style="list-style-type: none"> ➤ Separate hot water supply for Pre-School – awaiting second quote ➤ Insurance cover – see above <p>On hold:</p> <ul style="list-style-type: none"> ➤ Purchase of a projector for the School Hall ➤ Purchase of Wireless Sound System <p><i>At this point, AH moved LD back into the virtual 'waiting room' in order that confidential information regarding staffing issues could be given to the Committee – see separate Confidential Minutes</i></p> <p><i>AH then brought LD back to re-join the Meeting (AC joined the Meeting)</i></p>
10	<p><u>Policy Review/for Ratification</u></p> <p><u>Draft RHSE Policy</u> <i>(3rd Draft circulated just before the last Meeting)</i></p> <p>Q. The terms R/R3; LWW/LWW3; H&W/H3/H&W3 are variously used. How will teachers understand the differences? Is a key needed?</p> <p>A. There is a key but it became apparent that not all the short terms were included – to be checked and rectified by LD. All the current teaching staff understand the colour system used, but it was highlighted that any new/supply teacher would not necessarily understand this, so a key colour code will be included as well</p> <p>Q. Having reviewed several Policies in one go, it is apparent that they are not all in a standardised format – should this be considered to make it easier to review and look more professional?</p> <p>A. This particular Policy is based on a template from The Key website and does differ slightly. Agreed that standard formatting should be used (and in-line with Trust Policies). Hopefully the Office Manager (AP) will have the time in the future to achieve this; she is currently working extremely hard to get to grips with all aspects of the Office administration</p> <p>SC commented how impressed he is with the holistic approach of this large Policy which deals with a potentially difficult and specialised subject via all avenues of teaching. Given that this will need regular reviewing, he asked whether the appendices could be clarified as to which are more operational and which are more management?</p>

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	<p>Given the nature of this particular Policy, is it possible to monitor and provide a successful way of understanding outcomes? The comments regarding monitoring appear to be centred on intuition, holding quizzes etc and are a bit 'fuzzy' and maybe there shouldn't be direct outcomes. Is it an area with more input than measurable output?</p> <p>GT agreed regarding the operational side of the Policy. He has liaised with Julie Norman (JN) regarding this Policy and she now wants all the subject Policies to move towards being based on the current three Ofsted Headings – Intent/implementation/Impact. GT wants to review this Policy next year since the Trauma Informed training will soon be starting to be disseminated throughout the School, plus GT is currently working on a vision which will encompass addressing Mental Health in schools. At the next LGC Meeting he will be presenting both the draft Budget and outline his thinking as to how the School recovers from the pandemic – particularly around Mental Health</p> <p>The Policy will also change next year because parental meetings/discussions will have been held regarding the Sex Education element</p> <p>TM also noted that this is a very different type of Policy that has required whole LGC discussion – it's the first one the details the curriculum content in terms of what should be being taught by Year Group and term by term. The usual Policies requiring LGC ratification are not curriculum-based, which is possible why this Policy has engendered more discussion because it gives in-depth curriculum details</p> <p>GT noted that he has recently received training with the Trust's Executive Secondary Lead – she's doing some work with Spaxton and Stogursey; very knowledgeable on the Ofsted framework. They went through the Governors' section of the framework. An Ofsted Inspection is likely to do a 'deep dive' on any Policy (RHSE for example) and would want to talk to the Link Governor and there could be many curriculum-based questions regarding the Policy – why set out in this way etc. Not every subject will be inspected in this way, but Governors will be expected to be 'clued-up' on details</p> <p>AH noted that because of the constraints due to Covid and multiple lockdowns this year, it has not been possible for Governors to get into school and familiarise themselves with in-depth curriculum detail. An Ofsted Inspection is not going to happen until the Autumn term at the earliest and by then Governors will be much more ready</p> <p>AH thanked everyone involved for their hard work</p> <p>Subject to the key check/addition amendment being made: AH proposed ratification GT seconded All Agreed To be reviewed next year</p> <p><u>Draft SEND Policy</u> (Circulated with the Agenda)</p> <ul style="list-style-type: none"> • TM noted that it is mainly unchanged from last year, apart from the fact that it now includes Pre-School <p>Q. Page 3, fifth paragraph in the box: <i>A child under compulsory school age has special educational needs if they fall within the admission at (a) or (b) above, or would do so if special educational provision was not made for them</i>. What/where are (a) and (b)?</p>

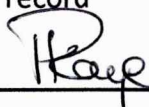
Item	Topic and Description
	<p>A. The formatting of the Policy might have suffered from being passed back and forth between computers; TM will check an earlier version</p> <p>Q. Policy refers to identifying children in Early Years for SEN, what training do staff receive to enable this?</p> <p>A. Final year of WSOA funding – GT has specifically requested Early Years Training, specifically around Special Needs; SENCo regularly works with Pre-School staff and main school teachers, giving them guidance on what to look for and how to approach any child giving rise to concern; specialist support also available and being used from the Area Early Years SENCo</p> <p>Subject to the above check regarding possible missing content being reinstated: AH proposed ratification TM seconded A Agreed</p> <ul style="list-style-type: none"> • Draft Designated Teacher for Looked After and Previously Looked After Children Policy (Circulated prior to the Meeting) • TM noted this is a relatively new Policy and that it seems full and comprehensive <p>Q. There used to be a number of fostered children in the village; are they included in the County Looked-After classification?</p> <p>A. Yes</p> <p>Q. How many children does this Policy apply to in our School?</p> <p>A. Two (usually around this number at any given time)</p> <p>Q. Page 3 Definitions – ‘Previously looked-after children are registered pupils that fall into either of these 2 categories:</p> <ul style="list-style-type: none"> ➤ They were looked after by a local authority but ceased to be as a result of any of the following: ➤ They appear to the <u>Local Governance Committee</u> to have: <ul style="list-style-type: none"> ○ Been in state care in a place outside of England and Wales because they would not have otherwise been cared for adequately, and ○ Ceased to be in that state care as a result of being adopted' <p>Are such cases reported to the LGC – it would not be possible for the LGC to make any decisions regarding them, without proper knowledge?</p> <p>A. The new HoS Report format coming into use next term will routinely include this information</p> <p>Subject to LAC information being part of future HoS Reports: TM proposed ratification CH seconded All Agreed</p> <p><u>Draft Supporting Children with Medical Conditions Policy</u> (Circulated prior to Meeting)</p> <p>Q. Under Section 6 (Individual Healthcare Plans) para 2 on page 5: ‘The Local Governance Committee and the SENCo will consider the following when deciding what information to record</p>

Item	Topic and Description
	<p>on IHPs. Is this an LGC responsibility? Is this a misprint? Should it not be someone from the medical profession?</p> <p>A. It was agreed that this is not an LGC responsibility, it has to be someone medically qualified – TM to ask the SENCo to get clarification on this point</p> <p>Subject to a correction being made to the Policy to include a named medical professional to work with the SENCo, and not the LGC:</p> <p>AH proposed ratified CH seconded All Agreed</p>
11	<p><u>Business, Leadership & Management</u> <u>Governor Training</u></p> <ul style="list-style-type: none"> <p>Planning for improving/extending skills and for a new Co-Chair in the academic year 22/23</p> <p>AH reiterated that she is planning to stand down from the LGC at the end of the 21/22 academic year, having completed 3 consecutive terms of office. LGC therefore needs to start planning for a new Co-Chair – possibly more than one Governor could start to do some training</p> <p>BM willing to do training but would not have time to be a Co-Chair at the moment, however he could provide cover, if needed</p> <p>AH might consider being a Co-opted Governor for a further year in order to give the new Governors more time to ‘bed in’ and gain experience</p> <p>Idea of ‘shadowing’ the Co-Chairs raised – attending the Somerset Chairs’ Briefings would be a good start</p> <p>Skills Summary Table March 2021 <i>(Circulated with the Agenda)</i></p> <p>It was agreed that we have good professional skills now across most areas and those where there are gaps (HR/Fundraising & Income generation/Marketing & Public Relations/Procurement) can be supported from the Trust</p> <p>CH noted that she has now completed the Introduction to HR Governance course</p> <p>CH/JS/TM/GT/CM all planning to attend the Trust’s INSET morning on the 1st April</p> <p>AH planning to join the first Trust Update Meeting on the 25th May</p>
14	<p><u>Date of Next Meeting by Zoom</u> Thursday 6th May 5.30 for 6.00pm start</p>

Meeting closed at 7.15 pm

Agreed and signed as a true record

Signed: _____



Print:

P. KAYE

Date:

06/05/21

Initialled:

R

Date:

6/5/21

**Matters Arising Report – Stogursey CoE Primary School
For LGC Meeting 25th March 2021**

Item	Topic, Description and Action	Person(s) responsible	By When?
OUTSTANDING ITEMS FROM JANUARY 2020 – EARLY MARCH 2021			
12	<u>MA Report 12th March 2020</u> SMART School Presentation to be arranged for the summer term To take place academic year 2020/21 – date decided yet? This will have to wait until current situation changes.	GT	ASAP
7	<u>MA Report 21st January 2021</u> Clarification to be sought from KC regarding whether the Governor Declaration for Safeguarding is a DfE recommendation or Trust document CMacadam contacted – awaiting Trust’s expectation that all Governors to sign self-declaration form to be written into Safeguarding Policy	Trust	Awaiting
12	<u>MA Report 21st January 2021</u> Zoom call with Governors wanting help with email and SharePoint access to be set up next week Still in hand – initial response from IT received, AH to get back to them to progress further	AH	ASAP
4	<u>MA Report 4th March 2021</u> The writing of the new School Prayers via remote learning to be looked into In hand – GT in the process of setting a prayer-writing competition	GT	ASAP
7	<u>MA Report 4th March 2021</u> PK to be informed when training undertaken Confirmation from AH &CH /JS – ‘Child Exploitation’ and ‘Safeguarding’ done, part-way through ‘Prevent’ Governor Responsibilities form to be completed by all Governors and returned to PK Forms so far received from: LD/CH/TM/AH/JS	All Govs All Govs	ASAP ASAP
12	<u>MA Report 4th March 2021</u> Clarity of Vision/Ethos etc short videos on School website to be viewed by all Governors So far watched by: AH (see Agenda Item 5 below)	All Govs	ASAP

Item	Topic, Description and Action	Person(s) responsible	By When?
4	Approved Minutes from 21 st January 2021 to be put on the school website and emailed to KC Done	PK	ASAP
	Approved Confidential Minutes from 21 st January 2021 to be placed in sealed envelope and retained by PK until able to hand over to GT for secure storing In hand - sealed in envelope and retained by PK until able to hand over	PK	ASAP
	Draft Confidential MA Report to be approved at LGC Meeting 25 th March 2021 and then attached to Confidential Minutes of 21/01/21 In hand	PK	After next Meeting
5	MA Report to be attached to Minutes of this Meeting, when approved In hand	PK	After next Meeting
	Governor Safeguarding Responsibilities form to be re-circulated Done 6th March 2021	PK	ASAP
	Links to be circulated to Governors regarding anything they should look at on the School website (including Vision and Ethos video) until website rebuild completed in the summer <i>In hand - to be sent plus a further short video</i>	GT	ASAP
9	Question and Answer document regarding Covid Risk Assessment to be emailed to PK for circulation with the draft Minutes Questions and answers included in the Minutes - PK	AH	ASAP
	Email from Julia Ridge at WSOA to be replied to by TM asking her to contact CH with regard to help with Wrap Around funding as well as Holiday Club and also growing food <i>Done. funding received for garden + growing food for sch £5K from WSOA</i>	TM	ASAP
10	Chair's section of Foundation application form to be completed and form passed to PK for processing <i>In hand (Recent urgent events in Sch taken priority)</i>	AH	ASAP
11	Geoff Mountjoy's email with questionnaire to be circulated again for completion and return to him Done 6th March 2021	PK	ASAP
	All requests for training to be sent to PK for processing from now on	All Govs	On-going
	Details of training already undertaken this academic year to be sent to PK Received from CH / TM	All Govs	ASAP

Agreed as true record; to be attached to approved Minutes for 25th March 2021

Signed: P. RAYE

Date: 25/03/21

Print: P. RAYE