

Minutes of LGC Meeting – Stogursey CoE Primary School

Date/time:	Thursday 12 th March 2020 6.00 pm														
Location:	Stogursey CoE Primary School														
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>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>Chris Moorsom</td> <td>Visitor/possible new 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	Gary Tucker (GT)	Head of School	Louise Day (LD)	Elected Staff Governor	Caroline Hawkes (CH)	Foundation Governor	Chris Moorsom	Visitor/possible new Foundation Governor
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)	Head of School														
Louise Day (LD)	Elected Staff Governor														
Caroline Hawkes (CH)	Foundation Governor														
Chris Moorsom	Visitor/possible new Foundation Governor														
Apologies:	Tony Smith – at risk – COVID-19 virus Peter Farmery – illness														
Absent:	Jackie Stone														
Attachments:	<ul style="list-style-type: none"> Pupil Voice – Governor Visit SEND Governor Visit Draft Matters Arising Report SEND Policy for ratification Designated Teacher for LAC Policy for ratification Letter to Parents Re: COVID-19 Emergency Planning Vision & Values PowerPoint Presentation 														

Record of Actions:

Item	Topic and Description	Person(s) responsible	By when?
2	<u>Matters of Urgency not on the Agenda</u> <ul style="list-style-type: none"> • Trial run of putting work online to assess access • Trust to be approached Re setting up Google Classroom for Stogursey & Spaxton 	GT GT	ASAP ASAP
4	<u>Business Leadership & Management</u> <ul style="list-style-type: none"> • Parent Governor form to be amended and given to PK • Person responsible at QET for Parent Governor application forms to be ascertained 	AH AH	13/03/20 ASAP
5	<u>Draft Minutes of Meeting 23rd January 2020</u> Approved Minutes to be sent to KC/SGS and put on website	PK	ASAP
7	<u>Code of Conduct</u> Trust to be asked if approved version available yet	AH	ASAP
8	<u>Standing Orders</u> Trust to be asked if approved version available yet	AH	ASAP
9	<u>Safeguarding</u> Completed copies of document to be given to DC for processing, together with copies ready for TS/PF/JS to complete	AH/TM	ASAP
10	<u>SEND Update</u> Agreed amendments to be made to Policy and then sign off	TM/GT	ASAP
11	<u>NPQH Project Presentation</u> Audio recording to be sent to GT	AH	ASAP
13	<u>Vision & Values Presentation & WP Feedback</u> PowerPoint Presentation doc to be updated with comments or amendments and forwarded to PK for circulation	AH/PK	ASAP
14	<u>SDP – formation of Working Party</u> Current SDP to be emailed to AH/TM and date for AH/TM/LD to meet arranged	AH/TM/LD	ASAP
15	<u>Policies Update</u> *Capability of Staff Policy and Grievance Policy – awaiting return from HR – chase? *Staff Disciplinary Policy and Staff Conduct Policy to be signed off *Exclusions Policy – still to be put together and Local Authority responsibility in it ascertained	TM/GT TM/GT TM/GT	ASAP

Record of Meeting:

Meeting started at 6.04 pm with prayer kindly led by Chris Moorsom

With Chris Moorsom attending the Meeting, it was agreed to amend the order of the Agenda so that he could be present for the 3 presentations by GT and therefore the revised order was as follows:

1. Apologies
2. Matters of Urgency not on the Agenda

3. SART Report
4. Vision & Values Presentation & WP Feedback
5. NPQH Project 1 Presentation (CM left at the end of this at 7.30 pm)
6. Declaration of Interests
7. Business Leadership & Management
8. Draft Minutes of Meeting 23rd January 2020
Draft Confidential Minutes of Meeting 23rd January 2020
9. Safeguarding
10. SEND Update
11. SDP – formation of Working Party
12. Policies Update
13. Quantock Education Trust
14. Date of next Meeting

In order to make future referral easy, the Minutes below are in the Agenda order

Item	Topic and Description
1	<p>Apologies</p> <p>Tony Smith (by phone) – accepted Peter Farmery (by email and phone) - accepted</p>
2	<p>Matters of Urgency not on the Agenda</p> <ul style="list-style-type: none"> • COVID-19 Virus Update <i>(copy letter sent to parents today circulated at the Meeting)</i> <ul style="list-style-type: none"> ➤ Letter states what will happen when/if the Government orders schools to close ➤ Work can be put on-line for those children/staff able to work at home on computers; those children not able to will need hard-copy packs – these will take time to prepare and deliver; can't be done in advance as will depend when/if closure happens ➤ GT will email out expectations/information to staff regarding what they should do ➤ Question raised regarding potential unsupervised children – what will happen to them if left at home while parents working? Cannot see how school can be responsible for them, if staff not in. Parents' responsibility. ➤ Question raised – will children be able to learn in 'virtual' groups outside school? Not able to offer this yet, but in the future – yes, via Google Classroom ➤ Question raised – can we do a trial run of children accessing information online, before it is actually needed, to ascertain how many can/cannot access? Yes ➤ Question raised – can the Trust set up Google Classroom for Stogursey and Spaxton (much more used at secondary school level)? To be investigated ➤ Question raised – what support has been received from County? Nothing apart from a map ➤ Question raised – is there a plan in place should a child or adult test positive for the virus? Yes, includes school shut for 2 days for a deep clean
3	<p>Declaration of Interests</p> <p>None</p>
4	<p>Business Leadership & Management</p> <ul style="list-style-type: none"> • Budget and Finance SC Report See separate Confidential Minutes

Item	Topic and Description
	<ul style="list-style-type: none"> • Consultation on Admission Arrangements AH confirmed that this had been done via email to all Governors and that it should be minuted that all were in agreement and the form had been duly signed and returned by the deadline of the 28th February 2020 • Parent Governor Vacancy AH reported that, as no applications had been received via the election process, one parent had been approached and an incomplete application form duly received – AH to get this corrected and also to find out to whom, at the Trust, the form is to be sent • Foundation Governor Vacancy Possible application in process • Governor Visit – Pupil Voice (Circulated with the Agenda) <ul style="list-style-type: none"> ➤ TM added that, despite being in an English class when approached, all the children (chosen at random) had responded confidently when asked what Maths topic they were doing ➤ GT felt that Governors could use old info from Pupil Voice for future questions to see what had been retained by the children • SEND Governor Visit (Circulated with the Agenda) <ul style="list-style-type: none"> ➤ TM reported that the Policy had been reviewed (see Agenda Item 15) and that changes had been made where things either in school or at County have moved on
5	<p><u>Draft Minutes of Meeting 23rd January 2020</u> (Previously circulated) No questions/issues/amendments raised AC proposed acceptance of Minutes TM seconded All Agreed <i>It was agreed to adopt and sign the Minutes as a true record – AH signed</i> <i>Copies to be sent to KC/SGS and put on school website</i></p> <p><u>Draft Confidential Minutes of Meeting 23rd January 2020</u> (Copies circulated at Meeting)</p> <p>One hand-amendment made – LD added to list of those present</p> <p>No further 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 – AH signed; they were then put in a labelled, sealed envelope and handed to GT for secure storage</i></p>
6	<p><u>Draft Matters Arising Report</u> (Circulated with the Agenda)</p> <p>One hand-amendment made as follows:</p>

Item	Topic and Description
	<ul style="list-style-type: none"> Agenda Item 12 – WP met on Wednesday 26th February 2020 <p>No further questions/issues/amendments raised <i>TM proposed the Report to be approved subject to the amendment</i> <i>GT seconded</i> <i>All Agreed</i> <i>It was agreed that the Report be signed by AH and attached to these Minutes, when approved</i></p>
7	<p><u>Code of Conduct – held over from 23rd January</u> Approved version still not available on the QET website – to be followed up ASAP</p>
8	<p><u>Standing Orders – held over from 23rd January</u> Approved version still not available on the QET website – to be followed up ASAP</p>
9	<p><u>Safeguarding</u></p> <ul style="list-style-type: none"> TM confirmed that she had met with GT to look at the first and second sections of the Audit resulting in some changes being made to Amber sections (most moved to Green) Date to be arranged for them to meet to review next section of the Audit TM circulated copies of a document Re updating DBS checks, to all present at the Meeting (except GT and LD who had already signed as members of staff) for signature and return (inc PK) – signed copies will be given to DC for processing, together with copies ready for TS/PF/JS to complete
10	<p><u>SEND Update</u></p> <ul style="list-style-type: none"> TM confirmed she had met with the SENCo (LAD) and they had focussed on the Policy (<i>circulated with the Agenda</i>) Suggested amendments as follows: <ul style="list-style-type: none"> ➤ Page 3: 'Coalition Government is ➤ Page 5 point 3 GT should be Head of School, not Headteacher ➤ SENCo not SENCO <p>Subject to the above amendments: <i>GT proposed adoption of Policy</i> <i>AH seconded</i> <i>All Agreed</i> <i>It was agreed that the above amendments be made to the Policy and then signed off by GT/TM</i> AH thanked TM for her work on this</p>
11	<p><u>NPQH Project 1 Presentation by GT</u></p> <ul style="list-style-type: none"> AH recorded this for GT (audio recording to be sent to GT for editing) Agreed not needed to Minute presentation <p>(Chris Moorsom left at the end of the presentation – 7.30 pm)</p>
12	<p><u>SART Report</u> See separate Confidential Minutes</p>
13	<p><u>Vision & Values Presentation & WP Feedback</u></p> <ul style="list-style-type: none"> GT gave PowerPoint presentation on his new Vision for the school. It was agreed to endorse the new Vision, subject to a couple of amendments and GT will start to develop the curriculum and re-branding with the MAT, using it, and plan an implementation period

Item	Topic and Description
	<ul style="list-style-type: none"> PowerPoint document to be updated with relevant comments or amendments by AH and forwarded to PK for circulation
14	SDP – formation of Working Party <ul style="list-style-type: none"> Agreed WP to consist of AH/TM/LD Current SDP to be emailed to AH/TM to meet up and look through and then date agreed for Meeting with LD
15	Policies Update <ul style="list-style-type: none"> SEND Policy – for ratification See Agenda Item 10 above Designated Teacher for LAC Policy – for ratification (circulated with the Agenda) No questions/issues/amendments raised AH proposed ratification of Policy TM seconded All Agreed Agreed for Policy to be signed off Capability of Staff Policy and Grievance Policy Both with HP at Haygrove to check Staff Disciplinary Policy and Staff Conduct Policy Both have been reviewed and updated and are ready to be signed off (Don't need full LGC ratification) Exclusions Policy Still to be put together and Local Authority responsibility in it to be ascertained
16	QET Nothing specific to report
17	Date of Next Meeting Thursday 7 th May 2020

Meeting closed at 8.10 pm

Agreed and signed as a true record

Signed:

PKaye

Print:

P. KAYE

Date:

7th MAY 2020

Signed by the Clerk on behalf of the Chair
due to being a "virtual" Meeting and
as agreed by the Committee



Matters Arising Report – Stogursey CoE Primary School

Meeting Date/time:	Thursday 23rd January 2020 5.40 pm
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Record of actions:

Item	Topic, Description and Action	Person(s) responsible
4	Minutes Heading to be amended for future Meetings ('Chairs' removed) Done	PK
6	Code of Conduct to be added to next Agenda Done	PK
7	Standing Orders to be added to next Agenda Done	PK
8	GIAS info for remaining Governor to be obtained Done	PK
9	Future Headteacher Reports to be circulated in PDF format	GT
10	*Date to be arranged to meet for initial look at Safeguarding Audit Done - first 2 sections of audit completed *Compliance Dates to be arranged	GT/TM ASAP GT ASAP
11	SEN update at next Meeting ready (to be circulated via PK before the meeting)	TM
12	*Vision & Values WP to arrange date to meet <i>met Wednesday 26th February 2020</i> *SDP/SART Report/Vision & Value WP feedback to be on next Agenda Done *SMART School Presentation to be arranged for the summer term	GT/CH/JS PK GT

14	<p>*Minor change to wording in WSEP Attendance Policy to be done before signing off and adding to school website Done</p> <p>*Capability of Staff (Teaching)/Capability of Staff (Non-Teaching) /Staff Discipline, Conduct and Grievance Policies to be signed off in hand - progress has been made</p> <p>*Diocesan view on Relationships & Sex Education Policy to be sought</p>	<p>GT/TM</p> <p>TM</p> <p>GT</p>
15	<p>*Parent Governor Vacancy – list of possible individual parents to approach to be drawn up</p> <p>*Foundation Governor vacancy – suggested person to be contacted</p>	<p>GT</p> <p>TS</p>

Agreed as true record; to be attached to approved Minutes for 12th March 2020

Signed:  Date: 12/3/20

Print: A. Hammond