

Minutes of Virtual LGC Meeting – Stogursey CoE Primary School

Date/time:	Thursday 4 th March 2021 6.00 pm	
Location:	Held by Zoom	
Chairperson:	Anna Hammond	
Minute taker:	Pauline Kaye (PK)	
Present:	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
	Mark Cooke	Trustee
Apologies:	None	
Attachments:	Matters Arising Report HoS Report Health & Safety and Wellbeing WP Report Early Years & Foundation Stage Link Governor Report T&L WP Report 3 rd Draft RHSE Policy	

Record of Actions:

Item	Topic and Description	Person(s) responsible	By when?
4	Approved Minutes from 21 st January 2021 to be put on the school website and emailed to KC	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	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	PK	At next Meeting
5	Governor Safeguarding Responsibilities form to be re-circulated	PK	ASAP
	All Governors to inform PK when Child Exploitation/Safeguarding and Prevent training completed	All Governors	ASAP

Item	Topic and Description	Person(s) responsible	By when?
	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	GT	ASAP
9	Question and Answer document regarding Covid Risk Assessment to be emailed to PK for circulation with the draft Minutes	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	TM	ASAP
10	Chair's section of Foundation application form to be completed and form passed to PK for processing	AH	ASAP
11	Geoff Mountjoy's email with questionnaire to be circulated again for completion and return to him	PK	ASAP
	All requests for training to be sent to PK for processing from now on	All Govs	Continuing
	Details of training already undertaken this academic year to be sent to PK	All Govs	ASAP

Record of Meeting:

Meeting started at 6.00 pm with prayer, led by CM

Item	Topic and Description
1	<p><u>Apologies and Confirmation of Quorum/Welcome and Introduction</u></p> <ul style="list-style-type: none">• No apologies• Meeting quorate• AH welcomed Mark Cooke to the Meeting and he gave a quick description of his background – has been a Trustee since the QET formed; prior to that he was an Elected Parent Governor at Haygrove
2	<p><u>Matters of Urgency not on the Agenda</u></p> <p>None</p>
3	<p><u>Declaration of Interest</u></p> <p>None at Meeting</p>
4	<p><u>Draft Minutes of Meeting 21st January 2021 for Approval:</u> <i>(Circulated prior to the Meeting)</i></p> <p>No questions/issues/amendments raised CH proposed acceptance of Minutes TM 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>Copy to be sent to KC and put on School website</i></p> <p><u>Draft Confidential Minutes of Meeting 21st January 2021 for Approval</u> <i>(temporarily displayed on-screen at the Meeting)</i></p> <p>No questions/issues/amendments raised GT proposed acceptance of Minutes JS 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>Original to be put in an addressed sealed envelope and retained by PK until able to hand over for secure filing by GT</i></p> <p>GT gave an update regarding an Action Point from the Confidential Minutes – see Confidential MA Report (to be approved at the LGC Meeting 25th March 2021)</p>
5	<p><u>Draft Matters Arising Report</u> <i>(Updated version 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 TM contacted CMacadam who had spoken to Karen Canham (KC) who has said that strictly the DSBs do not run out but it is a Trust expectation that all Governors will sign a self-declaration form on an annual basis. CMacadam is therefore of the opinion that this expectation should be written into the Trust's Safeguarding Policy, as a Governor

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	<p>responsibility to undertake this annually. Request for PK to re-circulate form to all Governors for signing and return</p> <p>AH reminded all Governors to confirm to PK when Child Exploitation/Safeguarding/Prevent training completed</p> <p>It was noted that Governors were having trouble locating the Vision and Ethos video on the School website – GT confirmed this was due to new website only being half-built; it will be updated in the summer term. In the meantime, he will send out links to anything the Governors should look at on the website</p> <p>No further questions/issues/amendments raised <i>BM proposed the Report be approved</i> <i>TM seconded</i> <i>Agreed</i> <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>Head of School Verbal Update</u> <i>(Circulated with the Agenda)</i></p> <p>Written questions had been submitted to GT prior to the Meeting and AH had collated them as follows:</p> <p><u>General Questions</u></p> <p>Q. Why is it a 'Headteacher's Report', rather than 'Head of School's Report'? A. Moving over to a new 'app' in the summer called Headteacher's Report.</p> <p>Q. What does KPIS stand for? (table in introductory page) A. Key Performance Indicators</p> <p>Q. What do ARE and NOT ARE+ mean? A. Age related expectation. The + signifies that those children beyond ARE are also included. NOT ARE+ signifies those children below ARE.</p> <p><u>Quality of Education – Raising Achievement</u></p> <p>Q Are there plans to do standardised testing this summer to replace national SATs which have been cancelled? A. The current plan is to carry out standardised testing 2 weeks into the summer term to be able to benchmark the children. These will be followed by a full set of tests around June. Y2 and Y6 will work on old SATs papers</p> <p>Q. How are teachers ensuring their judgements remain accurate with no internal or external moderation? A. The standardised testing will be more accurate but internal moderation for all Year Groups, will take place this half-term, particularly in Writing, The QG group of schools plan to do external moderation in the summer to do external moderation in Writing for 3 Year Groups (Reception, Y2 and Y6) (QG- group of local primary schools that feed into Haygrove)</p>

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	<p>Q. What is being done to support the current Y5 to catch up in preparation for next year's SATs?</p> <p>A. There will be a Pupil Progress Meeting early in the summer term as a top priority. Only 4 weeks of this half-term left so will be concentrating on relationships-building. The staff to assess where the gaps are, particularly for Y5 going into Y6.</p> <p>You have already mentioned that the current Y5 are a cause for concern, but do you have concerns for Y3 group, specifically with Writing Attainment and Reading Attainment and Progress?</p> <p>A. SENCo is targeting Y2/3 Reading and we have an additional day of TA support. GT currently carrying out a Staffing Review for September to address areas of the curriculum most affected by the lockdowns.</p> <p>Focus on writing next term. Staff will have Talk for Writing training with Spaxton and GT observations next term will focus on Writing as will the external moderation with QG schools.</p> <p>Further question raised regarding the legacy of the work undertaken 18 months ago from the visiting artists and poets. Subsequent question raised asking if School finances could be used to support the Hinkley project to continue to help inspire Writing? Make contact with the groups that came before to see if something could be done – possibly jointly with other schools – even via Zoom?</p> <p><i>Originally funded by Hinkley for one year, the intention was to extend to a second year but this was lost to the pandemic. GT hoping to re-evaluate during the summer term</i></p> <p><i>GT agreed it might be something to possibly look into for the Autumn term, but the staff have received considerable WSOA-funded training, particularly around Talk for Writing, and he doesn't want to take on too many and different initiatives. Planning on working with Spaxton to get the Talk for Writing initiative going well as it has so much potential and covers more genres than expected in the curriculum</i></p> <p><i>MA highlighted that in the past he had been a Trustees for a charity called Every Child Our Future and suggested that going forward, the use of volunteers to help with Reading might be considered. AH stated that this linked in with the first question under Progress & Achievement</i></p> <p>Q. Can you tell us a little more about the difficulties in improving outcomes</p> <p>A. lockdown prevented Julie Norman's RAP (Raising Achievement Plan) which details specific areas where schools can support each other being implemented. A lot of outcome measures are around national data, SATs etc and this is the second year without them which also has a big impact. GT and LD have recently attended a Maths Conference and the effect of Mastery coming into well over 50% of the schools in England was demonstrated – a steady increase in outcomes since 2015 – which mirrors Stogursey's results up until lockdown. Have to be patient with outcomes as they will slowly trickle through.</p> <p><u>Progress and Achievement</u></p> <p>Q. Plans for catch-up: given that you have found that the DfE-approved tutoring agencies aren't suitable, how will you find tutors/spend the catch-up money?</p> <p>A. Government insists schools have to use their list of approved agencies – no tutors available in this area. GT wanted to engage with this as the School would only pay 25% of costs (Government paying 75%) so this means the existing catch-up funding would not go as far, but there is possibly more funding coming at the end of this year/into next year so GT will review in the summer term and hopefully be able to commit funding into the next academic year</p>

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	<p>Q. You talk about the lack of success in spending the private tutoring money - there is an army of retired teachers in Stogursey, could they be encouraged to volunteer with children with a focus on writing? (Just an idea!)</p> <p>A. Volunteers are now technically allowed back into the building but staff and parent anxiety has prevented this from happening so far; GT hope's that the next Risk Assessment review will allow this to happen. The weather may also allow for working outside. It was highlighted that it is known that it is enrichment and experience of activities that improve Writing, rather than just focussing on Writing itself. GT is hoping to offer a rich curriculum into the summer.</p> <p>Data drop</p> <p>Q. Re the Autumn data drop – I was a bit confused by comparing this data with “the post-COVID data drop”, and would have found it easier/clearer if you could have put a date to the first data set. (And nationally/globally we're not post-Covid yet!)</p> <p>Q. Can you clarify that when you compare the recent data drop with a previous data drop, are you comparing the same children? eg, are the current Year 3 pupils the same children as the Year 3 pupils in the previous data drop?</p> <p>A. GT agreed we are not currently 'post COVID' and it was more of an informal data drop. ARBOR has confused the data because the children were tested on last year's standards, it interpreted it as this year's standards so all the progress measures have been confused. The Easter data drop will be more reliable as it will be based on standardised tests and show progress more clearly.</p> <p>Q. Can you talk us through the data please? In particular could you highlight areas of concern - any year groups, gender, disadvantaged children</p> <p>A. Girls appear to be making some good progress currently (historically they have been behind the boys) Pupil Premium (PP) children tend to do better but PP is not necessarily reliable as a measure of need because we have such a small cohort which can distort the true situation. GT outlined some areas of concern, particularly Writing generally, but has great belief in the Talk for Writing scheme to improve this</p> <p>Q. Data results by demographics:</p> <p>Are you pleased with the reading progress for SEN pupils? – at 50% it's above the bench mark and showing an improvement of 11.5% on previous figures</p> <p>A. As stated in the previous HoS Report, the Pupil Premium Review was held which demonstrated that SEN pupils are doing well and we now need to replicate this improvement across the school with other groups; but yes, GT pleased with this</p> <p>Conversely, the only 'disappointing' data for Pupil Premium pupils seems to be Reading Progress – it is the only measure where the data is below the benchmark, and progress is less than previously</p> <p>A. Already answered above under Quality of Education – Raising Achievement</p> <p>Is there evidence of interventions having an impact?</p> <p>A. One piece – the children undertook a piece of writing with the direct instruction approach (capital letters, full stops etc) and they performed strongly on the autumn writing moderation</p> <p>Teaching and Learning</p> <p>Q. Is the NQT programme going to be able to be completed this year due to restrictions? If not, what has the DfE said about NQ teachers completing their programmes?</p> <p>A. This should be completed; DfE statement details that schools cannot use the Covid situation to deny teachers their pay progression and he is awaiting a Trust statement on it</p>

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	<p>Q. Are there plans to continue to use John Irish for preschool and would there be a cost implication to this?</p> <p>A. Yes, and there are no cost implications. Children coming up into school from Pre-School in September will start regular PE lessons with Alfoxton class</p> <p><u>Student and Parent Voice</u></p> <p>Q. What did you find in the audit of Facebook use?</p> <p>A. GT and LD spent an INSET day dissecting a year's worth of Facebook analysis – findings:</p> <ul style="list-style-type: none"> • Parents love information • Parents like celebration pieces • Predominantly female audience age 26-45 • Our parents prefer individual photos as opposed to Haygrove parents preferring group photos. We have experimented with 'newsy' articles about individuals which have received a large amount of engagement and sharing • Parents like 'freebees' • Did some AB testing regarding likes (walls of words/pictures/click-throughs) Preference indicated for info all in one place as opposed to having to click through <p><i>Further question raised concerning whether all parents have access to Facebook or are there any missing out from that audit?</i></p> <p><i>ARBOR is also used to send out information to parents and a new app is being trialled next week (already in use at Haygrove) so it will be possible to monitor whether messages are being opened or not and will then know, on an individual basis, the best method to contact each parent</i></p> <p><i>Comment made regarding repeated use of the same children in articles but GT confirmed that there will be a mix across the varying formats and publicity for the school</i></p> <p><u>Appraisal and Training</u></p> <p>Q. What impact is Julie's coaching having?</p> <p>A. Very positive impact on school, building up staff confidence. LD confirmed it has been a tremendous benefit having her working in the school and mentoring staff. The Trust has now also employed a Secondary Lead who is also giving GT guidance in some areas. The Primary and Secondary Leads have also taken some of the workload off GT.</p> <p>JN has trained GT and LAD in coaching staff - so that next year JN can focus on supporting teaching and working closely with LD, as senior teacher. JN has set up a Special Needs network across all three schools and has been mentoring the schools NQT. She also supported and guided GT and LD to give a presentation to the Trust SLT on the new Trauma Informed Schools</p> <p>The Secondary Lead is also helping GT with preparing for the next Ofsted Inspection (date as yet unknown)</p> <p>AH thanked GT for his valuable report <i>(LD left the Meeting – AH confirmed she had given apologies)</i></p>
7	<p><u>Safeguarding Update</u></p> <ul style="list-style-type: none"> • TM/GT meeting in the next couple of weeks to next check on the Single Central Register
8	<p><u>SEND Update</u></p> <ul style="list-style-type: none"> • TM – SEND covered in HoS Report
9	<p><u>Committee/Working Party & Link Governor Reports</u></p> <ul style="list-style-type: none"> • Health & Safety and Wellbeing WP

Item	Topic and Description
	<p><i>(Circulated with Agenda)</i></p> <ul style="list-style-type: none"> ➤ Date for next Meeting changed: will now be after Staff Survey currently being conducted ➤ AH requested it be minuted that questions and comments had been raised following the circulation of GT's Risk Assessment, which have been answered and now collated by TM into one document to be circulated with the Minutes so all Governors have a record of that scrutiny (AH to send document to PK) <ul style="list-style-type: none"> ● Early Years & Foundation Stage Link Governor Report on Potential Wrap Around Care Bid for Funding (CH) <i>(Circulated with Agenda)</i> <ul style="list-style-type: none"> ➤ Want to go ahead with wrap around care (before and after school) ➤ Difficult to start – 'chicken and egg' situation regarding funding/need – so will be seeking to submit bids to fund it initially ➤ Need small group to take it forward – CH/BM/GT/JS and start to look at financial implications: start-up costs/staffing costs etc ➤ Aim to start Wraparound in September (arranging date for working party to meet after this Meeting) ➤ TM noted that a few years ago when the WSOA Group was set up, one item being discussed by them with GT's predecessor, was the Group's support to set up wrap around care for a year. This did seem to be moving forward but concern about being able to sustain it for more than a year, it didn't happen. Now that WSOA are extending their operations for a further year, TM has this week received an email from Julia Ridge (from WSOA) asking her views (as a Governor) on if a way forward could be found, so it would be worth the Wrap Around group approaching WSOA ➤ CH also confirmed that Julia Ridge has been in touch regarding topping up the Holiday Club; it was agreed that TM would reply and say that an initial discussion had taken place at the LGC and suggest that JR contact CH. CH noted that JR is also offering funding for growing food and asked TM to include this in her response
10	<p><u>Policy Review</u></p> <ul style="list-style-type: none"> ● Draft RHSE Policy <i>(3rd Draft circulated just before Meeting in readiness for reading before next Meeting)</i> <ul style="list-style-type: none"> ➤ To be read through before next Meeting ➤ New Policy includes statutory framework for Relationships and Health plus some aspects of Sex Education ➤ Y6 Sex Ed Scheme not included yet as this requires parental consultation, so the old, ratified Policy will be used for this summer term ➤ Some aspects of LGBT included as now a legal requirement ➤ New School Values etc now included ➤ AH asked SC if he would cast a 'legal eye' over it? SC agreed and confirmed he had already had a quick read through and was very impressed with it <p>AH thanked GT and CH for their hard work</p>
11	<p><u>Business, Leadership & Management</u></p> <ul style="list-style-type: none"> ● Governor Vacancies Update AH confirmed she had received a Foundation Governor application form and would complete her section and pass through to PK for actioning ● External Review of Governance GT/PK/TM and AH have all had conversations with Geoff Mountjoy

Item	Topic and Description
	<p>Some Governors have not completed and returned his questionnaire yet – all asked to do so even though the deadline has passed. PK to circulate questionnaire again</p> <ul style="list-style-type: none"> • Governor Training <ul style="list-style-type: none"> i. New System for Booking All requests for training to be emailed to PK for processing from now on ii. All Governors to email PK with details of training courses already undertaken this academic year
13	<p><u>Quantock Education Trust</u></p> <p>AH referred to the recent email from Jenny Ashworth regarding the revised way the Trust will update LGCs on Trust news – termly Trust Update Meetings. 2 dates set for the rest of this academic year – 25th May and 12th July, both by Zoom starting at 6.30pm</p> <p>MC then confirmed the following:</p> <ul style="list-style-type: none"> • The Trust Update Meetings will be open forums, anyone can attend • LGCs will be updated on specific issues as and when required • LGC Meetings will continue to be attended by Trustees • Full return to school from Monday • No primary testing for children, only staff • Phased return for secondary students with 3 initial tests, followed by home testing for students and staff – risk assessments being updated based on January model • Haygrove new build – ongoing concerns about snagging and design consequences • Financial due diligence continuing regarding proposed new school joining the Trust; awaiting final financial data for Trustee consideration and further discussion with the Regional Schools' Commissioner and DfE regarding financial support. No firm timescale yet • Trust curriculum – KC and Secondary Lead currently working with the Heads of School of updated curriculum principles and a new Trust School Improvement Strategy • New finance apprentice has joined the Central Team this week • New Governor Induction training took place on the 23rd February • New committee structure agreed by Trustees and work now underway to amend Meeting Schedule, Scheme of Delegation and Terms of Reference • Policies awaiting ratification: Code of Conduct; Grievance, Disciplinary, Capability, Anti-bullying and Exclusions <p>Points raised:</p> <ul style="list-style-type: none"> • When Trust formed, it was originally agreed that the Scheme of Delegation would be reviewed annually – is this still going to happen? MA confirmed it is • One preference voiced for having a Trustee attending LGC Meetings to feedback Trust news, as opposed to having to attend another Meeting • Question raised as to whether the Covid twice-testing might be extended to primary children? No, Government guidance is that it's not necessary at primary age. Any staff concerns must be allayed by scientific evidence and guidance, plus rate vaccination is being rolled out. Test & Trace is also now very effective at finding new cases and restricting the spread. It was also noted that home testing is voluntary not compulsory <p>AH thanked MA for attending the Meeting</p>

Item	Topic and Description
14	<p><u>Date of Next Meeting by Zoom</u></p> <p>Thursday 25th March 5.30 for 6.00 start. Primarily to deal with Policies and any Financial issues arising from the Meeting on the 23rd March.</p>

Meeting closed at 7.27 pm

Agreed and signed as a true record

Signed: 

Print: P. KAYE

Date: 25/03/21

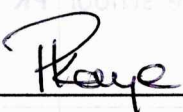


**Matters Arising Report – Stogursey CoE Primary School
For LGC Meeting 4th March 2021**

Item	Topic, Description and Action	Person(s) responsible	By When?
OUTSTANDING ITEMS FROM JANUARY 2020 – JANUARY 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 Awaiting feedback – CMacadam to be contacted	TM	ASAP
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	School Office Manager (AP) to be asked to include the new Vision on letter-heading etc Done 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 Approved Minutes from 10 th December2020 to be put on the school website and emailed to KC Done	AH LD PK	ASAP ASAP ASAP
5	AP to be asked to email Pupil Premium Strategy to PK for circulation AP sent Strategy to TM who circulated it to all Governors MA Report to be attached to Minutes of this Meeting, when approved In hand	LD PK	ASAP After next Meeting

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6	Possibility of creating video on expectations for parents, to be looked into, together with hand-writing exercises for children Not being completed due to remote learning drawing to an end. The time in which children had to complete tasks was extended, and built-in expectations included in the videos sent out via Google Classroom	LD	ASAP
7	Safeguarding Training confirmation to be emailed to CM & JS Done Prevent Training link to be emailed to PK for circulation Received and circulated 25th January 2021 PK/AP to be informed when training undertaken Confirmation from AH/CH – ‘Child Exploitation’ and ‘Safeguarding’ done, ‘Prevent’ still to do Governor Responsibilities form to be completed by all Governors and returned to PK Forms so far received from: LD/CH/TM/AH Details of SCN offer of food to go in next School Newsletter Done	TM GT All Govs All Govs GT	ASAP ASAP ASAP ASAP ASAP
9	Y6 transition to secondary school to be brought for discussion at next SLT Meeting Done	GT	ASAP
10	Jane Cassidy (Open the Book) to be contacted and asked to liaise with GT about holding assemblies via Google Meet Done – new ‘Open the Book’ drama currently being planned	SC	ASAP
12	Prospective Foundation Governor application to be ‘gently chased’ AH confirmed application now in process Clarity of Vision/Ethos etc short videos on School website to be viewed by all Governors So far watched by: AH	TM All Govs	ASAP ASAP

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

Signed: 

Date: 4/3/21

Print: P. RAYE