

Minutes of Virtual LGC Meeting – Stogursey CoE Primary School

Date/time:	Thursday 5 th November 2020 6.00 pm																		
Location:	Held by Zoom																		
Chairperson:	Anna Hammond																		
Minute taker:	Pauline Kaye (PK)																		
Present:	<table> <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>Stephen Campbell (SC)</td> <td>Foundation 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> <tr> <td>Julie Norman</td> <td>Executive Primary Lead for the Trust</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	Stephen Campbell (SC)	Foundation Governor	Chris Moorsom (CM)	Foundation Governor	Caroline Hawkes (CH)	Foundation Governor	Jackie Stone (JS)	Foundation Governor	Julie Norman	Executive Primary Lead for the Trust
Anna Hammond (AH)	Co-Chair/Elected Parent Governor																		
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Julie Norman	Executive Primary Lead for the Trust																		
Apologies:	Louise Day – likely to join late due to personal reasons (did not attend)																		
Attachments:	<p>Matters Arising Report Board of Trustees’ Standing Orders Draft Finance SC Minutes from 20th October 2020 (in lieu of a Report)</p>																		

Record of Actions:

Item	Topic and Description	Person(s) responsible	By when?
2	Presentation by Julie Norman Church Distinctiveness & Character Curriculum WP to set date to meet	GT	ASAP
5	LGC Terms of Reference Update Queries/issues etc in new Board of Trustees' Standing Orders to be emailed to AH	PK	ASAP
6	Approved and signed Minutes for 5 th November 2020 to be sent to KC and put on the School website	PK	ASAP
9	Head of School Update Catch-up Premium Strategy to be emailed to Teaching & Learning WP Once fortnightly Report approved and sent through to KC, to also be circulated to rest of LGC	GT AH/TM	ASAP ASAP
10	Safeguarding Update Comments on draft Trust Policy to be sent to the Trust	GT	ASAP
12	School Improvement Plan Co-Chairs to arrange date to meet with LD	AH/TM	ASAP
13	Mr Maskell to be allocated a School email address and added to the LGC contact list Virtual Meeting between HoS and prospective Foundation Governor applicant to be set up Finance ToR for approval to be added to next Agenda Tracy Lee to be contacted Re format of Finance Report	GT/PK PK AH	ASAP ASAP ASAP

Record of Meeting:

Meeting started at 6.04 pm with prayer, led by SC

Item	Topic and Description
1	<p><u>Apologies and Confirmation of Quorum</u></p> <ul style="list-style-type: none">• Apologies received from LD – likely to be late joining the Meeting due to personal reasons• Meeting quorate (query raised as to whether we still need to have a majority of Foundation Governors – to be confirmed• Julie Norman welcomed to the Meeting and introductions made
2	<p><u>Presentation and Discussion by Julie Norman Regarding the RE Curriculum</u></p> <ul style="list-style-type: none">• As a maintained school, used AMV syllabus and Understanding Christianity; as an academy more leeway but have to meet legal requirements• Oxford Diocese Syllabus more in line with Trust's way of teaching• Church Distinctiveness and Character Curriculum WP to meet with GT to discuss the Oxford Syllabus in depth and then report back at the next LGC Meeting• It was difficult for Governors to contribute to the discussion as the notes from JN had not been circulated in advance of the Meeting – GT circulated them during it <p>CH noted availability of Church Distinctiveness Training by BWD: first part already taken place this term, but being run again in the spring term (PK noted that all Foundation Governors should do this training)</p> <p>AH thanked JN for her presentation and JN left the Meeting</p>
3	<p><u>Matters of Urgency not on the Agenda</u></p> <p>None</p>
4	<p><u>Declaration of Interest</u></p> <p>None at Meeting</p>
5	<p><u>LGC Terms of Reference Update</u> (Board of Trustees Standing Orders and email correspondence between TM and TH circulated this morning)</p> <ul style="list-style-type: none">• LGC Terms of Reference now incorporated into Board of Trustees Standing Orders and standalone document effectively 'retired'• PK had found one possibly anomaly already on first quick look through plus one other query – to email details to AH
6	<p><u>Draft Minutes of Meeting 8th October 2020 for Approval:</u> (Circulated prior to the Meeting)</p> <p>One amendment made to last bullet point under Agenda Item 11 – Head of School Update: To now read <i>'Discussion regarding staff morale took place including ways of support. Despite all the challenges, most staff have been flexible and are working hard; they keep going but are very tired as a result.'</i></p> <p>No further questions/issues/amendments raised</p> <p>CH proposed acceptance of Minutes AC seconded All Agreed</p> <p><i>It was agreed, subject to the above amendment, 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>

Item	Topic and Description
7	<p><u>Draft Matters Arising Report</u> <i>(Circulated prior to the Meeting)</i> 2 hand-amendments made at Meeting as follows:</p> <p>Agenda Item 9- Finance SC Membership – Trust Finance representative not now needed as the new Office Manager will attend.</p> <p>(GT noted that currently there is a temporary Office Manager until the end of the month; Janine Collins is contactable via the school email address or by looking up in the Educ system under her name/school 316. Permanent post currently being advertised and application received; once filled a proper contact update will be circulated)</p> <p>Agenda Item 9 – Date for Church Distinctiveness and Character Curriculum WP to Meet In hand – see Agenda Item 2 above</p> <p>No further questions/issues/amendments raised <i>GT 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>
8	<p><u>Trust Code of Conduct</u></p> <ul style="list-style-type: none"> Trevor Hains has confirmed in his email correspondence with TM that this is currently under review and will be circulated when ready
9	<p><u>Head of School Update</u></p> <ul style="list-style-type: none"> Risk Assessment amendments (inc Covid-19) – still being done fortnightly and sent to AH/TM and on to KC for Trustees every four weeks. Even after lockdown was lifted, many changes took place last half-term inc: <ul style="list-style-type: none"> ➤ Changes to entry/exit to building – awaiting stencils to be painted on ground ➤ Now in lockdown again, no visitors allowed in the School apart from essential volunteers (Governors not allowed in until it's lifted) ➤ Trips stopped until lockdown lifted ➤ Staff have been reminded to keep ID on driving to and from School, as reports received today of some staff in other schools being stopped by police and asked where they are going Curriculum Changes: <ul style="list-style-type: none"> ➤ Finished the short-period of intense catch up – some catch-up premium used for this. Had a good impact but actual figures won't be available until the data drop report in the Spring HoS Report ➤ Wellbeing work has been scaled back to get back towards normality so the Character Curriculum has been resumed. Want to make school 'an island of safety, calm and normality' regardless of what is going on outside, so Wellbeing will continue but emphasis will be back on a broad and balanced curriculum which is firing up the children's enthusiasm ➤ Currently working on Diversity and celebrating people's differences, in response to some poor behaviour incidences plus one of bullying (the first for a long time). The new Anti-Bullying Policy procedures were enacted, which worked well

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	<ul style="list-style-type: none"> ➤ 20 Chrome Books have been received through West Somerset funding, which will now be available for when children have to self-isolate – they can carry on working online from home ➤ Temperature monitors – AC had warned GT that they may prove inaccurate, especially if used outside, and parental concern was growing at not having temperatures taken at the door. Procedure now is let the children come into school and settle for half an hour and then take their temperature; in-line with Covid regulations, any child that has a temperature is sent home and parents instructed to get a test done for them. Around 2/3 children per day were being sent home with temperatures, but in the last couple of days, none have needed to be. It's taking about 3 days from a child being sent home with a temperature to get a test done, results received and return to school ➤ Staff Wellbeing – AC spent a day and a half in school to carry out wellbeing consultations with all members of staff. Staff requested that they would like the Staff Briefings to be reinstated and this has now been actioned. GT thanked AC for this suggestion and added that it is already having a positive effect. Once lockdown is lifted, AC will plan to come into school each half-term to continue the consultations – all staff agree it is really beneficial ➤ Parental Covid Anxiety and Vulnerable Pupils – GT dealing with some safeguarding issues where children are being kept away from school (receiving help from JN). Will be looking to use the National Tutoring Programme in the spring to help with some of these issues ➤ Learning Recovery – will be a further period of intense catch-up which GT plans to use Tutors to help with – will know more with the autumn data drop at the end of this half-term ➤ Tooth Decay – GT noted several instances of children needing time off for emergency dental treatment. Will ensure that the Relationships education next term to include Health & Hygiene including proper dental care ➤ Pre-School – Very happy there; GT & JN planning to recommence supervision (observations and monitoring) <p>Q. Have there been any positive Covid tests among those children sent home with temperatures? A. No</p> <p>Q. You have stated that the tutoring will have to take place outside school hours? A. Yes, GT does not want children spending all their time on English and Maths, they need a broad and balanced curriculum, but this is all yet to be agreed with the Trust and detailed information as to how the programme should be accessed has not yet been received from the Government. Obvious implications for out of hours tuition is that parental agreement and assistance will be needed; GT plans to include discussion about this in the up-coming telephone parental consultations (replacing the normal Parents' Evening). The number of children needing the extra tutoring and the costs involved are yet to be fully worked out</p>

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	<p>Q. With Catch-up Teaching data not available until the second half of the spring term, what impact do you think the Catch-up Teaching is having and has had?</p> <p>A. Catch-up Premium Strategy has been produced – GT will send to Teaching & Learning WP and then it can have a Zoom Meeting to discuss. Positive benefits already obvious</p> <p>It was noted that the Wellbeing messages had been toned down but that it is important that they still underpin the school day, without there being too much emphasis on them</p> <p>AH thanked GT for his update</p> <p>TM suggested that once GT’s fortnightly Report to AH/TM has been approved and it has gone through to KC, it be circulated to all Governors so everyone aware of on-going changes – agreed AH or TM will circulate</p>
10	<p><u>Safeguarding Update</u></p> <ul style="list-style-type: none"> • TM reported that the Trust’s draft Safeguarding Policy has just been received by GT and forwarded to her and it is a very different document to the interim School Safeguarding Policy approved at the last Meeting • School will now receive Safeguarding Audit visits from the Trust, with its own strategic safeguarding needs • As designated Safeguarding Governor, TM will be expected to meet with Trust representatives • If Governors have specific safeguarding concerns or questions about the school, can go to Cath Macadam – nominated Safeguarding Trustee • Adding in an extra layer of procedural practices for Safeguarding across the MAT • Still to be finalised and approved – TM has emailed GT with her comments to be added to his and reported back to the Trust • Will need to keep the School Policy in addition to the Trust one as they address different areas • Concern raised that this will be the case with all the Policies that the Trust has said it will write, thereby increasing, not decreasing (as expected) the workload for GT. LGC will have to ensure the Policies do not contradict each other – further discussion needed at a future date when questions regarding the Safeguarding Policy have been addressed
11	<p><u>SEND Update</u> (Report circulated last night)</p> <ul style="list-style-type: none"> • TM has liaised with the SENCo regarding how the level of support has been affected by the Covid restrictions etc over the last half-term and the Report details the current situation, challenges and plans • GT updated the recruitment situation following Mrs Hobbs’ retirement – no applications received; will need to revise the Job Specification and re-advertise accordingly <p>Q. Currently 23% of pupils registered as having SEN – how does this compare with the national figure?</p> <p>A. Both SEN and Pupil Premium are slightly above average also SEN covers a broad spectrum of needs</p>
12	<p><u>School Improvement Plan</u></p> <ul style="list-style-type: none"> • No update – AH & TM to meet with LD

Item	Topic and Description
13	<p><u>Business, Leadership & Management</u></p> <ul style="list-style-type: none"> <p>Governor Vacancies Update Parent Governor vacancy now filled – Mr Maskell unable to attend tonight but will be at the next Meeting. PK to add his personal email address to the LGC list, GT to arrange a School email address for him</p> <p>Person interested in the Foundation Governor vacancy – would like to have a meet/discussion with GT before putting in an application – this could take place virtually</p> <p>Finance SC Report inc ToR for Approval (Draft Finance SC Minutes from 20th October circulated in lieu of a Report with the Agenda)</p> <ul style="list-style-type: none"> ToR omitted in error – to be added to next Agenda AH clarified it had been extremely difficult to interpret the figures provided by the Trust. Haygrove has been moving into the new premises over the half-term so Tracy Lee has been very busy – AH will contact her in a few days Income/Expenditure mainly in-line with expectations
14	<p><u>Quantock Education Trust</u></p> <ul style="list-style-type: none"> Nothing to report
15	<p><u>Date of Next Meeting by Zoom</u> Thursday 10th December 6.00 pm</p>

Meeting closed at 7.22 pm

Agreed and signed as a true record

Signed:

PKay

Print:

P. KAYE

Date:

10/12/20

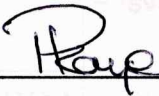
SIGNED ON BEHALF OF LGC
DUE TO VIRTUAL MEETING

**Matters Arising Report – Stogursey CoE Primary School
For LGC Meeting 5th November 2020**

Item	Topic, Description and Action	Person(s) responsible	By When?
OUTSTANDING ITEMS FROM JANUARY – MAY 2020			
12	<p>MA Report 12th March 2020 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.</p>	GT	ASAP
4	<p>Updated Business Interests Register to be signed and circulated to Mandy Trunks/Lynne O'Halloran and Donna Carter Done</p>	PK	ASAP
5	<p>Approved Minutes for 9th July 2020 to be sent to KC/SGS and put on school website Done</p>	PK	ASAP
6	<p>Matters Arising Report to be signed and kept for attachment to Minutes for 8th October, when approved Done</p>	PK	
7	<p>LGC Terms of Reference – list of errors to be compiled, circulated to LGC and emailed to TH for forwarding to the Trust Done. Email response received from TH – see attached email - plus update under Agenda Item 5 of LGC Meeting 5th November 2020</p> <p>Finance SC Terms of Reference to be amended at the first Finance SC Meeting and brought to the LGC on the 5th November for approval In hand – initial amendments made by AH prior to Finance SC Meeting Agreed at Finance SC Meeting 20/10/20 to brought for LGC approval – see Agenda Item 14</p>	TM PK/AH	ASAP ASAP
8	<p>Trust Code of Conduct – comments/errors to be sent to TM for compiling, circulating and emailing to TH for forwarding to the Trust Done. Email response received from TH – see attached email; revised document to be received from TH in due course</p> <p>CH to send her amended version to TM Done</p>	LGC/TM CH	ASAP ASAP

Item	Topic, Description and Action	Person(s) responsible	By When?
9	<p>Finance SC Membership – Trust Finance representative to join the Committee to be sought to replace School Business Manager. <i>Not needed as a new Office Manager will attend. Janine Collins is temp Office Manager</i></p> <p>Finance Committee to be emailed to arrange date to meet Done – Meeting arranged Tuesday 20th October 1.30 pm by Zoom</p> <p>Date for Church Distinctiveness and Character Curriculum WP to meet with Julie Norman to be arranged</p> <p>Check to be made to see if School has purchased new SGS flat rate online training package for this year Done – yes purchased</p> <p>DC's email address to be emailed to new Governors Done</p> <p>CM to contact DC to book onto Zoom Staff Wellbeing Training session Done</p>	<p>GT/AH</p> <p>AH</p> <p>GT</p> <p>GT</p> <p>AH</p> <p>CM/DC</p>	<p>ASAP</p> <p>After Meeting</p> <p>ASAP</p> <p>ASAP</p> <p>ASAP</p>
11	<p>Health & Safety and Wellbeing WP to be emailed after the Meeting to enable liaison Done</p>	AH	After Meeting
12	<p>Updated LGC Safeguarding Responsibilities document to be emailed to all LGC In hand, updated version emailed to AH/TM/GT 14/10/20 for approval prior to circulation</p>	PK	ASAP
13	<p>Email from Vicky Christophers to be re-sent to AH/TM Re Admissions 22/23 Done 09/10/20</p>	PK	ASAP
14	<p>AC's term of office as Foundation Governor to be renewed Process underway; application form emailed to AC 14/10/20</p>	PK	ASAP

Agreed as true record; to be attached to approved Minutes for 5th November 2020

Signed: 

Date: 5/11/20

Print: P. KAYE