

Minutes of LGC Meeting – Stogursey CoE Primary School

Date/time:	Thursday 16 th June 2022 at 6.00 pm
Location:	In school
Chairperson:	Anna Hammond
Minute taker:	Kara Frampton
Present:	Anna Hammond (AH) - Co-Chair/Elected Parent Governor Teresa Miller (TM) - Co-Chair/MAT-appointed Governor Bernie Maskell (BM) - Vice-Chair/Parent Governor Gary Tucker (GT) - Headteacher Caroline Hawkes (CH) - Foundation Governor Jackie Stone (JS) - Foundation Governor Trevor Hains (TH) - Trustee from the Quantock Education Trust
Apologies:	Louise Day (LD) - Staff Governor Anthony Chetland (AC) - Foundation Governor Chris Moorsom (CM) - Foundation Governor Stephen Campbell (SC) - Foundation Governor Kara Frampton (KF) - Clerk
Attachments (and available on SharePoint):	Draft Minutes of LGC Meeting of 5 th May 2022 Draft Matters Arising Report Safeguarding updates Headteacher Report Governor Visit Reports Policies for review Quantock Education Trust update

Record of Actions:

Item	Topic and Description	Person(s) responsible	By when?
4	KF to amend date in footer on previous minutes (5th May)	KF	Done
4	KF to upload previous minutes onto school website	KF	Done
5	AH to review Supporting Children with Medical Conditions Policy by end of term	AH	End of term
5	AH to support CH with setting up Quantocked email address	AH	ASAP
5	JS to book in a suitable time with Carlie for Bylor to visit the school	JS	Next meeting
6	GT to highlight to the Trust that the Health and Safety Trust Policy is overdue for an update	GT	Next meeting
8	GT to send links from meeting/training sessions with Malcolm Reeve to TM	GT	ASAP

8	GT to circulate more information about Roots and Fruits Collective Worship Scheme to all Governors	GT	Done
10	SEND Link Governor's report to be sent to KF for circulating to all Governors	TM	Done
14	AH to send next year's meeting dates via email to all Governors	AH	ASAP

Record of meeting:

Meeting started at 6.05 pm

Item	Topic and Description
1	<p><u>Welcome, apologies and confirmation of quorum</u></p> <p>AH welcomed all present and welcomed Trevor Haines (TH), a Trustee from Quantock Trust. AC sent apologies, as had a work commitment. Apologies received from LD, still unwell. SC sent apologies, as had a clash with Parish Council meeting. CM sent apologies, family circumstances. AH proposed apologies be accepted. All present agreed. AH confirmed meeting as quorate.</p>
2	<p><u>Matters of urgency not on the agenda</u></p> <p>Chromebooks</p> <p>AH suggested item to be covered in Item 7. TM acknowledged that it is AH last meeting and all Governors thanked AH for leadership. Trevor also thanked on behalf of Trustees.</p>
3	<p><u>Declaration of Interest</u></p> <p>None declared.</p>
4	<p><u>Draft minutes of meeting 5th May 2022 for approval:</u> (Circulated with the agenda)</p> <p>Footer of minutes needs to be changed to 5th May, as still says 3rd March. Action: KF to amend. It was agreed to adopt and sign the minutes as a true record – AH signed. Action: KF to upload minutes onto school website.</p>
5	<p><u>Draft matters arising report</u> (Circulated with the agenda)</p> <p>4. AH to obtain password from Carlie for KF for school website GT confirmed this has been sorted.</p> <p>7. TM to give feedback on Safeguarding template for Governor visits TM confirmed it is being looked at by Trustees and then will be circulated to LGC.</p> <p>12. Curriculum WP meeting to be arranged and table updated by BM Meeting has not been arranged yet, but BM confirmed a meeting will take place before the end of term. BM confirmed table is up to date.</p> <p>12a. JS to amend Designated teacher for Looked After Children policy GT confirmed as done.</p>

Item	Topic and Description
	<p>12a. AH to review Supporting Children with Medical Conditions Policy and approve once received Not completed yet. Action: AH to review Supporting Children with Medical Conditions Policy by end of term.</p> <p>13. JS to circulate email regarding Governor Training and follow with a report, before next meeting JS to check this has been done. KF to keep record of Governor’s training.</p> <p>Discussions around Quantockedtrust emails. AH encouraged all Governors to use this email address. Action: AH to support CH with setting up email address.</p> <p>14. JS to book in a suitable time with Carlie for Bylor to visit the school Meeting hasn’t been booked yet. Action to be carried over to next meeting.</p> <p>AC proposed the report be approved, subject to the above amendments. CH seconded. All present agreed.</p> <p>It was agreed during the meeting, subject to the above updates, the report be signed by AH and attached to the minutes of this meeting, when approved.</p>
6	<p><u>Safeguarding</u> <i>(Circulated with the agenda)</i></p> <p><u>Safeguarding update</u> TM confirmed the single central record check has been done. TM questioned who is responsible for checking at the trust level. Trust to answer.</p> <p><u>Annual Safeguarding Report</u> GT talked through report.</p> <p>Q. BM to GT - How are we going to track mental health concerns? What is the threshold? <i>A. The school have seen a good tracking system at another school in Cornwall. GT confirmed it is a work in progress. LD will be taking responsibility for this aspect on next year.</i></p> <p>Q. BM to GT – Health and Safety Trust Policy is overdue for an update, is this causing us any problems and has it been highlighted to the Trust? <i>A. GT to take to Trust. Recorded as an action: GT to highlight to the Trust that the Health and Safety Trust Policy is overdue for an update.</i></p> <p>Q. BM to GT - Can we have an update on the plan for tracking behaviour? <i>A. This is part of the same work as above and is in hand.</i></p> <p>CH asked about online safety for the records being kept online. GT confirmed that only teachers will have access, which then goes onto an online triage centre. GT also confirmed that Stogursey and Spaxton are having Safeguarding Training again on an INSET Day.</p>

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	<p>Q. AH to GT - Have all staff carried out the Cyber Training? <i>A. All staff have undertaken the Cyber Training.</i></p> <p><u>Keeping Children Safe in Education Summary (The Key – for information)</u> AH thanked BM for sharing with Governors</p>
7	<p><u>Presentation of budget</u></p> <p>AH handed out summary to Governors during meeting.</p> <p>AH confirmed that herself, BM, GT and Carlie Nicholls met to discuss the budget. AH talked through prepared budget summary during the meeting.</p> <p>The budget is still in draft form, but Governors asked GT to present as a business case the rationale for spending reserves on Maternity cover, thus exceeding the 2% of GAG funding as per Trust policy. Maintaining current staffing levels is in line with school strategic vision. AH proposed, JS seconded, and all Governors agreed.</p>
8	<p><u>Headteacher’s Report</u> <i>(Circulated with the agenda)</i></p> <p><u>Chromebooks</u> GT mentioned that Chromebooks are on a lease, but the school have now given notice, as Trust prefer not to lease equipment.</p> <p><u>Headteacher’s Report</u> From the last Headteacher’s Report, Governors questioned attendance figures. GT confirmed that the school will soon have an Attendance and Punctuality Action Plan displayed. GT also suggested that TM, as the Safeguarding Governor should take on the role of overseeing the school’s attendance.</p> <p>GT talked through Headteacher’s Report.</p> <p>Q. TM to GT - The National Average data for SEND seems a bit wrong, i.e., - SEN EHCP 99%, SEN Other 1.2%. <i>A. GT confirmed that the data is not accurate.</i></p> <p>Q. TM to GT - SCR was last checked on 27 May 2022. <i>A. This will feature on the next report.</i></p> <p>Q. TM to GT - Can you explain ‘small steps one-pagers’? <i>A. This is the school’s entire curriculum per subject, from pre-school to GCSE, on one page which will be easier to track. This will be featured on the school’s website.</i></p> <p>Q. TM to GT - Under benchmarking data, what does ‘FTE’ stand for? <i>A. Full-time equivalent.</i></p> <p>Q. TM to GT – What is involved in the Tackling Persistent Absence Plan? <i>A. GT offered to share in a future meeting but has improved attendance significantly.</i></p>

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	<p>Q. BM to GT - Persistent absence seems very high at 44.1%, what does this statistic mean? <i>A. This is the number of children who fall under 90% attendance. The school's current attendance is 92.1%, just above national average and persistent absence 23.3%. Attendance letters will be going out next week to action the persistent absences.</i></p> <p>Q. TM to GT – Would it be possible for the SEND governor to attend meetings/training sessions with Malcolm Reeve? <i>A. There is a recording of the webinars, and SLT have been watching together in SLT meetings.</i> Actions: GT to send webinar link to TM.</p> <p>Q. BM to GT - Which policy is bullying covered in (Safeguarding?). Needs to be reviewed before the next governor's meeting or is it a school policy that doesn't need reviewing? <i>A. The school has a separate Anti-bullying policy.</i></p> <p>Q. BM to GT regarding safeguarding concern. Confidential.</p> <p>Q. BM to GT - How does moderation take place, is it internal to the school or does it cover other schools in the trust? <i>A. Moderation is between Spaxton and Stogursey, which works well. The school is not being moderated again this year.</i></p> <p>Q. BM to GT - Are most absences still COVID-related or are there other driving factors? <i>A. A lot of absences are through sickness bugs and chickenpox.</i></p> <p>Q. BM to GT - Can you explain what "Children now also working in different classes as well for different things" in Do learners have the opportunity to work with a variety of Learners section? <i>A. This is a standard answer, but classes mix and go swimming and have P.E. lessons together for example. Reading is also mixed by houses, so classes and years do mix.</i></p> <p>Q. BM to GT - Can you explain what "narrowing the curriculum through 'over intervention' means in the Quality of education supporting narrative? <i>A. This is an ongoing piece of work with Mark Rowland. The school is over intervening, which leads to children missing the broader curriculum, so this is being reviewed.</i></p> <p>GT also answered BM questions regarding SART as below:</p> <p>Q. BM to GT - Links are to google docs so Governors are unable to review the evidence. Do we need to? <i>A. No – this is the job of the Trust to scrutinise.</i></p> <p>Q. BM to GT - Some comments seem slightly out of date, for example, refers to next year's SIP 21/22, which is now this year's SIP. <i>A. Because the same documents are used, this is an error.</i></p> <p>JS asked GT regarding the Roots and Fruits Collective Worship Scheme. Action: GT to circulate more information about Roots and Fruits Collective Worship Scheme to all Governors. AH</p>

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	suggested that Foundation Governors could visit and look at Roots and Fruits. GT suggested that Governors visit in Spring next year.
9	<p><u>PR, marketing & wraparound care update (Standing item)</u> Nothing to report.</p>
10	<p><u>Governor visit reports</u> <i>(Circulated with the agenda)</i></p> <p><u>SEND Report (not on agenda)</u> A visit has been carried out, and a written report has been done. TM to share with Lisa first, before circulating to Governors. TM talked through key highlights of the report.</p> <p><u>Headteacher and Chairs meeting</u> AH and TM met with GT.</p> <p>Q. How can Governors be more involved with the development of the SIP? A. <i>The SIP is changing again next year. Governors agreed it was useful to meet and discuss the SIP, so this is to be arranged again.</i></p> <p>Q. What impact is the immediate targeted support for children having? A. <i>GT to present to Curriculum Working Party at the end of year.</i></p> <p>Q. How does this immediate targeted support have on the children’s access to a broad and balanced curriculum? Are the children removed from lessons for targeted support? A. <i>Too early to say.</i></p> <p>Q. When will Governors have an opportunity to scrutinise the budget for 22/23? A. <i>This has been discussed.</i></p> <p>Q. How will the budget support the SIP and outcome for children? A. <i>This has been discussed.</i></p> <p>Q. The risk register is now overdue – when will this be completed? A. <i>GT sent to JS.</i></p>
11	<p><u>Policies for review</u> <i>(Circulated with the agenda)</i></p> <p><u>Governors’ Visits Policy</u> TM confirmed the policy has been looked at and cut down. All Governors agreed to approve.</p> <p><u>SEND Policy</u> TM confirmed that amendments have been made. GT confirmed that the policy will be uploaded onto the school website.</p> <p><u>Supporting Children with Medical Conditions</u> As above, AH to look into.</p>

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	<p><u>Designated Teacher for Looked After Children</u> JS confirmed policy approved.</p>
12	<p><u>Governance update</u></p> <p><u>Governor vacancies</u> AH confirmed there is still a Foundation Governor vacancy available, but Trust has spoken to the Diocese as to whether the role might be filled.</p> <p>AH mentioned that she had spoken to a parent of a child at the school, who might be interested in the parent governor role but that an election would need to be held next term.</p> <p><u>Governor training (Standing item) including Cyber Security Training</u> This has been covered.</p>
13	<p><u>Quantock Education Trust update</u> <i>(Circulated with the agenda)</i></p> <p>TH talked through the update with Governors.</p> <p>Q. GT to TH - Are heads expected to be involved in the CEO recruitment process? <i>A. The plans are being firmed up at the moment.</i></p>
14	<p><u>Date of next meeting</u> Action: AH to send next year's meeting dates via email to all Governors. AH confirmed the date of the next meeting is Thursday 15th September 2022.</p> <p>Governors presented AH with a leaving gift, as this was her last meeting as Co-Chair and as a Governor.</p>

Meeting closed at 8:15 pm

Agreed and signed as a true record

Signed: BM signed original document and filed on school premises