

Extraordinary LGC Meeting – Stogursey CoE Primary School

Date/time:	Friday 15 th May 2020 10.30 am
Location:	Zoom Virtual Meeting due to Coronavirus lock down
Chairperson:	Anna Hammond
Minute taker:	Meeting recorded by AH to be minuted by PK at a later date (27 th May 2020)
Present:	Anna Hammond (AH) - Co-Chair/Parent-elected Governor Teresa Miller (TM) - Co-Chair/MAT-appointed Governor Anthony Chetland (AC) - Vice-Chair/Foundation Governor Gary Tucker (GT) - Head of School Jackie Stone (JS) - Foundation Governor Caroline Hawkes (CH) Foundation Governor
Apologies:	Louise Day (LD) - teaching Pauline Kaye (PK) Clerk – away, urgent family matter
Absent:	
Attachments:	Costs Spreadsheet for additional P/T TA

Record of actions:

Item	Topic and Description	Person(s) responsible	By when?
1	20/21 Budget to be amended to include appointment of additional TA and submitted to Trust	JS	ASAP
2	New Early Years Risk Assessment from Somerset to be gone through	GT/CH	ASAP
	New Fire Risk Assessment to be drawn up	GT	ASAP
	Clarity regarding misuse of media terms 'school re-opening or returning' to go in the next Stogursey Newsletter	TM/AH/GT	ASAP
	NHS video demonstrating safe removal of PPE to be obtained and sent to GT	AC	ASAP
	Risk Assessment to be amended to include mental health/anxiety etc	GT	ASAP
Request for SLT to have a hierarchy for testing etc in place for September	GT	ASAP	
3	Letter of thanks to staff to be written	AH/TM	ASAP

Record of meeting:

Item	Topic and Description
1	<p><u>Finance Committee Update</u></p> <ul style="list-style-type: none"> Child coming into Reception in September with High Needs, already funded in Pre-School and will bring funding with him for 1:1 High Needs TA support full-time. One of the existing TAs has volunteered to take this on but by doing this, the class affected only has 3 days TA support at present and so it will be necessary to back-fill the 2 days for that class, as a minimum. (GT circulated spreadsheet detailing costs – results in a £900 shortfall, but sufficient in budget to allow for an initial one-year fixed-term contract) Discussed at Finance Meeting yesterday and agreed to put proposal to appoint a P/T TA on a fixed-term one-year contract to LGC for approval: TM proposed acceptance AH seconded All Agreed JS to arrange amendment to agreed budget and take to the Trust
2	<p><u>Covid-19 Working Party Update</u></p> <ul style="list-style-type: none"> Situation constantly changing DfE non-statutory guidance out last night included info on rota system for staff and pupils in school; GT has looked closely at this and does not feel that this will work for a small school (particularly operating a part-time rota for children in school) and so, having done a risk assessment, he considers this non-statutory guidance is not applicable Legally, person/s responsible in a MAT, if anyone dies – Trustees not LGC/Head of School Concern raised at the constant and mis-leading use of the term ‘Schools to re-open’ by the media; most schools have not been closed, the children of key workers and vulnerable children have been able to attend school in person and teachers have been physically in school teaching or on-line teaching. Clear information to go into the next Stogursey Newsletter to this effect – TM to draft wording to share with AH/GT for agreement GT confirmed that KC had stated at the SLT Meeting that the MAT schools should not use the terms ‘returning’ or ‘re-opening’; the term that should be used is ‘expansion of our offer’ Early Years/Reception/Y1 Risk Assessment causing most anxiety for staff, since very young children will not understand the concept of social-distancing and also use a great deal of resources. GT confirmed that Somerset has sent out a far more detailed Risk Assessment for Early Years – he and CH will go through this New guidance out this morning regarding Fire Risk Assessment and propping open of fire doors – conflicting information between Somerset and Fire Brigade as to whether this is acceptable – new Fire Risk Assessment to be done (GT to action) Staff back means a doubling in size of priority group children in school which will bring implications -as guidance is non-statutory, need to focus on what is possible, sensible and reasonable CEO has said we do not have to open on the 1st June, can delay; next scientific update is on the 28th May so some academies are thinking the 8th June would be better; GT has written in the plan for a phased expansion from the 1st June of key worker provision and to prepare the school and also that since staff have been working through since February half-term, the school will shut for the half-term (25th – 29th May). GT will need to speak to the parents of those children that are currently coming into school about the half-term

Item	Topic and Description
	<p>week and the summer holiday, but he has to balance staff wellbeing as well; staff have been undertaking CPD at home; GT has been working weekends as well, delivering learning resource packs in the village. It was agreed that the school should shut as normal for half-term and then further discussion took place regarding the summer holidays. GT felt it was likely that the government will expect schools to be open through the holidays, since it is unlikely older members of families will be able to look after children as they perhaps normally would. Possibility of linking up with Spaxton to organise a holiday club was raised – Stogursey has first-class outside facilities (weather dependent) for hosting a club – GT will look into it but he stated that concern had already been raised by staff about the potential spread of Covid-19, if Spaxton and Stogursey joined forces</p> <ul style="list-style-type: none"> • Although the expectation will be that children should attend school (as each year group is phased back) GT confirmed that there will be no fines for those who don't and from conversations he has already had, he thinks many parents will still keep their children home for now and not send them back until September at the earliest • Question raised regarding procedure if a child becomes unwell at school? Removed to another area, supervising adult puts on PPE and stays with the child until the parent/carer can be contacted to come and collect them. The procedure set by Public Health England would be followed • Trust is looking into purchasing non-contact scanners for testing temperature of each child as they arrive at school in the morning/after in the day when they have acclimatised and also if they feel unwell • Staff and children will generally not be required to wear face masks, unless they become unwell or they are staff who deal with intimate care (eg Pre-School staff). PPE is being dropped off from Hinkley next Monday. PPE will consist of face masks, gloves and aprons – AC will check at work for NHS video demonstrating how to remove PPE so as not to cause contamination • Question raised regarding lack of information in Risk Assessment regarding allaying the anxieties of staff, parents and children – covered better in the Action Plan from Crowcombe and Stogumber. Agreed GT to amend Risk Assessment to include mental health/anxiety etc • GT confirmed that the Director of Children's Services in Somerset (Julian Worcester) has sent out a letter to all parents yesterday asking for their understanding and to be respectful to Headteachers • Request for GT to take back to the SLT for a hierarchy to be in place for September regarding testing of staff, key worker children etc • All children will bring in packed lunches (including those currently receiving vouchers); the main problem will be the Universal Infant Free School Meals (affecting Reception & Y1) as they will be in all day once a week (Y6 will only be working half-days) – GT confirmed that the dinner lady will come in and make up the required number of sandwiches
3	Agreed AH/TM to write letter of thanks to all the staff for all their hard work and dedication; to be available for them to pick up in school next week
4	<p><u>Date of Next Meeting</u> Friday 22nd May 2020 at 11.00 am</p>

Meeting closed at 11.30 am

Agreed and signed as a true record

Signed:

P. Kaye

on behalf of L.G.C.
due to meeting being
by Zoom.

Print:

P. KAYE

Date:

11/06/20

3	Agreed minutes to be sent to all staff for their hard work and dedication to be available for a year to help us in tough times
4	Date of Next Meeting Friday 27th May 2020 at 11.00 am

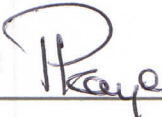
Matters Arising Report – Stogursey CoE Primary School

Meeting Date/time:	Thursday 7th May 2020 1.30 pm
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Item	Topic, Description and Action	Person(s) responsible
6	<p><u>Governor Vacancies</u> Possible applicants for Foundation Governors to be discussed In hand – some possibilities either don't wish to stand or their circumstances have changed, but 2 further people still to be approached</p> <p>Diocese to be contacted for possible help with vacancies Vicky Christophers emailed 8/5/20.</p> <p>Replied 11/05/20. No list kept but advert for Foundation Governors being placed and she will contact us if she has any replies. Recommendation of an application can be given virtually by PCC provided it is formally minuted; it is also possible to approach Rev Nicky to see if she is willing to make the recommendation in the absence of a formal recommendation by the PCC (if no PCC Meetings are taking place at the moment)</p> <p><u>Draft Budget for Approval</u> Recommended draft Budget to be taken back to the Trust for approval</p> <p><u>Proposed new Signatories for Governors' Fund Bank Account</u> Bank mandate forms to be circulated to AH and CH for completion</p> <p><u>Preparing for a Return to School Action Plan</u> WP to meet on Thursday 14th May at 1.30 pm by Zoom and discuss WP met Thursday 14th May</p>	<p>TM/AH</p> <p>PK</p> <p>JS</p> <p>JS</p> <p>LD/CH/AC/GT</p>
7	<p><u>Draft Minutes of Meeting 12th March 2020</u> Signed Minutes to be circulated to KC/Gov Servs and put on School website Done</p> <p><u>Draft Confidential Minutes of Meeting 12th March 2020</u> Signed Minutes to be put in labelled envelope and kept safe until School re-opens and they can be passed to GT for secure storage Done</p>	<p>PK</p> <p>PK</p>
9	<p><u>Draft Code of Conduct</u> Comments/amendments to be emailed to AH for collating and sending to the Trust <i>None received</i></p>	<p>All</p>

	<p>Draft Standing Orders To be carried over to next Agenda Done</p>	PK
10	<p>Head of School Report Governor Visit Report for last Learning Week to be written up for circulation Done and forwarded to PK for circulation with Agenda for 11th June</p> <p>Pre-School Visits Report to be written up for circulation Done and forwarded to PK for circulation with Agenda for 11th June</p> <p>PP and SEN summary to be included in next and following Reports Will be actioned from next Report</p> <p>Tables to be re-sized to fit pages in next and following Reports Will be actioned from next Report</p> <p>Four categories using old terminology to be clarified with the Trust Will be actioned from next Report</p> <p>Arbor to be contacted to hopefully remove date for 'non-mobile Y10 and Y11' Will be actioned from next Report</p>	<p>CH/AC</p> <p>CH</p> <p>GT</p> <p>GT</p> <p>GT</p> <p>GT</p>
17	<p>Next Meetings Zoom Meetings to be set up for WP/Finance/LGC Meetings and sent to PK for circulation Done direct by AH</p>	AH

Agreed as true record; to be attached to approved Minutes for ¹⁵th May 2020

Signed: 

Date: 11/06/20

Print: P KAYE

Stogursey C of E Primary and Pre-School
Record of Governor visit: March 13th 2020

Governors: Caroline Hawkes and Anthony Chetland

Purpose of Visit: RE Learning Walk and Book Scrutiny

Classes visited (by CH): Pre-school, Triscombe (R & Y1), Alfoxton (Y2 & 3) & Beacon (Y4, 5 & 6)

Brief outline of visit: CH accompanied GT into each class while a RE lesson was underway. Our focus was on pupil participation and questioning (one of a number of identified learning behaviours), prior to this becoming an area of specific input for staff – thus providing a sort of baseline. This also served as an initial familiarization to each class for CH who had not previously remained in classes during teaching for any significant length of time.

CH and GT looked at a selection of RE pupil exercise books from each class to ascertain evidence of their RE Learning Journey as displayed in each classroom. Relevant comments were jointly formulated and recorded on the appropriate school paperwork by GT.

Pupil Voice (AC):

Three Positive comments:

- Evidence in all three classes and pre-school of careful planning with stimulating, age appropriate engaging activities/concepts for pupils to explore (CH)
- Clearly, teachers in lessons were attempting to unpick and extend the children's thinking and understanding of the symbolism of Biblical concepts and the teachings of Jesus (CH)
- (AC)

Two questions:

- How might you facilitate the opportunity for every child to contribute in lessons (not just those putting their hand up), thus checking their understanding or uncertainties? (CH)
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Signed:

Dated: May 11th 2020

Stogursey C of E Primary and Pre-School Record of Governor visit

Date of Visits: Spring Term 2020

Governor: Caroline Hawkes

Context and Purpose of Visits: As a relatively new Governor and having agreed to take Governor responsibility for Pupil Premium, Early Years and Emotional Health and Well Being I was keen to visit Pre-School with a view to getting to know the staff and children. I soon learned that there had been recent difficulties with recruitment and retention and that strenuous efforts of staff and governors, including temporary arrangements involving nearly all staff members had been employed. By the start of the Spring term 2020 there was a permanent Deputy but cover for the Supervisor's role was maintained using combinations of three different staff on temporary employments from other established settings. I took the opportunity to provide temporary cover over lunchtimes for 2 days a week so that each of the two pre-school staff on duty could take a lunch break during days when pre-school was open all day (Mondays and Fridays; Wednesdays were covered by a work-experience student).

Brief outline of visits: I usually arrived towards the end of the morning when children were either coming to the end of a play session, getting ready for lunch, or more often sitting around the lunch table together. I would help with encouraging order of food to eat, cutting things up, unwrapping etc and generally talking with the children, finding out what they'd been doing that morning etc. I helped tidy up afterwards, sometimes washing up in the school staff room (no hot water in pre-school yet!) and sometimes initiating play, supervising and collaborating as appropriate but usually staying less than an hour. I spent the whole morning on March 17th (as the temporary Supervisor was taking leave that day) and brought in table top craft and name recognition activities, an electric piano and other percussion instruments.

Three Positive comments:

- Wonderful energy, enthusiasm and creativity of all staff including Stogursey School's permanent appointee.
- Well-resourced facility with good potential and planned opportunities to enhance and improve yet further.
- Clear dramatic improvements in the children's social interactions, language use and confidence over the few weeks I was visiting.

Two questions:

- How can we/I best support the new Supervisor starting on June 1st?
- What criteria need to be met to be able to extend length of day in order to attract bigger numbers?

Signed:

Caroline Hawkes

Dated: May 11th 2020

