

Minutes of Virtual LGC Meeting – Stogursey CoE Primary School

Date/time:	Thursday 7 th May 2020 1.30 pm
Location:	Held by Zoom
Chairperson:	Anna Hammond
Minute taker:	Pauline Kaye (PK)
Present:	<p>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 Jackie Stone (JS) Foundation Governor</p>
Apologies:	None
Attachments:	<p>Confirmation of Recording of Meeting in Accordance with SGS Guidance Protocols for Electronic Participation in Meetings Guidance on Virtual Meetings for Governance Boards Draft Budget Financial Management Month 7 Report C/fwd Summary Preparing for a Return to School Action Plan Draft Code of Conduct Head of School Report NQT Policy Safeguarding & Covid-19 Policy</p>

Record of Actions:

Item	Topic and Description	Person(s) responsible	By when?
6	<p><u>Governor Vacancies</u> Possible applicants for Foundation Governors to be discussed Diocese to be contacted for possible help with vacancies</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</p>	<p>TM/AH PK</p> <p>JS</p> <p>JS</p> <p>LD/CH/AC/ GT</p>	<p>ASAP ASAP</p> <p>ASAP</p> <p>ASAP</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</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</p>	<p>PK</p> <p>PK</p>	<p>ASAP</p>
9	<p><u>Draft Code of Conduct</u> Comments/amendments to be emailed to AH for collating and sending to the Trust</p> <p><u>Draft Standing Orders</u> To be carried over to next Agenda</p>	<p>All</p> <p>PK</p>	<p>ASAP</p>
10	<p><u>Head of School Report</u> Governor Visit Report for last Learning Week to be written up for circulation</p> <p>Pre-School Visits Report to be written up for circulation</p> <p>PP and SEN summary to be included in next and following Reports</p> <p>Tables to be re-sized to fit pages in next and following Reports</p> <p>Four categories using old terminology to be clarified with the Trust</p> <p>Arbor to be contacted to hopefully remove date for 'non-mobile Y10 and Y11'</p>	<p>CH/AC</p> <p>CH</p> <p>GT</p> <p>GT</p> <p>GT</p> <p>GT</p>	<p>ASAP</p>
17	<p><u>Next Meetings</u> Zoom Meetings to be set up for WP/Finance/LGC Meetings and sent to PK for circulation</p>	<p>AH</p>	<p>ASAP</p>

Item	Topic and Description
1	<p>Apologies None Confirmed Meeting Quorate Confirmed Meeting being recorded by AH/TM as PK may have to suddenly leave the Meeting for family reasons</p>
2	<p>Protocols for Electronic Participation in Meetings (Circulated with the Agenda) All read and happy with them</p>
3	<p>Delegation Powers under Covid-19 Restrictions (Guidance on Virtual Meetings for Governance Boards circulated with the Agenda) PK read out the paragraphs on page 4 relating to delegation powers and Chair's Action power. It was agreed that if an urgent situation arose that needed a decision, if it were a financial matter then GT/AH/TM/JS would meet; if a non-financial, then GT/AH/TM/AC would meet</p>
4	<p>Matters of Urgency not on the Agenda None</p>
5	<p>Declaration of Interests None (CH joined the Meeting at this point – 13.38)</p>
6	<p>Business Leadership & Management</p> <ul style="list-style-type: none"> <p>Governor Vacancies & Skills Audit Summary AH wished to record the Committee's heartfelt thanks to Peter Farmery (following his recent death) for his huge contribution to the school over his many years as a Governor and that a fitting tribute will be arranged when the school has re-opened AH also announced that Tony Smith has come to the end of his current term of office and now wishes to retire, which will leave us still needing to find 2 more Foundation Governors (Chris Moorsom does wish to put in an application so will fill the original vacancy). The Parent Governor vacancy is in the process of being filled, but lockdown happened before it could be completed</p> <p>The Skills Audit Summary shows a lack of expertise in HR/Legal/ICT but it was agreed that either the Trust or Haygrove could help out, if needed. TM stated that she had ideas for people to fill the Foundation Governor vacancies and would arrange to discuss them with AH. PK will also make an initial contact with the Diocese to see if it can help, if necessary</p> <p>Finance SC Report inc Proposal to employ F/T Teacher on a one-year fixed-term contract (Financial Management Month 7 Report and Carry Forward Summary circulated prior to the Meeting) JS confirmed that a F/T Teacher can be financed for the short/medium term, keeping GT on his current non-teaching status</p> <p>Draft Budget for Approval (Circulated prior to the Meeting) JS outlined the discussion that had taken place at the recent Finance Meetings and emphasised that TL has drafted the Budget for both the School and Pre-School with a very conservative view, basing it on existing staffing/pupil numbers which are carried forward</p>

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	<p>across the forthcoming 5 years, but realistically, changes will take place as pupils join or leave and Pre-School hours may change depending on demand</p> <p>Following some in-depth discussion: AH proposed the draft Budget be recommended for approval to the Trust AC seconded All Agreed. JS to take to the Trust</p> <ul style="list-style-type: none"> Proposed new Signatories for Governors' Fund Bank Account AH noted that there is approximately £25K in this fund and the Committee will need to decide how and when this will be spent New signatories needed: TM proposed AH/JS/CH GT seconded All Agreed. JS to circulate mandate forms for completion to AH/CH Preparing for a Return to School Action Plan <i>(Circulated with the Agenda)</i> TM suggested that the Committee wait until the Government announcement on Sunday regarding the steps in lifting the lockdown and the SLT Meeting GT is attending on Tuesday have both happened and then discuss this at an extraordinary meeting. In the meantime it was agreed that a working group be set up for an initial discussion to bring to the Meeting: AH proposed it be LD/CH/AC/GT JS seconded Agreed. WP to meet by Zoom Thursday 14th May 2020 at 1.30 pm
7	<p><u>Draft Minutes of Meeting 12th March 2020</u> <i>(Previously circulated)</i></p> <p>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 – PK signed on behalf of the Committee</i> <i>Copies to be sent to KC/SGS and put on school website</i></p> <p><u>Draft Confidential Minutes of Meeting 12th March 2020</u> <i>(PK's copy displayed on-screen at the Meeting)</i></p> <p>No questions/issues/amendments raised AH proposed acceptance of Minutes CH seconded All Agreed <i>It was agreed to adopt and sign the Minutes as a true record – PK signed on behalf of the Committee; to be retained by PK until School has re-opened and they can be passed to GT for secure storage</i></p>

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8	<p><u>Draft Matters Arising Report</u> <i>(Initially circulated with the Agenda then updated and circulated prior to the Meeting)</i> One hand-amendment made as follows:</p> <ul style="list-style-type: none"> Agenda Item 9 – PK to check if DC has all the completed forms and ask her to send a blank one to JS <p>No further questions/issues/amendments raised <i>AH proposed the Report to be approved subject to the amendment</i> <i>JS seconded</i> <i>All Agreed</i> <i>It was agreed that the Report be signed by PK on behalf of the Committee and attached to these Minutes, when approved</i></p>
9	<p><u>Code of Conduct – held over from 23rd January</u> <i>(updated draft circulated with the Agenda)</i></p> <p>AH requested that any comments/amendments be emailed to her for collation and forwarding back to the Trust</p> <p><u>Standing Orders – held over from 23rd January</u> (No update received yet from the Trust) C/fwd</p>
10	<p><u>Head of School Report</u> <i>(Circulated with the Agenda)</i></p> <p>GT stated the following questions had been received:</p> <p>Q. Page 4 Learning Walk for RE. Did any Governors take part on this walk and if so, has a Governor Visit Report been completed? A. CH took part (AC did part of it) and they had completed a verbal follow-up; CH/AC will liaise and CH will write up a report once TM has forwarded her a basic report format. CH also noted that she visited the Pre-School weekly last half-term, and will therefore write a Report for that too</p> <p>Q. Page 6 – Data. From the ‘by year group’ data for Progress (because progress is more important than attainment) Years 4 & 5 are below the benchmark for both Reading and Maths. How is this explained? Will there be planning to address this? (on the pdf version sent out, the extreme right-hand side of the tables has been cut off) A. The changeover to Arbor has highlighted this and already Pupil Progress Meetings for these Year Groups were taking place and existing Action Plans changed just before lockdown. It was agreed that GT will give a termly summary for PP and SEN starting with his next HOS Report. He will also ensure that he sizes the tables correctly in the next Report</p> <p>Q. Pages 7-12 Attainment & Progress Demographics. How are you distinguishing between the four categories of ‘Gifted’ ‘Non-Gifted’, ‘Gifted & Talented’ and ‘Non-Gifted & Talented’? How many of our pupils fit into each of these categories? A. This needs clarifying with the Trust; these appear in Arbor but are old terminology now</p> <p>Q. Why is data for ‘non-mobile Y10 and Y11’ included in the table? A. This is not relevant; GT will either ask Arbor to remove it or it will just be ignored. GT is currently focussing on getting Arbor to include and report on Early Years</p>

Item	Topic and Description
11	<p>Policies Update (Circulated with the Agenda) New NQT Policy for Approval</p> <p>TM noted that there are several typos to be corrected; subject to this AH proposed the Policy be approved GT seconded All Agreed</p> <p>Model Safeguarding & Covid-19 Policy for information There was brief discussion on this, with one or two concerns raised regarding the requirements, but GT confirmed that he is happy with the content</p>
17	<p>Date of Next Meeting Friday 15th May 2020 10.30 am</p> <p>AH to set up 3 Zoom meetings(WP/Finance/Extraordinary LGC and send to PK to circulate</p>

Meeting closed at 2.43 pm

Agreed and signed as a true record

Signed:

PKaye

*on behalf of LGC
due to meeting
being by Zoom*

Print:

P. KAYE

Date:

11/06/20

Matters Arising Report – Stogursey CoE Primary School

Meeting Date/time:	Thursday 12th March 2020 6.00 pm
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Item	Topic, Description and Action	Person(s) responsible
2	<p><u>Matters of Urgency not on the Agenda</u></p> <ul style="list-style-type: none"> • Trial run of putting work online to assess access Done • Trust to be approached Re setting up Google Classroom for Stogursey & Spaxton Currently being trialed by teachers, but they are finding that a combination of website, Facebook, email and physical packs is working well. On the return to school, plan to make Google Classroom a big part of what we do and cut down on teacher workload 	<p>GT</p> <p>GT</p>
4	<p><u>Business Leadership & Management</u></p> <ul style="list-style-type: none"> • Parent Governor form to be amended and given to PK In hand – lock down took place before it could be completed • Person responsible at QET for Parent Governor application forms to be ascertained In hand 	<p>AH</p> <p>AH</p>
5	<p><u>Draft Minutes of Meeting 23rd January 2020</u> Approved Minutes to be sent to KC/SGS and put on website Done</p>	PK
7	<p><u>Code of Conduct</u> Trust to be asked if approved version available yet Updated draft received – to be circulated and discussed at Meeting 7th May – see Agenda Item</p>	AH
8	<p><u>Standing Orders</u> Trust to be asked if approved version available yet Contacted - not updated yet</p>	AH
9	<p><u>Safeguarding</u> Completed copies of document to be given to DC for processing, together with copies ready for TS/PF to complete Check if DC has them</p>	<p>AH/TM</p> <p>PK.</p>

10	SEND Update Agreed amendments to be made to Policy and then sign off Done	TM/GT
11	NPOH Project Presentation Audio recording to be sent to GT Done	AH
13	Vision & Values Presentation & WP Feedback PowerPoint Presentation doc to be updated with comments or amendments and forwarded to PK for circulation Done by both	AH/PK
14	SDP – formation of Working Party Current SDP to be emailed to AH/TM and date for AH/TM/LD to meet arranged Done – TM/AH met to review the SDP – LD not available	AH/TM/LD
15	Policies Update *Capability of Staff Policy and Grievance Policy – awaiting return from HR – chase? Received back approved from the Trust *Staff Disciplinary Policy and Staff Conduct Policy to be signed off Done *Exclusions Policy – still to be put together and Local Authority responsibility in it ascertained Done	TM/GT TM/GT TM/GT

Agreed as true record; to be attached to approved Minutes for 7th May 2020

Signed: P. Praye

Date: 7TH MAY 2020

Print: P. PRAYE

Signed by the clerk on behalf of the chair due to being a "virtual" Meeting and as agreed by the committee