

Minutes of LGC Meeting – Stogursey CoE Primary School

Date/time:	Thursday 5 th May 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) - Head of School Caroline Hawkes (CH) - Foundation Governor Stephen Campbell (SC) - Foundation Governor Jackie Stone (JS) - Foundation Governor Jenny Ashworth (JA) - Chair of QET Trustees Kara Frampton (KF) - Clerk
Apologies:	Louise Day (LD) - Staff Governor Anthony Chetland (AC) - Foundation Governor Chris Moorsom (CM) - Foundation Governor
Attachments (and available on SharePoint):	Draft Minutes of LGC Meeting of 3 rd March 2022 Draft Matters Arising Report Governor Visit Reports Policies for review Quantock Education Trust and Feedback from Trustees

Record of Actions:

Item	Topic and Description	Person(s) responsible	By when?
2	GT to talk to Karen Payne to see if she can support the parents in question with appeal	GT	ASAP
4	AH to obtain password from Carlie for KF for school website	AH	ASAP
4	AH to upload previous minutes to school website	AH	ASAP
5	AH to update absent Governors regarding email addresses	AH	
5	JS to upload Governor training spreading to SharePoint.	JS	ASAP
6	JA to check with Chrysta and report back to Governors regarding school visits template.	JA	ASAP
7	TM to give feedback on Safeguarding template for Governor visits	TM	Next meeting
7	TM to review Safeguarding Policy once the Trust have produced an updated version	TM	ASAP
9a	Working party to meet to discuss in further detail and carry out safeguarding audit GT to let Governors know once update is ready	GT	ASAP

12	Curriculum WP meeting to be arranged and table updated by BM.	BM	ASAP
12	GT to share SART with Governors	GT	ASAP
12a	JS to amend Designated teacher for Looked After Children policy	JS	Next meeting
12a	CH to check with SD the EYFS dates	CH	ASAP
12a	TM to send policy to Jodie to amend SEND policy's formatting	TM	ASAP
12a	GT to find 2021 version of Supporting Children with Medical Conditions Policy and send to AH.	GT	ASAP
12a	AH to review Supporting Children with Medical Conditions Policy and approve once received.	AH	ASAP
13	AH to follow up with parent regarding vacancy	AH	ASAP
13	JS to circulate email regarding Governor Training and follow with a report, before next meeting.	JS	Before next meeting
13	AH to circulate Cyber Training to all Governors via email.	AH	ASAP
13	AH to circulate IT email regarding transfer to @Quantockedtrust.co.uk email account to Governors to ensure they are set up	AH	ASAP
14	JS to book in a suitable time with Carlie for Bylor to visit the school	JS	ASAP

Record of Meeting:

Meeting started at 6.00 pm with prayer, led by SC

Item	Topic and Description
1	<p><u>Apologies and Confirmation of Quorum</u></p> <p>AH welcomed all present. AH introduced KF as new Clerk and welcomed JA to meeting. Apologies received from LD - unwell. Recorded that all Governors send best wishes to LD. AC also sent apologies – work commitment CM sent apologies – other commitment. 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>Admissions to Haygrove</p> <p>Some children have not obtained secondary places at Haygrove. JS advised that parents should appeal or speak to Haygrove directly. Catchments area of Haygrove were discussed between all Governors present. It was discussed that the parents may need support to put in an appeal. Action: GT to talk to Karen Payne to see if she can support the parents with appeal.</p> <p>Communication</p> <p>A few parents had spoken to BM about missing communications. Not all parents access their emails on their phone or are on social media, so need to be mindful of this. BM suggested writing notices on the whiteboard at the front of the school. BM commented that it is good to receive the school newsletter weekly (rather than fortnightly as previously). GT mentioned that Carlie is going to track if parents are getting the emailed newsletter, and ensure that whiteboard is updated regularly.</p>
3	<p><u>Declaration of Interest</u></p>

Item	Topic and Description
	None declared
4	<p><u>Draft minutes of meeting 3rd March 2022 for approval:</u> (Circulated with the agenda) AH mentioned a special thanks to Pauline Kaye, previous Clerk for doing previous minutes, even after stepping down. No amendments to previous minutes declared. GT proposed and TM seconded. All present agreed.</p> <p>Action: AH to obtain password from Carlie for KF for school website.</p> <p>It was agreed to adopt and sign the minutes as a true record – AH signed. Action: AH to upload minutes onto school website, as KF has not got access yet.</p>
5	<p><u>Draft Matters Arising Report</u> (Circulated with the agenda) 4. Minutes of meeting 3rd March 2022 AH confirmed that Matters Arising Report had been updated. AH confirmed that minutes had been done.</p> <p>6. Matters of Urgency not on the Agenda AH announced that staff had been thanked. AH and TM thanked all Governors who contributed towards gifts.</p> <p>3. Safeguarding Update This was due to be addressed at the Curriculum Working Party (CWP) meeting but have been unable to meet. AH agreed to carry the Safeguarding Update over to next meeting.</p> <p>8. Risk Management Strategy Now overdue. GT mentioned that Carlie will be chasing this up. JS mentioned she had been involved in Haygrove template and offered to support. AH mentioned the QET have nudged to get this sorted as soon as possible.</p> <p>14. Governor Training AH contacted IT department. AH proposed that all Governors use @QuantockEdTrust email address moving forward. All Governors agreed. SC mentioned that SharePoint is not user friendly. JS advised SC to call Haygrove's IT Department and they will be able to help. Action: AH agreed to update absent Governors. Action: JS to upload Governor training spreading to SharePoint.</p> <p>7. School Vision & Values Article on Visions and Values due to go into Stogursey Newsletter. GT confirmed this is planned for next month. TM confirmed that deadline is 15th May.</p> <p>9. Pupil Premium CH report of visit is on SharePoint and all Governors can access SharePoint files which have reports that will help with Ofsted preparation.</p> <p>10. PR, Marketing & Wraparound Care Update GT confirmed that food bank and Easter parcels had also been done.</p>

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	<p>CH proposed matters arising and JS seconded. AH signed and will file with hard copy of minutes. AH thanked all.</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>Trama Informed Schools</u> (Circulated with the Agenda)</p> <p>CH handed out a print out during the meeting on Trauma Informed Schools.</p> <p>CH talked through the presentation. GT confirmed that there will be whole school training planned for July 2022.</p> <p>CH confirmed that the plan is in line with the School's Improvement Plan, and talked through the 4 key elements of the model – Protect, Relate, Regulate and Reflect.</p> <p>AH suggested including items such as looking at Behaviour Policies during Governor visits</p> <p>JA mentioned that Karen is talking about making a list for school visits which can be adapted and added by each school. Action: JA to check with Chrysta and report back to Governors.</p> <p>AH thanked CH and all staff involved.</p>
7	<p><u>Safeguarding Update (verbal)</u></p> <p>TM confirmed that the Trust have put together a template for Governor visits – although still in discussion. TM agreed that the new template is interesting and gives a better focus for visits, as questions get asked and provides a greater responsibility for safeguarding around the school. Action: TM to give feedback on Safeguarding template for Governor visits.</p> <p>TM mentioned that GT is the only member of staff in the school with Safer Recruitment Training. TM recommended that the school should encourage the Senior Leadership Team to carry out the training too. GT agreed. TM, AH and JS have already done the training.</p> <p>TM also mentioned that changes should already be in the pipeline for the Safeguarding Policy to be in place by September 2022. Action: TM to review Safeguarding Policy once the Trust have produced an updated version.</p>
8	<p><u>SEND Update (verbal)</u></p> <p>TM was unable to meet with Lisa during last term, so no update was available for the meeting. TM confirmed meeting Lisa next week to talk about the action plan and also regarding volunteers coming into the school for reading.</p>
9	<p><u>SIAMS preparation & discussion</u></p> <p>GT handed out paper copies during the meeting, and asked Governors to email him if they had any questions.</p>

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	<p>GT mentioned that he went to Spaxton School and met with SIAMS inspector, who mentioned that the school's website is good but needs tweaking slightly.</p> <p>GT also mentioned work needs to be done with the staff to understand the school's spiritual mission of 'doing everything in our gift to overcome disadvantage'.</p> <p>GT confirmed he will be taking on more RE Curriculum and focusing efforts on this also.</p>
9a	<p><u>PR, Marketing & Wraparound Care Update (Standing Item)</u></p> <p>CH reported no update from Karen but would be good to get an update.</p> <p>GT confirmed that school received a donation from the Food Bank that school receive 10 free spaces for breakfast club, only for a limited amount of time.</p> <p>Afterschool clubs have been subject to safeguarding concerns at other schools. An afterschool club audit/drop in needs to be carried out.</p> <p>Action: Working party to meet to discuss in further detail and carry out safeguarding audit GT to let Governors know once update is ready.</p>
10	<p><u>Data report</u></p> <p>BM and AH reviewed current pupil data from last term and supplied a Governor visit report</p> <p>The data was positive. There is good progress being made across the school and there doesn't seem to be a particular group that is struggling. The improvements in disadvantaged groups are especially good so shows interventions seems to be working.</p> <p>There are 2 weaker year groups in reading, so need to think about how this can be improved. As well as Maths.</p> <p>Questions for addressing in the next Head of School report have been given to GT.</p>
11	<p><u>Risk Management Update</u></p> <p>See Matters Arising.</p>

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12	<p><u>Governors visit reports</u></p> <p>3 Governor visits have recently taken place, and all reports have been circulated and uploaded to SharePoint.</p> <p>BM updated on Maths visits. Report circulated.</p> <p>JS raised a question to GT about the impact on absence. Q. JS to GT – are any pupils falling behind because they are absent? A. GT – yes but they are having tutoring seems to be working.</p> <p>Q. What impact are Governor visits having on the school? GT gave examples of the impact with opportunity for staff to reflect on practice.</p> <p>The Curriculum Working Party (CWP) need to meet and the Governor visits record needs to be updated. SIP needs reviewing this term by CWP. Action: Curriculum WP meeting to be arranged and table updated by BM.</p> <p>GT also mentioned that SART (School Audit and Review Tool), is the first time the school have gone into green. GT mentioned that outcomes and curriculum which are amber, but working towards green. Action: GT to share SART with Governors.</p>
12a	<p><u>Policies to review</u></p> <p>Designated Teacher for Looked after Children (LAC) JS confirmed that it does follow statutory guidance, but focuses on role of the designated teacher. JS had questions which may be covered under other policies, and confirmed to look at other policies and amend current policy. Action: JS to amend Designated teacher for Looked After Children policy. AH suggested that with amendments, the policy should be approved. AH proposed and JS seconded. All agreed</p> <p>Early Career Teacher (ECT) Induction Policy BM and CH proposed and AH seconded to approve policy. All Governors agreed.</p> <p>SEND policy CH commented to check early years foundation stage and dates. Action: CH to check with SD the EYFS dates. The formatting is incorrect with the old logo. There is also an issue with opening the links. TM confirmed that no content in the policy needs changing, just the formatting is a concern. If formatting is corrected and early years foundation stage dates are checked, policy is ready to be approved. All governors agreed. Action: TM to send policy to Jodie to amend SEND policy's formatting.</p> <p>Supporting Children with Medical Conditions Policy AH and AC were assigned to look at this policy. AH mentioned that content needs changing, as well as formatting issues and old logo. AH explained changes to be made to policy. TM questioned if latest version had already been received. Governors agreed that this policy had already been reviewed in 2020. All Governors agreed.</p>

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	<p>Action: GT to find 2021 version and send to AH. Action: AH to review and approve policy once received.</p> <p>TM mentioned to Governors that another 5 policies need approving this term. TM listed policies and AH assigned to Governors: Behaviour Principles assigned to CH Children with health needs who cannot attend school assigned to AH Governor Visits Policy assigned to BM Child Protection and Safeguarding – Cannot be reviewed until the Trust has reviewed Relationships and Sex Education – To be rolled over</p> <p>GT confirmed that the Child Protection and Safeguarding cannot be reviewed until the Trust has reviewed.</p> <p>AH and GT thanked governors for their contribution.</p>
13	<p><u>Governance Update</u></p> <p>Vacancies AH mentioned that a Foundation Governor vacancy is still vacant, which has now gone back to the Diocese to ask for support with recruiting. JA will also mention. GT announced that a parent may be interested in the parent governor position. Action: AH to follow up with parent regarding vacancy.</p> <p>Governance Improvement Plan AH, TM and BM reviewed GIP recently and are making good progress against plan. It will be reviewed again in the early part of the term. The plan is on SharePoint which is accessible to all Governors.</p> <p>Governor Training JS updated on Governor training. No training at the moment but issues with tracking of what Governors have undertaken what training. Action: JS to circulate email regarding Governor Training and follow with a report, before next meeting.</p> <p>TM mentioned that received an email for all Governors to undertake Cyber Training by a certain date, and required to feedback about training. Action: AH to circulate Cyber Training to all Governors via email.</p> <p>SharePoint/emails AH reminded Governors to use Quantocked emails, and suggested that a drop-in meeting may be advantageous. AH confirmed she is happy to run and organise. Action: AH to circulate IT email address to Governors to ensure they are set up.</p>
14	<p><u>Quantock Education Trust & Feedback from Trustees</u></p> <p>Written update circulated to Governors prior to the meeting. JA talked over key points. JA confirmed that Chrysta has started as interim CEO, for two terms and is excited to meet all Governors and schools to talk about priorities. JA revealed that Governance reviews have taken place at Spaxton and Haygrove, just awaiting the reports. JA also mentioned that there have been</p>

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	<p>several Trustee resignations and recruitment is taking place. JA also confirmed that the CEO won't be a Trustee as this is considered as best practice. Trustees are looking at strategic planning in terms of growth for the Trust. AH thanked JA.</p> <p>JS confirmed she had spoken to a Community Manager at Bylor as they are looking to support local projects. GT suggested JS speaks to Carlie. Action: JS to book in a suitable time with Carlie for Bylor to visit the school.</p>
15	<p><u>Date of Next Meeting</u> Thursday 16th June 2022 5.30 for 6.00 pm start</p>

Meeting closed at 8.10 pm

Agreed and signed as a true record

Signed: A Hammond

Print: ANNA HAMMOND Date: 16/6/22