

Minutes of LGC Meeting – Stogursey C of E Primary and Preschool

Date/time:	Thursday 17 th November 2022 at 6.00 pm
Location:	In school
Chairperson:	Bernie Maskell/Teresa Miller
Minute taker:	Kara Frampton
Present:	Teresa Miller (TM) - Co-Chair/MAT-appointed Governor Bernie Maskell (BM) - Co-Chair/Parent Governor Gary Tucker (GT) - Headteacher Caroline Hawkes (CH) – Vice-Chair/Foundation Governor Stephen Campbell (SC) - Foundation Governor Suzanne Powell (SP) – Foundation Governor (awaiting final confirmation from Diocese) Jodie Burghes (JB) – Parent Governor Louise Day (LD) - Staff Governor Anthony Chetland (AC) - Foundation Governor Kara Frampton (KF) - Clerk Trevor Hains (TH) - Trustee from the Quantock Education Trust
Apologies:	Chris Moorsom (CM) - Foundation Governor Jackie Stone (JS) - Foundation Governor
Attachments (and available on SharePoint):	Draft minutes of LGC meeting on 6 th October 2022 Draft matters arising report Collective Worship Policy RE Policy RHSE Policy ECT Policy School Risk Register FWAC Working Party Reading Governor Visit Arithmetic (Retrieval) Governor Visit Safeguarding update SEND update QET update

Record of actions:

Item	Topic and Description	Person(s) responsible	By when?
3.	KF to send JB Declaration of Interest form	KF	Done
4.	KF to update wording on minutes	KF	Done
5.	KF to upload minutes onto school website	KF	ASAP
6.	GT to circulate new SDP to Governors	GT	ASAP
6a.	BM/TM to arrange a survey/virtual meeting for Governors to discuss headteacher report's contents	BM/TM	ASAP

8.	GT to update the School Risk Register and circulate to Governors	GT	By next LGC meeting
9.	LD to send recent Health and Safety report to Governors	LD	ASAP
10.	TM to circulate 'The Key' summary documents to Governors	TM	ASAP
10a.	BM to copy Governors Visit Policy into Ofsted Preparation folder	BM	ASAP
10b.	BM to set up meeting with SC and AC to support with accessing SharePoint	BM	ASAP
10c.	Governors to review Pupil Premium one-page summary at next LGC meeting	All	By next LGC meeting
11.	BM to attach Finance spreadsheet to the WACP report	BM	ASAP
14.	TH to ask the Trust regarding report from Malcolm Reeves	TH	ASAP
15.	JB to complete skills audit form and send to KF	JB	Done
15a.	KF to update master skills audit form and send to TM	KF	Done
15b.	JB to email KF regarding training and KF to book	JB/KF	Done
16.	TH to circulate Spaxton link with Governors	TH	Done

Record of meeting:

Meeting started at 6.01pm. SC opened with a prayer.

Item	Topic and Description
1	<p><u>Welcome, apologies and confirmation of quorum</u> BM welcomed all present to meeting. BM welcomed JB (newly appointed Parent Governor) and SP (still awaiting confirmation by the Diocese as a Foundation Governor) to the meeting, as well as TH from Quantock Education Trust. BM confirmed meeting as quorate.</p> <p>BM reported that CM sent apologies for the meeting as not very well. Apology accepted. JS apologised for her absence, she had to take someone to A&E.</p>
2	<p><u>Matters of urgency not on the agenda</u> None declared.</p>
3	<p><u>Declaration of Interest</u> None declared.</p> <p>TM reported that as JB is a new Governor, a Declaration of Interest form will need to be completed. Action: KF to send JB Declaration of Interest form.</p>
4	<p><u>Draft matters arising report</u> <i>(Circulated with the agenda)</i></p> <p>All outstanding actions have been completed and are to be discussed throughout the agenda, apart from the following:</p> <p>6. JS to book in a suitable time with Carlie for Bylor to visit the school. BM suggested this action should now be closed as JS was not present at the meeting to answer.</p> <p>7c. TM and BM to go through Ofsted question created by Chrysta on SharePoint. This action has been completed.</p> <p>11d. CH to support the Behaviour Policy parent survey. Wording needs to be updated on the minutes to RHSE Policy. Action: KF to update wording on minutes.</p>

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5	<p><u>Draft minutes of meeting 6th October 2022 for approval:</u> <i>(Circulated with the agenda)</i></p> <p>As above, BM amended 11d. RHSE Policy on minutes.</p> <p>It was agreed to adopt and sign the minutes as a true record. CH proposed. TM seconded. Action: KF to upload minutes onto school website.</p> <p>Confidential minutes were reviewed and accepted during meeting. GT proposed. TM seconded.</p>
6	<p><u>Headteacher's update</u> <i>(Circulated with the agenda)</i></p> <p><u>Staffing update</u> GT reported that Beth Turner has now resigned, and all parents are aware. GT reported that a new teacher called Tyler Miller has been recruited as a short-term replacement. Confidential minutes were recorded.</p> <p><u>SDP update</u> Action: GT to circulate new SDP to Governors. GT reported that the SDP is going well, as well as Ofsted preparation. GT mentioned that a review from Lesa Garside isn't due again until the next LGC meeting, so a report will be shared with Governors then.</p> <p><u>Headteacher reporting system</u> GT has been asked by Chrysta to get an honest opinion from Governors regarding the Headteacher reporting system. GT suggested that perhaps Governors could go through data training to support. BM reported that last year a Data Working Party reviewed the school data after the data drop and the plan was to do this again. JB offered to support with this.</p> <p>TH reported that each school has been asked to review the headteacher's report, so to bear in mind that all reports cannot be bespoke per school.</p> <p>Action: BM/TM to arrange a survey/virtual meeting for Governors to discuss headteacher report's contents.</p>
7	<p><u>Policy update</u> <i>(Circulated with the agenda)</i></p> <p><u>Collective Worship Policy/RE Policy</u> GT reported that the Roots and Fruits Collective Worship Scheme is going well, and is taught in a child friendly way. The school also now have a Collective Worship group that lead Collective Worship, which is criteria for excellence SIAMS inspection. GT stated that class assemblies have been implemented on Thursdays, where a spiritual space in the classroom is required to be updated regularly. GT confirmed he is confident that these policies cover everything that the school is trying to achieve, and in terms of spirituality. SC proposed and AC seconded both Collective Worship and RE Policy are endorsed by the LGC.</p>

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	<p><u>RHSE Policy</u> CH reported that Stogursey have opted to cover non-statutory Sex Education for Year 6 Pupils. CH mentioned that the school therefore opted to call the policy RHSE, which covers statutory relationships, statutory health and non-statutory sex education. CH expressed this was due to statutory changes in sequences. GT mentioned that periods and puberty are both now being taught in Year 4, as well as Year 5 and 6, as girls are starting their periods earlier. Drugs and tobacco are also being taught earlier. This will be taught over a period of 3 lessons. GT stated that parents that attended the parent consultation were happy with the above changes made. CH proposed that there are regular parental consultations going forward. BM proposed and LD seconded the RHSE Policy is approved by the LGC.</p> <p><u>ECT Policy</u> No changes made to the policy. No questions raised by Governors. TM proposed and AC seconded that the ECT Policy is approved by the LGC.</p> <p><u>Upcoming policies for review</u> BM suggested that upcoming policy reviews and the headteacher’s report should be discussed at alternate meetings. This won’t always be possible, but will be avoided where possible. TM reported that the admissions arrangements policy will however need to be discussed at the LGC meeting in January four other policies need reviewing at the LGC meeting on 23 February.</p> <p>GT reported that there will be a Trust Policy for Admissions 24-25, which is currently being reviewed and will need to be accessible on school websites by 15th March 2023.</p>
8	<p><u>School Risk Register</u> <i>(Circulated with the agenda)</i></p> <p>GT reported that there is now a new Trust Risk Register. The school Risk Register needs updating to reflect this. GT mentioned that the new document will be ready in January, and Chrysta has reported that the School Risk Register is to be a standing item on LGC agendas. Action: GT to update the School Risk Register and circulate to Governors.</p>
9	<p><u>Health and Safety update</u> LD reported that there is a lot of paperwork that needs to be uploaded and signed off on EC Live. Nothing has been updated since 2019 - actions have happened since then but evidence hasn’t been uploaded. LD stated that an action plan has been implemented, and that once training has taken place, things can progress. Action: LD to send recent Health and Safety report to Governors.</p> <p>During the meeting, TM read out an update from the QET regarding a replacement for an Estates Manager. There is still no replacement, however once recruited, the role will take on the health and safety for all QET schools. The QET have suggested that in the meanwhile, Tracey Lee should act as the current port of call for all health and safety enquiries There was some discussion about the state of the school building, and maintenance work which need doing. Not all this work has currently been factored into the school budget. This will be discussed at the next FWAC WP.</p> <p>TH mentioned that if the school cannot afford the replacement of health and safety equipment, GT can reach out to the Trust, although there is no certainty that they will be able to support.</p>

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	GT reported that also if desperate, the school can put together a business case to use cash reserves.
10	<p><u>Ofsted Preparation</u></p> <p><u>Governor Action Plan (GAP)</u></p> <p>BM explained the GAP acts as the Governors’ answer to the SDP. This has been circulated to Governors prior to the meeting, as well as saved on SharePoint. BM talked through the GAP in depth to Governors.</p> <p>BM requested that once Governors have undertaken a visit, they update the GAP with tracked changes, which can then be accepted by BM/TM or request BM/TM to do the updates.</p> <p>TM reported that there are some shorter and more concise documents in preparation for Ofsted, which can be accessed via The Key. TM will circulate a link to Governors who aren’t currently signed up to The Key, so these documents can be accessed. TM has sent a link to individual governors enabling them to access ‘The Key’</p> <p>BM explained that objectives have been set for Governors to action each term. In order to review these objectives and refine the visit schedule for the next half term, BM proposed to set up a GAP/Curriculum WP (CWP) group to meet monthly virtually.</p> <p>CH questioned the intended impact column. TM mentioned that the template had been taken from The Key, so may not be the best terminology for the school. It was agreed for the word ‘intended’ to be removed from the GAP. It was suggested that the final column should indicate the next step.</p> <p>BM also talked through the OFSTED check list which has been produced. This is based on the checklist on the Key and BM/TM have RAG rated where the LGC are currently. Even though there are currently some amber and red section this is mainly due to lack of evidence. This has been useful in identifying areas that still need to be worked on and will continue to be reviewed.</p> <p>GT praised BM/TM for their work on the GAP, and its exactly what Ofsted will want to see. Action: TM to circulate ‘The Key’ summary documents to Governors.</p> <p><u>Feedback on GAP</u></p> <p>GT expressed that it was sensible for Governors focus on Science in the spring term, but suggested also looking at Humanities (History/Geography). Then in the summer term to look into RE, as the new policy will be more embedded by then.</p> <p>GT to Governors Q. When will you decide which governors will be doing the visits? A. This will be decided at the virtual GAP/CWP meeting, as experience has shown there is not enough time to do this planning at the LGC.</p> <p>No other questions declared.</p> <p>TM suggested making the Governors Visit Policy easily accessible for new Governors as it provides guidance regarding visits. Action: BM to copy Governors Visit Policy into Ofsted Preparation folder.</p>

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	<p><u>SharePoint - have all governors managed to access SharePoint and email?</u> SC and AC still haven't managed to access SharePoint. Action: BM to set up meeting with SC and AC to support with accessing SharePoint. KF to continue forwarding documents to SC and AC via personal emails, until QET emails and SharePoint are being used.</p> <p><u>School update</u> GT confirmed that all Ofsted preparation is complete. GT encouraged Governors to look at the curriculum section on the school website. The curriculum development document illustrates the schools plans up to 2025.</p> <p>TM reported that the GAP also asks governors to read the school's curriculum plan, as Governors are expected to know about the school curriculum.</p> <p>CH reported that she'd read the new Ofsted framework, and thinks Ofsted will look at the overcoming disadvantage post COVID. GT reported he will be looking back over the Pupil Premium Policy, and create a one-page summary to show how the school is overcoming disadvantage. GT suggested this one-page summary could be reviewed at the next LGC meeting. Action: Governors to review Pupil Premium one-page summary at next LGC meeting.</p>
11	<p><u>Governor Visits</u> <i>(Circulated with the agenda)</i></p> <p>CH noted that the financial appendix 1 wasn't attached to the WAC report. Action: BM to attach Finance spreadsheet to the WACP report.</p> <p><u>Reading</u> Q. TM to GT – How are we getting on with setting up volunteer readers? A. Due to be discussed at the next school's Senior Leadership Meeting.</p> <p>SP previously volunteered to go into school and read with children. During the meeting, JB also volunteered to go into school and read with children.</p> <p><u>FWAC Working Party</u> SC highlighted the importance of WAC and it must keep going in school, so funding needs to be secured. SC talked through funding options, including reserves and grant making bodies. TM asked if WAC has had an impact on pupil attendance and persistent absence, and if improvements can be evidenced.</p>
12	<p><u>Safeguarding update</u> <i>(Circulated with the agenda)</i></p> <p>All Governors have received a safeguarding update prior to the meeting, which was a follow up from questions raised from the previous LGC meeting.</p> <p>GT reported that he received feedback from the QET regarding the banned words. GT explained there is not a set list of banned words, but there are categories that the software picks up on. The school were happy with the Trust's response regarding this.</p>

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	<p>Q. BM to GT – Are the staff aware of this, in case they are asked about banned words by Ofsted? <i>A. LD is going to update the board in the staff room.</i></p> <p>TM reported that the Single Central Record check is booked in for 6th December.</p>
13	<p><u>Church School Distinctiveness</u> BM reported that Church School Distinctiveness is a standing item on the agenda. There was nothing further discussed as a lot has already been covered during the meeting.</p>
14	<p><u>SEND update</u> <i>(Circulated with the agenda)</i></p> <p>TM elaborated on the 2 programmes as mentioned in the update - the Nessie programme is a computer-based programme for children who have dyslexia difficulties, and an ILI programme is an intensive 121 literacy intervention. TM reported that the ILI programme is much more time consuming, as it requires 3 x 40 minutes sessions every week, for 10 weeks. This was run with some pupils the last 10 weeks of the summer term. TM hasn't received the results of the ILI programme yet.</p> <p>GT reported that he has seen the results, which illustrates that there are mixed results - where it works, pupils make a high impact. GT mentioned that he is keen to use this later on in the year so the school isn't narrowing the curriculum. Where children need this support, it can be done during an after-school club instead.</p> <p>GT mentioned that the school are still waiting for the report from Malcolm Reeves, with no indication when this is going to be received. Action: TH to ask the Trust regarding report from Malcolm Reeves.</p>
15	<p><u>Governance update</u></p> <p><u>Governance vacancies update</u> BM welcomed Jodie as a Parent Governor and confirmed that a letter has been drafted to be sent out to all parents to update them of the appointment. The same will be done with Suzanne, once fully appointed as a Foundation Governor.</p> <p>BM confirmed this will leave 2 Governor vacancies at the end of the school term. GT reported that he has had a meeting with CM's wife Liz, who would like to take over his role as a Foundation Governor. TM confirmed she will send Liz the paperwork and will forward to the Diocese when complete.</p> <p>TM confirmed she had made a connection with somebody from Hinkley Point who is willing to advertise for a governor. TM will send through details, specifying the particular skills needed as identified from the Skills Audit summary. Action: JB to complete skills audit form and send to KF. Action: KF to update master skills audit form and send to TM.</p> <p><u>Governor Training</u> BM reminded Governors that the training spreadsheet is on SharePoint, so once Governors have undertaken training, to update the spreadsheet or to let KF know. Governors were also reminded</p>

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	that there are lots of training opportunities being circulated at the moment, so to take advantage of this. Action: JB to email KF regarding training and KF to book.
16	<p><u>QET update</u> (Circulated with the agenda)</p> <p>TH talked through update to Governors. TH reported that Sexey's and Spaxton both had their SIAMs report. Spaxton's report is now available, but link wasn't available in the QET update. Action: TH to circulate Spaxton link with Governors.</p> <p>TH also reported that the Trust is looking to grow with potential partnership with 4 primary schools in Crewkerne.</p> <p>TH stated that Chrysta is getting lots of support from Rob Brown, the Trust's new Chair.</p>
17	<p><u>Upcoming school events</u></p> <ul style="list-style-type: none"> • Christmas Lunch at school on Tuesday 13th December 2022 at 12 – 1pm (Governors to let KF know if they'd like to attend) • Christmas Nativity at the church on Wednesday 14th December 2022 at 6pm • Christingle Service at the church at 2pm on Friday 16th December 2022
16	<p><u>Date of next meeting</u></p> <p>Date of the next meeting is Thursday 19th January 2022 at 6pm.</p> <p>Thursday 23rd February 2023 Thursday 4th May 2023 Thursday 22nd June 2023</p>

Meeting closed at 8.04pm

Agreed and signed as a true record

Signed: BM signed original document and filed on school premises