



QUANTOCK EDUCATION TRUST

Minutes of LGC Meeting – Stogursey CoE Primary School

Date/time:	Thursday 23 rd January 2020 5.30 pm
Location:	Stogursey CoE Primary School
Chairperson:	Anna Hammond
Minute taker:	Pauline Kaye (PK)
Present:	<p>Anna Hammond (AH) Co-Chair/Elected Parent Governor</p> <p>Teresa Miller (TM) Co-Chair/MAT-appointed Governor</p> <p>Anthony Chetland (AC) Vice-Chair/Foundation Governor</p> <p>Gary Tucker (GT) Head of School</p> <p>Louise Day (LD) Elected Staff Governor</p> <p>Peter Farmery (PF) Foundation Governor</p> <p>Jackie Stone (JS) Foundation Governor</p> <p>Tony Smith (TS) Foundation Governor</p> <p>Caroline Hawkes (CH) Foundation Governor</p> <p>Karen Canham (KC) Trust CEO</p>
Apologies:	None
Absent:	N/A
Attachments:	<p>Draft Minutes from 14th November 2019</p> <p>Draft Minutes from 10th December 2020</p> <p>Draft Matters Arising Reports from 14th November & 10th December 2019</p> <p>Headteacher Report</p> <p>Governor Visit Reports x 4</p> <p>New Attendance Policy for approval</p> <p>General Notes on Policies for information</p> <p>Draft Terms of Reference for Finance SC for approval</p>

Record of actions:

Item	Topic and Description	Person(s) responsible	By when?
4	*Minutes Heading to be amended for future Meetings (Chairs removed)	PK	ASAP
	*Approved Minutes x 2 to be sent to KC/SGS and put on website	PK	ASAP
6	Code of Conduct to be added to next Agenda	PK	
7	Standing Orders to be added to next Agenda	PK	
8	GIAS info from remaining Governor to be obtained	PK	ASAP
9	Future Headteacher Reports to be circulated in PDF format	GT	
10	Date to be arranged to meet for initial look at Safeguarding Audit	GT/TM	ASAP
	Compliance Days to be arranged	GT	ASAP

Item	Topic and Description	Person(s) responsible	By when?
11	SEN update at next Meeting	TM	
12	*Vision & Values WP to arrange date to meet *SDP/SART Report/Vision & Value WP feedback to be on next Agenda *SMART School Presentation to be arranged for the summer term	GT/CH/JS PK GT	
14	*Minor change to wording in WSEP Attendance Policy to be done before signing off and adding to school website *Capability of Staff (Teaching)/Capability of Staff (Non-Teaching/Staff Discipline, Conduct and Grievance Policies to be signed off *Diocesan view on Sex & Health Education Policy to be sought	GT/TM TM GT	
15	*Parent Governor vacancy – list of possible individual parents to approach to be drawn up *Foundation Governor vacancy – suggested person to be contacted	GT TS	

Record of meeting:

Meeting started at 5.40pm with a prayer from TS and AH welcomed KC to the Meeting

Item	Topic and Description
1	Apologies <ul style="list-style-type: none"> AH noted that AC had stated he would be attending, but not present at start of Meeting
2	Matters of Urgency not on the Agenda <ul style="list-style-type: none"> Ratification of TM and AH as Co-Chairs by MAT} confirmed as 25th October Date TM appointed MAT Governor } 2019 Finance Report for Month 4 – only just received by JS – to be discussed at next Finance SC Meeting – date to be set at end of this Meeting
3	Declaration of Interests JS – Governor on LGC for Haygrove
4	Draft Minutes of LGC Meeting 14th November 2019 <i>(Previously circulated)</i> Error in heading highlighted and hand-amended ('Chairs' removed). Template to be amended for future Meetings No further questions/issues/amendments raised <i>TM proposed acceptance of Minutes</i> <i>JS seconded</i> <i>All Agreed</i> <i>It was agreed to adopt and sign the Minutes as a true record – AH signed</i> <i>Copies to be sent to KC/SGS and put on School website</i> Draft Confidential Minutes of LGC Meeting 14th November 2019 <i>(LD left the room; copies circulated)</i> No questions/issues/amendments raised <i>GT proposed acceptance of Minutes</i>

Item	Topic and Description
	<p><i>JS seconded</i> <i>Agreed</i> <i>It was agreed to adopt and sign the Minutes as a true record – AH signed; they were then placed in a labelled, sealed envelope and handed to GT for secure storage</i></p> <p><i>(LD re-joined the Meeting)</i></p> <p><i>(5.45 pm AC arrived)</i></p> <p><u>Draft Minutes of the Extraordinary LGC Meeting 10th December 2019</u> <i>(Previously circulated)</i></p> <p>No further questions/issues/amendments raised <i>TM proposed acceptance of Minutes</i> <i>PF seconded</i> <i>All Agreed</i></p> <p><i>It was agreed to adopt and sign the Minutes as a true record – JS signed</i> <i>Copies to be sent to KC/SGS and put on School website</i></p>
5	<p><u>Draft Matters Arising Reports</u> <i>(Circulated with the Agenda)</i></p> <p><u>14th November 2019</u> One hand amendment was made as follows:</p> <ul style="list-style-type: none"> • Agenda Item 11 – Done <p>No further questions/issues/amendments raised <i>TM proposed the Report be approved subject to the hand amendment</i> <i>CH seconded</i> <i>All Agreed</i></p> <p><i>It was agreed that the Report be signed by AH and attached to the approved Minutes</i></p> <p><u>10th December 2019</u> 3 hand-amendments made as follows:</p> <ul style="list-style-type: none"> • Agenda Item 2 – Done • Agenda Item 3 – Done – laptops received • Agenda Item 4 – Done <p>GT thanked the Governors, on behalf of the staff, for the purchase of the new laptops</p> <p>No further questions/issues/amendments raised <i>TM proposed the Report be approved subject to the hand-amendments</i> <i>CH seconded</i> <i>All Agreed</i></p> <p><i>It was agreed that the Report be signed by AH and attached to the approved Minutes</i></p>

Item	Topic and Description
6	<p><u>Code of Conduct – held over from 14th November</u> LC confirmed that this is nearing MAT approval – c/f to next Meeting</p>
7	<p><u>Standing Orders – held over from 14th November</u> LC confirmed that this is nearing MAT approval – c/f to next Meeting</p>
8	<p><u>Feedback from recent LGC Chairs' Meeting</u> AH reported the following:</p> <ul style="list-style-type: none"> • Meetings being held termly • The original Working Party has now been disbanded in favour of the new Chairs' Meetings • There had been an update by KC that, potentially, there will be a new Chair of Trustees shortly • The role of Office Manager is being aligned across the Trust • GDPR and GIAS info (for Stogursey) still to be done – PK confirmed she had received the required information from almost all the Governors ready to forward back to the Trust
9	<p><u>Headteacher's Report</u> <i>(Circulated with the Agenda)</i></p> <p>No questions raised in advance, so GT spent time going through the data and highlighting specific areas/issues in detail; to sum up:</p> <ul style="list-style-type: none"> • GT in touch with ARBOR to try and get the data contained in the Report available easily – work in progress, but it would help to lessen GT's workload if it can be achieved • Attainment – clear improvement in areas where there had been previous concern • Reading – assistance coming from Crowcombe & Stogumber to help with some Year Groups as GT is concentrating on helping with Maths (marked improvement already) Governors offered extra help with Reading • Writing in some Year Groups need working on • Next Learning Review week starts 3rd February • The move to having 4 classes would be a massive benefit and has to be a top priority – Finance SC needs to look into affordability • Attainment Girls v Boys – Boys now out-performing Girls in Reading and closing the gap in Writing • GT will produce the Report in PDF format in the future to preserve the formatting (getting distorted in Word) • The new lunch arrangements (details under Student & Parent Voice) – whole school lunching together, providing more enrichment (but potential to be noisy!) • GT confirmed that he had been told by the NHS that the recent major illness had been the Winter Vomiting Virus (Norovirus) and that a deep clean had been done • Current attendance rate (from September to date) 94.2%. Persistent absenteeism has improved slightly, GT now working on whole-school approach involving updating the figure in assembly on a Friday and awarding whole-school rewards as appropriate (eg extra playtime). Punctuality to be worked on in the summer term • Appraisals with TAs – GT had trained another member of staff to help with this – gone well. He reported that there will be a presentation to Governors in July regarding a possible new approach to PPA time from September, involving the TAs

Item	Topic and Description
10	<p><u>Safeguarding</u> TM reported the following:</p> <ul style="list-style-type: none"> • Form now completed and signed off, stating all Governors have read the Governors' section of the Safeguarding Policy • Single Central Record – GT/TM went through this on the 13th January; not easy as all staff and governors come under one heading. Some extra information needed in places – DC actioning • Safeguarding Audit received, to be completed by the end of March; TM/GT to arrange a date to start to look at it; GT to arrange Compliance Days to get it completed
11	<p><u>SEND Update</u></p> <ul style="list-style-type: none"> • TM meeting with Lisa Dunwood on the 27th January – update at next Meeting
12	<p><u>School Development Plan</u></p> <ul style="list-style-type: none"> • To be added to next Agenda and then alternate Meetings • GT currently working on Vision & Values but needs Governor input – WP set up (CH/JS/GT) need to arrange date to meet • As well as SDP, SART Report and Vision & Values WP feedback to be on next Agenda • SMART School Council presentation to take place in the summer term
13	<p><u>Committee and Link Governor Reports</u></p> <ul style="list-style-type: none"> • PE and Maths Reports from w/b 25th November 2019 plus Pupil Voice Report and 'Saving the Planet' Report (<i>circulated 23/01/20 and hard copies available at the Meeting</i>) • Some concern voiced regarding the words used to express how the children feel in the 'Saving the Planet' Report; views split as to how much information young children should have regarding this issue but all Governors agreed that they and the school need to do everything possible to support the children and help them manage their worries. It was also noted that the report finished on a positive note with the children listing things that can be done individually to combat climate change • Follow-up to the two Maths book scrutinies – recommended that scrutinies should be done jointly by subject leads and class teachers to enable immediate dialogue • Is there a policy on PE kit (especially lack of or incorrect)? – not as yet but a good idea • Curriculum planning in place now so that each PE coach is aware of what the other is doing • Feedback from the last Parent Forum Meeting • A concern was raised regarding the total number of children in Beacon Class (Y4/5/6) but it was clarified that Y6 are taken out of the class for separate Maths etc. This has been a perennial concern because of there always being one class covering 3 Year Groups • FOSS had offered to do one extra morning before school per week, but this is not happening yet • Concern had been raised over the lack of wrap-around care, like other local schools offer – ideally we want to be able to offer it too but due to lack of interest/numbers, it is not possible at present • GT reiterated that the move to a 4-class structure and wraparound care are top priorities
14	<p><u>Policies Update</u> <i>(General Notes and new West Somerset Education Partnership (WSEP) Attendance Policy circulated with the Agenda)</i></p>

Item	Topic and Description
	<ul style="list-style-type: none"> • AH thanked TM for the general notes on policies • WSEP Attendance Policy – general consensus that it's a good idea • One concern raised that it would put extra administration requirements on the teaching staff, but GT confirmed that DC would mainly be covering this • Training for staff will take place in staff meetings • Minor change to wording to be sorted by TM/GT <p><i>AH proposed that the new Attendance Policy be adopted (subject to the minor word amendment)</i> <i>AC seconded</i> <i>All Agreed TM will sign off the Policy after the amendment and it will then be put on the school website</i></p> <ul style="list-style-type: none"> • TM confirmed she had looked at several other policies as listed on the front page of the general notes and, since they are ones that can be signed off by one Governor, offered to do this – agreed • Relationships & Sex Education Policy – GT stated that teachers are required to help craft this Policy and that, as a Church School, he would like to hear the Diocese's view on this. Policy needs to be done by September
15	<p><u>Business Leadership & Management</u></p> <ul style="list-style-type: none"> • Approval to change of Finance WP to an SC <i>AC proposed the Finance WP change to a Sub-Committee</i> <i>TM seconded</i> <i>Agreed</i> • Draft Terms of Reference for Finance SC for approval <i>(circulated with the Agenda)</i> <i>CH proposed the ToR be adopted</i> <i>PF seconded</i> <i>Agreed</i> • Governor Induction Training <ul style="list-style-type: none"> ➢ CH has a date booked ➢ AC has not arranged it yet ➢ LD cannot do the currently available dates • Maths TRG Training LD explained in detail what the training covered • Governor Vacancies Update <ul style="list-style-type: none"> ➢ Parent Governor – no applications received; could now directly approach individual parents; GT to consider any possibilities ➢ Foundation Governor – Rev Nicky had made a suggestion, to be followed up

Item	Topic and Description
16	<u>Quantock Education Trust</u> See separate confidential Minutes
18	<u>Date of Next Meeting</u> Thursday 12 th March 2020 – back to 5.30 for 6.00 pm start

Date for next Finance SC Meeting: Monday 3rd February at 1.00 pm (PK gave apologies)

Meeting closed at 7.26 pm

Agreed and signed as a true record

Signed: A Hammond

Print: A HAMMOND

Date: 12TH MARCH 2020

Matters Arising Report – Stogursey CoE Primary School

Meeting Date/time:	Thursday 14 th November 2019 6.00 pm
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Record of actions:

Item	Topic, Description and Action	Person(s) responsible
3	<p>*Ratification of AH & TM as Co-Chairs by MAT still outstanding Done – ratified on</p> <p>*Date TM appointed MAT Governor still outstanding Date proposed 1st August 2019 – awaiting ratification from MAT</p> <p>*Staffing Issues – advice to be sought from HR Done</p>	<p>AH.TM</p> <p>AH/TM</p> <p>GT</p>
5	<p>Approved Minutes of 26th September 2019 to be sent to KC/SGS/School website Done</p>	PK
6	<p>*Governor Induction Training and Maths TRG training to be added to next Agenda and SGS to be informed Done</p> <p>* Signed Matters Arising Report to be attached to approved Minutes Done</p>	<p>PK</p> <p>PK</p>
7	<p>Code of Conduct to be added to next Agenda Done</p>	PK
8	<p>Standing Orders to be added to next Agenda Done</p>	PK
10	<p>*Julie Norman to be emailed Re sharing MAT School Audit Review Tool with Governors Done</p> <p>* KC to be contacted Re: format and style of Headteacher Report Done</p>	<p>GT</p> <p>GT</p>
11	<p>*Form for Governors to complete when they have read the Governors' section of the Safeguarding Policy to be available in the School Office <i>Done</i></p> <p>*DBS and 128 checks to be done for CH</p>	<p>TM</p> <p>TM</p>
13	<p>SDP to be added to next Agenda and then alternate with H/T Report Being added to Agenda for 12th March as H/T Report on Agenda for 23rd January</p>	PK
15	<p>Policy Review to take place 3rd December 2019 at 11.00 am Done</p>	TM/GT
17	<p>ICT Wishlist to be given to JS for Finance WP to consider at next Meeting Done</p>	GT/JS

Agreed as true record; to be attached to approved Minutes for ~~26th September 2019~~ ^{23rd January 2020}

Signed: A Hammond

Date: 23/01/2020

Print: A HAMMOND

Item	Topic/Description and Action	Person(s) responsible
1	*Agenda item of AH & TM as Co-Chair by MAT still outstanding	AH/TM
2	*Date for approved MAT Governor still outstanding	AH/TM
3	*Staffing Issues - advice to be sought from HR	GT
4	*Approved Minutes of 28 th September 2019 to be sent to WC/S&S/School website	PK
5	*Governor induction Training and Matter TRG training to be added to next Agenda and PPT to be prepared	PK
6	*Signed Matters Advice Report to be attached to approved Minutes	PK
7	Code of Conduct to be added to next Agenda	PK
8	Standing Orders to be added to next Agenda	PK
9	*John Norman to be emailed re sharing MAT School Audit Review Tool with Governors	GT
10	*WC to be contacted re format and style of Headteacher Report	GT
11	*Form for Governors to complete when they have read the Governors' section of the Safeguarding Policy to be available in the School Office	TM
12	*DBS and 128 checks to be done for CH	TM
13	SDP to be added to next Agenda and then alternate with H/T Report	PK
14	Being done for Agenda for 13 th March re H/T Report on Agenda for 23 rd January	
15	Policy Review to take place 3 rd December 2019 at 11.00 am	TM/GT
16	KT Whittle to be given to 15 for Finance WP to consider at next Meeting	GT/S

Matters Arising Report – Stogursey CoE Primary School

Meeting	Tuesday 10 th December 2019
Date/time:	3.45 pm

Record of actions:

Item	Topic, Description and Action	Person(s) responsible
1	Invite Tracy Lee and Donna to next LGC to discuss Finance matters Now agreed to invite them to a later LGC Meeting	PK
2	Send agreement from LGC for the Capital bid and contribution monies <i>Done</i>	JS by 11/12/19
3	Get quotes for desktop and laptops for purchase asap <i>Done - laptops received</i>	JS by 19/12/19
4	Prepare updated Terms of reference for the Finance Committee for approval at next LGC <i>Done</i>	JS by 20/01/20

Agreed as true record; to be attached to approved Minutes for ^{23rd January 2020} ~~10th December 2019~~

Signed: *JM Stone*

Date: 23/01/2020

Print: ~~XXXXXXXXXX~~ JMSTONE

