



# QUANTOCK EDUCATION TRUST

## Minutes of Virtual LGC Meeting – Stogursey CoE Primary School

<b>Date/time:</b>	Thursday 6 <sup>th</sup> May 2021 6.00 pm																				
<b>Location:</b>	Held by Zoom																				
<b>Chairperson:</b>	Anna Hammond																				
<b>Minute taker:</b>	Pauline Kaye (PK)																				
<b>Present:</b>	<table border="0"> <tr> <td>Anna Hammond (AH)</td> <td>Co-Chair/Elected Parent Governor</td> </tr> <tr> <td>Teresa Miller (TM)</td> <td>Co-Chair/MAT-appointed Governor</td> </tr> <tr> <td>Louise Day (LD)</td> <td>Staff Governor</td> </tr> <tr> <td>Gary Tucker (GT)</td> <td>Head of School</td> </tr> <tr> <td>Stephen Campbell (SC)</td> <td>Foundation Governor</td> </tr> <tr> <td>Bernie Maskell (BM)</td> <td>Elected Parent Governor</td> </tr> <tr> <td>Chris Moorsom (CM)</td> <td>Foundation Governor</td> </tr> <tr> <td>Caroline Hawkes (CH)</td> <td>Foundation Governor</td> </tr> <tr> <td>Jackie Stone (JS)</td> <td>Foundation Governor</td> </tr> <tr> <td>Karen Canham (KC)</td> <td>Trust CEO</td> </tr> </table>	Anna Hammond (AH)	Co-Chair/Elected Parent Governor	Teresa Miller (TM)	Co-Chair/MAT-appointed Governor	Louise Day (LD)	Staff Governor	Gary Tucker (GT)	Head of School	Stephen Campbell (SC)	Foundation Governor	Bernie Maskell (BM)	Elected Parent Governor	Chris Moorsom (CM)	Foundation Governor	Caroline Hawkes (CH)	Foundation Governor	Jackie Stone (JS)	Foundation Governor	Karen Canham (KC)	Trust CEO
Anna Hammond (AH)	Co-Chair/Elected Parent Governor																				
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<b>Apologies:</b>	AC – see below																				
<b>Attachments:</b>	<p>Draft Matters Arising Report          Written Safeguarding Update          Governor Declaration for Safeguarding form          LGC Safeguarding Responsibilities form          Draft NQT Policy          Updated List of Attended/Booked Governor Training for 2020/21          Clerk's Briefing Update          QET May Update from KC</p>																				

### Record of Actions:

Item	Topic and Description	Person(s) responsible	By when?
4	Approved Minutes from 25 <sup>th</sup> March 2021 to be put on the school website and emailed to KC	PK	ASAP
	Approved confidential Minutes from 25 <sup>th</sup> March 2021 to be placed in sealed envelope and retained by PK until able to hand over to School	PK	When possible
5	Folder to be created on Trust's SharePoint for Stogursey's School-only Policies	GT	ASAP
7	Assistance to be given to SC to access required Safeguarding reading in order to complete LGC Safeguarding Responsibilities form	TM	ASAP

Item	Topic and Description	Person(s) responsible	By when?
10	Representatives from the V&V and T&L WPS to meet on Tuesday 25 <sup>th</sup> May 1.00 – 3.00 pm to look at draft Governor Visit Policy and feedback to next Meeting	AH/TM/ CH/CM GT/BM	25/05/21
12	Alison Pear to be emailed to make a booking for the Diocesan training course Exploring the Church School Partnership for CM Rev Nicky to be contact to see if she would like to attend as well	PK AH	07/05/21
	Summary of Governor Training to be amended regarding TM's course date	PK	ASAP
	Clarification from TL needed regarding date the 19/20 carry-forward sum for Pupil Premium needs to be spent – is it the end of this term?	GT	ASAP

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## Record of Meeting:

Meeting started at 6.03 pm with prayer, led by CM

Item	Topic and Description
1	<p><b><u>Apologies and Confirmation of Quorum/Welcome and Introduction</u></b></p> <ul style="list-style-type: none"><li>• Verbal Apologies received from AC – delayed in traffic but will join Meeting ASAP. Apologies accepted; but AC unable to join Meeting, having tried multiple times, because of issues with his internet</li><li>• Meeting quorate</li><li>• Welcome to Karen Canham delayed until she joined the Meeting</li></ul>
2	<p><b><u>Matters of Urgency not on the Agenda</u></b></p> <p>None received</p>
3	<p><b><u>Declaration of Interest</u></b></p> <p>None at Meeting</p>
4	<p><b><u>Draft Minutes of Meeting 25<sup>th</sup> March 2021 for Approval:</u></b> <i>(Circulated prior to the Meeting)</i></p> <p>No questions/issues/amendments raised <i>LD proposed acceptance of Minutes</i> <i>TM seconded</i> <i>All Agreed</i> <b><i>(KC joined the Meeting at 18.06 and introductions took place all round)</i></b></p> <p><b><i>It was agreed to adopt and sign the Minutes as a true record – PK signed on behalf of the LGC due to the Meeting being held by Zoom</i></b> <b><i>Copy to be sent to KC and put on School website</i></b></p> <p><b><u>Draft Confidential Minutes of Meeting 25<sup>th</sup> March 2021 for Approval</u></b> <i>(Screen-shared by AH at Meeting)</i></p> <p><b><i>LD moved into virtual 'waiting room' while this took place</i></b></p> <p>No questions/issues/amendments raised <i>JS proposed acceptance of Minutes</i> <i>CH seconded</i> <i>All Agreed</i></p> <p><b><i>It was agreed that the Minutes be signed by PK, placed in an addressed, sealed envelope and retained by PK until able to hand over for secure filing by GT</i></b></p>
5	<p><b><u>Draft Matters Arising Report</u></b> <i>(circulated prior to the Meeting)</i></p> <p>AH screen-shared the updated Report on-screen and the following updates were made:</p> <ul style="list-style-type: none"><li>• <b>o/s item 12 from 21<sup>st</sup> January 2021</b> The Trust is looking to move all LGC documentation onto SharePoint and is organising Trust-wide Training (see Agenda Item 13 of Meeting 6<sup>th</sup> May for update from KC)</li><li>• <b>o/s item from 4<sup>th</sup> March 2021</b> TM/CH/BM all confirmed they had watched the Clarity of Vision/Ethos videos</li></ul>

Item	Topic and Description
	<ul style="list-style-type: none"> <li>• <b>o/s item 10 from 25<sup>th</sup> March 2021</b> In hand Update – incomplete application form received and missing proforma pages sent to applicant by PK for return to her</li> <li>• <b>Agenda Item 10 – Policies</b> <ul style="list-style-type: none"> <li>◊ Draft RHSE Policy – now complete</li> <li>◊ Draft SEND Policy – clarification now done</li> <li>◊ Draft Supporting Children with Medical Conditions – clarification of person/people with responsibility for recording information in IHPs – done, only SENCo responsible</li> </ul> </li> </ul> <p>AH noted that there were still too many Agenda Items still listed in Amber and asked all Governors to undertake training for Child Exploitation and Safeguarding and to complete and return Governor Responsibilities form and return to PK, if not already done so</p> <p><b>Q. Can Governors be notified when updated/finalised versions of Policies are available?</b> A. GT confirmed that when Policies are updated/finalised they are immediately uploaded to the School website and relevant ones for the Trust are available on its SharePoint. So that Governors will only need to use either the School website or SharePoint, GT will create a School folder on the Trust SharePoint for School-only Policies</p> <p>SC noted how pleasing it was to see that a Prayer-Writing competition is taking place and looks forward to the result</p> <p>No further questions/issues/amendments raised GT proposed the Report be approved LD seconded Agreed</p> <p><i>It was agreed that, subject to the above updates, the Report be signed by PK and attached to the Minutes of this Meeting, when approved</i></p>
6	<p><b><u>Return to School - Verbal Update by GT</u></b></p> <ul style="list-style-type: none"> <li>• <b>Covid Risk Assessment</b> <ul style="list-style-type: none"> <li>◊ Amendments made at the end of April</li> <li>◊ Slight relaxing in very stringent rules</li> <li>◊ 2 children now self-isolating due to having been in contact with a positive case</li> <li>◊ Concern raised by Primary Headteachers organisation regarding lack of updated guidance in respect of expected Government lifting of rules from 21<sup>st</sup> June. DfE has stated there are no plans until 21<sup>st</sup> June at the earliest and to keep to the current regime. GT confirmed that parents want social distancing to remain in place for as long as possible. He also confirmed that conflicting information is being sent out by Government Ministers, which is not helpful</li> <li>◊ Rehearsals for the end of term production are being affected as the School building is not conducive to distancing (class size v room size), but some rehearsals and Y6 lessons will be able to take place outside – weather permitting</li> <li>◊ Next year the classes will be split R/Y1/Y2 together, Y3/4 together and Y5/6 together which will ensure smaller class sizes with room to grow</li> </ul> </li> <li>• <b>Quality of Education</b> <ul style="list-style-type: none"> <li>◊ GT working with Julie Norman (JT) on the curriculum – update in next HoS Report</li> </ul> </li> </ul>

Item	Topic and Description
	<ul style="list-style-type: none"> <li>◇ GT carrying out 'drop-ins' in classes – mentoring staff and monitoring behaviour and sequencing of lessons (Ofsted is extremely keen on the order lessons are delivered – small steps). Staff need to consider content and order – need to plan and demonstrate outcome</li> <li>◇ Learning Review fortnight taking place from next week and GT asked for Governor assistance with Pupil Voice – CH/BM/SC all volunteered and agreed dates with him And Book Scrutiny – CH and TM volunteered on the 17<sup>th</sup> May 4-5 pm</li> <li>◇ Pre-School continues to go from strength to strength and numbers growing</li> </ul> <ul style="list-style-type: none"> <li>● <b>Leadership</b> <ul style="list-style-type: none"> <li>◇ Coaching continues with GT and Lisa Dunwood (SENCo) with intention to roll out to all staff at all levels</li> <li>◇ Professional Development – WSOA-funded training getting back up and running; One LSA has almost completed her ELSA training and GT is using the Catch-Up Premium to finance her coming in a 5<sup>th</sup> day per week to work with specific individuals struggling emotionally at the moment (ELSA covers emotional literacy support). This means there will be a second member of staff who is ELSA trained, in addition to the SENCo</li> <li>◇ Three staff members are working on Forest School Level 3, which will really enhance the outside provision (part of the Early Years Development as well). This is also funded through WSOA</li> <li>◇ LD has been organising Maths training for herself and our NQT, for next year and Jo Cronin will be supporting them to deliver the Maths curriculum over mixed year group classes</li> </ul> </li> <li>● <b>Behaviour &amp; Attitude</b> <ul style="list-style-type: none"> <li>◇ Some children are experiencing problems returning to school with the interruptions that have taken place and there has been some low-level disruption in class. GT been supporting staff in class and has received help and guidance from Julie Norman; he has requested help from the Trust to support the transition to Haygrove next September</li> </ul> </li> </ul> <p><b>Q. Are the safeguarding issues just about the children concerned or has their behaviour impacted others?</b></p> <p>A. Low-level disruption in class does affect the other children as well as staff wellbeing, hence the request to the Trust for assistance</p> <ul style="list-style-type: none"> <li>● <b>Personal Development</b> <ul style="list-style-type: none"> <li>◇ Enrichment has moved outside, taking advantage of the current good weather</li> <li>◇ Eco Club set up and running by TM and Ian Elenor – GT thanked TM for this, the children are delighted with it and enjoying watering vegetables etc</li> <li>◇ Outdoor sports, eg cricket, being run by GT</li> </ul> </li> </ul>
7	<p><b><u>Safeguarding Written Update</u></b> (Circulated with the Agenda)</p> <ul style="list-style-type: none"> <li>◇ TM also gently requested that any Governor who has not already done so, complete and return the 2 forms as listed in the update. SC requested help accessing the information in order to complete the Responsibilities form – TM to assist</li> </ul>

Item	Topic and Description
	<ul style="list-style-type: none"> <li>◇ Issues reported in Agenda Item 6 above</li> <li>◇ Annual HoS Safeguarding Report will be presented at the LGC Meeting in June</li> </ul>
8	<p><b><u>SEND Update</u></b></p> <ul style="list-style-type: none"> <li>◇ TM noted that there is no update for this Meeting, but one will be presented at the scheduled Meeting in June</li> </ul>
9	<p><b><u>Wraparound Care – Verbal Update by CH</u></b></p> <ul style="list-style-type: none"> <li>◇ Working Party has finalised and sent out a letter to the Chair of Trustees, defining and explaining the current situation and the plan to make a formal bid for funding, so seeking support and endorsement from the Trust to give to the Diocese</li> <li>◇ Form just received from the Fairfield Charitable Trust to put in a bid (needs to be in by the 28<sup>th</sup> May for presentation to their next Meeting June)</li> <li>◇ Considering applying to the Lottery Fund and the Hinkley Community Fund, so WP needs to decide how much to ask for, who to ask and whether to put in 3 bids at the same time</li> <li>◇ All other local schools are providing wraparound care and we are losing children to them, so have to get on with it</li> <li>◇ Looking to secure funding to initially cover 2 years' staffing costs</li> <li>◇ Have written to local businesses and concerns</li> <li>◇ Next step formal funding bids and publicity</li> </ul> <p>AH thanked the WP for their quick, hard work and also thanked CH for her help at Holiday Club. CH also acknowledged the help received from the Stogursey Community Network (SCN)</p>
10	<p><b><u>Committee/Working Party &amp; Link Governor Reports</u></b></p> <ul style="list-style-type: none"> <li>• <b>Planning First Steps</b> <ul style="list-style-type: none"> <li>◇ Need to get all the other WPs up and running again</li> <li>◇ Vision &amp; Values</li> <li>◇ Teaching &amp; Learning needs to think about a likely Ofsted Inspection in the near future</li> </ul> <p>T&amp;L WP could look at getting a Governor Visit Policy drafted (TM has found a new proforma Policy). This will be extremely helpful for new Governors who have not yet been able to visit the School, to see what opportunities and types of visits are available (Learning Walks, Monitoring Visits etc)</p> <li>◇ GT has been given the impression that a whole Trust approach to monitoring will be set up over the next year, but the Policy will ensure that Governors are meeting their responsibilities of reviewing and checking</li> </li></ul> <p><b>Q. How do Governor Visits and Monitoring fit into the School Improvement Plan (SIP)?</b></p> <p>A. Over the last year it has been impossible for meaningful monitoring to take place and to move things forward and we now need to try and get back on track, looking at the next term and then the next year. This issue would be covered in the proposed draft Visit Policy. We are also in the middle of a Governance Audit and there will be feedback from that which will benefit all three schools. GT is already working on next year's SIP with JN; GT to meet with T&amp;L WP and review draft SIP as it is formulated, to do some next steps</p> <ul style="list-style-type: none"> <li>◇ GT suggested that the Vision &amp; Values WP and Teaching &amp; Learning WP amalgamate since a vision has now been agreed and communicated (a SIAMS Report action from the last inspection; GT is also working towards the next SIAMS inspection)</li> <li>◇ AH suggested that 6 people, across the two WPs, meet and start to look at the draft Governor Visit Policy; Agreed TM/AH/CM/CH/GT/BM meet on Tuesday 25<sup>th</sup> May between 1-3.00 pm and feed back at the next LGC Meeting</li> </ul>

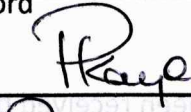
Item	Topic and Description
11	<p><b><u>Policy Review/for Ratification</u></b>  <b><u>Draft NQT Policy Review</u></b>  <i>(circulated with the Agenda)</i></p> <p><b>Q. Will Covid affect NQT progression this year?</b>  A. No it shouldn't, because the pandemic lockdown situation is a circumstance beyond anyone's control and therefore NQTs should therefore progress unless there are any serious concerns</p> <p><b>See confidential Minutes for ensuing discussion</b></p> <p>No further questions/issues/comments raised:</p> <p><i>GT proposed ratification</i>  <i>TM seconded</i>  <i>All Agreed New Policy currently being written to be approved and implemented next term when NQTs become ECTs and ECT+1s, because of the change in length of probationary period from 1 year to two</i></p>
12	<p><b><u>Business, Leadership &amp; Management</u></b>  <b><u>External Review of Governance</u></b></p> <ul style="list-style-type: none"> <li>The first report from Geoff Mountjoy has been received but AH/TM have not had time yet to go through it</li> <li>It was a long and difficult questionnaire and AH thanked those who had managed to complete it</li> </ul> <p><b>Governor Training</b>  <i>(Summary table circulated with the Agenda)</i></p> <ul style="list-style-type: none"> <li>CM interested in the Diocesan course – Exploring the Church and School Partnership on Wednesday 12<sup>th</sup> May; needs to be booked tomorrow – PK to email Alison P to book as cost involved. AH to contact Rev Nicky to see if she would like to attend</li> <li>TM noted that the training she is scheduled to be attending on the 10<sup>th</sup> May has been changed to the 12<sup>th</sup> – PK to amend Summary</li> <li>Discussion regarding how best to share feedback and implement training across the LGC ensued – wait to see the Governance Review Report, it should be covered in that</li> <li>KC confirmed that the Trust will be purchasing the full SSE Governor package for the next year and has asked for a sum to be budgeted for Governor training to include the percentage of the cost of the package plus a sum towards Diocesan training courses</li> </ul> <p><b>Clerk's Briefing Update</b>  <i>(circulated with the Agenda)</i></p> <ul style="list-style-type: none"> <li>Question raised regarding Pupil Premium funding and GT confirmed that the School will be losing £7K from its PP funding because of the Government decision to base it now on the October 2020 census instead of the January. GT wished his strong protest to this change to be recorded</li> <li>GT to seek clarification from Tracy Lee (TL) that the 19/20 PP carry-forward sum has to be spent by the end of this term</li> </ul>
13	<p><b><u>QET &amp; Feedback from Trustees</u></b>  <i>(notes from KC circulated with the Agenda)</i></p> <p>Updates on the notes:</p> <ul style="list-style-type: none"> <li>Recent INSET session on Wellbeing has been evaluated and summarised – actions to follow</li> </ul>

Item	Topic and Description
	<ul style="list-style-type: none"> <li>• Change of NQT to ECT – new approach to CPD for whole staff in future – options under consideration</li> <li>• Looking to develop character curriculum across the Trust with an Arts award initiative including a mini Duke of Edinburgh award</li> <li>• De-designation of Teaching School status</li> <li>• Second Trust Conference to take place in October</li> <li>• SharePoint training – Gemma Williams has produced a training video which AH/TM already have from the Chair’s Briefing and it will also be shown at the Trust Clerks’ Meeting next week. All Governors will receive it to enable them to access and use the SharePoint</li> </ul>
14	<p><b><u>Date of Next Meeting</u></b></p> <ul style="list-style-type: none"> <li>• Extraordinary LGC Meeting date to agree and recommend the 21/22 Budget to the Trust TBC once the Finance SC has met next week</li> <li>• Thursday 17<sup>th</sup> June – last scheduled LGC Meeting of the year – by Zoom</li> </ul>

Meeting closed at 7.40 pm

Agreed and signed as a true record

Signed:



Print:

P. KAYE

Date:

17/06/21



**Matters Arising Report – Stogursey CoE Primary School  
For LGC Meeting 6<sup>th</sup> May 2021**

Item	Topic, Description and Action	Person(s) responsible	By When?
<b>OUTSTANDING ITEMS FROM JANUARY 2020 – APRIL 2021</b>			
12	<p><b><u>MA Report 12<sup>th</sup> March 2020</u></b>            SMART School Presentation to be arranged for the summer term  <b>To take place academic year 2020/21 – date decided yet?</b>  <b>This will have to wait until current situation changes.</b></p>	GT	ASAP
7	<p><b><u>MA Report 21<sup>st</sup> January 2021</u></b>            Clarification to be sought from KC regarding whether the Governor Declaration for Safeguarding is a DfE recommendation or Trust document  <b>CMacadam contacted – awaiting Trust's expectation that all Governors to sign self-declaration form to be written into Safeguarding Policy</b></p>	Trust	Awaiting
12	<p><b><u>MA Report 21<sup>st</sup> January 2021</u></b>            Zoom call with Governors wanting help with email and SharePoint access to be set up next week  <b>Still in hand – initial response from IT received, AH to get back to them to progress further</b> <i>The Trust is looking to move all LGC documentation onto Share Point and is organising inst-wide training (see Agenda Item 13 of mtg 6/5/21)</i></p>	AH	ASAP
4	<p><b><u>MA Report 4<sup>th</sup> March 2021</u></b>            The writing of the new School Prayers via remote learning to be looked into  <b>In hand – GT in the process of setting a prayer-writing competition</b></p>	GT	ASAP
7	<p><b><u>MA Report 4<sup>th</sup> March 2021</u></b>            PK to be informed when training undertaken  <b>Confirmation from AH &amp; CH /JS – 'Child Exploitation' and 'Safeguarding' done, part-way through 'Prevent'</b></p>	All Govs	ASAP
	<p>Governor Responsibilities form to be completed by all Governors and returned to PK  <b>Forms so far received from: LD/CH/TM/AH/JS</b></p>	All Govs	ASAP

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12	<b>MA Report 4<sup>th</sup> March 2021</b> Clarity of Vision/Ethos etc short videos on School website to be viewed by all Governors <b>So far watched by: AH/TM/CA/BM</b>	All Govs	ASAP
5	<b>MA Report 25<sup>th</sup> March 2021</b> Links to be circulated to Governors regarding anything they should look at on the School website (including Vision and Ethos video) until website rebuild completed in the summer <b>In hand – to be sent plus a further short video</b>	GT	ASAP
10	<b>MA Report 25<sup>th</sup> March 2021</b> Chair's section of Foundation application form to be completed and form passed to PK for processing <b>In hand (recent urgent events in School had taken priority)</b> <i>incomplete application form received and missing prof forms sent to applicant by PK for return to her</i>	AH	ASAP
4	Approved Minutes from 4 <sup>th</sup> March 2021 to be put on the School website and emailed to KC <b>Done</b>	PK	ASAP
10	Draft RHSE Policy – key of abbreviations to be checked it is complete and key to colour-coding to be added <del>Done</del> <i>Done on sharepoint</i>	LD	ASAP prior to signing off
	Draft SEND Policy – clarification of (a) and (b) in the box on page 3 to be sought and, if necessary, reinstated <i>Done</i>	TM	ASAP prior to signing off
	New format HoS Reports to definitely include reporting of numbers of Looked-After children	GT	From summer term
	Draft Supporting Children with Medical Conditions Policy – SENCo to be asked to clarify who should be named as being responsible with her for recording information in IHPs <i>Just SENCo responsible</i>	TM	ASAP prior to signing off

Agreed as true record; to be attached to approved Minutes for 6<sup>th</sup> May 2021

Signed: *P. Kaye*

Date: 06/05/21

Print: P. KAYE