

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

Date/time:	Thursday 15th September 2022 at 6.00 pm
Location:	In school
Chairperson:	KF for Items 1 & 2; BM from Item 3 forwards
Minute taker:	Kara Frampton
Present:	Teresa Miller (TM) - Co-Chair/MAT-appointed Governor Bernie Maskell (BM) - Vice-Chair/Parent Governor Gary Tucker (GT) - Headteacher Caroline Hawkes (CH) - Foundation Governor Jackie Stone (JS) - Foundation Governor Louise Day (LD) - Staff Governor Chris Moorsom (CM) - Foundation Governor Kara Frampton (KF) - Clerk Trevor Hains (TH) - Trustee from the Quantock Education Trust
Apologies:	Anthony Chetland (AC) - Foundation Governor Stephen Campbell (SC) - Foundation Governor Suzanne Powell (SP) – Foundation Governor (awaiting final confirmation from Diocese)
Attachments (and available on SharePoint):	Update of Register for 2022/2023 Draft minutes of LGC meeting on 16 th June 2022 Draft matters arising report Safeguarding Declaration for 2022 – 2023 Keeping Children Safe in Education 2022 update SDP for 2022/23 and priorities for coming year Proposed Governor Roles QET Offer Update from QET

Record of Actions:

Item	Topic and Description	Person(s) responsible	By when?
3	BM/TM to chase CH's Wrap Around Care Report	BM/TM	Done
4	Governors to update KF if any changes need to be made to Business Interests Register	All	ASAP
4	KF to make appropriate changes to Business Interests Register and upload to school website	KF	ASAP
5	KF to look at formatting of future minutes	KF	Done
5	KF to upload minutes onto school website	KF	ASAP
6	JS to book in a suitable time with Carlie for Bylor to visit the school	JS	Next meeting

6	TH to chase the uploading version of the last Trust H&S Policy to the Trust's website	TH	Done
6	KF to add all meeting dates to minutes for Governors	KF	Done
7	All Governors must read Keeping Children Safe in Education Part 2 as a minimum and sign Safeguarding declaration	All	Next meeting
7	TH to ask the Trust if other safeguarding training can be done instead	TH	ASAP
9	JS to update central training spreadsheet and circulate to Governors	JS	ASAP
9	Co-chairs to discuss nomination FWG with SC before next meeting	TM/BM	Done
9	Co-chairs to discuss Link Governor Roles with Governors before next meeting	TM/BM	Done
9	Governors to confirm the Link Governor Roles at the next LGC meeting	All	Next meeting
12	Governors to complete Lowering Admission Age form by deadline stated on letter	All	Deadline
12	TM/BM to write letter to parents with details about vacancy for Elected Parent Governor	TM/BM	Done
12	KF to forward new training brochure and half termly bulletin to Governors via email	KF	Done
14	Finance Working Group to meet and discuss budget	FWG	ASAP

Record of meeting:

Meeting started at 6pm. CM opened with a prayer.

Item	Topic and Description
1	<p><u>Welcome, apologies and confirmation of quorum</u></p> <p>KF welcomed all present and Trevor Haines (TH), a Trustee from Quantock Trust. All Governors made introductions.</p> <p>KF confirmed meeting as quorate.</p> <p>AC sent apologies, work commitment. SC sent apologies, on holiday. Suzanne Powell was due to attend the meeting as an observer but sent apologies due to family illness. Apologies were accepted.</p>
2	<p><u>Election of Co-Chairs and Vice Chair</u></p> <p>Last year's Co-Chairs were Anna Hammond and TM, with BM being the Vice Chair. Anna Hammond has now stepped down from being a Governor. TM and BM confirmed willing to stand as this year's Co-Chairs. No other nominations made for Co-Chairs.</p> <p>TM proposed CH for this year's Vice Chair. GT seconded. CH accepted.</p> <p>All governors agreed with elections proposed.</p>
3	<p><u>Matters of urgency not on the agenda</u></p> <p>Ofsted preparation to be discussed under agenda item 9.</p> <p>TM suggested a discussion around intentions of Governors who wish to resign. JS confirmed resignation by the end of the term, but happy to support with Ofsted preparation and recruitment of the role. JS confirmed also happy to support with Health and Safety upcoming inspections.</p> <p>CM to resign by end of term, but keen to continue supporting the school.</p>

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	CH lost track of End of Term report, including draft Wrap Around Care report. Action: BM/TM to chase CH's Wrap Around Care report.
4	<p><u>Declaration of Interest</u> None declared.</p> <p><u>Update of Business Interests Register 2022/23</u> <i>(Circulated with the agenda)</i> BM mentioned his wife had changed jobs to another school, outside of the academy. It was confirmed that this didn't need to be declared. CH confirmed no longer a tutor. Action: Governors to update KF if any changes need to be made to Business Interests Register.</p> <p>Action: KF to make appropriate changes to Business Interests Register and upload to school website.</p>
5	<p><u>Draft minutes of meeting 16th June 2022 for approval:</u> <i>(Circulated with the agenda)</i> Action: KF to look at formatting of future minutes. It was agreed to adopt and sign the minutes as a true record – BM signed. TM proposed. CH seconded. Action: KF to upload minutes onto school website.</p>
6	<p><u>Draft matters arising report</u> <i>(Circulated with the agenda)</i></p> <p>5. AH to review Supporting Children with Medical Conditions Policy by end of term GT confirmed this has been reviewed, and on the school website.</p> <p>5. AH to support CH with setting up Quantocked email address CH confirmed this has been sorted.</p> <p>5. JS to book in a suitable time with Carlie for Bylor to visit the school JS confirmed this is in hand. Action to be rolled over to next meeting.</p> <p>6. GT to highlight to the Trust that the Health and Safety Trust Policy is overdue for an update GT confirmed he has done this. Trevor confirmed this has been signed off by the Trust, but not on the website yet. Action: TH to chase the uploading version of the last Trust H&S Policy to the Trust's website.</p> <p>8. GT to send links from meeting/training sessions with Malcolm Reeve to TM TM confirmed that this training is booked in for October 2022, and had been circulated to Governors already.</p> <p>Action: KF to add all meeting dates to minutes for Governors.</p> <p>CM having issues accessing emails. KF to use CM's personal email for the time being.</p> <p>No other comments.</p>

Item	Topic and Description
7	<p><u>Safeguarding update</u> <i>(Circulated with the agenda)</i></p> <p>New DSL TM confirmed that the new Designated Safeguarding Lead is LD.</p> <p>Declaration for 2022 – 2023 All Governors asked to sign declaration and pass to KF to file. Action: All Governors must read Keeping Children Safe in Education Part 2 as a minimum and sign Safeguarding declaration.</p> <p>Keeping Children Safe in Education 2022 update Summary of May changes circulated to Governors prior to the meeting. Governors agreed it was very useful.</p> <p>Safeguarding Audit on 08/09/2022 (verbal update) TM reported that Lorraine Clark (LC) spent a whole day at the school, asked lots of questions of LD, GT and SENCo, as well as interviewing other staff and some children. LC’s report was very positive, with identified actions to take very minor, several of which to be taken by the Trust.</p> <p>QET Safeguarding Training 22/9/2022 at Haygrove School TM confirmed training is with Lorraine Clark and encouraged Governors to attend, if possible. Governors can book via the link on agenda or email circulated by KF.</p> <p>It was evident during the meeting that the majority of Governors could not make the above training date. There is an expectation for Governors to undertake safeguarding training every year. Action: TH to ask the Trust if other safeguarding training can be done instead.</p>
8	<p><u>Headteacher’s update</u> <i>(Circulated with the agenda)</i></p> <p>Current pupil numbers GT confirmed current pupil numbers as 66, as well as promises of 4 children who have visited the school. School brochures have been put into new local housing developments nearby.</p> <p>Outcomes from 2021/22- SATS and external review Results from 2021/22 were discussed. SAT results disappointing, but kept confidential due to possible identification of children. GT asked governors to bring their questions to next meeting when the results would be part of the Headteacher’s Report.</p> <p>An external review of the school was carried out at the end of the summer term by Lesa Garside. Along with the positives comments some weaknesses were identified. There have been fed into this years School Development Plan (SDP) for action.</p> <p>Changes from last LGC meeting in June 2022</p>

Item	Topic and Description
	<p>GT talked through the changes the school had been through in the last 6 teaching weeks. These included appointment of new CEO for the Trust, new seconded role for GT as QET Primary Quality of Education and Collaboration Lead, and External reviews.</p> <p>SDP for 2022/23 and priorities for coming year GT talked through the school's new School Development Plan based on ATOM (Attendance, Teaching, Overcoming Disadvantage and Monitoring Progress). This included the key priorities for the coming year, to implement the school's ambitious curriculum with coherence and sustainability.</p> <p>Attendance GT mentioned that the school's aim for attendance is 97% (the target for the West Somerset Opportunity Area). Focus is on persistent absence - an Attendance Governor would be helpful and this is considered as best practice. Some discussion about whether 97% attendance was being too ambitious.</p> <p>Q. BM to GT – Was 97% the same as pre-covid? A. <i>No.</i></p> <p>Teaching GT mentioned that a Teaching Governor would also be helpful to support this aspect of the SDP.</p> <p>Overcoming Disadvantage Q. CM to GT – Is it 90% of expected level? A. <i>90% of the cohort to get the attainment.</i></p> <p>Q. TM to GT – By year group or whole school? A. <i>Whole school, every year group.</i></p> <p>There was concern that in years with small cohorts this might be very difficult to achieve however it does show the high levels of expectations the school is aiming to achieve for the pupils.</p> <p>GT talked through remainder of document, which is broken down into different Ofsted areas, and key areas to work on. GT confirmed that the school is already making progress.</p> <p>Q. JS to GT – Is there anything Governors can do with the support staff to help them implement this? A. <i>Support staff have frequent training sessions and focus is being shifted away from behaviour, as they are confident with this now.</i></p> <p>Q. CH to GT – Are we playing to everyone's strengths? A. <i>The school is in collaboration with Spaxton School, playing to people's strengths and for focus subjects, there are co-leaders across the school, so they support each other. The school can gain expertise from other schools too.</i></p>
9	<p><u>Link Governors & Working Parties</u> <i>(Circulated with the agenda)</i></p> <p>Proposed Link Governor Roles</p>

Item	Topic and Description
	<p>TM confirmed that there are some Link Governor Roles which the school have to have, including a Designated Safeguarding Governor, and a Link Governor with oversight of Special Educational Needs (SEN). The DfE also suggested the school should consider having a Link Governor with responsibility for governor training and development.</p> <p>TM confirmed happy to continue with the Designated Safeguarding Governor role, but opened the opportunity up to other Governors. BM confirmed happy to find out more about the role, but not to lead. TM completed The Key's Safeguarding Governor Training over the summer holidays.</p> <p>CH happy to support TM with the Special Educational Needs Governor role.</p> <p>TM asked if there was a need to have a governor responsible for training and development, previously JS. JS is currently updating the central training spreadsheet and will circulate to Governors after, so training is up to date before resigning. Governor training is also a standing item on the LGC Agenda. Action: JS to update central training spreadsheet and circulate to Governors.</p> <p>TM suggested the Finance Working Group (FWG) should be maintained. BM happy to continue supporting this Group. GT suggested to merge the Finance Working Group and Wrap Around Care Group. CH agreed to join the merged group. Governors nominated SC to join also. Action: Co-chairs to discuss nomination for FWG with SC before next meeting.</p> <p>CM asked if the Wellbeing Group and Church Distinctiveness Groups are being continued. GT has picked up the Wellbeing role, and staff have agreed that a separate Governor isn't required. GT also mentioned that Chrysta and Kelly are centralising the monitoring systems of staff wellbeing, which will be a huge help to the school.</p> <p>TM suggested that based on the ATOM approach, rather than having another standalone group, Foundation Governors could bear Church Distinctiveness/school's Christian ethos & values in mind when doing governor visits. GT agreed with TM's approach, as the school's focus is on the ATOM approach this year. It was agreed that Governors should re-visit this role in April.</p> <p>CM suggested that Church Distinctiveness should stand as a separate item on the agenda, in order to be discussed. CH asked if a set of questions could be formulated for guiding Foundation Governors when they do their monitoring visits. GT confirmed happy to help with framing a set of questions. TM asked CM if he would be willing to join GT in doing this. CM accepted and willing to help before resigning.</p> <p>Allocation of agreed Link Roles & Working Party membership</p> <p>In light of the 2022/23 SDP priorities, more than one Governor to be assigned to the following roles:</p> <ul style="list-style-type: none"> • Attendance – It was agreed for the Attendance role to be picked up under the Safeguarding role, which BM and TM are happy to support. • Teaching and Monitoring Progress – it was agreed for Teaching and Monitoring Progress roles to be merged together. GT proposed LD for the role and LD agreed to support both elements. BM confirmed happy to support the Monitoring role. It was proposed that the new potential

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	<p>Foundation Governor will support the merged role. SC was also proposed for this role. Action: Co-chairs to discuss Link Governor Roles with Governors before next meeting.</p> <ul style="list-style-type: none"> • Overcoming Disadvantage – It was agreed for the Overcoming Disadvantage role to be picked up under the Pupil Premium and SEND roles, which CM and TM are happy to support. AC proposed, as may wish to volunteer. <p>Action: Governors to confirm the Link Governor Roles at the next LGC meeting.</p> <p>JS suggested that a Health and Safety/Risk Governor is needed. BM confirmed happy to take over next term when JS resigns.</p>
10	<p><u>Policies for review</u></p> <p>Behaviour Policy GT confirmed this policy is being looked at this Autumn.</p> <p>Relationships and Sex Education (Parent Survey) GT confirmed that the school is moving to a new scheme and following church’s advice on how they consult the parents about a change in the Policy.</p> <p>Q. TM to GT – When is the parent survey taking place? <i>A. If not Autumn, then in the Spring.</i></p>
11	<p><u>QET Scheme of Delegation</u> TM confirmed this is covered under the Trust’s update.</p>
12	<p><u>Business Leadership & Management</u></p> <p>Lowering Admission Age GT reported that letters will be appearing in Governors’ pigeonholes, to join the consultation to propose lowering the starting age at the school to 2 as opposed to 4. The letter includes FAQ’s. GT mentioned that in practice nothing will change but it will prevent having 2 Ofsted inspections. GT explained the process thoroughly to Governors. Action: Governors to complete Lowering Admission Age form by deadline stated on letter.</p> <p>Governor Vacancies Update TM confirmed that, following Anna’s resignation, the LGC has a vacancy for a parent governor. TM and BM confirmed letters will be sent out to all parents in case they are interested in joining. TM confirmed there will also be 2 vacancies for Foundation Governors, although there is an application in the Diocese for a Foundation Governor – Suzanne Powell. It was confirmed that meetings will still remain quorate, despite vacancies. Action: TM/BM to write letter to parents with details about vacancy for Elected Parent Governor.</p> <p>Current Terms of Office Already discussed.</p> <p>Skills Audit There is a Skills Audit. BM proposed to send out Skills Audit at the next LGC Meeting.</p>

Item	Topic and Description
	<p>Clerk's Briefing Notes KF attending Autumn Clerk Briefing on 28th September 2022 and will feedback to Governors. KF confirmed that the new training brochure and half termly bulletin had been received. Action: KF to forward new training brochure and half termly bulletin to Governors via email.</p>
13	<p><u>Governor Training</u> <i>(Circulated with the agenda)</i> This item has already been discussed.</p> <p>TM urged all Governors to respond to Kelly Broome's forwarded email regarding training. Governors must respond by Friday 16th September if they can or cannot attend training.</p>
14	<p><u>Quantock Education Trust update</u> <i>(Circulated with the agenda)</i></p> <p>TH talked through update and welcomed feedback from Governors. Action: Finance Working Group to meet and discuss budget.</p>
15	<p><u>Date of next meeting</u> BM confirmed date of the next meeting is Thursday 6th October 2022 at 6pm.</p> <p>GT stated that the next LGC meeting will include the Headteacher's Report, and will be circulated to Governors as soon as possible. BM requested that Governors send questions to GT regarding the report, copying in KF, prior to the LGC meeting.</p> <p>JS will not be attending next LGC meeting, as on holiday.</p> <p>Upcoming meetings: Thursday 17th November 2022 Thursday 19th January 2023 Thursday 23rd February 2023 Thursday 4th May 2023 Thursday 22nd June 2023</p>

Meeting closed at 20.09pm

Agreed and signed as a true record

Signed: BM signed original document and filed on school premises