

*PK*  
**Minutes of LGC Chairs Meeting – Stogursey CoE Primary School**

<b>Date/time:</b>	Thursday 14 <sup>th</sup> November 2019 6.00 pm
<b>Location:</b>	Stogursey CoE Primary School
<b>Chairperson:</b>	Anna Hammond
<b>Minute taker:</b>	Pauline Kaye (PK)
<b>Present:</b>	Anna Hammond (AH) – Co-Chair/Elected Parent Governor Teresa Miller (TM) – Co-Chair/MAT-appointed Governor Anthony Chetland (AC) – Vice-Chair/Foundation Governor Gary Tucker (GT) – Headteacher Louise Day (LD) – Elected Staff Governor Peter Farmery (PF) – Foundation Governor Jackie Stone (JS) – Foundation Governor Tony Smith (TS) – Foundation Governor Caroline Hawkes (CH) – Foundation Governor
<b>Apologies:</b>	None
<b>Absent:</b>	N/A
<b>Attachments:</b>	QET Draft Code of Conduct Draft Minutes from 26 <sup>th</sup> September 2019 Draft Matters Arising Report from 26 <sup>th</sup> September 2019 SEND Report Maths Monitoring Visit Report English Monitoring Visit Report Pupil Voice Report

**Record of actions:**

Item	Topic and Description	Person(s) responsible	By when?
3	Ratification of TM & AH as Co-Chairs by MAT still outstanding Date TM appointed MAT Governor still outstanding Staffing issue – advice to be sought from HR	AH/TM AH/TM GT	ASAP ASAP ASAP
5	Approved Minutes to be sent to KC/SGS/School website	PK	ASAP
6	*Governor Induction Training and Maths TRG training to be added to next Agenda and SGS to be informed * Signed Matters Arising Report to be attached to approved Minutes	PK	ASAP
7	Code of Conduct to be added to next Agenda	PK	ASAP
8	Standing Orders to be added to next Agenda	PK	ASAP
10	*Julie Norman to be emailed Re sharing MAT School Audit Review Tool with Governors	GT	ASAP

Item	Topic and Description	Person(s) responsible	By when?
	* KC to be contacted Re: format and style of Headteacher Report	GT	ASAP
11	*Form for Governors to complete when they have read the Governors' section of the Safeguarding Policy to be available in the School Office *DBS and 128 checks to be done for CH	TM TM	ASAP ASAP
13	SDP to be added to next Agenda and then alternate with H/T Report	PK	ASAP
15	Policy Review to take place 3 <sup>rd</sup> December 2019 at 11.00 am	TM/GT	
17	ICT Wishlist to be given to JS for Finance WP to consider at next Meeting	GT/JS	ASAP

### Record of meeting:

Meeting started at 6.04pm with a prayer from TS

Item	Topic and Description
1	<p><b>Apologies</b></p> <ul style="list-style-type: none"> <li>AH welcomed our new Foundation Governor, Caroline Hawkes and congratulated GT on his recent appointment as permanent Head of School</li> <li>AH noted that AC had stated he would be arriving late</li> <li>AH stated that regarding the 2 remaining vacancies on the LGC, she had just managed to speak with Rev Nicky who did not wish to become a Foundation Governor but had made a suggestion that AH will follow up and an election is in progress for the Parent Governor vacancy</li> </ul>
2	<p><b>Presentation by GT – Vision for the School</b></p> <p>GT gave the presentation he had given at his recent interview for Head of School outlining how he wanted the School to progress over the next 5 years and the relationships with the local community, the church and wider community that he plans to establish and grow. A handout was provided – attached</p> <p>It was agreed that GT would continue to give a termly update on this Vision under this standing Agenda item (alternating with his H/T Report from now on)</p>
3	<p><b>Matters of Urgency not on the Agenda</b></p> <ul style="list-style-type: none"> <li>Ratification of TM and AH as Co-Chairs by MAT} still awaiting from MAT</li> <li>Date TM appointed MAT Governor } hold over to next Meeting</li> <li>Finance Update</li> </ul> <p>AH confirmed she has received budgeting info, but it does not include yet the extra funding from West Somerset Opportunities Area to offset the extra staffing costs; also Pre-School funding not sorted so it is difficult to make permanent staffing decisions yet, but these will be made in the next half-term</p> <p><b>Confidential Staffing issue to be discussed – LD left the room</b> <b>See separate Confidential Minutes</b></p> <p>GT to check with HR Re: advice on staffing issue</p>

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	<b>(6.35 pm AC arrived) LD re-joined the Meeting</b>
4.	<b><u>Declaration of Interests</u></b> JS – Governor on LGC for Haygrove
5	<b><u>Draft Minutes of LGC Meeting 26<sup>th</sup> September 2019</u></b> <i>(Previously circulated)</i>  No further questions/issues/amendments raised <i>TM proposed acceptance of Minutes</i> <i>AC seconded</i> <i>All Agreed</i> <b><i>It was agreed to adopt and sign the Minutes as a true record – AH signed</i></b> <b><i>Copies to be sent to KC/SGS and put on School website</i></b>
6	<b><u>Draft Matters Arising Report</u></b> <i>(Circulated with the Agenda)</i> Hand amendments were made as follows:  <ul style="list-style-type: none"> <li>• Agenda Item 4 – Register being updated to include CH</li> <li>• Agenda Item 5 – See Agenda Item 3 of LGC Meeting 14/11/19</li> <li>• Agenda Item 8 – Agreed to have WP comprising AH/JS/PF/GT/DC with JS as Chair First Meeting agreed 6<sup>th</sup> December 2019 at 9.30 am</li> <li>• Agenda Item 15 – See Agenda Item 11 of LGC Meeting 14/11/19 Re Single Central Record and Enhanced DBS Checks</li> <li>• Agenda Item 20 – Date arranged Friday 29<sup>th</sup> November 2019 at 2.15 pm</li> <li>• Agenda Item 21 – carry forward to next Agenda – CH and AC also need induction training</li> </ul> No further questions/issues/amendments raised <i>GT proposed the Report be approved subject to the hand amendments</i> <i>AC seconded</i> <i>All Agreed</i> <b><i>It was agreed that the Report be signed by AH and attached to the approved Minutes</i></b>
7	<b><u>Code of Conduct – held over from 26<sup>th</sup> September</u></b> Clarification as to whether it is the MAT approved version still to be received – c/f to next Meeting
8	<b><u>Standing Orders – held over from 26<sup>th</sup> September</u></b> Clarification as to whether the MAT is producing these still to be received – c/f to next Meeting
9	<b><u>Feedback from Trustees</u></b> None received
10	<b><u>Headteacher's Report</u></b> <i>(Circulated prior to Meeting)</i>  Questions raised as follows:  <b>Q. "Middle Leaders, participating Governors and myself have noticed ...." How do we ensure that all Governors participate?</b>

Item	Topic and Description
	<p>A. Each Governor has one or more link subject responsibility and GT suggests that they liaise with the teacher with corresponding subject responsibility and arrange when they will visit during Learning Review weeks, thereby establishing and growing relationships</p> <p><b>Q. What is the date of the next Learning Review Week?</b></p> <p>A. Week beginning Monday 25<sup>th</sup> November</p> <p><b>Q. Quality of PE Coach's teaching; What is the time limit for sufficient improvements to be made?</b></p> <p>A. Quality of PE Coaching discussed – <i>see Confidential Minutes</i></p> <p><b>Q. Recent data relating to attitudes; How does a SMART school council differ from a school council?</b></p> <p>A. Comprises representatives from across the School; GT will arrange a presentation to Governors by the newly created Communication Team at a later Meeting. Every pupil is a member of the SMART School Council</p> <p><b>Q. Pupils dancing at the conference – agreed it was great to see the pupils dancing and their enjoyment in taking part. One observation – it was also great to see how many of the Stogursey pupils were boys; by comparison, Haygrove 0 boys and Spaxton 1 boy?</b></p> <p>A. Yes, Stogursey did indeed have a good split between boys and girls and yes, only one boy from Spaxton</p> <p><b>Q. Arts project with Alice Maddicott from Halsway Manor; writing as a therapeutic intervention – how many girls are taking part and from which year groups? - how were they identified/selected? - how long is the programme? - how will it be evaluated?</b></p> <p>A. 6 girls participating across Y4, Y5 and Y6; selected using confidential information. The programme will finish at the end of term and a set form will be used to evaluate it</p> <p><b>Q. Teaching School Update: When will the MAT School Audit Review Tool be shared with Governors?</b></p> <p>A. GT only has a paper copy at the moment. He will email Julie Norman and ask if she will share/email a link to the Governors</p> <p><b>Q. How long did it take to write this Report?</b></p> <p>A. Too long! GT to discuss with KC to see how it can be reduced/improved or go back to old style report</p> <p><b>Q. Would it be possible to number the items next time which would make referring to them easier?</b></p> <p>A. GT used KC's format – will feedback to her</p>

Item	Topic and Description
	<p><b>Q. Leadership and Management Preparation of Ofsted and SIAMS; Can you clarify your statement that we don't expect to have one for another four years? Is this SIAMS or Ofsted and why are not in the usual 2-yearly cycle?</b></p> <p>A. The School was rated 'Good' in the last SIAMS inspection so it's likely to be 3-4 years before the next one. Ofsted – not so sure, now we have academized the next one might come in a year or so</p> <p><b>Q. Appraisal; this would usually be confidential! We would ask staff governors to leave the Meeting while this was discussed. We can add it to Matters Arising Not on the Agenda and discuss the pay rises</b></p> <p>A. See Agenda Item 3 above and separate Confidential Minutes</p> <p><b>Q. Staffing: Can you explain what the Bradford Scale analysis is please?</b></p> <p>A. Widely used (eg NHS) it is a formula which calculates all types of staff attendance/absence and highlights any potential problems/issues</p> <p>No further questions raised, AH thanked GT for the time and effort he had put into producing this Report</p>
11	<p><b><u>Safeguarding</u></b></p> <ul style="list-style-type: none"> <li>• TM confirmed that the Policy had been 'tweaked', circulated, some suggestions received, and a group of Governors had met to sign it off – now on website. There is a section concerning all Governors' responsibility for safeguarding which needs to be read by all and there will be a form in the Office with Donna for all to sign to confirm that they have read it</li> <li>• There is still no Single Central Record. TM/KC currently liaising by email; problem still with Arbor. Only have a paper copy which does not comply with Data Protection regulations. DC is on the case and it should have been sorted by tomorrow. (The paper version is limited – it is only for staff and does not include, governors, casual staff or volunteers)</li> <li>• DBS checks will be done by Maxine Collins at the Trust; TM to liaise with CH and get her details sent through to MC</li> <li>• MC has confirmed that all Governors have now had 128 checks (except CH – to be arranged)</li> <li>• GT reported that a major safeguarding issue had recently taken place whilst he was off-site and had been dealt with by LD and other member of staff very well – thanks had been received from the family concerned</li> </ul>
12	<p><b><u>SEND Update</u></b> (Report circulated prior to Meeting)</p> <ul style="list-style-type: none"> <li>• Apart from the SEN children included in the Report, GT stated that the Senior Management Team are now identifying other pupils who need help to progress and that the recent Parents' Evening had been better attended with a better response</li> </ul>

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	<ul style="list-style-type: none"> <li>GT reported that the Trust is possibly looking at writing a new Attendance Policy – currently still using the existing ‘soft approach’ one. GT has instigated a good system of escalating letters out to parents, clearly showing what their child/ren is/are actually missing out on. Warning letters will go out at Christmas to persistent non-attenders</li> </ul>
13	<p><b><u>School Development Plan</u></b> It was agreed to move this to the next Meeting so that it can then alternate with the H/T Report</p>
14	<p><b><u>Committee and Link Governor Reports</u></b></p> <ul style="list-style-type: none"> <li><b>Maths Monitoring Visit Report</b> (<i>circulated prior to the Meeting</i>) No questions raised</li> </ul>
15	<p><b><u>Policy Review</u></b> TM and GT to meet 3/12/19 at 11.00 am</p>
16	<p><b><u>Business Leadership &amp; Management: Last Learning Review Week Governor Visit Reports</u></b></p> <ul style="list-style-type: none"> <li><b>English Monitoring Visit Report</b> (<i>circulated prior to the Meeting</i>) <ul style="list-style-type: none"> <li>➤ GT confirmed that the next LR Week will be concentrating on the children who are not quite achieving yet what they should be; Learning Walks, book checks etc to take place</li> <li>➤ Unable to state which Key Groups will be focussed on now as the next Data Drop will be in January. He has particularly noticed Pupil Premium children and has been able to use the last of the WSOA funding to do a PP Review</li> </ul> </li> <li><b>Pupil Voice Report</b> (<i>circulated prior to the Meeting</i>) <ul style="list-style-type: none"> <li>➤ GT &amp; PF have been reviewing the monitoring system JN is helping to put in place; first session of monitoring had a very full agenda, so GT has now told the Middle Leaders to pare it down for the next one and focus in on purposeful monitoring.</li> <li>➤ GT will spend more time focusing on the teaching and leave Governors to focus their scrutiny as necessary</li> <li>➤ GT will be updating the Marking Policy in the summer term</li> <li>➤ GT outlined the steps to be taken to improve learning</li> <li>➤ GT stated that same-day interventions are in hand and to be standardised</li> <li>➤ Will need STEM Report from the next LR Week</li> <li>➤ Also a PE Visit? TM to visit on the Friday at 11.00 am</li> </ul> </li> </ul> <p>GT thanked the Governors who had submitted these and the Maths Report for their positive comments - good to know that the staff’s efforts are paying off</p>
17	<p><b><u>Quantock Education Trust</u></b> AH asked for views on what is working well and what isn’t:</p> <ul style="list-style-type: none"> <li>GT stated same values/vision/good relationships with SLT – all positive</li> <li>GT has been off-site attending WSOA meetings in order to get all the funding he can before the project finishes, which combined with Trust meetings means he has been away a great deal</li> </ul>

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	<ul style="list-style-type: none"> <li>• GT at Haygrove for meetings every 2 weeks – it was felt that these should be rotated round the 3 schools not always held at Haygrove</li> <li>• AH/TM/PF are attending 3 meetings per half-term with the same people – this is too much</li> <li>• PK stated that as an external Clerk, she feels completely ‘out of the loop’ and has had not direct contact with anyone from the Trust, apart from when she has been trying to sort out salary problems. She is concerned that she has received no guidance regarding the changes in governance and that the little information she has received so far has come via AH or TM including the recent changes in Clerks</li> <li>• GT stated that there is a real problem with antiquated ICT equipment in school which is adding to the pressures on staff; he has spoken to KC about this and she is going to apply to EDF to see if she can get some funding so that new equipment can be purchased. GT will also give his ‘Wishlist’ to JS for the Finance WP to consider at the next Meeting</li> </ul>
18	<p><b><u>Date of Next Meeting and Feedback on This Meeting</u></b> Thursday 23<sup>rd</sup> January 2020</p> <p>All agreed the new ‘slimmed down’ Agenda was good, just need to ensure that all the usual agenda items get covered</p>

Meeting closed at 7.55 pm

Agreed and signed as a true record

Signed: A. Hammond

Print: A. HAMMOND

Date: 23.1.20

