

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

<b>Date/time:</b>	Thursday 23 <sup>rd</sup> February 2023 at 5.45 pm
<b>Location:</b>	In school
<b>Chairperson:</b>	Bernie Maskell
<b>Minute taker:</b>	Kara Frampton
<b>Present:</b>	Teresa Miller (TM) - Co-Chair/MAT-appointed Governor Bernie Maskell (BM) - Co-Chair/Parent Governor Gary Tucker (GT) - Headteacher Stephen Campbell (SC) - Foundation Governor Suzanne Powell (SP) – Foundation Governor (awaiting final approval from QET) Jodie Burghes (JB) – Parent Governor (awaiting final approval from QET) Chrysta Garnett (CG) - CEO Quantock Education Trust Anthony Chetland (AC) - Foundation Governor Kara Frampton (KF) - Clerk
<b>Apologies:</b>	Caroline Hawkes (CH) – Vice-Chair/Foundation Governor Louise Day (LD) - Staff Governor
<b>Attachments (and available on SharePoint):</b>	Draft minutes of LGC meeting on 19 <sup>th</sup> January 2023 Draft matters arising report Safeguarding update Ofsted checklist SEND policy Designated Teacher for LAC policy Behaviour policy Governor training opportunities QET update

**Record of actions:**

Item	Topic and Description	Person(s) responsible	By when?
5.	<b>KF to make proposed changes and upload minutes onto school website</b>	KF	Done
6.	<b>GT to think about how Stogursey Governor visits will work under subject leads across two schools</b>	GT	ASAP
6a.	<b>AC to liaise with Carlie to book welfare visit with staff members</b>	AC	ASAP
7.	<b>GT to share EFYS Curriculum with Governors</b>	GT	ASAP
8.	<b>TM to email LD safeguarding questions</b>	TM	ASAP
9.	<b>WAC/Finance WP update to be given at next LGC</b>	BM	By next meeting
9a.	<b>Data WP meeting to be arranged</b>	BM	ASAP
9b.	<b>Governor visit reports to be shared with Governors once they have been approved by teachers</b>	TM	ASAP

9c.	SC to arrange RE visit with teachers directly	SC	ASAP
11.	SENCo to be asked to make additions to the SEND Policy	GT/TM	Done
11a.	GT to amend Behaviour policy accordingly and recirculate to Governors for their approval	GT	ASAP
12.	TM to send electronic version of SEND Glossary to CG	TM	Done
14.	CG to confirm with BM what the correct recruitment process is for a MAT Appointed Governor	CG	ASAP
14a.	KF to book SP onto H&S training on 13 <sup>th</sup> March through SSE	KF	Done

### Record of meeting:

Meeting started at 5.50pm with a prayer from SC.

Item	Topic and Description
1	<p><b><u>Welcome, apologies and confirmation of quorum</u></b></p> <p>BM welcomed all present to meeting. Apologies received from LD and CH, both in training. Apologies were accepted. TM proposed. AC seconded. BM confirmed meeting as quorate.</p>
2	<p><b><u>Matters of urgency not on the agenda</u></b></p> <p>BM suggested discussing a staff survey under agenda item 6. JB raised communication, and said that a Communication Strategy is being looked at and an update will be given at the next LGC. No other matters declared.</p>
3	<p><b><u>Declaration of Interest</u></b></p> <p>None declared.</p>
4	<p><b><u>Draft matters arising report</u></b> (Circulated with the agenda)</p> <p>All outstanding actions have been completed and are to be discussed throughout the agenda, apart from the following:</p> <p><b>4. BM to set up meeting to support SC &amp; SP access QET email accounts and SharePoint – SP’s QET email address is on hold at the moment. BM to provide his number to SC and AC at the end of the meeting, to enable access to QET email accounts and SharePoint. Action in hand.</b></p> <p><b>4a. Circulate the Key Ofsted checklist for governors with minutes – To be sent with new set of minutes from this meeting. Action in hand.</b></p> <p><b>5. KF to delete the action in Section 11 and then upload minutes from 17th November 22 onto school website – KF to upload to school minutes with BM’s electronic signature (done).</b></p> <p><b>5a. Confidential minutes to be filed appropriately – Filed safely by GT (done).</b></p> <p><b>6. Timetable of learning review drop ins to be sent to LGC members – BM to chase LD.</b></p> <p><b>6a. New leadership responsibilities to be an Agenda item 23/02/2023 – To be discussed in meeting under agenda item 6.</b></p> <p><b>7. Collate a list of days of the week when governors are generally not available to meet with Ofsted – Checklist has been completed (done).</b></p> <p><b>8. In-depth update from Finance/WAC WP for next LGC – Committee wasn’t able to meet due to availability of teachers and Governors, but needs to be booked in. Action to be carried over.</b></p> <p><b>8a. Governors to let BM know if they are available to complete Geography/History reviews – Action closed as action to be discussed at CWP.</b></p>

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	<p><b>8b. Ensure Suzanne’s name is displayed on the staff notice board for health and safety – Action in hand.</b></p> <p><b>10. GT to clarify with CG what needs to be reviewed at each LGC meeting with regards to the Risk Register – CG was present at the meeting therefore answered the question. CG suggested that the Risk Register should maintain as a standing item on LGC agendas, but perhaps consider top 5 risks. CG mentioned that this will be discussed at the next Chairs’ meeting, so action is closed.</b></p> <p><b>14. Complete your skills audit and return to KF – Circulated during meeting, action in hand.</b></p>
5	<p><b><u>Draft minutes of meeting 19<sup>th</sup> January 2023 for approval:</u></b> (Circulated with the agenda)</p> <p>Date is wrong at the top of minutes, page numbers are wrong, and general formatting needs to be amended. <b>It was agreed to adopt and sign the minutes as a true record.</b> JB proposed. TM seconded. <b>Action: KF to make proposed changes and upload minutes onto school website.</b></p> <p>Confidential minutes were reviewed and accepted during meeting. TM proposed. SP seconded.</p>
6	<p><b><u>Headteacher’s staffing update</u></b></p> <p><b><u>Change in staffing</u></b> GT said interest has been shown in the teaching vacancy in Triscombe Class. GT confirmed that interviews will be taking place in 2 weeks’ time. GT announced that the school hasn’t been able to recruit for the TA maternity leave, but a staff member has stepped up. GT reported that the school has managed to recruit a lunchtime supervisor, as well as other members of staff around the school including pre-school bank staff. GT said it would be useful to have more bank staff.</p> <p><b><u>New leadership responsibilities</u></b> GT confirmed that Nicole is now Maths lead across both schools, Stogursey and Spaxton. GT said that he is keen to build a leadership model across both schools, TM queried how a Governor’s subject visit could be arranged at Stogursey, if the subject lead is a Spaxton teacher. <b>Action: GT to think about how Stogursey Governor visits will work under subject leads across two schools.</b></p> <p><b>Q. BM to GT. Has staff sickness calmed down now? Yes, everybody is back.</b></p> <p><b>Q. BM to GT. Have lessons been learned about shutting the pre-school? Yes, but if a teacher hasn’t got paediatric first aid, then we cannot open the pre-school.</b> GT is reviewing staff training to ensure that there is sufficient cover across the school.</p> <p><b>Q. BM to GT. Is it worth doing a staff survey to check on their wellbeing? Yes, we’ve got a survey coming up in the summer, which is centralised by the QET.</b> CG confirmed that the QET will be carrying out staff surveys twice a year, as well as temperature checking with staff throughout the year.</p> <p>AC offered his support by coming into the school and spending time with staff. GT agreed. <b>Action: AC to liaise with Carlie to book time in welfare visit with staff members.</b></p>
7	<p><b><u>EYFS Curriculum: ‘Grow &amp; Flourish’</u></b></p>

Item	Topic and Description
	<p>GT shared the Curriculum with Governors and explained that it signifies the collaboration between the two schools – Stogursey and Spaxton. GT explained the Curriculum in detail to Governors.</p> <p><b>Q. TM to GT. Is there a form we can look at in our own time? Action: GT to share EFYS Curriculum with Governors.</b></p> <p>CG praised GT for his work on the Curriculum. “Curriculum is a never-ending story.”</p>
8	<p><b><u>Safeguarding update</u></b> <i>(Circulated with the agenda)</i></p> <p>No questions asked. <b>Action: TM to email LD safeguarding questions.</b></p> <p><b><u>Safeguarding Quiz</u></b> Quiz didn’t go ahead during the meeting, as LD wasn’t present. CG expressed how much she liked the quiz, and thinks it’s a great idea!</p>
9	<p><b><u>Working parties’ feedback</u></b></p> <p><b><u>WaC/Finance WP</u></b> BM mentioned that a meeting hasn’t taken place yet, but there is an action to organise a meeting. <b>Action: WAC/Finance WP update to be given at next LGC.</b></p> <p><b><u>Data WP</u></b> BM mentioned that a meeting still hasn’t taken place due to staff shortages. <b>Action: Data WP meeting to be arranged.</b></p> <p><b><u>Beacon Class – Science</u></b> TM and JB visited Beacon Class during a lesson and then spoke to 6 pupils outside of the lesson. TM and JB verbally reported that children were using scientific terms, they engaged well, and lots of pupil participation was taking place. However, a few children didn’t understand the language. TM said that their feedback has been passed onto the teacher, but it’s the governors’ policy not to share the written report until the teacher has approved.</p> <p><b><u>Alfoxton Class – Science</u></b> SP verbally reported on a science lesson involving light and shadows. SP said that the children understood the technical words, e.g., ‘translucent’ and the experiment as demonstrated by the teacher. However, there were difficulties when the children repeated the experiment for themselves as there was too much natural light in the classroom. The class was also cut short due to a special leaving assembly. SP reported that children listened well to the teacher, asked questions and that it was a lovely class atmosphere. GT commented that, as an NQT, he had had the same experience when doing a similar experiment. Governors discussed other resources which might have enabled the experiment to work more effectively.</p> <p><b>Action: Governor visit reports to be shared with Governors once they have been approved by teachers.</b></p> <p><b><u>GAP/CWP – Governor Monitoring Visits Feedback</u></b> BM talked through progress of GAP with Governors during meeting, and voiced what visits are still outstanding for this term.</p>

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	<p>GT has suggested that this would be a good time for a RE visit in the run up to Easter. <b>Action: SC to arrange RE visit with teachers directly.</b></p> <p>BM reminded Governors that the document is on SharePoint to be updated when visits have been carried out.</p> <p><b>Q. GT to BM. Has coaching teachers been included in the plan? No.</b></p> <p>CG suggested that SIAMS should be added to the Summer Term 2023. BM added to GAP during the meeting.</p> <p><b>Q. GT to TM. Is attendance part of safeguarding? Yes.</b></p>
10	<p><b><u>Ofsted Prep</u></b> <i>(Circulated with the agenda)</i></p> <p><b><u>Checklist update</u></b> BM shared the checklist with Governors during the meeting, stating it hadn't been updated yet since last LGC meeting. During the meeting, CG sent TM a link to the Equality Objectives.</p>
11	<p><b><u>Policy updates and approvals</u></b> <i>(Circulated with the agenda)</i></p> <p><b><u>SEND</u></b> TM reported that a minor change (red text) had been made to the policy by the SENCo, (Lisa Dunwood). TM said she had hoped that changes that have been made since the Malcolm Reeves' visit would have been added to the policy. GT suggested that the policy should reflect practices of the school. It was agreed that if these changes were made, the policy could be approved ex-committee by re-circulating to all governors. <b>Action: SENCo to be asked to make additions to the SEND Policy.</b></p> <p><b><u>Designated Teacher for LAC and previously LAC</u></b> TM stated that no changes have been made to the policy since last year. At the moment the school has no LAC (Looked After Children), but has 3 previously LAC. TM proposed that policy is accepted, GT seconded.</p> <p><b><u>Behaviour</u></b> TM reported that CH has made comments on the policy regarding the word 'choice'. Governors had a discussion around this, and it was agreed for a paragraph to be added to the policy explaining what is meant by the word choice in the context of the policy. <b>Action: GT to amend Behaviour policy accordingly and recirculate to Governors for their approval.</b></p>
12	<p><b><u>SEND update</u></b> TM handed out a SEND Glossary to explain acronyms on the 'SEND in a Nutshell', which has already been circulated to Governors. <b>Action: TM to send electronic version of SEND Glossary to CG.</b></p>
13	<p><b><u>Church School Distinctiveness</u></b> GT confirmed that Collective Worship has now been handed over to LD, as he is focusing on Collective Worship at Spaxton School. Some Collective Worship sessions are currently being run by Year 6's. This has been very successful and there will be a need for this to be maintained when the current Year 6 cohort leave the school.</p>

Item	Topic and Description
14	<p><b><u>Governance update</u></b> (Circulated with the agenda)</p> <p><b><u>Foundation Governor vacancy</u></b> TM confirmed that Liz Moorsom is going through the process to be recruited as a Foundation Governor, and would like to pick up the role of Church Distinctiveness. TM said that this still however leaves a vacant Foundation Governor role. TM has spoken with the Senior Manager, Community Relations at Hinkley Point, who hasn't yet identified any candidates. TM suggested that all Governors ask their contacts, to see if anybody would be interested in the role.</p> <p><b><u>Skills Audit</u></b> Already discussed during meeting – Governors reminded to give updated skills audit to KF.</p> <p><b><u>Succession planning - SEND and Safeguarding</u></b> BM said that with TM stepping down as Co-Chair and a Governor, the Governors need to start thinking about filling the two key roles. During the meeting, BM asked all Governors present to consider the roles, and to speak to him if interested in either of them</p> <p>TM informed governors about upcoming SEND and Safeguarding training – which would be useful for any governor considering taking on these roles. As TM is a MAT-Appointed Governor, BM asked CG about the correct recruitment process. CG to find out. <b>Action: CG to confirm with BM what the correct recruitment process is for a MAT-Appointed Governor.</b></p> <p><b><u>Governor training opportunities</u></b> TM encouraged Governors to sign up to training opportunities that are available. <b>Action: KF to book SP onto H&amp;S training on 13<sup>th</sup> March through SSE.</b></p> <p><b><u>Governor vacancies: now and next year</u></b> As above.</p>
15	<p><b><u>QET update</u></b> (Circulated with the agenda)</p> <p>CG talked through QET update with Governors during the meeting. Governors agreed the update was very informative and thanked CG.</p>
16	<p><b><u>Upcoming school events</u></b></p> <ul style="list-style-type: none"> <li>• Easter Service is the last day of term, 2pm at Church</li> <li>• Year 5 &amp; 6 are going on a trip to Bristol on 24<sup>th</sup> February 2023</li> </ul>
17	<p><b><u>Date of next meeting</u></b> Date of the next meeting is Thursday 4<sup>th</sup> May 2023 at 5.45pm.</p> <p>Thursday 22<sup>nd</sup> June 2023</p>

Meeting closed at 19.48pm

Agreed and signed as a true record

**Signed: BM signed original document and filed on school premises**