

Minutes of Virtual LGC Meeting – Stogursey CoE Primary School

Date/time:	Thursday 8 th October 2020 6.00 pm																				
Location:	Held by Zoom																				
Chairperson:	Anna Hammond																				
Minute taker:	Pauline Kaye (PK)																				
Present:	<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>Anthony Chetland (AC)</td> <td>Vice-Chair – Foundation 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>Chris Moorsom (CM)</td> <td>Foundation Governor</td> </tr> <tr> <td>Louise Day (LD)</td> <td>Elected Staff Governor (joined Meeting at 18.23)</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>Trevor Hains (TH)</td> <td>QET Trustee</td> </tr> </table>	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)	Head of School	Stephen Campbell (SC)	Foundation Governor	Chris Moorsom (CM)	Foundation Governor	Louise Day (LD)	Elected Staff Governor (joined Meeting at 18.23)	Caroline Hawkes (CH)	Foundation Governor	Jackie Stone (JS)	Foundation Governor	Trevor Hains (TH)	QET Trustee
Anna Hammond (AH)	Co-Chair/Elected Parent Governor																				
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Trevor Hains (TH)	QET Trustee																				
Apologies:	None																				
Attachments:	<p>Matters Arising Report Trust LGC Terms of Reference School Finance SC Terms of Reference for 2020/2021 Trust Code of Conduct School Committee & Working Party Membership for 2020/2021 School Link Governors & Areas of Specific Responsibility for 2020/21 Head of School Update Interim Draft Safeguarding Policy Updated Policy Table</p>																				

Record of Actions:

Item	Topic and Description	Person(s) responsible	By when?
4	Updated Business Interests Register to be signed and circulated to Mandy Trunks/Lynne O'Halloran and Donna Carter	PK	ASAP
5	Approved Minutes for 9 th July 2020 to be sent to KC/SGS and put on school website	PK	ASAP
6	Matters Arising Report to be signed and kept for attachment to Minutes for 8 th October, when approved	PK	
7	LGC Terms of Reference – list of errors to be compiled, circulated to LGC and emailed to TH for forwarding to the Trust	TM	ASAP
	Finance SC Terms of Reference to be amended at the first Finance SC Meeting and brought to the LGC on the 5 th November for approval	PK	ASAP
8	Trust Code of Conduct – comments/errors to be sent to TM for compiling, circulating and emailing to TH for forwarding to the Trust CH to send her amended version to TM	LGC/TM/CH	ASAP
9	Finance SC Membership – Trust Finance representative to join the Committee to be sought to replace School Business Manager	GT/AH	ASAP
	Finance Committee to be emailed to arrange date to meet	AH	After Meeting
	Date for Church Distinctiveness and Character Curriculum WP to meet with Julie Norman to be arranged	GT	ASAP
	Check to be made to see if School has purchased new SGS flat rate online training package for this year	GT	ASAP
	DC's email address to be emailed to new Governors	AH	ASAP
	CM to contact DC to book onto Zoom Staff Wellbeing Training session	CM/DC	ASAP
11	Health & Safety and Wellbeing WP to be emailed after the Meeting to enable liaison	AH	After Meeting
12	Updated LGC Safeguarding Responsibilities document to be emailed to all LGC	PK	ASAP
13	Email from Vicky Christophers to be re-sent to AH/TM Re Admissions 22/23	PK	ASAP
14	AC's term of office as Foundation Governor to be renewed	PK	ASAP

Record of Meeting:

Meeting started at 6.00 pm with prayer, led by CM

Item	Topic and Description
1	<p><u>Apologies and Confirmation of Quorum</u> GT noted that LD would be joining the Meeting late Confirmed Meeting Quorate (with a majority of Foundation Governors) Confirmed Meeting being recorded by AH AH extended a warm welcome to our 2 new Foundation Governors (SC and CM) as well as Trevor Hains (TH), one of our Trustees; starting this year the Trustees are going to try and attend LGC Meetings on a rota basis, in order to get to know Governors and establish closer working links</p>
2	<p><u>Appointment of Co-Chairs and Vice Chair</u> PK confirmed that the recommendations put forward to the Trust from the last Meeting had been approved at the Meeting held 16th September 2020</p>
3	<p><u>Matters of Urgency not on the Agenda</u> Admissions 22/23 – to be discussed under Agenda Item 13</p>
4	<p><u>Declaration of Interest</u> None at Meeting</p> <p>Individual forms had been circulated prior to the Meeting for updating and returning to PK and the updated Register had been circulated. Two further amendments had arisen subsequently and PK confirmed that they had been added to the final version. To be signed by PK on behalf of the LGC and circulated to the Trust's Clerk and Marketing Manager and to School's Office Manager for inclusion on school website</p>
5	<p><u>Draft Minutes of Meeting 9th July 2020 for Approval:</u> <i>(Circulated prior to the Meeting)</i> No questions/issues/amendments raised <i>CH proposed acceptance of Minutes</i> <i>GT seconded</i> <i>All Agreed</i> <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> <i>Copies to be sent to KC/SGS and put on School website</i></p>
6	<p><u>Draft Matters Arising Report</u> <i>(Circulated prior to the Meeting)</i> 3 hand-amendments made at Meeting as follows:</p> <p>Agenda Item 6 – Governor Allowance Policy There had been confusion as to whether this is a Trust or School Policy and if statutory or not; TM confirmed it is statutory, but no Trust Policy ratified yet, so it was agreed that the existing School Policy be updated as an interim measure (TM/GT to action)</p> <p>Agenda Item 6 – Haygrove's Premises Management Policy JS confirmed that this has now been completed and approved on the 6th October for Haygrove; a Policy for Stogursey is now to be drawn up</p> <p>Agenda Item 7 – Date of Trust's Approval of Terms of Reference AH confirmed that the given date was in error and that this is still in hand</p> <p>No further questions/issues/amendments raised <i>TM proposed the Report be approved</i></p>

TR 5/11/20

Item	Topic and Description
	<p>AC seconded Agreed</p> <p>It was agreed that the Report be signed by PK and attached to the Minutes of this Meeting, when approved</p>
7	<p><u>LGC Terms of Reference</u> (circulation of correct ones just prior to Meeting)</p> <ul style="list-style-type: none"> PK apologised for circulating the incorrect ones with the Agenda and that the correct ones had only gone round this afternoon – not everyone had had chance to read through. AH stated that she, TM and PK had all gone through them and there were a number of errors that needed correcting – in particular the incorrect make up of our LGC. It was agreed that TM would compile a list of all the errors to be circulated to the LGC for reference and emailed to TH for passing through to the Trust <p><u>School Finance Sub-Committee Terms of Reference</u> (last year's circulated with the Agenda)</p> <ul style="list-style-type: none"> PK highlighted several changes that would be needed, including changing Headteacher to Head of School; it was agreed to take this to the first Finance SC Meeting for final amendment and bringing it back to the LGC Meeting on the 5th November for approval
8	<p><u>Trust Code of Conduct</u> (circulated with the Agenda) (6.23 pm LD joined the Meeting)</p> <ul style="list-style-type: none"> Again errors had been noted by TM & PK. Governors to send any comments to TM for compiling, circulating and emailing to TH for forwarding to the Trust, as before CH confirmed she had found a number of errors in the document and amended her version; she agreed to forward this to TM
9	<p><u>Committee & Working Party Membership for 20/21:</u> (circulated with the Agenda)</p> <ul style="list-style-type: none"> In-depth discussion took place concerning individual Governor's strengths/skills/preferences and the following decisions made: <p><u>Finance Sub-Committee</u> 4 Governors (including the Chair) plus HoS and Business Manager Anna Hammond (LGC Co-Chair) Gary Tucker (HoS) Stephen Campbell Caroline Hawkes Jackie Stone</p> <p>GT announced that sadly he has received the current Business Manager's resignation (Donna Carter) and that she will be leaving at the end of this half-term; the advertisement for her replacement will be for an Administrator/Office Manager and therefore it will be necessary to ask for someone from the Trust Finance department to join this Sub-Committee – GT/AH to action AH to email Committee after Meeting to agree a date to meet before the end of this half-term</p> <p><u>Delegation of Powers under Covid-19 Regulations</u> It was agreed that the current groups remain unchanged:</p> <p><u>Urgent financial situation:</u> Anna Hammond</p>

Item	Topic and Description
	<p>Teresa Miller Gary Tucker Jackie Stone</p> <p><u>Urgent non-financial situation:</u> Anna Hammond Teresa Miller Gary Tucker Anthony Chetland</p> <p><u>Church Distinctiveness and Character Curriculum Working Party</u> Gary Tucker Stephen Campbell Anthony Chetland Chris Moorsom Rev Morgan</p> <p><u>Health & Safety and Wellbeing Working Party</u> Gary Tucker Anthony Chetland Caroline Hawkes Chris Moorsom Jackie Stone (H&S Link Governor)</p> <p><u>School Improvement Plan Working Party</u> Louise Day Stephen Campbell Anna Hammond Teresa Miller</p> <p><u>Teaching and Learning Working Party</u> Louise Day Caroline Hawkes Anna Hammond Teresa Miller Jackie Stone</p> <p><u>Vision & Values Working Party</u> Gary Tucker Stephen Campbell Caroline Hawkes Chris Moorsom Jackie Stone</p> <ul style="list-style-type: none"> GT stated that Julie Norman has a possible alternative approach to the RE Scheme. It was agreed to arrange a date for her to meet with as many of the Church Distinctiveness &

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	<p>Character Curriculum WP as possible to discuss this and then she will be invited to attend the LGC Meeting on the 5th November to make a short presentation and the WP will feed back its views – GT to action</p> <ul style="list-style-type: none"> • TM flagged up that details of an online training course for H&S Wellbeing had been circulated by PK earlier that week – CM offered to do this training. It was explained that any requests for training must be emailed through to DC as she has to make all bookings. PK asked GT if the School had bought into the current Governor Services offer of a flat price (£70 ish) for a year, giving unlimited training for Governors (apart from induction/briefings etc) – GT to check • AH to circulate DC's email address to new Governors • It was agreed that membership of the above may be varied at a later date, when the current vacancies have been filled (Parent Governor vacancy in process of being filled; possible applicant for Foundation Governor vacancy found)
10	<p><u>Link Governors and Areas of Specific Responsibility for 20/21</u> (circulated with the Agenda)</p> <ul style="list-style-type: none"> • In-depth discussion took place concerning individual Governor's strengths/skills/preferences and the following decisions made: <p><u>Health & Safety</u> Jackie Stone</p> <p><u>SEND</u> Teresa Miller</p> <p><u>Safeguarding</u> Teresa Miller Jackie Stone</p> <p><u>Pupil Premium</u> Caroline Hawkes Teresa Miller Jackie Stone</p> <p><u>School Website</u> Gary Tucker – overall Anna Hammond – Governor Section</p> <p><u>Language & Communication</u> Anna Hammond Caroline Hawkes</p> <p><u>Early Years & Foundation Stage</u> Caroline Hawkes</p> <p><u>Relationships & Sex Education</u></p>

Item	Topic and Description
	<p>Louise Day Caroline Hawkes</p> <p><u>Looked-After Children</u> Caroline Hawkes</p>
11	<p><u>Head of School Update</u> <i>(Report circulated with the Agenda)</i></p> <ul style="list-style-type: none"> • AH noted that there were a large number of acronyms in the Report • GT stated that although the Report was written only last week, many changes to the situation had changed and outlined them: <ul style="list-style-type: none"> ◊ 3 unexpected resignations at the start of term had seriously increased the pressure on GT and the other Support Staff ◊ Additional pressure now on Teaching Staff because of Government making it illegal for schools not to provide work for self-isolating pupils. No time to prepare for this as possible Covid-19 cases could happen at any time ◊ More safe-guarding issues with some parents withholding children from attending school ◊ Additional cleaning issues – more paid time needs to be allocated; to be brought to Finance SC Meeting • GT noted that a positive issue – risk assessment; he is receiving good support from the Trust but the assessment has to be done fortnightly thus increasing the pressure on him • Waiting for new laptops to arrive to assist with remote learning, but they are now on their way; LD is working hard on preparing the remote learning • Intensive catch-up has taken place – writing was a concern but maths was going well • Discussion regarding staff morale took place including ways of support. Despite all the challenges, most staff have been flexible and are working hard; they keep going but are very tired as a result <p>Discussion took place as to how best the Governors could help/support the wellbeing of the staff and it was agreed that the Health & Safety and Wellbeing WP should meet ASAP to decide on the best way to do this. AH to email all members after the Meeting so that they can liaise.</p>
12	<p><u>Safeguarding Update and New Policy</u> <i>(draft Policy circulated with the Agenda)</i></p> <ul style="list-style-type: none"> • TM stated that this should be Trust Policy, but its one is not available yet, so GT had worked on this draft over the summer holiday and TM had gone through to check that new requirements included. TH noted that the Trust Policy is out for specialist review and should be available in the next half-term <p>Following a short discussion:</p> <p><i>AH proposed ratification of this interim Draft Policy</i> <i>CH seconded</i> <i>All Agreed</i></p>

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	<ul style="list-style-type: none"> • TM noted that if the Policy is viewed online, all the links to other documents can be accessed especially the one to 'Keeping Children Safe in Education'. Most important all Governors read this as they will be required to sign a document stating that they have read both . Updated version of this to be organised and emailed round to LGC – PK to action • The question of enhanced DBS checks was raised – PK stated that Maxine Collins at the Trust is dealing with those • GT stated that following major concerns from parents regarding issues/safety risks occurring outside school, next half-term he will be concentrating on ALL aspects of safety with the children, both within and outside school
13	<p><u>Policy Update (Table)</u> <i>(Table circulated with the Agenda)</i> <i>TM temporarily lost internet connection during Item 12 and missed the whole of this Item</i></p> <ul style="list-style-type: none"> • The table had been circulated to update the LGC and to which category each Policy falls within etc and TH added that there is a Trust Meeting very shortly solely to ratify Policies, which would then be circulated to all LGCs • Admissions 22/23 – it was agreed that AH and TM would look at this (PK to re-forward email from Vicky Christophers of the Diocese to them)
14	<p><u>Business, Leadership & Management</u></p> <ul style="list-style-type: none"> • Governor Vacancies Update Addressed at the end of Agenda Item 9 • Terms of Office AC's Term of Office as Foundation Governor expires next March. He has formally agreed to stand for a further term – PK to action renewal procedure with PCC/Rev Morgan/Diocese • Appointments Addressed under previous bullet point • Clerk's Briefing Update Briefing Notes plus additional points circulated to LGC last month by PK
15	<p><u>Quantock Education Trust</u> AH handed over to TH to give brief details of current issues:</p> <ul style="list-style-type: none"> • CEO (Karen Canham) has been working on the Trust's Vision, Values & Strategic Aims and this is now complete • The 3-year Strategic Plan is being worked on and will be shared with LGCs after half-term • Trust Policies are being worked on this term • Due Diligence is being undertaken for the Sexey's School, Bruton, with a decision hopefully reached during the next half-term. If agreed, looking at a conversion date in January • KC is working on a new Risk Register • As previously mentioned, Trustees are now on a rota to join LGC Meetings in order to establish closer links and get to know Governors and Staff
16	<p><u>Dates of Meetings for this Term by Zoom</u> Thursday 5th November 6.00 pm Thursday 10th December 6.00 pm</p>

Meeting closed at 7.08 pm

Agreed and signed as a true record

Signed: PKay

Print: P. KAYE

Date: 5/11/20

as agreed on behalf of the LGC
due to Virtual Meeting

**Matters Arising Report – Stogursey CoE Primary School
For LGC Meeting 8th October 2020**

Item	Topic, Description and Action	Person(s) responsible	By When?
OUTSTANDING ITEMS FROM JANUARY – MAY 2020			
12	<p><u>MA Report 12th March 2020</u> SMART School Presentation to be arranged for the summer term To take place academic year 2020/21 – date decided yet? This will have to wait until current situation changes.</p>	GT	ASAP
2	<p><u>MA Report 7th May 2020</u> Making Google Classroom a big part of teaching, still part of the plan for September 2020? To be included in the next SDP – which Meeting? Done. Now included in Remote Learning Policy.</p>	GT	ASAP
4	<p><u>MA Report 15th May 2020</u> New School website – still on-track for September (or earlier) launch? Launch expected before September – has it taken place? Website launched early September.</p>	GT	ASAP
4	<p>Approved Minutes for 11th June 2020 to be sent to KC/SGS and put on school website Confirmed sent to KC Unable to log on to revamped school website. New login now received, training on uploading documents to the website to take place 6th or 8th October Done 6th October, approved Minutes added to website</p>	PK	ASAP
6	<p>Recommendations of AH & TM as Co-Chairs for 20/21 to be taken to the Trust Sent for inclusion in Trust's first Meeting of the year – awaiting result Approved by Trust 16th September 2020</p> <p>Recommendation of AC as Vice-Chair for 20/21 to be taken to the Trust Sent for inclusion in Trust's first Meeting of the year – awaiting result Approved by Trust 16th September 2020</p>	PK	ASAP

Item	Topic, Description and Action	Person(s) responsible	By When?
	<p>Governor Allowance Policy to be sent to AH Unfortunately, there is no specific MAT document for this. JS has requested from Tracy Lee a new document or relevant section of the MAT Finance Policy Existing Sch Policy to be updated as an interim measure</p> <p>Haygrove's Premises Management Policy to be checked Unfortunately, there is no specific MAT document for this. JS has requested from Tracy Lee a new document or relevant section to be developed Approved on 6th for Haygrove. Policy to be done for Stogursey now.</p>	<p>JS</p> <p>JS</p>	<p>ASAP</p> <p>ASAP</p>
7	<p>Date of Trust's approval of the Terms of Reference to be taken to Chairs' Meeting Done – 15th September 2020 Comented-in hand</p>	AH	Next Meeting
8	<p>Keeping Children Safe in Education Policy to be updated and approved Staff version all signed and all staff had training on this at September INSET</p>	GT/LGC	By end of this term
10	<p>Logistics of violin teaching to be followed up</p> <p>A check to see if the Free School Meals voucher scheme is continuing into September and see if a local catering business could be employed Packed lunches now being provided by previous supplier Brymore school.</p>	<p>LD</p> <p>GT</p>	<p>ASAP</p> <p>ASAP</p>
11	<p>New School Logo to be sent to PK for circulation This was sent and circulated</p>	GT	ASAP
12	<p>Queries regarding Meeting dates/format for next year to be taken for clarification by KC, plus whether WPs/Finance SC can continue to operate before 1st Meeting of next academic year? Resolved Re Meeting prior to first full LGC Meeting and happy with plan to meet 3 x 1 hour 20 min this term</p>	AH	ASAP

Agreed as true record; to be attached to approved Minutes for 8th October 2020

Signed: PKAYE

Date: 05/11/20
~~08/10/20~~

Print: P.KAYE

as agreed on behalf of the LGC
due to virtual Meeting