



**St Mary's C of E Primary School**  
 Petworth Road, Chiddingfold,  
 Godalming,  
 Surrey, GU8 4UF



**St Mary's C of E Primary School  
 LOCAL GOVERNING COMMITTEE MINUTES**

**Held remotely via Zoom**

**Date: 17th November 2020**

**Present:**

Brett Freeman	BF	Chair
Sheila Buckley	SB	Headteacher
Ali Evans	AE	
Joe McCarthy-Holland	JMH	
Ben Moir	BM	
Rev Rachel Greene	RG	
Paul Mercer	PM	
Miranda Hughes	MH	
Jonathan Willis	JW	

**In attendance:**

Yvette Oqvist	YO	School Business Manager
Sara Jones	SJ	Clerk

**Apologies:**

There were no apologies.

**The meeting opened at: 18.07**

ITEM		ACTION NUMBER
1.	<b>Welcome</b> BF welcomed new clerk and thanked YO for her support as interim Clerk.	
2.	<b>Opening Prayer by Rev Greene</b>	
3.	<b>Apologies (accepted)</b> There were no apologies.	
4.	<b>Declarations of interest in the agenda</b> There were no new declarations. <b>Review and make any changes to the published register of interests</b> There were no changes to the published register of interests.	
5.	<b>CONSTITUTION OF THE LGC BODY</b> ( <i>statutory</i> ) The Clerk confirmed that AE's Term of Office would end on 31 <sup>st</sup> December 2020. It was agreed that the Clerk would contact YO regarding the GST staff election process. It was discussed that AE would be happy to stand again.	1



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6.	<p><b>Approval of the minutes of 22<sup>nd</sup> September 2020.</b> The minutes were agreed as a true and accurate record of the meeting.</p>	
7.	<p><b>Matters arising from the minutes, including review of actions</b> Members discussed that the matters arising would be discussed in the noted agenda items.</p> <ul style="list-style-type: none"> <li>• BF to sign and email previous minutes to clerk (at agenda item 6)</li> <li>• RG, PM, MH to send to necessary forms to clerk (at agenda item 8)</li> <li>• SB will forward 2019-20 progress scores (at agenda item 10)</li> <li>• YO will send JMH the website audit (at agenda item 12)</li> <li>• Clerk to feedback on policies (at agenda item 14)</li> </ul>	
8.	<p><b>Clerk's Update</b> Those members who had not signed the declaration of interests and safeguarding forms were reminded to complete this by the next LGC.</p> <p>In addition it was agreed that the updates in the Academies Financial Handbook would be reviewed at the next LGC.</p>	<p><b>2</b></p> <p><b>3</b></p>
9	<p><b>CHAIR'S ACTION and REPORT</b> BF reported that SLT had made the decision to close the school on Sunday 15<sup>th</sup> November on the advice from Public Health England (PHE) due to a reported positive COVID case within the school.</p> <p>BF commented that SLT responded swiftly and communicated effectively to the school community. It was noted that more on the incident would be reported at a later agenda item.</p> <p>BF reported he had recently attended the GST Chair's meeting at which the headteacher appraisal process was discussed and it was agreed that all Chairs would be invited to attend their headteacher's appraisal. BF confirmed he had attended SB's recent appraisal and he confirmed that it went well and that appropriate targets had been set.</p>	
10	<p><b>HEADTEACHER REPORT</b> SB presented her report that had been circulated in advance of the LGC. SB highlighted key points including: attendance at 98% in recent weeks; evidence of good pupil progress, good baseline assessment results and recent book looks carried out that evidenced the impact of learning.</p> <p>School Closure: SB reported that the school was prepared for the possibility of closure from COVID and had planned procedures in place. When closure was confirmed the processes and communication ran very smoothly.</p> <p>SB confirmed that the school was able to provide laptops and iPads to those families who needed to access remote learning from home and that Free School Meals (FSM) had been organised for the pupils who needed them. SB reported that teachers had met via Zoom to enable a consistent approach to the remote learning. It was reported that there had been positive feedback from parents and those few families that were not engaging with the remote learning were contacted to ascertain further support needed.</p> <p>It was commented that the two week closure seemed more manageable than the first lockdown as children were better prepared and able to access learning independently especially through the See-Saw App.</p>	



<p>Members discussed the PHE guidance received to close the whole school and not to just isolate a 'bubble', noting that due to the complexity of the COVID situation it was not viable to keep the school open safely.</p> <p>Members discussed key learnings from the situation which included placing clear instructions on the homepage of the school website to inform families of the process to follow if they received a positive COVID test result over the weekend.</p> <p>Members commented on the suggested tighter restrictions when school reopened for staff to observe while moving around the school. Suggestions shared included more working from home for SLT and safeguarding meetings to be held remotely. Staff wellbeing was also discussed.</p> <p>Members commented that the communication on the school closure received by families was clear and reassuring.</p> <p>SB confirmed that two fogging machines had been borrowed from GST to deep clean the school, noting that Mr Whitbourn had recently attended GST training as the fogging machines were to be rotated to all schools for routine deep cleaning.</p> <p>SB commented that as expressed in her recent letter to parents, lots of lovely events had continued to happen prior to the school closure, albeit a little differently to previous years, which included Harvest and Remembrance and that preparations were in place for Christmas activities including a scaled down version of the KSI nativity, Christmas lunch in the hall and a virtual panto.</p> <p>SB confirmed that before half term COVID safe prospective parent tours had taken place. The planned filming of the virtual tour had been postponed until December and would be available on the school website. SB confirmed there had been a lot of interest in Reception 2021 and for in-year starts for other year groups. It was noted that Waverley Borough Council (WBC) had indicated that there was likely to be more Reception places available due to a low birth rate and SB indicated that the message was being shared in the community that Godalming families should apply to St Mary's as there would likely be more available places than previously experienced.</p> <p>SB confirmed that currently there was a waiting list for Year R but not for Year 3.</p> <p>SB thanked JMH for the training delivered to staff on using Teams for remote learning and confirmed that teachers would be using a combination of Teams and See-Saw Premium to during remote learning.</p> <p>SB confirmed that there was an early help assessment for the recent safeguarding incident and that the family were responding positively.</p> <p>SB confirmed that all vulnerable pupils had access to laptops and FSM and that during the two week school closure the ELSA TA and HSLW would remain be in contact with the children they support. They would also be extending support to the parents in those families who were finding COVID overwhelming.</p> <p>SB confirmed that the school was still waiting to hear the outcome of a new EHCP referral and confirmed that Surrey County Council (SCC) were aware of the current EHCP transfer situation.</p>	<b>4</b>
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	<p>SB confirmed that the baseline assessments had been completed and that the children were ready to move on to new topics and would comment further on this in a later agenda item.</p> <p>SB discussed with Members the recent links with a school in Malawi through the Christian organisation, Starfish Malawi, and commented on the positive impact this connection would have in many aspects of the curriculum including science, geography and PSHE and extra curricula including fundraising opportunities.</p> <p>SB commented on the impact of not having parents on site for school drop off which included: a quicker start to teaching and learning; impact on relationships as small issues are resolved more easily; positive impact on staff morale, with the view to look at how to retain positives from the last few months post COVID.</p>	
<p><b>11</b></p>	<p><b>FINANCE AND SCHOOL BUDGET</b></p> <p>Finance report:        YO introduced the finance report commenting that the previously reported year end surplus would be used to help meet the increased COVID costs and staff increases arising from COVID.</p> <p>It was noted that there would be a decrease on income from lettings due to the COVID impact on the Breakfast Club.</p> <p>In addition there would be increased premises costs due to the employment of an additional cleaner and the cost of the COVID PPE and hand sanitiser.</p> <p>Members discussed the impact of central procurement through GST to help with the increase in costs from COVID. YO confirmed that GST did not currently have the capacity for central procurement but had purchased two fogging machines for the Schools to use in rotation. It was noted that the recommendation was for each school to defog once a term as it would help to kill Norovirus as well as COVID.</p> <p>Members discussed the additional Government funding which YO confirmed was the Catch-Up Funding at £80 per pupil which in total was £17,000 for the school. YO reported that part of the funding had been spent on new laptops for teachers and software licenses to support home learning and the remaining funding would be reserved to pay for teacher supply if needed. YO confirmed that there was no additional funding for PPE, hand sanitiser or additional cleaning products.</p> <p>Members discussed pupil numbers and it was confirmed that after the school closure there would be 220 pupils on roll where the maximum is 240.</p> <p>Artificial grass project:        YO commented that SCC, WBC and GST had all confirmed the project to replace half of the grass area with artificial grass to enable all year round access to outdoor learning and PE. YO confirmed the project would cost £30,000 which would be met in part from the PE Grant and the remainder through fundraising. The artificial grass was due to be installed on 18<sup>th</sup> December 2020.</p>	



12	<p><b>SDP Review</b></p> <p>SB presented the updated School Improvement Plan (SIP) that had been RAG rated and commented that writing in school had made a significant improvement, noting the use of 'no more marking' assessments which demonstrated that the majority of children were ready to move on to the new year group's curriculum.</p> <p>SB confirmed that all teachers had met for pupil progress meetings and had reviewed the baseline assessments and target setting and would be moderating assessments within GST and the Confederation.</p> <p>SB commented that further breakdown of the data had been circulated to Members prior to the meeting and confirmed that the baseline assessments presented good results and identified where additional support was needed to ensure key concepts were recapped before moving onto new curriculum content.</p> <p>SB commented that the reception teacher had confirmed that the new class had settled in well and that children were happy to be in school. It was noted that the experience of children not having been in nursery due to lockdown was observed in a variety of areas including their Personal and Social Development areas, balance and co-ordination.</p> <p>Members were encouraged to contact AE for further information on the data.</p> <p>BF noted the SIP would help Members to chart progress and commented that a lot of progress had already been made.</p>	
13	<p><b>SCHOOL WEBSITE</b> (Autumn Term)</p> <p>YO confirmed that JMH had reviewed the website and confirmed the school was compliant. It was noted that the website was not showing the same formatting which YO agreed to investigate further.</p>	5
14	<p><b>POLICIES</b></p> <p>YO confirmed that most of St Mary's school policies had been updated and were available on GVO as a central holding point. YO confirmed that there were direct hyperlinks between the policy on the school website and the policy held on GVO which would lead to more efficient updating of policy reviews and ensure the most up to date policy would be available on both GVO and the school website. YO commented that in future the GVO function would send alerts indicating when a policy would be due a review.</p> <p>Members were encouraged to review the new RSE policy as part of the parental engagement consultation.</p>	6
15	<p><b>GOVERNOR TRAINING AND DEVELOPMENT</b></p> <p>It was suggested that Members review their training needs so that requirements could be shared with GST.</p> <p>Sj to review GST training calendar and other training opportunities accessible to Members.</p> <p>BF reported that Paul Kennedy would be happy to attend a future LGC.</p>	7
16	<p><b>SELF-EVALUATION</b></p> <p>BF invited members to reflect on the effectiveness of the meeting.</p>	



	<p>Members commented that they had questioned SLT's response to the COVID situation and were satisfied that the staff had delivered a well considered and effective response with clear communication to families. It was also noted that there were some useful learnings to consider post school closure.</p> <p>Members also noted the progress made on the school improvement plan with the supporting data.</p>	
<b>17</b>	<p><b>DATE OF NEXT MEETING AND FUTURE AGENDA ITEMS</b>          Clerk to confirm date of next meeting as:          19<sup>th</sup> January 2021          16<sup>th</sup> March 2021          4<sup>th</sup> May 2021          6<sup>th</sup> July 2021</p>	
<b>18</b>	<p><b>PART II BUSINESS (statutory)</b>          There were no Part II agenda items.</p>	

**The meeting ended at 19.22**

**Summary of Actions**

No	Item	Action	By Whom	By When
1	5	Contact YO regarding the GST Staff Member election process	SJ	
2	8	Members who have not already done so to complete the declarations of Interest and Safeguarding Declarations and return to the Clerk	RG PM	
3	8	Add review updates to the Academies Financial Handbook to the next LGC agenda.	SJ	
4	10	Update school website with clear details to families on how to contact the school on weekends if there is a reported positive COVID case within the family.	YO	
5	13	Investigate the formatting issues on the school website.	YO	
6	14	Members to review the RSE policy as part of the parental consultation process.	Parent Members	
7	15	Review training opportunities available to Members to present at next LGC	SJ	

Signed ..... Chair of the Local Governing Committee



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Date 19.01.2021.....

**Documents circulated prior to the meeting:**

- Headteacher Report to Members November 2020
- Assessment Appendix 1 (Autumn 2020)
- Assessment Report (Autumn 2020)
- SBM Report November 2020
- Policy Review Dates
- SIP final version 2020 RAG rated
- St Mary's RSE Policy 2020
- Jigsaw Information Leaflet for Parents and Carers