

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



**Local Governing Committee Meeting**  
 22<sup>nd</sup> September 2020 6.00 pm via Zoom

**MINUTES**

Advice given by Governors at this school is incidental to their professional expertise and is not given in their professional capacity.

<p><b>Present:</b>          Brett Freeman          Sheila Buckley          Ali Evans          Joe McCarthy-Holland          Ben Moir</p>	<p><b>Absent:</b>          Rev Dr Greene          Paul Mercer          Miranda Hughes  <b>In attendance:</b>          Yvette Oqvist          Jonathan Willis</p>
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Item	
<b>1</b>	<b>APOLOGIES FOR ABSENCE AND ACCEPTANCE</b> <i>(statutory)</i> The clerk confirmed meeting as quorate.
<b>2</b>	<b>DECLARATION OF INTEREST</b> <i>(Statutory)</i> a) No governors updated the Register of Interest Form. b) No governor declared an interests in any specific agenda items at this meeting.
<b>3</b>	<b>CONSTITUTION OF THE GOVERNING BODY</b> <i>(statutory)</i> Ali Evans term runs out on 31 <sup>st</sup> December 2020 – new clerk to re-instate
<b>4</b>	<b>APPROVAL OF MINUTES</b> The minutes from the last meeting were approved. Action: BF to sign and email to clerk
<b>5</b>	<b>MATTERS ARISING FROM THE MINUTES</b> None
<b>6</b>	<b>CLERK'S UPDATE</b> Committee members need to provide the following:- Declaration of interests Self-Declaration completed Form Safeguarding signing Sheet  Received from BF, BM, JMH, SB, AE Action: RG, PM, MH to send to clerk  All members present confirm they have read:- The Academies Financial Handbook KCSIE Terms of Reference

	<p>Code of Conduct Allegations of Abuse Against Adults</p> <p>Action: RG, PM, MH need to confirm they have read at next meeting</p>
7	<p><b>CHAIRS ACTION AND REPORT</b></p> <p>Chair attended a GST briefing and feedback the following:-          Louise Johnson is our new Educational Director, Louisa Mason is new COO – visiting the school next week          Covid RA is up to date          HSE can call schools to check their Covid RA          No Ofsted this term unless there is a Safeguarding issue          From 7<sup>th</sup> Oct Heads performance management will commence          The committee has not had a strong record of training but the GST is now running some new courses          Paul Kennedy is happy to attend any future meetings if required          The Chair thanked YO for taking on the clerking duties in the absence of a clerk. A new clerk has been appointed by the GST and will be inducted by the GST - start date tba</p>
8	<p><b>HEADS REPORT</b></p> <p>SB has changed the format and asked for feedback. Members agreed they liked the new format          SB confirmed that attendance is now at 97% an improvement from 88% last week.          SB discussed the remote learning offering which has to be in place by the end of September. The school will continue to use Seesaw and Teams to fulfil this.          The expectation will be that pupils will engage in home learning if a class has to isolate.          BM expressed a concern about the well-being of staff if they were expected to deliver live lessons as it can be emotionally and physically draining. SB replied that there would be no live lessons but a pre-recorded introduction to a lesson. Once a week teachers would do a live wellbeing check ideally in groups of 10 pupils. This will help to look after teacher’s mental health.          BM commented that it’s getting the balance right and that the model above looks like it will work well.          We are also researching the possibility of an online reading scheme for KS1 and poss KS2 which teaching assistants can monitor.          BF asked if the teachers were happy with the above plans and SB replied they were. Teachers are clear that if pupils are off ill then they do not set work for them, if they are isolating work will be sent on Seesaw.          Safeguarding – 1 new pupil who has started with EHCP/social worker/child in need – Parents did not disclose any information on registering. Applying to Surrey for more funding to support. RA now in place. BM asked if we had received anything from last setting - SB replied that the DSL at the school did not contact us.          Curriculum – the recovery programme has gone very well and pupils have adjusted to the new routines. This week is assessment week, time to crack on with the curriculum and ensure any gaps are filled.          Once assessment week is over, data analysis can begin.          BF asked if Pupil Progress can be added to the Heads Report and SB replied that it can.          BF asked where do we feel the school is currently. SB replied that we have the March 20 assessments and currently classes are doing the previous year’s summer tests to benchmark and assess where gaps in learning are.          BF asked for a progress update in the next meeting.          JMH asked if SATs tests have been disbanded – no Y2 phonics will be screened by Christmas and assessments are all back to normal.          SB will forward the 18-19 progress scores from Arbor. There are no progress scores or data for 2019-2020 as children did not sit SATs but internal assessment will show gaps etc</p>

9	<p><b>COVID UPDATE</b>  BM asked if the GST will be helping if/when bubbles need to close and parents be notified. SB replied not at present but we have the necessary numbers and it is in our RA.</p>
10	<p><b>FINANCE UPDATE</b>  YO presented July's management accounts which show an adverse positive variance of £5,600 due to FSM not being taken in the summer term.  Education support staff was overspent by £28K due to additional TAs to support EHCP pupils not budgeted for  Year-end information has been sent to the GST  £8K additional bulge funding received and we will receive £17,600 in catch up funding  Once pupils have been assessed and gaps identified a plan will be put in place to use that funding</p>
11	<p><b>SEP/SDP</b>  Initial priorities were to Open school, to be safe, have happy staff and pupils – delivered  Remote learning plan to be in place by 1<sup>st</sup> Oct  At next meeting there will be a more detailed plan Louise Johnson will meet with SB to refine and make workable  Sections will be detailed and rag rated  BF agreed it would be a good idea to condense it as the role of the LGC is to be sure the school is making progress against it  BF called for other members views  BM said the school should decide what to report on and determine when the presentations take place  JMH asked if SB can highlight areas of risk to members and have a progress report mid-year  BF and SB will work together at next meeting on this</p>
12	<p><b>WEBSITE</b>  JMH agreed to be the link member for the website.  Action: YO will send JMH the website audit for action before next meeting  <a href="https://www.thegyooffice.com/sls-thegoodshepherd/page/6b9dccb5-e132-41c8-90dd-5d9324dbc7ed">https://www.thegyooffice.com/sls-thegoodshepherd/page/6b9dccb5-e132-41c8-90dd-5d9324dbc7ed</a></p>
13	<p><b>POLICIES</b>  BF asked for clarification on whether or not the LGC need to approve non GST policies  Action: clerk to feedback at next meeting</p>
14	<p><b>GOVERNOR TRAINING AND DEVELOPMENT</b>  New Governor training on 15<sup>th</sup> Oct – YO to send JW the link to register   What it means to be a LGC member on 11<sup>th</sup> November – members interested can register  <a href="http://www.goodshepherdtrust.org.uk/931/events-calendar">http://www.goodshepherdtrust.org.uk/931/events-calendar</a></p>
15	<p><b>SELF-EVALUATION</b>  Members agreed it was good to do  Established they would like the SDP and outcomes + progress  BM said that this would ascertain the effectiveness of the school on a strategic path  Members agreed that they had confidence that the SLT knows what it is doing and they have confidence in the school  Chair thanked all staff for their progress to deal with all the changes and to steer the ship through choppy waters!</p>
16	<p><b>DATE OF NEXT MEETING AND FUTURE AGENDA ITEMS</b> (Statutory)  Clerk to confirm date of next meeting as:  17<sup>th</sup> November 2020  19<sup>th</sup> January 2021</p>

	16 <sup>th</sup> March 2021 4 <sup>th</sup> May 2021 6 <sup>th</sup> July 2021
<b>17</b>	<b>ACTIONS</b> BF to sign and email previous minutes to clerk RG, PM, MH to send to necessary forms to clerk SB will forward 2019-20 progress scores YO will send JMH the website audit Clerk to feedback on policies
	<b>PART II BUSINESS (statutory)</b> <b>None</b>



Signed..... (Chair of Governors)

Date.....16 / 12/ 20.....