



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 via remotely via Zoom

Date: 19th January 2021

Present:

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

In attendance:

Yvette Oqvist	YO	School Business Manager
Sara Jones	SJ	Clerk to the Local Governing Committee

Apologies:

The meeting opened at: 18.07

ITEM		ACTION NUMBER
	Welcome	
	Opening Prayer by Rev Rachel Greene	
1	Apologies (accepted) There were no apologies Absent (no apologies given/apologies not accepted) All members were present.	
2.	Declarations of interest in the agenda There were no new declarations of interest and it was confirmed that all declarations of interest had been signed and returned to the School Business Manager.	



3.	<p>CONSTITUTION OF THE LGC BODY <i>(statutory)</i></p> <p>Clerk to bring to members' attention:</p> <p>a) Name and category of members whose term of office is due to expire:</p> <ul style="list-style-type: none"> • before the next meeting: None • the end of the academic year: None <p>b) Name and category of those members appointed/elected since the last meeting: It was reported that following the staff member election process Ali Evans had been reappointed by GST for another 4 year term.</p>	
4.	<p>Approval of the minutes of 17th November 2020.</p> <p>The minutes were agreed as a true and accurate record of the meeting. It was noted that JW's name needed to be added to the minutes.</p>	I
5	<p>Matters arising from the minutes, including review of actions</p> <p>Members to discuss and minute matters arising, which are not covered by this agenda and ensure all actions are completed.</p> <ol style="list-style-type: none"> 1. SJ Contact YO regarding the GST Staff Member election process (at agenda item 3) 2. RG & PM complete the declarations of Interest and Safeguarding Declarations and return to the Clerk (at agenda item 3) 3. SJ Add review updates to the Academies Financial Handbook to the next LGC agenda. (It was noted that all Members had read the AFH updates) 4. YO 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. (It was noted that this was completed) 5. YO Investigate the formatting issues on the school website. (It was noted this was completed) 6. Parent Members to review the RSE policy as part of the parental consultation process. (at agenda item 12) 7. SJ to Review training opportunities available to Members to present at next LGC (at agenda item 13) 	
6	<p>CHAIR'S ACTION and REPORT</p> <p>BF reported that there had been no Chairs' meetings since the last LGC and that he and SB continued to meet weekly.</p> <p>BF noted that agenda item 'The self-evaluation of the LGC' had been amended to include items to feedback to the Trustees.</p>	
7	<p>Safeguarding</p> <p>Safeguarding Audit,</p> <p>SB confirmed that the safeguarding audits for both GST and Surrey County Council (SCC) had been completed. It was commented that to complete both GST and SCC safeguarding audits was a duplication of tasks and increased the workload.</p>	



	<p>It was confirmed that the SCC safeguarding audit was submitted in January and that feedback from SCC would only be received if the submission was late. The audit self-generated an action plan for the school. SB confirmed that GST continued to have access to CPOMS.</p> <p>DSL update SB reported that there had been a recent report logged from a parent but currently no further investigation was needed at this stage.</p> <p>It was also reported that there was an ongoing potential child protection plan that was being monitored.</p> <p>Members asked if the school had enough support from external agencies. SB confirmed that there was external support when needed but that the school's Home School Link Worker was a key role supporting vulnerable families.</p> <p>SB commented that a safeguarding bulletin was sent to all staff on a regular basis.</p>	
<p>8</p>	<p>Headteacher Report (verbal)</p> <p>COVID and remote learning update SB commented that a recent letter was sent to all parents reminding them that the school was only open for keyworker and vulnerable children. SB confirmed that teachers were working from home during the third lockdown and that there was a rota of TAs who were in school supervising the keyworker and vulnerable children. The children in school spent their time following the remote learning and completing the work that the teachers were setting.</p> <p>SB commented she would be reminding parents of realistic expectations of teacher's time as currently it was noticed that children were sending a lot of work daily to teachers, which although was really encouraging, teacher wellbeing needed to be supported. SB reported that Wellbeing Wednesdays would start soon which would see remote learning paused at Wednesday lunchtime to enable PPA time for all teachers on Wednesday afternoons. It was noted that children would be offered a selection of more physical and creative activities to do instead of accessing technology.</p> <p>SB reported that feedback from parents regarding the remote learning had been positive and that remote engagement had been good.</p> <p>Members discussed the impact of remote learning and raised a variety of views and feedback from other families on the quantity of workload and the impact of whether it was too little of too much in the different year groups. It was commented that workload was too much in the younger year groups and the families with children in more than one year group were finding it hard to manage. There was a consensus of feeling that this third lockdown was having a greater impact on families and Members expressed support for the school's approach to encouraging only keyworker and vulnerable children to be in school. It was commented that the morning class</p>	<p>2</p>



	<p>registration was having a positive impact on children and it was suggested that a message from school to parents with advice on striking a balance on workload might help.</p> <p>SB reported that there was a recent health and safety incident from a member of staff who was working at height. The member of staff was recovering well and apart from the completion of the incident report no further action was needed. YO confirmed that all staff had received health and safety training at the start of the academic year and step ladders and kick stools were easily accessible.</p> <p>GST Autumn Review</p> <p>SB confirmed that the Spring Term visit was booked by the Director of Education, Louise Johnston. SB commented that the Autumn visit had been a balance of healthy challenge and support with positive discussion on next steps.</p> <p>BF commented that the report would be shared with the LGC at the end of every term.</p>	
<p>9</p>	<p>Autumn Progress and Attainment</p> <p>AE presented the data report that had been circulated to Members in advance and commented that the assessments had taken place in the second half of the Autumn term following a 2 week whole school closure due to COVID.</p> <p>AE noted that the baseline assessments in September assessed pupils against the end of year expectations for the previous year group to help identify gaps in learning and to inform curriculum planning. It was also commented that the NFER assessment papers used by years 2 to 5 were assessing pupils according to the standard at that stage of the year and the results in Maths were particularly pleasing and demonstrated that the recovery curriculum was working well. It was noted that the Year 6 assessments used SATs papers that would have been set at the end of the year and the results reflected this.</p> <p>AE commented that the Reading results were good at this stage in the year and that interventions were in place to support those pupils who were working below year group expectations and to support those needing catch-up following the school closures and for those who needed support who were on the cusp of reaching 'expected' or 'greater depth'.</p> <p>AE commented that the percentages for Writing were much lower as teachers in Years 1,2,4 and 6 assessed against yearend expectations and the No More Marking assessments were based on a comparative judgement.</p> <p>AE commented that overall the school was pleased with the results but was aware that the current lockdown would impact on the assessments at the end of the Spring term. However it was noted that children were engaging well with the home learning but that teachers were mindful of how much remote learning demonstrated independent learning.</p> <p>It was noted that there would be discussions on assessments going forward with GST.</p>	



	<p>It was noted that 83% of Year 2 passed the phonics test that would have been tested at the end of year 1.</p> <p>Members discussed the data and questioned whether there was a stretch class in Year 3. It was commented that the classes in Year 3 were split via gender and age.</p> <p>BF commented that the summer term in Year 6 could be spent in preparing the pupils for secondary school and asked if there was contact with the secondary schools.</p> <p>SB confirmed that there would be a meeting with GST to look at the curriculum for the summer term and that although there would need to be some sort of assessment there would also be a focus on progression skills in every subject area.</p>	
<p>10</p>	<p>School Development Plan and SEF</p> <p>It was suggested that the SEF would be sent to Members in advance of the next LGC meeting to enable triangulation between all documents.</p> <p>SB commented that the SIP targets were different to the GST Autumn review and that priorities were placed on wellbeing of staff, parents and children, on monitoring the level of remote learning engagement and monitoring and mapping the progress of Pupil Premium children and SEND children.</p> <p>BF asked if there were any areas of concern within the SIP.</p> <p>SB commented that meeting the requirements of the SIAMs inspection would be on hold until the school was fully reopened and that Writing was a focus especially for Pupil Premium and SEND children and for boys. It was noted that Writing was being tracked as much as possible through remote learning and would continue to be a focus.</p> <p>It was confirmed that the SIP would finish by Easter and would be RAG rated for the next LGC and that the SEF would be then a more manageable document.</p>	<p>3</p> <p>4</p>
<p>11</p>	<p>FINANCE AND SCHOOL BUDGET</p> <p>YO reported that the school was slightly behind budget forecast which was due to a decrease in letting income and an increase in teacher costs and COVID related costs resulting in the initial £22,000 surplus reduced to £9,000 surplus.</p> <p>Members asked if GST would cover the additional COVID costs. YO confirmed that the costs would be met by the school and that although GST had purchased the fogging machines the cost of the chemicals would be met by the school.</p> <p>YO confirmed that JW had recently met with YO to review the finances.</p> <p>YO confirmed that 4 devices had been received from the DfE in November and since the start of the current lockdown a total of 15 devices had been loaned to those parents who had requested help.</p>	



	<p>YO commented that the DfE funding letter was not expected to arrive until the end of March which would put pressure on finalising the budget for next year. YO confirmed that budget planning meetings with SB were already arranged.</p> <p>Members discussed why the Pupil Premium was less than forecast and were reassured that Pupil Premium appeared in a different budget line and what was listed included the Ever6 and post LAC funding.</p>	
12	<p>POLICIES RSE Policy The Members who were current parents confirmed they were happy to review the policy. SB confirmed that although using Jigsaw for the RSE curriculum the school may not use Jigsaw planning and would address sensitive issues highlighted and discuss with parents.</p> <p>It was noted that the Administration of First Aid and Medication Policy was due for review on 1st March 2021 and would be on the next LGC agenda.</p>	5
13	<p>GOVERNOR TRAINING AND DEVELOPMENT The following training opportunities were shared with Members:</p> <ul style="list-style-type: none"> • GST Webinar 'How and why should School Governors support staff mental health and wellbeing' Thursday 28th January 12-1pm. • Members could register for free to the Better Governor updates and information at https://www.bettergovernor.co.uk/ • Members could register for NGA Learning Link, GST subscribed to this for all schools to use: https://www.nga.org.uk/Training-and-Development/NGA-Learning-Link-e-learning.aspx • Register for SAfE webinar 'Supporting Governors' on Wednesday 27th January at 7pm. <p>Members were reminded to email the Clerk if their contact email on GVO needed to be changed.</p>	6 7
14	<p>SELF-EVALUATION The LGC reflected on the effectiveness of the meeting and how its deliberations and decisions would impact on pupil outcomes and the following points were made:</p> <ul style="list-style-type: none"> • Members discussed that the curriculum rather than assessments should be the focus of the summer term and were reassured that this would be discussed with GST. • Members discussed the various recommendations of relevant training. <p>7.14 RG left.</p>	



	<ul style="list-style-type: none"> Members felt assured that the school was operating remote learning and maintaining continuity of learning during the current COVID lockdown. Members were well informed on the current attainment levels of the children. Members noted that teachers and pupils were coping well under really challenging circumstances. Members were well informed of the school's current financial situation <p>BF expressed thanks to SB, AE and YO for leading the school during a very challenging time.</p>	
15	<p>DATE OF NEXT MEETING AND FUTURE AGENDA ITEMS The Clerk confirmed the date of next meeting as: 16th March 2021 4th May 2021 6th July 2021</p>	
16.	<p>PART II BUSINESS (statutory) To inform or discuss confidential matters under a separate agenda. There was no Part II business</p>	

The meeting ended at 19.16

Summary of Actions

No	Item	Action	By Whom	By When
1.	4	Add JW's name to the previous minutes before actual sign off.	SB	Jan 2021
2.	8	Message to parents regarding remote learning workload balance	SB	Jan 2021
3.	10	Send SEF to Members before the next LGC.	SB	March 2021
4.	10	RAG rate the SIP	SB	March 2021
5.	12	Administration of First Aid and Medication Policy on the next agenda	SJ	March 2021
6.	13	'How and why should School Governors support staff mental health and wellbeing' Thursday 28 th January 12-1pm. Send link via GVO to your email.	SJ	Jan 2021
7.	13	Email the Clerk if you need to change the contact email on GVO	All	ASAP



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Signed Chair of the Local Governing Committee

23/03/21

Date

Documents circulated prior to the meeting:

- GST Autumn Review
- Headteacher Report to Members January 2021
- SMB Report January 2021
- SIP January 2021
- Autumn Data Report to Members