

**MEETING OF THE GOVERNING COMMITTEE OF
HORSINGTON CHURCH SCHOOL
HELD ON 3rd FEBRUARY 2022**

The meeting started at 6:40pm

Present: M. Alexander (MA), H. Barker (HB), J. Evans (JE), C. Hurt (CH), J. Mortarotti (Chair) (JM), P. O’Gorman (PO’G). K. Rogers (KR).

In attendance: R. Jacques (Clerk).

AGENDA ITEM	DECISION/ ACTION
<p>1 JM welcomed the governors to the meeting, and informed them that, regrettably, JO’G had resigned as a governor.</p> <p>KR led the opening prayer.</p>	
<p>2 Apologies accepted. There were none.</p>	
<p>3 Conflicts of Interest. Non-declared.</p>	
<p>4 Minutes of Last Meeting 2nd December 2021. The minutes had been circulated prior to the meeting. The minutes were approved unanimously.</p>	
<p>5 Matters Arising. A paper had been circulated prior to the meeting – only those items not on the agenda were discussed:</p>	
<p>5.1 Skills Audit: The Clerk confirmed she had tried to collate the skills audits completed by the governors. There was an issue, in that two versions of the NGA Skill Audit had been completed and they were not compatible. She advised that she produced a summary spreadsheet using a ‘best fit’ approach but suggested that all governors complete the most up to date version of the NGA Skills Audit prior to one of the meetings in the summer term. The governors agreed to the proposal.</p>	<p><i>Agenda item for May Meeting</i></p>
<p>5.2 NGA Booklet for New Governors: MA confirmed that two copies of the booklet had been purchased and are held in the School office.</p>	
<p>5.3 Governance Evaluation: CH and JM confirmed that the Governance Evaluation and Autumn Term Summary had been circulated.</p>	
<p>5.4 Pupil Survey: MA reminded the governors that one response from the children that had been a concern was that some did not know the progress that they were making. She reported that improvements have been made since the introduction of the floor books. A questionnaire has been designed that will provide feedback from the children as they use the floor books. The questionnaires will not be given to every child at the same time but over an academic year all</p>	

children will have had the opportunity to provide the feedback. As a result of the first questionnaires being completed the questions are now being adapted as required.

Referring to the survey question 'Do the teachers set challenging work?' 9 children said 'no'. **The governor asked** if that had been addressed. MA replied that the staff had discussed this with the children and their response was that they did not understand the question, in particular, the word 'challenging'. **The governor asked** what word would have been better. MA replied that 'hard' may be more appropriate.

A governor queried why 8 children had said that there is an adult to talk to 'sometimes'. MA explained that the reasons for the response will be many, including not understanding the question. Some children who are very good readers may not understand the meaning of some of the words they are reading. In discussions with children since that survey was carried out and in subsequent surveys only 1 child had expressed that view.

A governor explained that it is the role of the LGC to follow up the outcome of the surveys they carry out. **The governors agreed** that the questions will need to be carefully constructed before the next survey.

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Safeguarding.

6.1 Update: MA reported that the MAT schools are now using CPOMS which is a safeguarding software package. It links to the other software systems in use eg ScholarPack and it provides the MAT with the ability to pick up any safeguarding issues within its schools. When a member of staff logs an incident, a notification is sent to the DSL (MA) and the DDSL which can be accessed online or from an app on their phones. MA reported that there are currently no safeguarding concerns.

6.2 MA reported that the Safeguarding Audit has been completed. The DSL and DDSL have attended the MAT Safeguarding training but the DDSL has not been able to access the Somerset Local Authority Safeguarding training because there have been no spaces available. The DDSL will attend the course at the earliest opportunity.

6.3 JM reported that she had visited the School to look at the SCR with JH. The SCR is now held by CIVICA and there were some issues with the software during her visit. She noted that some of the stored information, when downloaded, was incorrect despite having been entered correctly. She contacted the MAT, who confirmed that they have had issues with the system. MA added that she thought the system was working well now. JM agreed to follow up her concerns with the MAT.

JM to follow up concerns re downloaded information from CIVICA

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School Wellbeing: MA informed the governors that there are no major issues currently. However, staff absence through

illness or family issues is a concern at times, but, so far it has been possible to cover absences with the existing staff.

A governor wanted to know if the new apprentice TA has started. MA replied that she has, and it has been a very positive start. She is in School for four days and has one day to attend training. MA reminded the governors that a TA is leaving at the end of the half-term.

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Headteacher's Report: The report had been circulated prior to the meeting:

MA provided a verbal update, highlighting the following points. Questions asked during the update were answered by MA:

- There have been no Covid issues this term.
- 2 children who had been Elective Home Educated (EHE) have joined the School.
- There is no persistent absence.
- Foundation subjects will be structured differently because of the use of Knowledge Organisers.
- Staff have been involved in the planning and review of the curriculum and are enjoying this process. The School has returned to a 2-year rolling programme.
- The planning for science is almost finished and planning for geography is underway.

Q. Will all the subjects be finished this year?

A. Possibly, it depends on how well the system works.

Q. Will the curriculum be shared with parents?

A. Yes, the 2-year rolling programme is on the School website and is updated as and when changes are made.

- Analysis of the data will be carried out at the Curriculum and Assessment Committee meeting 16th February and the minutes will be available to the LGC for the next meeting 24th March.

A governor reminded the LGC that data scrutiny is important and recommended that they look at the MAT's training slides on data analysis which are available on Sharepoint. The governor also recommended some NGA Learning Link modules including Progress and Attainment.

- Progress is the most important measure but not always reflected in the data or recognised as such.
- The School focus is on personal development.
- ELSA training starts this term.
- KR continues to work closely with the School and this has had a positive impact on the staff and the children.
- Somerset Road Safety and the PCSO have been in School this term.
- The School has been able to run fundraising events.

- With an intake of 20 children HB has had to modify some of her class practices e.g. outdoor play sessions.
- HB has had the biggest challenges with Scholarpack changes.
- The new Baseline Assessments have been carried out.
- The School approach to inclusion means that all staff work incredibly hard to support individuals in School (MA provided an example).
- There is a feeling that the School is on its way back to normal School life.
- Whole School Collective Worship is taking place again now and has been very much welcomed.

Q. The Pupil Premium grant is calculated April to April so will you receive any funding for the Yr 6 PP children?

A. Yes, we do receive the funding. Although the amount we receive is going down at the moment but that may change.

Q. Do you have concerns about Yr 3 being boy-weighted?

A. The staff are mindful of it and there are no major concerns at the moment. It also helps that the Yr 3 children are in the same classroom as Yr 4 children. The work that PO'G did with the girls from that class last term was in part connected to the issue.

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Lead Governor Visits:

9.1 (i) Child Protection; (ii) Data Protection: JM reported that she subscribes to a weekly Safeguarding update. MA informed the governors that the School is to have a GDPR audit by the MAT 17th March 2022.

9.2 (i) SEND; (ii) EYFS: PO'G had sent her Pupil Premium visit report to the Clerk who had forwarded it to MA for comment. PO'G reported that she has arranged to meet termly with the SENCO and added that the SENCO is well liked by staff who feel very supported by her.

9.3 (i) Health and Safety (ii) Risk Management: CH reminder the governors that a very comprehensive visit had taken place last term. MA added that the MAT had recently carried out a Health and Safety check. CH suggested that a meeting to go through the report would be useful. MA agreed.

CH to arrange a meeting with MA to discuss the H & S report

9.4 JM informed the governors that she has arranged to visit the School and will spend time in every class. She will also, attend a Collective Worship in the next few weeks.

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Governor Training: The Clerk reminded the governors that governor training provided by the MAT and the Diocese is promoted in the monthly Governance Newsletter which they all receive by email. Slides used for the training are available on SharePoint. Governor training is also available through the NGA.

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Policies:

School Policies to Review:

11.1 Child Protection and Safeguarding Policy appendices 1,2 and 3.

MA advised that the appendices had been updated with minor amendments and uploaded to the website. The governors noted the appendices.

MAT Policies for Information: Circulated prior to the meeting

11.2 Educated Out of Year Group (Guidance)

11.3 Exclusions

11.4 Reduced Timetables (Guidance)

11.5 Transgender Pupils

The policies were noted by the governors. The Clerk will arrange with JH to upload them to the School website as required.

*The Clerk to
liaise with JH
re new
policies.*

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Committees:

12.1 Strategy Committee: The minutes had been circulated prior to the meeting. There were no updates.

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Chairs Update:

13.1 Governor Recruitment: JM reported that no further developments had been made regarding the parent governor. However, following an advertisement in the Villager magazine she had received an expression of interest. She has spoken with the person and arrangements made for a School visit.

13.2 Parents Evenings: **A governor suggested** that as the Covid restrictions have reduced, the governors could provide refreshments at parents' evenings again. All agreed this to be a good idea. The following arrangements were made:

8th March 6.00pm to 8.30pm: CH

9th March 4.00pm to 6.30pm: KR and PO'G

13.2 Committees Terms of Reference (School's Resources, Strategy): JM advised that the Terms of Reference have been received from the Strategy Committee and the Curriculum and Assessment Committee. CH agreed to present the School's Resources Committee Terms of Reference to the next scheduled meeting (8th March).

13.3 Skills Audit: see item 5.1

13.4 Staff Update: JM reported that she was very sorry to inform the LGC that MA had tendered her resignation to take effect from 31st August 2022.

MA read a statement to the governors.

JM reminded governors of the need to keep the information confidential because, although the staff had been informed, the parents had not yet been told, but would be on Monday, 10th February. She will write a letter to parents and MA will write to them separately. JM reported that she has met with Rachel Morgan to discuss the recruitment process. The advertisement will go out in the next week with interviews taking place before the Easter break. Rachel had explained the two options that could be considered. Option 1 is to recruit a Headteacher and Option 2 is to recruit a Head of School who would be line-managed by an Executive Headteacher who would also have responsibilities for other schools within the MAT.

A governor was concerned to know if MA's resignation had been made because the role of Headteacher is unmanageable, especially when considering the number of years of experience and expertise that she has. MA replied that she has been looking at ways of reducing the workload for the next Headteacher. This will involve training staff to undertake some of the responsibilities.

The governor wanted to know if MA would be prepared to continue if changes could be made now. MA confirmed that she would not.

The governor commented that there are concerns that the governors allowed the situation to build up and asked MA if she considered that they could have been more aware. MA replied that she did not think that the governors could have been more aware.

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Dates of Next Meetings:

Strategy Committee 16th March 2.00pm (TEAMS)

School's Resources 8th March 2022 9.00am at School

Curriculum and Assessment 16th February 3.00pm at School

LGC 3rd February 2022 6.30pm at School

The meeting closed at 8.58pm