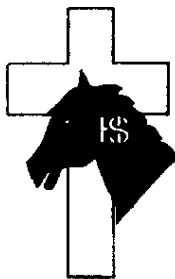


# HORSINGTON CHURCH SCHOOL

‘That they may have life, life in all its fullness’ John 10:10



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HEADTEACHER: Kelly Barge.

## A MEETING OF THE LOCAL GOVERNING COMMITTEE HELD ON 29<sup>th</sup> SEPTEMBER 2022

The meeting started at 6:00pm.

Present: K. Barge (KB), J Evans (JE), E. Hardwill (EH), C. Hurt (CH), J. Mortarotti (Chair) (JM), P. O’Gorman (PO’G), K. Rogers (Vice-Chair) (KR).

In attendance: R. Jacques (Clerk), J. Dickinson.

AGENDA ITEM		DECISION/ ACTION
1	JM had sent apologies for her late arrival, KR Chaired the meeting until 6.20pm. He opened the meeting, and welcomed KB to this her first LGC meeting as the Headteacher. He introduced Jenny Dickinson who had submitted an application to become a parent governor and had been invited to attend as an observer.	
2	<b>Apologies Accepted.</b> M. Holden (MH). JM and CH for late arrival.	
3	<b>Conflicts of Interest.</b> Non-declared.	
4	<b>Register of Business Interests.</b> The Clerk had distributed the Declaration of Pecuniary and Personal Interest forms and all governors attending the meeting returned their forms.	
5	<b>Code of Conduct.</b> The Code of Conduct had been circulated prior to the meeting all governors attending the meeting signed it.	
6	<b>Scheme of Delegation.</b> The Clerk had advised the governors, prior to the meeting, to view the revised Scheme of Delegation from the MAT on the School website. The governors noted the new Scheme. The Clerk summarised that the changes relating specifically to LGCs include a reduction of the number of recommended Committees and Lead Governors.	
7	<b>Standing Orders.</b> The Standing Orders had been circulated prior to the meeting. The governors agreed that no changes were required.	
8	<b>Minutes of Last Meeting 14<sup>th</sup> July 2022.</b> The minutes had been circulated prior to the meeting. The minutes were approved unanimously.	

CH arrived at 6.15pm

**Matters Arising.** A paper had been circulated prior to the meeting:

9.1 JM to meet with KB and JH to review the SCR.

*JM to meet  
with JH/KB  
to check  
the SCR.*

*JM arrived at 6.20pm and Chaired the meeting from that point.*

JM reported that the MAT's requirement is now a termly check and she will arrange to review the SCR before the next meeting.

9.2 MA to forward the H & S Audit to MH. As MH was unable to confirm if he had received the audit it was decided that this item will be discussed at the next meeting.

*Agenda  
item for the  
next LGC  
meeting*

9.3 CH to provide the School's Resources Annual Review. CH had not had the opportunity to complete the review and the governors agreed that a review would no longer be relevant as it would refer to the previous year.

9.4 Clerk to forward Skills Audit results to JM. The Clerk had sent the results to JM. JM reported that the results indicate that the LGC is in a very strong position with the governors indicating high level skills in all areas. The weakest areas were (1) Strategic Leadership 74% and (2) Accountability 79%. Discussion followed about addressing those areas and rotating the Committee Chairs was suggested as one way of developing leadership. However, the governors decided that, as they are a small group, it would not be possible to rotate the role of Chair and that the situation should remain as it is for the time being.

**A governor observed** that the NGA question may have been incorrectly interpreted as some governors may have thought it referred only to leadership in a school environment. The governors agreed with that comment and all confirmed that they had experience of leadership in previous or current careers.

Referring to the Accountability section, it was agreed that most of the governors would benefit from receiving training on the curriculum. It was also agreed that as only 2 of the governors had attended any training for Headteachers' Performance Management another governor should attend some training. To start this process, JM suggested that PO'G should sit in as an observer at the Headteacher's Performance Management meeting in November. KB agreed to an additional governor being present at the meeting.

JM explained what happens during the Performance Management process. Firstly, KB will meet with the Assistant Director of Education (ADE) to discuss and decide her targets. Secondly, the governors meeting with the ADE to discuss those targets and thirdly, the governors meet with the ADE and KB to finalise them.

**A governor added** that the role of governors in the process is to support the Headteacher.

9.5 Contact number for JM to be added to the Business Continuity /Critical Incident Plan. The Clerk confirmed that this had been done.

**Safeguarding.** KB reported that she and JM had not had time to meet, but would within a few weeks. There have been no incidents reported since the start of term. She confirmed that she had completed the CPOMS training and all staff attended the Safeguarding Update at the start of term. JM confirmed that she has completed all 3 of the Educare Safeguarding units and those for the Safeguarding Lead. JE and MH (by email) had also confirmed they had completed all of the units. All governors were asked to complete the units as soon as possible. KB confirmed that the staff also have access to Educare training.

**A governor asked** EH if the Safeguarding training has any impact on her role as a teacher. EH replied that it does have an impact and that all staff are aware that it is very important to log all concerns, even those that may appear to be minor.

**A governor wanted an example** of what type of concern that might be. EH replied that it might be frequent tiredness, injuries etc. KB asked the governors to note that the Keeping Children Safe in Education (KCSiE) document has been updated and recommended that they read Section 1. The updates include some changes in terminology e.g. Peer on Peer abuse is now Child on Child abuse.

**A governor commented that** sometimes concerns can be raised through the behaviour or the parents and or children. KB and EH agreed with the comment.

- 11 **SEND Report.** The report had been circulated prior to the meeting. The governors noted the report. KB provided a verbal update: Since the start of term another EHCP has been agreed and she is working with the SENCO on updating support plans. They are also working together on the guidance issued by the Education Endowment Foundation which is relative to all children but especially the Pupil Premium and Disadvantaged group.

- 12 **Headteacher's Report: Progress data.** The report had been circulated prior to the meeting. KB added that the MAT's guidance for Headteachers reports is that they should be issued in terms 1, 3 and 6.

**Referring to the length of the report, a governor asked** if it had taken a long time to compile. KB replied that it had but as the content is mostly reflective it had been a useful task for her.

**A governor commented** that attendance is a MAT focus for its schools this year and **asked** if the School knows the reasons for the children who are persistently absent. KB confirmed that the School is aware of them and that there has been a lot of illness in the first few weeks of the term. Attendance is generally good but lateness has become more of an issue for a small number of children. Currently, this is being addressed by having conversations with parents/carers about arriving on time.

**Referring to the School Development Priorities, a governor asked** about the change of the Phonics programme being used as the SDP still refers to Read, Write Inc. KB replied that the decision to move away from Read, Write, Inc was made because of the ongoing high costs of training and resources. The new programme, Little Wandle, will cost the School significantly less and is very similar to Letters and Sounds but is more prescriptive and has a good tracking system. The first staff training for Little Wandle will take place on 28<sup>th</sup> September and the resources and reading books are being purchased. The programme package also includes online resources and training modules.

**A governor wanted to know** if Read, Write, Inc had been introduced by the MAT. JE as Chair of the Curriculum and Assessment Committee confirmed it had not been a MAT decision. The previous Headteacher had carried out research and considered it to be good - it is used and recognised nationally. However, in practice, difficulties with the delivery of it had become clear and in the summer term the Headteacher had been looking for an alternative programme. KB added that the training for Read Write Inc is not happening until October and would have cost £200 per person. Little Wandle training modules and resources are less expensive, available now and so seemed a good option.

Referring to the Key Characteristics (non-negotiables) KB explained that embedding the language into the curriculum and everyday teaching and learning will be a focus for the School. Our school A.D.E will work with staff on this. The MAT is producing posters for staff explaining the Key Characteristics and the Journey to Excellence.

**A Chair reported** that the Schools within the MAT who were previously graded by Ofsted as Requiring Improvement and have been recently inspected have been graded as Good. The governors considered this to be very positive.

**A governor wanted to know** if the Key Characteristics should form part of the monitoring process and if the visit report forms should be changed to include them. KB replied that the governors should be aware of them and they can be found on the Bath and Wells website. She suggested waiting until next term before changing the visit report forms.

**A governor wanted to know** how the new reception teacher is settling in. KB replied that everything is going well and the teacher is becoming used to the new environment and routines. **A governor observed** that on visiting the classroom she found the children to be calm and very focused on their learning, especially the Year 1 children. The Year 1 children had been given some classroom responsibilities and were responding very positively to that. KB added that the reception children were also settling in quickly and well. EH said that she is working with the Reception teacher in organising a joint class trip and producing resources for shared topics.

**A governor asked for details of the trip.** EH explained that in the summer the School had purchased a National Trust membership and the intention is to take the children to Stourhead for a visit in each season. KB commented that the staff are mindful of the cost of trips and the tightening of household budgets.

**A governor asked if** the School is asking for a contribution for class trips. EH replied that for a contribution of £3 has been requested to assist with transport costs for the trip to Stourhead. The PTFA is subsidising the trip.

KR asked KB to remind the staff that the Church has funds available that can be given to families in need and to contact him if they are aware of any families that would benefit from some financial support. The process is not invasive and very straightforward.

**A governor asked** how much the parents are asked to pay for the swimming sessions. EH replied that the cost is £42 per half term. **Another governor asked** if swimming is compulsory. KB answered that it is compulsory in school, but not year group specific. The Government expects children to be able to swim by the end of Year 6. The numbers of Year 6 swimmers/non-swimmers are reported.

**The governors expressed concern** that for some parents paying for swimming and trips etc. may be difficult with the reported sharp increases in household bills.

**A governor asked** if KB felt that parents would approach her for help with costs. She replied that as she is new to the School she has not formed that kind of relationship with the parents yet but is getting to know them. She added that other members of staff are well known to the parents and so would perhaps be approached initially.

**A governor wanted to know** what the arrangements are for the teaching of sport. KB answered that Mr Rumbelow comes into School to deliver sports lessons. **The governor asked** how much sport time the children have in one week. KB replied

that the children should have 2 hours per week but taking into account changing time etc. it is nearer 1 1/2 hours.

- 13 **Wellbeing Package for Staff.** JH had provided a written report about the package. KB read the report and provided examples of the discounts the Lifestyle Package offers which is provided by the MAT and available to all staff and governors. It was noted that emails are sent every few days outlining new discounts available.

**A governor wanted to know** if the staff feel that things are back to pre-pandemic times. EH considered that as far as she is aware, yes.

- 14 **School Development Plan.** The plan had been circulated prior to the meeting. KB had previously explained that the plan would be updated by January 2023. There were no questions.

- 15 **School Evaluation Form.** The SEF had been circulated prior to the meeting. **A governor observed that** it was dated July and had been produced by the previous Headteacher **and they asked** if it is still relevant. KB answered that the SEF is usually completed annually but will check with the ADE from the MAT to ask if it should be updated in the circumstances. The governors decided that it should be discussed again at the next meeting.

*Agenda  
item for the  
next LGC  
meeting*

- 16 **Committee Membership.** The Chair suggested and the governors agreed that as the committee structure and membership was only changed last year it would remain as it is with the Headteacher and staff governor replacing those that had retired.

The following Lead Governors were agreed:

Safeguarding: JM

Health and Safety: MH

Pupil Premium/Sport Premium: CH

SEND: PO'G

EYFS: PO'G

SDP Monitoring: JE

JM reminded the governors that they should visit this term.

**The governors noted that** PO'G had visited the Reception/Year 1 class and her report had been circulated.

**CH, Chair of the School's Resources Committee** expressed concern that having 3 meetings a year did not provide sufficient time to keep up to date with finance and HR matters at the School. She asked the other committee Chairs their view of the number of meetings. The Chairs of the other committees considered that 3 meetings when combined with visits gave them adequate time to monitor their individual areas. However, they are not required to meet any specific deadlines as does the School's Resources Committee. CH said that she would consult with the individual members and the Clerk to gauge their views and availability.

**A governor expressed concern** about the possibility of staff strike action and what if anything the governors would be expected to do. No-one at the meeting could provide an answer.

CH left the meeting at 8.10pm

- 17 **Chair's update:**



**Training:** JM reminded the governors of the requirement to complete the Educare Safeguarding training modules without delay. They were also reminded of training provided by the MAT, Diocese and the NGA.

*CH, PO'G and KR to complete the S/G training modules.*

**Recruitment:** JM informed the governors that J Dickinson was the only parent to respond to a parent governor vacancy notice. In addition, an advertisement will be placed in The Villager for Foundation/MAT appointed governors. **A governor** reported that she has been in contact with a person that may be willing to apply.

**School Open Afternoon:** JM reported that the open afternoon had taken place earlier in the day and had been a great success. 6 families had attended which was very positive. Some of them had travelled from Wincanton in response to the postcards and social media posts they had seen. Another open afternoon is scheduled for 1<sup>st</sup> November. JM reported that she is working with KB on the marketing of the School and they have produced a survey to send to families to establish what their requirements are in a primary school e.g. a breakfast club or other out of school hours provision.

**A governor suggested that** a breakfast club/after school club could be run by volunteers to reduce costs. KR agreed to make enquiries in the local community. **A governor noted** that a member of staff would need to be in the School at all times. KB reminded governors of the need for all volunteers to have been cleared through the DBS.

18 **Policies:**

The following MAT policies were noted by the governors:

- Child Protection and Safeguarding
- Procedure for a Missing Child
- Safeguarding Allegations

*SEND Policy Agenda item for the next LGC meeting*

The SEND policy requires additional information from the School.

19 **Headteacher's Performance Management.** JM confirmed the date to be 2<sup>nd</sup> November at 10.30am.

20 **Parents' Evening Dates:** KB confirmed the dates to be 9<sup>th</sup> November 3.40pm to 6.00pm and 16<sup>th</sup> November 4.00pm to 6.30pm.

21 **Dates of Next Meetings:**

Ethos Comm 13<sup>th</sup> October 2022 2pm (TEAMS)  
Curriculum and Assessment Comm 3<sup>rd</sup> November 2022 4.00pm  
School's Resources Comm 23<sup>rd</sup> November 2022 9.00am  
LGC 1<sup>st</sup> December 2022 6.00pm

22 **Any Other Business:**

Admissions: KB had requested that the governors review the School's admissions arrangements for 2023/24. She outlined the arrangements and the governors agreed that no changes would be required.

**A governor expressed great concern** with the arrangement that children and parents wait outside of the School gates in the morning before School and considered that the children are at risk of injury cause by vehicles. Various suggestions were made but no solution was agreed. KB has already put some things in place and is continuing to monitor the situation. It was decided that this should be raised at the next meeting.

*Agenda item for the next LGC meeting*

***The meeting closed at 8.35pm***