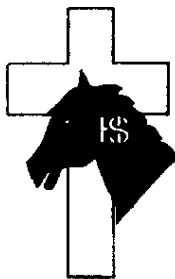


HORSINGTON CHURCH SCHOOL

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



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HEADTEACHER: Kelly Barge.

MINUTES OF THE MEETING OF THE LOCAL GOVERNING COMMITTEE HELD ON 1st DECEMBER 2022

The meeting started at 6:05pm.

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

In attendance: R. Jacques (Clerk), S. White, who has submitted an application to become a Foundation governor, and J. Weston, who is considering submitting an application to become a MAT appointed governor.

AGENDA ITEM		DECISION/ ACTION
1	KR started the meeting and welcomed JD to this her first LGC meeting as a governor. He introduced S. White and J. Weston who had been invited to attend as observers. He asked the governors and Clerk to introduce themselves and explain their role within the LGC. JM arrived at 6.10pm and Chaired the meeting from that point. KR opened the meeting with a prayer.	
2	Apologies Accepted. None Received.	
3	Conflicts of Interest. Non-declared.	
4	Minutes of Last Meeting 29th September 2022. The minutes had been circulated prior to the meeting. The minutes were approved unanimously.	<i>Minutes approved</i>
5	Matters Arising. A paper had been circulated prior to the meeting: 5.1 MAT Health and Safety Audit Report: MH confirmed that he has now received the report and that it does not provide any major cause for concern. There are a few minor points which will need to be addressed and these are in hand. A governor wanted to know if the audit was similar to a survey of the buildings or an audit of the processes in place. MH replied that it had elements of both but was not a structural survey. He understands that the MAT carries out specific assessments of the structure regularly.	

KB added that the School has completed a school audit, outlining the procedures for management of risks. The audit findings were good and the only issues raised were KB completing 'Competent person' training, accident investigation and security.

A governor asked what the training required actually is. KB explained that the recommended course is an IOSH 3-day course but at the moment, 3 days is not practical. MH suggested that it may be possible to do the IOSH training in sections rather than as one course. KB said that the MAT has also suggested looking at the various H&S courses on Educare to see if they are suitable.

A governor wanted to know who has the responsibility for H&S in the School. MH and KB confirmed it is the Headteacher, but should a problem arise the MAT and governors may also be involved.

A governor cautioned that Ofsted may ask questions about H&S policies and procedures e.g. where can risk assessments and H & S policies be found? Are they up to date? etc.

A governor asked if the IOSH training provides a maintenance programme for H&S, perhaps in the form of a checklist. MH explained that IOSH training is more about what is involved to be responsible for H&S.

MH reported that he has been in email discussion with JH and KB about the audit and will carry out a H&S monitoring visit in the next few weeks.

5.2 Governor Training to be completed: KR, CH and PO'G confirmed that they had not yet completed the Educare modules on Safeguarding, Keeping Children Safe in Education and Online Safety.

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

5.3 School drop-off concerns: KB reported that parking bay lines outside of the School have been repainted. Both gates are now open in the mornings, and supervised by staff. Children can enter the School using either entrance. This has improved the flow of traffic as parents can now stop their car, guide their child/ren through one of the gates and then drive off, without the need to park. A parent observed that the system seems to work well and appears to be safer.

A governor noted that the parents have followed a voluntary one-way system for drop-off and pick-up for many years and that it generally works well. Although recent flooding did cause some problems. **The governor asked** if it would be possible to arrange for the Council to provide a school sign asking drivers to avoid the road during drop-off and pick-up times. KB replied that she has been in touch with a Parish Councillor about the road markings and the Council had duly arrived to repaint them. She asked the PC Councillor about erecting some signage but the Councillor was unsure who to contact.

A governor expressed concern that children sometimes cross the road on their own and asked if there is a risk assessment about this for the start and end of the School day. KB confirmed that she will check. She noted that the School uses EEC Live to create risk assessments which is a very good system.

A governor observed that having a risk assessment in place would provide evidence that the School has considered the issue. **The governor asked** who has responsibility for the safety of the parents and children before they enter the School site. MH answered it is both the School and parents – a shared responsibility.

Safeguarding.

6.1 Somerset Safeguarding Audit: KB confirmed that the Audit is now live and closes at the end of February. She will work on the document and complete it in due course.

6.2 Safeguarding update: KB reported that the MAT has produced a new Safeguarding Handbook for staff. JM added that she will forward a copy to the Clerk for distribution to the governors. There was a Safeguarding incident recently which was dealt with following the procedures in place and they had worked well. Everyone involved knew what to do and all parties that needed to be notified were. The CPOMS software worked really well.

A governor was concerned to know if the members of staff involved were alright following the incident. KB confirmed that they were.

The governor suggested that if the School required extra help at any time to support staff or the children a governor could be call upon to provide it.

6.3 Single Central Record: JM confirmed that she had visited the School to check the SCR and that it is complete. It was emphasised how important it is that the record is updated as required and governors were reminded that if their personal circumstances change e.g. a house move, to check with JH to ask if the SCR needs to be amended. JM reported that she will check the SCR termly as advised by the MAT.

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

KB provided a narrative to her report which was shown on a screen and the following questions were asked and answered by her:

Referring to page 2 – Premises 'I am compliant' platform. What do you need to do? Various things but it includes providing confirmation that fire doors have been checked, water has been checked, fire drills are held regularly etc. The School does some checks and the MAT is responsible for others. We started at 74% compliant, are currently on 80% but the MAT would like to see 90%.

Referring to the recent Horse and Hounds visit, which was supported by parents and is a good opportunity to include the local community, have the unkind emails from protesters put you off running the trip next year? No not really, but we may approach it differently and give parents more choice about their children attending the trip.

Could the trip be also be used to promote debate – providing another learning experience in discussing the pros and cons? Yes, that is a possibility.

The Breakfast Club opens next term. How many children will be attending? Between 8 and 10 children each day with 1 member of staff. The income from parents will cover the cost of staffing it. An after-school club will hopefully start in the summer term.

Would it be helpful to find volunteers to assist with the before and after school clubs? Possibly yes, but we need to be mindful of the requirement for enhanced DBS checks and the cost of them. **Would an enhanced DBS from the Church transfer to the School?** No, another would need to be completed.

With reference to pupil progress, do you need volunteers to listen to children read? Yes, we do have some but need more.

The governors offered various ideas for finding volunteers, including advertising in The Villager. Other points raised included the requirement for volunteers to provide a reference as well as a DBS check and the setting up of a WhatsApp group to organise volunteers etc.

Will the nativity be recorded this year? EH – probably not. Although it was recorded during Covid, it was not easy to arrange.

How are the staff? The staff and children are tired and some are unwell. Two members of staff have been absent with Covid. **Have the staff mentioned strike action?** Yes, we have discussed the possibility and, individually, each will need to make a decision they are happy with.

Is this report format a new MAT template? No, it is my own. I will use the MAT version for the three termly reports required by the MAT. The governors agreed that they prefer KB's template to the MAT's.

8 **Chair's update:**

8.1 Curriculum and Assessment Committee Membership and Chair: JE reminded the governors that she is resigning as a governor because of work commitments. JM thanked JE for her contribution as a governor and reported that JD will be taking over as Chair of the Committee. JE agreed to meet with JD to provide some background of the role and hand over the information she has collected. PO'G volunteered to join the Committee. All agreed that she would provide a valuable contribution because of her volunteering role within the School. The Clerk will distribute alternative Committee meeting dates and times to coincide with PO'G's day each week in the School. JE reported that at the previous meeting it had been noted the meeting dates do not work well with the data drops. Consequently, the Committee is often analysing data that is quite out of date. This should be taken into account when creating the meeting schedule for the next academic year and to try and align the meetings with data drops.

*Clerk to
distribute
alternative
meeting
dates and
times*

8.2 Governor Recruitment: JM reported that the response is very positive and has resulted in the two people attending the meeting as observers.

8.3 Chairs' Briefing: JM reported that she attends the briefings each month. This month it had included information on attendance, the Safeguarding handbook and an update on H&S. She noted that the attendance at School is good.

S. White left the meeting at 8.00pm

9 **Visit Reports:**

Visit reports for SEND, EYFS and Safeguarding had been circulated.

Pupil Premium visit has taken place and CH will forward her report.

SDP monitoring: JE reported that as the SDP will be changing in January it had been decided to postpone the visit until next term to monitor how the new phonics system is working and how the School Ethos is delivered in lessons.

H&S: MH will arrange a time to meet with JH and KB to discuss the audit report.

10 **Governor Training attended:**

JD has completed all 3 Educare modules and booked a place on the Governor Induction training in May 23.

KR attended a SIAMS update provided by the Diocese.

PO'G attended the SEND training provided by the MAT.

11 **Committees:** Minutes from the meetings had been circulated prior to the meeting and were noted by the governors.

11.1 Ethos Committee 13th October: KR
11.2 Curriculum and Assessment Committee 3rd November: JE
11.3 School's Resources Committee 23rd November: CH
There were no updates.

12 **Policies:**

The following MAT policies were noted by the governors:

12.1 Complaints
12.2 Freedom of Information
12.3 Exclusions
12.4 Alternative Provision
12.5 SEND

13 **Delegation of Residential Visits:**

The Governors agreed to delegate authority for external visits to the Headteacher. The Governors approved the annual residential visit to Kilve Court 2023.

A governor wanted to know if the trip leaders had received positive comments about the children's behaviour on the School trips this year as has happened in the past. EH replied that the Stourhead and Somerset Museum staff had made very complimentary comments about the behaviour of the children.

14 **Dates of Next Meetings:**

JE sent apologies for the Strategy Meeting on 8th December. CH asked if the time of the meeting could be changed as she has another appointment. It was agreed and the time changed to 11.30am.

Strategy Committee 8th December 11.30am (School)
Ethos Committee 22nd February 2.00pm (TEAMS)
Curriculum and Assessment Committee tbc
School's Resources Committee 8th March 9.00am (School)
LGC 2nd February 6.00pm (School)

15 **Any Other Business:**

JE commented that she had enjoyed her time as a governor at the School. The School is excellent and the governors work hard to provide support.

JM reminded the governors that Nikki Edwards (CEO of the MAT) would be joining the next LGC meeting in February.

The meeting closed at 8.15pm