

**Links to documents tabled**

**CEO**

PDF CEO LGC report January 2026 .pdf

**Head**

PDF RC Headteachers Report to Governors Spring 2026 on Autumn 2025.pdf

**Previous minutes**

Copy of RC LGC Minutes Autumn 2025

CONFIDENTIAL RC LGC Minutes Autumn 2025

**Supporting documents (saved in RC LGC folder > Spring 2026)**

PDF SEND - SENCO Summary for Richard Crosse Primary School Autumn 2025.pdf

PDF School Improvement Plan Final 2025-2026 Richard Crosse (1).pdf

PDF Richard\_Crosse\_School\_Improvement\_Plan\_Priorities\_2025-2026 (1).mp4

PDF Richard Crosse End of Year Targets 2026.pdf

PDF Review feedback Summary Richard Crosse 15\_09.pdf

PDF Pupil Progress and data Whole School Overview Autumn 2025 - December.pdf

PDF Pulse Results Autumn 25 RC (1).pdf

PDF Autumn 2025 Safeguarding Analysis by DSL and DDSL - Richard Crosse CE Primary School (4).pdf

PDF Arbor Behaviour Analysis - Autumn 2025 - RC (1).pdf

PDF Accident Analysis Autumn 2025 Richard Crosse Primary School Y1 - Y6 (5).pdf

PDF Accident Analysis - Autumn 2025 Richard Crosse Primary School - EYFS (2).pdf

PDF 'Settling in' Parent Survey EYFS 2025.pdf




A - admin

I / Q - information / questions

D - decision required

| Agenda Items |  |   |   |      |                    |                |                |             |                  |    |   |             |  |                         |   |
|--------------|--|---|---|------|--------------------|----------------|----------------|-------------|------------------|----|---|-------------|--|-------------------------|---|
| 1            | <b>Welcome and reflection start - 2 minutes (A)</b>  | <p>Chair welcomed all to invite and join in reflection, quietly on your intentions in this meeting, your own thoughts and reflections also...</p> <p>Welcoming all and Happy NY - no apols to be given.<br/>Prayer and reflection to all.</p>   |   |      |                    |                |                |             |                  |    |   |             |  |                         |   |
| 2            | <b>Apologies for Absence, Acceptance of Apologies and Quorum - 2 minutes (A)</b>   | <p>Attendance recorded - <a href="https://tssmat.staffs.sch.uk/governance/local-advisory-groups/lgc-attendance">https://tssmat.staffs.sch.uk/governance/local-advisory-groups/lgc-attendance</a></p>  |   |      |                    |                |                |             |                  |    |   |             |  |                         |   |
| 3            | <b>-Membership<br/>-Re appointment of chair and vice chair at the start of academic year<br/>-Roles &amp; responsibilities (confirm or change)<br/>- 5 minutes (A)</b> | <p>Welcome to new governors (if applicable)</p> <p>Copy School Governor lists and hats May 2025 in progress</p> <p>Lorraine vice chair - NS to amend.</p>   |   |      |                    |                |                |             |                  |    |   |             |  |                         |   |
| 4            | <b>Confidentiality (reminder) - 2 minutes (A)</b>  | <p>All are reminded that discussions that take place during a board meeting remain confidential, in line with the code of conduct, to that meeting.<br/>The board is requested to identify any items on this agenda which it requires to be recorded in the minutes as confidential matters.</p> <p>Chair conscious of this and reconfirms to all please to be mindful in the meetings and during any school interactions or walk around the avoidance in blurring of lines between roles of LGC and parent / community members, impact and influence, all remain in confidence, all note and do and will going forward, ask for support if unsure how to proceed.</p>  |   |      |                    |                |                |             |                  |    |   |             |  |                         |   |
| 5            | <b>Minutes of the previous Meeting</b><br><br><b>Matters arising from previous meeting</b><br><br><b>5 minutes</b><br><b>(A / I / Q / D)</b>                           | <p>LGC asked to approve the previous minutes and CoG to sign at the end of the meeting.</p> <table border="1"> <thead> <tr> <th>Item</th> <th>Action to be taken</th> <th>Action by whom</th> <th>Action by when</th> </tr> </thead> <tbody> <tr> <td>11. Reports</td> <td>Funding DfE / LA</td> <td>PH</td> <td> <p>PAN discussions - ongoing<br/>PH discussions with local MP on funding / LA and DfE.</p> <p>Escalated to Directors / summary of meeting to be shared / verbally was shared. Finance data shared to support.</p> <p>Members to lobby local councillor and chase also ongoing at Directors level / meeting.</p> <p>To note robust discussion around this funding took place. CEO shared meeting details of Jan 23rd at Anson.</p> </td> </tr> <tr> <td>11. Reports</td> <td>Wi fi - switch not done correctly to cover whole school coverage, as per up to date schools floor plans / or incorrect floor plans were given. Action to go to the</td> <td>DW / EB / CEO / PH / NS</td> <td> <p>Staffs tech - further comment / action needed ....bandwidths error message detailed impacts given by EB. Action. PH / NS.<br/>Day to day issues,</p> </td> </tr> </tbody> </table> |   | Item | Action to be taken | Action by whom | Action by when | 11. Reports | Funding DfE / LA | PH | <p>PAN discussions - ongoing<br/>PH discussions with local MP on funding / LA and DfE.</p> <p>Escalated to Directors / summary of meeting to be shared / verbally was shared. Finance data shared to support.</p> <p>Members to lobby local councillor and chase also ongoing at Directors level / meeting.</p> <p>To note robust discussion around this funding took place. CEO shared meeting details of Jan 23rd at Anson.</p> | 11. Reports | Wi fi - switch not done correctly to cover whole school coverage, as per up to date schools floor plans / or incorrect floor plans were given. Action to go to the | DW / EB / CEO / PH / NS | <p>Staffs tech - further comment / action needed ....bandwidths error message detailed impacts given by EB. Action. PH / NS.<br/>Day to day issues,</p> |
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|   |  | board of Directors / CEO.<br>Action to update LGC on costs / not RC.   |    | <p>functionality, terms of conditions and service being met?</p> <p>PH gave update with wi fi, general point of tender doc detail given, managed network provider, utiliste sdwan etc. Safeguarding paramount DfE compliant. Price is a factor. Ongoing.</p> <p>Robust conversation around IT took place - away day agenda point.</p>   |
|   | <b>11. Reports</b>   | Mentoring and volunteer discussed / time and detail across staff. Action link in with possible intern links.   | EB | Update complete / ongoing, time demands. Student intake on detail given / supports both ways. Remove from agenda point.   |
|   | <b>11. Reports</b>   | H&S / estates - H&S leak in cellar on water pump. Financial situation discussed. Action - newsletter and parish council / trade skills, any support to be offered. EB.   | EB | <p>Minute from chair, thanks JJ chasing - update given, discounted price replacement, materials and labour included, continuing to chase / phone call also, update asap or next meeting.</p> <p>EB also minute thankyou. PTA potential detail given.</p> <p>Water / cellar - ongoing after window and boiler, interim work was done and did help, wet season will still leak.</p> <p>PH qstd anything electrical ? EB gave detail of what is filed etc.</p> |
|   | <b>11. Reports</b>   | <p>Safety / schools grounds</p> <p>Parking discussed. Action - add to newsletter / parking specific message to be sent.</p> <p>Early years pick up discussed. Action - EB send communication / waiting points.</p>   | EB | Posters given - complete  |
| 6 | <b>Declaration of Interest Business and Pecuniary Transactions - 5 minutes (A)</b> | <p>Reminder for new governors to complete and ask if there are any changes of circumstances for existing governors<br/> <a href="https://docs.google.com/forms/d/e/1FAIpQLSfagKDknnkHL6rWKujPK47ZTw7QRnvTwRQ9lmXaRUzNWEtmvw/viewform">https://docs.google.com/forms/d/e/1FAIpQLSfagKDknnkHL6rWKujPK47ZTw7QRnvTwRQ9lmXaRUzNWEtmvw/viewform</a></p> <p>N/A for this meeting chair confirmed.</p>   |    |   |
| 7 | <b>Risk Register - 5 minutes (I/Q)</b>   | <p>Confirm if anything new is to be added to the document (school specific)<br/> <input checked="" type="checkbox"/> Risk Register - RC.xlsx</p> <p>N/A for this meeting - remove RC windows when all completed.</p> <p>Detail given around the front windows , pre plan, not to fall into c / d notices.</p>  |    |   |
| 8 | <b>Strong Governance review - 5 minutes (I / D)</b>                                | <p><u>Please confirm deadline you want the skills audit sending out (normally June) length of time to complete by / submit to Heads by. Heads to analyse and report back in Autumn LGC meeting.</u></p> <p>ANY NEW JOIN LGC MEMBERS TO COMPLETE SKILLS AUDIT<br/> <a href="https://docs.google.com/forms/d/1K3HLN7jzvf1mj3wFEIJYG2ku9J3TGVIs2ENajtfWt7E/edit?usp=drivesdk">https://docs.google.com/forms/d/1K3HLN7jzvf1mj3wFEIJYG2ku9J3TGVIs2ENajtfWt7E/edit?usp=drivesdk</a></p> <p>LGC member questioned how does school tap into the skills? EB conscious of time scales, detail of the next reviews / 3 school development points each time, wider level to support, LGC it is different level and higher / wider support.</p> <p>LGC member / foundation member felt she can do more / offer more and the more informed the committee are then the better qualified they will feel to support school and in return school will feel supported. EB confirmed will share dates and confirmed the events can be involved in. Key areas are reviews / whole school. Action send all events / meeting dates.</p> <p>Behaviour / SEN and EYFS - detail given. Detail of EYFS to KS1. LGC member to facilitate next meeting.</p> |    |   |

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| <p><b>9</b></p>  | <p><b>Reports - 30 minutes</b></p> <p><i>Please note CEO will be present either in person or remotely for the CEO report section</i></p> <p><b>(A / I / Q)</b></p>   | <p><b>a) CEO report</b></p> <p>LGCs are asked to receive the report included with these papers. CEOs will verbally update governors at the meeting on any developments since the report was written.</p> <p>CEO led with any questions or comments?</p> <p><i>Chair led with key points to highlight relating to admissions data locally vs Trust (gave the national context) 1, 2 and 3rd choices detailed for admissions.</i></p> <p>CEO confirmed detail regarding RC vs other smaller schools in Trust, context of the bigger schools given vs smaller. EB gave detail of catchment / local areas / villages. Provision offered locally discussed. New schools discussed vs low birth rate. Historic admissions discussed also. Local trends discussion / identified. Robust conversation across all LGC members.</p> <p><i>LGC member questioned monitoring and impacts of the students learning in relation to higher class sizes? EB gave detail of support, quality first teaching and knowledge / level of expectations.</i></p> <p>Marketing questioned - EB gave detail of local physical profile and also social media advertising. CEO confirmed social media presence, potential student to take on info / detail given, JB is leading a 6th form JTMAT small project for marketing schools / social medias ran by students.</p> <p>Directors away day discussion / detail given.</p> <p><i>Financial discussion around TA / additional teaching time questioned? HR related detail given.</i></p> <p>Robust conversation around the phonics data and detail given. Send table to DW.</p> <p><b>d) Headteacher's report</b></p> <p>-Admissions numbers, thorough and robust discussions had, PAN detail given, historic detail given. Impacts detail given.</p> <p>-Staff discussions with admissions, transparency given. Further detail given relating to interventions and impacts / work load staff and pupils. <i>LGC member questioned, SEN budget is this central? EB gave detail school held / how this led centrally, previous input from EB as this role lead detail given. Top slice discussed, SENCO support discussed. Examples of training given / cascaded, support detail given. GAPs discussed, mat leave / ongoing keep close to the changes and next 12 months. Boarder line and tendencies detail given, flow chart and process detailed and discussed. Funding detail given, part of early identification and early referral. Progress of SEN pupils detail given and reassurance given of consistency of provision through current SENCO. Interventions and parents input questioned further? LD - gave detail in response, responsibility and training detail given. Parents invited in to library and use the library during various times. Chair confirmed are there ways to narrow the gap between the school and home and to become more aligned? EB gave detail of the current positive reinforcement and the process of awarding. Chair proposed a session to be held between staff and the ideas for positive reinforcement to be put in place. Ideas of Y5 / 6 taking on any small jobs available to do / EB confirmed details.</i></p> <p><i>PH commented on the Arbour data and analysis and the depth. EB gave further detail on this and the system also.</i></p> <p><i>LGC member questioned staffing moral? Staff response given and support from Head. Detail of SAS given and accessing. Feel can talk to each other and support and ask for help. Support across MAT and Heads wellbeing.</i></p> <p>Absence detail given.</p> <p>Kitchen restructure detail given, Trust level detail given.</p> <p>Open and honest communications / if people understand the financial impacts and situations faced from the national picture and local impacts, examples given. Pressure, lack of finances given and affects people (staff and ultimately pupils.)</p> <p>Top slice % - detail being given as a strategy items / away day 26th Jan 2026.</p> <p>PPA time - 75% spent on prep EB gave detail. Suggestion parents buy own white rose books potentially? Could start 2026 - 2027 September. Supported by LGC body.</p> <p><i>SATs current year 6 detail questioned by LGC target setting... does N/A mean not assessed? Eb gave detail, it means national average. Specific detail discussed at greater depth for specific areas / pupils, personal progress detail discussed. Case study behind details, each class sits behind the whole school view and case studies per pupil.</i></p> <p>-Depth of challenge and detail given per area and across years, given by EB.</p> <p><b>e) Additional Items</b> (agreed by Chair and Head prior to agenda being sent)</p> <p>PTA - list of jobs needing doing and priority / working party and project / programme support. Skills match, PTA or parent lead each project.</p> |
| <p><b>10</b></p> | <p><b>GDPR - 5 minutes (I)</b></p>   | <p>Detail given and added as needed.</p>  |
| <p><b>11</b></p> | <p><b>Policy review - 5 minutes (I)</b></p>  | <p>Policies to be circulated at point of ratification by board (for reference below policy in draft policies)</p> <ul style="list-style-type: none"> <li> <b>Copy of Data Protection v5 Jan 25-26</b></li> <li> <b>DRAFT Copy of Grievance Policy v8 Feb 26- Feb 27</b></li> <li> <b>DRAFT Admissions Policy RC 2027-28</b></li> </ul>   |
| <p><b>12</b></p> | <p><b>Reflection - What have we achieved in this meeting that will improve outcomes for the learners in this school? - 5 minutes (I)</b></p> <ul style="list-style-type: none"> <li>-Action points / updates given</li> <li>-Escalate admissions and top slicing</li> <li>-Estates and escalation from JJ boiler</li> <li>-PTA - wider picture</li> <li>-Report scrutiny</li> <li>-Policy</li> <li>-National / local impacts financials / funding</li> <li>-Staffing wellbeing - how to support going forward also to put forward</li> <li>-Pupil wellbeing</li> <li>-Admissions</li> <li>-%s of Head Teachers report - data per pupil / case studies</li> <li>-CEO report scrutiny.</li> <li>-Lead key areas reviews support extended.</li> </ul> |   |
| <p><b>13</b></p> | <p><b>Information / Questions to Board of Directors - 5 minutes (I)</b></p>  | <p>To note top slice % and discussion put forward to Director away day 26th Jan 2026 (SC had worked a set % split across all schools, further discussion and to feedback)</p> <p>Questions to be posed to Board of Directors -</p> <p><i>T-op slice % paid to / for by RC - to have a formal feedback from Directors. (PH)</i></p>  |

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|    |   | -Staffing wellbeing - how to support going forward further, taking into account current climate also to put forward (PH part of the conversations) support mechanisms. |
| 14 | <b>Confidentiality (Part 2 of minutes) - 5 minutes (A)</b>  | Highlight any areas to be noted as confidential to the clerk (if not done so already)<br><br>As documented   |
| 15 | <b>Confirm date and time of future meetings including committee meetings if known - meeting close (A)</b> |  |

**Chair - Please see link to full wording per agenda point if needed**

[Google Copy of LGC Agenda SPRING TERM CofE schools](#)

| Item                    | Action to be taken  | Action by whom | Action by when      |
|-------------------------|---|----------------|---------------------|
| Reports                 | DfE funding / local Members to lobby local councillor and chase also ongoing at Directors level / meeting.  | <b>PH</b>      | <b>ASAP</b>         |
| Reports - estates / h&S | Minute from chair, thanks JJ chasing - update given, discounted price replacement, materials and labour included, continuing to chase / phone call also, update asap or next meeting. | <b>JJ</b>      | <b>ASAP ongoing</b> |
| Governance              | Action send all events for link meetings / meeting dates to all LGC.  | <b>EB</b>      | <b>ASAP</b>         |

Signed ..... Date.....