

**Links to documents tabled**

**CEO**

CEO LGC report January 2026 .pdf

**Head**

TSSMAT Headteachers Report to Governors- Mease-January 2026.docx

**Previous minutes**







Copy of Mease LGC Minutes Autumn 2025

CONFIDENTIAL Copy of Mease LGC Minutes Autumn 2025

FINAL Copy of Extraordinary LGC 8.12.25

A - admin  
L / Q - information / questions  
D - decision required

Agenda Items																							
1	<b>Welcome and reflection start - 2 minutes (A)</b>	<i>Welcomed you and invited you to join in reflection, quietly on your intentions in this meeting, your own thoughts and reflections also...</i>																					
2	<b>Apologies for Absence, Acceptance of Apologies and Quorum - 2 minutes (A)</b>	All recorded present on attendance <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>  Russell K - verbally resigned (awaiting confirmation) Chair to take as action of resignation via email and confirm to clerk.  Confirmed previous decisions of chair and vice chair.  Confirm to add link directors as needed if school change to online teams.																					
3	<b>-Membership (any up coming end of term dates) -Re appointment of chair and vice chair at the start of academic year -Roles &amp; responsibilities (confirm or change) - 5 minutes (A)</b>	Welcome to new governors (if applicable) School Governor lists and hats May 2025 in progress  Note any changes for clerk																					
4	<b>Confidentiality (reminder) - 2 minutes (A)</b>	All are reminded that discussions that take place during a board meeting remain confidential, in line with the code of conduct, to that meeting. The board is requested to identify any items on this agenda which it requires to be recorded in the minutes as confidential matters																					
5	<b>Minutes of the previous Meeting (A)</b>  <b>Matters arising from previous meeting (I/A)</b>  <b>5 minutes</b>	LGC asked to approve the previous minutes and CoG to sign at the end of the meeting.  <table border="1"> <thead> <tr> <th>Item / Action to be taken</th> <th>Action by</th> <th>Action by when</th> </tr> </thead> <tbody> <tr> <td>Recruitment drive.</td> <td>All</td> <td>ASAP - ongoing after RK detail. Conversation around the bases covered for now but worth thinking about going forward.</td> </tr> <tr> <td>All to action start of term skills matrix</td> <td>All</td> <td>Summer term new audit shared complete by and Head analyse by Autumn 2026... - ongoing. Agreed to leave until summer 2026 to receive before Autumn 2026 - to show skills gaps.</td> </tr> <tr> <td>Wrap around care detail given. Attendance figures discussed. Impacts on staffing discussed. Business case for going forward CEO commented. Action RM.</td> <td>RM</td> <td>ASAP. Complete - funding for the year early adopters detail given.</td> </tr> <tr> <td>Lado and managing allegations to the correct LGC member action.</td> <td>LGC</td> <td>ASAP. Discussed. Training follow up modules needed NS action. Complete.</td> </tr> <tr> <td>Safer recruitment - Revd John to check action.</td> <td>Revd. John</td> <td>ASAP. Ongoing. NS to confirm when platform unlocked. Conversation around the certain modules and who should do them (as part of above.) Complete.</td> </tr> <tr> <td>Academisation details, feedback chair. RM to give to CEO, action.</td> <td>RM</td> <td>ASAP. Complete.</td> </tr> </tbody> </table>	Item / Action to be taken	Action by	Action by when	Recruitment drive.	All	ASAP - ongoing after RK detail. Conversation around the bases covered for now but worth thinking about going forward.	All to action start of term skills matrix	All	Summer term new audit shared complete by and Head analyse by Autumn 2026... - ongoing. Agreed to leave until summer 2026 to receive before Autumn 2026 - to show skills gaps.	Wrap around care detail given. Attendance figures discussed. Impacts on staffing discussed. Business case for going forward CEO commented. Action RM.	RM	ASAP. Complete - funding for the year early adopters detail given.	Lado and managing allegations to the correct LGC member action.	LGC	ASAP. Discussed. Training follow up modules needed NS action. Complete.	Safer recruitment - Revd John to check action.	Revd. John	ASAP. Ongoing. NS to confirm when platform unlocked. Conversation around the certain modules and who should do them (as part of above.) Complete.	Academisation details, feedback chair. RM to give to CEO, action.	RM	ASAP. Complete.
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6	<b>Declaration of Interest Business and Pecuniary including related Party Transactions - 5 minutes (A)</b>	Reminded governors to complete and ask if there are any changes of circumstances for existing governors. <a href="https://docs.google.com/forms/d/e/1FAIpQLSfagKDknnkHL6rWKujPK472Tw7QRnvTwRQ9ImXaRUzNWEtmvw/viewform">https://docs.google.com/forms/d/e/1FAIpQLSfagKDknnkHL6rWKujPK472Tw7QRnvTwRQ9ImXaRUzNWEtmvw/viewform</a>																					
7	<b>Risk Register - 5 minutes (A)</b>	Confirmed nothing new is to be added to the document (school specific) Same specifics given and the delete to take off. Discussed another specific teaching to be added on / cover. Action RM / complete.																					

		<p> Risk Register - SA.xlsx</p> <p> Risk Register - MH.xlsx</p>
8	<p><b>Strong Governance review - 5 minutes (A)</b></p>	<p><i>Please confirm deadline you want the skills audit sending out (normally June) length of time to complete / submit to Heads by. Heads to analyse and report back in Autumn LGC meeting.</i></p> <p>ANY NEW JOIN LGC MEMBERS TO COMPLETE SKILLS AUDIT</p> <p>Reminded and confirmed.</p>
9	<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>-Opened with comments and questions          -Rev John discussed and praised national and local comparisons (date)          -Mental health picture / landscape detail discussed. Positives locally detailed.          -Primary phase risk analysis and categorisation process, detail probed? AI system that looks behind the scenes, most update ofsted also not used, gave specifics of why the data was thrown out, the data doesn't go any further. Desktop exercise only, data only systems process. RM also gave detail behind this too. KG confirmed we know the detail behind this however we can not allow this to sit, we must chase and detail / log response, chase LA. Action ongoing. RM / CEO. KG to pen a small paragraph to add to this and Directors to do this action. Also pull together something for the staff too. RM also discussed morale also.</p> <p>Shared Dr Tim Culson Director general for DfE under secretary of state, meeting at Anson, SEND detail given and discussed. Put TSSMAT on the map, positives. Action share further information and any outputs as and when.</p> <p>Minute excellent report for RM.</p> <p><b>b) Chair's and Vice Chair's Actions and correspondence</b></p> <p>Actions centred around staff consultations.          KG recent visit - TAS C&amp;S detail given, but nothing to report further on that is not covered in the Head reports.          Nothing further to add.</p> <p><b>c) Nominated/Link Governors Reports</b></p> <p>Reports embedded for central record / checks details given. Previous examples given of process, new process going further discussed. Found the questions some of them aren't as helpful, pushed up further where not as helpful, any concerns detail given and solutions for process. RM gave update on the process and solution.</p> <p>-SEND detail given. Pupils specifics given and admissions. Work and time details / examples given, however time constraints and challenges faced.          -Out of county funding detail given and payment chasing / dates to pass up to MAT central team - finance - action. Funding to check / double check correct entitlement is correct. Document has been created with hours / banded funding and which LA - action to share with SC.</p> <p><b>d) Headteacher's report</b></p> <p>TAS - detail is drilled down at that meeting (LGC member attended)          Highlights of data given from report. Admissions detail discussed. Word of mouth positive and this has been feedback.          Staffing detail discussed / challenges of recruitment.          Academic challenges detail discussed.          Writing detail / data discussed at greater level, training and delivered to all staff. Teacher assessment detailed and RM to train and support further, less hesitant with data. Vs tests / writing is objective.          Children's enjoyment detail given.          Strength of phonics and strength of reading.          Maths - white rose and mastery approach detail given.          LGC member suggested celebrations to be had? Suggested examples to showcase. RM gave detail of this and how it has happened so far, however further examples that can be done / promotion and initiative / display.</p> <p>Behaviour and attitude - current process discussed and impacts. Specifics given across schools. Nothing to raise. Positive outstanding day to day behaviour. Restorative practice detail and examples given, reassurance.          Progress also given, visions and values alignment, to celebrate. All specific schools examples of given further after LGC probing. LGC member reassured all handling the behaviour well.</p> <p>Admissions - advertising, suitability of environment, focus of environment and enrol of PAN, managing advertising further? RM confirmed with further detail. All confirmed dont loose heart, keep going dont loose heart, build up over period of time.</p> <p>Attendance - detail discussed per school / per term. Specifics of support given to school / hard work to staff praised.          Covid examples give and affects (not only on local but national)</p> <p>LGC member questioned the process currently and historical factors, RM gave details and process going forward, MAT support action requested (SW / LGC member) where board or MAT can support / appropriate level of support for attendance / lateness. Suggestion of possible process that could be put in place to challenge this behaviour. Support offered from LGC and escalation process.</p> <p>Staff well being detail given, pulse surveys results due will detail after and analyse. Rach confirmed open door policy. LGC offered support again.</p> <p><b>e) Additional Items</b> (agreed by Chair and Head prior to agenda being sent)</p> <p>-Item at the start of agenda discussed and detailed into a confidential minute.          -Approval to write off assets / obsolete as discussed. Eco friendly discussed. Minute confirmed.</p>
10	<p><b>GDPR - 5 minutes (A)</b></p>	<p>N/A.          Only outage but not a breach.</p>
11	<p><b>Policy review - 5 minutes (A)</b></p>	<p>Policies to be circulated at point of ratification by board (for reference below policy in draft policies)</p> <p> <b>Copy of Data Protection v5 Jan 25-26</b>   <b>DRAFT Copy of Grievance Policy v8 Feb 26- Feb 27</b>   <b>Draft Admissions Policy Mary Howard 2027-28</b>   <b>DRAFT Admissions Policy St Andrews 2027-28</b></p> <p>RM - gave further policy details.          IT - request access for staffs tech NS. Recirculate as word / google access issues.</p>
12	<p><b>Reflection - What have we achieved in this meeting that will improve outcomes for the learners in this school? - 5 minutes (A)</b></p> <p>-Chair and vice chairs actions</p>	

	-Nominated link and reports - checks scrutiny -CEO scrutiny -Additional agenda items -Policies ratified -Head report - academic scrutiny. -Scrutiny -Outcome for schools (as agenda additional point) -Attendance / punctuality -Academic scrutiny - writing specifics.
13	<b>Information / Questions to Board of Directors - 5 minutes (I/Q)</b> -Narrative / Director support with regards to LA grade 3 box / KG work with RM. -MAT support action request where board or MAT can support / appropriate level of support for attendance / lateness current process.
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)
15	<b>Confirm date and time of future meetings including committee meetings if known - meeting close (A)</b> Confirmed date.

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

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

**Actions arising**

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**Mrs Anna Spencer-Gray**  
Chair of the LGC

28/04/2026