

**MINUTES OF THE RICHARD CROSSE CofE  
PRIMARY SCHOOL LGC MEETING  
Richard Crosse 18th January 2024**

<b>Attendees:</b>	<b>Governor</b>	<b>Type</b>	<b>Responsibility</b>	<b>Term of Office End Date</b>
	Ms. Emma Bowring (EB)	Headteacher		Ex-officio
	Miss Lyndsey Derry (LD)	Staff Governor		01.02.2027
	Mrs. Jodie Jenkinson (JJ)	Parent	Curriculum, English, Maths, Christian Distinctiveness, Worship	01.02.2027
	Dr. Ann Shilton (AS)	Foundation – Vice Chair	Safeguarding, Prevent, e-Safety, Attendance	01.02.2027
	Mr. Darren Walsh (DS)	Parent - Chair	SEND, Pupil Premium, Headteacher Appraisal, Christian Awareness	01.02.2027
	Dr Laura Kirven	Parent		18.01.2028
<b>Also in attendance:</b>	Charles Bradshaw Smith (Director) Charlene Gethin (CEO) Nicola Saint (Clerk)			
<b>Documents circulated prior to the meeting</b>	<b>Documents shared:</b> P3 Management accounts CEO report RC Head report Previous RC Autumn 2023 minutes			

The meeting started at **8.00AM**.

Item	Agenda Title	Minutes
1.	<b>Welcome</b>	The Chair opened the meeting and requested notice of any other business. Laura welcomed to the group formally, introduction given.
2.	<b>Prayer</b>	The Chair led the opening prayer.
3.	<b>Attendance</b>	Updated on shared drive attendance register.
4.	<b>Apologies for Absence, Acceptance of Apologies and Quorum</b>	Mrs Elizabeth P. Absence.

5.	<b>Membership</b>	The board should note changes to membership – and where there are vacancies ensure elections/appointments are made in line with the Scheme of Delegation. (see agenda for full detail)																																
6.	<b>Confidentiality</b>	A reminder was given that discussions that take place during the meeting remained confidential in line with the Code of Conduct, to that meeting.  Governors were requested to identify any items on the agenda which were required to be recorded in the minutes as confidential matters.																																
7.	<b>Minutes of the Previous Meeting</b>	The Chair asked for confirmation that Governors had seen the Minutes of the previous meeting which were reviewed for accuracy.																																
8.	<b>Matters arising from the Previous Meeting</b>	<p><b>Actions arising from the LGC Meeting 21st September /2023</b></p> <table border="1" data-bbox="616 651 1522 2018"> <thead> <tr> <th data-bbox="616 651 746 741">Item</th> <th data-bbox="746 651 991 741">Action to be taken</th> <th data-bbox="991 651 1235 741">Action by whom</th> <th data-bbox="1235 651 1522 741">Action by when</th> </tr> </thead> <tbody> <tr> <td data-bbox="616 741 746 927">17.</td> <td data-bbox="746 741 991 927">Interview for position - closing date 21st September</td> <td data-bbox="991 741 1235 927">HR</td> <td data-bbox="1235 741 1522 927">see Confidential notes / Next LGC meeting update  Internally closed.</td> </tr> <tr> <td data-bbox="616 927 746 1323">5a. 5b.</td> <td data-bbox="746 927 991 1323">Chair to pass on relevant details to the new Parent Governors and ensure inductions all completed by Head. Consider the Vice chair in isolation or part of a collection next LGC.</td> <td data-bbox="991 927 1235 1323">Chair/ EB Chair/ LGC</td> <td data-bbox="1235 927 1522 1323">Next LGC  Next LGC  Complete.</td> </tr> <tr> <td data-bbox="616 1323 746 1447">7.</td> <td data-bbox="746 1323 991 1447">Minutes typed up, saved and signed.</td> <td data-bbox="991 1323 1235 1447">NS/Chair</td> <td data-bbox="1235 1323 1522 1447">Next LGC  Complete.</td> </tr> <tr> <td data-bbox="616 1447 746 1570">10.</td> <td data-bbox="746 1447 991 1570">Code of conduct hard copy to be signed by all</td> <td data-bbox="991 1447 1235 1570">LGC</td> <td data-bbox="1235 1447 1522 1570">Next LGC  Complete.</td> </tr> <tr> <td data-bbox="616 1570 746 1693">11.</td> <td data-bbox="746 1570 991 1693">Code of conduct hard copy to be signed by all</td> <td data-bbox="991 1570 1235 1693">LGC</td> <td data-bbox="1235 1570 1522 1693">Next LGC  Complete.</td> </tr> <tr> <td data-bbox="616 1693 746 1839">12.c.</td> <td data-bbox="746 1693 991 1839">update LGC after wellbeing in Nov.</td> <td data-bbox="991 1693 1235 1839">CG</td> <td data-bbox="1235 1693 1522 1839">November  In Head report and complete.</td> </tr> <tr> <td data-bbox="616 1839 746 2018">12.d.</td> <td data-bbox="746 1839 991 2018">Emma / PTA / Kerry O/ Gov meet and propose around how to</td> <td data-bbox="991 1839 1235 2018">EB / PTA/ Kerry O</td> <td data-bbox="1235 1839 1522 2018">PTA / update next LGC  Ongoing discussions picked up 2024</td> </tr> </tbody> </table>	Item	Action to be taken	Action by whom	Action by when	17.	Interview for position - closing date 21st September	HR	see Confidential notes / Next LGC meeting update  Internally closed.	5a. 5b.	Chair to pass on relevant details to the new Parent Governors and ensure inductions all completed by Head. Consider the Vice chair in isolation or part of a collection next LGC.	Chair/ EB Chair/ LGC	Next LGC  Next LGC  Complete.	7.	Minutes typed up, saved and signed.	NS/Chair	Next LGC  Complete.	10.	Code of conduct hard copy to be signed by all	LGC	Next LGC  Complete.	11.	Code of conduct hard copy to be signed by all	LGC	Next LGC  Complete.	12.c.	update LGC after wellbeing in Nov.	CG	November  In Head report and complete.	12.d.	Emma / PTA / Kerry O/ Gov meet and propose around how to	EB / PTA/ Kerry O	PTA / update next LGC  Ongoing discussions picked up 2024
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			achieve extra funding		Spring term.
		19.	Documentation for dogs / in school and for Anson - CG take forward. EB - update in newsletter paperwork for dogs	CG	Newsletter / Next LGC  Complete.
		21.	4 week turn around for policy ratifications / to confirm	Chair	October  No issues or new policies , continue to sense check expertise Pick up strong Governance review in Feb  Complete.
		22.	Head suggest LGC members could attend appropriate session in school.	LGC	Complete.
9.	<b>Declaration of Interest:</b>	Training delivered and 3 more sessions planned across the MAT, detail given. Business interest form and submitted on declarations.			
10.	<b>Declaration of Interest Business and Pecuniary including related Party Transactions</b>	Governors were advised to declare any interests in an agenda item or announce any changes to their Declarations of Interest.			
11.	<b>Strong Governance review</b>	Set for Feb 2024			
12.	<b>Reports</b>	<p>a) <b>Chair's and Vice Chair's Actions and correspondence</b> Discussed around LK links and what has been achieved and secured in the grant.</p> <p>b) <b>Nominated/Link Governors Reports</b> Governors were advised that key points of their Link Reports should be conveyed verbally to the LGC to be recorded in the minutes. Discussion around LK and Trauma informed training on inset day, background and links to education discussed.</p> <p>c) <b>CEO's report</b> <b>Action</b> - Move report into Heads file, into the meeting folder per LGC and term (date / year)</p>			

<p>d)</p>		<p>Highlighted positives of attendance and reducing persistent absence, well done. Ofsted rating discussed in depth. Trust led worship, high quality.</p> <p>Finance not successful with TCAF grant, on boarding The Mease challenging and the detail given of this and going forward. Finance audit is incredibly positive. Kitchens increasing costs and in relation to current climate, impact on kitchens / costs. Highlight to parents confirms Trust's transparency.</p> <p><i>Governor questioned the process of reviewing potential new joins to the Trust and the cost of the top slice for the Trust. Does this decrease as new schools join?</i></p> <p>The CEO confirmed as new schools join the cost does slightly decrease. <i>Governors discussed 10 schools realistically, economies of scale to realise our plans but is achieved so far. We are able to compromise currently, importance of committees, systems and approaches and balance, it's an ongoing discussion.</i></p> <p><i>Governors discussed larger schools joining, potential pupil to teacher ratios if staffing needs to change, 2 to 3 years away to review population dip, opportunity of process to review, reductions and increases, as long as discussions are happening at Trust level (not just school)</i></p> <p>CEO confirmed GAG pooling is being discussed at Government level, that the appetite isn't out there and it can often be feared, ideally would like this set up and Government are pushing for this.</p> <p><i>Governors discussed the possibility of new joins, to state the possible % increase of work and of central office increase in time and potential top slice % change.</i></p> <p><i>Governors discussed larger Trusts and ability of economies of scale, change of policy potential, policy for gag pooling, will help to move forward.</i></p> <p><i>Governors discussed economy of scale impact of the budget and questioned time and potential to reduce going forward, in Strong Governance meeting <b>action</b>, pick up what is out there affordable / attainable, document even if not successful. For example Microsoft exploration.</i></p> <p>CEO shared formal congratulations to Emma and her team for Ofsted.</p> <p>Meeting CEO 18/1/24 for potential new join school. Update on The Mease, start date due to land issues is delayed. All Saints / Ranton still in contact, DIOCESE meeting next week Jan 24th. Potential for more schools and funding is there.</p> <p>The CEO discussed details of The Mease and the potential grant (not secured) IT / reports and data, MIS systems have potential to support if secured going forward.</p> <p>New Director for Elford, on newsletter to view details.</p> <p>Governors thanked for the safeguarding visit prior to Ofsted and the confidence this promoted then during Ofsted.</p> <p><b>Head Teachers report:</b> More detail around Laura and the grant secured and achieved so far.</p>
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	<p>Data discussed, no surprises in the data, school improvement plan already had data and targets included. Detail around spelling vs reading, focus on this and specific spelling levels ability to move around as needed, started Sept 23. <i>Detail of the fluency sessions discussed, as questioned by Governor for more detail. Gaps identified and patterns, per year group.</i></p> <p>Monitoring discussed. Confirm common exception words, initial test and test at the end and monitor improvement. Working towards, expected and exceeding. In moderation would be split in 3. Ofsted has spurred on taking calculated risk, confidence behind this discussed. Maths, how can we replicate this approach across English, monitor and to hold a review.</p> <p><b>Action</b> - small update for next meeting, how are these targets going and trends, reassurance going forward.</p> <p>EB confirmed detail around how the detail was held to account previously vs current, equal measure change. Detail around the research and their students who study work placements, creative and not afraid to try new elements. EB confirmed the spark of creativity within leaders in school and teachers filtering down, take risks and find what works or doesn't work.</p> <p><i>Governor commented on access to student teachers, research access is great.</i></p> <p>The CEO confirmed the application of learning and memory held per child. Consolidate and embed within this style.</p> <p>Innovation - as a collective use the term going forward.</p> <p>Data drop, those highlighted, contacted via staff and actions in place, communicate plans with parents.</p> <p>Curriculum, should be a blueprint, ambitious, personal development all higher than national average, verbally Ofsted glowing.</p> <p>Further detail of Ofsted discussion continued, Early Years, detail discussed.</p> <p>Discussion continued between all around changes and capability, in transition and all aware of what the school is hoping to achieve.</p> <p>Staff training all compliant.</p> <p>Worship, strong.</p> <p>Behaviours and attitudes, culture and ethos, proud.</p> <p><i>Attendance is high, Governor confirmed letters came across as a positive and transparent, RAG system, informative. Systems and processes are clear and in place.</i></p> <p><i>Governor questioned enrichment, DS awareness day, odd socks day, can we please support and communicate. Ofsted picked up the importance that RC pupils know that to be different is good, pupils are aware of this but would be good to support such days and drive further awareness.</i></p> <p><i>Ofsted thread discussed and confirmed the way in which this was perceived and present at RC.</i></p> <p><i>Suggestions around charity and working with other schools, end users, plan to work on this LGC / Head to action. Burton YMCA.</i></p> <p><b>Action</b> - Explore opportunities to allow children to visualise what need can look like in other areas and communities.</p> <p>Workload and well being discussed, outdoor learning and confidence building.</p> <p>Finance discussed, previous point discussed as central MAT occupied space, contribution to energy costs and confirmed contribution.</p>
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		<p>Wrap around care, monitor 5.30 hours and after on going per hour, stream line if needed.</p> <p>Promotional campaign, waiting lists and 2nd choice lists. Highest numbers ever had, hopefully will fill and project numbers are positive.</p> <p>PTA discussed and plans going forward. <i>Governor discussed the idea of charitable contributions around own businesses in the area and possible contributions.</i> Amazon wish list, positive, add on website and newsletter regularly once a term.</p> <p>See confidential minutes.</p>
13.	<b>Safeguarding</b>	<p>Discussed in previous points.</p> <p>Staff training all compliant, training completed and reflected in Ofsted, across staff, LGC and pupils connected the dots to reflect.</p> <p>Health and safety walk around by Governor, windows highlighted, Barkers are visiting today 18/1.</p>
14.	<b>Curriculum and standards, attendance etc.</b>	<p>Covered in Heads reports as above.</p> <p>All thanked for the detail of the report. Range of inspections covered in the reports, CEO confirms this is all that is needed.</p>
15.	<b>Admissions and pupil overview</b>	<p>All covered in Heads reports.</p> <p>Governors discussed the posters in various locations nearby, <b>action</b> point of nursery potentials.</p> <p><i>Governor questioned around feedback from parents, EB confirmed the balance is being monitored and informed decisions made as when and needed. Communicate to parents as needed, <b>action</b> confirm to parents pupil numbers and funding.</i></p> <p><i>Governor questioned mixed year groups, how to communicate and on recruitment drive, breakdown potential barriers, and express the positives upfront.</i> Emma confirms the process on walk rounds, rolling teaching programme.</p> <p>Ofsted rating and choice impact.</p> <p>Governor confirms local positives reflected in RC school. Sense of word of mouth.</p>
16.	<b>Finance</b>	<p>As discussed in CEO / Heads reports.</p> <p>Governor confirms they feel informed where needed would know who to speak to if needed further detail.</p> <p>See confidential point / minutes.</p>
17.	<b>HR and recruitment</b>	<p>See confidential point / minutes.</p>
18.	<b>Estates and Health and Safety</b>	<p>As discussed in the above points. Discussed interventions as and when needed / mopping / wet signs etc. Plan in place as needed. EB has the confidence to challenge as and when needed, with companies and within school.</p>
19.	<b>Risk Register</b>	<p><i>(see Head / CEO reports)</i></p>
20.	<b>GDPR</b>	<p><i>(see Head / CEO reports)</i></p>

21.	<b>Policy review</b>	<i>(see Head / CEO reports)</i>
22.	<b>Governor Training needs</b>	<i>(see Head / CEO reports)</i>
23.	<b>Christian Distinctiveness</b>	Collective worship discussed: <i>(see Head / CEO reports)</i> .
24.	<b>School items</b>	Fridge replaced.
25.	<b>Reflection - What have we achieved in this meeting that will improve outcomes for the learners in this school?</b>	<p>Finance scrutinised  Pupil numbers and plan  Attendance improvement  Curriculum, Maths and impact monitor across all subjects  Ofsted  Behaviours and interventions  Trauma informed training and positive outcome, well received  Continuing financial review (GAG pooling) and plan, if growth comes. Discuss at away day for Directors.</p>
26.	<b>Information / Questions to Board of Directors</b>	<b>Information to be shared with Board of Directors</b>  Continuing finance review (GAG pooling) and plan, if growth comes. Discuss at away day for Directors. Feedback at next LGC outcome of discussion.
27.	<b>Confidentiality (Part 2 of minutes)</b>	As noted on confidential minutes.
28.	<b>Date and time of future meetings</b>	Confirmed date is in the calendar, 8.30AM to continue.

Meeting finished at 9.30AM.

Signed.....

Date .....

Action Log 18.1.24

Item	Action to be taken	Action by whom	Action by when
<b>12.d (from Autumn 2023 meeting)</b>	Emma / PTA / Kerry / Gov meet and propose around how to achieve extra funding	EB / PTA/ Kerry O	PTA / update next LGC Ongoing discussions picked up spring term 24
<b>12c. Reports</b>	Action - Move report into Heads file, into the meeting folder per LGC and term xx year xx.	CEO	Next LGC
<b>12c. Reports</b>	Governors discussed economy of scale impact of budget and questioned time and potential to reduce going forward, pick up in Strong Governance meeting <b>action</b> pick up what is out there affordable / attainable, document even if not successful. As example Microsoft exploration.	All	Next LGC
<b>12d. Reports</b>	Fluency improvement sessions, small update for next meeting, how are these targets going and trends, reassurance going forward.	EB	Next LGC or when data is available
<b>12d. Reports</b>	Suggestions around charity and working with other schools, end users, plan to work on this LGC / Head action. Burton YMCA. Explore opportunities to allow children to visualise what need looks like in other areas and communities	EB / Governors	Next LGC
<b>15. Admissions and</b>	Governors discuss the posters in various locations nearby, <b>action</b>	EB / Governors to support	Next LGC / ongoing

<b>Pupil overview</b>	point of nursery potentials / advertise.	if needed	
<b>15. Admissions and Pupil overview</b>	<i>Governor questioned around feedback from parents,</i> Emma confirms the balance is being monitored and informed decisions made as when and needed. Communicate to parents as needed, <b>action</b> confirm to parents pupil numbers and funding.	EB	Next LGC / ongoing
<b>26. Information / reflections to present to Directors</b>	Continuing finance review (GAG pooling) and visualise plan, if growth comes. Discuss at away day for Directors. Feedback at next LGC of outcome of discussion.	CG	Next LGC