

**MINUTES OF THE ST. MARY'S CofE PRIMARY SCHOOL  
LGC MEETING 15th April 6.00PM**



**St. Mary's**

<b>Attendees:</b>	<b>Governor</b>	<b>Type</b>	<b>Responsibility</b>	<b>Term of Office End Date</b>
	Ben Sykes	Parent - Chair	Premises and Estates, Health and Safety, Finance	30.01.2027
	Sarah Wood (SW)	Foundation		30.01.2027
	Lucy Hastings (LH)	Parent	Maths, Curriculum, Sports Premium, Pupil Premium, English, Early Years	30.01.2027
	Claire Smith (CS)	Staff	Wellbeing	30.01.2027
	Kate Staples	Parent		30.01.2027
	Tim Parr	Parent		
	Jon Wynn	Head Teacher		Ex-officio
<b>Apologies:</b>	Charlene Gethin (CEO) Sarah Wood Anna Redpath			
<b>Also in attendance:</b>	Nic Saint Clerk			
<b>Documents circulated prior to the meeting</b>	<b>Documents share:</b> LGC minutes Autumn 2023 CEO report Head Teachers report			

*The meeting started 6.06PM.*

Item	Agenda Title	Minutes
1.	<b>Welcome</b>	The Chair opened the meeting and thanked everyone for their attendance.
2.	<b>Prayer</b>	JW led the opening prayer.
3.	<b>Attendance</b>	NS added to the attendance table.
4.	<b>Apologies for Absence, Acceptance of Apologies and Quorum</b>	NS added to the attendance table. AR absent JW to contact.
5.	<b>Membership</b>	Tim Parr. BS noted to look at link roles going forward and TP could be IT based/ link for ST Marys and Trust. JW confirms to look at sooner than later. Action.



6.	<b>Confidentiality</b>	<p>A reminder was given that discussions that took place during a meeting remained confidential in line with the Code of Conduct, to that meeting.</p> <p>Governors were requested to identify any items on the agenda which were required to be recorded in the minutes as confidential matters.</p>
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7.	<b>Minutes of the Previous Meeting</b>	BS has reviewed and confirmed, BS to sign and NS to add to the website.
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8.	<b>Matters arising from the Previous Meeting</b>	<b>Action log arising from Spring 2024 LGC</b>			
		<b>Item</b>	<b>Action to be taken</b>	<b>Action by whom</b>	<b>Action by when</b>
		4. (Membership)	Potential merge of LGC for SM/TH.	CG	<p>ONGOING discussion / background but not happening for now. JW is happy to run 2 LGC for now if needed. LH probed around reasons, JW confirmed as TH is a juvenile LGC wanted to continue for a while as is. Develop over time. <i>BS questioned further around the relationship JW confirmed continuing to build relationships. KS suggested looking at strengths across both links / responsibilities, could share, and LH continued conversation. BS commented on skills matrix results, JW happy to do this.</i></p> <p>Keep action point open</p>
		4. (Membership)	<b>Action</b> BS confirm if interested party is wanting to join SM LGC.	BS	Tim has joined. Complete / Closed point.
		22. (Gov training needs)	<b>Action</b> Inform the Trust of any relevant training courses/ National College.	ALL	Ongoing (leave on action log)

				JW asked if everyone has had log in / details from National College. JW / NS to highlight to JB to confirm if all log ins have been shared - action. KS gives detail on how to upload training.
		<b>12. (Head report)</b>	<b>Action</b> to review absence data again after next term	JW <b>Complete</b>
		<b>13. (Safeguarding)</b>	<b>Action</b> CEO will add in detail for internal and external data support on to the report	CG <b>Complete</b>
		<b>18. (Estates)</b>	<b>Action</b> to share after CIF bid decision and out come	CG <b>Complete.</b> JW confirmed outcome of the bid and detail around appeal going ahead.
		<b>24. (School items)</b>	<b>Action</b> if the parent forum does not have a large update / interest, keep meeting in the calendar as a drop in session, also Governors can always give feedback to JW if needed.	JW <b>Complete / Closed.</b> JW confirmed enough numbers and starting from summer term and detail. Update next meeting.
<b>9.</b>	<b>Declaration of Interest:</b>	KS is a trustee at the church locally, detail to follow from KS. Action for TP to send back documents to NS (emailed after induction meeting)		
<b>10.</b>	<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.  N/A.		
<b>11.</b>	<b>Strong Governance review</b>	<p><i>BS gave detail across TH / SM, BS gave national education priorities as an interest and overall direction. Business / activities Governors taking part and visibility. Governor badges. Detail given around the badges and use / when.</i></p> <p><i>Governors could have a section on the newsletter / information and activities. End of year summary to add to schools newsletter.</i></p> <p>Conversation back and forth (BS / JW) St Marys progression of data and child outcome, area for improvement / to start and monitor. Staff wellbeing (have this detail), objectives and progression, would be good to get better</p>		



		<p><b>-HR and recruitment</b> HR discussions / staff changes update / school hours update.</p> <p><b>-Estates and Health and Safety</b> Discussed CIF bid as above and appeals process, wider Trust level discussion to gather for feedback.</p>	
13.	<b>Risk Register</b>	N/A	
14.	<b>GDPR</b>	<p>Governors were invited to ask questions on the following areas arising from the Headteacher's Reports:</p> <ul style="list-style-type: none"> <li>a) Any changes/progress towards targets setting shared: detail was included in the Headteacher's report.</li> <li>b) Ensure LGC know the school's strengths and key areas for development from the SIP.</li> <li>c) New SIP plans for following year: headline areas were presented in the Headteacher's report.</li> <li>d) SEF review 23/24</li> <li>e) Attendance data and analysis</li> </ul> <p>BS / JW confirm, covered and no breaches, only absent / attendance letters to comment on.</p>	
15.	<b>Policy review</b>	N/A	
16.	<b>Governor Training needs</b>	As above for National College comments / log ins.	
17.	<b>Reflection - What have we achieved in this meeting that will improve outcomes for the learners in this school?</b>	<p>Questioned around data / reports. Ofsted Trust and school level. Communication from Trust around the school day, ideas and thoughts, open to change and support what is needed, also think about what is right for families, and next communications, input from Governors to consult if they are allowed to read final copy before circulation to check input. School review probed. SATs information shared and idea for rota also to put in place any reviews or Governors time on the same day in school. Engagement on going across school and profile / community of LGC. Tim Parr new join and IT link positive to the school / Trust.</p>	



18.	<b>Information / Questions to Board of Directors -</b>	LGC involvement to be looked at for going forward, in any of the processes in the consultation process/ going forward can this / should this be, also scheme of delegation if so.
19.	<b>Confidential</b>	HR / staff discussions (point 12) Attendance letters / LGC in put (point 12) Finance (point 12)

Dates to be set still for next years meeting and sent in the calendar (for next meeting action CG / JW to confirm NS send minutes out ahead of next agenda action

Meeting ended 7.07PM

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

**See the page below for the Action Log arising**

Item	Action to be taken	Action by whom	Action by when
4. Membership	JW to confirm any support areas / meeting with TP for IT link for school and Trust	JW/ TP	ASAP
4. Membership	LH suggestion of links/ roles in the meantime to support across TH / SM LGC (support of Head and initiatives in anticipation for merge of LGC)	All	ASAP
11. Strong Governance	SEF plan, school development plan, progress, staff wellbeing	JW	September LGC
12. Reports	SATs rota to mock up and share, Governors to use time in school also for other reviews / support if needed	JW/ BS/LH	ASAP
12. Reports	Governors suggest a way to thank teachers at year end	ALL	Term end summer
12. Reports	Information to put forward to CEO / Directors around Governor feedback on school hour day changes and Governor input / support going forward	CEO	ASAP
16. (Gov training needs)	Confirmation of National College log ins	JW/ NS	ASAP