

## ANSON CE PRIMARY SCHOOL

### Minutes of the Local Governing Committee Autumn Term Meeting Wednesday 21st January 2026 at 17:00

Clerk – Mrs Julie Fenton (JF)

#### 1. Welcome and Introduction

Headteacher NJ welcomed those present to the meeting.

#### 2. Prayer

The prayer was led by the NJ

#### 3. Attendance

Mrs C Gethin (CEO) (6.00pm- 6.30pm), Miss N Jarrett (NJ), Mr A Broome (AB), Mrs E Faragher, (EF), Mrs A Burns (ABu), Ms E Taylor (ET), Mr J Davies (JD), Mr A Illsley (AI)

#### 4. Apologies

Apologies were received and accepted from Mr A Cooper (AC). The clerk confirmed the meeting was quorate.

#### 5. Membership

There had been no changes in membership since the previous meeting.

**Ms N Jarrett (NJ) Headteacher Staff Member**

**Mr J Davies (JD) Deputy Headteacher Staff Member Exp 31.08.27**

**Mr A Broome (AB) Foundation Member Exp 31.03.27 Appointed Chair 24.09.25**

**Mrs E Faragher (EF) Anson Parent Member Exp 07.02.27 Appointed Vice-Chair 24.09.25**

**Ms E Taylor (ET) Foundation Member Exp 16.01.28**

**Mr A Illsley (AI) Foundation Member Exp 16.01.28**

**Mr A Cooper (AC) Foundation Member Exp 14.10.28**

**Mrs C Gethin (CG) TSSMAT CEO and Mrs A Burns (ABu) TSSMAT Link Director are visitors and also attend the meetings.**

*There is currently one vacancy to be a member of the Local Governing Committee.*

Sub Committee Membership was agreed as follows:

**Complaints Committee** - A Cooper and A Illsley

**Exclusion Committee** - A Broome and E Faragher

**Disciplinary and Grievance Committee** - E Taylor

**Appeals Committee** - C Gethin, E Faragher and E Taylor.

Link Governor Roles and Responsibilities are confirmed as follows:

**Mr A Cooper - RE and English**

**Mr A Illsley - Finance, Sports Premium, Pupil Premium, SCR, GDPR**

**Mrs E Faragher -Curriculum, LAC and SEND, Parent Governor.**

**Ms E Taylor - Safeguarding, Prevent, EYFS, Child Protection, On-line Safety and Attendance.**

**Mr A Broome - Maths, Health and Safety, Premises and Website.**

**TBC - Pay and Performance Management.**

The current vacancy was discussed and it was agreed that EF speak to a parent who had previously shown interest in becoming a member of the Local Governor Committee. Governors were reminded to abide by the Local Governor Committee Constitution when considering appointments.

**Action 1 : EF to approach parents to determine interest in joining LGC**

## **6. Confidentiality**

All were reminded that discussions that take place during this committee meeting remain confidential, in line with the code of conduct, to this meeting. Governors were reminded that confidential minutes are recorded on coloured paper to enable clear identification.

The board was requested to identify any items on this agenda which it requires to be recorded as confidential matters.

**Item 14d Headteachers Report : Item 14d will be recorded as a confidential item.**

**Item 25 School Items : Item 25 .2 will be recorded as a confidential item.**

## **7. Minutes of the Previous Meeting - Autumn Term 24.09.25 Confidential Extra Ordinary Meeting 03.12.25**

The committee confirmed that the Minutes of the Autumn Term Meeting held on 24.09.25 were a true and accurate account.

The committee confirmed that the Confidential Minutes of the Autumn Term Meeting held on 24.09.25 were a true and accurate account.

The committee confirmed that the Confidential Extra Ordinary LGC Minutes on 03.12.25 were a true and accurate account.

## **8. Matters Arising from Previous Meeting.**

**Action 1** - Request Skills Audit Google form be resent to LGC members along with names of who has already completed. (Completed 28.01.26)

**Action 2** - Governors to submit questions relating to reports 48 hours prior to the next meeting. - Complete

**Action 3** - Clerk to resend termly folder when new documents added - complete.

## **9. Declaration of Interest**

Governors were reminded of the requirement for them to update the register / personal interests annually or if there are any changes in circumstances. - There were no declarations made at this meeting.

## **10. Declaration of Interest Business and Pecuniary including related Party Transactions.**

None declared.

## **11 Code of Conduct**

Governors are reminded to review and abide by the Code of Conduct.

## **12. Strong Governance**

CG reminded governors to renew and submit the Skills Audit form early in the Summer Term in time for review and analysis to present at the Autumn Term Meeting 2026.

## **13. Reports**

### **a) Chair and Vice Chair Reports**

No actions had been taken by the Chair or Vice Chair of Governors since the last meeting.

### **b) Nominated Link Governor Reports.**

### **c) CEO Report**

Governors had received the report prior to the meeting. The extensive document provided information to governors in regards to the Trust's future direction, Financial and HR challenges, Trust Outcomes and focus. No questions had been raised by governors prior to the meeting.

National projection of falling pupil numbers and the future impact of this was discussed. PAN (Pupil Admission Number) for Sept 2026 is 15, currently the Local Authority has received 14 first choice applications for Anson CG said that projected and actual pupil numbers were used to form a three-year budget modeller to enable strategic planning and support decision making. This data is closely monitored and is part of the Trust risk register but not deemed to require inclusion on Anson's risk register at present.

CG said that the central team is driving the change in developing unified systems for all of the schools, 'parago' for buildings and health and safety checks, Arbor for MIS (Management Information System) and parent financial transactions and also centralised systems for the kitchen and catering.

A new catering supervisor has been appointed by the Trust to ensure menus fully comply with School Food Guidelines, support school cooks and monitor rigorous cleaning standards.

**Action 2** - CG to confirm which LGC members had completed the Skills Audit and if a confirmation could be sent after completion.

**Action 3** - CG to review Termly Agendas to consider moving Risk Register to earlier item. Also to reorder reports order

Governors thanked the CEO for her report. CG left the meeting at 5.30p.m.

#### **d) Headteacher Report**

Governors had received the report prior to the meeting. Questions and responses to the report received prior to this meeting will be recorded in the Confidential Minutes..

#### **15. Safeguarding**

Safeguarding remains paramount with a number of families being supported. Governors had received a full update prior to the meeting.

#### **16. Curriculum, Standards and Attendance**

Anson follows the 2014 National Curriculum which gives a framework for learning in all areas through a programme of study. We have created a curriculum that is ambitious, designed for all our children, particularly the most disadvantaged, designed to allow them to gain the knowledge and skills they need for future education and later life.

Our ethos is for all our children to be proficient in reading, writing, maths and technology before they leave us.

Our lessons focus on 12 key learning intents that we believe showcase what an exceptional learner looks like.

Our motto 'Believe and Achieve' sits at the heart of our curriculum.

The focus is Handwriting and Maths.

Whole School Attendance at the end of Autumn 1 - 95.09%.

#### **17. Admissions and Pupil Overview**

There are currently 98 students on roll.

#### **18. Finance**

Governors had received Management Accounts prior to the meeting along with supporting narrative provided by Finance Office Mrs S Cole.

*See Headteacher Report Care Club and Summer Club.*

Income streams were discussed and the challenge in booking care club places was raised by a governor. JF said that Arbor had tested the system and parents were able to make bookings if the guidance sent to families was followed. It was agreed that JF contact Arbor again to seek clarity regarding self-bookings.

**Action 4** - JF to contact Arbor again re- Parent Before and After Care Bookings.

10.2% of pupils are eligible for pupil premium funding and 10.2% of pupils received HAF (Holidays, Activities and Food Programme) Vouchers for the holiday breaks.

The PTFA have made significant contributions to the school subsidising the cost of school visits for parents this term, they have a focus to support the upgrade of technology devices moving forward.

AI Left the meeting at 6.00 p.m.

### **19. HR and Recruitment**

NJ reported that a teacher had successfully completed and passed their first year as a qualified teacher and had become a real ambassador for the school.

Hannah Walmsley has successfully been appointed as Trust Senco to cover maternity absence for Mrs Duffy. She will continue to teach Class 3 at Anson for 2 days each week. A Teaching Assistant will complete their Teaching Assistant apprenticeship at the end of term.

A Teacher has successfully completed the examination to moderate writing for Walsall and will be released to undertake this on occasion.

A Teacher has been successful in becoming a Christian Distinctiveness Advisor on a consultancy basis.

Minor increases in teaching assistant hours have been made to support SEN pupils.

Staff absence remains below average with all absences being covered in house. No supply agencies have been used.

### **20. Estates and Health and Safety**

There were no major health and safety incidents to report.

A governor asked if the Trust had tried to access decarbonisation grants, i.e solar panels as this may support the CIF bid for the roof. It was agreed that they would send the information to the clerk to forward to the Finance Officer for consideration.

The internal condition of the building, decor etc continues to deteriorate due to the damage caused by significant historical roof leaks.

**Action 5** - EF to provide information regarding Public Money Improvement Grants - Solar Panels

The number of accidents reported in the Autumn Term were 77 (not including EYFS). 54 of these occurred in the playground during playtime and lunchtime. Year 1 had the most minor accidents.

### **21. Risk Register**

The risk register had been reviewed at the whole trust review meeting.

It was agreed that :

Item 20 - Remove - Chair and Vice Chair of Local Governor Committee now in place.

Item 47 Downgrade - Reputational Damage

Item 49 - Remove - Allegation against staff - Resolved.

Item 65 Remove - Catering Supervisor Vacancy - Appointment made.

## **22. GDPR**

GDPR is monitored by the Business Operations Manager for the trust. There were no incidents reportable this term. A review is planned by the Business Operations Manager in February.

## **23. Policy Review**

## **24. Governor Training**

All governors were asked to complete the annual safeguarding training in August 2025.

## **25. School Items**

### **25.1 - DFE District General Tim Coulson**

Governors were informed that the DFE District General Tim Coulson will visit Anson on 23rd January, he will tour the school and meet with CEO, Headteacher and Deputy Headteacher.

### **25.2 - Confidential Item**

A School item will be discussed and recorded as Confidential Minutes.

## **26. School Items**

There were no school items to be recorded at this meeting.

## **27. Reflection - What We Achieved.**

- Good breadth of information received affording a progressive, not reflective meeting.
- Team Around the School meetings having a positive impact.
- Questions received relating to Headteachers report received in time.

## **28. Information / Questions for Board of Directors**

- Request that the Risk Register be moved to an earlier item on the termly agendas - brought forward from previous meeting.

## **29. Confidentiality (Part 2 of Minutes)**

Item 25.2 to be detailed as Part 2 of minutes from this meeting.

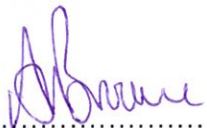
Item 14d to be detailed as Part 2 of minutes from this meeting.

## **30. Date and Time of Next Meetings**

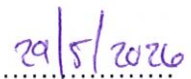
The Local Governor Committee Meeting dates for the academic year 2025/2026 are agreed as detailed below.

Summer Term Meeting - 29.04.26 at 5.00 p.m. in Anson School.

**There being no further business, the meeting closed at 19.00.**

Signed .....  .....

Chair of Governors

Date .....  .....