

MINUTES OF THE HOWARD PRIMARY SCHOOL LGC MEETING

4th October, 6.00pm, The Howard

Attendees:	Governor	Type	Responsibility	Term of Office End Date
	Mrs. Chris Billingham (CB)	Community	English, Early Years	01.02.2027
	Mrs. Lesley Bovington (LB) <i>via Google Meet</i>	Grandparent/Community	Finance, Health and Safety, Premises, Sports Premium	01.02.2027
	Mrs. Polly Embury (PE)	Grandparent/Community	Curriculum, English	01.02.2027
	Ms. Carolyn Gavin (CGa)	Community – Vice Chair	SEND, Vulnerable Groups, Pupil Premium, Wellbeing	01.02.2027
	Harriet Jennings (HJ)	Staff		01.02.2027
	Mr. Jon Wynn (JW)	Headteacher		Ex-officio
	Mr. Matthew Morgan (MM)	Parent	Maths	01.02.2027
	Mrs. Helen Robertson (HR)	Community - Chair		01.02.2027
Apologies:	Mr. Andrew Sheldrake Mr. Matthew Morgan Mrs. Carolyn Gavin Mr. Chris Billingham			
Also in attendance:	Mrs. Charlene Gethin (Trust CEO) Miss N. Saint (Clerk)			
Documents circulated prior to the meeting	<div> <ul style="list-style-type: none"> • P11 Management Accounts • TH Headteacher's Report • CEO LGC report </div> <div> Documents Referenced: </div> <div> Previous Minutes: <ul style="list-style-type: none"> • 2200 FINAL MINUTES LGC THE HOWARD 25.04.2023 • 2200 FINAL PART 2 CONFIDENTIAL MINUTES LGC THE HOWARD 25.04.2023 </div>			

The meeting started at **6.05pm**.

Item	Agenda Title	Minutes																				
1.	Welcome	The Chair welcomed everyone to the meeting.																				
2.	Attendance	Completion of attendance register on the shared drive.																				
3.	Apologies for Absence and Acceptance of Apologies.	Apologies were received and accepted from Chris Billingham, Carolyn Gavin, Matthew Morgan and Andrew Sheldrake (handed in resignation.)																				
4.	Membership	No changes to membership were announced. Next September 2024 to review.																				
5.	Confidentiality	<p>A reminder was given that discussions that take place during the 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>																				
6.	Minutes of the Previous Meeting	<p>Governors reviewed the minutes of the previous meeting for accuracy.</p> <p>Resolved: That the Minutes of the Governing Board meeting held on 25th April 2023 were approved as a true and accurate record of proceedings to be made available as a public document alongside any accompanying documents.</p> <p>Signed code of conduct.</p> <p>Action: that the Minutes of the meeting held on 4th October 2023 be signed by the Chair.</p> <p>Action: Chair to chase up the relevant Governors to sign (who are absent)</p>																				
7.	Matters arising from the Previous Meeting	<p>Actions arising from the LGC Meeting 25/04/2023</p> <table><tr><th>Item</th><th>Action to be taken</th><th>Action by whom</th><th>Action by when</th></tr><tr><td>6.</td><td>that the Minutes of the meeting held on 1st February 2023 be signed by the Chair.</td><td>HR</td><td>Complete</td></tr><tr><td>10.</td><td>CGa to email AS to confirm date and time for Attendance and Safeguarding link visits.</td><td>CGa</td><td>Complete</td></tr><tr><td>10.</td><td>JW to liaise with the PE lead in regard to LB's link visit and inform her of dates.</td><td>JW</td><td>Complete</td></tr><tr><td>10.</td><td>that a date be arranged by MM to visit the school to conduct a Maths review.</td><td>AS</td><td>Date confirmed</td></tr></table>	Item	Action to be taken	Action by whom	Action by when	6.	that the Minutes of the meeting held on 1 st February 2023 be signed by the Chair.	HR	Complete	10.	CGa to email AS to confirm date and time for Attendance and Safeguarding link visits.	CGa	Complete	10.	JW to liaise with the PE lead in regard to LB's link visit and inform her of dates.	JW	Complete	10.	that a date be arranged by MM to visit the school to conduct a Maths review.	AS	Date confirmed
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		11.	HR to approach the developers the new housing estate and ask for the school to be included in the promotional brochure.	HR	Complete
		11.	PE and SC to post welcome letters to residents in the new housing development.	PE/SC	Complete
		11.	to update the school's prospectus.	JW	Complete on school website (no paper copy, no expectation any more)
		11.	to post promotional flyers in the village hall.	JW/HR	Complete. Action: QR code to be added to flyers
		11.	HJ to speak to the English lead in respect to uploaded year group spellings onto pupils' tablets.	HJ	Complete
		11.	that a DAD (Data Analysis Document) be presented to Governors before the end of the Summer term.	JW	Complete
		11.	to arrange an interim LGC meeting in regard to data w/b 8 th June.	ALL/HR	Action: Arrange a meeting before October half term. Daytime meeting ideally to cover and include all key stakeholders and prepare, confirm strengths, future proof. (Head Teacher report, included are the 5 strands of Ofsted. Governors to review as crib sheet.)
		11.	to provide notice as to whether HJ or JW are in school via the website and Class Dojo.	JW	Complete. Parents are aware of the SLT's working days, there is always a SL on site. Presence of SL on school gates is commendable and valued.
		12.	Governors to check completion of cyber security training prior to the next meeting.	ALL	Action: Governor to check with Jacqui and complete as needed.
		12.	all to ensure completion of Level 1 and 2 of the NGA Safeguarding training before the next meeting.	ALL	Action: Governor to check with Jacqui and complete as needed.
		12.	to complete the Prevent training session via the link in the CEO's Report.	ALL	Action: Governor to check with Jacqui and complete as needed.
		12.	to provide LB with a copy of the next Health and Safety report.	JW	next H&S reporting cycle

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8.	Declaration of Interest:	All Declarations of Interest forms had been completed and signed and Governors were reminded by the Chair of the nature of any conflicts of interest.																
9.	Declaration of Interest Business and Pecuniary including related Party Transactions	Governors were advised to declare any interests in an agenda item or announce any changes to their Declarations of Interest. Resolved: no changes to Declarations of Interests, or Business and Pecuniary Items were declared.																
10.	Strong Governance review	Skills audit link has been shared (reminded this has to be completed annually in September) Good governance review, discussed the next step is to organise a time all Governors can attend to review and produce an action plan, identify any gaps and strengths of skill sets within the team. Use this plan to review and share this yearly. All confirmed this will support an Ofsted deepdive as needed. Action: Review completion of skills audit. Action: Governors to arrange and attend meeting, complete action plan and use them to support Governance development.																

11.	Reports	<p>a) Chair's and Vice Chair's Actions and correspondence</p> <p>In depth discussion around PR and the actions that have taken place. Meetings have been attended locally by Governors to discuss their ideas. Plans of introducing the school to the outer community and how to do this. Documents have been produced and now are being executed.</p> <p>A Governor asked to be added on to the meeting list and the Governor communications (Whatsapp Group.)</p> <p>Action: Chair to add all Governors to the communication channel.</p>
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Caroline attended the whole Trust inset conference and meeting the day after, and feedback all findings to all Governors.

Forest school discussion and praise for the school, really lovely for the children and their transitions.

Flyers for the schools open day have been produced and handed out and placed into childrens bags. Unique selling point of TH to showcase.

(Forest school conversation prompted a point around safeguarding which is noted in point 12.)

b) Nominated/Link Governors Reports

Link Governors report, Sports premium, Safeguarding (Caroline / Harriet,) SMS Spirituality (Polly and KB,) Wellbeing support and reflections (Helen and JW.)

Action: JW to add Trust Governor monitoring reports in the monitoring file, paper evidence, type up or scan in and add to Governors file, so all Governors can review and reflect.

Ensure the positive impact being implemented is documented and shared.

Action: JW to decide access for Governors, about structure of access.

Action: Governors to capture on their tablet or chrome book any discussions or ideas during working sessions attended in school.

c) CEO's report (see CEO report)

Gratitude for phenomenal data at The Howard.

Pupil absence at TH, everyone has worked hard to reduce numbers.

Worked really hard, for the new Trust vision values, sharing the news of Love, wisdom and excellence, across pupils, explaining the Trust flies over us like a banner, explains the meaning and scripture behind this.

Governor questions around christian distinctiveness.

CG explains it is the Church Trusts moto for the christian values - SIAMS review for the Trust.

Spirituality is not only from a religious point of view.

Harriet explained as RE lead, spirituality is about how the children feel in themselves, not just religious teaching.

Action: Remove prayer and christian distinctiveness section from TH LGC agenda going forward.

Governor comments on the mature environment and debate she saw in school, topic of science vs spirituality. As an idea from a curriculum point of view and future objectives, different faiths that aren't always highlighted, children could observe and learn different faiths.

CG reconfirms Christian distinctiveness in JW HeadTeachers report is around day to day living and values.

Action: Finance audit taking place, CG to update after complete.

Also updated on Attendance policy, Cyber security test and Estates management.

Decarbonisation meeting was attended well and positive working plans going forward.

RAAC currently all satisfied with information.

Staff update / People development - school level action plan on the staff's wellbeing.

Governor questions around support for mental health for staff in TH, JW is the mental health lead.

Mease / Ranton Governors interested to understand how the transfer to MAT is progressing

Action: joining detail to share as and when this is confirmed.

Governance scheme of delegation.
Altered finance match procurement policy.

Gov questions around TH water leak, JW confirms that an insurance claim is being pursued, risk protection in place, to update as and when the invoice is produced.

Safeguarding - satisfied.

d) Headteacher's report (see TH Headteachers Report)

Y6 data cohort specific. Percentages were brilliant. Phonics is 100%

Governor questions around TH results are not visible on the school website and why not? Discussions agree there is no problem with the results or data, but that there needs to be a clear message as to why results are not on the school website (cohort children could potentially be identified, small numbers, this is the reason why)

Action: Message to be added to school website, for 2021/22 results / data, please contact the school for all further data numbers.

Attendance is really strong, improvement and success stories discussed.

Deputy Head role is really going well.

PTFA - big plans for raising funds. Succession potential (discuss and bear in mind!)

Discussed the importance of the role of the Governors and the importance of the school community recognising the Governors. Idea discussed for the Governors to be part of the events planned or in some presence at events or assemblies.

Action: Governors presence to be part of events with the children and the parents.

		<p>Photos of Governors to be potentially added on to the who is who. Could be circulated in the next newsletter (JW.)</p> <p>3 new children in higher year groups, slotted in really well, small nurturing environment comes into play, really well received.</p> <p>CG thanks JW for the comprehensive report.</p>
12.	Safeguarding	<p><i>Governor lead with a question around safeguarding checks for things such as DBS for contractors has been undertaken.</i></p> <p>Reassured by JW the checks are in place.</p> <p>Reassurance that the single central record sheet has all information needed.</p> <p>Single central record is being checked thoroughly.</p> <p>Action: Caroline to check a different thread to check on the single central record and feedback on this.</p> <p>In depth conversation around general Safeguarding of the premises, the conclusion was that all confirmed they were very satisfied, with the provision of a small check from JW.</p> <p>Conversation continued around security, space and pupil numbers vs ratio of staff, all are satisfied with JW's answers.</p> <p>JW ensured any fixes had been done, regarding the fencing and is looking at landscaping further and extending for the forest school.</p>
13.	Curriculum and standards, attendance etc.	<p>Covered.</p> <p>Governors were invited to ask questions on the following areas arising from the Headteacher's Reports:</p> <ul style="list-style-type: none"> a) Any changes / progress towards targets setting shared b) Ensure LGC know the school's strengths and key areas for development from the SIP c) New SIP plans for following year – headline areas d) SEF review e) Curriculum updates to include Monitoring and evaluation review – where are we, next steps f) Any survey results – headlines/exceptions. g) Attendance data and analysis
14.	Admissions and pupil overview	<p>Covered.</p> <p>The following areas were detailed in the Headteacher's Report:</p> <p>Pupil numbers Demographics New arrivals SEN (and Local offer)</p>

15.	Finance	<p><i>Governor lead with a question around PTA contributions - could this data be split out clearer in the report or another written section?</i></p> <p>Action: More detail or split of data around PTA contribution for TH, SC to come to a meeting with Governors, (CG notes that SC is a fully trained accountant and in the scheme of delegation Directors are responsible) to discuss with the Governors what they require, reasons and next steps. Lesley / JW / SC / CG for the next meeting.</p> <p>JW confirms he meets and goes through financial detail with SC. Narrative is there behind the finance numbers.</p> <p><i>Is there a charitable status for PTFA?</i></p> <p>Action: Governor to check and confirm back. <i>Grants accessible to the school, a member of Governors or staff to take that role for Grants.</i></p> <p>Action: Chair to investigate further. Rural services network.</p> <p><i>Question around Pupil premium, when is the report?</i> JW confirmed report is due in December</p> <p>Action: Pupil premium report, review in next LGC</p>
16.	HR and recruitment	<p>HR discussions / staff changes update: Covered in point 11d.</p>
17.	Estates and Health and Safety	<p>Reporting on Premises works, AMP review: & Health and safety checks / any audits: The Headteacher confirmed that Health and Safety checks were up to date and very comprehensive. Lots of companies were looking at outdoor equipment / quotes, now it is all streamlined through one company.</p> <p>Accidents analysis, detailed physically on paper (book) and online. Raised as part of the weekly briefing. JW to analyse and identify trends (if there.) Next steps, as and when needed.</p>
18.	Risk Register	<p>Reviewed annually as part of inset and by all staff. Review as and when needed an issue or challenge arises. Workstations assessments as and when needed per staff. <i>Governor links this point back to an earlier question in point 11a (CEO report) around health and wellbeing.</i></p>
19.	GDPR	No breaches reported.
20.	Policy review	<p>Any relevant policies to discuss (Trust manage cycle, LGC to review and discuss changes where relevant).</p> <p>List shared. (Discount HR from the lists as ratified.) There are layers to ratification before sending out / sharing. <i>Governor questions around the Trust expanding, what does this mean for policies?</i></p>

		CG discusses staff transferring on T&Cs and the adoption of Trust policies. Completed together as a collective.
21.	Governor Training needs	Review training conducted, impact and any training needs. Access to site, spool log in, training for everybody. Chairs training with governing services. Action: to identify any other training run by JB.
22.	Christian Distinctiveness	Collective worship / RE / SIAMS review Adjust agenda to reflect going forward. All agree a detailed discussion already has taken place in point 11a , covered and resolved.
23.	School items	Covered across and in the above points. Attendance School PR and visibility Safeguarding Role of the Governors involvement and presence in school, meetings going forward in school and how to support. Finance.
24.	Reflection - What have we achieved in this meeting that will improve outcomes for the learners in this school? Work on admissions / PR Attendance / numbers from Head Teachers report Christian distinctiveness / spiritually / RE Finances Role of Governors and work to be doing going forward to support the school and for Ofsted. Actions: Add on to minutes for PR Signage for the school logo to be added next time. Marketing plan formulated, and overlapped with school plans, Governor to share. Add a question about school enquiry, where is this from and how. Showcasing the school activities coming up / taking place is key to continue for school choices.	
25.	Information / Questions to Board of Directors	Information to be shared with Board of Directors Recommendations to present to the board of directors Questions to be posed to Board of Directors Financials Proposal and plans for Governors after meeting has taken place, to ensure support from Governors for potential Ofsted.
26.	Confidentiality (Part 2 of minutes)	Increase of hours.

27.	Date and time of future meetings	The date of the next meeting will be determined following calendar arrangements for next year's Trust Board meetings - calendar invite has been sent by NS 18th Jan 2024 6-7PM. <i>The meeting closed at 7.45pm.</i>
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Signed.....

Date 18/1/24.....

Action Log

Actions carried over - arising from the LGC Meeting 25/04/2023

Item	Action to be taken	Action by whom	Action by when
11.	To arrange an interim LGC meeting in regard to data w/b 8 th June.	ALL/HR	Arrange meeting before October half term. Daytime meeting ideally to cover all key stakeholders and prepare / know strengths. Head Teacher reports is the 5 strands of Ofsted. Governors to review as crib sheet.
12.	Governors to check completion of cyber security training prior to the next meeting.	ALL	Governor to check with Jacqui and complete as needed.
12.	all to ensure completion of Level 1 and 2 of the NGA Safeguarding training before the next meeting.	ALL	Governor to check with Jacqui and complete as needed.
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Actions arising from the LGC Meeting 4/10/2023

Item	Action to be taken	Action by whom	Action by when
6.	That the Minutes of the meeting held on 4th October 2023 be signed by the Chair.	HR	Next LGC
6.	Chair to chase up the relevant Governors to sign (who are absent)	HR	As soon as able
10.	Review completion of skills audit.	All	Next LGC
10.	Governors to arrange and attend meeting, complete action plan and use to support for potential Ofsted.	All	Before mid term
11a.	Chair to add on all Governors to the communication channel.	HR	As soon as able
11b.	JW to add Trust Governor monitoring reports in the monitoring file, paper evidence, type up or scan in and add to Governors file, so all Governors can review and reflect.	JW	Next LGC
11b.	JW to decide access for Governors, about structure of access.	JW	Next LGC
11b.	Governors to capture on their tablet or chrome book any discussions or ideas during working sessions attended in school.	Governors	Ongoing
11c.	Remove prayer from TH LGC agenda going forward.	JW	Next LGC and ongoing
11c.	Governors presence to be part of events with the children and the parents. Photos of Governors to be potentially added on to the who is who. Could be circulated in the next newsletter	Governors / JW	Ongoing
11c.	Finance, Attendance policy, Cyber security test and Estates management. CG to update once complete.	CG	Next LGC
11c.	The Mease and information on joining detail to share as and when this is confirmed.	CG	Next LGC
12.	Caroline to check a different thread to check on the single central record and feedback on.	CG	Next LGC
15.	More detail or split of data around PTA contribution for TH, SC to come to a meeting	Governors / SC	Next LGC

	with Governors, (CG notes that SC is a fully trained accountant) to discuss with the Governors what they require, reasons and next steps. Pupil premium report review next LGC.		
15.	Governor to check and confirm back. <i>Grants accessible to the school, a member of Governors or staff to take that role for Grants.</i>	LGC	
15.	Chair to investigate further. Rural services network.	HR	
15.	Pupil premium report, review in next LGC	LGC	
21.	To identify any other training run by JB.	Governors / JB	Next LGC
24.	PR Signage for the school, logo to be added next time. QR code. Marketing plan formulated, and overlapped with school plans, Governor to share. Add a question about school enquiry, where is this from and how.	Governors	Next LGC