

ANSON CE PRIMARY SCHOOL

Minutes of the Local Governing Committee Autumn Term Meeting Wednesday 24th September 2025 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 A Cooper (AC).

4. Apologies

Apologies were received and accepted from Mr J Davies (JD), Mr A Illsley (AI).

The clerk confirmed the meeting was quorate.

5. Membership

Following the resignation of Mrs Anna Freeman from 31.08.25 discussion took place in regards to the structure and roles and responsibilities of the Local Governor Committee.

EF nominated AB to be Chair of the committee and ET seconded that nomination. AB accepted the nomination and agreed to become Chair of the LGC for the initial period of one year.

AC nominated EF to be Vice-Chair of the committee and AB seconded that nomination. AF accepted the nomination and agreed to be Vice-Chair of the Local Governing Committee.

The membership of the Local Governing Committee for 2025/2026 is detailed below.

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 we agreed 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.

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 15 Safeguarding will be recorded as a confidential item.

7. Minutes of the Previous Meeting - Summer Term 30.04.25.

The committee confirmed that the Minutes of the Spring Term Meeting held on 30.04.25 were a true and accurate account.

The committee confirmed that the Confidential Minutes of the Spring Term Meeting held on 30.04.25 were a true and accurate account.

8. Matters Arising from Previous Meeting.

Action 1 - Formal election of Chair and Vice Chair to be deferred to the next meeting - complete

Action 2 - CEO to provide most recent role descriptors for Chair, Vice Chair and Link Governors to support succession planning - provided and ongoing.

Action 3 - School to place order for intermediate roof repairs with immediate effect - 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

NJ confirmed that not all governors had completed the Skills Audit google form in time to review at the Senior Leadership meeting.

Action - JF to request the Skills Audit form be resent to governors from Central Team.

13. Reports

a) 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, Government Policy changes, Trust Outcomes and the latest Ofsted Framework. No questions had been raised by governors prior to the meeting.

The new Ofsted Framework was discussed at length.

Ofsted has moved away from single headline judgements and instead outcomes will be presented as a report card containing -

- A 5-point grading scale across a wide range of evaluation areas.
- A narrative explaining the rationale for each grade.
- Contextual data about the school which supports nuanced reporting.

The school will be assessed in 6-8 core areas which include:

- Leadership and governance.
- Curriculum and teaching.
- Attendance and behaviour
- Achievement
- Personal development and wellbeing.

- Inclusion
- Early years setting if applicable.

For each of the evaluation areas the school will now be graded either -

Exceptional, Strong Standard, Expected Standard, Needs Attention, Urgent Improvement.

Safeguarding is exempt from the 5-point scale and instead will be judged as 'met' or 'not met' for this area.

Inclusion - Raising the standards of disadvantaged groups is a key aim of the Ofsted reform.

Discussion took place regarding governor attendance at planned School Review meetings and how this will greatly support the termly Local Governor Committee Meetings. Governors were reminded to speak to NJ in regards to their attendance.

CG confirmed that there were not any plans to explore further growth of the MAT at present, the central team were currently working to capacity. She confirmed that The Staffordshire Schools Multi Academy Trust is now deemed a medium sized Academy Trust.

Governors thanked the CEO for her report. CG left the meeting at 6.30p.m.

b) Headteacher Report

Governors had received the report prior to the meeting.

No question relating to the report had been received from governors prior to the meeting. Governors were reminded to submit questions in regards to the reports 48 hours prior to the meeting.

AB asked if NJ would comment on the KS2 SAT results for 2025. NJ affirmed the detail in her report and said that aspirational targets had been met which is to be congratulated. Data is above the national standards. Children attaining the higher standard were also good with GDS Reading 40%, GDS Writing 33% , GDS Mathematics 40%, Combined 27%.

15. Safeguarding

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

This item will be reported separately as Confidential Minutes.

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.

Attendance at the end of Summer 2 was 97.32%, significantly higher than National.

There was one penalty notice issued this term for holiday absence. Persistent absence had increased at the end of Summer 2. The significance of the holiday dates was discussed as this had appeared to impact.

17. Admissions and Pupil Overview

There are currently 99 students on roll. 18 Reception pupils admitted in September, 3 above PAN.

18. Finance

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

AB challenged the overspend in catering costs and asked if wastage was monitored. The CEO confirmed that the Catering Manager had a sense of wastage although there had not been a formal audit. EF asked if pupils could pre-order food in advance to support this, NJ said that pupils do order on a daily basis to enable the cook to prepare an appropriate number of each choice to limit waste. AB asked if giving food to the Care Club was impacting on the overspend. NJ confirmed that small amounts of food was offered to the Care Club for snack time if there was a surplus from lunchtime, this may be pasta, pizza etc.

The CEO confirmed that the trust spent around 30p more per meal than some schools, putting more food on the plate. Food, staffing and energy costs had all impacted on the cost of the provision. NJ said that the quality of the menu had gone down. The CEO confirmed that the menu had been evaluated through a nutritional calculator and met the standard.

The Care Club was now making a small profit in year 2 however, the staffing costs do not include some morning cover. Numbers had fallen due to pupil transition, the ongoing impact of this will require monitoring.

The PTFA have made significant contributions to the school funding the majority of the cost of the new Trim Trail.

19. HR and Recruitment

NJ said that Anson had welcomed ECT Catherine Cooper into Class 2. Mrs Cooper was in her third ECT year and was being mentored by Mr Davies. Mrs Cooper is wonderful with the children and extremely nurturing. AB said that he had been part of the interview panel for this appointment and felt that Mrs Cooper's professional life experience outside of education brought a lot to the role.

Mrs Heath who currently works in Class 1 Monday, Tuesday and Wednesday will begin her maternity leave in November. In line with policy Anson will need to include a Trust member to support cover. It is intended that Megan Lambert will cover the maternity absence. If this is not possible, the position will be advertised externally.

EF asked for clarification on changes in Teaching Assistant hours. NJ confirmed that Hannah Forrester had taken the hours made available from Mrs Chell's retirement. Mrs Forrester will complete her apprenticeship in April 2026.

20. Estates and Health and Safety

Governors had received the Elite Inspection 1 report undertaken on 17.06.25 by Andrea Adams prior to the meeting for their consideration.

The inspection had been positive with a few recommendations that had been mostly addressed.

There were no major health and safety incidents to report.

The temporary roof repairs have been successful to date although the roof remains a considerable concern, damage caused by the leaks is becoming increasingly evident with bubbling plaster, damaged ceiling tiles, and many stained areas around the school.

Remedial tree works, replacement of the main water calorifier, boiler flu's and hot water heater has taken place.

The Business Continuity plan has been updated for 2025/2026 to reflect pupil and staff changes. An Emergency Fire practice is planned for 03.10.25 and a whole school Lockdown is planned for 10.10.25.

21. Risk Register

The risk register had been reviewed at the whole trust review meeting on 17.06.25. AB asked if the Risk Register could be moved to a higher item on the agenda. One of the items identified on the register was the challenge of only having one main line phone in school. It was agreed to have walkie talkie communication in other areas until this was resolved. The new phone system is detailed in the Business Continuity Plan.

22. GDPR

GDPR is monitored by the Business Operations Manager for the trust. There were no incidents reportable this term.

23. Policy Review

24. Governor Training

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

25. Christian Distinctiveness

Father Neale continues to support the school with significant dates in the Christian calendar. Links with the Church remain strong.

26. School Items

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

27. Reflection - What We Achieved.

- LGC membership and link governor roles and responsibilities for 2025 / 2026 agreed.
- LGC governors attendance at Whole School Review meetings and impact on termly meetings understood.

28. Information / Questions for Board of Directors

- Request that the Risk Register be moved to an earlier item on the termly agendas.

29. Confidentiality (Part 2 of Minutes)

Item 15 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.

Spring Term Meeting - 21.01.26 at 5.00 p.m. in Anson School.

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 21/01/26