

**MINUTES OF THE RICHARD CROSSE CofE
PRIMARY SCHOOL LGC MEETING
27 April 2023, 8.30am, Richard Crosse**

Attendees:				
	Governor	Type	Responsibility	Term of Office End Date
	Ms. Emma Bowring (EB)	Headteacher		Ex-officio
	Miss Lyndsay Derry (LD) <i>online</i>	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
Also in attendance:	Mrs. Lisa Canton (Clerk)			
Documents circulated prior to the meeting	<ul style="list-style-type: none"> Entrust Governor Information Pact Summer 2023 Primary Staffordshire LGC Agenda SUMMER TERM – Richard Crosse RC Headteachers Report to Governors Summer 2023 RC LGC Skills Audit Analysis Copy of E safety Policy v3.0 Jun 22-23 Copy of Collective Worship Policy RC Actions from Autumn Meeting commentary LGC Child Friendly Safeguarding Guide RC P6 Management Accounts – RC Extract CEO LGC report April 2023 			
	<p>Previous Minutes:</p> <ul style="list-style-type: none"> FINAL DRAFT MINUTES LGC RICHARD CROSSE 01.02.2023 FINAL DRAFT PART 2 CONFIDENTIAL MINUTES LGC RICHARD CROSSE 01.02.2023 Actions from Spring Meeting commentary 			

The meeting started at **8.33pm**.

Item	Agenda Title	Minutes
1.	Welcome	The Chair opened the meeting and requested notice of any other business. Governors were informed that AS had emailed the Headteacher to express concern over her role as Vice Chair in regard to time commitment. The Headteacher responded with assurance that the LGC would support AS in the role.
2.	Prayer	The Headteacher led the opening prayer.

3.	Attendance	All were in attendance.
4.	Apologies for Absence, Acceptance of Apologies and Quorum	The meeting was declared quorate.
5.	Membership	An application for a Parent Governor had been received and the process of membership was underway. Action: the Chair to pass on relevant details to the new Parent Governor.
6.	Confidentiality	A reminder was given that discussions that took place during a meeting remain confidential in line with the Code of Conduct, to that meeting. Governors were requested to identify any items on the agenda which were requested to be recorded in the minutes as confidential matters.
7.	Minutes of the Previous Meeting	The Chair asked for confirmation that Governors had seen the Minutes of the previous meeting which were reviewed for accuracy. Resolved: that the Minutes of the LGC meeting held on 1 st February 2023 were approved as a true and accurate record of proceedings to be made available as a public document alongside any accompanying documents. Action: that the Minutes of the meeting held on 1 st February 2023 be signed by the Chair.
8.	Matters arising from the Previous Meeting	Actions carried over from the LGC meeting on the 01/02/2023 Resolved: Governors noted that all actions had been completed (<i>see Actions from Spring Meeting commentary</i> for updates). Resolved: Governors noted that actions arising from the Confidential appendix had been completed (<i>see Part 2 Confidential Actions from Spring Meeting commentary</i>).
9.	Declaration of Interest:	All Declarations of Interest forms had been completed and signed.
10.	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. No changes to Declarations of Interests, or Business and Pecuniary Items were declared.
11.	Strong Governance review	Update on Governor audit: areas of need highlighted in the audit included a small number of Governors on the LGC, Governors' awareness of the SDP (School Development Plan), and the SIAMS (Statutory Inspection of Anglican and Methodist Schools) process and new framework. A SIAMS inspection would be conducted in the next few months.

		<p>September 2023.</p> <p>In regard to SIAMS, the Chair asked whether the school’s vision was explicit and inclusive. The school hoped that its pupils shared a level of depth in awareness of the vision and had introduced ‘big questions’ into its teaching on a weekly basis.</p> <p>Governors discussed the matter and agreed that children needed to be able to talk about the vision in addition to their understanding. This would be an area for exploration in an upcoming ‘Visioning Day.’</p>
12.	<p>Reports</p> <p>a)</p> <p>b)</p> <p>c)</p>	<p>Chair’s and Vice Chair’s Actions and correspondence</p> <p>The Chair advised reference to the Charity Commission’s section on academies trusts as opposed to generic training for the LGC. The Headteacher acknowledged that the recent parent questionnaire indicated a lack of awareness of the role of Governors and that pertaining information would be included in the next newsletter.</p> <p>Action: to include information on the LGC in the next newsletter.</p> <p>Nominated/Link Governors Reports</p> <p>JJ, AS and the Chair had come into school to undertake Curriculum, Christian Distinctiveness, Christian Awareness, Worship and Safeguarding reports which had been uploaded to Google Drive. The Headteacher acknowledged the presence of the school amongst a small group of Governors.</p> <p>CEO’s report</p> <p>The Headteacher clarified that Mr. Jon Wynn was now Executive Headteacher at St. Mary’s and The Howard and that Mrs. Rachel Mills was on a secondment to the academisation process as Executive Headteacher within the M Foundation</p> <p>The Chair referenced Section 2 Estates and Asset Management in the report and requested an update on the addition of a window in the school’s pitched roof. Installation of the window had been approved but the outcome of the bid was still awaited. It was added that the Council had come in to look at the roof and advised on a need to balance the ‘beauty’ of the area with practicality in reducing costs.</p> <p>The Chair noted that the Sustainability meeting had been changed to the 12th July 8.30am and required a Governor representative to feedback to the LD. LD would be meeting with the Eco Council on 10th May at 1-1.30pm and JJ agreed to attend this meeting.</p> <p>Action: DW, AS and LD to confirm attendance at the Sustainability meeting on 12th July 8.30am.</p> <p>Action: JJ to attend the Eco Council meeting on 10th May 1-1.30pm.</p>

The Chair advised on attracting additional funding for sustainability and informed that this was actioned at Trust level whereby the MAT bought in a package from Entrust for the best deal.

d) Congratulations were conveyed to LD on her appointment as part-time Deputy Headteacher at the school. The position would become full-time in September 2023.

Headteacher's report

The following highlights from the report were shared:

- the RE and Worship working programmes had come together. Consideration had been given to the term 'gratitude' which would be carried over to the start of the academic year. There had also been a Spirituality afternoon, and Reflection moments had been introduced with more sessions to be built in to the upcoming year.

A Governor highlighted the importance of visual representation in making meaning memorable within the Worship group and the concept of teamwork.

This was a focus for the Christian Youth Worker in his leading of Worship at school on alternate Tuesday's.

Governor Challenge: In regard to the Child Friendly Safeguarding Guidance, there is a general tendency for schools to over-protect pupils' emotions and schools and provision for creating emotional resilience is often inadequate.

The Headteacher's Response: The school's PSHCE (Personal, Social, Health and Citizenship Education) lessons focus on the traits of emotional strength. The Wellbeing Lead supports pupils in being able to validate their feelings.

Governors further discussed the matter and asked whether external Wellbeing provision for children was in place. There was no funding for external agency but aside from Early Help meetings in a CAMHS (Child and Adolescent Mental Health Service) referral, the school could provide Wellbeing support and guidance internally.

Attendance: figures for persistent absence had lowered to 4.9% and the school was now above national average for attendance. Pleasing progress in reducing pupil's level of persistent absence had been made.

See Confidential Part 2 Minutes

Admissions: 14 indications had been made for Reception 2023, 13 of which were 1st choices, with 14 potential children joining Nursery.

See Confidential Part 2 Minutes

Personal Development: the content of this section of the report reflected a mature SEF (Self-Evaluation Form) and 'school story' in its response to Ofsted related questions. Vulnerable groups were of particular focus and the school strongly believed that each child should be seen as an individual.

Action: EB to circulate the presentation of the Metacognition task undertaken.

		<p>Safeguarding: a 175 Safeguarding audit had been completed for which a score had been achieved. Actions for the Child Friendly Safeguarding Guide had been drawn up by the School Council.</p> <p>ICT: the issue with Chromebooks had been discussed at the previous meeting. Provision had been pulled back due to costs. However, the school deemed it necessary to improve IT provision through the purchase of 15 Chromebooks which would be covered under the Pupil Premium budget. The laptops would be shared between 2/3 children. This would increase the number of laptops in the school for September 2023.</p> <p>A Governor asked whether children had access to touch typing opportunities. Touch typing acquisition was part of the IT curriculum in Year 3 and 4 but the school required more equipment to facilitate this.</p> <p>A Governor enquired about the initial business case for the Chromebooks. Although the school had acknowledged the benefits of Chromebooks, it had been financially unviable to provide a device for all children. The original business model could not provide for the highest quality or amount of devices required, but this could be addressed through parental contribution.</p> <p>Governor Challenge: Feedback from parents in supporting the acquisition of the Chromebooks concerned costing; what was the value to the school of every child being able to bring their device home? <i>The Headteacher's Response: The school needed enough in reserves to purchase another 30 Chromebooks if parents did not take up the offer. The model was lost at prior to lockdown and was now out of date as costs had increased. The school had wanted to become a Google School in preparing its pupils for their secondary education. IT provision was in place for the forthcoming year.</i></p> <p>The Headteacher asked if Governors were satisfied with the content and format of her report in terms of its provision of information and data, and the Chair confirmed that the report adequately covered most areas of the agenda.</p>
13.	Safeguarding	<p>Governor Challenge: In relation to the prayer and worry boxes, how is the school assessing pupil's wellbeing? <i>The Headteacher's Response: As a small school, we understand our children are intrinsically honest about their feelings and emotions. Pupils are flagged without a formal assessment. There are now less children in nurture groups than this time the previous year which reflects that the approach the school takes to wellbeing is working.</i></p> <p>A Governor asked whether prayer spaces in the school were used. The prayer spaces were currently in development stage as the school's next project. A Christian youth worker was working with the school in facilitating the spaces.</p>
14.	Curriculum and standards, attendance etc.	<p>Governors were invited to ask questions on the following areas arising from the Headteacher's report:</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

		<p>e) Curriculum updates to include Monitoring and evaluation review – where we, next steps: a recent review had looked at English with a Curriculum review planned.</p> <p>f) Any Survey results – headlines/exceptions.</p> <p>g) Attendance data and analysis</p>
15.	Admissions and pupil overview	<p>The following areas were detailed in the Headteacher’s report:</p> <ul style="list-style-type: none"> ● Pupil numbers ● Demographics ● New arrivals <p>SEN (and Local offer)</p>
16.	Finance	<p>Governors were advised to consider <i>P6 Management Accounts – RC Extra</i> regard to an update of finance.</p> <ul style="list-style-type: none"> ● Management reports to date ● Budget setting to date - review ● 3 Year Budget modeller
17.	HR and recruitment	<p style="text-align: center;">HR discussions/staff changes update</p> <p>The school was shortlisting candidates for the position of a Year 5/6 teacher for 9th May with interviews to take place on the morning of the 15th May. Governors were invited to attend the shortlisting process and interviews; LD would be present in her capacity as being Safer Recruitment trained.</p> <p>Action: HR to check dates in regard to attending the shortlisting meeting and interviews for a Year 5/6 teacher on 9th May and 15th May, respectively.</p>
18.	Estates and Health and Safety	<p>The following areas were detailed in the Headteacher’s Report:</p> <ul style="list-style-type: none"> ● Reporting on Premises works, AMP review ● Health and safety checks/any audits: D1 standard notices for water had been issued. Nothing of any significance had arisen and the school had passed Health and Safety inspections to date. ● Accidents analysis: <i>Near Misses</i> were now required to be reported.
19.	Risk Register	No updates to the Risk Register were reported.
20.	GDPR	No GDPR (General Data Protection Regulation) breaches were reported.
21.	Policy review	There were no policies for review.
22.	Governor Training needs	Review training conducted, impact and any training needs: the provision of training would come out of the strengths and key skills of the LGC.
23.	Christian Distinctiveness	Collective worship/RE/SIAMS review: <i>(see Item 11)</i> .
24.	School items	Staffing structure/return of staff: <i>(see Item 17)</i> . Attendance: <i>(see Item 12.d)</i> .

25.	Reflection - What have we achieved in this meeting that will improve outcomes for the learners at this school?	<p>Governors agreed that the following aspects of the meeting would help to improve outcomes for learners at Richard Crosse.</p> <ul style="list-style-type: none"> • a general discussion around staff wellbeing • a reflection on the school's vision
26.	Information / Questions to Board of Directors	<p style="text-align: center;">Information to be shared with Board of Directors</p> <p><u>Recommendations</u> to present to the board of directors:</p> <p>See Confidential Part 2 Minutes</p> <ul style="list-style-type: none"> • to share opinions on industrial action through the governing body in support of the Headteacher and staff for which the Chair proposed to craft an informed and neutral narrative. <p><i>AS left the meeting at 10.00am.</i></p>
27.	Confidentiality (Part 2 of minutes)	<p>Information in Items 12.d and 26 was deemed to be of a confidential nature and is not included in Part 2 of the meeting's Minutes.</p>
28.	Date and time of future meetings	<p>The date of the next meeting will be determined following calendar arrangements for next year's Trust Board meetings.</p> <p>Governors were thanked for the attendance and contributions to the meeting.</p> <p><i>The meeting closed at 10.05pm.</i></p>

Signed.....

Date

See the page below for the Action Log

Action Log

Actions arising from the LGC Meeting 27/04/2023

Item	Action to be taken	Action by whom	Action by when
5.	the Chair to pass on relevant details to the new Parent Governor.	DW	post meeting
7.	that the Minutes of the meeting held on 1 st February 2023 be signed by the Chair.	DW	post meeting
12.a	to include information on the LGC in the next newsletter.	EB	next newsletter
12.c	DW, AS and LD to confirm attendance at the Sustainability meeting on the 12 th July 8.30am.	DW AS LD	post meeting
12.c	JJ to attend the Eco Council meeting on 10 th May 1-1.30pm.	JJ	10 th May
12.d	EB to circulate the presentation of the Metacognition task undertaken.	EB	post meeting
17.	HR to check dates in regard to attending the shortlisting meeting and interviews for a Year 5/6 teacher on 9 th May and 15 th May, respectively.	HR	post meeting
26.	to put through as a recommendation to the Trust Board a proposal to share opinions on industrial action through the governing body in support of the Headteacher and staff for which the Chair proposed to craft an informative and neutral narrative.	Clerk	prior to Directors meeting 05/05/2023