

TSSMAT - The Staffordshire Schools MAT
The Mease LGC meeting June 2nd 2025 - 5.30PM

The Mease


(Serving for a period of 4 years) re do date for Easter 24

Governor	Type	Responsibility	Appointed date or re appointed date (Term of office start date)	Term of Office End Date
Steve Webb	Chair / parent / community	Chair and curriculum	09.11.24	09.11.28
Anna Spencer-Gray	Vicer / parent / community	Finance	16.12.24	16.12.28
Reverend John Grice	Parent / community	Safeguarding / Christian distinctiveness	26.06.25	26.06.29
Elaine Harlin	Parent / community	SEN and health & safety	29.01.25	29.01.29
Sarah Orgill	Teacher / staff		Joined Sept 01.09.24	?
Rachel Mills	Head Teacher			
Russell Killgallon	Parent / community ?		02.06.25	02.06.29
Kevin Higginson	Parent / community ?		02.06.25	02.06.29


Link Directors - The Mease - SA / MH Jules and Sophie assigned. Jules as SA - Sophie as MH.

Links to documents tabled:


CEO report

 CEO LGC report Summer 2025.pdf


Head Teacher report


 TSSMAT Headteachers Report to Governors- Mease-May 2025.docx


Previous minutes


 Google Copy of The Mease LGC MINUTES SPRING TERM CofE schools

Further reports


 Data Capture-Spring 25-MH.docx


 Data Capture-Spring 2025-SA.docx


 St Andrews School English Review-27.02.2025.docx


 Mary Howard English Review with MAT Heads and Governors-25.02.25- Review Report.docx

Governor monitoring:


 Mease Governor Heath and Safety visit EH- 24.02.25.docx


 Mease Governor Monitoring visit form- English review-SA.docx

 Mease Governor SEND visit EH- 27.03.25.docx

 SCR checks.docx

Governance review

 Governance Development Plan The Mease 2025.docx

 LGC Monitoring Cycle- Mease 24-25.docx

Governor Skills Audit- to be completed asap

<https://forms.gle/UemH3PzD1DJDSibS8>

A - admin

I/Q - information / questions

D - decision required

Standing items for all meeting – see below for key items for each term					
1	Welcome (A)	Chair welcomed all.			
2	Prayer (A)	Revd John opened with a prayer and welcomed.			
3	Attendance (A)	All in attendance recorded on attendance table, upload to website.			
4	Apologies for Absence, Acceptance of Apologies and Quorum (A)	N/A.			
5	Membership (A)	New members are welcomed and accepted formally by the chair.			
6	Confidentiality (A)	All are reminded that discussions that take place during a board meeting remain confidential, in line with the code of conduct, to that meeting. The board is requested to identify any items on this agenda which it requires to be recorded in the minutes as confidential matters.			
7	Minutes of the Previous Meeting (A)	Vice chair signed previous minutes and all confirmed.			
8	Matters arising From Previous meeting (A / I/Q)	Matters arising from the minutes which are not covered elsewhere on the agenda or included in committee, Headteacher or nominated governor reports.			
		Item	Action to be taken	Action by whom	Action by when
		14. Policy	Confirm to Rachel admissions policy stream lined into 1	CG / NS	ASAP (complete, Trust to use The Mease policy wording and adapt) to note lock down policy review as the full Trust.
		14. Policy	Action confirm the trust policy cycle detail to LGC - NS.	NS	ASAP. Complete.

		5. Membership	CARRIED FORWARD - LGC action, to engage with parents who / what the LGC are doing and actions taking and pen portraits	LGC	ASAP. Send to NS - NS to add to website - ongoing across Trust.
9	Declaration of Interest Business and Pecuniary including related Party Transactions (A)	<p>Local governors are reminded of the requirement for them to update the register of business/personal interests on an annual basis or if there is a change in circumstances or on appointment or election to the board. This register must be available in school and must be included on the school website</p> <p>Anyone entitled to attend a meeting should declare an interest in respect of anything covered at that meeting if:</p> <ul style="list-style-type: none"> There may be a conflict between their interests and those of the LGC A fair hearing is required and there is reasonable doubt about their ability to act impartially. They have a pecuniary or a personal interest. <p>It may be appropriate that they withdraw from the meeting whilst the matter is considered, and they will not be able to vote. Consideration needs to be given as to how this will be achieved during a virtual meeting. The use of waiting rooms in the virtual environment are ideal for this.</p> <p><i>N/A no declarations.</i></p>			
10	Strong Governance review (A/I/Q)	<p>RM led SGR evaluation details. Governance development plan. Key areas and points shared. Recruitment, chair and vice chair meetings, prepare for scrutiny in light of potential ofsted, raise profile local community, skills audit - action all to action.</p>			
11	Reports (A/I/Q)	<p>a) <u>Chair's and Vice Chair's Actions and correspondence</u></p> <p>Confidential</p> <p>b) <u>Nominated/Link Governors Reports</u></p> <p>H&S visit discussed, recommendations detail given. English review discussed SEND visit discussed SCR record check discussed Kevin / Governor detailed on the childrens behaviour, joyful and environment so safe and secure, to minute.</p> <p>c) <u>CEOs report</u></p> <p>CEO led with any questions as a prompt? Governor asked around pupil foot fall and attendance ... marketing strategic plan comments from ceo and RM discussed. Social media links discussed. Show arounds local and out the area details discussed. Wrap around care detail given. Attendance figures discussed. Impacts on staffing discussed. Business case for going forward CEO commented. Action RM. Detail on government plans for 2026 all to offer. Governor discussed the need for wrap around care / locality etc discussed, marketing links. Chair questioned the provision for SEN and balance, RM discussed the previous provisions and numbers / balance. Case by case situations and details discussed.</p> <p>d) <u>Headteacher's report</u></p> <p>Team work discussed / detailed. Ofsted conversation discussed detail, report discussed management of expectations and journey and national picture. CEO commented on the national map and time of grading. Narrative and context to be sent to parents along with grade. Safeguarding / SCR discussed in detail. RM gave context to new join LGC members and discussed the grade points, terms and national picture. Governor commented on tone of communication and the acknowledgement of the delighted results in ofsted seen by the school..... Chair to minute the conduct of all LGC and staff with the ofsted great team work. Hard work and preparation discussed, all agreed, thanked and well done.</p> <p>Attendance Discussed certain numbers and detail.</p> <p>Safeguarding SCR discussed Audit Staffs county council completed, action plan, review with link governor also. Operational compass school, details given. Training discussed. Priorities for SCC discussed and listed, LGC aware also. Lockdown policy discussed details and communication given. Lado and managing allegations to the correct LGC member action. Safeguarding questionnaire and pupil voice (RM to send out)</p> <p>Curriculum and standards, attendance etc. English review discussed. SEN and local offer discussed. SEND MAT review, dates given. EYFS review discussed, dates given. Phonics discussed.</p> <p>Admissions and pupil overview Marketing discussed, plans, links to wrap around clubs etc. Admissions numbers total discussed. Finances discussed / PAN. New starters and leavers discussed. Classes and structure discussed in detail and tracking / looking forward vs budgets. Reserves discussed. Positivity of the collaboration of the MAT for finances. Demographic discussed and national picture birth rates / new joins nationally. Lunchtime supervisor positives discussed. Inductions and stay play / teddy bears picnic details discussed.</p> <p>HR and recruitment Safer recruitment - Revd John to check action Pulse surveys low response however Ofsted report was positive on staff feeling, open door policy always any feedback to staff / RM deputy etc encouraged. LGC feedback on ofsted from staff, comment to minute.</p>			

		Estates and Health and Safety Visits and detail discussed School items Banners and marketing plans discussed. PTA discussed Spiritual garden and potential new garden plan etc School facilities discussed. Arts / Tamworth council kaleidoscope of dreams details given.
12	Risk Register (If not addressed in Heads report) (A/IQ)	N/A
13	GDPR (If not addressed in Heads report) (A/IQ)	N/A
14	Policy review (A/IQ)	Lock down policy discussed. Detail of any up coming policies for July board ratification will be sent in line with the board (once internal lead and board lead has reviewed)
15	Governor Training needs (A/IQ)	RM to allocate the LADO and allegations training as discussed previously.
16	Christian Distinctiveness (If not address in Heads report) (A/IQ)	Detail given.
17	Reflection - What have we achieved in this meeting that will improve outcomes for the learners in this school? (A/IQ)	
18	Information / Questions to Board of Directors (A/IQ)	N/A
19	Confidentiality (Part 2 of minutes) (A)	
20	Date and time of future meetings including committee meetings if known (A) Thurs 25th Sept SA 5.30 27th Jan 25 5.30 MH 26th May 5.30 SA Action to add to overview and invites	

Signed Date.....

AOB - chair discussed informal meeting visit to arrange, staff have sent in topics and celebration topics, aligned governors based on discussion, reach out to member of staff time and date for a meeting, and report to fill in and upload. Feedback in next LGC how the meetings have gone.
RM to decide how to best use the information, and publish if want to.

Actions

Item	Action to be taken	Action by whom	Action by when
5. Membership	CARRIED FORWARD - LGC action, to engage with parents who / what the LGC are doing and actions taking and pen portraits	LGC	ASAP. Send to NS - NS to add to website - ongoing across Trust.
Skills audit	All to action start of term	All	Start of term
Reports	Wrap around care detail given. Attendance figures discussed. Impacts on staffing discussed. Business case for going forward CEO commented. Action RM.	RM	ASAP
Reports	Lado and managing allegations to the correct LGC member action.	LGC	ASAP
Reports	Safer recruitment - Revd John to check action	Rev John	ASAP

