

Governor	Type	Responsibility	Term of Office End Date
Ben Sykes (BS)	Parent - Chair	Premises and Estates, Health and Safety, Finance	30.01.2027
Sarah Wood (SW)	Foundation		30.01.2027
Lucy Hastings (LH)	Parent	Maths, Curriculum, Sports Premium, Pupil Premium, English, Early Years	30.01.2027
Claire Smith (CS)	Staff	Wellbeing	30.01.2027
Kate Staples (KS)	Parent		30.01.2027
Tim Parr (TP)	Parent		15.4.2028
Anna Redpath (AR)	Parent		30.01.2027
Jon Wynn (JW)	Head Teacher		Ex-officio

Also in attendance Charlene Gethin (CEO)
Nicola Saint (clerk) virtual

Links to documents tabled:

Previous minutes

- [Copy of summer LGC TEMPLATE 3434 MINUTES LGC St. Marys](#)
- [Copy of confidential summer LGC TEMPLATE 3434 MINUTES LGC St. Marys](#)

CEO report

- [CEO report to LGC October 2024.docx](#)

Head Teacher report

- [Autumn 2024-25](#)

Standing items for all meeting – see below for key items for each term		
1	Welcome 6.00PM	Chair welcomed and led with / opened with a prayer
2	Prayer 6.00PM	We invite you to join in prayer or reflect quietly on your intentions in this meeting, your own thoughts and reflections, if you do not wish to.
3	Attendance 6.05PM	Clerk joined virtually, Charlene Gethin, Sarah Wood, Lucy Hastings, Ben Skyes, Kate Staples, Jon Wynn, Anna Redpath, Claire Smith. No apols to minute.
4	Apologies for Absence, Acceptance of Apologies and Quorum 6.05PM	None to minute.
5	Nomination / Re appoint Chair and Vice chair 6.10PM	All are happy and agree to current terms / roles.
6	Governor roles and responsibilities 6.15PM	To be agreed on email confirmation due to redistribution of responsibilities, due to new joins to LGC. EYS / curriculum - Health & safety - Finance pupil premium - Sports - Safeguarding / wellbeing - Estates premises -
7	Membership 6.20PM	Discussed memberships, 1 Vacancy if skill set comes along to note and recommend, potentially new Vicar. Action to speak to new Vicar JW.
8	Confidentiality 6.21PM	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
9	Minutes of the Previous Meeting 6.25PM	Agreed and signed, JW to file in school.
10	Matters arising From Previous meeting 6.30PM	Please refer to any follow up actions recorded in previous minutes / table below.
11	Declaration of Interest Business and Pecuniary including related Party Transactions 6.40PM	Reminder to complete, the link sent by central Trust - action re send to Tim Parr.
12	Strong Governance review 6.42PM	JW/ BS and CEO gave detail to TP. Under took earlier in the year. Action separate meeting to take place with LGC / RAG rate send on to CEO.

13	Reports 6.45PM	<p>a) Chair's and Vice Chair's Actions and correspondence</p> <p>Meeting has taken place, flooding risks and potential move over to RC location if needed, details discussed, JW shared flow chart, feedback requested, feedback was clear for the plan, from a parental point of view, education continuing. Friday arrangements discussed. Staff discussed further details. Visibility is the main thing, putting it out to all parents attention, sharing the message and re sharing. Discussed possible on line options. IT resources discussed. Other options discussed also. Confirmed parental view of alternative is well received. Push notification / IT to action JW.</p> <p>b) Nominated/Link Governors Reports</p> <p><i>N/A for this meeting</i></p> <p>c) CEOs report</p> <p>CEO led with any questions from LGC? Access check, every one received the CEO report and PDF? This can be sent by NS if needed / please request if PDF needed from NS ahead of the meetings, all saved in shared drive as usual. <i>Governor questioned around Ofsted changes</i>, CEO confirmed for the future the rating still stands, headlines and marketing discussed.</p> <p>Thanked JW for the attendance audit, strong and positive report. Trust overview shared, common priorities discussed and dates confirmed. Leadership / Governance discussed. SEN discussed. JW offering support and targets / areas discussed, great and well received. School details in the trust discussed, another instance of share the wealth. JW confirmed financially no impact / positives discussed. Well being / forest school and support discussed across the Trust. Inset consultation discussed. Meet the needs of communities. Policy review discussed, time scales given</p> <p>d) Headteacher's report</p> <p>CEO thanked JW for the Head report. Leaves meeting 6.40PM.</p> <p>JW lead with key stage data, key stage 1 and 2 detail. Detail behind this given. Multiplication in year 4 discussed. Development of a wider curriculum, arts mark discussed, aim of silver to gold. School development plan discussed, focus on independence, creativity and outdoor learning details discussed / across all and invigorated staff / next level to press to. Time / plans discussed, balance of importance of independence, resilience discussed. Behaviour discussed and positives of how this can be driven into the school plan with independence. Relevance to Ofsted discussed.</p> <p>Review days listed as a table, governors to contact JW with the days / split over the year as soon as.</p> <p>Visuals shared of resources in the hall and what this allows for early years and the space / split across, funding from Church to minute, early years area looking beautiful. Nursery / numbers positives discussed. Good position to be in.</p> <p><i>Attendance probed by governor</i>, JW gave details of this so far after the new government initiative. New initiative and process discussed in more detail. Governors mentioned the idea of a roll over to secondary school. LA / DfE access mentioned also. Staff attendance has been amazing, to minute. <i>BS questioned numbers and across years, in relation to persistent absence</i>, JW gave further detail of this.</p> <p>BS confirmed the well being on the inset was fun and initiatives discussed, positive impacts. All agreed it was good to take away and reflect on.</p> <p>JW discussed H&S, feedback on agenda item going forward, RAG rating issues / next LGC. Walk round details discussed / action plan / safeguarding walk around could combine the two? BS/ JW.</p> <p>Safeguarding probed, concerns discussed if needed and building up a picture and staff brilliant at supporting, further details discussed. Access arrangements discussed / potential plans and ideas. Feedback of the children so well behaved and using initiative.</p> <p>Finance Management reports to date Budget setting to date Review 3 Year Budget modeller</p> <p>BS confirmed positive report readings / surplus. Care club details discussed. Nursery discussed details and admissions etc. Church money was well received so grateful, action card to say thankyou from the children. Thanked personally also.</p> <p>Apprenticeship levy discussed.</p> <p>HR and recruitment</p> <p>Details discussed of current hours. Succession planning discussed / across Trust.</p> <p>Estates and Health and Safety</p> <p>Discussed detail from the report. Flooding plan, as previously discussed.</p> <p>School items</p> <p>Freedom of information request - JW to lead.</p>
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		Correspondence around school hours / request, information shared, process / costs discussed, raising the point that the work load for these is significant. Trust charge the school relevant.
14	Risk Register 7.15PM	Flooding , to check on register. Action.
15	GDPR 7.15PM	Governor discussed the forms and how to log on the system. Audit from JB / discussed.
16	Policy review 7.15PM	Confirmed policies to be sent to LGC w/c 7th October. Action.
17	Governor Training needs 7.20PM	BW discussed the national college training / JW confirmed statutory training has taken place. Action resend link / NS. Bespoke training / learning from national college if wanted to do further learning.
18	Reflection - What have we achieved in this meeting that will improve outcomes for the learners in this school? 7.20PM	
	CEO report questioned. Head report questioned. Note / thankyou time management from Chair. Happy with flood flow chart approved process and shared / comms. Greater understanding of school development. Priorities for upcoming year wider Trust plans. Communications / push notifications being investigated (JW to look at comms of inset) action Upcoming reviews for link gov discussed.	
19	Information / Questions to Board of Directors 7.25PM	LGC happy with SM flood flow chart approved process and shared / comms, well received.
20	Confidentiality (Part 2 of minutes) 7.30PM	N/A
21	Confirm date and time of future meetings including committee meetings if known 7.30PM - all in the calendar - TP to be added in to LGC emails/ action	

Meeting closes 7.20PM

Signed Date (Please note wet signed minutes are filed within the school office filing system)

Actions arising from Autumn LGC

Item	Action to be taken	Action by whom	Action by when
7. Membership	Action to speak to new Vicar JW.	JW	ASAP
11. Pecuniary interests	Re send link to TP	NS	Complete
12. Strong governance review	Action separate meeting to take place with LGC / RAG rate send on to CEO.	JW / LGC	No time date / given
13. Reports	Push notification / IT to action JW.	JW	ASAP
13. Reports	Estates / safeguarding walk around to organise	JW / BS	ASAP
13. Reports	Thankyou card from children for donation / support from the church	JW	ASAP
16. Policies	Confirmed policies to be sent to LGC w/c 7th October. Action.	NS	WC 7th October
17. Training	Re send national college link	NS	ASAP

Actions arising from Summer LGC

Item	Action to be taken	Action by whom	Action by when
4. Membership	JW to confirm any support areas / meeting with TP for IT link for school and Trust	JW/ TP	Ongoing
4. Membership	LH suggestion of links/ roles in the meantime to support across TH / SM LGC (support of Head and initiatives in anticipation for merge of LGC)	All	If needed in time / complete and remove
11. Strong Governance	SEF plan, school development plan, progress, staff wellbeing	JW	September LGC / Update in Heads report / complete and remove
12. Reports	SATs rota to mock up and share, Governors to use time in school also for other reviews / support if needed	JW/ BS/LH	ASAP / complete and remove, went well
12. Reports	Governors suggest a way to thank teachers at year end	ALL	Term end summer / complete / events presence also, remove

12. Reports	Information to put forward to CEO / Directors around Governor feedback on school hour day changes and Governor input / support going forward	CEO	Complete and remove / BW discussed details around the care club / probed JW discussed details TA cover discussed ratios/ trends and time windows discussed also/ funding discussed positives / probed on times details , all details given
16. (Gov training needs)	Confirmation of National College log ins	JW/ NS	Completed and remove Action Tim set up / email Action of list of training needed