

Links to documents tabled

CEO

CEO LGC report Autumn 2025

Head

TSSMAT Headteachers Report to Governors- Mease-September 2025.docx.pdf

Previous minutes

Copy of LGC Minutes SUMMER TERM CofE schools

Copy of Copy of LGC Minutes SUMMER TERM CofE schools

Key data folder links

Data Documents

Governor meeting with staff-Celebration and reflection of 2024-2025

Safeguarding documents

Year 6 Exit Interviews

(policies will be sent formally from the draft version folder to internal lead, board lead and ratification at board level / LGC are sent policies at the same time as the board)

A - admin

L / Q - information / questions

D - decision required

Agenda Items																												
1	Welcome and reflection - 5.30 PM start - 5 minutes	<i>All welcomed and invited to join in prayer and reflection, quietly on your intentions in this meeting, your own thoughts and reflections also...</i>																										
2	Apologies for Absence, Acceptance of Apologies and Quorum - 2 minutes	Please clearly say each attendees name. RK apols. Elaine H.																										
3	Membership - 5 minutes	<p>Welcome to the new parent governors where applicable.</p> <p>Discussions around membership, action - recruitment drive. Succession planning / skills audit to be used to support this. CEO explanation given on skills matrix, clerk community links and Heads / other CEOs.</p> <p>RM confirmed roles and responsibilities to be confirmed / split out.</p> <p>Discussion around member / chair stepping down, vice chair discussions, view to stepping down immediate affect and taking supportive vice chair role? Open conversation. Answer on this and next steps forward.</p> <p>RM thanked both, CEO echoed.</p> <p>In line of discussions, proposal of chair to step down to vice, to enable vice chair to step up to chair and support succession planning, all in agreement, to minute.</p>																										
4	Confidentiality - 5 minutes	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.																										
5	Minutes of the Previous Meeting Matters arising from previous meeting 5 minutes	<p>LGC asked to approve the previous minutes and CoG to sign at the end of the meeting.</p> <p>Approved and signed.</p> <table border="1"> <thead> <tr> <th>Item</th><th>Action to be taken</th><th>Action by whom</th><th>Action by when</th></tr> </thead> <tbody> <tr> <td>Membership</td><td>CARRIED FORWARD - LGC action, to engage with parents who / what the LGC are doing and actions taking and pen portraits</td><td>LGC</td><td>ASAP. Send to NS - NS to add to website - ongoing across Trust.</td></tr> <tr> <td>Skills audit</td><td>All to action start of term</td><td>All</td><td>Start of term - ongoing.</td></tr> <tr> <td>Reports</td><td>Wrap around care detail given. Attendance figures discussed. Impacts on staffing discussed. Business case for going forward CEO commented. Action RM.</td><td>RM</td><td>ASAP.</td></tr> <tr> <td>Reports</td><td>Lado and managing allegations to the correct LGC member action.</td><td>LGC</td><td>ASAP. Discussed.</td></tr> <tr> <td>Reports</td><td>Safer recruitment - Revd John to check action</td><td>Rev John</td><td>ASAP.</td></tr> </tbody> </table>			Item	Action to be taken	Action by whom	Action by when	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 - ongoing.	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. Discussed.	Reports	Safer recruitment - Revd John to check action	Rev John	ASAP.
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6	Declaration of Interest Business and Pecuniary including related Party Transactions - 5 minutes	Reminder for new governors to complete and ask if there are any changes of circumstances for existing governors. https://docs.google.com/forms/d/e/1FAIpQLSfagKDknnkHL6rWKujPK47ZTw7QRnvTwRQ9ImXaRUzNWETmvw/viewform																										
7	Strong Governance review - 5 minutes	<p>NEW JOIN LGC MEMBERS TO COMPLETE SKILLS AUDIT https://docs.google.com/forms/d/13tsSPOcoO4UHxk4Kluf8JeNcvic-m6UBRKA4GfPc_Ro/edit?usp=drivesdk</p> <p><input checked="" type="checkbox"/> Governance Development Plan The Mease 2025.docx</p> <p>Governor training taken place and taking place. Detail given. Action to sort ladoo training. Action - time in to discuss skills matrix and how to use towards the recruitment process and training, fulfilling any gaps, for next LGC point.</p>																										

8	<p>Reports - 30 minutes</p> <p>Please note CEO will be present either in person or remotely for the CEO report section</p>	<p>a) CEOs report</p> <p>-CEO opened with any questions, or anything interesting, LGC members mentioned it was all straight forward. Update on growth strategy given, government funding discussed as stripped back due to academisation grant, national picture and local conversations given.</p> <p>Classification of trust given (goes on number of schools and not children) strength of trust discussed, DFE meeting discussed, part of rise arm, improvement strategy, small schools to support only due to time / finances.</p> <p>-LGC member questioned current marketing strategy and heads plan towards targeting, strategies discussed. RM gave details on Open days discussed. Inset days discussed. Local nurseries, social media discussed. Local advertising.</p> <p>Chair questioned whole marketing strategy, linked to numbers and how this works with pupil numbers, discussed financials spread across the two schools, previous off sets / balance of budgets discussed. Top slice discussed. Reserves discussed.</p> <p>KH left meeting approx 6.10PM.</p> <p>National picture given in relation, local authority / national picture given and discussed.</p> <p>b) Chair's and Vice Chair's Actions and correspondence</p> <p>Review meetings discussed / dates confirmed with CEO, LGC date discussed, 28th April / SA, 5.30PM.</p> <p>Team around schools discussed curriculum and business. Detail given (above what has been shared previously)</p> <p>Resend all trust dates. Action / complete.</p> <p>Probe and in depth detail given on the team around schools, and board meetings, different levels of feedback.</p> <p>Extraordinary meetings discussed, also.</p> <p>Financial meeting information / extra ordinary discussed and detail.</p> <p>Financials / budgets discussed.</p> <p>c) Nominated/Link Governors Reports</p> <p>Previous meetings discussed / reports shared and to discuss.</p> <p>d) Headteacher's report</p> <p>LGCs are asked to receive the report included with these papers. CEOs will verbally update governors at the meeting on any developments since the report was written</p> <p>Lead with positives.</p> <p>Robust discussion and highlights covering the below topics / headlines-</p> <p>PTFA discussed.</p> <p>Moral staff discussed.</p> <p>Ofsted discussed.</p> <p>Trust and national / local picture given.</p> <p>Wrap around club discussed.</p> <p>Data across both schools shared.</p> <p>Class moves discussed / structures discussed.</p> <p>Chair gave feedback on changes also.</p> <p>Results prediction discussed.</p> <p>SEN discussed.</p> <p>SEND experience discussed / staffing.</p> <p>Admissions discussed / detail per school.</p> <p>Tracking and closing gap discussed.</p> <p>Safeguarding, SCR to book in October, day after worship / date confirmed.</p> <p>RM / Elaine walk around for next half term.</p> <p>Attendance, local authority meeting discussed too.</p> <p>Trust wide, economies of scales discussed.</p> <p>School development plan, marketing / outdoor areas discussed.</p> <p>CPD discussed.</p> <p>Curriculum discussed.</p> <p>Academisation details, feedback chair . RM to give to CEO, action.</p> <p>Chair discussed listening in sessions to support and examples given.</p> <p>Advice and support given on pupil admissions.</p> <p>RM shared admissions details / reassurance from LGC, asked risks and pros / cons, time and resource discussed, capacity.</p> <p>Safeguarding discussed.</p> <p>Risk register discussed, Trust wide and school risks only.</p>
9	<p>Risk Register - 5 minutes</p>	<p>Discussed risk register meeting, current risks discussed.</p> <p><input checked="" type="checkbox"/> Risk Register - MH.xlsx</p> <p><input checked="" type="checkbox"/> Risk Register - SA.xlsx</p>
10	<p>GDPR - 5 minutes</p>	<p>N/A for this meeting.</p>
11	<p>Policy review - 5 minutes</p>	<p>Policies to be circulated at point of ratification</p> <p><u>(policies will be sent formally from the draft version folder to internal lead, board lead and ratification at board level / LGC are sent policies at the same time as the board)</u></p> <p><u>Minute - all aware.</u></p> <p>-H&S</p> <p>-SEN</p> <p>-Sex & Relationship Education Policy</p> <p>-Safeguarding & Child Protection</p> <p>-Mease Behaviour and Caring Policy</p> <p>-Spirituality policy</p>
12	<p>Reflection - What have we achieved in this meeting that will improve outcomes for the learners in this school? - 5 minutes</p> <p>Ofsted</p> <p>Curriculum</p> <p>Data</p> <p>Attendance</p> <p>CPD</p> <p>SEN</p> <p>Financials</p> <p>Trust strategy</p> <p>Marketing</p> <p>Memberships and recruitment</p>	

	SKills Matrix Training		
13	Information / Questions to Board of Directors - 5 minutes	N/A for this meeting	
14	Confidentiality (Part 2 of minutes) - 2 minutes	Areas to be noted as confidential to the clerk.	
15	Confirm date and time of future meetings including committee meetings if known - 2 minutes - meeting close. <u>Meeting 3 arranged as above date.</u>		

Chair - link to full autumn wording agenda if needed

[Google Copy of LGC Agenda AUTUMN TERM CofE schools](#)

Actions arising

Item	Action to be taken	Action by whom	Action by when
Membership	Recruitment drive.	All	ASAP
Skills audit	All to action start of term	All	Summer term new audit shared complete by and Head analyse by Autumn 2026..
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. Discussed.
Reports	Safer recruitment - Revd John to check action	Rev. John	ASAP.
Reports	Academisation details, feedback chair . RM to give to CEO, action.	RM	ASAP.

Signed Date.....