

PLEASE CONTACT n.saint@tssmat.staffs.sch.uk IF ANY ACCESS ISSUES - IN ADVANCE OF THE MEETING - THANKYOU

Links to documents tabled

CEO

 **CEO report LGCs Spring Term 2026.pdf**

SLT>School governance > CEO Letters

Head

 **RC Headteachers Report to Governors Summer 2026 on Spring 2026.docx (1).pdf**

Finance

<https://mail.google.com/mail/u/0/#label/finance+reports/FMfcgzQfCDNRFnmRXnmBWgDwsgbMvZlg?projector=1&messagePartId=0.1>

Previous minutes

 **Copy of RC LGC Minutes Spring 2025 - 2026**

<https://docs.google.com/document/d/1Hpk5bV8NU36i40NYNVGXYqTB5HevrZvd9nEAA7CLcu8/edit?usp=sharing>

Supporting documents

To circulate or add in links where applicable

A - admin

I / Q - information / questions

D - decision required

Agenda Items		
1	Welcome and reflection start - 2 minutes (A)	<i>Chair welcomed all and invited all to join in reflection</i>
2	Apologies for Absence, Acceptance of Apologies and Quorum - 2 minutes (A)	As per web page upload https://tssmat.staffs.sch.uk/governance/local-advisory-groups/lgc-attendance
3	-Membership -Re appointment of chair and vice chair at the start of academic year -Roles & responsibilities (confirm or change) - 5 minutes (A)	Welcome to new governors (if applicable)  School Governor lists and hats May 2025 in progress <i>Vacancy - recruitment drive / skills set - links into up coming skills audit. Foundation LGC member required - CoG had a recommendation - will action conversation, curriculum specialist - action.</i> <u><i>CoG reminded to please send any pen portraits / amends to NS for the website LGC page.</i></u>
4	Confidentiality (reminder) - 2 minutes (A)	<i>All are reminded that discussions that take place during a board meeting remain confidential, in line with the code of conduct, to that meeting.</i> <i>The board is requested to identify any items on this agenda which it requires to be recorded in the minutes as confidential matters.</i>

5	Minutes of the previous Meeting	LGC approved the previous minutes and CoG to sign at the end of the meeting. Signed and school to follow school filing process of minutes.																			
	Matters arising from previous meeting																				
	5 minutes																				
	(A / I / Q / D)																				
		<table><tr><th>Item</th><th>Action to be taken</th><th>Action by whom</th><th>Action by when</th></tr><tr><td>Reports</td><td>DfE funding / local Members to lobby local councillor and chase also ongoing at Directors level / meeting.</td><td>PH</td><td>ASAP - complete Ongoing action update - PH - gave detail SS letters / templates, SC 3% reduction financial support - GAG funding, written to representatives of DfE, Dave Roberts MP follow up action. Mark Davies communication. CIF bid financially viable - wins and back ground info. SS work minute thanks. SC data also thanked. DIOCESE appt mid May - update next meeting / autumn or cascade update after meeting.</td></tr><tr><td>Reports - estates / h&S</td><td>Minute from chair, thanks JJ chasing - update given, discounted price replacement, materials and labour included, continuing to chase / phone call also, update asap or next meeting.</td><td>JJ</td><td>ASAP ongoing / final update? Boiler - installation May half term - minute and thanked. Relentless pursuit from JJ for the company. Limited costs to replace. PTA agreed to fund minimal costs. Action carry on autumn meeting update.</td></tr><tr><td>Governance</td><td>Action send all events for link meetings / meeting dates to all LGC.</td><td>EB</td><td>ASAP - complete</td></tr><tr><td>Reports</td><td>Topslice</td><td>Directors / CG</td><td>ASAP ongoing - complete</td></tr></table>	Item	Action to be taken	Action by whom	Action by when	Reports	DfE funding / local Members to lobby local councillor and chase also ongoing at Directors level / meeting.	PH	ASAP - complete Ongoing action update - PH - gave detail SS letters / templates, SC 3% reduction financial support - GAG funding, written to representatives of DfE, Dave Roberts MP follow up action. Mark Davies communication. CIF bid financially viable - wins and back ground info. SS work minute thanks. SC data also thanked. DIOCESE appt mid May - update next meeting / autumn or cascade update after meeting.	Reports - estates / h&S	Minute from chair, thanks JJ chasing - update given, discounted price replacement, materials and labour included, continuing to chase / phone call also, update asap or next meeting.	JJ	ASAP ongoing / final update? Boiler - installation May half term - minute and thanked. Relentless pursuit from JJ for the company. Limited costs to replace. PTA agreed to fund minimal costs. Action carry on autumn meeting update.	Governance	Action send all events for link meetings / meeting dates to all LGC.	EB	ASAP - complete	Reports	Topslice	Directors / CG
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6	Declaration of Interest Business and Pecuniary including related Party Transactions - 5 minutes (A)	COG confirmed nothing new to add. https://docs.google.com/forms/d/e/1FAIpQLSfagKDknnkHL6rWKujPK47ZTw7QRnvTwRQ9lmXaRUzNWEtmvw/viewform																			
7	LGC code of conduct	 Local Governing Committee (LGC) Code of Conduct 2026																			
8	Risk Register - 5 minutes (I/Q)	Nothing new to add. Do not remove anything as of todays meeting 30/4.  Risk Register - RC.xlsx																			
9	Strong Governance review - 5 minutes (A)	<u>To add in LGC governance file - amend RAG rating where needed</u> <u>COG reminded all to complete by Autumn LGC meeting. to analysis in the meeting (NS will send at end of term as a reminder)</u>																			
	Skills audit (A)	https://forms.gle/K697iUSEpGnUbJei8																			
10	Reports - 30 minutes Please note CEO will be present either in person or remotely for the CEO report section (A / I / Q)	a) CEO report CoG led with highlights from report <u>-DW CoG to minute reduction of topslice of RC -</u> CEO confirmed extraordinary meeting 24/4 - first week of May / 8, board meeting, depth of thought, many hours of thinking, work and debate, SC finance workings, solution, all schools to sit between 5-7% review every year as part of process, developing communications for all schools across MAT. Action for CEO / SC - comms strategy and final plan to cascade. <u>CoG questioned is there anything coming / MAT level impacts that we are not already discussing, such as fuel costs - fuel crisis.</u> CEO confirmed horizon scanning / keeping in mind - health standards food increase costs, as per gov uk recommendations, SC finance work on prices, loss and increases, 40p has to work really hard. <u>EB confirmed cost of living - national crisis - not just local, also CEO confirmed ...</u> Staffordshire prices medium / sits average. Pay reviews and pensions contributions, national gov uk pay increase recommendations. Meeting of school funding discussion CEO attended, lobbying, growing and deficits discussed, no wiping of deficits / no conversation grants, possibly stoppers, <u>CoG confirmed the way the national picture is going, larger trust information nationally on absorbing deficits....</u> CEO confirmed MAT successful and financially viable, not at risk as confirmed by DIOCESE, it is about being successful, not about growth, heart says here for all children, small rural schools. -Premises detail given / CIF bids, national vs local picture. -Financial 3 year budgets, security detail discussed. Positive projection. EB confirmed - stability - potential changes, and spending and freeing up of funds / provisions. Further top slice impacts changes / positive changes. EYS needs / additional funding. PH confirmed inflationary measures - software increases / other systems confirmed, national and local, laptops - current global picture, adding into budgets, specifics given relating to school IT / tech. SENco laptop given as example ... Systems back ups - terms and conditions / buy in provisions. Drawdown weekly interim - action board meeting comms from PH awareness. -H&S and monitoring - confirmed audits could be autumn / spring / summer working on them going forward. CG from TH could be a starter point as focus point in LA. LA safeguarding submissions end of year detail given. b) Chair's and Vice Chair's Actions and correspondence																			

PTA feedback detail discussed.
PH - suggested recruitment drive for PTA if needed.

c) Nominated/Link Governors Reports

Safeguarding
Curriculum and standards
SEN and local offer
Finance
Estates
Health & Safety -

Parago is now in a good place and is fundamentally being used fully (all standard compliance checks, cleaning checks and kitchen checks on the system). We are now able to track / monitor compliance checks and what is outstanding each day, week and month. Nic Saint has a bi monthly catch up for office staff to support them as needed. Elite is able to check parago their end for main checks (which saves time for office staffs.) We thought it would be good if link H&S LGC members wanted more information Nic can provide it. **LGCs to express an interest - if it's enough, we can have a common session / discuss going forward. Please contact Nic.**

d) Headteacher's report

EB led with highlights...

-Stand out quality of education - EYS national and local picture given, delayed development detail given. EYS advisor from Staffordshire meeting - detail given. Triage meetings, TAs - KS 1 / cross phase, and whole school over view, individual specifics, case studies, referrals, outside support and what interventions need to be put in place. LA feedback was really pleasing, quicker support and enhanced transitions.

Assessment detail given - cascaded in the meeting, technique, amend and changed, detail given, tweakments given.

Continue our standards however will follow guidance however will continue the high standards.

-Surplus 2026 / 2027 - SEN projections and funding detail given. Evidence and recording successful. Funding detail given ... EYFS and Y1 staffing structure detail given, interventions detail and training. Improvements areas / forest schools, all budget approved, deficit over year 2 and year 3 - funding level discussed, balanced against an additional pupil. CoG confirmed investment needed.

Detail discussion of TA and staffing including across cover / break times. SEN TA.

Other proposal lunch time supervisor - forest schools and nurture / SEN intervention and wellbeing.

LGC confirmed balanced. SC confirmed balances. all confirmed to go ahead.

-CoG questioned - admissions and spaces, across years .. EB confirmed expands capacity where ever possible and staffing levels to support that, adaptations etc detail given. EB also confirmed staff always made aware and accommodate / wider picture.

-Curriculum standards - Ofsted differences detailed, skills and progression is there, LD gave staff feedback, EB confirmed lower risk ECT / staff release detail given, looking at tool and benefits of this, will not become spoonfed however will give extra time and support and freeing up of school and tweaks available. Costs given.... Cross MAT and discounted rates. CoG questioned within budgets, LGC agreed, consistency and within budgets agreed. LD gave work load reduction and benefits.

-Ofsted details new framework / model discussed. Expected standards. EB gave the benefits of the support during the visits and guaranteed and skills / progressions. SLT proposal to be made / buying power.... Scale of economies. and benefits confirmed. Professionally delivery and holding to account / adaptations.

-RE development - staffing detailed, challenges discussed, mat leave return detail given RE lead. Progression skills, vocabulary and knowledge. CoG questioned extremist behaviour in the news / national picture. either increasing and increased coverage.. Confirmed topical issues raised. EB confirmed refresher cycle, tolerance and privilege, stereotypes, PHSE and mapping out / reactive as and when, pupil level and detail confirmed. Language confirmed by all LGC member, language and promotion / values in school is exemplary. EB commented on LA the local information and events. EB to actively approach LA. Confirmed always back to British values. LGC member commented on acceptance and not over highlighting, division and fine line. Ofsted wording discussed... CoG commented on inclusion and identify what is in common. however are delivered difference as a positive.

Walk and wonder detail given up and coming. LGC member questioned LGC member role, EB confirmed he has no capacity.

-Attendance and punctuality detail given and comms. Process questioned by LGC member and feedback confirmed.

-Finances and topslice reconfirmed

-Staff work load and well being - offer and detail given, incentive and pre existing injuries considered / conditions. To minute good support from MAT.

-New join detail given. Feedback positive, highlighted key areas.

-Catering meals ... changes and amends in line with DfE. LGC member questioned linking food and health benefits, EB gave detail of new catering manager / photos / showing meals. Lunch boxes - detail / support catering manager. Wider picture and behaviours / links.

-Enrichment details given. Notice periods.... Detail given.

-Pupil numbers - local knowledge / new houses.

-Staffing changes detailed. Catering specifics given.

-CoG questioned SATs / data presentation and journey / case studies and how to detail nuance - EB confirmed, cover given, projections given, support given detailed, confirmed case studies detailed by JF.

PH questioned PA primary meaning ? EB confirmed meaning of acronym. Confirmed this years data.

Ph Director minuted well done on attendance, absence etc.

-Robust detail of school readiness - LGC highlighted comms on school readiness ... expectations from government on the push for this.

-H&S drop off / pick up detail given and specifics listed of current process, all are aware of the process, children involvement and reminder.

-AGM of PTA - priorities listed and DIY / SoS - community support workers support etc encourages.

		e) Additional Items Windows - NS & Reliant windows proposed Tuesday 28th April to meet at RC to gain quote for front 5 windows / door / Jennys office window.
11	GDPR - 5 minutes (I)	CoG confirmed N/A for this meeting.
12	Policy review - 5 minutes (I)	<u>CoG confirmed - policies go to internal lead then a board lead. for amends. and then board ratification (May 8th.)</u> These are attached for reference only, unless you are the link lead or have a specific interest and feel there has been a relevant amend to the policy to add in. Highlighted please look at polices amended by JB.
		📅 Feb - May 2026
13	Reflection - What have we achieved in this meeting that will improve outcomes for the learners in this school? - 5 minutes (I) -EYFS transitions -Staffing - decisions confirmed -Policies (confirmed and also procedure / amends confirmed CoG) -Catering -Inclusion -Curriculum -H&S -Attendance -Pupil numbers -Finance -H&S - boiler -Topslice -CEO report scrutiny -DfE funding -SEN / additional funding - background behind this -School readiness.	
14	Information / Questions to Board of Directors - 5 minutes (I)	N/A.
15	Confidentiality (Part 2 of minutes) - 5 minutes (A)	<i>Highlighted any areas to be noted as confidential to the clerk (if not done so already)</i>
16	Confirm date and time of future meetings including committee meetings if known - meeting close (A) To be scheduled in calendar 📎 Trust Dates 2026 2027.docx	

Action to be taken	Action by whom	Action by when
DfE funding / local Members to lobby local councillor and chase also ongoing at Directors level / meeting.	PH - further update	ASAP
LGC recruitment - Foundation LGC member required	All / CoG	ASAP
Funding - top slice comms / final decisions	Central / CG	ASAP

Signed

Date.....