

Links to documents tabled

CEO

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

SLT>School governance > CEO Letters

Finance

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

Head

[SM Headteachers Report to Governors April 26.docx - Google Docs](#)

Previous minutes

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

A - admin

L / Q - information / questions

D - decision required

Agenda Items															
1	Welcome and reflection start - 2 minutes	We welcome you and invite you to join in reflection, quietly on your intentions in this meeting, your own thoughts and reflections also...													
2	Apologies for Absence, Acceptance of Apologies and Quorum - 2 minutes	BS - appols received and accepted AR - MHC - apols (engaged in meetings etc) NS can chase those who have not attended / check no apologies have been sent.													
3	-Membership (end of term) -Re appointment of chair and vice chair at the start of academic year -Roles & responsibilities (confirm or change) - 5 minutes	Welcome to new governors (if applicable) Note any changes for clerk  School Governor lists and hats May 2025 in progress Please send any pen portraits / amends to NS for the website LGC page. Recruitment drive / update conversation, can re-instate, longer term plan and details discussed. Action - KS to push forward. TP - last meeting, all thanked for the time on LGC.													
4	Confidentiality (reminder) - 2 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	LGC asked to approve the previous minutes and CoG to sign at the end of the meeting. KS signed in place of BS (none attendance sent and accepted.) <table><tr><th>Item / Action to be taken</th><th>Action by</th><th>Action by when</th></tr><tr><td>Risk register - JW - re share risk register link specific to SM only. Action. Completed.</td><td>JW</td><td>ASAP / Complete.</td></tr><tr><td>Reports -Marketing of school and admissions discussed at length. Forest schools, open days, playgroups etc local links and detail discussed. Action plan JW. BS suggested strategy and all comment add to sheet / working document. -Trend across the trust and support for marketing, action JW to ask and then inform what is needed. Birthrate and national statistics discussed. Flyers distribution discussed / support, voluntary hand out.</td><td>JW / all LGC</td><td>ASAP - admissions drive - complete.</td></tr><tr><td>Reports - catering link / KS confirmed she can support JB with the actions and plan as required.</td><td>KS / JBowman</td><td>ASAP - complete</td></tr></table>		Item / Action to be taken	Action by	Action by when	Risk register - JW - re share risk register link specific to SM only. Action. Completed.	JW	ASAP / Complete.	Reports -Marketing of school and admissions discussed at length. Forest schools, open days, playgroups etc local links and detail discussed. Action plan JW. BS suggested strategy and all comment add to sheet / working document. -Trend across the trust and support for marketing, action JW to ask and then inform what is needed. Birthrate and national statistics discussed. Flyers distribution discussed / support, voluntary hand out.	JW / all LGC	ASAP - admissions drive - complete.	Reports - catering link / KS confirmed she can support JB with the actions and plan as required.	KS / JBowman	ASAP - complete
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6	Declaration of Interest Business and Pecuniary	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/1FAIpQLSfagKDknnkHL6rWKuiPK47ZTw7QRnvTwRO9ImXaRUzNWEtmvw/viewform													

	including related Party Transactions - 5 minutes	
7	LGC code of conduct	Review and suggest update as needed. Local Governing Committee (LGC) Code of Conduct 2026 <i>CEO led detail and discussion had around the code of conduct and detail behind the update and procedure behind it.</i> <i>Action - access to CoC.</i>
8	Risk Register - 5 minutes	Confirm if anything new is to be added to the document (school specific) Risk Register - SM.xlsx
9	Strong Governance review - 5 minutes	<i>Please complete new skills audit by autumn term to analysis in autumn lgc NS to re send at end of term</i> https://forms.gle/8rXUzau7bJwseFrF9
10	Reports - 30 minutes <i>Please note CEO will be present either in person or remotely for the CEO report section</i>	a) CEO report <u>Questions from BS collated to be put forward. Increase the number of school meals potentially?</u> CEO confirmed new catering manager detail, communications and detail going forward given. New menu detail also given, meeting with Heads to confirm, in line with gov uk consultation and guidelines. Scale of economies discussed. No set amount of funding per free school meal yet (universal free meals.) <u>LGC member questioned weekly meals sharing new menu?</u> JW confirmed live menu access as per trial at The Howard. <u>LGC member mentioned list the vegetarian menu option in words fully for children.</u> <u>Costs of meals questioned...</u> CEO confirmed 0.40p increase costs but relational to the costs in line / national picture given and costs else where. <u>Increase of SEN / budget detail questioned</u> - CEO confirmed new SENCo handover and role detail given. Communication and above and beyond detail discussed. <u>LGC member commented on the length of process and funding and their own experience of time scales ...</u> CEO confirmed, SENCo for Trust it is a designated role and the perks of this. CEO highlighted the H&S forms and trust model - H&S. Last report to go to CEO and safeguarding - stream line across all. KS - discussed cyber security last report. Across all areas, beneficial to do / on going - action. Team around the schools meetings detail given, Director presence vs LGC detail given and discussed. Led with highlights from report. b) Chair's and Vice Chair's Actions and correspondence -KS detail discussed - Team around the school detail given, business and curriculum meetings. NS to send all dates by end of summer term. Great meeting to go to go into detail and data and key links. c) Nominated/Link Governors Reports -BS made notes from last review and shared via email, overview RE review. All confirmed, received and read. <u>LGC member commented topic and lessons. different ways and styles / needs of the children, to minute so lovely to go in and see this. EYS lent / holy week detail given. Enthusiasm emphasised / highlight.</u> JW confirmed on pupil voice detail. <u>KS questioned if anything further needed going forward / next reviews? All confirmed H&S / finance / SEN / SCR.</u> Monitoring list to be drawn up - action. JW (LGC) Timings of meetings to decide going forward after the LGC is confirmed for September ongoing. Action. 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 / Deputy slot at start of meeting Led with highlights, document sharing and links confirmed to carry on going forward. Miss Davies wrote over view / reflect on the term in the report. Easter key highlights discussed. <i>Measuring impact of celebrations? Pupil voice suggested to gather going forward by LGC member. Showcase the impacts and take to Colton trust potentially. Also feedback to parents. ACTION.</i> <u>BS requested an example of negative behaviour levels 1 / 2 - CS / JW gave detail , SLT categorised, level 1 low level rough play etc. level 2 list (action can send list) LGC member questioned do parents know / aware of the detail? JW confirmed process and logging system, builds up a picture / overview, supports SEN support and behaviour plans, trail etc low level adds up to a bigger picture, parents would be told if there is a pattern emerging. Traffic system questioned by LGC member, does this link in - JW confirmed yes.</u> <u>Attendance - LGC member led with attendance detail of absence, information behind it and chicken pox outbreak, remove that from data as other wise skewed.....are the outbreaks taken into account with DfE? JW confirmed the correlation isnt always there, has been trying to do a bit more analysis. EYFS - questioned their data in the attendance / absence, JW confirmed from statutory school age, Specific floods / snow details given by LGC member for previous term. JW gave overview from county guide lines / welfare officer support available. LGC all confirmed the positives of keeping relationships going.</u> Detail / narrative behind data, create narrative with certain information / SEN, so it is there ready to use and show progress. Action update at next meeting and next steps or further support. Ofsted - detail discussed and data, arguments / detail to put forward. Thinking behind - strategy for narrative, EYS, comms specific ready for parents evening and impacts, JW to action letters and verbal updates. <u>Staff - BS questioned well being of staff, hours for teachers and support staff and detail behind data.</u> JW gave detail. Across number of people / nuance behind, no alarm around this. Cleaning - update given, well being.

		Staffing - any changes ongoing, detail given. Admissions - across years and confirmation given. Specifics of nursery given, local and national picture given. Cross school new joins discussed and leavers discussed. Net gain detail given. No impacts on staffing. <u>Minute from LGC member perspective from a parent - singing praises of the school. add to parent voice. LGC recommended parents eve - ask what do you love about the schools, parents view (childs voice is important but parents too.)</u> Balance budgets - finance detail discussed. Minute great report and discussions. e) Additional Items PTA - detail discussed, comment by BS and question replace / recruitment? JW confirmed comms has gone to parents, hopefully support / cross over. SATS - confirm any support available.
11	GDPR - 5 minutes	Within the last term - N/A for this meeting.
12	Policy review - 5 minutes	Policies to be circulated at point of ratification by board (for reference below policy in draft policies.) Internal lead reviews > board lead reviews > ratify in board May 8th. NS - action access folder
		Feb - May 2026
13	Reflection - What have we achieved in this meeting that will improve outcomes for the learners in this school? - 5 minutes CEO report Recruitment Attendance / absence Link governor reports Data detail - thinking strategy for ofsted Budgets Staff wellbeing Children wellbeing Policies PTA Good by and thanks from TP	
14	Information / Questions to Board of Directors - 5 minutes	N/A
15	Confidentiality (Part 2 of minutes) - 5 minutes	Highlight any areas to be noted as confidential to the clerk (if not done so already)
16	Confirm date and time of future meetings including committee meetings if known - meeting close - NS to send invites Trust Dates 2026 2027.docx Recommend attend TAS meetings - action / flow of attendance to be worked.	

Action - finance access add to folder going forward for all finance reports and share requests - SC / NS.