

Links to documents tabled

CEO

[CEO LGC report Autumn 2025.pdf](#)

Head

[SM Headteachers Report to Governors September 2025.docx](#)

Previous minutes

[Copy of Google Copy of SM LGC MINUTES SUMMER TERM CofE schools](#)

A - admin

L / Q - information / questions

D - decision required

Agenda Items																																				
1	Welcome and reflection 6.00PM start	<i>Chair welcomed and invited to join in 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	AR - apols accepted LD - JW will follow up (ID confirmed via office) NS - clerk recording (could Jan 2026 meeting please move to Monday Jan 26th please as I can clerk remote in person?) all agreed - minute thanks. Attendance tabled on webpage.																																		
3	-Membership -Re appointment of chair and vice chair at the start of academic year -Roles & responsibilities - 5 minutes	Welcome to the new parent governors / N/A for meeting. Minuted all happy to continue current process / chair. Roles and responsibilities be confirmed via email - action. Lucy - Curriculum, pupil premium. Lynn - EYFS. AR - SEND. BS - Premises, estates, finance. Kate - safeguarding / prevent, attendance and e safety. Claire - wellbeing. TP - curriculum / IT. Sarah Wood health and safety <i>Inclusion - across all areas.</i>																																		
4	Confidentiality - 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. Confirmed and signed. <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>Reports</td><td>Estates / safeguarding walk around to organise</td><td>JW / BS</td><td>BS walk around planned in safeguarding etc... will be complete by next LGC. Complete.</td></tr> <tr> <td>Reports</td><td>Push notification / IT to action JW.</td><td>JW</td><td>Carry forward. Complete.</td></tr> <tr> <td>Reports</td><td>BS commented on register audit, 6 years recording of files / notes relating to any GDPR issues? CEO / JB to check as action point. Retention schedule / policy to be checked.</td><td>CEO / JB</td><td>ASAP Retention schedule attached for all Copy of Copy of A. Record Retention Policy & Schedule Complete. CEO commented on SEND / retention schedule.</td></tr> <tr> <td>Reports</td><td>BS - marketing contacts (in relation to summer fete / on going events)</td><td>BS</td><td>ASAP. Complete.</td></tr> <tr> <td>Reports</td><td>BS questioned staff workload and well being, trends questioned? Idea of sending out a weekly question on well being, and free google gemini as a potential, data and trends recommended, also feedback to staff key action points and next steps, JW to action.</td><td>JW</td><td>ASAP. Complete.</td></tr> <tr> <td>Reports</td><td>Audit reviews to share</td><td>JW</td><td>When available. Complete.</td></tr> <tr> <td>Training needs</td><td>National college, any queries or log ins needed</td><td>NS</td><td>Complete.</td></tr> </tbody> </table>			Item	Action to be taken	Action by whom	Action by when	Reports	Estates / safeguarding walk around to organise	JW / BS	BS walk around planned in safeguarding etc... will be complete by next LGC. Complete.	Reports	Push notification / IT to action JW.	JW	Carry forward. Complete.	Reports	BS commented on register audit, 6 years recording of files / notes relating to any GDPR issues? CEO / JB to check as action point. Retention schedule / policy to be checked.	CEO / JB	ASAP Retention schedule attached for all Copy of Copy of A. Record Retention Policy & Schedule Complete. CEO commented on SEND / retention schedule.	Reports	BS - marketing contacts (in relation to summer fete / on going events)	BS	ASAP. Complete.	Reports	BS questioned staff workload and well being, trends questioned? Idea of sending out a weekly question on well being, and free google gemini as a potential, data and trends recommended, also feedback to staff key action points and next steps, JW to action.	JW	ASAP. Complete.	Reports	Audit reviews to share	JW	When available. Complete.	Training needs	National college, any queries or log ins needed	NS	Complete.
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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 Pecuniary - interests form - N/A for this meeting. All on the table of the training sent to all - complete. https://docs.google.com/forms/d/e/1FAIpQLSfagKDknnkHL6rWKujPK47ZTw7QRnvTwRQ9ImXaRUzNWETmvw/viewform
7	Strong Governance review - 5 minutes	NEW JOIN LGC MEMBERS TO COMPLETE SKILLS AUDIT https://docs.google.com/forms/d/1XmDMogySp8b607hwc-eGarrHi7eKKv5GiprD-y9cBms/edit?usp=drivesdk Gov training discussed (yearly inset training) NS to resend all links for training, due to National college not releasing new links to training etc. Action NS. Complete
8	Reports - 30 minutes <i>Please note CEO will be present either in person or remotely for the CEO report section</i>	<p>a) CEO report</p> <ul style="list-style-type: none"> -Highlights given strength of schools, like schools, national picture, ranking of trust in line with national comparison discussed. -CEO gave highlights of curriculum standards meeting school and LGC chair attended. -Attendance, and persistent absence discussed. -Team around school meeting discussed, agenda and how they work. -Budget and school deficits discussed national pictures. -Kitchens menu detail given and communications going forward. -Recruitment and risk register discussed. LGC each body / detail. <p>Thanks given to all, time and date for review set.</p> <p>b) Chair's and Vice Chair's Actions and correspondence</p> <p>BS discussed curriculum standards meeting. Questions posed by vice chair to be detailed in reports, training titles and dates discussed. Summary of review to be provided by JW, 3 reviews a year.</p> <p>c) Nominated/Link Governors Reports</p> <p>Review planned in, to feedback separately after.</p> <p>d) Headteacher's report</p> <ul style="list-style-type: none"> -Data and evidence given for SATs and transition. Data strong. -Greater depth discussed. -National comparison given / discussed. -New cohort specifics / detail given. -Phonics and EYFS data and detail given. -SEND specifics / detail given. Cohort specifics given -BS questioned any learnings? JW gave backdated date and projections. -Time tables discussed. -Governor questioned attendance... countywide initiative discussed, national initiative discussed, data / specifics given. -Inclusion discussed -Admissions pupils detail discussed -Exit interviews discussed / pupils and staff -Funding discussed. -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/ inform what is needed. Birthrate and national statistics discussed. Flyers distribution discussed / support, voluntary hand out. <p>e) Additional Items (agreed by Chair and Head prior to agenda being sent)</p> <ul style="list-style-type: none"> -Positive note - of new builds on power station site, admissions going forward.
9	Risk Register - 5 minutes	Opening of new local school to add on to school specific register, pupil admission trust.
10	GDPR - 5 minutes	N/A
11	Policy review - 5 minutes	<p>Policies to be circulated at point of ratification by board, all confirmed aware and ratify once sent on along side board.</p> <p><u>H&S</u> <u>SEN</u> <u>Sex & Relationship Education Policy</u> <u>Safeguarding & Child Protection</u> <u>School relationship behaviour (to resend following further amends across all schools)</u></p>
12	Reflection - What have we achieved in this meeting that will improve outcomes for the learners in this school? - 5 minutes	<p>Attendance Admissions Marketing strategy Curriculum standards Team around schools sessions Data on leavers / new joins Policies</p>
13	Information / Questions to Board of Directors - 5 minutes	N/A.
14	Confidentiality (Part 2 of minutes) - 5 minutes	Areas to be noted as confidential to the clerk separate minutes.
15	Confirm date and time of future meetings including committee meetings if known - meeting close	NS confirm date with BS / JW. (as above Monday 26th Jan 2026 - 6PM)

Actions arising

Item	Action to be taken	Action by whom	Action by when
7 - Strong governance review	Platform national college - all to confirm can log in	All LGC / NS	ASAP
8 - Reports	<p>-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.</p> <p>-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.</p>	JW / BS	ASAP

Signed..... Date.....