




Governor	Type	Responsibility	Term of Office End Date
Helen Robertson	Community - Chair		01.02.2027
Polly Embury	Grandparent/Community	Curriculum, English	01.02.2027
Jackie Tyler	Community Member	Early Years & SMSC	01.02.2027
Carolyn Gavin	Community Member / Vice Chair	SEND, Pupil Premium, Wellbeing, Vulnerable Groups	01.02.2027
Lesley Bovington	Grandparent/Community	Finance, Health and Safety, Premises, Sports Premium	01.02.2027
Chris Billingham	Community Member	English, EYFS, (Early Years)	01.02.2027
Jon Wynn	Head Teacher		Ex-officio

**Links to documents tabled:**


Previous minutes

-  MINUTES - Copy of The Howard LGC AUTUMN TERM
-  CONFIDENTIAL Copy of MINUTES The Howard LGC AUTUMN TERM

CEO report

-  CEO report to LGC January\_February 2025.docx.pdf

Head Teacher report

-  TH Headteachers Report to Governors January 2025

Standing items for all meeting – see below for key items for each term					
1	Welcome and reflection 6.00PM	We welcome you and invite you to join in reflection, quietly on your intentions in this meeting, your own thoughts and reflections, if you do not wish to. Chair led with a reflection and welcomed all.			
2	Attendance 6.05PM	Recorded.			
3	Apologies for Absence, Acceptance of Apologies and Quorum 6.05PM	Jackie Tyler apols given in advance to the clerk, accepted. Minute to wish a speedy recovery. Chair reminded all of the need to apologise in advance.			
4	Nomination / Re appoint Chair and Vice chair 6.10PM	To confirm the appointment of the Chair and Vice Chair for this Academic Year. Confirmed.			
5	Governor roles and responsibilities 6.15PM	Individual Governor roles and responsibilities to be agreed and approved. Detailed conversation around the roles and responsibilities, cohesive community, overlaps are acceptable. PTA committee discussed, HR volunteered to do this / be representative. Check list to take place and go through with Jon separately. Action HR / JW. Roles and responsibilities document being developed by CEO discussed also for Directors.			
6	Membership 6.20PM	Confirmed.			
7	Confidentiality 6.25PM	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.			
8	Minutes of the Previous Meeting 6.25PM	Signed by HR chair and to be filed in the school.			
9	Matters arising From Previous meeting 6.30PM				
		Item	Action to be taken	Action by whom	Action by when
		6. Roles and responsibilities	Discussion around responsibilities outstanding, finance vacancy, Chair to confirm finance lead. Action.	HR	ASAP / links to below point / ongoing discussed
		6. Roles and responsibilities	Chair to send list of governors and roles / responsibilities - to sense check.	HR	ASAP/ ongoing discussed
		11. Pecuniary interests	NS / JB to check that everyone has completed pecuniary interests / all governors to complete if they have not yet done so	NS / JB / LGC members	Reminded for current term if needed please add as needed any updates
		12. Strong governance review	Plan another separate meeting and send any feedback / plan to CEO	HR / JW	ASAP/ Detail conversation on going reviewing plan
		13. Reports	CG to check communication with Directors attendance of LGC - NS to check invites also.	CG (CEO) NS	Complete / added on each invite
		14. Risk register	Check boiler is on risk register	NS	Complete / JB added

10	<b>Declaration of Interest Business and Pecuniary including related Party Transactions 6.40PM</b>	If any further updates are needed prompted to do so.
11	<b>Strong Governance review 6.40PM</b>	<i>RAG rating to take place.</i>
12	<b>Reports 6.45PM</b>  <b><i>Please note CEO will be present either in person or remotely for the CEO report section</i></b>	<p><b>a) Chair's and Vice Chair's Actions and correspondence</b>  School visits discussed, support for Head Teacher discussed, strategic support where needed / offered.  Support thanked from all to JW.  Positive meeting taken place.  Kitchen details discussed. Action planned and next steps discussed, works completed discussed / estates work completed discussed. Kitchen cook and trust work discussed. Benefits discussed. Streamlining across admin and also flow of kitchen discussed in detail and positive impacts.  Governor questioned around any further actions needed, JW gave detail around the trust catering manager across the trust visits and discussed the cycle of checks in place on these visits.  Chair highlighted further positives to the flow of the kitchen and positives of decreasing risks.</p> <p>To minute HR led the conversation around the business case on the potential new classroom and expanding the school further.</p> <p><b>b) Nominated/Link Governors Reports</b>  N/A for this meeting</p> <p><b>c) CEOs report</b>  CG led the conversation with any questions or anything picked up on that is interesting with in the report?  Governor probed numbers, all realise smaller school and smaller co hort.  Strong attendance discussed.  Attendance register audit in March, discussed up and coming.  Growth pointed out, potential fit schools, diocese detail given. Agenda away day discussions planned and feedback after this.  National picture discussed under new government.  Governor discussed around locality and geographic significance, CG confirmed and also champions discussed as potential buddy system for schools under growth model.  Governor probed finance and uplift of teacher pay rise, CG responded this wont be fully funded by Government. Pay award and gap and budgets balance for next year, in November budget setting a better picture can be gained. Further detail around staffing finances discussed and projections.</p> <p>CEO left at 6.45PM after CEO report highlights.</p> <p><b>d) Headteacher's report</b>   JW led with highlights, attendance across Autumn really busy time and the hard work of staff to minutes. Pantomimes and other extra curricular activities discussed, thanks to all.  Community feel and church discussed HR thanked to all staff and JW.  Staff and great team effort, thank you to all.</p> <p>Leader ship course teacher discussed Mrs Fallows, congratulated.  Attendance strong.  Persistent absence strong , further detail given on this.  Process discussed nationally and locally.</p> <p>Performance management discussed, staff meeting discussed performance and reflections taken place, ideas creativity discussed, benefits of the children discussed and the benefits to the staff also.</p> <p>Pulse survey discussed.  Strong in Autumn term, positives and high numbers.</p> <p>General works in the school kitchen discussed  September double glazing, extra classroom  Boiler discussion, detail given on proposals, planning discussed.  Drainage discussed, potential ways of paying discussed further.</p> <p>Review date discussed and members invited please, JW and members action.</p> <p><b>e) Safeguarding</b>  Discussion and probes from LGC members.</p> <p><b>f) Curriculum and standards, attendance etc.</b>  Writing numbers / data probed, deputy gave further detail behind the numbers.  Interventions discussed and progress discussed, absence and pupil premium and persistence absence discussed and impacts.  JW gave strong data and detail behind the relevant year groups. Sustainability and progress discussed.  Chair questioned the process of writing, Deputy discussed the reasons behind this and reflection of children once work is completed.  Reading detail discussed. Progress made.  Further co hort discussed around reading data. Pupil engagement discussed and detail given.  Governors questioned challenges on in year admissions. JW gave the detail behind in year admissions, and the impacts discussed, smaller nurturing environment.  Governor questioned further support needed ? JW gave detail of volunteers on top of already in place staff interventions.  Potential of further details of potential volunteers given.</p> <p><b>g) Admissions and pupil overview</b>  In year admissions and impacts discussed.  Demographics of travel discussed to the school and impacts on admissions, car parking discussed, Governors gave details on places to park and safe places to park. All gave recommendations. Present problems potentially. HR in contact with village walk committee, position to be stated, access discussed, potential to speak / communications to parents different access routes, safe walking routes through. Action, aerial view of school and access routes to be communicated, action. Speak to MS as has done an aerial view. Preparation for September.  Potential of building confidence and opening out the small community of how other routes are accessible and support independence for children.  Potential of year groups and options, narrow down needs and gain data JW. Could still ask for support for those who need it once data discussion has happened. Increased numbers from further out.</p> <p>Clerk left at 7.30PM</p>
13	<b>Risk Register 7.15PM</b>	N/A for anything to add to the document.

14	GDPR 7.15PM	Confirmed no further detail checks / or breaches.
15	Policy review 7.15PM	Any relevant policies to discuss (Dependent on Trust manage cycle and whether policies have been ratified at Directors, LGC to review and discuss changes where relevant). All have been shared in line with Feb 7th ratification of Directors.
16	<b>Reflection - What have we achieved in this meeting that will improve outcomes for the learners in this school? 7.20PM</b>  Roles and responsibilities of LGC and PTA Visibility of LGC Safe guarding Curriculum standards Admissions and pupil over view numbers Local offering / visibility of school Estates, local carpark / walking to school options.	
17	Information / Questions to Board of Directors 7.25PM	N/A for this meeting.
18	Confidentiality (Part 2 of minutes) 7.30PM	As recorded.
19	Confirm date and time of future meetings including committee meetings if known 7.30PM	

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

Actions arising

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Head teacher report	Aaerial view of school and access routes to be communicated, action. Speak to MS as has done an aerial view. Preparation for September.	HR / JW	ASAP

HR to send new email address to NS