

Links to documents tabled

CEO

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

SLT>School governance > CEO Letters

Head

[Summer 26 - SLT - Google Drive](#)

Finance

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

Previous minutes

 **Copy of The Howard LGC minutes Spring 2025 - 2026**

 **Copy of The Howard LGC CONFIDENTIAL minutes Spring 2025 - 2026**

n3A - admin

L / Q - information / questions

D - decision required

Agenda Items											
1	Welcome	Welcomed all and remind and reflect the purpose of why we are meeting together to support best outcomes for the pupils in school and support Trust 7 schools wide.									
2	Apologies for Absence, Acceptance of Apologies and Quorum - 2 minutes	Apols absence CG - accepted									
3	-Membership -Re appointment of chair and vice chair at the start of academic year -Roles & responsibilities (confirm or change) - 5 minutes	NA for new welcomes Welcome to new governors (if applicable) Please send any pen portraits / amends to NS for the website LGC page. Note any changes for clerk School Governor lists and hats May 2025 in progress <i>-Recruitment discussion - and consideration - JW to send letter / comms</i> <i>-HR - support offered with CB and Polly</i> <i>-HR to email over roles and responsibilities as detailed in meeting.</i>									
4	Confidentiality (reminder) - 2 minutes	Chair confirmed - 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. Copy sent to office to sign. <i>-Complete and signed / office to follow the procedure of file and storage. Signed by previous CoG on the meeting as standing in.</i> <table><tr><th>Item / Action to be taken</th><th>Action by</th><th>Action by when</th></tr><tr><td>9 - reports - Allergy reminder as and when needed to be shared on packed lunch days and outside of this, action JW.</td><td>JW</td><td>ASAP and as and when packed lunches happen. Update given, packed lunch days / details given, confirmed will reemphasise and bring to attention the allergies etc as and when lunch notification is sent. <i>BB question how many children with allergies? JW gave the detail and confirmed to re emphasise and confirm. To have this on as always, nut aware school / possible wording discussion and recommended by BB.</i></td></tr><tr><td>9 - reports - Arbor for menu options - ongoing.</td><td>JW</td><td>As and when appropriate - New menu and catering options detail given by JW (more detail to follow after SLT w/c 27th April) <i>LGC members asked around cost increases? - JW update after SLT</i></td></tr></table> <i>Robust conversation on allergy etc, H&S discussed by all, further detail as above, specific website and government guidelines referenced.</i>	Item / Action to be taken	Action by	Action by when	9 - reports - Allergy reminder as and when needed to be shared on packed lunch days and outside of this, action JW.	JW	ASAP and as and when packed lunches happen. Update given, packed lunch days / details given, confirmed will reemphasise and bring to attention the allergies etc as and when lunch notification is sent. <i>BB question how many children with allergies? JW gave the detail and confirmed to re emphasise and confirm. To have this on as always, nut aware school / possible wording discussion and recommended by BB.</i>	9 - reports - Arbor for menu options - ongoing.	JW	As and when appropriate - New menu and catering options detail given by JW (more detail to follow after SLT w/c 27th April) <i>LGC members asked around cost increases? - JW update after SLT</i>
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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	LGC code of conduct	Local Governing Committee (LGC) Code of Conduct 2026 - Action all to sign whole LGC group include Head. Confirm signature needed (not on risk register but on code of conduct)									
8	Risk Register - 5 minutes	Confirm if anything new is to be added to the document (school specific) Risk Register - TH.xlsx (this is the link shared by JB to confirm from the shared drive) Risk Register - Risk Register.pdf									

		TRUST Risk register as requested - please do not amend  Risk Register - Risk Register.pdf N/A - for this meeting to add anything on. <u>LGC member commented on admissions numbers and reception included / plus nursery.</u> JW and school office to action if not exact wording amend to these areas.
9	Strong Governance review - 5 minutes	<u>Please complete by autumn term for analysis in first lgc autumn meeting - NS to re send prompt end of summer term</u> https://forms.gle/oR59jb9YEMwtYfCk8
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 Apols sent and accepted. <u>LGC member asked a question regarding reception intakes vs trust, in terms of being 'school ready'.</u> JW confirmed no data or analysis done yet, further detail given baselines social, emotional, hygiene etc. JW to use analysis going forward. Settling in detail given and discussed. <u>LGC member questioned the confidence around curriculum in terms of changes PHSE, language and confidence...?</u> JW confirmed, policy has been updated / to be shared with staff and parents, form for confidence and competence, PHSE crafted detail to be shared. <u>LGC questioned national college learning available?</u> JW confirmed yes, and minimal changes on curriculum as already had the operational flow as recommended. <u>LGC member questioned internal audits list?</u> - action to gain list and share. NS to gain and share / complete during meeting. GDPR and safeguarding conversation in relation to LGC members outside / employment experience. b) Chair's and Vice Chair's Actions and correspondence / c) Nominated/Link Governors Reports - LB -Chair read out highlights to the whole LGC Nursery and grant highlights given, confidential meeting and thank to CEO for availability Catering discussed, pressure points detailed PE report enrichment trips, admissions for nursery and SEND. -CG - training up to date (confirmed.) -Budgets discussed, JB meeting to attend. -LB - H&S report, Elite plan reviewed, school gate and perimeter fence, walk arounds / pupil voice to be added to holistic view and involved. Wi fi - noted. Action - any issues collate and highlight, raise with staffs tech / follow process, can escalate if needed. -Lockdown procedure. Facilities, disabled toilet discussed... JW confirmed can run with the Elite visits as always. NS to send out the H&S visit invites. Parago discussed. Commented on defib in the village hall general information only. <u>-LGC member commented on pupil numbers for after school club / care and ration numbers, age ranges also discussed, timings given as well, emergency / who is in the building until the end of care club?</u> JW confirmed always in ratio and always a member of staff in the building, walkie talkies access and link detail given. To minute brilliant cover for the care clubs. Also allergy and relevant training and checks needed have taken place. <u>LGC member questioned first aid training in total across the school ...</u> JW confirmed detail of relevant staff and the training. JW confirmed the up coming training as part of inset and the cycle of the training ... SLT changes after w/c 27/4 can be cascaded. <u>-LGC member comment on SCR - ID detail needed, access / IT detail given. Schedule of / time table of checks.</u> JW already actioned, confirmed. <u>Training - LGC member commented on national college / volunteer course option not selectable.</u> Action NS / JW completed. JW passed on thanks for all information / reviews / visits. Safeguarding - CG Curriculum and standards SEN and local offer Finance - TAS business coming up - JW to action dates Invites sent during meeting NS Estates - Parago detail given ... Taylors / Ellen ... Health & Safety - cleaning contract ideal solutions / end of contract? 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. Confirm any support Ellen needs to contact NS. Any monitoring can be completed on this form: https://forms.gle/e1AYiXAK1SSfNZyG8 d) Headteacher's report Access issues to re send and send PDF - The Howard agenda send to individual names... action contact staffs tech. Completed during meeting/ contact made. Agenda was send on April 14th, to confirm JW received the reports but LGC did not (included on the email) LGC flagged on April 23rd, meeting on eve of 23rd. Action, extra reminders to LGCs. Led with highlights, minute how busy the term previous was, hardwork but highlights of enrichment given. Mothers day /// Easter etc ... Internal reviews, RE, Safe guarding, English, behaviour and standards really pleased best it has ever been, calm and happy children. End of year data discussed, Yeas 6 SATS , year 1 phonics. County council meeting detail discussed, data positives given and to minute. Celebration. <u>LGC asked about illness and time off during the SATs week...</u> JW gave detail and restrictions, and the next weeks timings to do the exams.

		SATs week support. Review dates given. 12th June confirmed. PTA to note and minute, raising funds and the events / plans taken place. LGC - offered to help as ever, PTA to share plans if needed / schedule action. JW. -Boiler update given, new heaters / connection dates given. -Staff wellbeing questioned... JW gave detail and next years staffing plans and positives. -Enrichment details shared by LGC member / experience detail given. School trips up coming and full detail given. -Admissions questioned final numbers - JW confirmed, process confirmed to LGC member. <i>Thanks to minute of paper work of Head and LGC member to all.</i> <u>LGC mentioned IT going forward .. point to raise at another meeting. lacking .. Elford links or supports networks.</u> e) Additional Items (agreed by Chair and Head prior to agenda being sent) LGC member commented on any free or lower costs resources, all aimed at deficits schools, qualifications criteria given. N/A.
11	GDPR - 5 minutes	Within the last term
12	Policy review - 5 minutes	<i>To confirm read / no further comment at this time.</i> All reminded of the below ... Policies to be circulated at point of ratification by board (for reference below policy in draft policies) TO CONFIRM - policies go to internal lead, then a board lead, for amends, and then board ratification (May 8th.) 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.
		Feb - May 2026
13	Reflection - What have we achieved in this meeting that will improve outcomes for the learners in this school? - 5 minutes	Enrichment detail - congratulated After school club reassurances Policies Heads report scrutiny CEO report scrutiny PTA Health & safety focus Link review documents and reviews Decisions on actions - catering options menu and decision on wording for allergies. Attendance - congratulate.
14	Information / Questions to Board of Directors - 5 minutes	Information to be shared with Board of Directors Recommendations to present to the board of directors Questions to be posed to Board of Directors <i>N/A for this meeting and BB - Director present. However LGC member confirmed the link between the LGC and Directors relations are really good, to minute, supportive working systems. Example given of previous actions and feedback given. To minute what a good relationship we have. CEO.</i>
15	Confidentiality (Part 2 of minutes) - 5 minutes	Highlight any areas to be noted as confidential to the clerk (if not done so already) N/A for this meeting.
16	Confirm date and time of future meetings including committee meetings if known - meeting close - NS to send invites	
	Trust Dates 2026 2027.docx	

Item / Action to be taken	Action by	Action by when
IT / Wi fi - collate significant issues and report back to staffs tech	School / JW	<i>As it happens</i>
PTA to share fund raising plans with all LGC	JS / PTA	<i>Autumn term for 26/27</i>

-Internal audit list shared on April 23rd to all LGC.

-Elite dates shared with H&S link Director.

Sign Date