

<u>LGC member</u>	<u>Type</u>	<u>Responsibility</u>	<u>Appointed date or re appointed date (term of office start date)</u>	<u>Term of office end date</u>
Jon Wynn	Head Teacher Member (Ex Officio)		Ex - officio 01.02.23	01.02.27
Helen Robertson	Community Member (Chair)		01.02.23	01.02.27
Carolyn Gavinson	Community Member	SEND, vulnerable groups, pupil premium, wellbeing	01.02.23	01.02.27
Jackie Tyler	Community Member	Early Years & SMSC (spiritual, moral, social & cultural) wellbeing, British Values	01.02.23	01.02.27
Lesley Bovington	Community Member	Finance, health & safety, premises, sports premium	01.02.23	01.02.27
Polly Embury	Community Member	Curriculum	01.02.23	01.02.27
Harriet Jennings (Deputy)	Staff Member	SMSC (spiritual, moral, social & cultural) wellbeing, British Values	01.02.23	01.02.27
Daniel Quin			01.05.25	01.05.29
James Branagh			01.05.25	01.05.29

Links to documents tabled:



CEO report

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

Head

 [TH Headteachers Report to Governors April 2025](#)

Previous minutes

-  [Copy of The Howard LGC Minutes SPRING TERM agenda](#)
-  [Copy of CONFIDENTIAL The Howard LGC Minutes SPRING TERM agenda](#)

A - admin

L / Q - information / questions

D - decision required

<u>Standing items for all meeting – see below for key items for each term</u>		
1	Welcome and reflection 6.00PM	<i>We welcome you and invite you to join in reflection, quietly on your intentions in this meeting, your own thoughts and reflections also...</i>
2	Attendance 6.05PM	
3	Apologies for Absence, Acceptance of Apologies and Quorum 6.05PMN	<p>Any apologies for absence that have been received should be reported. The board must then decide whether or not to accept those apologies. Governors who do not participate in full board meetings for more than six months without their apologies being accepted by the board are <i>automatically disqualified</i>. Therefore, absentees need to be recorded. It is a statutory requirement for schools to publish on their website the attendance record for all Governors and Associate Members at board and committee meetings over the last academic year and going forward into the next academic year. This document needs to be updated as soon as is practicable after a meeting has taken place.</p> <p>Welcome to Dan / James and introductions took place. LB apologies JT apologies</p> <p>Introductions and round the table. To note BB link Director attendance.</p>
4	Nomination / Re appoint Chair and Vice chair 6.10PM	N/A for this meeting. Action - autumn / spring / summer NS amend back to termly agendas.
5	Governor roles and responsibilities 6.15PM	To distribute further / roles and responsibility. Action - autumn / spring / summer NS amend back to termly agendas. Action send over the roles / responsibilities table NS.
6	Membership 6.20PM	Discussed skills set and investment, great member group.
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	The LGC is requested to approve the attached minutes of the previous meeting as a true record and confirm when the clerk will make them available for inspection, together with the agenda for that meeting, and any reports or other papers considered at that meeting. Recordings of virtual meetings are not acceptable as minutes. The minutes are to be signed by the COG. It is expected that each page will be numbered and initialled by the COG. (Consideration needs to be given as to how this will be achieved during a virtual meeting and what arrangements have been made for the actual signature to be included on the paper copy of the minutes).

		<table><tr><th>Item</th><th>Action to be taken</th><th>Action by whom</th><th>Action by when</th></tr><tr><td>6. Roles and responsibilities</td><td>Discussion around responsibilities outstanding, finance vacancy, Chair to confirm finance lead. Action.</td><td>HR</td><td>Complete - JW re send list</td></tr><tr><td>6. Roles and responsibilities</td><td>Chair to send list of governors and roles / responsibilities - to sense check.</td><td>HR</td><td>Complete - JW re send list</td></tr><tr><td>11. Pecuniary interests</td><td>NS / JB to check that everyone has completed pecuniary interests / all governors to complete if they have not yet done so</td><td>NS / JB / LGC members</td><td>Complete</td></tr><tr><td>12. Strong governance review</td><td>Plan another separate meeting and send any feedback / plan to CEO</td><td>HR / JW</td><td>Action plan - reviewing going forward / Rag rate / reshare plan JW action</td></tr><tr><td>12. Head teacher report</td><td>Aerial view of school and access routes to be communicated, action. Speak to MS as has done an aerial view. Preparation for September.</td><td>HR / JW</td><td>Ongoing / aerial map Director qstd GDPR - no issue to note. Parents / organisation of school routes.</td></tr></table>	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	Complete - JW re send list	6. Roles and responsibilities	Chair to send list of governors and roles / responsibilities - to sense check.	HR	Complete - JW re send list	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	Complete	12. Strong governance review	Plan another separate meeting and send any feedback / plan to CEO	HR / JW	Action plan - reviewing going forward / Rag rate / reshare plan JW action	12. Head teacher report	Aerial view of school and access routes to be communicated, action. Speak to MS as has done an aerial view. Preparation for September.	HR / JW	Ongoing / aerial map Director qstd GDPR - no issue to note. Parents / organisation of school routes.
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9	Matters arising From Previous meeting 6.30PM	Matters arising from the minutes which are not covered elsewhere on the agenda or included in committee, Headteacher or nominated governor reports. - as above																								
10	Declaration of Interest Business and Pecuniary including related Party Transactions 6.40PM	<p>Local governors are reminded of the requirement for them to update the register of business/personal interests on an annual basis or if there is a change in circumstances or on appointment or election to the board. This register must be available in school and must be included on the school website</p> <p>Anyone entitled to attend a meeting should declare an interest in respect of anything covered at that meeting if:</p> <ul style="list-style-type: none">• There may be a conflict between their interests and those of the LGC• A fair hearing is required and there is reasonable doubt about their ability to act impartially.• They have a pecuniary or a personal interest. <p>It may be appropriate that they withdraw from the meeting whilst the matter is considered, and they will not be able to vote. Consideration needs to be given as to how this will be achieved during a virtual meeting. The use of waiting rooms in the virtual environment are ideal for this.</p>																								
11	Strong Governance review 6.40PM	<p>NEW JOIN LGC MEMBERS TO COMPLETE SKILLS AUDIT</p> <p>https://docs.google.com/forms/d/1HheQXNZYcdUc3H8Xyl_7IGj02wvaWvM3zVwZv64GUX0/edit?eops=0</p> <p>Update on Governor audit and overview – review , RAG rating and next steps (can be developed with a working party).</p>																								
12	Reports 6.45PM Please note CEO will be present either in person or remotely for the CEO report section	<p>a) Chair’s and Vice Chair’s Actions and correspondence N/A</p> <p>b) Nominated/Link Governors Reports JW prompted the reports feedback to commence from next LGC meeting. Various events discussed in brief. Learning for staff, pupils and LGC.</p> <p>c) CEOs report Questioned by LGC member regarding detail behind staff / pupil voice, pupil voices coming up, EYFS an SEN review coming up. CEO thanked for picking this up. CEO confirmed detail against school development plan. Details given on pupil voice and pulse survey for staff. Reviews discussed and time scales / areas.</p> <p>Financials confirmed by all LGC can see the challenging position for schools / national picture. Discussion around the surplus and deficit and comparisons drawn and made. JW confirmed questions from parents and his responses so far, national picture, CG confirmed the trust updates to staff, also SoD for central team up and coming (showing all work central that would have been LA.) CG / SC did work around the 3 - 5 % top slice that trusts charge vs the LA 30% top slice. Details of other top slice % of the other schools. CG confirmed to LGC member who probed trusts growth plan, the gov agenda change and grant funding that has been taken away and the legal fees and lack of funding. Potential of growth and running as 2 hubs. Offerings, curriculums, family working as advantage point. The Howard progress and plans discussed, nursery and growth discussed.</p> <p>d) Headteacher’s report Highlights discussed, attendance review with LA discussed. External review audit of registers discussed. Punctuality discussed. Reasons and support offered details discussed. Behaviour detail given, new Arbour system discussed. Monitoring areas discussed, feedback and communication to parents discussed. Accident analysis discussed. School development discussed, key theme detail given. Creativity discussed. Chair questioned afterschool club provision, HJ gave details and workshop.</p> <p>Budget discussed and detail of link to pupil funding Marketing and reputation positive discussion PAN detail discussed, vs other local areas. Structures going forward discussed and presented in detail. Director and LGC confirmed to new LGC members the positives and long term visions were understood for long term growth. Funding discussed in chunks, 15 and 30 (additional hours etc detail given) St Marys example given by exec Head. Private nurseries and timings discussed before pre school. Marketing and paper work discussed along side time scales. Director questioned the curriculum and EYFS splits. JW gave detail.</p>																								

		<p>LGC questioned any specific support needed from LGC, JW confirmed recruitment, marketing and communications. Reassuring voice continuity between school and community.</p> <p>e) Safeguarding Update Receive numbers of referrals etc. (See table) Outcomes of supervision</p> <p>f) Curriculum and standards, attendance etc. Discussed attendance.</p> <p>g) Admissions and pupil overview Potential changes discussed and benefits.</p> <p>h) SEN (and Local offer)</p> <p>i) Finance Detail of model plan 3 years discussed, strategic picture of all schools and whole Trust.</p> <p>j) HR and recruitment HR discussions / staff changes update. Pulse survey and pupil voice discussed. LGC commented on language and direct feedback really appreciative, helps LGC. Every one has a voice, staff, pupil and all welcomed.</p> <p>k) Estates and Health and Safety Discussed the on going boiler location and planning stages, location discussed. May / Summer on wards the work can start. CIF bid and details given. Monies available however stalled due to various planning issues. Robust conversation around back story covered. Funding for schools discussed. JW to send report on to LB.</p> <p>Catering provisions - all work done on the report discussed. Work has been completed, so when the inspection comes again the rating will change. Further detail with schedule and stars discussed. Communications with parents discussed. Links to boiler discussed.</p> <p>l) School items Detailed discussion re routes to school / walking encouragement vs all car drop offs. HR to action working party together to support. Director questioned GDPR - HR confirmed no names etc. PTA discussed, solid funding source. HR raised succession planning for PTA.</p> <p>m) Spirituals, Moral, Social & cultural distinctiveness Discussion SMSC HJ lead. British values discussed, up coming creative value. LGC members reminded the up coming social events in the community.</p> <p>Governor training needs -DfE: School food standards updated guidance - This suite of guidance has been updated to include information on an pilot online training course for school governors and trustees: "This is a targeted online training programme, designed to provide governors and trustees with the skills and expertise to understand their responsibilities concerning school food, and to develop and champion their own whole school approach to food. The training is available to all and is free to complete.</p>
13	Risk Register 7.15PM	Confirm if anything to add to the document. N/A.
14	GDPR 7.15PM	Confirm any detail checks / or breaches. N/A
15	Policy review 7.15PM	Relational behaviour policy discussed / share for LGC / Directors.
16	Reflection - What have we achieved in this meeting that will improve outcomes for the learners in this school? 7.20PM Welcome and detail give for the agenda to new join LGC Scrutiny of CEO report Finance School development plans Growth Social community plan Estates / H&S.	
17	Information / Questions to Board of Directors 7.25PM	N/A
18	Confirm date and time of future meetings including committee meetings if known 7.30PM	

Signed Date.....

Item	Action to be taken	Action by whom	Action by when
4. Agendas	Amend agendas	NS	Autumn
5. Roles and responsibilities	Review roles and responsibilities	All	Autumn
12. Strong governance review	Plan another separate meeting and send any feedback / plan to CEO	HR / JW	Action plan - reviewing going forward / Rag rate / reshare plan JW action
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12. Head teacher report	Action plan to support walk / routes to school	HR	ASAP
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