

**MINUTES OF THE ST. MARY'S CofE PRIMARY SCHOOL
LGC MEETING**





18th September 2023, 6.00pm, St. Mary's


Attendees:	Governor	Type	Responsibility	Term of Office End Date
	Lucy Hastings (LH)	Parent	Maths, Curriculum, Sports Premium, Pupil Premium, English, Early Years	30.01.2027
	Claire Smith (CS)	Staff	Wellbeing	30.01.2027
	Kate Staples (KS)	Parent - Vice Chair	Safeguarding, Prevent, e-Safety and Attendance	30.01.2027
	Ben Sykes (BSy)	Parent - Chair	Premises and Estates, Health and Safety, Finance	30.01.2027
	Sarah Wood (SW)	Foundation		30.01.2027
	Jon Wynn (JW)	Headteacher		Ex-officio
Apologies:	Anna Thompson (AT), Parent Governor			
Also in attendance:	Charlene Gethin (CEO) Nicola Saint (Clerk)			
Documents circulated prior to the meeting	<p>Reports:</p> <ul style="list-style-type: none"> Headteachers Report to Governors CEO LGC report Policies for ratification / Directors <p>Agenda:</p> <ul style="list-style-type: none"> LGC Agenda Autumn TERM <p>Accounts:</p> <ul style="list-style-type: none"> P11 Accounts <p>Previous Minutes:</p> <ul style="list-style-type: none"> 3434 FINAL DRAFT MINUTES LGC St. Mary's 24.04.2023 3434 FINAL DRAFT PART 2 CONFIDENTIAL MINUTES LGC St. Marys 24.04.2023 			

The meeting started at 6.00pm.

Item	Agenda Title	Minutes
1.	Welcome	The Chair opened the meeting and thanked everyone for their attendance.
2.	Prayer	Trust CEO led the opening prayer.
3.	Attendance	NS completed attendance register on the shared drive.

		Action: NS to gain support from JB on publishing attendance register / minutes on school / Trust website. 
4.	Apologies for Absence, Acceptance of Apologies and Quorum	<p>Apologies were received and accepted from Mrs. Anna Thompson, who was unable to attend.</p> <p>JW, agreed to check in on the Governor role and availability going forward of AT. Wider conversation continued on the number of attendees to LGC meetings, BS / JW / CG.</p> <p>CG comments on numbers of the board at the moment work well. Plan and action to merge TH / SM LGC meetings going forward from Feb 2024.</p> <p><i>BS has an interested party for the role/ joining the Governing board, BS agreed to move forward with that conversation.</i></p> <p>Action: JW confirm Governor role for AT going forward. Action: Merge of LCG for SM/TH. Action: BS confirm if interested party is joining SM LGC.</p>
5.	Membership	No changes to membership were announced.
6.	Confidentiality	<p>A reminder was given that discussions that took place during a meeting remained confidential in line with the Code of Conduct, to that meeting.</p> <p>Governors were requested to identify any items on the agenda which were required to be recorded in the minutes as confidential matters.</p> <p>Subjects identified and noted.</p> <p>Discussed confidentiality of Ofsted rating, that until the audit report (in approx 2 weeks time) is completed, then Head Teacher JW can share the news.</p> <p>Absences/ holidays/ late school arrivals. No confidential information to be added to confidential notes as no specific names were recorded by the clerk.</p> <p>Action: NS to populate confidential report copy / v2.</p>
7.	Minutes of the Previous Meeting	<p>The Chair confirmed that the Minutes of the previous meeting had been circulated and Governors reviewed the Minutes for accuracy.</p> <p>Resolved: that the Minutes of the Governing Board meeting held on 24th April 2023 were approved as a true and accurate record of proceedings to be made available as a public document.</p> <p>Action taken in meeting: that the Minutes of the meeting held on 24th April be signed by the Chair.</p> <p>Action: Current meeting notes, 18th September 2023, NS to type and share with JW, JW to wet sign, save to file, BS to then sign / approve.</p>

8.	Matters arising from the Previous Meeting	Actions carried over from the LGC meeting on the 24/04/2023			
					
		Item	Action to be taken	Action by whom	Update
		8.	Distribute the Action Log to Governors on receipt of the 1 st draft of the minutes.	JW	Completed
		13.	Send KS a checklist for monitoring the SCR.	CG	Completed
		13.	Organise a time with JW to come into school to conduct a SCR check and inform MHC of this date.	KS	Completed
		14.d	Link Governors to arrange a group session to review the SIP.	LH GM CS BSy	Completed
		14.h	Include as an agenda item an update and relating data on poor attendance in the next meeting.	JW	Completed:
		22.	Obtain an NGA login for BSy.	CG	Completed
		22.	Inform the Trust of any relevant training courses.	ALL	Ongoing (leave on action log)
22.	Review the DPO slides.	ALL	Completed		
22.	Watch the cyber security training video on the NGA website.	ALL	Completed		
9.	Declaration of Interest:	JB circulated pecuniary interest update, CG to check that these had all been received.			
10.	Declaration of Interest Business and Pecuniary including	Governors were advised to declare any interests in an agenda item or announce any changes to their Declarations of Interest. Resolved: no changes to Declarations of Interests, or Business and Pecuniary Items were declared.			

	related Party Transactions	
11.	Strong Governance review	<p>CG Governor audit review.</p> <p>Action: CG work with heads to move forward. KS to send information.</p>
12.	Reports	<p>a) Chair's and Vice Chair's Actions and correspondence</p> <p>b) Nominated/Link Governors Reports / Governors discussed</p> <p>Single central record x 2 reviews. Review / audit covered in depth, all staff, staff who have joined and left reviewed and updated as needed. Audited selected staff members in depth. Contractors detail / who goes to which school would be useful (reminder to send back to trust) <i>Sports premium review successful. Targets going forward for ideas and involvement with steer towards female pupils.</i> <i>Maths review successful.</i> <i>Maths review targets decided, children will own / know targets in work books.</i></p> <p>Action: update progress for next LGC of initiatives.</p> <p>c) CEO's report</p> <p><i>Governors confirmed having read the CEO's report.</i></p> <p>CG Updated Governors in depth on; Well being (see HR point 17.) Vision of worship and school updates led, Love banner Decarbonisation success meeting.</p> <p>CG comments. Well being is not just about the numbers, comments are just as important / valid, valuable to be to know any issues felt and these to be voiced to be able to solve. Decision to be made about how to broker information on wellbeing going forward. Worship / school visits for worship and SMSC banner Shared and celebrated. CG outlined that the "Love" in each school landed really well, pleasure to work with the children who understood and received it really well.</p> <p>The decarbonisation meeting was successful attendance and meeting in general, ideas going forward such as paper less meetings. Environmental policy updated and is a Trust working document. CG can share further detail if needed with Governors.</p>

Action: decision on well being data analysis going forward between Heads / Trust.

Action: Governors to bring tablet / phone / device to view agenda and minutes going forward, agree start date.



d) Headteacher's report

(Please note information is duplicated in point 14.)

Head teachers report well received by all and so important and useful during Ofsted. Confidential minutes note.

Detail discussed around, Page 3 on report. Attendance. Ofsted impressed with depth of analysis, reassured school is taking pro active steps to support / plan where needed.

Directive for unauthorised absence.

Confidential conversation around known unauthorised absences (no names noted in minutes)

JW ideas of a review to current policy (5 days then penalty notice) and share decisions once made.

Parents to be given information / shown policy and attendance of child / school and impact associated with lateness, absence and holidays taken in school term time.

Helpful for all going forward taking a firmer stance.

CG noted on ensuring all are aware of persistent absence vs lateness - consequences.

94 to 96 or 97% goal for SM.

Governors continue to discuss post covid numbers of absence among pupils.

JW noted post covid that younger ones being absent is affected.

CG communication overall around sickness, in general, NHS info could be shared if available? Heavy cold still able to attend school.

JW to share impact of persistent lateness / absence in context. The minutes / time in morning in school of what activities take place and benefit the children.

JW / CG / Heads / Trust Formalise process of an incentive for attendance.

Acknowledged the good that also happens.

Action:


Review policy (5 days then penalty notice, JW) and share decision of stance to apply to the school.


JW to share the impact of persistent lateness / absence in context. The minutes / time in morning in school of what activities take place and benefit to the children.

Parents to be given information / shown policy and the impact of attendance per child / school, helpful for all going forward taking a firmer stance.

JW / CG / Heads / Trust Formalise a process of an incentive for attendance to roll out.


Acknowledge the good that also happens with attendance.

		
13.	Safeguarding	JW sent annual safe guarding report and nothing further to report. Everyone aware of next steps if needed.
14.	Curriculum and standards, attendance etc.	<p>Governors were invited to ask questions on the following areas arising from the Headteacher's Reports:</p> <ul style="list-style-type: none"> a) Any changes/progress towards targets setting shared: detail was included in the Headteacher's report. <p>Detail shared around progress of maths / pe initiatives. Personal development / teaching of Sex Education in Y6 JW letter shared for pupils parents on whole scheme of work for the year. Parent sections added.</p> <ul style="list-style-type: none"> b) Ensure LGC know the school's strengths and key areas for development from the SIP. c) New SIP plans for following year: headline areas were presented in the Headteacher's report. d) SEF review 23/24 e) Attendance data and analysis <p>Heads report well received by all and so important and useful during Ofsted. See confidential minutes. <i>Detail discussed around, Page 3 on report. Attendance. Ofsted impressed with depth of analysis, reassured school is taking pro active steps to support / plan where needed.</i></p> <p>Directive for unauthorised absence. Confidential conversation and <i>Gov questioned around unauthorised absences</i> (no names noted in minutes) JW ideas of a review current policy (5 days then penalty notice) and share decisions once made. Parents to be given information / shown policy and attendance of child / school and impact associated with lateness, absence and holidays taken in school term time. Helpful for all going forward taking a firmer stance. CG noted on ensuring all are aware of persistent absence vs lateness - consequences. 94 to 96 or 97% goal for SM. <i>Governors continue to question / discuss post covid numbers of absence among pupils.</i> JW noted post covid that younger ones being absent is affected.</p>

		 <p>CG communication overall around sickness, in general, NHS info could be shared if available? Heavy cold still able to attend school.</p> <p>JW to share impact of persistent lateness / absence in context. The minutes / time in morning in school of what activities take place and benefit the children.</p> <p>JW / CG / Heads / Trust Formalise process of an incentive for attendance.</p> <p>Acknowledge to good that also happens.</p> <p>Action:</p> <p>Review policy (5 days then penalty notice, JW) and share decision of stance to apply to the school.</p> <p>JW to shared the impact of persistent lateness / absence in context. The minutes / time in morning in school of what activities take place and benefit to the children.</p> <p>Parents to be given information / shown policy and the impact of attendance per child / school, helpful for all going forward taking a firmer stance.</p> <p>JW / CG / Heads / Trust Formalise a process of an incentive for attendance to roll out.</p> <p>Acknowledge the good that also happens with attendance.</p>
15.	Admissions and pupil overview	<p>The following areas were detailed in conversation:</p> <p>Business plan for nursery, JW already has quotes for buildings/ estates potential. On going discussion around investment vs long term profit. KS to support as / where needed.</p> <p><i>Discussed around growth of Trust, combined with Ofsted award grade, will bring new footfall, pupils, to tie in marketing with Open day.</i></p> <p>Securing pupils in nursery would then feed into the Reception class.</p> <p>Conversation around pupil numbers for balance/ joining the Trust. Rationalise staffing (reception starters needed)</p> <p>Demographics:/New arrivals all settled in well, specific praise for EYFS, as echoed in Ofsted. Confidential notes.</p>
16.	Finance	<p><i>Conversation around finance report and where the school is vs where predicted, the school are aligned with where the school was predicted in terms of deficit.</i></p> <p>Transparency across all and Trust. Restructure from Feb 24.</p> <p>CG shared further detail of topslice, as Trust grows so will budget change to reflect.</p> <p>Overall CG satisfied money spent well for Trust.</p> <p><i>Conversation around pupil numbers for balance/ joining the Trust. Rationalise staffing (reception starters needed)</i></p> <p>Moving forward with SM nursery business plan.</p>

		<p>Action: Pupil premium, part of December SLT meet and decide beyond that, share with Governors. Either JW / Heads can share detail as needed.</p> <p>Action: Nursery business plan SM.</p>
17.	HR and recruitment	<p>HR discussions/staff changes update</p> <p><i>Governors questioned around staff and settling in to Autumn term along with new pupils.</i></p> <p>JW confirmed the excellent settling in and hard work of the staff.</p> <p>Teaching roles and settling in of early years exceptional feedback in particular.</p> <p>Standards and driving forward. Echoed also from Ofsted.</p> <p><i>BS noted that Class 2 is larger now, keep an eye on potential numbers increase after Ofsted results shared.</i></p> <p>JW has plan for larger class numbers. <i>Ofsted</i> - tie in marketing for open Day.</p> <p>All transitions went well.</p> <p>Inset day training and well being day well received and attended.</p> <p>Mease TUPE process, transferring and lots of learnings taking place. 1st Feb 24 join by.</p> <p><i>Question and conversation around pupil numbers for balance/ joining the Trust.</i></p> <p><i>Rationalise staffing (reception starters needed)</i></p> <p>Action: marketing for open day after Ofsted result shared.</p>
18.	Estates and Health and Safety	<p>Reporting on Premises works, AMP review:RAAC / CEO detail - RAAC surveys done last Sept 2022, guidance for visual and further checks being completed as needed.</p> <p>Health and safety checks/any audits:</p> <p>Internal audit cost - too expensive currently.</p> <p>Estates management and cyber audit to be done.</p> <p>Accidents analysis: Recorded as / when occurs.</p>
19.	Risk Register	As discussed
20.	GDPR	Governors asked about breach identified, minor breach, discussed and now closed the topic off.
21.	Policy review	
22.	Governor Training needs	BS to send up to date spreadsheets and let JB know when complete.
23.	Christian Distinctiveness	Collective worship/RE/SIAMS review: as discussed in the CEO report, CG worked directly with schools in worship sessions for the new banner of Love, landed well in



		each school and a pleasure to work with the children who understood / received it really well.	
24.	School items		
25.	Reflection - What have we achieved in this meeting that will improve outcomes for the learners in this school?	<ul style="list-style-type: none"> • Overall in depth discussion on the detail and depth of the Head Teachers report, really beneficial for both staff, Governor and as parents. • Identified Maths and PE insights being carried forward. • BS/Lucy reflect on how meetings are becoming more clear and moving forward with pace and direction. • CG attendance recommendations were really insight full and in depth. • Congratulations to all in St Marys and celebrated Ofsted (confidential.) • Staff and pupil wellbeing. • Encouraging potential business plan for nursery. • Ideas for celebrating in pupils art work / drone Ofsted rating (confidential.) 	
26.	Information / Questions to Board of Directors	<p>Information to be shared with Board of Directors</p> <p>Recommendations to present to the Board of Directors:</p> <ul style="list-style-type: none"> • Ofsted rating • Finance report • Policies for ratification • Moving forward with / put through as a recommendation the provision of a business plan for Nursery in the use of other buildings. 	
27.	Confidentiality	<p>Information relating to items of:</p> <p>Ofsted</p> <p>to be noted as confidential in minutes.</p>	
28.	Date and time of future meetings	<p>The date of the next meeting has been set for 15th January 2024.</p> <p><i>Time questioned for meetings</i></p> <p>All Agreed to keep timed slot of 6.00PM for staff work load / work load for all attendees, meeting could be done virtually if needed.</p> <p>Action: JW to share attendance data via email after the next half term.</p> <p>The Chair thanked Governors for their attendance.</p> <p><i>The meeting closed at 7.35pm.</i></p>	

Signed.....

Date

Signed.....


Date



See the page below for the Action Log

Actions arising from the LGC Meeting 18/09/2023

Item	Action to be taken	Action by whom	Action by when
4	JW confirm Governor role for AT going forward.	JW	Next LGC
4	Merge of LCG for SM/TH.	CG	Feb 2024
4	BS confirm if interested party is joining SM LGC.	BS	Next LGC
6	NS to populate confidential report copy / v2	NS	Sept 2023
7	Current meeting notes, 18th September 2023, NS to type and share with JW, JW to wet sign, save to file, BW to then sign / approve.	NS/JW/ BW	Sept 2023 / Next LGC
9	CG to check with JB on table of declaration of interest (July - sent by 25th Sept)	CG/JB	Sept 2023
11	Strong governance review. CG work with heads to move forward. KS to send information	CG/ Heads/ KS	Next LGC
12b.	Update progress of maths / pe initiatives for next LGC.	Governors/ leads	Next LGC
12c.	Decision on well being data analysis going forward between Heads / Trust - how split / broker out.	Trust / CG/ Heads	Next LGC

12c.	Governors to bring tablet / phone / device to view agenda and minutes going forward, agree start date	All	Next LGC	
12d.	Review absence policy. Share the impact of persistent lateness / absence in context. Share the minutes / time in the morning in school of what activities take place and benefit to the children. Parents to be given information / share policy and the impact of attendance per child / school, helpful for all going forward taking a firmer stance. JW / CG / Heads / Trust Formalise a process of an incentive for attendance to roll out. Acknowledge the good that also happens with attendance.	JW/Trust /CG/Heads	Sept 2023 - Next LGC	
14.	Action point as above in point 12d (covered in conversation across both points relating to absence)	Action point as above	Action point as above	
16a	Pupil premium, part of December SLT meet and decide beyond that, share with Governors. Either JW / Heads can share detail as needed.	CG	December 2023	
16b.	Nursery business plan SM.	JW/KS/Trust	Next LGC	
17	Marketing for open day (after Ofsted result shared, use results!)	JW	Next LGC	
22.	Inform the Trust of any relevant training courses.	ALL	Ongoing (leave on action log)	