

**MINUTES OF THE RICHARD CROSSE CofE
PRIMARY SCHOOL LGC MEETING
21st September 2023, 8.30am, Richard Crosse**

Attendees:	Governor	Type	Responsibility	Term of Office End Date
	Ms. Emma Bowring (EB)	Headteacher		Ex-officio
	Miss Lyndsey Derry (LD)	Staff Governor		01.02.2027
	Mrs. Jodie Jenkinson (JJ)	Parent	Curriculum, English, Maths, Christian Distinctiveness, Worship	01.02.2027
	Dr. Ann Shilton (AS)	Foundation – Vice Chair	Safeguarding, Prevent, e-Safety, Attendance	01.02.2027
	Mr. Darren Walsh (DS)	Parent - Chair	SEND, Pupil Premium, Headteacher Appraisal, Christian Awareness	01.02.2027
	Mr Peter Halifax	Director		01.02.2027
	Mrs Elizabeth P.	Governor - Parent		01.09.2027
	Also in attendance:	Mrs. Charlene Gethin (CEO) Miss. Nicola Saint (Clerk)		
Documents circulated prior to the meeting	<ul style="list-style-type: none"> CEO LGC report Head Teachers report Finance report 		Previous Minutes: <ul style="list-style-type: none"> FINAL DRAFT MINUTES LGC RICHARD CROSSE 27.04..2023 FINAL DRAFT PART 2 CONFIDENTIAL MINUTES LGC RICHARD CROSSE 27.04.2023 Actions from Spring / Summer Meeting commentary 	

The meeting started at **8.33pm**.

Item	Agenda Title	Minutes
1.	Welcome	The Chair opened the meeting and requested notice of any other business. Round the room introductions.
2.	Prayer	The Chair led the opening prayer.
3.	Attendance	All were in attendance. No apologies.
4.	Apologies for Absence,	All were in attendance. No apologies.

	Acceptance of Apologies and Quorum	
5.	Membership	<p>Elizabeth P. Interest in membership and attended meeting. Access to all documents and invite to today's meeting. Laura C. interest in role, works closely with school already. All relevant experience / skills and has been Governor in other schools.</p> <p>Election of the chair, re-election process for September. The term is 4 years. The chair is happy to continue in the role, all in the room agreed with this.</p> <p>Vice chair of Governors role, Governors discuss time constraints / right direction of the role / not suitable for AS going forward. Discussion continues and suggestion made that the board do not need just one person on the role, the role could be split between two all the team step in as/ when needed.</p> <p>The chair asked Peter Halifax his role as Director, suggestions going forward on guidance, understanding of the role, He needed to get a feel for the meeting and represent the LGC at the board, take the themes and act upon them. Link between board / LGC. Ofsted questioning around roles and ensuring all are working together. Building relationships and taking back any recommendation.</p> <p>Action: the Chair to pass on relevant details to the new Parent Governors and ensure inductions all completed by Head.</p> <p>Action: consider the Vice chair in isolation or part of a collection next LGC.</p>
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>
7.	Minutes of the Previous Meeting	<p>The Chair asked for confirmation that Governors had seen the Minutes of the previous meeting which were reviewed for accuracy.</p> <p>Resolved: that the Minutes of the LGC meeting held on 27th April 2023 were approved as a true and accurate record of proceedings to be made available as a public document alongside any accompanying documents.</p> <p>Action: that the Minutes of the meeting held on 21st Sept 2023 be signed by the Chair. NS type up minutes and save in shared drive and a wet sign / formally sign to take place.</p>
8.	Matters arising from the Previous Meeting	<p>Actions carried over from the LGC meeting.</p> <p>Resolved: Governors noted that all actions had been completed (<i>see Actions from Spring Meeting commentary</i> for updates).</p> <p>Resolved: Governors noted that actions arising from the Confidential appendix had been completed (<i>see Part 2 Confidential Actions from Spring Meeting commentary</i>).</p>

9.	Declaration of Interest:	All Declarations of Interest forms had been completed and signed. N/A
10.	Declaration of Interest Business and Pecuniary including related Party Transactions	Governors were advised to declare any interests in an agenda item or announce any changes to their Declarations of Interest. No changes to Declarations of Interests, or Business and Pecuniary Items were declared. Action: Code of conduct hard copy to be signed by all
11.	Strong Governance review	Action: Code of conduct hard copy to be signed by all

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12.	Reports a) b) c)	Chair's and Vice Chair's Actions and correspondence No actions were reported. Nominated/Link Governors Reports Governors were advised that key points of their Link Reports should be conveyed verbally to the LGC to be recorded in the minutes CEO's report Page 3 and 4 detailed conversation: Vision/ Flying the banner of love , wisdom and excellence Discussion around how the vision developed, discussed around worship / school led landing, families / children concept of Trust. Children understood banner / Trust role. Trust is a banner that supports with love overall message. Scripture that sits behind this. Encapsulates how the Trust. Lives and breathes. Thanks to TA art work design. Represents the demographic. Updated scheme of delegation, to include layers of accountability christian distinctiveness and Finance levels of spend, procurement to meet spend. Siams evaluation shared. Schools focus will be prioritised separately on their own journey as we grow as a Trust. 3 internal audits Cyber security penetration test, check robustness. <i>Question Gov, around 3rd party data.</i> <i>Data held with different parties, detail of who holds data.</i> Response between CG/ PH - Data governance, penetration tests, due diligence, meets all minimum standards, as much as can be done has been done, asking relevant questions as when needed and we have had all reassurances needed. Reviewed critical systems processes also. Audit estates management to be booked to secure assurances of ongoing work. Safeguarding full audit Trust can not afford (full cost) so we have chosen an Attendance audit to undertake assurances of ongoing work Decarbonisation process attendance and workshops successful, working targets moving forward. <i>Gov question around targets, who sets?</i> CG response - Gov set targets, but Trust work what they can do, all specific per building etc. Such as water heaters, windows, solar panels etc. <i>Gov Q / concern carbon not adding to global warming (as read in media.)</i> CG/ EB agreed it is to drive good / best practices for children in general in relation to energy, looking after the planet with small practices to take home all adds up.
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	<p>d)</p>	<p>Inset day / wellbeing and people strategy, this year for this year. EB comments staff in RC already using the wellbeing service provided. Communications strategy for wellbeing of staff, bespoke per school is in place, as is a charter and regular surveys.</p> <p>Action update LGC after wellbeing in Nov.</p> <p><i>Gov question, around survey and support available, what opportunity is there for people to air concerns/ public?</i> CG responds the survey is not a forum to express concerns of complaint nature, worked with staff as needed, unfortunate someone had used that forum to express however the communication channels of support are there and will re highlight. Go straight to Trust / relevant lead.</p> <p>Growth - The mease 1st Feb expected transfer, TUPE process in place, this is new learning. All Saints Ranton - DfE make decisions on which Trust the school can join, we can bid but may not be chosen.</p> <p>Head Teachers report:</p> <p>Highlights both reports, national data, indicator school have dipped, pupil numbers, class size and demographic. Detail of EYFS. Context given and numbers discussed. All happy on progress reported, standards have not dropped, all monitored in reviews, progress data is the measure. SEN progress on track, all happy. CG comment on having the numbers at fingertips, Ofsted ready with the information to present. <i>Gov Comment on assessments for Y6 all happy and moving forward as needed.</i> Context needed behind numbers, we have this as school / Trust. Gov comment newsletters giving context on absence etc really useful.</p> <p>Whole school strength crib sheet present in the next month.</p> <p>Developments school improvement plans - homed in on spelling all year groups, greater writing strength and reading, smaller pupil targets and whole school targets.</p> <p>Curriculum - highly commended by Ofsted from SM / RC follow same, Ofsted recommended. RC is Ofsted prepared. RC to carry on raising awareness of what is happening, verbalising what the school is doing further with pupils / parents.</p> <p>Staff training, detailed conversation around which staff members are upskilling / specific course detail. Leads on which subjects shared. Pleased on new joins and current staff shared.</p> <p><i>Gov comments on the importance on living / breathing school ethos new joins.</i></p> <p>Christianne distinctiveness on going, not much to change currently, opened Parish news lovely comments added about the school by The Open Book Team which has been shared with the community..</p>
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		<p>Attendance above national. <i>Gov question. if there is a text system available, for attendance,</i> Head - feedback from parents too much communication, email only was decided two years ago, text is not cost effective due to small school.</p> <p>Finances shared in separate document, RC are where they need to be/ predicted to be. Fortunate that windows will be funded, will not affect current budget reserves. Fundraise for windows to be highlighted this year. <i>Gov question/ comment on PTA long term plan what can be looked at</i> The Mease / Ranson, as they sign up to Trust how money will be shared. Relation to windows, 2 year plan needed around the budget for this/ details discussed around listed building and challenges.</p> <p>Head - comments contribution offered by Trustees, phases of windows to be replaced <i>Gov comments large figure seems not achievable if broken down can be seen as more</i> achievable. In relation to current climate of market / finances, reasonable ask, collective ask for contributions. Any relationships with useful trade / links with parents please use any links. It is about asking the question / word spreading in community. Strength of PTA, community visualise how they can contribute. Gov/ Kerry and PTA newsletter around sponsorship / table around what needs to be raised. CG / Heads comments sense of pride in school, setting is unique place to be taught and homely setting.</p> <p>Action: EB/PTA / Gov meet and propose around how to achieve extra funding.</p> <p>Note PTA great the contributions chromebooks and computing.</p> <p>Confidential regarding behaviours policy - please see confidential notes</p>
13.	Safeguarding	<p>Updates for safeguarding has been shared</p> <p>Key elements - LGC / directors importance highlighted.</p> <p>Read / review and make suggestions for alteration as as needed</p> <p>Safeguarding training redone for this year.</p> <p>Part 4. importance highlighted.</p> <p>Safe recruitment Trust is complete.</p> <p>Peer to peer review suggested.</p>
14.	Curriculum and standards, attendance etc.	<p>Both points were covered in 12d. Head Teachers report</p>

15.	Admissions and pupil overview	Both points were covered in 12d. Head Teachers report
16.	Finance	Governors were advised to consider <i>P11 Management Accounts</i> - covered in points 12c / 12d
17.	HR and recruitment	<p>HR discussions/staff changes update</p> <p>Covered in points 12d. Gov commented / noted great the Trust can grow or share / keep talent.</p> <p>Confidential - TA recruitment..</p> <p>Action: update on staff at next LGC</p>
18.	Estates and Health and Safety	Noted in point 12C.
19.	Risk Register	<p>No updates to the Risk Register were reported.</p> <p>CG/EB to check wording around behaviours policy, detail in confidential notes, review and decision on any changes needed.</p> <p><i>Gov q / comments on lock down procedures nearby, in light of recent dog attacks in area, are we fully insured and have full risk assessments regarding our dogs in school</i></p> <p>CG - confirmed covered for insurance purposes.</p> <p>Action: review policy for dogs / in school and for Anson - CG take forward. EB - Use recent events in news , at gates / dogs high light risk / highlight, circulate in next newsletter.</p>
20.	GDPR	No GDPR (General Data Protection Regulation) breaches were reported.
21.	Policy review	<p>All policies read / no concerns.</p> <p>Action: 4 week turn around for policy ratifications / to confirm</p>
22.	Governor Training needs	Safeguarding proposed as useful.
23.	Christian Distinctiveness	<p>Collective worship/SIAMS review discussed / worship council attended: (see reports).</p> <p><i>Gov q - Autumn days song, is it inclusive</i></p> <p>See confidential minutes</p> <p>Action: Head suggest LGC members could attend appropriate session in school.</p>
24.	School items	N/A covered in reports.

25.	<p>Reflection - What have we achieved in this meeting that will improve outcomes for the learners in this school?</p> <p>Governors agreed</p> <p>Reflect we are following policy / policies Gov qs have highlighted this, monitoring and involvement has given the wider vision reassurance, good LGC presence in school now and continue. Attendance Behaviour policy Data understanding on CEO / Head reports Risks / asset management</p>	
26.	<p>Information / Questions to Board of Directors</p>	<p>Information to be shared with Board of Directors</p> <p>Peter - finance shared with Directors going forward with Mease joining, detail. Understanding process of review, equitable distribution of funding. Keep eye on and detail going forward. GAG review / across the board.</p> <p>CG comments on importance of highlighting finance of Trust / vs local authority.</p> <p>Governors questioned how the finances are managed, CG explained the current position and plans for growth.</p> <p>Safeguarding issue, Behaviour policy (and dog documentation)</p>
27.	<p>Confidentiality</p>	<p>Confidential points around behaviour policy listed in confidential minutes.</p>
28.	<p>Date and time of future meetings</p>	<p>The date of the next meetings already decided / determined following calendar arrangements for next year's Trust Board meetings. 18th January 2024 8.30am-10am, 25th April 2024 8.30am-10am.</p> <p>NS apologies for 21st September google calendar time not reflecting that stated in the title All invites going forward are correct.</p> <p>Governors were thanked for the attendance and contributions to the meeting.</p> <p><i>The meeting closed at 10.05pm.</i></p>

Signed.....

Date

See the page below for the Action Log

Action Log

Actions arising from the LGC Meeting 21st September /2023

Item	Action to be taken	Action by whom	Action by when
17.	Interview for position - closing date 21st September	HR	Next LGC meeting update
5a.	Membership - Chair to pass on relevant details to the new Parent Governors and ensure inductions all completed by Head.	Chair/EB	Next LGC
5b.	Consider the Vice chair in isolation or part of a collective next LGC.	Chair/LGC	Next LGC
7.	Minutes typed up, saved and signed	NS/Chair	Next LGC
10.	Code of conduct hard copy to be signed by all	LGC	Next LGC
11.	Code of conduct hard copy to be signed by all	LGC	ASAP
12.c.	Update LGC after wellbeing in November.	CG	November
12.d.	Emma / PTA / Kerry O/ Governors meet and propose around how to achieve extra funding	EB / PTA/ Kerry O	PTA / update next LGC
19.	Documentation for dogs / in school and for Anson - CG take forward. EB - update in newsletter on paperwork for dogs	CG	Newsletter / Next LGC
21.	4 week turn around for policy ratifications / to confirm	Chair	October
23.	Head suggest LGC members could attend appropriate sessions in school, arrange.	LGC	On going

Actions arising from the LGC Meeting 27/04/2023

Item	Action to be taken	Action by whom	Action by when
5.	the Chair to pass on relevant details to the new Parent Governor.	DW	Completed
7.	that the Minutes of the meeting held on 1 st February 2023 be signed by the Chair.	DW	Completed
12.a	to include information on the LGC in the next newsletter.	EB	Completed

12.c	DW, AS and LD to confirm attendance at the Sustainability meeting on the 12 th July 8.30am.	DW AS LD	Completed
12.c	JJ to attend the Eco Council meeting on 10 th May 1-1.30pm.	JJ	Completed
12.d	EB to circulate the presentation of the Metacognition task undertaken.	EB	Completed
17.	HR to check dates in regard to attending the shortlisting meeting and interviews for a Year 5/6 teacher on 9 th May and 15 th May, respectively.	HR	see Confidential notes
26.	to put through as a recommendation to the Trust Board a proposal to share opinions on industrial action through the governing body in support of the Headteacher and staff for which the Chair proposed to craft an informative and neutral narrative.	Clerk	Completed

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