

LGC Meeting Minutes SUMMER Term 7th May 2025 5PM



All Saints

(Serving for a period of 4 years)

Governor	Type	Responsibility	Appointed date or re appointed date (Term of office start date)	Term of Office End Date
Charlotte Ashton	Headteacher			N/A
Andy Summers	Foundation (& Parent) (Chair)	Headteacher appraisal and wellbeing Christian Distinctiveness, Worship, RE and SMSC (Spiritual, moral, social and cultural.), Wellbeing	01/09/2024	01/09/2028
Victoria Chinchon / Greaves	Was L.A. now Parent (Vice Chair)	Safeguarding, Prevent, E-Safety, Attendance Headteacher appraisal and wellbeing	01/09/2024	01/09/2028
Ruth Lawton	Co-opted/Community	SEND, Vulnerable Groups, Pupil Premium	01/09/2024	01/09/2028
Margaret Simanwe	Parent	EYFS Curriculum	01/09/2024	01/09/2028
Matthew Sutton	Co-opted/Community	Finance, Sports Premium	01/09/2024	01/09/2028
June Smith	Staff	Maths Premises, Health and Safety	01/09/2024	01/09/2028
Vacancy	Foundation			
Vacancy Rev'd XXX	Foundation (Diocese appointed)	Christian Distinctiveness, Worship, RE and SMSC (Spiritual, moral, social and cultural.), Wellbeing		N/A
Sarah Shaw	(Staff) Associate (non-Governor)	English	09/10/2024	09/10/2028

Links to documents tabled:

CEO report

CEO LGC report Summer 2025.pdf

Head

Copy of All Saints Headteacher's Report - Summer 2025

Previous minutes

Google Copy of ALL SAINTS MINUTES SPRING TERM CofE schools

CONFIDENTIAL Google Copy of ALL SAINTS MINUTES SPRING TERM CofE schools

A - administration

I / Q - information or questions

D - Decision required

Standing items for all meeting – see below for key items for each term		
1	Welcome (A)	
2	Prayer (A)	Chair led with a prayer
3	Attendance (A)	Recorded and upload on webpage
4	Apologies for Absence, Acceptance of Apologies and Quorum (A)	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.
5	Membership (A)	The board should note changes to membership – and where there are vacancies ensure elections/appointments are made in line with the Scheme of Delegation. Take note of any forthcoming end dates to terms of office, and where appropriate take the necessary steps to elect or appoint as appropriate. Ensure any new governors have completed a DBS and a section 128 check as well as all training (Safeguarding, new to Governance) etc. All board membership lists must be placed on the school website and provided to the Secretary of state through the Get Information About Schools (GIAS) web site. Vacancy - Chair asks all to consider skills sets missing and any contacts or interested parties please do put forward any suggestions.
6	Confidentiality (A)	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

7	Minutes of the Previous Meeting (A)	<p>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.</p> <p>Recordings of virtual meetings are not acceptable as minutes.</p> <p>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).</p> <p>Access issues all emails are working now on TSSMAT - however can not access documents still NS action pick up with Jacqui / IT.</p>																																	
8	Matters arising From Previous meeting (A / I / Q)	<p>Matters arising from the minutes which are not covered elsewhere on the agenda or included in committee, Headteacher or nominated governor reports.</p> <table border="1"> <thead> <tr> <th>Item / Action to be taken</th><th>Action by</th><th>Action by when</th></tr> </thead> <tbody> <tr> <td>Re send pecuniary interests.</td><td>NS</td><td>Re send to TSSMAT emails</td></tr> <tr> <td>Confirm date the All Saints LGC will be on new tssmat email addresses.</td><td>JS</td><td>Completed however action to pick up access</td></tr> <tr> <td>Follow up support that links social media / advertising at reasonable cost.</td><td>Chair/HT</td><td>Complete</td></tr> <tr> <td>Social media, links / IT</td><td>Matt to action</td><td>Complete</td></tr> <tr> <td>Governor questioned finances, deputy model / exec models, action what is viable and timelines.</td><td>CG/CA.</td><td>As soon as possible</td></tr> <tr> <td>Nursery advertisement discussed action to do CA.</td><td>CA</td><td>As soon as possible</td></tr> <tr> <td>Action time table in pulse survey CA to do this.</td><td>CA</td><td>Complete</td></tr> <tr> <td>Planning permission sign - behind the scenes work Matt S to update as and when or next LGC. Action.</td><td>MS</td><td>Complete - planning permission needed MS can carry on the process if needed, MS to confirm fees with council / location.</td></tr> <tr> <td>Glass audit also needed. Action.</td><td>CA</td><td>Complete.</td></tr> <tr> <td>CG discussed signage around the pool to be put in place, Elite have wording. Action.</td><td>CA</td><td>Complete.</td></tr> </tbody> </table> <p><u>NS made a note for any local volunteers to fill in relevant forms, risk register, SCR, asbestos form, contractor form to sign and send.</u></p>	Item / Action to be taken	Action by	Action by when	Re send pecuniary interests.	NS	Re send to TSSMAT emails	Confirm date the All Saints LGC will be on new tssmat email addresses.	JS	Completed however action to pick up access	Follow up support that links social media / advertising at reasonable cost.	Chair/HT	Complete	Social media, links / IT	Matt to action	Complete	Governor questioned finances, deputy model / exec models, action what is viable and timelines.	CG/CA.	As soon as possible	Nursery advertisement discussed action to do CA.	CA	As soon as possible	Action time table in pulse survey CA to do this.	CA	Complete	Planning permission sign - behind the scenes work Matt S to update as and when or next LGC. Action.	MS	Complete - planning permission needed MS can carry on the process if needed, MS to confirm fees with council / location.	Glass audit also needed. Action.	CA	Complete.	CG discussed signage around the pool to be put in place, Elite have wording. Action.	CA	Complete.
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9	Declaration of Interest Business and Pecuniary including related Party Transactions (A)	<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> <p>Action NS to re send link - complete..</p>																																	
10	Strong Governance review (I/Q)	<p><i>Update on Governor audit and overview – review , RAG rating and next steps (can be developed with a working party).</i></p> <p>Chair discussed completed and submitted. Detail discussed areas could improve, at length in next meeting.</p>																																	

11	<p>Reports (I/Q)</p> <p><u>Request to move CEO report section due to Ofsted meeting at The Mease</u></p>	<p>a) Chair's and Vice Chair's Actions and correspondence Above Strong Governance review discussed. No other correspondence to be passed on.</p> <p>b) Nominated/Link Governors Reports Regulations state that any individual to whom a decision has been delegated must report to the LGC in respect of any action taken or decision made. In addition, governors will expect updates from nominated governors on a regular basis, normally at the LGC meeting The following nominated governor reports are enclosed: <i>(Please list and date the nominated governor reports below e.g. report from the Safeguarding Governor July 13th, 2020, etc).</i></p> <p>English and Maths reports, areas and year groups discussed. SATs predictions discussed, CA led conversation.</p> <p>c) CEOs report CEO welcomed. Led with any questions / clarifications or observations. Financial aspects covered. School collaboration and reviews, collaboration with Anson, to minute, grateful for the work of All Saints, dynamics improved and reflect upon this, positive school reviews. Involvement and worship council and sporting activities all highlights given.</p> <p>IT discussed. Transition to google strategy, no large issues. Minute and reflect the approach to changes the All Saints staff and team, grateful for the patience. Supports central team also and feeling of one team.</p> <p>Strategic plan away day discussed, fleshed out plan. Report to board and LGC new strategic plan and ways of working, looking at ways of how to report on this.</p> <p>Team around the school meetings and LGC, business or standards aspect. Positives and can amend as needed going forward.</p> <p>Chair discussed detail of shool review and beneficial. CEO confirmed internal monitoring lists and report makes concrete the information.</p> <p>d) Headteacher's report Report with any amends will be sent via email to every bodies direct email address. CA led with headlines, results of spring term given, English full review, lead reviewed the subject and measures against other schools via school visits, ideas fed up and reassurances also about how the school is doing well. Enthusiasm and life discussed. EYFS and SEND in Summer, whole school reviews.</p> <p>Spirituality day, children feedback commented on the enjoyment of the day.</p> <p>EYFS data, new joins discussed and SEN detail. Cohort support discussed.</p> <p>Phonics looking really good, ontrack for 100% in Y1, Y2 new join discussed, retake in Y2 skewd slightly, KS2 strong, no greater depth for writing. Whole school review detail given. Staff meeting schedule and training cycles discussed. Behaviour tracking on Arbour fully, positives discussed. Governor questioned my concern vs Arbour, CA confirmed my concern this is for safeguarding, detail given, categorising IT support needed. Staff gave positive feedback on Arbour. Food options discussed on Arbour and pre ordering. Arbour meeting all schools May 7th, discussed.</p> <p>Attendance Autumn 1 detail discussed and holidays in relation. Persistent absence discussed. Open channels of communication discussed. Governor discussed feedback of the potential of filling forms of why they are late at the point of drop off. CA discussed the support and community work.</p> <p>Survey and links / detail were given.</p> <p>Finances in relation to CEO report page 9. CA confirmed cut cloth according and the 3 year budget forecast discussed. Chair budget prediction and pension increases in relation to the previous year budget. Options and sports provision, music, discussed, costs in relation, timings and potential choices. Ensure any changes are made clear in communications. School clubs timings / discussed, potential for a rota. CEO suggested school club staff to appoint. CA confirmed there was no interest during previous recruitment. Chair confirmed admissions and pupil funding importance, nursery and reception places discussed and new join enquiries, siblings and new joins etc. Advertising discussed and outweighs in benefits for new joins. Chair suggested figures need to be looked at again in September and where the school are up to / at.</p> <p>Safeguarding Platforms discussed and the category / IT support needed.</p> <p>Minute no issues to raise.</p> <p>Minute staffs ability of awkward questions, grateful to all staff. Relationships with children and family, really shows through.</p> <p>Admissions and pupil overview New joins for this year discussed and siblings. Potential numbers. Positives but mindful to keep it going.</p>
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		<p>SEN discussed above.</p> <p>Finance Governor questioned the 3 year budget questions around pension contributions and staffing increasing costs all included? CA/chair confirmed yes, however the increases proposed are not met by the Government, it is national picture not just this school / MAT. CEO confirmed authorities data and build in worst case seniors. Measures to be added in as when decided and confirmed. Director questioned any significant impacts already in the mind? CA confirmed no, decisions need to be made, till the figures are less estimated and accurate and model different scenarios, hard to do know this. Head and Chair confirmed the funding confirmation needed also from government contribution. Director offered her help if needed.</p> <p>HR and recruitment SENco discussed and been fantastic, observation, sign posting. Reports discussed and follow ups / SEN hub detail discussed. Support has helped. Knowledge discussed. To minute and positive impacts on Head role and the children.</p> <p>Estates and Health and Safety Glass survey, details discussed. Tree survey detail so far discussed, need to share further detail with CA. Next audit 9th June detail discussed. Playground audit discussed and replacements detail given. Fire safety review, detail / contact to get hold of, previous contact to use. Chair questioned annual contract, confirmed no. Should be done every 5 years. Action to follow up H&S lead and CA.</p> <p>School items / development plan Reviewing process, between systems, and PDF evidence so far, formats unsure currently going forward, action CA to snap shot current plan. Chair questioned how does this work going forward. CA confirmed away day with Heads / CEO and priorities and across all schools, commonalities, threads and bespoke detail. LGC and school individually work together to ensure the plan is happening.</p> <p>Chair questioned how catering is going, CA confirmed this is going well, and discussed catering for all and personal input.</p> <p>Relationship across all Trust ... Chair questioned parents view, what will this be like? Communicate really well to the parents.</p>
12	Risk Register (If not addressed in Heads report) (A / I/Q)	N/A
13	GDPR (If not addressed in Heads report) (A/ I/Q)	Two audits with JB, any changes have been made where needed now.
14	Policy review (A)	Relational behaviour to be sent out for 16th May board.
15	Governor Training needs (A/I/Q)	<p>CA confirmed all nutritional values have been received.</p> <p>DfE: School food standards updated guidance - n) 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>
16	Christian Distinctiveness (If not address in Heads report) (A/I/Q)	<p>Spirituality day discussed. Trust Heads meeting discussed planning, overview and assessment information and rolling programmes. Confirmed other Heads wanted to take the planning assessment stance from / as per All Saints. Resourced discussed. Wealth of knowledge. Follow up meeting scheduled start of July. Worship details discussed.</p> <p>Chair questioned SIMAs review schedule, CA confirmed 5 year schedule.</p>
17	Reflection - What have we achieved in this meeting that will improve outcomes for the learners in this school? (A/I/Q) Subject reviews Maths and English Finance detail - impacts Admissions MARketing Support for SEN SENco IT switch over discussed.	
18	Information / Questions to Board of Directors (A/I/Q)	<p>CA to share the positives they have felt, during school reviews positives or difficult conversations that are needed. All Saints valued contributions also, equally heard. Safe space for discussions, and feel people are happy to want to discuss and listen. CEO always asks how the staff are.</p>
19	Confidentiality (Part 2 of minutes) (A)	Noted.
20	Date and time of future meetings including committee meetings if known (A)	

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