



**Links to documents tabled:**

**CEO report**

 CEO LGC report Summer 2025.pdf

**Head Teacher**

 RC Headteachers Report to Governors Summer 2025 on Spring 2025.docx.pdf

**Previous minutes**

 **Google Copy of RC LGC Minutes SPRING TERM CofE schools**

A - admin

I / q - information / questions

D - decision

**Standing items for all meeting – see below for key items for each term**

1	Welcome (A)	Chair welcomed all.																				
2	Prayer (A)	CHair welcomed and led with the prayer.																				
3	Attendance (A)	Safeguarding and SCR audit AS attended last week, apols accepted for AS.																				
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.																				
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)	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).																				
8	Matters arising From Previous meeting (I/Q)	Matters arising from the minutes which are not covered elsewhere on the agenda or included in committee, Headteacher or nominated governor reports. <i>Please refer to any follow up actions recorded in previous minutes.</i> <table><tr><th>Item</th><th>Action to be taken</th><th>Action by whom</th><th>Action by when</th></tr><tr><td>11. Reports</td><td>DW action work with EB and local MP for support, windows.</td><td>DW / EB</td><td>On going action - awaiting the CIF funding, LGC all confirm in agreement move forward with the CIF decision. (D notices discussed/ CIF bid £ discussed and full process.)</td></tr><tr><td>11. Reports</td><td>Growth and efficiency discussed vs below PAN. % of PAN and numbers in association. Action to raise to Trust Board level. Input or summary at the next meeting from CEO. Projections, impacts and long term sustainability. Due diligence.</td><td>CEO</td><td>New joins discussed, challenges discussed and the staffing costs and pensions uplifts discussed, vs the government funding to cover this, differences % discussed. PH confirmed the letter to MP sent / CEO and Head also.</td></tr><tr><td>11. Reports</td><td>Chair to action CEO meeting regarding training cycle, time and planning. Staff meetings, time and impact needs addressing.</td><td>DW / CEO</td><td>Complete Chair gave recap on detail of this. CEO confirmed mandatory training log explained. Mitigated now. Action to check in next LGC how has the process gone? Potential to diarise calendars.</td></tr><tr><td>11. Reports</td><td>Wi fi - switch not done correctly to cover whole school coverage, as per up to date schools floor plans / or incorrect floor plans were given. Action to go to the board of Directors / CEO.</td><td>DW / EB / CEO</td><td>Chair confirmed separate discussion was had, bottom line is go back to provider / services and effectiveness. EB confirmed printing rectified. Staff member also confirmed. Governor confirmed she has probed</td></tr></table>	Item	Action to be taken	Action by whom	Action by when	11. Reports	DW action work with EB and local MP for support, windows.	DW / EB	On going action - awaiting the CIF funding, LGC all confirm in agreement move forward with the CIF decision. (D notices discussed/ CIF bid £ discussed and full process.)	11. Reports	Growth and efficiency discussed vs below PAN. % of PAN and numbers in association. Action to raise to Trust Board level. Input or summary at the next meeting from CEO. Projections, impacts and long term sustainability. Due diligence.	CEO	New joins discussed, challenges discussed and the staffing costs and pensions uplifts discussed, vs the government funding to cover this, differences % discussed. PH confirmed the letter to MP sent / CEO and Head also.	11. Reports	Chair to action CEO meeting regarding training cycle, time and planning. Staff meetings, time and impact needs addressing.	DW / CEO	Complete Chair gave recap on detail of this. CEO confirmed mandatory training log explained. Mitigated now. Action to check in next LGC how has the process gone? Potential to diarise calendars.	11. Reports	Wi fi - switch not done correctly to cover whole school coverage, as per up to date schools floor plans / or incorrect floor plans were given. Action to go to the board of Directors / CEO.	DW / EB / CEO	Chair confirmed separate discussion was had, bottom line is go back to provider / services and effectiveness. EB confirmed printing rectified. Staff member also confirmed. Governor confirmed she has probed
Item	Action to be taken	Action by whom	Action by when																			
11. Reports	DW action work with EB and local MP for support, windows.	DW / EB	On going action - awaiting the CIF funding, LGC all confirm in agreement move forward with the CIF decision. (D notices discussed/ CIF bid £ discussed and full process.)																			
11. Reports	Growth and efficiency discussed vs below PAN. % of PAN and numbers in association. Action to raise to Trust Board level. Input or summary at the next meeting from CEO. Projections, impacts and long term sustainability. Due diligence.	CEO	New joins discussed, challenges discussed and the staffing costs and pensions uplifts discussed, vs the government funding to cover this, differences % discussed. PH confirmed the letter to MP sent / CEO and Head also.																			
11. Reports	Chair to action CEO meeting regarding training cycle, time and planning. Staff meetings, time and impact needs addressing.	DW / CEO	Complete Chair gave recap on detail of this. CEO confirmed mandatory training log explained. Mitigated now. Action to check in next LGC how has the process gone? Potential to diarise calendars.																			
11. Reports	Wi fi - switch not done correctly to cover whole school coverage, as per up to date schools floor plans / or incorrect floor plans were given. Action to go to the board of Directors / CEO.	DW / EB / CEO	Chair confirmed separate discussion was had, bottom line is go back to provider / services and effectiveness. EB confirmed printing rectified. Staff member also confirmed. Governor confirmed she has probed																			

			Action to update LGC on costs / not RC.		and lesson down time impact. PH input on company single connection vs different options wider plan, safeguarding importance. Responsiveness of company and costs. CG confirmed switch shop response, plans vs on site visit discussed. Quotes for additional wi fi access point for RC - action.
		11. Reports	Boiler - LGC to chase the company in question / drive forward	LGC	Governor confirmed conversations with company re services of boiler, Entrust detail also given, liability issues. Meeting mnfctr and maintenance company is needed. Action to go forward with meeting / next LGC update. <i>DW minute well done and thanks / gratitued.</i>
		11. Reports	Question around pulse survey/ need for a trust wide survey, is this valuable? 5 key questions decided by the trust and include a greater depth questions by Heads at each school level.	EB / CEO	Complete (will look at this for next year)
9	Declaration of Interest Business and Pecuniary including related Party Transactions (A)	N/A for this meeting.			
10	Strong Governance review (I/Q)	Update on Governor audit and overview – review , RAG rating and next steps (can be developed with a working party).			
11	Reports (I/Q)	<p>a) <b><u>Chair's and Vice Chair's Actions and correspondence</u></b></p> <p>Confidential</p> <p>b) <b><u>Nominated/Link Governors Reports</u></b> Audit report SCR - detail discussed. Safeguarding.</p> <p>c) <b><u>CEOs report</u></b> CEO led with probe of any questions. Governor questioned PAN, Trust wide and school level discussed, impacts on sustainability and RC, decision process going forward? CG responds due diligence documents and finances, requested before joining. Balance of risk, schools 3 year models, deficits and provisions looked at and any efficiencies that could be made. PAN is part of decision making, however wider considerations on growth taken into account. Admissions and potentials are looked at also. Under PAN isnt a hard no, can we set a budget with efficiency and is growth possible. Governor responds, significant deficits and monies spread out. CEO confirmed each schools budget is their budget. RC surplus doesn't float some body elses deficit. Governor probed on school missing spaces on admissions and £value to this. Answered in confidential mitigate and manage. CEO confirmed Directors and Heads acutely aware, of need to grow numbers and the options and structural decisions as needed to support the schools going forward. New joins are able to balance budgets. New joins at deficit is a no to join, however low PAN can be grown. When new joins join they are aware of growth plans. Chair questioned, the lack of educational funding at a national level? CEO confirmed, nothing new. However certain aspects are being invested in. Deliver more for less and efficiencies to be made.</p> <p>Minute reviews excellent and standards reflect. Worship discussed and grateful/ appreciated.</p> <p>d) <b><u>Headteacher's report</u></b></p> <p>Discussed various points already during conversations on previous minutes.</p> <p><b>Safeguarding</b> IT safeguarding process probed by chair PH gave detail around plans going forward looking to support however keeping safeguarding as a priority. Specific cases discussed, monitor. Governor probed Arbour behaviour analysis detail? % discussed of incidents. Narrative discussed, categories are limited for reporting. EB confirmed the detail. Audit completed.</p> <p><b>IT</b> Detail conversion during actions Governor probed policy of what staff are told during outage, EB confirmed lessons are swapped, continue its just the lack of enhancement. Affects discussed at length. Jodie confirmed, reliance on tech and contingency needed. CG confirmed speak to Heads and brokerage of time.</p> <p><b>Curriculum and standards, attendance etc.</b> French subject discussed. SATs discussed, check ins discussed, boosters discussed and timings. Individual tracking level discussed.</p> <p><b>Finance</b> EYFS transition, expansion and enhancements details given. Meetings prior to starting.</p>			

		<p>Cycle discussed to support funding earlier if needed. Support for SEN detail given. Concerns nationally. Governor probed, budget and changes needed, ensure making the correct decisions. Surplus and CIF bids discussed.</p> <p><b>HR and recruitment</b> HR discussions / staff changes update Pulse survey discussed. Timings etc.</p> <p>DW comments on pulse survey, national / local picture, efficiency doing more for less. CG confirmed SLT agenda action point, JB can send the link to the Heads and then the Heads can send the link and a window / time frame decision sits with the Heads. Action. Advice from Governor given on the recruitment process. Chair also gave input into the recruitment process.</p> <p>Staffing discussed. Forest school training discussed. Living and breathing values of the school. Nurture and grow and opportunities. Governors questioned experience in other areas, across school. EB responded with strengths / team confirmed and current structure fits. Consideration has been given chair confirmed, and if necessary further consideration could be given. Chair confirmed the exciting time and opportunity.</p> <p><b>Estates and Health and Safety</b> Windows covered in the minutes. Boiler discussed.</p> <p><b>School items / admissions</b> New pupils discussed Final admissions numbers discussed at 12 - probed by Governor. Nursery numbers discussed. Leavers and joiners balance discussed. SEN provision discussed. Appeals discussed.</p>
12	<b>Risk Register (If not addressed in Heads report) (I/Q)</b>	N/A
13	<b>GDPR (If not addressed in Heads report) (I/Q)</b>	IT - wi fi discussed.
14	<b>Policy review (A)</b>	Any relevant policies to discuss (Trust manage cycle, LGC to review and discuss changes where relevant). Relational behaviour policy to be circulated ahead of May 16th board.
15	<b>Governor Training needs (A)</b>	<p>Governors questioned around timing not block bookings for training? EB gave examples and timings, last minute changes difficulties. CEO confirmed better management in place, new plans and process discussed.</p> <p>Review training conducted, impact and any training needs. <b>DfE: School food standards updated guidance - n) DfE: School food standards updated guidance</b> - This suite of <a href="#">guidance</a> 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	<b>Christian Distinctiveness (If not address in Heads report) (I/Q)</b>	<p>Worship minuted by CEO grateful to RC school / EB. Detail given and exciting way of children working and lots of conversations. Planning and benefits discussed. CDA discussed, whole trust. Comparison of plans also discussed. Next academic year for 2 year cycle, great plans from early years up.</p>
17	<b>Reflection - What have we achieved in this meeting that will improve outcomes for the learners in this school?</b>	<p>Scrutiny on finance. Trust budgets. School budgets. PAN. SEN. Recruitment / HR. IT, wi - fi contingency. Estates management. On going potential structures.</p>
18	<b>Information / Questions to Board of Directors (I/Q)</b>	<p>Update needed around the exercise of identifying the best IT provider, following on the short fall at RC. Wi - fi, infrastructure (not just a tech support problem) the cabling / next steps. Thankyou from LD to minute, extra support where cost cutting involved, EB on the ground, team support.</p>
19	<b>Confidentiality (Part 2 of minutes) (A)</b>	As minuted in confidentiality.
20	<b>Date and time of future meetings including committee meetings if known (A)</b> New academic year / dates to be sent out.	

#### AOB

- Amount of information and documents that are sent raised, EB / DW confirmed just read the report / highlights.
- Reviews forms - Governor would like some changes to the form. EB confirmed the form process and to include an LGC over view process amend / header sheet to be added to the form. Governor satisfied with response.
- Food - sugar / birthday hand outs, policy? EB confirmed process. Communication to be sent / EB. Governor satisfied with response.
- Governor probed additional tutoring on site - EB confirmed the provider has been through the correct HR process and follows the same provisions / clauses / charges as the care club providers (progressive sports.) Governor satisfied with response.

Item	Action to be taken	Action by whom	Action by when
11. Reports	DW action work with EB and local MP for support, windows.	DW / EB	On going action - awaiting the CIF funding, LGC all confirm in agreement

			<p>move forward with the CIF decision. (D notices discussed/ CIF bid £ discussed and full process.)</p> <p>Awaiting confirmation if Barkers will submit new planning application for lintel as this is classed in a different area/ section to the original planning.</p>
11. Reports	Chair to action CEO meeting regarding training cycle, time and planning. Staff meetings, time and impact needs addressing.	DW / CEO	<p>Complete</p> <p>Chair gave recap on detail of this. CEO confirmed mandatory training log explained. Mitigated now.</p> <p>Action to check in next LGC how has the process gone? Potential to diarise calendars.</p>
11. Reports	Wi fi - switch not done correctly to cover whole school coverage, as per up to date schools floor plans / or incorrect floor plans were given. Action to go to the board of Directors / CEO. Action to update LGC on costs / not RC.	DW / EB / CEO	<p>Chair confirmed separate discussion was had, bottom line is go back to provider / services and effectiveness. EB confirmed printing rectified. Staff member also confirmed. Governor confirmed she has probed and lesson down time impact. PH input on company single connection vs different options wider plan, safeguarding importance. Responsiveness of company and costs. CG confirmed switch shop response, plans vs on site visit discussed.</p> <p>Quotes for additional wi fi access point for RC - action.</p>
11. Reports	Boiler - LGC to chase the company in question / drive forward	LGC	<p>Governor confirmed conversations with company re services of boiler, Entrust detail also given, liability issues. Meeting mnfctr and maintenance company is needed. Action to go forward with meeting / next LGC update.</p>
11. Reports	Pulse survey. CG confirmed SLT agenda action point, JB can send the link to the Heads and then the Heads can send the link and a window / time frame decision sits with the Heads. Action.	CEO / JB / Heads	<p>Asap / inline with survey</p>