

LGC Meeting Minutes SPRING Term 23rd January 2025 8.30AM



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
Mrs Lorraine Makin	Foundation		25.04.2028
Dr Laura Kirven	Parent		18.01.2028

Links to documents tabled:

Previous minutes

Minutes for RC LGC AUTUMN TERM CofE schools

Head Teachers report

RC Headteachers Report to Governors Spring 2025.docx.pdf

All supporting documents from EB saved in >

Shared drive > SLT > School governance > Richard Cross governance > Spring 2025.

CEO report (also saved in Shared drive > SLT > School governance > Richard Cross governance > Spring 2025)

CEO report to LGC January_February 2025.docx.pdf

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

1	Welcome	Chair opened the meeting and welcomed all.
2	Prayer	We invite you to join in prayer or reflect quietly on your intentions in this meeting, your own thoughts and reflections, if you do not wish to. Chair led with a prayer and reflection.
3	Attendance	Confirmed.
4	Apologies for Absence, Acceptance of Apologies and Quorum	LK, AS, apologies given ahead of the meeting and accepted.
5	Membership	Lorraine Makin is a foundation governor. Action to change on the website NS. Complete. Vacancy discussed. Skills set questioned, potentially legal and policies skill set required.
6	Confidentiality	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	Chair confirmed with all members that they were happy with the previous minutes. Confirmed and signed.			
8	Matters arising From Previous meeting	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 below.</i>			
		Item	Action to be taken	Action by whom	Action by when
		13. Reports	NS to check IT / Staffs tech access. Add agenda with links in as usual and also send PDF.	NS	Next LGC meeting. Closed.
		13. Reports	DW action work with EB and local MP for support, windows.	DW / EB	Update given re windows, planning and process. CIF bid details discussed in relation and wider conversation. Ongoing. Carry forward.
		14. Risk register	Action EB information email regarding lock down / data breaches and GDPR / extra ordinary event, what happened and action taken, send to LGC.	EB	Closed.
		AOB	DW action to send letter, as per scheme of delegation, continued absence with no apologies to LGC member, automatically disqualified.	DW	Closed.
		AOB	NS to action removal of the gov. from LGC email group.	NS	Closed.
9	Declaration of Interest Business and Pecuniary including related Party Transactions	N/A for this meeting, all up to date.			
10	Strong Governance review	Action plan has been updated and completed, chair and EB.			
11	Reports	a) Chair's and Vice Chair's Actions and correspondence N/A for this period.			
	(Please note CEO will be present either in person or remotely for the CEO report)	b) Nominated/Link Governors Reports N/A for this period. c) CEOs report Chair led with a question to all members around any questions regarding the CEO report to take back to CEO, N/A and key highlights discussed. Chair continued the conversation around the context of the report and all schools across the Trust.			

Governor expressed concern around the number of schools not near to PAN, pupil funding per pupil, figures discussed and vacancies of pupils, schools detailed as below PAN, total figure vacancies also discussed, concern around peoples understanding around the dip in pan in schools and across whole trust. Conversation continued by all, on the process of deciding what is a suitable school to join the MAT on going, affect on the other schools in the MAT, LA schools also touched upon. Chair echoed concern of impact, maintaining budget and building capital, suitability and impact of new joins, specific concerns shared and impacts. Specific school vacancies discussed. 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. Action.

EB discussed success stories across the new joins in previous years, increasing year groups each year discussed and potential.

Governor probed further into impacts on staffing and effect on the children directly within the school, staffing expectations also impacted.

EB gave further detail of new joins schools and leadership across the MAT.

Governor expressed concern that PAN is not affecting just one school, it is across all, all reserve pots, not just on education split of monies but across all funding to support the children.

GAG pooling questioned also.

Confirmed rationalisation in place but it's on going and going forward.

Local data on new joins per year group per school or across the MAT was questioned, EB confirmed further sufficient data however needed to support.

Scrutiny of PAN, governors asked for an answer from the CEO / board, regarding the impact across the trust and specific to RC around low PAN numbers and financial viability of schools going forward. Detail on due diligence process to understand the financial suitability of new joins schools also needed.

Celebrations were also discussed across the MAT and highlighted across all schools recent Ofsted and SIAMS and celebrations specific to RC discussed.

d) Headteacher's report

Chair led with a question for EB if the data process and pulling together of this is manageable, EB confirmed process is a lot better now and the balance is better.

EB led with highlights from the report.

Dip in attainment, cohort specific, no trends, numbers are so small, no difference in teaching or syllabus, schemes.

Governors confirmed they had reached that conclusion.

Pupil specific discussions of absence certain to one year group, all understood.

SEN discussed.

Attainment and further support, details discussed, maths specific detail given (Teacher) end of year weaknesses discussed and to plan for next year.

National picture given on emotional and social needs of younger children in education / primary.

Early years discussed the impacts of covid (along with the national picture) going forward and the impacts of teaching discussed.

Governor probed on EB stance on impacts of covid on new joins and what is happening with communications with parents, wording and plan discussed.

Governor also probed other developmental areas picked up on, EB gave detail. LD gave further insight into national picture given on children's health and has been following this thread, diet and exercise discussed.

EB discussed transition plan going forward for new starts, EB to be part of observations in new joins current settings, and referrals discussed, areas of NHS and time scales also given. Speech and language discussed in further detail. Collaboration and working directly with parents. Governors suggested communicating the impact.

Chair questioned further learning for parents, learning clinics discussed, every term, EB gave further detail of the clinics, packages and screening discussed.

EB gave detail on parents evening really high turn out, SEN parents evening held separately to go over individual targets.

		<p>Team support, home and school.</p> <p>KS2 handwriting and spelling, target borderline greater depth children. Sats data analysis taken place.</p> <p>EB covers 1 afternoon a week. EB proposed a member staff taking additional hours on the run up to SATS - LGC happy for this if financially viable, all agreed.</p> <p>Governor questioned data of tracking children? Numbers in the data discussed, EB gave detail, baseline and trajectory, can share for every single child if needed, data drop point discussed, below trajectory, communications and plan going forward at that point per child.</p> <p>EB suggests separate meeting and further detail of pen portraits beneath each child.</p> <p>Interventions discussed that are put in place, if not meeting age related or expected targets.</p> <p>Expected details given of key stages foundation and year 1.</p> <p>LD confirmed individual meetings take place across each child where needed.</p> <p>Demographic of splits of teaching where needed further support, EB discussed detail and plans.</p> <p>Child falls behind 2 periods then becomes a case study.</p> <p>EB transition matrices to be used for further detail to give to LGC as and where needed.</p> <p>Successes of SEN and deprivation categories discussed, Non SEN pupils and interventions needed also discussed.</p> <p>Admissions and pupil overview (linked to finance)</p> <p>Questions and thoughts discussed around the whole trust level of admissions and impacts across all schools.</p> <p>Attendance meeting under the new policy, SLT time, LGC members invited to attend, EB gave detail on process and this meeting is to pass on to all.</p> <p>Staffordshire county council meeting on attendance, attendant did not show up, RC was available and ready to meet.</p> <p>Positive feedback from parents on new joins discussed.</p> <p>Open day discussed, details. Ensure when children are there in nursery going forward.</p> <p>Pupils numbers discussed in details 1st, 2nd and 3rd choices.</p> <p>Not final confirmed numbers, marketing and open days discussed pro active.</p> <p>EB sent reminders to all parents on applying for school places to ensure.</p> <p>HR and recruitment</p> <p>Discussed and LGC agreed additional hours on build up to SATs.</p> <p>Staff well being, pulse survey, EB looking further into detail, more in depth survey, stresses and strains in depth detail.</p> <p>Training discussed, managing time / impacts of additional workload from training, in relation to an email sent at the start of term September for training.</p> <p>EB does block release time for TA for training. Training relevant to all, it was just the timing of the training.</p> <p>Chair to action CEO meeting regarding training cycle, time and planning. Staff meetings, time and impact needs addressing.</p> <p>Arbour training discussed, management information system, training deadlines and cycles, further detail needed.</p> <p>Governor discussed the training requirements needed annually, length of time discussed however all recognised they needed to be done.</p> <p>Staff pulse survey, value questioned, EB does a further survey for own peace of mind.</p> <p>Governor suggested doing just the schools own survey potentially?</p> <p>Action - CEO / EB 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.</p> <p>Well being - to be linked to staff training and events, chair to pick up separate action point.</p>
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		<p>Estates and Health and Safety Windows discussed, CIF bid detail and process discussed. Companies detail discussed. JJ questioned the boiler status / situation for the school, action JJ to support the boiler situations to drive forward. 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.</p> <p>School items English review date changed, for English lead to attend, LGC members to attend.</p>
12	Risk Register	Wi fi to add to risk register for RC asap. Affecting the internet/ teaching. Action. Urgent NS.
13	GDPR	As discussed in action points, anything needed to be communicated will be asap to all LGC, information will be provided.
14	Policy review	Governor mentioned the new policy, sexual harassment to ensure to be inclusive of all. Ensure neutral and not gender specific. Policies for February Directors ratification discussed. No remarks to make. All accepted.
15	Governor Training needs	Review training conducted, impact and any training needs. N/A for this meeting.
16	Christian Distinctiveness	Father Jermy, details given, on going and embedded. Spirituality. Governor would like to join in any activities. Spirituality day. Worship council, national level also, qualification at the end. LGC monitoring session / curriculum also relevant to both members.
17	Reflection - What have we achieved in this meeting that will improve outcomes for the learners in this school? Scrutiny of curriculum Trust / CEO report scrutiny SEN and non SEN interventions discussed at depth Head Teachers report data scrutiny Admissions potential EYFS scrutiny Estates scrutiny Staff wellbeing scrutiny.	
18	Information / Questions to Board of Directors	-Information to be shared with Board of Directors -Recommendations to present to the board of directors -Questions to be posed to Board of Directors. -Positive clarity of data and explanations underneath please pass on. -Scheduling of MAT training cycle and any teacher meetings / events (CEO and chair also) -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. -PAN, due diligence, relating to trust growth and impacts going forward.
19	Confidentiality (Part 2 of minutes)	N/A
20	Date and time of future meetings including committee meetings if known.	

Signed..... Date.....

Actions arising

Item	Action to be taken	Action by whom	Action by when
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11. Reports	DW action work with EB and local MP for support, windows.	DW / EB	Update given re windows, planning and process. CIF bid details discussed in relation and wider conversation. Ongoing. Carry forward.
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	ASAP / next LGC
11. Reports	Chair to action CEO meeting regarding training cycle, time and planning. Staff meetings, time and impact needs addressing.	DW / CEO	ASAP / next LGC