

**MINUTES OF THE MEASE- St Andrews and Mary Howard PRIMARY SCHOOL  
LGC MEETING  
June 27th 10AM**



<b>Attendees:</b>	<b>Governor</b>	<b>Type</b>	<b>Responsibility</b>	<b>Term of Office End Date</b>
	Rachel Mills	Executive Head Teacher		ex officio
	Steven Webb	CoG / Governor	Curriculum	09 November 2023
	Anna Spencer-Gray	Governor	Finance	16 December 2023
	Revd John Grice	Foundation Governors	Safeguarding, SIAMS	26 June 2025
<b>Apologies:</b>	Elaine, Harlin, Jo Bennett (staff stepped down)			
<b>Also in attendance:</b>	NS Clerk (virtual link)			
<b>Documents circulated prior to the meeting</b>	<b>Documents shared:</b> All via Governor Hub  Previous minutes CEO report Head report Previous action			

*The meeting started at 10AM.*

Item	Agenda Title	Minutes
1.	<b>Welcome</b>	The Chair opened the meeting and thanked everyone for their attendance.
2.	<b>Prayer</b>	Opening prayer, thankful for the first meeting as part of TSSMAT.
3.	<b>Attendance</b>	NS added to the attendance table of the list above.
4.	<b>Apologies for Absence, Acceptance of Apologies and Quorum</b>	NS added to the attendance table of the list above.
5.	<b>Membership</b>	A lot of interest in the community (around joining the Trust and to join the LGC) parent interest, launch recruitment and plan in September. CEO guidance to be sought. Community interest, idea for skills matrix discussed. Parents may go to a vote, skills set also required to be part of the data put forward for position.
6.	<b>Confidentiality</b>	A reminder was given that discussions that took place during the meeting remained confidential in line with the Code of Conduct, to that meeting.  Governors were requested to identify any items on the agenda which were required to be recorded in the minutes as confidential matters.

7.	<b>Minutes of the Previous Meeting</b>	Signed and confirmed
8.	<b>Matters arising from the Previous Meeting</b>	<p><b>Actions arising from the previous LGC Meeting.</b></p> <p>Ofsted work - plan ongoing, September, chair or vice contact and other governors who have had an Ofsted recently, idea to work across and together, NS to share other Governors, action.</p> <p>Caretaker services - discussed / plan, RM discussed the time and hours of specific company, carry on the current model or new care taking. Termly audits from Elite for H&amp;S, prioritise to have a caretaker in over the holidays, G Taylors potential costs discussed. Governors questioned around other schools in the MAT how they work, RM gives details. Discussed and confirmed that odd jobs on top of the basics can lead to falling behind on time, do not be put off about care taking going forward based on past experiences, RM discusses further cost details. Potential opportunity to go back to the board to express interest for support further for caretaker / handyman going forward, split and share resource. RM to do numbers / financials with SCo.</p> <p>Photos - discussed website up and running but would like more up to date photos, they have the list of photos required, postpone for Autumn photo shoot. Dates discussed and will be confirmed.</p> <p>Succession planning - application for staff gov received / recruitment drive / plan.</p>
9.	<b>Declaration of Interest:</b>	Send out in July (ready for September start, JB to send out in line with all schools)
10.	<b>Declaration of Interest Business and Pecuniary including related Party Transactions</b>	<p>Governors were advised to declare any interests in an agenda item or announce any changes to their Declarations of Interest.</p> <p>N/A</p> <p>N/A.</p>
11.	<b>Strong Governance review</b>	<p>CEO and Head discussed the transition period outside of the meeting. Once new Governors are in place, roles and responsibilities, how the roles will work, reviewing reports etc and oversight / step away from any operational, being part of the Trust will support this.</p> <p><i>Discussion around SCR / training etc safeguarding... and the benefits for the two schools, oversights of central logs and reviewing. Support available and working progress going forward.</i></p>
12.	<b>Reports</b>	<p><b>a) Chair's and Vice Chair's Actions and correspondence</b></p> <p>Transition period</p> <p><b>b) Nominated/Link Governors Reports / Governors discussed</b></p> <p>Transition period</p> <p><b>c) CEO's report</b></p>

RM discussed the highlights of the report, social elements and visits from CEO and named Directors, threads highlighted and led the conversation, welcomed and enjoyed community day across both schools / picnic etc , CEO presence on the ground, golden thread and clear vision and values lived out day to day.

Data discussed and specifics of Trust data vs nationally.

**d) Headteacher's report**

RM led conversation with staff changes. Confidential.

**Curriculum and standards, attendance etc. / SIP / IT**

Action plan for September submitted, Sports premium good mark, RM sports lead for Mease going forward. Events management and competitive sports, financial accountability also, RM best placed to lead.

IT training needed now, monitoring system in place, *Gov questioned comfortable with MAT system cross over please share detail further*, RM confirmed not happened yet. Training has been given by JB. Further detail discussed, potentially more training needed.

Phonics, congratulations given, remarkable results, 100% MH, SA 82% in line with national, specific detail of new starters / mid starters given.

Relationship building discussed. SEN, discussed positives of the Trust SEN for leads to use if needed going forward, specifics and the progress being made.

Multiplication check, children did really well, full marks and non full marks discussed. Maths lead, high success, well done to minute.

SIP - RM gave detail for September, results dates given. Data from the start of the year positive results will be good. Led onto positives of the staffing model discussed of continuing and any tweaks / changes being made. RM mentors discussion, relationships and topics plan also discussed. Further information given on Christian ethos and new staffing, embedding and help continue this journey, support and guidance. RM gave further detail and highlights. Vision, values given and examples of how this is lived out in the day to day of staff.

**Safeguarding**

As discussed in confidential

**Christian Distinctiveness**

SIAMs, details given of upcoming date of inspection, vision and values discussed further, children voice really strong now after recent pupil was voice done. *Governors commented on collective worship the positives*. Plans for the day, golden thread to be explored, and evidence to be built.

*All discussed the last SIAMs review, and progress made by children, really positive and flourishing, courageous advocacy. Agent of change*. RE lead from the MAT and the visit and how well it went, big questions embedded across the curriculum and floor books. Looking forward to link in with LGC across Trust and schools further.

*Reverend John confirmed growth, big questions and philosophical questions across all subjects growth and vocab, MH SIAMs inspection first, pleased with this to showcase. CEO report has shown a slight gap in British values that can be pushed positively forward, recalling, RM confirmed golden thread and drive and just to articulate and vocab / language, it is a priority. RM confirmed rule of law, liberty etc , sense of justice and fairness is strong, well rounded leavers flourished and shows this in day to day values.*

		<p><b><u>Estates and Health and Safety</u></b>  Flooding at MH - 5 incidences of difficulty to get out, a plan is in place if the school needs to be evacuated. <i>Governors discussed the plan / contingency is helpful with attendance and options given to parents.</i>  <i>Governors discussed details of village hall choices.</i> RM confirmed the higher ground, village hall or church depending on access. Village hall positives given.  Parking options also discussed and advice given.</p> <p><b><u>School items and attendance</u></b>  Attendance discussed and case studies, attendance drive. Need to navigate the new government driven absence policy. The local authority takes a larger role in this, August 19th this comes to affect, detail given of this.  Training has been given. Powerpoint to be shared.</p> <p><i>On behalf of the Governors thanks given, and support on going, appreciate the difficult and challenges taken on and the improvement within the schools very quickly and hopeful going forward. Governors discussed the communication is so much better and from their and parent's perspective, reach out if needed and need support please.</i></p> <p><i>Governors confirmed the operational side and stepping back, to not concern as much but review, it's the operational side which was challenging, ongoing support and positives going forward. MAT strategic decisions to support the operational side, and advise.</i></p> <p>Laptops questioned - detail given of the google transition, google training discussed.</p> <p><b><u>GDPR/ Risk register and Policy</u></b>  <i>Governor questioned - Risk reg / GDPR and business continuity plans (RM detail given.) All discussed further lockdown practice / storms / floods, powerpoints shown and shared, basics practised, contingency in place and confirmed previous details.</i></p> <p><i>GDPR questioned, JB ensures compliance of that, NS mentioned current piece of work to ensure all the Apps / programmes used by schools are GDPR compliant, reviewed vs the ICO checklist (available for public view on ICO if any body wanted to look.)</i></p> <p>References - RM to check reference of new recruits action.  NS take on national college logs in check with JB all staff need adding and LGC, action.</p> <p>Policy review aligns with the MAT. Details givens, nuance to school. <i>Governor probed detail as to their part.</i></p> <p>Do policy need to be shown to in LGC and ratified also or just at the board? Used business plan, as an example of LGC having a positive input and voice - NS to find out ratification information and send to RM, action.</p>
13.	<b>Risk Register</b>	Covered above.
14.	<b>GDPR</b>	Covered above.
15.	<b>Policy review</b>	Covered above.
16.	<b>Governor Training needs</b>	Anything needed has been completed. National College - Governor training, as and when up and running can be shared across Governors. RM to work with CEO on which training. NS to ensure 2 schools set up.
17.	<b>Christian</b>	Covered above.

	<b>Distinctiveness</b>	
<b>18.</b>	<p><b>Reflection - What have we achieved in this meeting that will improve outcomes for the learners in this school?</b></p> <ul style="list-style-type: none"> <li>- The Mease as a total and inclusion in Trust (both schools discussed individually also)</li> <li>- Attendance / new policy</li> <li>- Staff structure / HR</li> <li>- Conversations are all child outcome orientated, not as bogged down by finance and operation now, strategic led and supportive.</li> <li>- Probed anything missing or needed, looking forward end of school year and plan based on 3 scenarios, RM confirmed the financials on sustainable for 2025, plans of core curriculum discussion and then smaller split strategy.</li> <li>- Zoe, action, promote the school, social media, open day, marketing speak to Ellen and TH / link in.</li> <li>- LGC action, to engage with parents who / what the LGC are doing and actions.</li> </ul> <p><i>AOB - SA signage, discussed vs others in the MAT, RM gave detail behind this, Governors discussed the change of logo, consistency of MH emblem and adapt to SA, transition awareness, part of the MAT visually. Further detail given, would need some graphic design, action how to move this forward, Governors can reach out at their work life/ personally, to support this. Local and simple key icons. Grow and flourish as an idea as wording. Academisation would like consistency and to feel as part of this. Rebranding and recruitment, part of this going forward will support.</i></p>	
<b>19.</b>	<b>Information / Questions to Board of Directors</b>	<p><b>Recommendations to present to the Board of Directors:</b></p> <p>The structure of the new governing body is the main focus. Organising roles, responsibilities and reviews / links, focus on strategic and being Ofsted ready as well.</p>
<b>20.</b>	<b>Confidentiality (Part 2 of minutes)</b>	As noted in confidential minutes
<b>21.</b>	<b>Date and time of future meetings</b>	<p><i>Meetings set for 24/25 as below.</i></p> <p><i>Tuesday 1st October 5.30PM MH</i>  <i>Tuesday 21st Jan 5.30PM SA</i>  <i>Tuesday 6th May 5.30PM MH</i></p> <p>AOB further point, agenda for parent meeting RM to discuss split of classes with parents, the letter has been sent and meeting will follow up. Will update after discussion.  Governor confirmed idea to discuss the concept from a different angle / phrases to <i>possibly use confirmed</i>, RM confirmed governors voice and support will help on this.</p>

Meeting finished at 11.25AM

Signed.....

Date .....

**See the page below for the Action Log arising (to be completed)**

Item	Action to be taken	Action by whom	Action by when
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<b>8.</b>	RM / SCo to look at financials / plan for possible share of caretaker from Trust caretaker / own school plans	RM/ SCo	As soon as able
<b>8.</b>	NS to share all LGC contacts / CoG with RM / LGC	NS	As soon as able
<b>12.</b>	References - RM to check reference of new recruits action	RM / JB	As soon as able
<b>12.</b>	NS take on national college logs in check with JB all staff need adding and LGC, action.	NS	Completed - sense check in LGC meeting
<b>12.</b>	Do policies need to be shown in the LGC and ratified also or just at the board?	NS	Completed and detail given to RM
<b>18.</b>	Zoe, promote the school, social media, openday, marketing etc speak to Ellen and TH / link in as previously done there.	Zoe	As soon as able
<b>18.</b>	LGC action, to engage with parents who / what the LGC are doing and actions	LGC	As soon as able
<b>18</b>	Signage / logo for school, LGC to reach out to contacts and push this forward	LGC	As soon as able
<b>21.</b>	RM to feed back to LGC on parent meeting on split of classes / LGC to support with their voice also	RM / LGC	As soon as able