

Governor	Type	Responsibility	Term of Office End Date
Steve Webb	Chair / parent / community	Chair and curriculum	09.11.24
Anna Spencer-Gray	Vicer / parent / community	Finance	16.12.24
Reverend John Grice	Parent / community	Safeguarding / Christian distinctiveness	26.06.25
Elaine Harlin	Parent / community	SEN and health & safety	29.01.25
Sarah Orgill	Teacher / staff		
Rachel Mills	Head Teacher		

Links to documents tabled:

Previous minutes

[MINUTES LGC The Mease June27th](#)

[CONFIDENTIAL MINUTES LGC The Mease June27th](#)

CEO report

[CEO report to LGC October 2024.pdf](#)

Head Teacher report

[TSSMAT Headteachers Report to Governors- Mease-September 2024.pdf](#)

Additional documents sent 1/10

[TM priorities 24-25.pdf](#)

[Copy of EOY- Summer Data Capture 2024-SA \(1\)](#)

[Copy of EOY- Summer Data Capture 2024-MH \(1\) \(1\).docx](#)

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

1	Welcome 5.30PM	Opened in prayer led by CEO.
2	Prayer 5.30PM	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.
3	Attendance 5.32PM	Sraha Orgill, Rachel Mills, Elaine Harlin, Anna Spencer-Grey, Charlene Gethin (CEO) Nicola Saint (Clerk) Reverend John (joined the meeting) Apologies - Steve Webb
4	Apologies for Absence, Acceptance of Apologies and Quorum 5.32PM	Apologies - Steve Webb.
5	Nomination / Re appoint Chair and Vice chair 5.35PM	Agreed to do this activity in the Spring term LGC.
6	Governor roles and responsibilities 5.40PM	Individual Governor roles and responsibilities to be agreed and approved further if needed. Steve Webb - Chair and curriculum Anna Spencer-Gray - Vice chair and finance John Grice - Safeguarding Elaine Harlin - SEN and health & safety CEO probed pupil premium role further / prompted discussion to decide where this sits going forward.
7	Membership 5.45PM	Recruiting for additional members discussed and agreed needed. Core group of people, wider community / parents in mind, skill sets discussed and potential. 9 limit / numbers discussed. Applications discussed. Skills matrix discussed, Trust led to start and then LGC led to review. Action to send an email to potential joins / candidates.
8	Confidentiality 5.45PM	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.
9	Minutes of the Previous Meeting 5.45PM	Minutes signed. Head Teacher to file.
10	Matters arising From Previous meeting 5.50PM	Please see the action log below for updated actions.
11	Declaration of Interest Business and Pecuniary including related Party Transactions 6.00PM	JB sent an official Trust level form / link - action to resend / RM to check responses / forward on. N/A not to declare for this meeting
12	Strong Governance review 6.05PM	CEO gave further detail in full to LGC. SGR, to be done once full board operating. Set audit by National Governance Association Highlights key areas for development. Any new information is highlighted. Identify an action plan for all LGC. Following year LGC carry on this and review actions plan and add any new/ or amend as needed, year on year refresh, new audit tool 2 / 3 years on. All Saints to be done at the same time.

13	Reports 6.10PM	<p>a) Chair's and Vice Chair's Actions and correspondence N/A for this meeting</p> <p>b) Nominated/Link Governors Reports SIAMS - further feedback given (also logged in item m, christian distinctiveness) Robust conversation, inspection approach discussed. Challenges of the inspection discussed, CEO confirmed Directors position, RE audit discussed, Governors confirmed the most important thing is also in respect of SIAMS inspection , that the school are living and breathing those values, it is happening, that is important.</p> <p>c) CEOs report LGCs are asked to receive the report included with these papers. CEOs will verbally update governors at the meeting on any developments since the report was written. CEOs should not read out their report but respond to questions and queries and ensure minutes are made of relevant items for Evidence.</p> <p>Highlights given as per the report circulate on shared drive and on PDF to all LGC. Leadership strategies discussed Focused on SEN as detailed element of conversation, strategic work with other Heads across Trust. Educational visits prioritised, training discussed for administration on this. Curriculum focus journeys discussed, all schools at different stages. Early years connecting staff across the Trust. PE provision discussed. Preparation and results for SIAMs and spirituality discussed, discussed MAT and impacts of the framework on christian distinctiveness. Ofsted aspect developed well being, behaviours and personal development, award with national college, work towards. Future planning. Maths planning discussed. Attendance audit and to minute The Mease exceptional, further detail given surrounding this and link in to the Trust/ how applied process etc. Another audit in November to be undertaken. Forest schools, links in with The Howard, fund raising discussed. Financial data / school level data discussed. Management accounts discussed projection going forward, balance 25/26, structure discussed. Trust worship discussed, next worship details given and pupil led. School resource management audit also discussed, results yet to be given. CIF bid process discussed, estates management discussed. Cyber security discussed and plan, RM to discuss with staff and exercise time aside / to do desktop exercise, Heads all aware, reassurances given, IT Director details discussed. Consultation on inset dates, details discussed. Trust policy on therapy dogs discussed.</p> <p>d) Headteacher's report LGCs are asked to receive the report included with these papers. Headteachers will verbally update governors at the meeting on any developments since the report was written. Headteachers should not read out their report but respond to questions and queries and ensure minutes are made of relevant items for Evidence.</p> <p>This remaining agenda should be determined by the COG working in conjunction with the clerk, the Board of Directors and the Headteacher. Governors should be directed to the items which are of strategic importance to the organisation. Operational discussions should be actively discouraged.</p> <p>Led with drive and engagement discussed on impacts of following years budgets, if secured admissions. MH performance discussed, investment further into SA Results highlights discussed Phonics discussed KS2 results discussed, projected outcomes discussed. Further pupil needs discussed CEO shared information around Ofsted. Work life balance discussed / wellbeing. Attendance successes discussed SIAMS led worship, thanked Rev John</p> <p>Safeguarding Update Receive numbers of referrals etc. (See table) Outcomes of supervision</p> <p>Discussed as relevant. Confirmed staff are using my concern correctly.</p> <p>SEN (and Local offer)</p> <p>Discussed plans where achieving below peers, know who is where and where to / how to improve. Feedback separately to Governors if needed, update on SEN, action.</p> <p>Finance</p> <p>Discussed in CEO and Finance report</p> <p>HR and recruitment</p> <p>See confidential minute</p> <p>School items</p> <p>Governors discussed using the Dojo app, the importance of any notifications, parent point of view. In depth conversation around balance and support. Action RM to send letter for parents to use Schudio / app base.</p>
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		Christian Distinctiveness - Collective worship / RE / SIAMS review As discussed above Rev John. To re-cap robust conversation around SIAM inspection, living and breathing this across school / Trust. Learnings from SIAMs / LGC / staff and Directors, can learn across all, share the wealth of knowledge.
14	Risk Register 6.40PM	CEO confirmed Trust risk register details, process and checks at Board meetings.
15	GDPR 6.45PM	RM gave details about access outages / escalate to Staffs Tech - action. CEO questioned monitoring service / Staffs tech - action.
16	Policy review 6.50PM	Trust policy discussed as identified in CEO report. Sports review policy published July 2024. Further discussions as per start of meeting roles/ responsibilities.
17	Governor Training needs 6.55PM	Discussed the review of training needed, impact and any training needs. NS action to re-share with Heads the staff training and LGC training for 24/25, staff to send certificates / along with LGC.
18	Reflection - What have we achieved in this meeting that will improve outcomes for the learners in this school? 7.00PM	Scrutiny of stability of staffing in challenging circumstances Achieving action points / targets Strategy moving forwards best outcome Advance planning Structure and finance Communication development SEN Attendance / admissions SIAMs Preparedness for Ofsted / roles in place
19	Information / Questions to Board of Directors 7.05PM	Will Directors ask if our school is following and acting as per SoD / Trust deeds (articles of associations) CEO gave detail of recent changes of articles of associations, pass up.
20	Confidentiality (Part 2 of minutes) 7.15PM	Part 2 of minutes populated
21	Confirm date and time of future meetings including committee meetings if known 7.15PM - Agreed as in diary	

Closed meeting with a prayer - Reverend John

Signed..... Date (Please not wet signed minutes are filed by school within the school office filing system)

New actions arising Autumn 2024

Item	Action to be taken	Action by whom	Action by when
11. Declaration of interests	JB sent official Trust level form / link - action to resend / RM to check responses / forward on	RM	As soon as possible
13 Reports - SEN	Feedback to LGC separately / meeting for SEN local offer updates within school	RM	As soon as possible
13 Reports - school items	Action RM to send letter for parents to use schudio / app.	RM	As soon as possible
15 GDPR	Staffs tech / IT (in reaction to outages etc)	RM / CEO	As soon as possible

18.	LGC action, to engage with parents who / what the LGC are doing and actions	LGC	When we have new LGC confirmed / pen portraits
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Actions arising from previous Summer 2024 meeting

Item	Action to be taken	Action by whom	Action by when
8.	RM / SCo to look at financials / plan for possible share of caretaker from Trust caretaker / own school plans	RM/ SCo	Continued where we are / continue to review

8.	NS to share all LGC contacts / CoG with RM / LGC	NS	Complete
12.	References - RM to check reference of new recruits action	RM / JB	Complete / JB recruitment checks to be done at point of recruitment
12.	NS take on national college logs in check with JB all staff need adding and LGC, action.	NS	NS re send the training list to LGC at TM
12.	Do policies need to be shown in the LGC and ratified also or just at the board?	NS	Completed and detail given to RM
18.	Zoe, promote the school, social media, openday, marketing etc speak to Ellen and TH / link in as previously done there.	Zoe	RM completed
18.	LGC action, to engage with parents who / what the LGC are doing and actions	LGC	When we have new LGC confirmed / pen portraits
18	Signage / logo for school, LGC to reach out to contacts and push this forward	LGC	Complete
21.	RM to feed back to LGC on parent meeting on split of classes / LGC to support with their voice also	RM / LGC	Complete / further robust discussion around the split and communications