

Governor	Type	Responsibility	Term of Office End Date
Helen Robertson	Community - Chair		01.02.2027
Polly Embury	Grandparent/Community	Curriculum, English	01.02.2027
Jackie Tyler	Community Member	Early Years & SMSC	01.02.2027
Carolyn Gavin	Community Member / Vice Chair	SEND, Pupil Premium, Wellbeing, Vulnerable Groups	01.02.2027
Lesley Bovington	Grandparent/Community	Finance, Health and Safety, Premises, Sports Premium	01.02.2027
Chris Billingham	Community Member	English, EYFS, (Early Years)	01.02.2027
Jon Wynn	Head Teacher		Ex-officio

Attendees

Mr Jon Wynn, Miss Harriet Jennings, Mrs Helen Robertson, Mrs Carolyn Gavin, Mrs Chris Billingham, Mrs Charlene Gethin (CEO)
Nicola Saint (Clerk) virtual

Apologies

Mrs Lesley Bovington, Mrs Jackie Tyler, Mrs Polly Embury.

Links to documents tabled:

Previous minutes

- [summer LGC 24 TH LGC Minutes Template](#)
- [Confidential LGC 24 TH LGC Minutes Template](#)

CEO report

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

Head Teacher report

- [TH Headteachers Report to Governors October 2024](#)

(Note P11 Finance management accounts are saved in the shared drive in LGC folder)

Standing items for all meeting – see below for key items for each term		
1	Welcome 6.00PM	CEO led with a prayer.
2	Prayer 6.00PM / 6.05PM	<i>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 please feel free to join the meeting 5 minutes later.</i>
3	Attendance 6.05PM	As above.
4	Apologies for Absence, Acceptance of Apologies and Quorum 6.05PM	No Lesley Bovington - apols in advance No Jackie tyler No Polly Embury CEO confirmed, 1 vacancy if you want to ask / advertise. Chair has an idea of a candidate / HR specialist / skill set.
5	Nomination / Re appoint Chair and Vice chair 6.10PM	All confirmed to carry on with current arrangements.
6	Governor roles and responsibilities 6.15PM	Discussion around responsibilities outstanding, finance vacancy, Chair to confirm finance lead. Action. Discussed further on reflection of vacancy. JW confirmed supportive parents and larger cohort, previous advert to be used again - action. Action chair to send list of governors and roles / responsibilities - to sense check.
7	Membership 6.20PM	As discussed above.
8	Confidentiality 6.25PM	Chair reminds all to also do this in any meetings where parents / LGC do come in school . JW has sent a detailed communication about privacy and references with cohort.
9	Minutes of the Previous Meeting 6.25PM	Chair to sign meeting minutes and hand to JW to file in school.
10	Matters arising From Previous meeting 6.30PM	<i>Please refer to any follow up actions recorded in previous minutes / table below.</i>
11	Declaration of Interest Business and Pecuniary including related Party Transactions 6.40PM	Action NS / JB to check that everyone has completed pecuniary interests.
12	Strong Governance review 6.40PM	CEO led conversation as a reminder. Action plan separate meeting, discussion of on going and new targets with JW / all governors. HR / JW to action plan before December, send copy to CEO.

13	Reports 6.45PM	<p>a) Chair's and Vice Chair's Actions and correspondence</p> <p><i>HR confirmed LGC tend to meet locally and have a detailed conversation on positives and challenges, Isdt meeting discussed pupil numbers, school day, safeguarding training, wrap around club (value for money) sensory garden and PTA. CEO confirmed policies discussed, put forward as part of the policy review schedule.</i></p> <p>Confidential minute noted. Please see part 2 of minutes.</p> <p>CEO discussed a formal meeting could be booked with the Head in school, not clerked, to discuss action plans, ideas, or any other feedback in between official LGC meetings and school lesson observations. Positives discussed of these informal check ins outside of official LGC.</p> <p>b) Nominated/Link Governors Reports</p> <p><i>N/A for this meeting</i></p> <p>c) CEOs report</p> <p>CEO explained the current position of the Trust and her attendance of every LGC if possible for the first 30 / 40 minutes, catch up on actions and answering questions on the CEO report, in person or virtual.</p> <p>CEO led with highlights on data, school development plan and connections to the other schools in the trust. <u>Minute gratitude for attendance audit JW, great improvements, really positive.</u> Celebrate all inspections since the LGC last met, positively discussed. SIAMS inspection for new schools, really positive to draw on and share. School reviews, JW to share outcomes, positives highlighted, teaching and connection of the staff / children. Link governor subjects discussed and visits planned. JW thanked for reviewing other schools across the Trust, understanding welcomed, thanks again. Balance budget this and next year, good position, national picture of UK economy and school economy discussed also in relation to Trust / school personal budgets. Inset day governors and directors thanked, next inset detail given. Onboarding of new schools discussed. Gratitude to JW for leading event, residential, instrumental in organising, exceptional. Action CG to check communication with Directors attendance - NS to check invites also.</p> <p>CEO left at 6.35PM</p> <p>d) Headteacher's report</p> <p>JW led with details on big reviews coming up, dates given to all Governors. Maths review discussed, positives outlined, outdoor active learning, engaging and brilliant delivery. Enrichments, residential, leavers services and PTA discussed.</p> <p><u>Attendance probed by CG. minute that attendance is high 97% JW gave more detail vs national average %.</u> Further details discussed around this, official terms of late and support offered, communications that have been sent. Attendance policy reviewed and communicated. National push for attendance also discussed.</p> <p>KS2 highlighted fantastic data, positives discussed, hard work behind this teaching and pupils. <i>Governors commented on the exam invigilations, great technique at such young age, checking answers at the end.</i> Comments from ofsted discussed, continued discussion on national overview. Overall creativity discussed, outdoor learning just one element, independence drive, school drive / plan. Celebrate finished Ofsted, staff to be able to be creative and everything comes back to core areas. Gardening discussed, drama discussed, <u>governors all agreed great opportunities.</u> Balance of independence.</p> <p><i>Governors commented on staff absence, testament to staff. Really good.</i> <i>Staff morale probed by governor and JW led with conversation on current feelings across school and specific changes.</i> <i>Chair confirmed and all agree for staff at the school more than just a job.</i></p> <p><u>PTA to minute from JW. thanks to their contributions and drive so many initiatives and the difference to the children.</u> <u>All comment on the children enjoying the facility and the benefits.</u></p> <p>e) Safeguarding / SEN (and Local offer)</p> <p><i>Governors probed if attendance is added as part of safeguarding / child well being? JW confirmed.</i> <i>CG gave detail on SEN catch up from last year, JW confirmed further detail and plans for this plus shared current interventions.</i> <i>HJ gave further detail on this and from volunteer work, joint skills shared and ideas welcomed.</i></p> <p>f) Curriculum and standards, attendance etc.</p> <p>Any changes / progress towards targets setting shared Ensure LGC know the school's strengths and key areas for development from the SIP New SIP plans for following year – headline areas SEF review Curriculum updates to include Monitoring and evaluation review – where are we, next steps Any Survey results – headlines / exceptions. Attendance data and analysis</p> <p>Attendance discussed C&S catch up 11/10 School improvement plans already touched on, further details discussed.</p> <p>g) Admissions and pupil overview</p> <p>Pupil numbers Demographics New arrivals</p> <p>Official numbers discussed, JW confirmed balance budgets and how this links in / funding per child. Open days discussed previously and ideas for new / upcoming open days.</p> <p>i) Finance</p> <p>Reports shared P11 / JW discussed further balances / details of the accounts. School making budgets work. HJ commented on positives of enrichment that is still included and fitting ebethign in.</p> <p>j) HR and recruitment</p>
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		<p>HR discussions / staff changes updated. New staff discussed, positives and further details of potential going forward.</p> <p>k) Estates and Health and Safety</p> <p>H&S audit details discussed, up coming dates discussed, audit report discussed, tree survey booked in and low level items discussed. Estates delay on new boiler, new boiler details discussed and CIF bid details. Further plans being investigated. Drains discussed / visits planned.</p> <p>m) Spiritual, Moral, Social & cultural distinctiveness</p> <p>Website values expressed clearly. Assemblies highlighted and in class also, spiritual well being for all. <i>HJ gave further detail of enrichment / interactions discussed and positives.</i></p>
14	Risk Register 7.15PM	Confirmed estates to be added if not already (boiler) action NS to send to JB. Ensure any area in school that there are no codes/ information listed visible if parents are visiting.
15	GDPR 7.15PM	JW confirmed any minor GDPR is logged also. Process discussed with governors so all aware.
16	Policy review 7.15PM	As discussed in the meeting earlier on, current policies to be ratified October 18th Directors meeting. <i>HR suggested could put all on notice board for new starters if needed or printed out?</i> Policies are shared on email for new starters JW confirmed. <i>CB confirmed policies also available for any one to view on the TSSMAT website.</i>
17	Reflection - What have we achieved in this meeting that will improve outcomes for the learners in this school? 7.20PM	
	<p>CEO trust overview. Heads report and scrutiny. Creative play and resources. Attendance reviews and outcomes. Action of CIL HR speak to parish council. Policies discussed. Greater understanding of school plans and wider trust work for JW.</p>	
18	Information / Questions to Board of Directors 7.25PM	Estates, premises risks, and tight budget, contingency and capital pot questioned, how to fund for emergencies? JW gave some detail around this, building up reserves and national picture however governors would like formal response. NS action, add to directors agenda.
19	Confidentiality (Part 2 of minutes) 7.30PM	See part 2 of confidential minute
20	Confirm date and time of future meetings including committee meetings if known 7.30PM Confirmed in diary	

Signed Date..... (Please note wet signed minutes are filed in the school office filing system)

Actions arising Autumn 2024

Item	Action to be taken	Action by whom	Action by when
6. Roles and responsibilities	Discussion around responsibilities outstanding, finance vacancy, Chair to confirm finance lead. Action.	HR	ASAP
6. Roles and responsibilities	Chair to send list of governors and roles / responsibilities - to sense check.	HR	ASAP
11. Pecuniary interests	NS / JB to check that everyone has completed pecuniary interests / all governors to complete if they have not yet done so	NS / JB	ASAP
12. Strong governance review	Plan another separate meeting and send any feedback / plan to CEO	HR / JW	ASAP
13. Reports	CG to check communication with Directors attendance of LGC - NS to check invites also.	CG (CEO) NS	ASAP
14. Risk register	Check boiler is on risk register	NS	ASAP

Signed Date

Actions arising from previous meeting Summer 2024

Item	Action to be taken	Action by whom	Action by when
N/A	Governors to all send short paragraph to JW about themselves and their role in school / community	All	ASAP / continue 20th October complete by. As discussed roles and responsibilities to be confirmed and to include on the website. All Governors to be prompted.
12. Reports	Finance - CIL, church levy, NS to check with SCo	NS/SCo	SCo received a request for bank details, no payment showing as yet in bank account. HR to check the status of the money at the up coming CIL meeting - funds for the trust - clerk on parish council. Discussion around IT progression and in conjunction

			with PTA
AOB	Action HR to send any other courses undertaken / mental health to NS to log	HR	ASAP