

Links to documents tabled



CEO

 **CEO LGC report January 2026 .pdf**



Head

 **SM Headteachers Report to Governors January 2026.docx**

Previous minutes

-  Copy of St Marys LGC Minutes Autumn 2025
-  Confidence Copy of St Marys LGC Minutes Autumn 2025

A - admin
L / Q - information / questions
D - decision required

Agenda Items																
1	Welcome and reflection start - 2 minutes	<i>We welcome you and invite you to join in reflection, quietly on your intentions in this meeting, your own thoughts and reflections also...</i>														
2	Apologies for Absence, Acceptance of Apologies and Quorum - 2 minutes	CS apologies sent and accepted. AR - check in with LGC member - action. Attendance recorded - https://tssmat.staffs.sch.uk/governance/local-advisory-groups/lgc-attendance														
3	-Membership (end of term) -Re appointment of chair and vice chair at the start of academic year -Roles & responsibilities (confirm or change) - 5 minutes	Welcome to new governors (if applicable) Note any changes.  School Governor lists and hats May 2025 in progress TP - after academic year will be stepping down - continue until the end of August 2026. Action check in with AR. JW/NS. Re - listed all responsibilities from Autumns minutes. NS update the lists and hats.														
4	Confidentiality (reminder) - 2 minutes	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.														
5	Minutes of the previous Meeting Matters arising from previous meeting 5 minutes	LGC asked to approve the previous minutes and CoG to sign at the end of the meeting. <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Item / Action to be taken</th> <th style="width: 25%;">Action by</th> <th style="width: 25%;">Action by when</th> <th style="width: 25%;"></th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">7 - Strong governance review</td> <td>-Platform national college - all to confirm can log in</td> <td style="text-align: center;">All LGC / NS</td> <td> ASAP - NS to check on all members and their outstanding training. Action re-send the tick sheet. Send training email over to all SM LGC. Complete </td> </tr> <tr> <td style="text-align: center;">8 - Reports</td> <td> -Marketing of school and admissions discussed at length. Forest schools, open days, playgroups etc local links and detail discussed. Action plan JW. BS suggested strategy and all comment add to sheet / working document. -Trend across the trust and support for marketing, action JW to ask and then inform what is needed. Birthrate and national statistics discussed. Flyers distribution discussed / support, voluntary hand out. </td> <td style="text-align: center;">JW / BS</td> <td> ASAP - Conversation around increase of admissions. Cover off in Heads reports. Ongoing. </td> </tr> </tbody> </table>			Item / Action to be taken	Action by	Action by when		7 - Strong governance review	-Platform national college - all to confirm can log in	All LGC / NS	ASAP - NS to check on all members and their outstanding training. Action re-send the tick sheet. Send training email over to all SM LGC. Complete	8 - Reports	-Marketing of school and admissions discussed at length. Forest schools, open days, playgroups etc local links and detail discussed. Action plan JW. BS suggested strategy and all comment add to sheet / working document. -Trend across the trust and support for marketing, action JW to ask and then inform what is needed. Birthrate and national statistics discussed. Flyers distribution discussed / support, voluntary hand out.	JW / BS	ASAP - Conversation around increase of admissions. Cover off in Heads reports. Ongoing.
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6	Declaration of Interest Business and Pecuniary including related Party Transactions - 5 minutes	Reminder for new governors to complete and ask if there are any changes of circumstances for existing governors https://docs.google.com/forms/d/e/1FAIpQLSfagKDknnkHL6rWKujPK47ZTw7QRnvTwRQ9ImXaRUzNWEtmvw/viewform														
7	Risk Register - 5 minutes	Confirm if anything new is to be added to the document (school specific)  Risk Register - SM.xlsx Comprehensive list of questions from KS - received and answered prior to meeting. KS confirmed. JW - re share risk register link. Action. Completed. Each of the 4 risks were detailed to all LGC.														
8	Strong Governance review - 5 minutes	<u>Please confirm deadline you want the skills audit sending out (normally June) length of time to complete / submit to Heads by, Heads to analyse and report back in Autumn LGC meeting.</u>														

		<p>ANY NEW JOIN LGC MEMBERS TO COMPLETE SKILLS AUDIT. https://docs.google.com/forms/d/1K3HLN7jzvf1mj3wFEIJYG2ku9J3TGVIs2ENajtfWt7E/edit?usp=drivesdk</p>
9	<p>Reports - 30 minutes</p> <p><i>Please note CEO will be present either in person or remotely for the CEO report section</i></p>	<p>a) CEO report</p> <p>LGC member confirmed how detailed the report is... CoG confirmed there are no surprises as per detail of who, how and what. All confirmed. Frame work and focus detail discussed. Update on the meeting at Anson with senior government member, financial decisions and questions asked on the day overall national picture discussed. SEND detail discussed.</p> <p>Chair confirmed strengths of most recent review. Listed the key highlights out to all - all confirmed.</p> <p>Specifics trust wide of highlights from other schools and staffing positives discussed. Using expertise and trust links of keeping the leads and hats in place. SENCO detail given.</p> <p>Business case - success of work / hard work, with JW / staff conversations. Chair noted. C&S detail given. Staffing detail discussed locally and nationally. Balanced budget discussed.</p> <p>KS questioned the loss on catering, SM loss or Trust loss? CEO confirmed the loss is correct for catering costs, income vs outgoing. Rationale behind and note it is not miss management, the pay increases of staff, energy costs, cost of food (economies of scale on purchase.) Re negotiate food companies / deals etc. LGC member questioned free school meal, confirmed government is extending to any one on UC. Robust conversation took place. KS confirmed she can support JB with the actions and plan as required.</p> <p>CEO left meeting at 6.40PM.</p> <p>d) Headteacher's report</p> <p>Staffing discussed as prompted by LGCs previous question regarding catering staff... JW gave context of saves and amounts given, planned hours detailed, savings from staffing from Spring 2026, balance of predications balances. Robust staffing conversation took place.</p> <p>Admissions detail discussed, 1st (2nd / 3rd places details of why this has changed) year 6 numbers given. Drive for nursery children and marketing, Chair confirmed continue what is being done. Numbers across Trust and nationally the same picture.</p> <p>KS confirmed finance sent further information / figures, questioned forecast based on pupil numbers...JW confirmed even with this in mind, there is a lower intake. National picture given and context given. Remodeler detail to be given / work takes place then on going.</p> <p>Data drop / snap shot given, meet with teachers and detail given on interventions. SEND detail given trust wide, local school, local are and national. Specifics discussed.</p> <p>Maths detail given and wins. School development plan detail given and discussed. Confidence in and continue progress, small step by step. LGC member confirmed statistics are important but what progress looks like to an individual child, articulate if able, JW can add in further information, there to evidence. Progress check report requested by LGC member. JW confirmed parents evening depth to be given, heat maps and gaps in learning detailed. Extra information on where to target and user friendly would support further, narrative to make sense, progress and wider picture.</p> <p>Chair questioned any feedback from parents evening? JW confirmed that the feedback / comments positive.</p> <p>Monitoring cycle for review meetings, next review if February.</p> <p>Attendance detail given. Thanks and staff did really well.</p> <p>Communications really positive and parents reminders / positive change, all agreed. To minute. Mrs Harley welcoming and real asset.</p> <p>Arbour positives detailed.</p> <p>Xmas term - thanked all staff.</p> <p>Chair confirmed ongoing Head / Deputy review that time of year, review whats gone well or do differently. Preventive and H&S review at that time of year. Suggestion.</p> <p>e) Additional Items (agreed by Chair and Head prior to agenda being sent)</p> <p>-H&S - ongoing document, low level items, thanked for this.</p> <p>-Chair / vice chair - flood scenarios detail discussed and thanked, supporting, snow week.</p> <p>NS add in Dani / Deputy to a 5 minute catch up / slot on next agenda. Action.</p> <p>LGC members asked for TAS details - and next up coming reviews up coming. Detail given , agendas sent 10 days prior minimum.</p> <p>School review taking place / upcoming / positive joining additional.</p> <p>Chair encouraged all to share as and when - not only in the meetings reassured and there to support and solve.</p> <p>Lynne offered support door always open and all welcome.</p> <p>KS confirmed well being of staff and Head is included in this, caring and passionate, share the load when need to.</p>
10	GDPR - 5 minutes	<p>Within the last term / N/A. Ongoing lock computer screen.</p>
11	Policy review - 5 minutes	<p>Policies to be circulated at point of ratification by board (for reference below policy in draft policies)</p>

		Copy of Data Protection v5 Jan 25-26 DRAFT Copy of Grievance Policy v8 Feb 26- Feb 27 DRAFT Admissions Policy SM 2027-28
12	Reflection - What have we achieved in this meeting that will improve outcomes for the learners in this school? - 5 minutes Staffing Financial Business case scenario Risk register detail Positive conversations on great reports CEO report thanked Head report thanked Coming up round the schools TAS confirmed dates. Positive Communications positive.	
13	Information / Questions to Board of Directors - 5 minutes	N/A for this meeting. Policies listed above confirmed.
14	Confidentiality (Part 2 of minutes) - 5 minutes	Highlight any areas to be noted as confidential to the clerk (if not done so already) As minuted.
15	Confirm date and time of future meetings including committee meetings if known - meeting close In calendar 21st April 2026. Other dates given also for SATs / and school reviews.	

Chair - Please see link to full wording per agenda point if needed

[Google Copy of LGC Agenda SPRING TERM CofE schools](#)

Actions arising

Item / Action to be taken	Action by	Action by when
Risk register - JW - re share risk register link specific to SM only. Action. Completed.	JW	ASAP
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<i>Reports - catering link / KS confirmed she can support JB with the actions and plan as required.</i>	KS / JBowman	ASAP