

**MINUTES OF THE RICHARD CROSSE CofE
PRIMARY SCHOOL LGC MEETING**

1 February 2023, 7.00pm, Richard Crosse

Attendees:	Governor	Type	Responsibility	Term of Office End Date
	Ms. Emma Bowring	Headteacher		Ex-officio
	Mrs. Jodie Jenkinson	Parent	Curriculum, English, Maths	01.02.2027
	Dr. Ann Shilton	Foundation – Vice Chair	Safeguarding, Prevent, e-Safety, Attendance	01.02.2027
	Mr. Darren Walsh	Parent - Chair	SEND, Pupil Premium, Headteacher Appraisal	01.02.2027
Apologies:	Miss Lyndsey Derry			
Also in attendance:	Mrs. Charlene Gethin (CG) (CEO TSSMAT - The Staffordshire Schools Multi-Academy Trust) Mrs. Heather Bowman (HB) (TSSMAT Chair of Directors/Richard Crosse Link Director) Mrs. Lisa Canton (Clerk)			
Documents circulated prior to the meeting	<i>tssmat_rc-training_audit_02_11_2022</i> <i>RC Strengths and Areas for Development and Information Crib</i> <i>TSSMAT TERMS OF REFERENCE FOR LOCAL GOVERNING COMMITTEES</i> <i>P3 Management Accounts – RCP Extract</i> <i>RC Headteachers Report to Governors Spring 2023</i> <i>LGC Agenda SPRING TERM – Richard Crosse</i> <i>CEO LGC report January 2023</i> <i>Copy of Risk Register Jan 23</i> <i>NGA LGC Skills Audit Richard Crosse</i> <i>H&S Policy</i> <i>Safeguarding Policy</i> <i>Data Protection Policy</i>			

The meeting started at **7.01pm**.

	Agenda Item Title	Minutes
1.	Welcome	<p>Mrs. Charlene Gethin welcomed everyone to the first meeting of The Richard Crosse LGC (Local Governing Committee). Introductions were made with Mrs. Heather Bowman clarifying her role as a representative of TSSMAT. Mr. Charles Bradshaw-Smith, a Director of TSSMAT, would also be attending some of the LGC's meetings.</p> <p>CG announced that she would lead the meeting until the appointment of a Chair in Item 5.</p>
2.	Prayer	The Headteacher led the opening prayer.

3.	Attendance	The meeting was declared quorate.										
4.	Apologies for Absence, Acceptance of Apologies	<p>The Headteacher had received a letter of apology from Miss Lyndsey Derry, a Staff Governor, which was read for the benefit of the LGC.</p> <p>Governors agreed to accept the apology.</p> <p>The meeting was declared quorate.</p>										
5.	Membership	<p>CG expressed hope that membership of the LGC would grow as the local community became more aware of its presence.</p> <p>CG requested nominations for the role of Chair to which DW responded he would be happy to take on with provision for review in alignment with the academic school year in September 2023. The nomination was put forward by AS and seconded by JJ.</p> <p>All agreed that DW would take the role of Chair and that the appointment would be reviewed in September 2023.</p> <p>Nominations for the role of Vice Chair were sought to which AS responded she would be happy to take on. DW and EB voiced 1st and 2nd approval respectively and all agreed that AS would take the role of Vice Chair.</p> <p>CG explained the role and responsibilities of Link Governors, with an emphasis on statutory requirements.</p> <p>The following amalgamed roles were agreed:</p> <table border="1" data-bbox="475 1200 1525 1375"> <thead> <tr> <th>Role</th> <th>Governor</th> </tr> </thead> <tbody> <tr> <td>Safeguarding, Prevent, e-Safety, Attendance</td> <td>AS</td> </tr> <tr> <td>SEND, Pupil Premium</td> <td>DW</td> </tr> <tr> <td>Headteacher Appraisal</td> <td>DW</td> </tr> <tr> <td>Curriculum, English, Maths</td> <td>JJ</td> </tr> </tbody> </table> <p>CG informed that Governors would receive training in their respective areas and that the Headteacher would convey any updates.</p> <p>As Safeguarding Link, AS would check the Single Central Record and discuss any matters arising with the Headteacher in the latter's capacity as DSL (Designated Safeguarding Lead). The Headteacher and ED were also working on identifying national trends in the data.</p> <p>JJ, in her role as Curriculum Link, was advised that an English review was upcoming to which she was welcome to attend.</p> <p>It was further noted that a Link Governor for SIAMS (Statutory Inspection for Anglican and Methodist Schools) would be appointed with the addition of more LGC members.</p> <p>CG explained the format of the Headteacher's Appraisal which usually consisted of a panel of three, including the Chair of the LGC and the Trust's CEO. However, in light of current membership of the LGC, the appraisal panel would consist of</p>	Role	Governor	Safeguarding, Prevent, e-Safety, Attendance	AS	SEND, Pupil Premium	DW	Headteacher Appraisal	DW	Curriculum, English, Maths	JJ
Role	Governor											
Safeguarding, Prevent, e-Safety, Attendance	AS											
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		<p>DW and CG until further appointments to the LGC were made. The current year's Headteacher's Appraisal had already been conducted with CG to notify Governors of next year's appraisal dates.</p> <p>Action: to inform Governors of future Headteacher's Appraisal dates.</p>
6.	Confidentiality	<p>At this point, DW led the meeting in the role of Chair.</p> <p>A reminder was given that discussions that took place during a meeting remained confidential in line with the Code of Conduct, to that meeting.</p> <p>Governors were requested to identify any items on the agenda which were required to be recorded in the minutes as confidential matters.</p>
7.	Minutes of the Previous Meeting	<p>As this was the first meeting of the LGC, there were no previous minutes.</p>
8.	Matters arising From Previous meeting	<p>Matters arising from meetings would be distributed by the Headteacher in the form of an Action Log once the minutes were received from the Clerk and approved by the Headteacher.</p> <p>Action: the Headteacher to send out the Action Log once the draft minutes are received.</p> <p>DW suggested that a brief review of actions arising from the meeting be undertaken at the end of each meeting.</p>
9.	Declaration of Interest	<p>All Declarations of Interest forms had been completed and signed.</p>
10.	Declaration of Interest Business and Pecuniary including related Party Transactions	<p>Governors were advised to declare any interests in an agenda item or announce any changes to their Declarations of Interest. The Chair voiced caution in regard to ensuring all 3rd party transactions were declared.</p> <p>No changes to Declarations of Interests, or Business and Pecuniary Items were declared.</p>
11.	Strong Governance review	<p>CG confirmed that an audit of governance would not be conducted until Autumn 2023 but would remain an ongoing agenda item.</p> <p>The NGA (National Governance Association) LGC Skills Audit form had now been created and returned to the Headteacher.</p> <p>Action: to start to identify strengths and weaknesses of the LGC using the NGA's Skills Audit form.</p>
12.	Reports	<p>a) Chair's and Vice Chair's Actions and correspondence</p> <p>No actions were reported.</p> <p>b) Nominated/Link Governors Reports</p>

Governors were advised that key points of their Link Reports should be conveyed verbally to the LGC to be recorded in the minutes.

c) CEOs report

CG requested questions arising from her report.

A Governor enquired when the school expected to receive an Ofsted inspection.

The Headteacher responded that an inspection was imminent and that the school felt fully prepared.

Governors discussed the process of the inspection and **agreed** on the importance in making parents aware that the school's rating might move from *outstanding* to *good*, with almost 80% of schools previously exempt from Ofsted inspections being stripped of their *outstanding* status in the first round of published reports.

Criteria for inspection was focused on Subject Leads having an in depth knowledge of statutory curriculum subjects and **Governors agreed** that this was a significant challenge for a small school. However, the school were attempting to address this challenge and were proud of their research-based curriculum. The White Rose Maths scheme had had a huge impact on teaching and learning at the school.

A Governor enquired in regard to the expansion of the Trust.

The Diocese was currently reviewing applications for two small schools and the Trust considered the schools to be in alignment with its ethos and vision. Governors discussed the advantages of being a smaller Trust with its potential to grow the two schools. Both St. Mary's and The Howard had been a success in this respect.

Both potential schools had been listed as *outstanding* in previous Ofsted inspections but, at present, were liable to be graded between *borderline RI* (Requiring Improvement) to *good*. The Trust required approval from the Diocese which would then require approval from the Regional Schools Commissioner. A decision would be given within the next two weeks. The Trust were currently only considering academisation with primary schools and were led by the government's expectation of reaching ten schools by 2030.

Governors further discussed the matter with CG suggesting that were the Trust to grow to twelve schools, organisation would be based on two hubs, each consisting of six schools. The Trust recognised the need to balance this proposed model with the ethos of the Trust but was also aware of the financial liabilities of potential joining schools. An Executive and Deputy Headteacher structure was also in place.

d) Headteacher's report

The Headteacher shared the following key aspects of her report:

The Lichfield Diocese had proposed to conduct a SIAMS inspection at the school in September 2023. A substantial amount of training with staff had been undertaken in preparation with further training planned. The school felt it had

		<p>made good progress over the past twelve months and was now in the process of finalising procedures. Links with the church had been developed with a Christian youth worker visiting the school once a fortnight.</p> <p>Governors were encouraged to come into the school to observe RE lessons. The senior lead team had booked the 8th March for a training session in regard to SIAMS preparation to which Governors were invited to attend.</p> <p>Action: EB to send out dates for SIAMS training at the school.</p> <p>See Confidential Part 2 Minutes</p> <p>A Governor asked whether there were any trends around term time absence. Children within the school of other faiths took two days' holiday a year for which the school was informed in advance but there were no identified trends other than term time holidays. One family had asked for time off to attend a wedding overseas which overlapped with a school holiday; the school could not approve the absence but understood that the holiday would still be taken.</p> <p>Absence through holidays was greater in the Autumn terms. The school issued a penalty notice if five days were taken and adhered to procedures. Parents were fully aware of the consequences of their child's absence.</p> <p>Governors discussed the matter and agreed that the two-week May half term holiday provided a level of flexibility for parents as flights and accommodation were cheaper during this period.</p> <p>An amendment had been made to letters sent to parents to show the impact of days missed in terms of sessions, days and hours lost. Governors agreed that this was more effective than using a percentage to reflect absence whereby 93% was a cause for concern and 90% classed as persistent absence. Parents who contacted the school to inform that their child was unwell were advised to monitor the child and bring them into school if they felt better after an hour, with the absence mark on the register being held.</p> <p>Governors further discussed the matter and agreed that there was a general sense of reluctance amid a level of anxiety for parents post Covid-19 in sending their children into school.</p> <p>The Headteacher was thanked for her comprehensive report.</p>
13.	Safeguarding	<p>Governors were advised that the Safeguarding Link Governor might report at this point in the standing agenda item.</p> <p>Governors acknowledged a general national rise in domestic incidents post Covid-19 and amidst the cost of living crisis.</p>
14.	Curriculum and standards, attendance etc.	<p>Governors were invited to ask questions on the following areas covered in the Headteacher's Reports:</p> <ul style="list-style-type: none"> a) NFER Assessment outcomes: headline data, exceptions report and information b) ASP update

		<p>c) Any changes / progress towards targets setting shared</p> <p>d) Ensure LGC know the school's strengths and key areas for development from the SIP</p> <p>e) SEF review</p> <p>f) Curriculum updates to include Monitoring and evaluation review</p> <p>g) Any Survey results – headlines / exceptions</p> <p>h) Attendance data and analysis</p> <p>No questions were put forward.</p>
15.	Admissions and pupil overview	<p>The following areas were detailed in the Headteacher's Report:</p> <p>Pupil numbers Demographics New arrivals</p> <p>A Governor enquired in regard to the school's PAN (Pupil Admission Number).</p> <p>The school was at PAN but there was capacity in Year 1 and Year 4. However, as year groups at the school were combined, consideration to the number of children moving up would need to be taken.</p> <p>Previously, the school had continued to expand and the largest class stood at 34 which impacted on the workload and well-being of the class teacher. There were further considerations in the amount of space available. In light of this, Governors discussed imposing a cap on the number of children in a class and agreed that a cap of 32 for Key Stage 2 classes would meet the pan but also provide flexibility if required.</p> <p>Action: that a proposed cap of 32 pupils per class in Key Stage 2 be put forward to the Trust Board.</p> <p>At present, indications for entry in September 2023 stood at 12 1st choices, and 16 2nd choices which was higher than the previous year. The school had no information to date as to whether these children lived in the school's catchment area. It was further noted that children who started the school in Nursery tended to remain at the school for the entirety of their primary education.</p>
16.	Finance	<p>Governors were requested to put forward any questions arising the following areas of the reports:</p> <p>Management reports to date (see <i>P3 Management Accounts – RCP Extract</i>) Formal notification of end of year analysis Update on finances Pupil premium report sharing and impact</p> <p>No questions were put forward.</p>
17.	HR and recruitment	<p>HR discussions / staff changes update:</p> <p>The school's last Ofsted inspection had rated the school as being outstanding in all areas except Early Years. Although the group was at staff/child ratio, the school</p>

		<p>required extra support for its Nursery children to allow for the Early Years TA (Teaching Assistant) to work with Reception children. General trends since Covid-19 had seen that children entering Nursery and Reception had higher social care and behavioural needs than previous years.</p> <p>See Confidential Part 2 Minutes</p> <p>It was noted that the Miss Hayward had settled well into her new role in the office and felt supported by the school.</p> <p>A Governor enquired when the next Trust Board meeting would be. In future, LGCs meetings would proceed Directors meeting by a week. In the meantime, HB would use her Powers to Act as the Trust's Chair for any recommendations put forward to the Trust Board.</p>
18.	Estates and Health and Safety	<p>Updates on the following areas were included in reports:</p> <p style="padding-left: 40px;">Reporting on Premises works, AMP review Health and safety checks / any audits Accidents analysis</p> <p>The RPA (Risk Protection Agency) had undertaken an initial audit with whom the school had had their first meeting. The following outcomes were shared:</p> <ul style="list-style-type: none"> • the school caretaker needed to attend an asbestos course; this had now been undertaken on the advice of ELITE. • Health and Safety recommendations had been updated. • legionella awareness training had been undertaken by the school caretaker. • A D1 notice had been issued on a shower for which the school was encountering difficulties in procuring a contractor to cut off the water supply. • all risk assessments were up to date. <p>Extra anaphylactic shock training had been undertaken by staff who were all trained in paediatric First Aid, with Miss Hayward as an additional emergency First Aider.</p> <p>Accident reporting procedures had changed; information was now collated on Google Forms which had been trialled and subsequently modified. Staff had access to iPads and <i>bum bags</i> with First Aid kits on the playground.</p> <p>It was further noted that the school was strengthening its contract processes.</p> <p>A Governor requested information in regard to the grant for the school's windows. A CIF (Condition Improvement Fund) bid had gone in for the windows and the roof, with 6 bids in total put in across the Trust, and a sustainability grant of £11,000 towards LED lighting. The school acquired points in alignment with the amount of contribution it made.</p> <p>The Headteacher explained that as charity, Trustees put in 15% of the contributions in support of the CIF bid.</p>

19.	Risk Register	<p>The Risk Register was currently at Trust level.</p> <p>A Governor suggested that as an LGC with only three non-staff members, this might be considered a vulnerability.</p> <p>When the LGC had ascertained its strengths (<i>see Item 11, NGA skills audit</i>), targeted recruitment for its growth could be carried out. In the meantime, a recommendation could be made to add this vulnerability to the Risk Register.</p> <p>Action: that a recommendation be put to the Trust Board to add the school's LGC to the Risk Register.</p>
20.	GDPR	<p>It was confirmed that the Chair would conduct GDPR (General Data Protection Regulations) for the school moving forwards.</p> <p>There had been one GDPR breach whereby a document had been left on a photocopier. The item did not contain personal data. Staff were encountering IT issues with their new Chromebooks and had to manually put in their access code to the school printer. Staffs Tech, the company who provided the Chromebooks, had been contacted as a matter of urgency.</p>
21.	Policy review	<p>The school's policies were aligned with Trust policies; the Exclusion Policy was being reviewed alongside a Christian Trust statement which could be applied to all policies. Several policies would be presented at the next meeting for review.</p>
22.	Governor Training needs	<p>Governor training requirements would be identified following the skills analysis (<i>see Item 11</i>).</p> <p>CG had been informed that the NGA training video on cyber security was not engaging and had thus sent out a new link to Governors.</p> <p>Safeguarding training was available on the NGA website for which the Headteacher and Miss Hayward had logins to be shared.</p> <p>Action: CG to set up DW, as Chair, with an NGA login.</p> <p>Governors were requested to inform Mrs. Jacqui Bowman (DPO and Business Operations Manager at TSSMAT) when they had completed the DPO slides, Safeguarding and cyber security training for which details had been sent.</p> <p>Action: to inform Mrs. Jacqui Bowman via email on completion of the DPO slides, Safeguarding and cyber security training.</p> <p>Governors were advised that the NGA had a selection of training courses for Governors and that once their login was secured, they would be able to identify areas of interest.</p> <p>The induction book that had been issued to Governors the previous week contained all relative links to paperwork and websites apart from the NGA link and CG assured Governors that they had all that was needed. It was suggested that an agenda item to follow up on statutory requirements be added for the next meeting to ensure that all actions had been completed.</p>

		Action: to add as an agenda item a follow up on statutory requirements for governance.
23.	Christian Distinctiveness	(See Item 12.d)
24.	School items	The Headteacher shared her pride in the school and that she believed that restorative practice was effective. Pupils were responsible and happy to talk to visitors to the school. Pulse surveys from the previous year highlighted that staff had felt overwhelmed at times but were now much more settled.
25.	<p>Reflection - What have we achieved in this meeting that will improve outcomes for the learners in this school?</p> <p>Governors agreed that the following aspects of the meeting would help to improve outcomes for all learners at Richard Crosse:</p> <ul style="list-style-type: none"> • challenge around attendance figures had been robust • assurance that the school was prepared for Ofsted inspection had been provided • appointment approvals had been made to further facilitate the well-being and learning of all pupils. <p>Action: the Headteacher to send out the Ofsted crib sheet for Richard Crosse as updated on a termly basis.</p> <p>Action: CG to ask Mrs. Jacqui Bowman to set up an email group for the LGC.</p>	
26.	Information / Questions to Board of Directors	<p>Action: HB requested that the minutes of the meeting be sent to Mr. Peter Halifax, a Director of TSSMAT.</p> <ol style="list-style-type: none"> 1. That a recommendation of a cap of 32 pupils per class in Key Stage 2, except in exceptional circumstances to 34, be put forward to the Trust Board. 2. That a recommendation be put to the Trust Board to add the school's LGC to the Risk Register in its intention to understand the gaps in membership prior to the growth of the LGC. <p>See Confidential Part 2 Minutes for two further recommendations.</p>
27.	Confidentiality (Part 2 of minutes)	Information in Items 12.d and 17 were deemed to be of a confidential nature to be included in Part 2 of the meeting's Minutes.
28.	Date and time of future meetings including committee meetings if known	<p>No other business was declared and Governors thanked the Headteacher for her support in their new roles. The Headteacher responded in turn that she felt fully supported by Governors and that the school's staff also welcomed the LGC.</p> <p>The date of the next meeting will be <u>Thursday 27th April 8.30am.</u></p> <p>The meeting closed at 8.34pm.</p>

Signed..... D. Walsh

Date 27.04.23

Action Log**Actions arising from the LGC Meeting 01/02/2023**

Item	Action to be taken	Action by whom	Action by when
5.	Inform Governors of future Headteacher's Appraisal dates.	CG	when available
6.	Send out the Action Log once the draft minutes are received.	EB	on receipt of the draft minutes
11.	Start to identify strengths and weaknesses of the LGC using the NGA's Skills Audit form.	EB/ALL	next meeting
12.d	Send out dates for SIAMS training at the school.	EB	post meeting
15.	That a recommendation of a cap of 32 pupils per class in Key Stage 2 be put forward to the Trust Board.	EB	next Directors meeting
19.	That a recommendation be put to the Trust Board to add the school's LGC to the Risk Register.	EB	next Directors meeting
22.	Set up DW, as the Chair, with an NGA login.	CG	post meeting
22.	Inform Mrs. Jacqui Bowman via email on completion of the DPO slides, Safeguarding and cyber security training.	ALL	on completion
22.	Add as an agenda item a follow up on statutory requirements for governance.	EB	next meeting/agenda item
25.	Send out the Ofsted crib sheet for Richard Crosse as updated on a termly basis.	EB	post meeting/termly
25.	Ask Mrs. Jacqui Bowman to set up an email group for the LGC.	CG	post meeting
26.	Send out the minutes of the meeting to PH.	Clerk	on 1 st draft approval

