




**MINUTES OF THE RICHARD CROSSE CofE
PRIMARY SCHOOL LGC MEETING 25th April 2024
8.30AM Richard Crosse**

Attendees:	<table border="1"> <thead> <tr> <th>Governor</th> <th>Type</th> <th>Responsibility</th> <th>Term of Office End Date</th> </tr> </thead> <tbody> <tr> <td>Ms. Emma Bowring (EB)</td> <td>Headteacher</td> <td></td> <td>Ex-officio</td> </tr> <tr> <td>Miss Lyndsey Derry (LD)</td> <td>Staff Governor</td> <td></td> <td>01.02.2027</td> </tr> <tr> <td>Mrs. Jodie Jenkinson (JJ)</td> <td>Parent</td> <td>Curriculum, English, Maths, Christian Distinctiveness, Worship</td> <td>01.02.2027</td> </tr> <tr> <td>Dr. Ann Shilton (AS)</td> <td>Foundation – Vice Chair</td> <td>Safeguarding, Prevent, e-Safety, Attendance</td> <td>01.02.2027</td> </tr> <tr> <td>Mr. Darren Walsh (DS)</td> <td>Parent - Chair</td> <td>SEND, Pupil Premium, Headteacher Appraisal, Christian Awareness</td> <td>01.02.2027</td> </tr> <tr> <td>Dr Laura Kirven</td> <td>Parent</td> <td></td> <td>18.01.2028</td> </tr> </tbody> </table>	Governor	Type	Responsibility	Term of Office End Date	Ms. Emma Bowring (EB)	Headteacher		Ex-officio	Miss Lyndsey Derry (LD)	Staff Governor		01.02.2027	Mrs. Jodie Jenkinson (JJ)	Parent	Curriculum, English, Maths, Christian Distinctiveness, Worship	01.02.2027	Dr. Ann Shilton (AS)	Foundation – Vice Chair	Safeguarding, Prevent, e-Safety, Attendance	01.02.2027	Mr. Darren Walsh (DS)	Parent - Chair	SEND, Pupil Premium, Headteacher Appraisal, Christian Awareness	01.02.2027	Dr Laura Kirven	Parent		18.01.2028
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Also in attendance:	<p>Charles Bradshaw Smith (Director) via google meet option Charlene Gethin (CEO) Nicola Saint (Clerk) via google meet option Lorraine Makin (Governor)</p>																												
Documents circulated prior to the meeting	<p>Documents shared:</p> <p><u>Previous minutes</u></p> <ul style="list-style-type: none">  Copy of TEMPLATE 3440 MINUTES LGC Richard Crosse  Copy of Confidential TEMPLATE 3440 MINUTES LGC Richard Crosse <p><u>CEO report</u> drive.google.com/file/d/14V4CPYKldYc3xqFndKScVljKk_tPwojG/view?usp=drive_link</p> <p><u>Head report</u></p> <ul style="list-style-type: none">  RC Headteachers Report to Governors Summer 2024.docx.pdf 																												

The meeting started at **8.30AM**.

Item	Agenda Title	Minutes
1.	Welcome	The Chair opened the meeting and requested notice of any other business.
2.	Prayer	The Chair led the opening prayer.
3.	Attendance	Updated on shared drive attendance register. Welcome Lauren Mackin.

4.	Apologies for Absence, Acceptance of Apologies and Quorum	Updated on shared drive attendance register. Welcome Lorraine Makin. Elizabeth P apologies (Recorded as absent without apols and action for Chair to monitor and progress in new academic year - as per email discussion with Elizabeth P.)																		
5.	Membership	The board should note changes to membership – and where there are vacancies ensure elections/appointments are made in line with the Scheme of Delegation. (see agenda for full detail)																		
6.	Confidentiality	A reminder was given that discussions that take 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.	Minutes of the Previous Meeting	The Chair asked for confirmation that Governors had seen the Minutes of the previous meeting which were reviewed for accuracy and signed by Chair (DW) and confidential copies signed also.																		
8.	Matters arising from the Previous Meeting	<p>Action Log 18.1.24</p> <table border="1" data-bbox="616 813 1525 2036"> <thead> <tr> <th data-bbox="616 813 842 913">Item</th> <th data-bbox="842 813 1066 913">Action to be taken</th> <th data-bbox="1066 813 1294 913">Action by whom</th> <th data-bbox="1294 813 1525 913">Action by when</th> </tr> </thead> <tbody> <tr> <td data-bbox="616 913 842 1402">12.d (from Autumn 2023 meeting)</td> <td data-bbox="842 913 1066 1402">Emma / PTA / Kerry / Gov meet and propose around how to achieve extra funding</td> <td data-bbox="1066 913 1294 1402">EB / PTA/ Kerry O</td> <td data-bbox="1294 913 1525 1402">PTA / update next LGC Ongoing discussions picked up spring term 24 Resolved and closed. Roles and separation discussed and contributions / agreed and clarified.</td> </tr> <tr> <td data-bbox="616 1402 842 1644">12c. Reports</td> <td data-bbox="842 1402 1066 1644">Action - Move report into Heads file, into the meeting folder per LGC and term xx year xx.</td> <td data-bbox="1066 1402 1294 1644">CEO</td> <td data-bbox="1294 1402 1525 1644">Next LGC Resolved and closed</td> </tr> <tr> <td data-bbox="616 1644 842 2036">12c. Reports</td> <td data-bbox="842 1644 1066 2036">Governors discussed economy of scale impact of budget and questioned time and potential to reduce going forward, pick up in Strong Governance meeting action</td> <td data-bbox="1066 1644 1294 2036">All</td> <td data-bbox="1294 1644 1525 2036">Next LGC Resolved and closed</td> </tr> </tbody> </table>			Item	Action to be taken	Action by whom	Action by when	12.d (from Autumn 2023 meeting)	Emma / PTA / Kerry / Gov meet and propose around how to achieve extra funding	EB / PTA/ Kerry O	PTA / update next LGC Ongoing discussions picked up spring term 24 Resolved and closed. Roles and separation discussed and contributions / agreed and clarified.	12c. Reports	Action - Move report into Heads file, into the meeting folder per LGC and term xx year xx.	CEO	Next LGC Resolved and closed	12c. Reports	Governors discussed economy of scale impact of budget and questioned time and potential to reduce going forward, pick up in Strong Governance meeting action	All	Next LGC Resolved and closed
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			pick up what is out there affordable / attainable, document even if not successful. As example Microsoft exploration.		
		12d. Reports	Fluency improvement sessions, small update for next meeting, how are these targets going and trends, reassurance going forward.	EB	Next LGC or when data is available Resolved and closed
		12d. Reports	Suggestions around charity and working with other schools, end users, plan to work on this LGC / Head action. Burton YMCA. Explore opportunities to allow children to visualise what need looks like in other	EB / Governors	Next LGC Resolved and closed

		areas and communities			
		15. Admissions and Pupil overview	Governors discuss the posters in various locations nearby, action point of nursery potentials / advertise.	EB / Governors to support if needed	Next LGC / ongoing Resolved and closed
		15. Admissions and Pupil overview	<i>Governor questioned around feedback from parents,</i> Emma confirms the balance is being monitored and informed decisions made as when and needed. Communicate to parents as needed, action confirm to parents pupil numbers and funding.	EB	Next LGC / ongoing Resolved and closed
		26. Information / reflections to present to Directors	Continuing finance review (GAG pooling) and visualise plan, if growth comes. Discuss at away day for Directors. Feedback at next LGC of outcome of discussion.	CG	Next LGC Resolved and closed
9.	Declaration of Interest Business and Pecuniary including related Party Transactions	Governors were advised to declare any interests in an agenda item or announce any changes to their Declarations of Interest.			
10.	Strong Governance review	Completed in February 2024, converting actions into an action plan, CG comparing all boards skill, strengths, when action plan is written this can be shared. <i>Chair recognised strength and skills being recognised across Trust and the positives, stretch and expertise to be pulled out via results.</i>			

Priorities to be cascaded down when plans are complete, exciting times and things coming up. Detail given on the year and the feeling, passion and drive being put forward. All comment on the Ofsted result, and EB confirmed the spark and passion that is there.

Science detail review scrutinised also above in Governors key link / responsibilities.

-Christian Distinctiveness

Collective worship / RE / SIAMS review

Christian distinctiveness visit to Colwich school, feedback on Trusts and SIAMS, signposted to SIAMs online training, awaiting review, meeting details put forward, *LM to come along to relevant meeting*, CG commented Trust self evaluation for SIAMS, need to connect the Trust vision and school visions. EB felt reassured we are interlinked, youth worker also supporting. Preparation is there and positive attitude, EB has everything in place and every one lives and breathes everything through all that is done in day to day life in school.

DW commented on the governors role in the scheme, impact and monitoring elements, how to describe something and link back to the Trust and RC vision, values and ethos, language and understanding all staff and pupils.

CG comments scheme of delegation updated for christian distinctiveness. Moral compass conversation continued further detail.

Parent questionnaires, no trends as such, possibly one person has a voiced more disagreement and free text. *DW commented on outcome and process correctly vs one persons feedback.*

Science review spoken about previously but echoed again.

Staff feedback / survey, 100% recommended as a working place.

Premises spoken about.

-Admissions and pupil overview and attendance

Pupil numbers

Demographics

New arrivals

SEN (and local offer)

See confidential notes.

-Finance

Management reports to date

Budget setting to date Review

3 Year Budget modeller

-School items

EB secondary school feedback from previous pupils, really good idea and transition changes being planned, success is really positive.

-Safeguarding

Update

Receive numbers of referrals etc.

Outcomes of supervision

-HR and recruitment

HR discussions / staff changes update

-Estates and Health and Safety

Reporting on Premises works, AMP review

		Health and safety checks / any audits Accident analysis. <i>DW led conversation, health and safety walk through, windows, measures taken where needed and practically achieved what is needed to be done, tick, has been actioned. Nothing new or emerged, monitored or addressed and closed (windows on going.)</i>
12.	Risk Register	Added on the current consultation and impact Awareness of school leaving time and surroundings to all
13.	GDPR	N/A for this meeting
14.	Policy review	Attendance continues to be updated (attendance audit in June) <i>See confidential notes.</i>
15.	Christian Distinctiveness	As discussed in Heads report above. Collective worship, supportive and part of the pupils whole social development and day to day living. <i>So important to the development of the pupil.</i>
16.	Reflection - What have we achieved in this meeting that will improve outcomes for the learners in this school?	Attendance. Pupil in take and admissions. Reassurances in place through link / responsibilities review, scrutinised, curriculum / science. Impact from curriculum intent / plans going forward. Pupil voice / staff voice / morale. Business case. Budget (pupil intake / admissions.) Policy review. Estates. CIF. SIAMs / Collective worship.
17.	Information / Questions to Board of Directors	N/A.
18.	Confidentiality (Part 2 of minutes)	Kitchen in point 11a. Absence in point 11d / point 14. Business case.
19.	Date and time of future meetings including committee meetings if known	N/A to be set going forward by Heads.

To note - CBS observation, encouraged by the level of conversation and scrutiny, fits the Trusts abd schools values and foundation, as expending and school targets vs national targets.
Really strong board. Thanks on behalf.

AOB - Please pass thanks on to staff. Action.

Governors roles, skills matrix September scheduled, think about what you are passionate about and strengths, first meeting at the start of the year and deciding who fits where, to circulate by email EB.

Meeting finished at 10.00AM.

Signed.....

Date

Action Log 25.4.2024

Item	Action to be taken	Action by whom	Action by when
10. Strong Governance Review	Strong Governance review plan, CG to share once complete.	CG	ASAP
11a/b. Reports	Absence/ late attendance letters, to add in / amend taking into account pupils needs (relating to health)	EB	ASAP
11.d Reports	Information on budgets / running school financials in relation to pupil intake/ admissions and share	EB	ASAP
14. Policy review	Loss of school time through absence or late attendance / look at this individually and share if able.	EB	ASAP
AOB	Thanks to be passed on to staff	All	ASAP