

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

Attendees:				_		
	Governor	Туре	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		
Also in attendance:	Charles Bradshaw Smith (Director) via google meet option Charlene Gethin (CEO) Nicola Saint (Clerk) via google meet option Lorraine Makin (Governor)					
Documents circulated prior to the meeting	Documents shared:  Previous minutes  □ Copy of TEMPLATE 3440 MINUTES LGC Richard Crosse □ Copy of Confidential TEMPLATE 3440 MINUTES LGC Richard Crosse					
	CEO report drive.google.com/file/d/14V4CPYKIdYc3xqFndKScVIjKk_tPwojG/view?usp=drive_link					
	Head report  RC Headteachers Rep	Head report  ■ 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	vacancies ensure e	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					
7.	Minutes of the Previous Meeting		or confirmation that which were reviewed	Governors had se	en the Minutes of the signed by Chair (DV		
8.	Matters arising from the Previous	Action Log 18.1.2	4				
	Meeting	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		

	pick up what is out there affordable / attainable, document even if not successful. As example Microsoft exploration.		
12d. Reports	Fluency improve ment sessions , small update for next meeting, how are these targets going and trends, reassura nce going forward.	EB	Next LGC or when data is available Resolved and closed
12d. Reports	Suggesti ons around charity and working with other schools, end users, plan to work on this LGC / Head action. Burton YMCA. Explore opportun ities to allow children to visualise what need looks like in other	EB / Governors	Next LGC Resolved and closed

			1		
			areas and commun ities		
	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	Governor questioned around feedback from parents, 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.  Chair recognised strength and skills being recognised across Trust and the positives, stretch and expertise to be pulled out via results.			

- 44		
11.	Reports	
	a)	Chair's and Vice Chair's Actions and correspondence See confidential notes.
	b)	Nominated/Link Governors Reports Governors were advised that key points of their link reports should be conveyed verbally to the LGC to be recorded in the minutes.  Well being and monitoring, science review, massive congratulations and excellent practice across the school, such good results. CG commented on the session and how it was so professional and the monitoring sessions were exceptional. A really great model would like to roll out a blueprint of the review to other schools.  DW commented on the whole school effort, progression of staff discussed further and thread engagement detail given. Feedback from everybody has been so great, advocates as governors to feedback to parents, reassurance to be given, influence what parents think.  LK commented on ability and curriculum, embedding clear ideas and progress, strategies and solutions in place. EB confirmed, learnings taken into place and plans put in place going forward, champions at Trust level and support working really well. Appreciated by staff, it's a tweak as a development, questions are powerful and empowering. EB comments on staff seeing each other teach, positives of this and plans in place to do again and other subjects.
		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.)
	c)	CEO's report CG commented on only coming to the start of LGC meetings going forward, managing roles and responsibilities and still being connected on an update as needed. The Howard Ofsted results discussed, proud. Data, trust data analysis nationally of like number of trusts etc. Detail given, really high in numbers nationally. Working out a way to share with parents and families. New joins schools dates and further detail going forward, detail of transition period, engagement and working together, feeling as part of the Trust family. Wants continuing schools who join to be part of the family feel. Unsuccessful CIF bid, disappointment expressed, issues noted relating to process and working with Federation of school Trusts, to support what can be advised or done to support more successful bid / highlight what is happening on the ground in smaller Trusts. Behind the scenes work is being done. Appeal taking place. LM questioned the issue with the windows, EB confirmed the detail.  DW commented on new academy governance handbook.
	d)	Head Teachers report:  - Curriculum and standards, attendance etc.  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.

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.
		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.)
12.	Risk Register	Added on the current consultation and impact
12.	Trior register	Awareness of school leaving time and surroundings to all
		g and and g and
13.	GDPR	N/A for this meeting
14.	Policy review	Attendance continues to be updated (attendance audit in June)
	_	See confidential notes.
4 =	01 : (	
15.	Christian	As discussed in Heads report above.
	Distinctiveness	Collective worship, supportive and part of the pupils whole social development and day to day living. So important to the development of the pupil.
		and day to day living. So important to the development of the pupil.
16.	Reflection - What	Attendance.
	have we achieved in	Pupil in take and admissions.
	this meeting that will	Reassurances in place through link / responsibilities review, scrutinised,
	improve outcomes	curriculum / science.
	for the learners in	Impact from curriculum intent / plans going forward.
	this school?	Pupil voice / staff voice / morale.
		Business case.
		Budget (pupil intake / admissions.) Policy review.
		Estates.
		CIF.
		SIAMs / Collective worship.
17.	Information /	N/A.
	Questions to	
	Board of	
4.5	Directors	
18.	Confidentiality	Kitchen in point 11a.
	(Part 2 of	Absence in point 11d / point 14.
	minutes)	Business case.
19.	Date and time	N/A to be set going forward by Heads.
	of future	The test set going formand by Floudes.
	meetings	
	including	
	committee	
	meetings if	
	known	

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 m	iatrix September sch	eduled, think about wh	iat you are passionate about an	ıa
strengths, first meeting at	t the start of the year	and deciding who fits v	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 Governa nce 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	ЕВ	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