

**MINUTES OF THE HOWARD PRIMARY SCHOOL
LGC MEETING 18th April 2024
The Howard**

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| Attendees: | 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 |
| | Jon Wynn | Head Teacher | | 01.02.2027 |
| Apologies: | Chris Billingham Matt Morgan Lesley Bovington | | | |
| Also in attendance: | Harriet Jennings (Staff) Charlene Gethin (CEO) Nicola Saint (Clerk) Kevin Borg (Director) Becci Breedon (Director) | | | |
| Documents circulated prior to the meeting | Documents reference: Previous LGC minutes Spring 2024 CEO report Head Teachers report | | | |

Additional item point to be discussed in relation to the change to the school day hours.

The meeting started at **6.00 PM**.

| Item | Agenda Title | Minutes |
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| 1. | Welcome - 6.00 PM | The Chair welcomed everyone to the meeting. Jackie led with a prayer. |

| 2. | Attendance - 6.02 PM | Completed attendance table. | | | | | | | | | | | | | | |
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| 3. | Apologies for Absence, Acceptance of Apologies and Quorum - 6.04PM | Discussed and recorded. LB / MM / CB attending TH swim gala apologies given in advance. | | | | | | | | | | | | | | |
| 4. | Membership - 6.05 PM | Confirmation of membership. No vacancies n/a. | | | | | | | | | | | | | | |
| 5. | Confidentiality - 6.06 PM | 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. | | | | | | | | | | | | | | |
| 6. | Minutes of the Previous Meeting - 6.08 PM | Governors reviewed the minutes of the previous meeting for accuracy. Approved and signed by chair and (agreed also by vice chair.) Governors, CEO and Director discuss going forward to introduce / welcome as a prayer or reflection time, remember to say this when inviting people to join in in all settings. Action - Adjust agenda for reflection or prayer (welcome to start / join after reflection / prayer if prefer) | | | | | | | | | | | | | | |
| 7. | Matters arising From Previous meeting - 6.10 PM | <p>Actions arising from LGC 18/1/2024</p> <table border="1" data-bbox="395 1088 1549 2024"> <thead> <tr> <th data-bbox="395 1088 683 1144">Item</th> <th data-bbox="683 1088 970 1144">Action to be taken</th> <th data-bbox="970 1088 1257 1144">Action by whom</th> <th data-bbox="1257 1088 1549 1144">Action by when</th> </tr> </thead> <tbody> <tr> <td data-bbox="395 1144 683 1368">10. Strong Governance review</td> <td data-bbox="683 1144 970 1368">Review completion of skills audit/ Strong Governance review</td> <td data-bbox="970 1144 1257 1368">All</td> <td data-bbox="1257 1144 1549 1368">Meeting Feb 2024, Next LGC feedback Complete</td> </tr> <tr> <td data-bbox="395 1368 683 2024">11b. Nominated/Link Governors Reports</td> <td data-bbox="683 1368 970 2024">Governors to arrange and attend meeting, complete action plan and use to support for potential Ofsted.</td> <td data-bbox="970 1368 1257 2024">All</td> <td data-bbox="1257 1368 1549 2024">Before mid term <i>Action - JW SEF meeting still needed and Crib sheet to be populated and plan expectations discussed, if not available can virtually attend / check in, check paper work trail, and pupils. JW confirms the Governors have attended a lot of meetings and data reads, this can feed into Ofsted.</i> Complete and</td> </tr> </tbody> </table> | | | Item | Action to be taken | Action by whom | Action by when | 10. Strong Governance review | Review completion of skills audit/ Strong Governance review | All | Meeting Feb 2024, Next LGC feedback Complete | 11b. Nominated/Link Governors Reports | Governors to arrange and attend meeting, complete action plan and use to support for potential Ofsted. | All | Before mid term <i>Action - JW SEF meeting still needed and Crib sheet to be populated and plan expectations discussed, if not available can virtually attend / check in, check paper work trail, and pupils. JW confirms the Governors have attended a lot of meetings and data reads, this can feed into Ofsted.</i> Complete and |
| Item | Action to be taken | Action by whom | Action by when | | | | | | | | | | | | | |
| 10. Strong Governance review | Review completion of skills audit/ Strong Governance review | All | Meeting Feb 2024, Next LGC feedback Complete | | | | | | | | | | | | | |
| 11b. Nominated/Link Governors Reports | Governors to arrange and attend meeting, complete action plan and use to support for potential Ofsted. | All | Before mid term <i>Action - JW SEF meeting still needed and Crib sheet to be populated and plan expectations discussed, if not available can virtually attend / check in, check paper work trail, and pupils. JW confirms the Governors have attended a lot of meetings and data reads, this can feed into Ofsted.</i> Complete and | | | | | | | | | | | | | |

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| | | | <i>collated and all contributions in one place.</i> |
| 11b. Nominated/Link Governors Reports | <i>Action - Governors to type up any additional information they have been involved in and save in file. Adds to personal development / behaviour and enrichment.</i> | Governors | As soon as able. (JW to let Governors know if there is a specific area, once reviews go in calendar as any as can attend then please do, science is the next focus, crib sheet to be produced on 19/1/24.) <i>Complete. Proactive and excellent.</i> |
| 11c. CEO report. | The Mease and new join schools potential, information to share as and when this is confirmed. | CG | <i>Ongoing and update at next LGC.</i> <i>In CEO report and update.</i> |
| 11b. Link report / d. Head report. | Governors presence to be part of events with the children and the parents. Photos of Governors to be potentially added on to the who is who. Could be circulated in the next newsletter | Governors / JW | <i>Action - Governors to send JW small personal description / passion for / link in with the school, to add to website. W/C 22/1/24.</i> <i>Ongoing, carried over under relevant action point, add to website as and when they are sent in. Prompt for those who have not send to send in / action.</i> |
| 11d. Head report. | Action to send a table on attendance across the Trust as a comparison. | JW | Next LGC <i>Attendance comparison in CEO report.</i> |

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| <p>11d. Head report.</p> | <p>Action all reports will be stored in one location on going (links in reports also going forward) both Head and CEO.</p> | <p>JW/ CG (CEO)</p> | <p><i>Complete</i></p> |
| <p>11d. Head report.</p> | <p>Governor idea to display some pupil work in the church.</p> | <p>JT</p> | <p>Next LGC</p> <p><i>Complete, minute it is fantastic and nice to display for all communities to see. Ideas to be discussed Jackie and Harriet, going forward.</i></p> |
| <p>15. Finance.</p> | <p>More detail or split of data around PTA contribution for TH, SC to come to a meeting with Governors and Finance lead.</p> | <p>Governors / SC / Finance lead</p> | <p>Response sent from LB ahead of meeting</p> <p><i>LB - SC discussed finance detail as requested. Variance risk assessment template requested by Gov. Action - LB to pick up offline with SC / CEO / Finance lead. Take off action point, as this is an offline point now.</i></p> <p><i>CEO comment CBS finance lead, to take the lead of this with SCo and LB, once they have met, we will know more.</i></p> |
| <p>15. Finance.</p> | <p>Pupil premium report, review in next LGC</p> | <p>LGC</p> | <p>Action - meeting to set up.</p> <p>Ongoing date is in the calendar.</p> <p><i>Complete.</i></p> |
| <p>21. Governor Training needs</p> | <p>To identify any other training run by JB.</p> | <p>Governors / JB</p> | <p>Ongoing, National College available training for Governors and Parents, once up and running can share out to LGC. CEO confirms</p> |

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| | | | <p>benefits of the platform.</p> <p>CEO comments on the National College, time in the near future to ensure log in and all statutory training to do.</p> <p>Action Nic to find out from JB if log ins are all complete.</p> <p>Director questioned around deadlines for statutory training, JW confirmed August.</p> |
| Action from Autumn 2023 LGC | | | |
| 15. Finance. | Governor to check and confirm back. Grants accessible to the school, a member of Governors or staff to take that role for Grants. | LGC | <p>Action on going for Governors. Helen to confirm.</p> <p>HR to confirm / link with Parish council. To lead but remove from actions. Nic action with SCo</p> |
| 15. Finance. | Chair to investigate further. Rural services network / funding. | HR | <p>Ongoing HR to confirm. Remove. Complete.</p> |
| AOB. | PR Signage for the school, logo to be added next time. QR code. Marketing plan formulated, and overlapped with school plans, Governor to share. Add a question about school enquiry, where is this enquiry found / from and how. | Governors | <p>Ongoing, carried over to relevant action point.</p> <p>Ongoing, can remove from action log.</p> <p>JW commented on PR could have an update from the Governors relevant or subject / topic termly. Action.</p> <p>JW commented on</p> |

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| | | | | | <p>forming link and HR also confirmed. Ideas for communication / linkins locally. Remove. Complete.</p> <p>ea Complete</p> |
| 8. | Declaration of Interest Business and Pecuniary including related Party Transactions- 6.30 PM | All Declarations of Interest forms had been completed and signed and Governors were reminded by the Chair of the nature of any conflicts of interest. | | | |
| 9. | Strong Governance review - 6.34 PM | <p>CEO asked to minute the gratitude and thanks for everyone's attendance and commitment. JW echos this.</p> <p>CEO continued, reported to Directors on key areas to develop. Making sure the action plan is up to date for September review.</p> <p>JW confirmed lots of great notes from the day, also thanks for the face of friendliness in the community to Governors.</p> | | | |

10. Reports -
6.36 PM

a) Chair's and Vice Chair's Actions and correspondence

N/A for this meeting. Reporting by exception.

CEO commented to minute from all Trust, thanks to all for the Ofsted input and hard work by all.

Governors thanks to staff and pupils.

Awaiting report. Will then share. Celebrated.

b) Nominated/Link Governors Reports

N/A for this meeting. Reporting by exception.

c) CEO's report (see CEO report)

Attendance recognised by all Governors on the report and well done to staff / pupils, CG commented further, The Howard is the highest out the trust.

Minute thanks to all, for support during Ofsted, gratitude to all and the report will be out shortly. All were probed and responded on questions and had data as and when needed during the inspection, all continued to agree they have been appreciating since Ofsted that the experience can feel overwhelming, thanked all.

Trust data headlines, high % for TH placed vs nationally other Trusts similar size, phenomenal and the detail was given behind this.

Governors asked for a crib sheet to share with parents at school gate, when communicating can reference data and support. CG to action.

Governor commented on pupil reading, and how well they read to Ofsted. Success stories, and to share.

The Mease join on 1st April. Governor questioned around debt / financials, main concern for top slice, CG commented as more schools join, top slice £ comes down. Governors can communicate this. Positive news, reassurance, schools taken on at good going forward.

Government are taking away the academisation funding. Detail shared and funding nationally across the board and vs larger Trusts, current position, BB commented on this from a Head Perspective.

TCAF funding, detail given and dates. Will update going forward.

CIF bids not won, detail given, discussion around appeal and Trust gathering information centrally.

Academy hand book changed, detail given, to note.

d) Headteacher's report (see TH Head Report) (please see underlined points below to be covered also)

- 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

Detail discussed and Ofsted visit, main focus discussion on admissions.

-Admissions and pupil overview and attendance

Pupil numbers

Demographics

New arrivals

SEN (and Local offer)

Pupil in take discussed at length, again balance of cohort and school family feel vs class size, discussed by JW and cause / effect. Communication ready to go, support of Governors / Directors on this.

-Finance

Payment for levy via Parish council, have they paid yet? Action - NS to find out from SCo feedback to JW and Governors. CIL, community income levy.

-School items

SATS week, check dates and please confirm back whether any Governos can come and sit in on the SATs. JW send time table and then all confirm. Also use time in school if needed. Action.

Discussed above briefly, reports all read, positive term and Ofsted thanks given.

New arrivals discussed and positive into the community and school family. Positive stories. (separate point of risk assessments discussed as and when needed.)

-Safeguarding

Update

Receive numbers of referrals etc.

Outcomes of supervision

-HR and recruitment

HR discussions / staff changes update, note in confidential minutes.

-Estates and Health and Safety

Reporting on Premises works, AMP review

Health and safety checks / any audits

Accidents analysis.

Boiler financial update given, LPG gas detail given, asbestos inspection, have to act on this, wasn't on LA detail, next steps and financial information given. CEO gave up to date information but action to check with SCo on financial implications on spend.

HR gave detail on oil purchase within the community.

CEO gave further detail on CIF / risk assessments.

KB left 7.02PM

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| | | <p>Pupil in take discussed at length, again balance of cohort and school family feel vs class size, discussed by JW and cause / effect. Communication ready to go, support of Governors / Directors on this.</p> <p><u>-Finance</u> <i>Payment for levy via Parish council, have they paid yet?</i> Action - NS to find out from SCo feedback to JW and Governors. CIL, community income levy.</p> <p><u>-School items</u> SATS week, check dates and please confirm back whether any Governos can come and sit in on the SATs. JW send time table and then all confirm. Also use time in school if needed. Action. Discussed above briefly, reports all read, positive term and Ofsted thanks given. New arrivals discussed and positive into the community and school family. Positive stories. (separate point of risk assessments discussed as and when needed.)</p> <p><u>-Safeguarding</u> Update Receive numbers of referrals etc. Outcomes of supervision</p> <p><u>-HR and recruitment</u> HR discussions / staff changes update, note in confidential minutes.</p> <p><u>-Estates and Health and Safety</u> Reporting on Premises works, AMP review Health and safety checks / any audits Accidents analysis.</p> <p>Boiler financial update given, LPG gas detail given, asbestos inspection, have to act on this, wasn't on LA detail, next steps and financial information given. CEO gave up to date information but action to check with SCo on financial implications on spend. HR gave detail on oil purchase within the community. CEO gave further detail on CIF / risk assessments.</p> <p>KB left 7.02PM</p> |
| 11. | Risk Register - 7.10 PM | As discussed in CEO / Heads reports. Details given where questioned from Governors for risk register and also for consultation for school hours day. |
| 12. | GDPR - 7.12 PM | As discussed in Heads reports / CEO. NA to report. |
| 13. | Policy review - 7.14 PM | N/A |
| 14. | Governor Training needs - 7.16 PM | Discussed NS to check JB on log ins as above point |

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| 15. | Reflection - 7.20PM | Thorough discussion regarding consultation school hour days. KB / BB supported alongside/ presence noted. Business case. Pupil intake / admissions. Ofsted celebrated. SATs. Attendance. Estates scrutinised. Governor support discussed at length. Communication and style, input from Governors for Trust going forward taking on Governor accountability in some way. Scheme of delegation - for consultation going forward. |
| 16. | Information / Questions to Board of Directors - 7.25 PM | All reflections above to be put forward. |
| 18. | Confidentiality (Part 2 of minutes) - 7.28 PM | All HR / staff discussions and consultations under AOB / school hours / intake and pupil numbers / reflections. |
| 19. | Date and time of future meetings including committee meetings if known - 7.30PM | To be confirmed. Set by JW / CG. |

Meeting ends 7.45PM

Signed..... Date

Actions arising

| Item | Action to be taken | Action by whom | Action by when |
|-------------|--|----------------|----------------|
| N/A | Governors to all send short paragraph to JW about them selves and their role in school / community | All | ASAB |
| 6. Minutes | Amend agenda to read along the lines of welcome for prayer or reflection (all are welcome to join) | NS | ASAB |
| 12. Reports | Finance - CIL, church | NS/SCo | ASAB |

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| | levy, NS to check with SCo | | |
| 12. Reports | Crib sheet for school hour day changes to be shared with Governors | CG | ASAB |
| 12. Reports | Rota for SATs for Governors to support | JW / Governors | ASAB |
| 14. Training | NS to check if all Governors have been sent log ins for National College | NS | ASAB |

Final