

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

<b>Attendees:</b>	<b>Governor</b>	<b>Type</b>	<b>Responsibility</b>	<b>Term of Office End Date</b>
	Chris Billingham	Community Member	English, EYFS, (Early Years)	01.02.2027
	Lesley Bovington	Grandparent/Community	Finance, Health and Safety, Premises, Sports Premium	01.02.2027
	Polly Embury	Grandparent/Community	Curriculum, English	01.02.2027
	Carolyn Gavin	Community Member / Vice Chair	SEND, Vulnerable Groups, Pupil Premium, Wellbeing	01.02.2027
	Jackie Tyler	Community Member	Early Years & SMSC (Spiritual, Moral, Social & Cultural), Wellbeing, British Values	01.02.2027
	Jon Wynn	Head Teacher		01.02.2027
	<b>Apologies:</b>	Helen Robertson (Chair)		
<b>Also in attendance:</b>	Harriet Jennings (Staff) Charlene Gethin (CEO) Nicola Saint (Clerk)			
<b>Documents circulated prior to the meeting</b>	<b>Documents reference:</b>			
	Previous LGC minutes Autumn 2023 <a href="#">Final copy of minutes for TH 4th Oct</a>  CEO report <input type="checkbox"/> CEO LGC report January 2024  Head Teachers report  <a href="#">January 2024</a>			

The meeting started at **6.02PM**.

Item	Agenda Title	Minutes
1.	<b>Welcome</b>	The Chair welcomed everyone to the meeting.

2.	<b>Attendance</b>	Completed on the attendance table.																		
3.	<b>Apologies for Absence and Acceptance of Apologies.</b>	Discussed and recorded.																		
4.	<b>Membership</b>	Confirmation of membership step down from Andrew confirmed.																		
5.	<b>Confidentiality</b>	<p>A reminder was given that discussions that take place during the 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>																		
6.	<b>Minutes of the Previous Meeting</b>	<p>Governors reviewed the minutes of the previous meeting for accuracy.</p> <p>Approved and signed.</p>																		
7.	<b>Matters arising from the Previous Meeting</b>	<p><b>Actions carried over - arising from the LGC Meeting 25/04/2023</b></p> <table border="1"> <thead> <tr> <th>Item</th> <th>Action to be taken</th> <th>Action by whom</th> <th>Action by when</th> </tr> </thead> <tbody> <tr> <td>11.</td> <td>To arrange an interim LGC meeting in regard to data w/b 8<sup>th</sup> June.</td> <td>ALL/HR</td> <td> <p>Arrange meeting before October half term. Daytime meeting ideally to cover all key stakeholders and prepare / know strengths.</p> <p>Head Teacher reports are the 5 strands of Ofsted. Governors to review as a crib sheet format. Ongoing review crib sheet.</p> <p><i>Complete.</i></p> </td> </tr> <tr> <td>12.</td> <td>Governors to check completion of cyber security training prior to the next meeting.</td> <td>ALL</td> <td> <p>Governor to check with Jacqui and complete as needed.</p> <p><i>Complete.</i></p> </td> </tr> <tr> <td>12.</td> <td>all to ensure completion of Level 1 and 2 of the NGA Safeguarding training before the next meeting.</td> <td>ALL</td> <td> <p>Governor to check with Jacqui and complete as needed.</p> <p><i>Complete.</i></p> </td> </tr> </tbody> </table>			Item	Action to be taken	Action by whom	Action by when	11.	To arrange an interim LGC meeting in regard to data w/b 8 <sup>th</sup> June.	ALL/HR	<p>Arrange meeting before October half term. Daytime meeting ideally to cover all key stakeholders and prepare / know strengths.</p> <p>Head Teacher reports are the 5 strands of Ofsted. Governors to review as a crib sheet format. Ongoing review crib sheet.</p> <p><i>Complete.</i></p>	12.	Governors to check completion of cyber security training prior to the next meeting.	ALL	<p>Governor to check with Jacqui and complete as needed.</p> <p><i>Complete.</i></p>	12.	all to ensure completion of Level 1 and 2 of the NGA Safeguarding training before the next meeting.	ALL	<p>Governor to check with Jacqui and complete as needed.</p> <p><i>Complete.</i></p>
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12.	to complete the Prevent training session via the link in the CEO's Report.	ALL	Governor to check with Jacqui and complete as needed. <i>Complete.</i>
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**Actions arising from the LGC Meeting 4/10/2023**

Item	Action to be taken	Action by whom	Action by when
6.	That the Minutes of the meeting held on 4th October 2023 be signed by the Chair.	HR	Next LGC  <i>Signed minutes, all agreed and happy with previous minutes. Complete.</i>
6.	Chair to chase up the relevant Governors to sign (who are absent)	HR	As soon as able.  <i>Signed minutes, all agreed and happy with previous minutes. Complete.</i>
10.	Review completion of skills audit.	All	<i>September yearly. Complete</i>
10.	Governors to arrange and attend meetings, complete action plan and use to support for potential Ofsted.	All	Before mid term October  <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. Ongoing action. Carried over on to</i>

			<i>action log under next relevant agenda point.</i>
<b>11a.</b>	Chair to add on all Governors to the communication channel.	HR	As soon as able. <i>Complete.</i>
<b>11b.</b>	JW to add Trust Governor monitoring reports in the monitoring file, paper evidence, type up or scan in and add to Governors file, so all Governors can review and reflect.	JW	<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> <i>Complete</i>
<b>11b.</b>	JW to decide access for Governors, about structure of access.	JW	<i>Complete</i>
<b>11b.</b>	Governors to capture on their tablet or chrome book any discussions or ideas during working sessions attended in school.	Governors	<i>Complete</i>
<b>11c.</b>	Remove prayer from TH LGC agenda going forward.	JW	<i>Complete</i>
<b>11b/c.</b>	Governors presence to be part of events with the children and the parents. Photos of Governors to be potentially	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</i>

	added on to the who is who. Could be circulated in the next newsletter		<i>action point.</i>
<b>11c.</b>	Finance, Attendance policy, Cyber security test and Estates management. CG to update once complete.	CG	<i>On going - Pay policy - HR working with Trust, nuanced items to be added in, approved by unions then will be complete. Complete.</i>
<b>11c.</b>	The Mease and information on joining detail to share as and when this is confirmed.	CG	<i>Due to land issue detail explained, update at next LGC. Ongoing and carried over to relevant action point.</i>
<b>12.</b>	Caroline to check a different thread to check on the single central record and feedback on.	CG	<i>Useful task to have undertaken, a few tidies up as needed with central staff. Action - book another session in. Complete.</i>
<b>15.</b>	More detail or split of data around PTA contribution for TH, SC to come to a meeting with Governors, (CG notes that SC is a fully trained accountant) to discuss with the Governors what they require, reasons and next steps. Pupil premium report review next LGC.	Governors / SC	<i>LB - SC discussed finance detail as requested. Variance risk assessment template requested by Gov. Action - CB / LB to pick up offline with SC / CEO. CEO confirms the clean audit report we have just had and how the reports are agreed at Director level. Ongoing - pick up offline outside of</i>

			<i>LGC, carried over to relevant action point.</i>
<b>15.</b>	Governor to check and confirm back. Grants accessible to the school, a member of Governors or staff to take that role for Grants.	LGC	<i>HR to confirm. Ongoing, carried over to relevant action point.</i>
<b>15.</b>	Chair to investigate further. Rural services network.	HR	<i>HR to confirm. Ongoing, carried over to relevant action point.</i>
<b>15.</b>	Pupil premium report, review as LGC in a meeting as one.	LGC	<i>Meeting to be set up. Ongoing, carried over to relevant action point.</i>
<b>21.</b>	To identify any other training run by JB.	Governors / JB	<i>National College available training for Governors and Parents, once up and running can share out to LGC. CEO confirms benefits of the platform. Ongoing, carried over to relevant action point.</i>
<b>AOB</b>	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	<i>Ongoing, carried over to relevant action point.</i> <i>ea</i> <i>Complete</i>

8.	<b>Declaration of Interest:</b>	All Declarations of Interest forms had been completed and signed and <b>Governors were reminded</b> by the Chair of the nature of any conflicts of interest.
9.	<b>Declaration of Interest Business and Pecuniary including related Party Transactions</b>	Governors were advised to declare any interests in an agenda item or announce any changes to their Declarations of Interest.  N/A
10.	<b>Strong Governance review</b>	7th Feb 2024 meeting scheduled. Governors are all aware. Next LGC to feedback.

Final

11. Reports

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

N/A for this meeting, next meeting Governors can start this.

**b) Nominated/Link Governors Reports**

N/A for this meeting, next meeting scheduled and ongoing.

**c) CEO's report (see CEO report)**

*Governor questioned the pupil's voice for feedback on decarbonisation, CG (CEO) confirmed we can connect the dots further and get further feedback. Trust shares a wealth of knowledge / ideas on this across all pupils / staff.*

Highlight and congratulated formally Ofsted (all schools across the Trust) history mark.

All dates confirmed with Governors of up and coming meetings.

Return to term, Inset day positive for all. Trauma informed schools and metacognitions training.

TCAF bid was not successful unfortunately.

Potential Staffordshire school new join, update to be given when CG (CEO) has this, all now aware. Potential new join school in another area of Staffordshire also, will update as and when decision and next steps are to be taken.

*Governor questioned the growth of the Trust and not to the detriment of the Trust. CG (CEO) confirmed growth priority does not compromise the other schools in the Trust, slow and steady confirmed as approach. Confirms strategic plan and reiterates to potential new joins.*

**d) Headteacher's report (see TH Head Report)**

Open day well attended, details given of promotions done. Up to 18 chosen as 1st choice. Confirmed approach of forest school and Christmas community activities.

*Governor questioned how do appeals work if children are turned down for a place in school (due to the higher number of pupils requested.)*

CG (CEO) and JW discussed the appeal process. Year group and numbers will work.

*Governor confirmed staff support on the open day was great, and commitment to the school was impressive. JW confirmed local nursery interest and flyers promoted for the school starters / nursery leavers.*

*Governor questioned areas of development and details of acronyms. JW confirms. Add to the glossary going forward.*

JW gave details of new children, small cohort, and additional support given as needed. Progress and attainment discussed.

*Governor, questioning the details of absence, JW confirmed the details of low % and below national average. Overall attendance nationally strong and comparative locally.*



		<p><i>Governor complements Ellen on her approach to families and an asset to the school, warm supportive welcome.</i></p> <p><b>Action</b> to send a table on attendance across the Trust as a comparison.  <b>Action</b> all reports will be stored in one location on going (links in reports also going forward) both Head and CEO.</p> <p>Data is Government validated, cohort last year so strong and predicted to be the same this year. Really hard to get a progress measure this good, really great data.</p> <p><i>Governor congratulated JW on outreach into the community. JW confirmed charity work also driven by the all school staff. Church appreciates the contribution from the children for services. <b>Action</b> - Governor idea to display some work in the church locally from the children.</i></p>
12.	<b>Safeguarding</b>	As discussed in CEO / Heads reports.
13.	<b>Curriculum and standards, attendance etc.</b>	As discussed in Heads reports / CEO.
14.	<b>Admissions and pupil overview</b>	As discussed above JW Heads report. <i>Governor repeated they would like to minute the positive message in this and the hard work taken for community days / promotions to highlight the school.</i>
15.	<b>Finance</b>	<p>Discussed detail around food costs and increases, on budget for catering approx. Staff absence in the kitchen, covered off and cleared.</p> <p>Heads report, CEO report and Finance report elements questioned by LB (as above ongoing action point) <b>action</b> - a separate meeting LB, CG (CEO), SC, plus Finance Director lead to be held, drill down in to data, ensure Governors feel they have the detail they need and for use in Ofsted but also who to speak to if they had any questions around the data outside of the LGC meeting.</p> <p>Pupil premium report, review in next LGC, <b>action</b>.</p> <p><b>See confidential notes.</b></p>
16.	<b>HR and recruitment</b>	<i>Governor questioned the temporary TA, school year end, JW confirmed and gave detail on structure.</i>

17.	<b>Estates and Health and Safety</b>	Reporting on Premises works, AMP review: & Health and safety checks / any audits: Heads report included any detail needed, CG (CEO) confirmed CIF bids put forward for the Trust and outcome will be late spring, also mentioned funding structure from Feb 2024 will be confirmed.
18.	<b>Risk Register</b>	N/A.
19.	<b>GDPR</b>	N/A.
20.	<b>Policy review</b>	Any relevant policies to discuss (Trust manage cycle, LGC to review and discuss changes where relevant). N/A.
21.	<b>Governor Training needs</b>	Review training conducted, impact and any training needs. National Governance training is ready and coming soon, will update further when this is set up and ready to access, to note positively received and welcomed. <b>Action</b> - to pass on information as soon as available.
22.	<b>School items</b>	As above in the Heads report.
23.	<b>Reflection</b> - What have we achieved in this meeting that will improve outcomes for the learners in this school?	<ul style="list-style-type: none"> <li>-Finance accountability scrutinised, meeting to be arranged further to ensure LGC feels confident with the data provided and how to analyse and explain if needed.</li> <li>-Attendance scrutinised.</li> <li>-Admissions and reputations. Celebrated warm welcome to school to staff, noted in community, thanks to Jon and staff for charity / community input.</li> <li>-Preparation for Ofsted. Meetings, threads and links to action.</li> <li>-Role of Directors and understanding of roles.</li> <li>-Discussion around potential to move to 1 board under JW Exec Leadership (detail discussed regarding Chairs meeting held for the potential merge, no minutes from previous LGC meeting to reflect this as this was not discussed at the last LGC, it was a separate meeting, further discussions to be picked up separately.)</li> </ul>
24.	<b>Information / Questions to Board of Directors</b>	<p>Please note the below comments have been added in post LGC meeting as per request / email from CB to CG (CEO) Friday, January 19th.</p> <p>Requested statement to be added in post LGC, by TH LGC,</p> <p><i>"It is regrettable that the proposed fusion of the St. Mary's and the Howard school's Local Governing Committees had not been deemed important enough to be included in any previous minutes - agenda. This omission of this fundamental change in the governance structure risks undermining the relevance of Local Governing bodies and reducing them to a "tick box" decoration which was not their original perceived role. Especially with the proposed expansion of the number of Schools within the Trust, clear and transparent communication, particularly of significant policy changes, is essential to maintain confidence and support."</i></p>

		<p>CG (CEO reply) Friday, January 19th.</p> <p><i>Thank you for your message. I am sorry that I delivered the information in the way I did, I genuinely thought that the message had been drip fed since last January and didn't realise this would be a shock. I would have of course presented this information in a different way had I thought that was the case.</i></p> <p><i>As I said, it was my understanding that the information was out there, St Mary's Governors very much have been on this page and Helen has attended a meeting with COGs and this was also discussed and agreed that the chairs of each board would attend the April meeting of the other school.</i></p> <p><i>With regards to timescales, this would effectively be 7 months' notice and give us time to execute this plan with all involved through consultation. It was the delivery of the message that was remiss, there is still time to support you all and manage expectations.</i></p> <p><i>Since this message we have agreed to put the consultation on hold for 12 months.</i></p>
25.	<b>Confidentiality (Part 2 of minutes)</b>	HR.
26.	<b>Date and time of future meetings</b>	<p>Future date is in the calendar.</p> <p><i>The meeting closed at 7.45PM.</i></p>

Signed.....

Date .....

### Action Log 18.1.24

Item	Action to be taken	Action by whom	Action by when
<b>10. Strong Governance review</b>	Review completion of skills audit/ Strong Governance review	All	Meeting Feb 2024, Next LGC feedback

<p><b>11b. Nominated/Link Governors Reports</b></p>	<p>Governors to arrange and attend meeting, complete action plan and use to support for potential Ofsted.</p>	<p>All</p>	<p>Before mid term</p> <p><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></p>
<p><b>11b. Nominated/Link Governors Reports</b></p>	<p><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></p>	<p>Governors</p>	<p>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.)</p>
<p><b>11c. CEO report.</b></p>	<p>The Mease and new join schools potential, information to share as and when this is confirmed.</p>	<p>CG</p>	<p><i>Ongoing and update at next LGC.</i></p>
<p><b>11b. Link report / d. Head report.</b></p>	<p>Governors presence to be part of events with the children and the parents. Photos of Governors to</p>	<p>Governors / JW</p>	<p><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></p> <p><i>Ongoing, carried</i></p>

	be potentially added on to the who is who. Could be circulated in the next newsletter		<i>over under relevant action point.</i>
<b>11d. Head report.</b>	<b>Action</b> to send a table on attendance across the Trust as a comparison.	JW	<i>Next LGC</i>
<b>11d. Head report.</b>	<b>Action</b> all reports will be stored in one location on going (links in reports also going forward) both Head and CEO.	JW/ CG (CEO)	<i>Next LGC</i>
<b>11d. Head report.</b>	Governor idea to display some pupil work in the church.	JT	<i>Next LGC</i>
<b>15. Finance.</b>	More detail or split of data around PTA contribution for TH, SC to come to a meeting with Governors and Finance lead.	Governors / SC / Finance lead	<i>Next LGC</i> <i>LB - SC discussed finance detail as requested.</i> <i>Variance risk assessment template requested by Gov. <b>Action</b> - LB to pick up offline with SC / CEO / Finance lead.</i>
<b>15. Finance.</b>	Pupil premium report, review in next LGC	LGC	<i>Action - meeting to set up.</i>

<b>21. Governor Training needs</b>	To identify any other training run by JB.	Governors / JB	<i>Ongoing, National College available training for Governors and Parents, once up and running can share out to LGC. CEO confirms benefits of the platform.</i>
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### Action from Autumn 2023 LGC

<b>15. Finance.</b>	Governor to check and confirm back. <i>Grants accessible to the school, a member of Governors or staff to take that role for Grants.</i>	LGC	<i>Action on going for Governors. Helen to confirm.</i>
<b>15. Finance.</b>	Chair to investigate further. Rural services network / funding.	HR	<i>Ongoing HR to confirm.</i>
<b>AOB.</b>	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	<i>Ongoing, carried over to relevant action point. Complete</i>