

**Links to documents tabled**

**CEO**

 CEO LGC report January 2026 .pdf





**Head**

 TH Headteachers Report to Governors January 2026.docx

**Previous minutes**

 Copy of The Howard LGC Minutes Autumn 2025

A - admin  
L / Q - information / questions  
D - decision required

Agenda Items																										
1	<b>Welcome</b>	Welcomed all, and gave chance to all and remind to reflect the purpose of why we are meeting together to support best outcomes for the pupils in school and support Trust 7 schools wide.																								
2	<b>Apologies for Absence, Acceptance of Apologies and Quorum - 2 minutes</b>	(Carolyn to chair) HR - accepted LB - accepted  Code of conduct for LGC (share when updated) action.  Attendance recorded - <a href="https://tssmat.staffs.sch.uk/governance/local-advisory-groups/lgc-attendance">https://tssmat.staffs.sch.uk/governance/local-advisory-groups/lgc-attendance</a>																								
3	<b>-Membership -Re appointment of chair and vice chair at the start of academic year -Roles &amp; responsibilities (confirm or change) - 5 minutes</b>	Welcome to new governors (if applicable)  DQ resigned - detailed potential skills gap and profile (skills matrix) also areas / locally to target.   School Governor lists and hats May 2025 in progress																								
4	<b>Confidentiality (reminder) - 2 minutes</b>	All are reminded that discussions that take place during a board meeting remain confidential, in line with the code of conduct, to that meeting. The board is requested to identify any items on this agenda which it requires to be recorded in the minutes as confidential matters																								
5	<b>Minutes of the previous Meeting</b>  <b>Matters arising from previous meeting</b>  <b>5 minutes</b>	LGC asked to approve the previous minutes and CoG to sign at the end of the meeting. Copy sent to office to sign. Signed and minuted.																								
		<table border="1"> <thead> <tr> <th>Item / Action to be taken</th> <th>Action by</th> <th>Action by when</th> </tr> </thead> <tbody> <tr> <td>Strong governance review</td> <td>Plan another separate meeting and send any feedback / plan to CEO</td> <td>HR / JW</td> </tr> <tr> <td>Head teacher report</td> <td>Aerial view of school and access routes to be communicated, action. Speak to MS as has done an aerial view. Preparation for September.</td> <td>HR / JW</td> </tr> <tr> <td>Head teacher report</td> <td>-H&amp;S discussed perimeter, fence and right of way detail given. Action fence panel JW, quotes discussed.</td> <td>JW</td> </tr> <tr> <td>Head teacher report</td> <td>-H&amp;S lead at trust level questioned contact .... Finance / NS, Director contact to be shared / Angela Burns. Action.</td> <td>NS</td> </tr> <tr> <td>Head teacher report</td> <td>-LGC member questioned H&amp;S, findings of H&amp;S audit include H&amp;S link in report, action JW.</td> <td>JW</td> </tr> <tr> <td>Head teacher report</td> <td>-Move lock down policy and procedure to new join induction training, action JW asap.</td> <td>JW</td> </tr> <tr> <td>Head teacher report</td> <td>-Risk register of school link attached to each agenda</td> <td>NS</td> </tr> </tbody> </table>	Item / Action to be taken	Action by	Action by when	Strong governance review	Plan another separate meeting and send any feedback / plan to CEO	HR / JW	Head teacher report	Aerial view of school and access routes to be communicated, action. Speak to MS as has done an aerial view. Preparation for September.	HR / JW	Head teacher report	-H&S discussed perimeter, fence and right of way detail given. Action fence panel JW, quotes discussed.	JW	Head teacher report	-H&S lead at trust level questioned contact .... Finance / NS, Director contact to be shared / Angela Burns. Action.	NS	Head teacher report	-LGC member questioned H&S, findings of H&S audit include H&S link in report, action JW.	JW	Head teacher report	-Move lock down policy and procedure to new join induction training, action JW asap.	JW	Head teacher report	-Risk register of school link attached to each agenda	NS
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6	<b>Declaration of Interest Business and Pecuniary including related Party Transactions - 5 minutes</b>	Reminder for new governors to complete and ask if there are any changes of circumstances for existing governors <a href="https://docs.google.com/forms/d/e/1FAIpQLSfagKDknnkHL6rWKujPK47ZTw7QRnvTwRO9ImXaRUzNWEtmvw/viewform">https://docs.google.com/forms/d/e/1FAIpQLSfagKDknnkHL6rWKujPK47ZTw7QRnvTwRO9ImXaRUzNWEtmvw/viewform</a>																								
7	<b>Risk Register - 5 minutes</b>	Confirm if anything new is to be added to the document (school specific)  Risk Register - TH.xlsx (this is the link shared by JB to confirm from the shared drive)  Risk Register - Risk Register.pdf  TRUST Risk register as requested - please do not amend  Risk Register - Risk Register.pdf  Discuss around the items that can go down further in the register - admissions detail given.																								
8	<b>Strong Governance review - 5 minutes</b>	<u>Please confirm deadline you want the skills audit sending out and length of time to complete / submit to Heads by, Heads to analyse and report back in Autumn LGC meeting.</u>																								

		Confirmed shorter deadline - action JB / NS.  <i>ANY NEW JOIN LGC MEMBERS TO COMPLETE SKILLS AUDIT.</i>  <i>Training conversation detailed. LGC / Director training also referenced.</i>
9	<b>Reports - 30 minutes</b>  <b>Please note CEO will be present either in person or remotely for the CEO report section</b>	<p><b>a) CEO report</b></p> <ul style="list-style-type: none"> <li>-Director general, meeting at Anson - Tim Cullson, detail given of the meeting. Highlights given, head lines, school improvement models, report written to share.</li> <li>-Marketing detail given / students from JTMAT - as project/ development.</li> <li>-Social media and impact detail given.</li> <li>-TAS detail given.</li> <li>-Current catering structure detail given. Management / nutrition / menus detailed.</li> <li>Specific example of airborne pine nuts / event. Allergy reminder as and when needed to be shared on packed lunch days and outside of this, action JW.</li> <li>-Catering quotes detail given.</li> <li>-Current pre booking detail given. LGC member confirmed menu sharing and nutrition would be great.</li> <li>-Finances detail given, school day change to 1 school specifics given. Budgets modeller detail given. Example of PH escalating to MPs. TC meeting at Anson detail of budget conversations.</li> <li>LGC member qstd premises / boiler and repairs / bids, JW/CG gave detail. Electrical radiators detail given. LGC qstd topslice taken / funding from LA, CG gave detail. Director commented how well MAT manages the finances. Local and national picture given. Growth prospects / budgets detail given, however cant carry deficit for other schools. Action model letter to MPs all to support / action regarding LA funding taken from MAT has been done. Specifics / details of new joins / potential joins to MAT and proposal of supporting small schools before they join, support them to sort deficit, this needs to be done prior to joining. PAN detail also given.</li> </ul> <p><b>b) Chair's and Vice Chair's Actions and correspondence</b></p> <ul style="list-style-type: none"> <li>-PTFA detail or support involvement if needed, availability , how LGC can support. Successful reminders given / events disco etc.</li> </ul> <p><b>c) Nominated/Link Governors Report</b></p> <ul style="list-style-type: none"> <li>-Safeguarding - CG</li> <li>-Health &amp; Safety - report detailed and shared ahead of the week. Evacuation have been done / Office has re done.</li> </ul> <p>Any monitoring can be completed on this form: <a href="https://forms.gle/e1AYiXAK1SSfNZyG8">https://forms.gle/e1AYiXAK1SSfNZyG8</a></p> <p><b>d) Headteacher's report</b> <b>Minute and congratulate well done to JW - Head, all confirmed.</b></p> <ul style="list-style-type: none"> <li>-Last term detail given, extra activities detail given and celebration. LGC member confirmed sense of achievement for pupils visible.</li> <li>-Interventions detailed.</li> <li>-Progress detailed.</li> <li>-Data drop over view and highlights detailed.</li> <li>-SEN detail given</li> <li>-EYFS data given</li> <li>-Admissions - PAN detail given and discussed and positive. 1st / 2nd and 3rd details given. LGC member qstd new joins and plans / detail. In year new joins detailed.</li> <li>-Reputation and marketing details discussed. LGC member questioned process of admissions, JW responded.</li> <li>-Attendance detail given, next steps and unauthorised absences discussed. Link Director suggestion to target holiday companies not the children / families / parents.</li> <li>-Mathmatics detail shared</li> <li>-Nursery - in place apart from DfE final last stage, portal is opened, funding and hours, website and application. Change admissions numbers is what they are waiting for (age range) Director qstd numbers and set up, JW confirmed detail. Staffing is ready. CEO to minute this is an amazing piece of work. JW confirmed social media and marketing stance, open day marketing. Chair confirmed plan far ahead for open day / dates and detail discussed. LGC member qstd the drop off and pick up process / safety paramount and forefront of process, JW confirmed the process and slots / times. Ongoing / longer term plan discussed.</li> <li>-PAN detail given.</li> </ul> <ul style="list-style-type: none"> <li>-The Howard detailed in social media post / reforwarding message / share.</li> <li>-C&amp;S - progress across years highlighted by LGC member and all confirmed.</li> <li>-School development plan detail given. Snapshot shared.</li> <li>-Safeguarding detail given.</li> <li>-Arbour detail given and in relation to menu catering options. Action to update all as appropriate, it is on going. JW.</li> <li>-Space of school / positives, logistics. CG chair recommended parents invited in potentially, coffee morning. LGC member qstd toilet facilities, JW gave update and potential next funding / if successful bid.</li> </ul> <p><b>e) Additional Items</b> (agreed by Chair and Head prior to agenda being sent)</p> <ul style="list-style-type: none"> <li>TAS - further detail given / potential times and dates. JW agreed and all Tuesdays work. Director supported conversation.</li> </ul>
10	<b>GDPR - 5 minutes</b>	N/A.
11	<b>Policy review - 5 minutes</b>	<p>Policies to be circulated at point of ratification by board (for reference below policy in draft policies) TO CONFIRM - policies go to internal lead then a board lead, then board ratification. LGC member confirmed their experience of policies and process.</p> <ul style="list-style-type: none"> <li>📄 <b>Copy of Data Protection v5 Jan 25-26</b></li> <li>📄 <b>DRAFT Copy of Grievance Policy v8 Feb 26- Feb 27</b></li> <li>📄 <b>DRAFT Admissions Policy TH 2027-28</b></li> </ul>
12	<b>Reflection - What have we achieved in this meeting that will improve outcomes for the learners in this school? - 5 minutes.</b>	<ul style="list-style-type: none"> <li>-Scrutiny CEO</li> <li>-Scrutiny Head report</li> <li>-Funding and planning - contribution to progress of the school</li> <li>-Policies</li> <li>-Nursery detail</li> <li>-DfE meeting detail and robust discussion , LGC to support template and letter to escalate</li> <li>-Catering scrutiny</li> <li>-Staff wellbeing</li> <li>-Admissions / attendance</li> <li>-Finances</li> </ul>

13	Information / Questions to Board of Directors - 5 minutes	N/A
14	Confidentiality (Part 2 of minutes) - 5 minutes	As minuted
15	Confirm date and time of future meetings including committee meetings if known - meeting close - 23rd April 2026	

**Chair - Please see link to full wording per agenda point if needed**

[Google Copy of LGC Agenda SPRING TERM CofE schools](#)

Item / Action to be taken	Action by	Action by when
9 - reports - Allergy reminder as and when needed to be shared on packed lunch days and outside of this, action JW.	JW	ASAP and as and when packed lunches happen
9 - reports - Arbour for menu options - ongoing.	JW	As and when appropriate