

**MINUTES OF THE ST. MARY'S CofE PRIMARY SCHOOL
LGC MEETING**



St. Mary's 15th January 2024

Attendees:	Governor	Type	Responsibility	Term of Office End Date
	Ben Sykes	Parent - Chair	Premises and Estates, Health and Safety, Finance	30.01.2027
	Sarah Wood (SW)	Foundation		30.01.2027
	Lucy Hastings (LH)	Parent	Maths, Curriculum, Sports Premium, Pupil Premium, English, Early Years	30.01.2027
	Claire Smith (CS)	Staff	Wellbeing	30.01.2027
	Anna Redpath			30.01.2027
	Jon Wynn	Head Teacher		Ex-officio
Apologies:	Kate Staples			
Also in attendance:	Charlene Gethin CEO Nic Saint Clerk			
Documents circulated prior to the meeting	Documents share:			
	LGC minutes Autumn 2023 FINAL GOOGLE DOC Copy of 3434 MINUTES LGC St. Mary's 18.9.2023 FINAL GOOGLE DOC Confidential Copy of 3434 MINUTES LGC St. Mary's 18.9.2023 v2 CEO report <input type="checkbox"/> CEO LGC report January 2024 Head Teachers report January 2023			

The meeting started 6PM.

Item	Agenda Title	Minutes
1.	Welcome	The Chair opened the meeting and thanked everyone for their attendance.
2.	Prayer	JW led the opening prayer.
3.	Attendance	NS added to the attendance table.




4.	Apologies for Absence, Acceptance of Apologies and Quorum	NS added to the attendance table.												
5.	Membership	<p>Tim Parr named as a potential new join, discussion around potential merging TH / SM school LGCs, discussion around the potential of what this will look like, CEO confirms naturally re-assess positions of LGC as needed, natural wastage. BS to have discussion around this with potential new join and go on from the next LGC.</p> <p>CEO confirmed the conversation that was had with chairs and transparency around this (detail given around the reason and also due to The Mease joining and the LGC meetings going forward time under JW Exec Head)</p>												
6.	Confidentiality	<p>A reminder was given that discussions that took place during a 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>												
7.	Minutes of the Previous Meeting	<p>Actions arising from the LGC Meeting 18/09/2023</p> <table border="1" data-bbox="443 1010 1522 2011"> <thead> <tr> <th data-bbox="443 1010 715 1111">Item</th> <th data-bbox="715 1010 983 1111">Action to be taken</th> <th data-bbox="983 1010 1254 1111">Action by whom</th> <th data-bbox="1254 1010 1522 1111">Action by when</th> </tr> </thead> <tbody> <tr> <td data-bbox="443 1111 715 1877">4</td> <td data-bbox="715 1111 983 1877">JW confirm Governor role for AT going forward.</td> <td data-bbox="983 1111 1254 1877">JW</td> <td data-bbox="1254 1111 1522 1877"> <p>COMPLETE</p> <p>(JW discussed roles / gaps / SEN & Pupil Premium / English (happy to swap the sports premium for pupil premium)</p> <p>SEN / vulnerable groups & safeguarding</p> <p>Single central record</p> <p>EYs discussion around future planning and going forward lap over.</p> </td> </tr> <tr> <td data-bbox="443 1877 715 2011">4</td> <td data-bbox="715 1877 983 2011">Merge of LGC for SM/TH.</td> <td data-bbox="983 1877 1254 2011">CG</td> <td data-bbox="1254 1877 1522 2011"> <p>ONGOING</p> <p>Feb 2024</p> </td> </tr> </tbody> </table>	Item	Action to be taken	Action by whom	Action by when	4	JW confirm Governor role for AT going forward.	JW	<p>COMPLETE</p> <p>(JW discussed roles / gaps / SEN & Pupil Premium / English (happy to swap the sports premium for pupil premium)</p> <p>SEN / vulnerable groups & safeguarding</p> <p>Single central record</p> <p>EYs discussion around future planning and going forward lap over.</p>	4	Merge of LGC for SM/TH.	CG	<p>ONGOING</p> <p>Feb 2024</p>
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(Spoken about dependant on other factors)

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4	BS confirm if interested party is joining SM LGC.	BS	ONGOING Next LGC
6	NS to populate confidential report copy / v2	NS	COMPLETE Sept 2023
7	Current meeting notes, 18th September 2023, NS to type and share with JW, JW to wet sign, save to file, BW to then sign / approve.	NS/JW/BW	COMPLETE Sept 2023 / Next LGC
9	CG to check with JB on table of declaration of interest (July - sent by 25th Sept)	CG/JB	COMPLETE Sept 2023
11	CG work with heads to move forward. KS to send information	CG/ Heads/ KS	COMPLETE
12b.	Update progress of maths / pe initiatives for next LGC.	Governors/ leads	COMPLETE (version typed up and shared along with the verbal feedback)
12c.	Decision on well being data analysis going forward between Heads / Trust - how split / broker out.	Trust / CG/ Heads	COMPLETE (worked with JB will continue to analyse data but Heads to do written analysis Wellbeing action plan JW anything needed added to staff action plan)

		<p>12c.</p> <p>Governors to bring tablet / phone / device to view agenda and minutes going forward, agree start date</p>	<p>All</p>	<p>COMPLETE</p> <p>Next LGC</p> 
		<p>12d.</p> <p>Review absence policy. Share the impact of persistent lateness / absence in context. Share the minutes / time in the morning in school of what activities take place and benefit to the children. Parents to be given information / share policy and the impact of attendance per child / school, helpful for all going forward taking a firmer stance. JW / CG / Heads / Trust Formalise a process of an incentive for attendance to roll out. Acknowledge the good that also happens with attendance.</p>	<p>JW/Trust/CG/Heads</p>	<p>COMPLETE</p> <p>Sept 2023 - Next LGC</p> <p>(done at Trust level and JW also at school level, reviewed policy and landed both messages, added to website also, key 8.30 drop off)</p> <p>JW asks around parent level - how does this feel having this message landed, <i>Governors discussed that the impact of receiving the message and numbers to back this up, drives home the importance. As a whole parents seem to have taken the message well.</i></p> <p>Discussed around the other local schools and locally what other parents are receiving is in line. Government advertisement across the country.</p>

			JW discussed discretion that can be applied
14.	Action point as above	Action point as above	Action point as above
16a	Pupil premium, part of December SLT meet and decide beyond that, share with Governors. Either JW / Heads can share detail as needed.	CG	<p>COMPLETE</p> <p>December 2023</p> <p>JW updated report on pupil premium, up to date as per Gov deadline and up to date on the website (LGC to review)</p>
16b.	Nursery business plan SM.	JW/KS/ Trust	<p>COMPLETE</p> <p>Next LGC / now deferred</p> <p>Budget at the moment will lend itself / needs to be for a long term project, classroom and staffing. CG confirms if there was a spare room that could go ahead now, however due to lack of space can't go with an interim, needs to be a long term plan.</p> <p><i>Governor confirmed following the Ofsted rating how this will naturally flow.</i></p> <p>JW confirmed numbers are looking higher for younger age / to track report back on / look to build</p>

				 provision based on that.
		17	Marketing for open day (after Ofsted result shared, use results!)	JW COMPLETE Next LGC 2 newspaper articles, posters, Tesco, social media links also being re shared.
		22.	Inform the Trust of any relevant training courses.	Ongoing (leave on action log)
8.	Matters arising from the Previous Meeting	As above typed notes. Risk register LGC to be proactively involved, however do not need a separate one for SM School.		
9.	Declaration of Interest:	Send out in July (ready for September start JB to send out)		
10.	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. N/A.		
11.	Strong Governance review	Arranged for 7th February 2024 (same day as SLT meeting) Richard Crosse school. Working party to look at questions and RAG rate / review throughout the year to keep it alive.		
12.	Reports	<p>a) Chair's and Vice Chair's Actions and correspondence</p> <p>Continues to be a really important / useful meeting, gathering ideas going forward.</p> <p>b) Nominated/Link Governors Reports / Governors discussed</p> <p>Typed up specific areas and saved (to formalise)</p> <p>c) CEO's report</p> <p>Detail given regarding a Staffordshire school meeting with CEO on Thursday 18th January, discussion around the potential to join the Trust.</p>		



CEO will update on this after the meeting.
 To note the other Ofsted ratings across the Trust. Thanks to all involved. History mark, gratitude to JW, as JW has led this. Thanks to Claire also.

d) Headteacher's report

History mark, taken 2/ 3 years of backstory work and tweaking, Claire / Steph heavily involved, history leads across the MAT, as a small school couldn't have achieved this alone. Children were also exceptional on the day.
 Governors discuss the positives from the report and reflected on this.

Governor comments from a parental point of view, in a gentle non pressured way could the data be shared with parents around gaps, as the data is very good, any plans moving forward to share more detail?

JW confirms supporting SEN pupils or pupils with any extra support needed, hits the red data, parents evening data shared on those evenings, assessments for Y5/6 suggestions shared after that for ideas at home. Newsletter for Maths, ideas for things to do at home to support.

Progress and concern, intervention is put into place as and when needed. Progress meetings with teachers, 6 - 8 weeks and plans.

Governor confirmed if there is a problem you will be notified and if not then no cause for concern.


All the children are assessed and fairly. Not just educational, social and emotional. CEO confirmed Trust / Heads could communicate that the school is assessing children daily, if there is anything needed further from parents it will be communicated.

See confidential minutes regarding absence / lateness.

13.	Safeguarding	<p>Meet regularly with the deputy to review the data.</p> <p>Action CEO will add in detail for internal and external data to support the report. See confidential minutes.</p>
14.	Curriculum and standards, attendance etc.	<p>Governors were invited to ask questions on the following areas arising from the Headteacher's Reports:</p> <ul style="list-style-type: none"> a) Any changes/progress towards targets setting shared: detail was included in the Headteacher's report. b) Ensure LGC know the school's strengths and key areas for development from the SIP. c) New SIP plans for following year: headline areas were presented in the Headteacher's report. d) SEF review 23/24 e) Attendance data and analysis <p>Covered in above Head report / detailed discussion.</p>



15.	Admissions and pupil overview	JW confirmed details of numbers of one class with Governors after being questioned on this.
16.	Finance	Pupil premium on website. Finance up to P3, small surplus, 20k which is a positive. See confidential minutes.
17.	HR and recruitment	HR discussions/staff changes update See confidential minutes.
18.	Estates and Health and Safety	<p>Reporting on Premises works, AMP review:</p> <p>Health and safety checks/any audits:</p> <p>Accidents analysis:</p> <p>JW confirmed he had recently done accidents analysis which can be shared, no trends or patterns to confirm. Audits and inspection, any actions have been done. Confirms CIF bid has been put forward , deadline in May for decision. Action to share after CIF bid decision and out come (won / not won.)</p>
19.	Risk Register	Covered above.
20.	GDPR	No breeches.
21.	Policy review	None.
22.	Governor Training needs	Anything needed has been completed. CEO confirmed National College - Governor training, as and when up and running can be shared across Governors / parents.
23.	Christian Distinctiveness	Ongoing, slight change to RE curriculum 50/50 split to be put forward. SIAMMS meeting JW to report back after if needed.
24.	School items	<p>Covered.</p> <p>Communications within the parent forum, JW and Governors to meet and confirm plan going forward, good for parents to have a forum to be able to share / gain information going forward.</p> <p>Action if parent forum does not have a large update / interest, keep meeting in the calendar as a drop in session, also Governors can always feedback to JW if needed.</p>
25.	Reflection - What have we achieved in this meeting that will improve outcomes for the learners in this school?	<p>Covered attendance. Maintaining a high standard.</p> <p>Celebrate success, history and ofsted.</p> <p>Security / on going.</p> <p>Merging of 2 boards - CG / JW.</p> <p>Roles and responsibilities.</p>


26.	Information / Questions to Board of Directors	Recommendations to present to the Board of Directors:  Added post LGC meeting - Merging of 2 boards, potentially, CG / JW
27.	Confidentiality (Part 2 of minutes)	Attendance / small cohort. Absence / Lateness. Finance / HR discussions.
28.	Date and time of future meetings	Confirmed next meeting date in the calendar and all have the invite. (Small discussion around how agenda is covered and how time is split, rework of agenda if needed) <i>The meeting closed at 7.20PM.</i>

Signed.....

Date

See the page below for the Action Log arising

Item	Action to be taken	Action by whom	Action by when
4. (Membersh ip)	Potential merge of LGC for SM/TH.	CG	ONGOING
4. (Membersh ip)	Action BS confirm if interested party is wanting to join SM LGC.	BS	ONGOING Next LGC
22. (Gov training needs)	Action Inform the Trust of any relevant training courses/ National College.	ALL	Ongoing (leave on action log)
12. (Head report)	Action to review absence data again after next term	JW	As soon as able after mid term.
13. (Safeguard ing)	Action CEO will add in detail for internal and external data support on to the report	CG	Next LGC
18. (Estates)	Action to share after CIF bid decision and out come	CG	Next LGC

24. (School items)	Action if the parent forum does not have a large update / interest, keep meeting in the calendar as a drop in session, also Governors can always feedback to JW if needed.	JW	Next LGC 
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final