**RICHARD TAYLOR CHURCH OF ENGLAND PRIMARY SCHOOL**

**MINUTES OF LG COMMITTEE MEETING: Spring 2025**

**Held on Tuesday 4th February 2025 at 7pm**

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| Governing Body Core Functions  Ensuring Clarity of Vision, Ethos and Strategic Direction.  Holding executive leaders to account for the educational performance of the organisation and its pupils and the performance management of staff.  Overseeing the financial performance of the organisation and making sure its money is well spent. | |
| *Present*  Andrew Symonds (AS), Jan Johnson (JJ), Philip Richardson (PR), Niki Hutchinson (NH), Robert Bath (RB), Lucy Shaw (LS), Netty Young (AY), Lynsey Barraclough (LB)  In attendance: Hannah Manwaring (HM) – clerk, Hannah Ruddy (HR), Martin Whincup (MW), Emma Crisell (EC)   1. *Prayers*   Jan Johnson led the governors in prayer.   1. *Apologies*   Cath Phelan (mum ill), Steve Scarisbrick (family illness) Both consented   1. *Welcome new Governor*   AS: Welcome to Martin and Hannah; they join the LGC. Martin, foundation governor. Hannah as parent governor. It was agreed to identify a mentor for both governors when they complete the formal process of joining the LGC. Photographs and profiles will be needed for the school governance section of the website   1. *Minutes of meeting held on Tuesday 26th November 2024*   No questions raised minutes approved. HM to update website with minutes added to appropriate section.   1. *Review of Action Plan*   AS: The Headteacher’s Report has been prepared using the agreed Trust Template. This has been further improved since the autumn and the Trust will continue to work with headteachers to make sure that the report is purposeful for all audiences and user friendly.  The updated SDP reflects the positive actions taken so far against identified priorities to be addressed in 24-25 and shows that the majority of priorities have been actioned and addressed. Governors have taken the time to review in detail the new scheme of delegation. Areas were identified which they would like to seek further clarification on certain key issues. J Johnson will hold further collaborative conversations with J Goodwin.   1. *Update on appointment of new governors*   AS: HM working with the Trust to move this process forward. Both governors to link to GovHub and complete training and effectiveness tool. As soon as both are formally adopted as governors JJ & AS to ensure that they are given identified roles which make best use of their strengths.   1. *Correspondence*   No correspondence to share.   1. *Academy Update*   JJ: The Trust are currently working with several schools who are seeking to join. The LGC can expect further news on growth in the summer term 2025   1. *Completion of Skills based audit: Led by JJ*   JJ: introduced new provision through GovHub for a skills-based audit which means that we can look at areas to increase our skills as a Governing Body. This will feed into succession planning. If we can identify common areas of need for improvement, then we can help with/provide training in those areas specifically. -Jan talked through the tool and how to straightforward it is to complete. Key action is for all members to undertake SBA by next full LGC  **SCHOOL IMPROVEMENT**   1. *AS to answer questions on Head teachers Report including School Development Plan update*   *School Website Updates*  AS: completed with success. Good feedback from parents about. Several staff trained on this and used weekly by the Office staff to upload the Weekly Updates. The school is seeking to make more use of the Community page for adverts/info about the community in order to reduce the amount of emails parents are receiving.  *Child Protection*  The HT report contains a section on the Child Protection priorities which the school has identified. This information is collated through the CPOMs platform on to which all concerns are recorded and actioned. The current priorities focus on mental health, support and guidance for parents and an increasing awareness of incidents of domestic abuse reported to schools via the NY Police notification scheme.  AS recently attended the academies DSL conference in Sheffield where the issue of toxic masculinity was highlighted.  *SENCo report including new statutory duties for governing bodies*  AS: report is attached from Mrs Styles. In her report she identified that the school is working particularly hard with one child in Ribblesdale to ensure that the provision of care and support is correct for child’s needs. Working with Frances Andrews from LA on this and other needs identified. Her report identified an increase in number of children using Early Help and Compass Phoenix with the school utilising provision for this to happen during school time.   1. *Governor Visits and Monitoring Reports. Including Chair Report to the Trust*   Jan Johnson, as chair of the LGC submits a report to the Trust which summarises the priorities facing the governors and how we are seeking to address them. The last report and highlighted finance, staffing and SIAMS as identified priorities.  **COMMITTEE WORK UPDATES**  The governors now operate a series of working parties replacing the previous committee structure. Key differences are that the reporting system has been simplified to focus on actions and impact. The previous chairs will become the nominated governor for each area. Next year the LGC will review the changes made and decide how they wish to be updated.  Priority will continue to be visits to school to see the impact of changes being made and speak to staff at all levels.   1. *Finance working party*   AS: working with the new catering team Aspens the finance working party discussed the process of transfer and financial implications for the school. The working party also looked at projected staffing changes and implications for the 4-year budget. The meeting highlighted the outstanding work being done by CFR in her role as school business manager. Action plan available on Governor Hub.   1. *Buildings, Health and Safety*   The working party were informed that the new playground in KS1 is complete and being well used. The school is now looking at raising finds within Friends to add updates to the KS2 playground. The Fascia project is complete and now requires sign off. The school reviewed H&S record keeping and the timescales for future actions. Action plan available on Governor Hub.   1. *Personnel*   Jo Richter, our catering manager, will be working on phased return and we will continue to use agency staff in the catering wherever necessary until Easter when it is planned that she will return to work full time and will transfer to Aspens as an employee. Aspens will also employ new staff to work alongside her. The working party discussed staff absences due to family bereavement. Jane Norman working on a phased return following her extended absence.  The working party agreed to discuss the results of staff questionnaire at next meeting. Action plan available on Governor Hub.   1. *Curriculum*   The curriculum working party reviewed the actions taken following visit of advisor SBJ which identified benefits of standardising reward systems across school. The working party discussed the autumn term assessment data with a particular focus on Yr1 phonics which are looking strong and the Yr6 data. The school has identified which children require further support in the lead up to the SAT test in May. Attendance monitoring highlighted specific families who the school will be working with. Action plan to be made available on Governor Hub prior to next meeting.   1. *Worship and Mission*   The Worship & Mission working party discussed the school’s new spirituality policy and the action plan created following the diocesan ‘Mock SIAMs’ inspection. Priorities were identified as ensuring all pupils know distinctive Christian vision of the school and that the LGC can demonstrate a structured monitoring programme is in place to identify impact of distinctive vision. Action plan to be made available on Governor Hub prior to next meeting.   1. *A.O.B*   *Mr Scarisbrick, is due to end his term of office at the end of the summer term. He is the longest serving member of the LGC and a presentation will be made at the final LGC meeting in June.*   1. *Date of next meeting: Tuesday 10th June 2025 7pm*   \*\* This has since been changed to Tuesday 3rd June 2025 to accommodate Jane Goodwin Trust CEO who will be attending the meeting to give a short presentation to the LGC.   1. *Statement of Impact*   *The LCG have met to ensure that, by their actions the school is a place where all are safe, loved and can flourish as children of God. In supporting the staff, monitoring the impact of the curriculum and ensuring that all vulnerable learners are supported the governors are fulfilling their duties demonstrating respect, trust and service in their actions.*  The meeting finished at 9.05pm |  |
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