

**RICHARD TAYLOR CHURCH OF ENGLAND PRIMARY SCHOOL**

**MINUTES OF LGB MEETING**

**Held on Tuesday 23rd September 2025 at 7pm, in school**

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| **Present:** |  |
| Andrew Symonds (AS) | Co-Headteacher |
| Philip Richardson (PR) | Local Governor |
| Niki Hutchinson (NH) | Local Governor |
| Lucy Shaw (LS) | Parent Governor |
| Netty Young (AY) | Staff Governor |
| Lynsey Barraclough (LB) | Local Governor |
| Hannah Ruddy (HR), | Parent Governor |
| Martin Whincup (MW) | Local Governor |
| Cath Phelan (CP) | Staff Governor |
| Matthew Hunter (MH) | Local Governor |
| **In attendance:** |  |
| Emma Crisell (EC) | Co-Headteacher |
| Leanne Eaton (LE) | Clerk |

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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. | | |
| **PROCEDURAL** | | |
| **Item** |  | **Action** |
| 1 | **Opening Prayers**  MH gave a welcome prayer. |  |
| 2 | **Welcome to new clerk to Governors’ Committee**  Governors welcomed Leanne Eaton (new clerk) and introductions were made. |  |
| 3 | **Election of Chair and Vice Chair**  Prior to the meeting Jan Johnson advised she was happy to remain as Chair and Niki Hutchinson advised she was happy to remain as Vice Chair. Governors unanimously voted to these appointments.  Jan has sent apologies, so Niki would chair this meeting. |  |
| 4 | **Apologies for Absence**  Jan Johnson & Robert Bath – both were accepted. |  |
| 5 | **Complete Declarations of Pecuniary Interest & Register of Hospitality**  None declared for the meeting. |  |
| 6 | **Governor Hub compliance and statutory training requirements**  Governors were reminded to complete declarations on Governor Hub by 31st October. | ALL |
| 7 | **Governing Body working parties to be confirmed**  A list of committees and membership had been circulated prior to the meeting and AS had asked governors to check if they were happy with the committees they were on. AS advised that the meeting on 9th October for the Worship & Mission and Wellbeing Working Party was open to all governors, and governors could attend on TEAMS if needed. AS will re-send the document once it is finalised.  MH is new to the board – LE/AS will ensure he is registered with Governor Hub and can access al training. | ALL  AS  LE/AS |
| 8 | **To appoint Governors with specific responsibilities**  A list of link governors and class governors was passed around for governors to sign up to. All Governors to undertake one visit during Autumn 25 with focus on SIAMS and SDP area of responsibility. Visits need to be useful and purposeful. AS will re-send the document once it is finalised. | ALL  AS |
| 9 | **Minutes of meeting held on 3rd June 2025 and matters arising**  No matters arising.  Further to the visit from Claire Dowson at the June meeting, her replacement (Kate Davison) is now in post. We will work with Kate to look at how we can reduce the forecast deficit. There is a finance meeting next week, but Kate is not attending.  Three other schools are also due to join the Trust this year, date TBC. Masham are scheduled to join on 1st November.  The Educational Visits system (EVERY) is proving problematic, and this was fed back to the trust when we were asked to complete an audit on the system. It is a Local Authority system, and the trust are looking to improve it.  ‘RE’ is no longer called ‘RE’ – it is now called ‘Religion and World Views.’  Noted that the date on the minutes said the date of the next meeting was 10th June and this was incorrect.  **Minutes approved.** |  |
| 10 | **Correspondence**  None. |  |
| 11 | **Academy Update**  We are in the SIAMS window this year, and June 2022 was our last Ofsted inspection, so in theory we have been in the Ofsted window since June 2025. However, inspections are on pause whilst the new framework is being rolled out, so this is likely to push us back into the next academic year. We are in a strong position since the last inspection and all areas for improvement have been actioned. |  |
| **SCHOOL IMPROVEMENT** | | |
| 12 | **PAN (Published Admission Number) for 2026/27 and P105 Admissions Policy Review**  The PAN is 39 for next year. This is based on the floor space of the building. We have had 7 families look around and there are more appointments the diary. We are filling our PAN so there is no need to reduce this, but we always need to bear this in mind.  The Admissions Policy is unchanged. **The PAN and policy were approved,** and the policy will go onto the website. |  |
| 13 | **Headteachers Report**  Report circulated prior to the meeting, and AS highlighted the following:  SEN:   * EHCP data is incorrect – this should be 5.6% (not 2.5%) so needs amending on ARBOR. * SEN percentage is 11.2% - this is below national. We are rigorous on who goes on the register – our principle is adaptive teaching should meet the needs of most children.   Staffing:   * Staff sickness – one member of support staff on long term sick. We are not covering with supply as the budget will not allow so we are asking other members of the support team to cover with additional hours. The Trust are offering flu vaccinations to all staff so this will hopefully help us avoid sickness during the coming months. * Average teacher salary is lower than the national average and the LA average. * Pupil to teacher ratio is 26:1 (national is 21:1 and LA 19:1). * We are higher than national and the LA for FTE teaching assistants, but there is no significant wastage in staffing.   Attendance:   * AS voiced caution over the attendance data as it is not relevant or reflective due to the time of year (only 3 weeks into the start of the school year) so it doesn’t take much to drop below 90%. We are getting the children into good habits and being on time in these weeks. * AS informs parents they are going to be fined for taking a child out of school for holidays during term time.   Question: Have you seen all children in school since the start of term?  Answer: Yes, but we are working closely with a couple of families who have persistent absence.  Behaviour:   * One exclusion (2 days) since the last meeting. We only exclude if it is the right thing to do, and it is not punitive. * Two children have alternative provision.   Data:   * EYFS – children achieving Good Level of Development (GLD): 74% * EYFS – children achieving all Early Leaning Goals (ELG): 80% * Y1 Phonics: 88% passed the screening. * Y2 Reading: 64% ARE / 33% GD * Y2 Writing: 61% ARE / 14% GD * Y2 Maths: 64% ARE / 25% GD * Y4 Multiplication Checks: 85% met the pass rate / 17% achieved full marks (25/25) * Y6 Reading: 85% ARE / 33% GD * Y6 Writing: 76% ARE / 18% GD * Y6 Maths: 85% ARE / 31% GD * Y6 RWM combined: 64% ARE / 10% GD   AS noted the Y2 results were amazing due to the number of EHCP’s in the cohort. AS requested two papers be re-marked as they scored 99 on the scaled score but the results did not change.  Other:   * Parental feedback on starting school was overall very positive (15 responses), with one family suggesting more taster sessions would have been preferred. * Governors are all invited to attend the events detailed at the end of the report. |  |
| 14 | **School Development Plan Priorities 25-26**  Circulated prior to the meeting and AS highlighted the following:  Target 1: To ensure that the school’s Christian vision enables all to flourish   * AS has collated monitoring reports from governors and Pam Acheson (Diocesan Advisor). * Diocese has issued a summary of all actions from completed SIAMS inspections from other schools. * Big issue is spirituality.   Target 2: To improve levels of Oracy for all pupils ensuring that they are confident and effective communicators   * Nationally this is a big focus. * Children speak in all subjects across the curriculum, and they learn to communicate well. * This area is about teaching how to do this. * Working with the Maths Hub. * Looking at consistency across classes. * Working on what good listening looks like. * All subject leaders are making oracy part of their action plans.   Target 3: To ensure that adaptive teaching principles are fully embedded allowing all pupils to access the curriculum and flourish as learners. To ensure that the school is meeting the needs of all children (focus on SEND and PP access to learning)   * Ensuring adaptive teaching remains and supports the SEND children.   Target 4: Agreed whole school approaches to identified areas are delivered consistently to support: Behaviour management, effective use of IT and curriculum delivery.   * Run ARBOR, TEAMS & CPOMS effectively. * TEAMS uses Co-Pilot – we can use this, and staff will receive more training on this. * The platforms all have more to offer than what we currently use. * Mrs. Styles is ensuring staff are transferring SEND information onto ARBOR.   Question: Will there be training from the Trust?  Answer: Yes – the Trust has a Digital Strategy and John Knipe (Pannal) is leading on this. There will be investment in IT infrastructure for staff and we also have some new laptops and PC’s in school.  Target 5: Subject leaders ensure that all curriculum areas are designed to enable pupils to develop secure, deep and fluent knowledge. Writing: to ensure early writing principles and new writing framework are being delivered consistently and effectively across school   * There is a new handwriting framework. * We are working with the Literacy Hub again.   Question: Who are the Literacy Hub?  Answer: There are hubs across the country – our closest in Doncaster. Our link is Abby – she liases with the hub and then leads in school. There is a focus on Early Writing and handwriting across the school.   * We are also working with the PINS programme (Partnerships for Inclusion of Neurodiversity in Schools) – they support on Neurodiversity in schools and there will be lots of training available for parents.   Target 6: To work with YCST to effectively reduce projected budget deficit. To fund and complete KS2 playground improvements  AS reported there is a lot happening in school and hopefully governors can see the impact on what we are doing. |  |
| 16 | **Annual Report to Governors on Safeguarding Children**  Circulated prior to the meeting, along with a PowerPoint that was shown to staff on the INSET day. Highlights as follows:  Data (last academic year)   * 400 causes for concerns reported to DSL, of which 92 are currently being monitored. * MAST referrals – 17, 2 remain open. * CSC (Children’s Social Care) – 15, most of which are Early Help. * Top 3 categories of concern:   + Mental Health & Wellbeing – 56   + Safeguarding – 27   + Domestic abuse – 21 * 32 incidents linked to attendance. * Lowest attendance was 62%. * Persistent Absence – 20 children (7% of the school) with none severely absent.   School Priorities:   * DSL to complete Prevent audit in 25-26 * Develop support for children with persistent and serve absence * Develop the use of data and MIS systems to support effective safeguarding * Support the transitions of vulnerable pupils (KS1 and KS3). This is a big project within the Trust. |  |
| 17 | **Governor training update on changes to KCSiE Sept 2025**  Updates shared prior to meeting. Biggest change is online safety:   * Content – misinformation, disinformation (inc. fake news) and conspiracy theories. * Contact – being subjected to harmful online interaction with others. * Conduct – online behaviour that increase the likelihood of harm. * Commerce – risks such as online gambling, financial scams etc.   AS encouraged all governors to read the updates.  AS also reported that some the results of the recent Growing Up In North Yorkshire (GUINY) survey were pretty shocking.  It was noted that the recent sessions for Online safety were poorly attended by parents.  Question: Were parents aware of these evenings?  Answer: Yes, but we need to review how these are communicated. EC will run them again and circulate dates when finalised. | EC |
| 18 | **School Website Updates – compliance with statutory requirements**  AS thanked governors who sent in photos – the website is now compliant. |  |
| 15 | **SENCo report Presented via teams by Mrs Emily Styles (SENCo)**  Mrs. Styles joined the meeting at 8pm to present on SEND. Mrs. Styles shared a presentation and highlighted the following:   * Audit on SEND across the Trust done over the summer term, and this generated a report. Report has been shared with Headteachers and will be shared with Trustees and Governors. * Audit was sent to all SENDCo’s in the Trust. * Looked at Inclusion sections on all schools’ websites to check compliance and consistency with signposting. * Visited all schools and did learning walks, spoke to staff and pupils. * Reviewed processes and general provision review – where is best practice? Where needs improvement? * Action Plan – the cycle will begin this term and run over the academic year. * Mrs. Styles has met with Mark Colbourn (School Improvement Lead) to ensure the actions works with the new Ofsted framework.   Headlines from the report/audit:   * A SEND strategy will be written for the Trust – this will include a SENCO planner and pathways for SEND support (Mrs. Styles is involved with this). * Look at how to standardise and align documentation to ensure consistency (some documents are the same but have different names). * Standardise assessment and tracking systems. * Standardise Trust transitions. * Review Trust Teaching & Learning provision for SEND. * Update Flourishing Schools Framework SEND strand. * Ensure consistent content on websites. * Links to SIAMS – ensure schools have inclusive visions and ethos.   What does this mean for our school?   * Review the format of our support plans. * Launching with parents tomorrow and again on 7th October – this will ensure staff, parents and children work collaboratively.   *Governors thanked Mrs. Styles and she left the meeting at 8.15pm.* |  |
| 19 | **Governor Visits and Monitoring Reports: Focus on SIAMs**  AS thanked all governors who had completed a monitoring visit in the summer term. AS has summarised the reports and this was circulated prior to the meeting.  The visits highlighted the strengths of our school, areas to develop (spirituality – we are working with Pam Acheson on this), and the next steps. The subject leader for RE will come to the next LGC; Governor visits will focus on RE and an RE lesson will be observed. |  |
| 20 | **Governor Visits Dates for Autumn 2025**  Governors to inform AS of dates they can do for monitoring visits. | ALL |
| 21 | **Policies for Review**  The following were circulated prior to the meeting:   * Child Protection: The Trust writes this for all schools, and we personalise to our school. Changes are highlighted in yellow. Governors do not need to formally adopt but recognise its existence. * Admissions Policy 26-27 & Admissions Policy SIF 26-27 **–** covered in item 12. |  |
| 22 | **Governor Communication with Parents**  It was agreed that information from monitoring visits can be collated and summarised, then circulated to parents. JJ & AS will do this once per term.  Question: Do the minutes and monitoring reports go on the website? Answer: The minutes are on the website, but the reports are for governors to hold leaders to account, so these are not on the website. |  |
| 23 | **Any Other Business**  None. |  |
| 24 | **Date of next meeting**  Tuesday 4th November 2025 at 7pm. |  |
| 25 | **Statement of Impact and action plan**  The local governing Committee at RTS have fulfilled their statutory duties regarding the school’s admissions policy for 2026-27. They have received the annual safeguarding report and updated child protection policy identifying the school’s priorities in keeping children safe.  They have identified the school’s development plan priorities and reviewed the results of governor monitoring visits in the summer term regarding the impact of the school’s Christian vision for all.  The have met with the school SENCo, Mrs Emily Styles, and have a clear understanding of the priorities identified by both the school and the Trust in meeting the needs of pupils with additional needs. |  |

**Meeting closed at 8.30pm**

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| **ACTION TABLE** | | |
| **Item** | **Action** | **Who?** |
| 6 | Governors to complete declarations on Governor Hub by 31st October. | ALL |
| 7 | Governors to attend Teams meet with Pam Acheson 9/10/25 5pm (1hr) | ALL |
| 7 | Ensure MH is registered with Governor Hub. | LE/AS |
| 8 & 20 | Governors to undertake one visit to RTS (Autumn 25) with focus on SIAMS and SDP area of responsibility. AS to re- end the Governor links document once it is finalised. | ALL  AS |
| 17 | Plan and deliver Internet safety talks for parents. | EC |