



Holmes Chapel LAC Agenda
Autumn Term
4pm 2nd November 2023



Co-Chair: Richard Gregson & Roger Dixon
Clerk: Lisa Benskin

1. Welcome and Apologies for Absence *Chair*

- a. To welcome attendees to the meeting
- b. To receive and consider apologies

2. Declaration of Pecuniary or Other Interests *Chair*

- a. Ensure that declaration of any potential interests or conflict of interest between an individual and the LAC as a whole are declared using Governor Hub (*see completing the profile video*)

3. Declaration of any Other Business *Chair*

For Governors to notify the Chair of any other business they wish to be considered

4. Impact of this Meeting *Chair*

What we want to achieve by the end of this meeting:

5. Minutes of the Previous Meeting and Actions *Chair*

- a. To receive and approve the Part 1 minutes from the summer term meeting held on [23rd May 2023](#)
- b. To review and consider the Part 1 Actions from the summer term meeting held on 23rd May 2023 (there were no part 2 actions)

	Action	Deadline
6a	Chair to sign minutes on GH	Summer Term
6b	RD, JG and CJ to work on the 16 questions during the summer term for review at the Autumn Term meeting.	Autumn Term LAC
12a	LB to speak to RS re outstanding policy reviews.	ASAP
12b	LB to provide Trust template parent governor election documents to FG	ASAP
12b	Parent Governor election to take place in Summer Term to ensure new governors would be in place before the current governor's terms expired.	Summer Term
12d	Governors to ensure that training records were updated or complete training by end of May half term.	Summer Term
13	JM to report on pupil voice from exit interviews	Autumn Term LAC
14	SWh to discuss with the Executive team how the Trust could be more visible to parents	Summer Term
15e	LB to send reminder out to those still to complete via GH with links to training and training record.	Summer Term

- c. Matters arising from the meeting summer term meeting held on 23rd May 2023

6. Chairs Actions *Chair*

The Chair to report on any actions taken on behalf of the LAC since the last meeting

7. Finance *Head/SBM*



- a. To receive and note the [approved budget for 2023/2024](#)
- b. To receive a financial update including the details of any capital spending or projects

8. Standards *Head/Principal*

- a. To receive school data and assessment results for the Summer term 2023

[Holmes Chapel Standards 2022-23 with narrative](#)
[HC End of Year Data comparison](#)
[AET Data Capture 22/23](#)

- b. To consider revised [School Development Plan](#)
- c. To receive and consider the [PE and Sports Premium Impact Report](#)

9. Headteacher's Update *Head/Principal*

- a. Review numbers on roll
- b. Attendance
- c. Exclusions
- d. Review incidents of bullying/racism/protected characteristics/peer on peer abuse/Data or GDPR Breaches
- e. SEND

10. Governance *Chair/Clerk*

- a. To note the [2023/24 Scheme of Delegation](#)
- b. To receive any changes to the membership of the Governing Board and consider key governor roles
 - a. To consider the number of parent governors on the LAC
 - b. To review and assign link governor roles
- c. To review governor training and identify priorities and training needs *note the training planned in for the year from the Trust on the [Governance and Training Calendar](#)*
- d. Annual tasks to be completed by governors in Governor Hub for the academic year 2023-24 watch '[completing the profile video](#)'
- e. To check Governors have read the updated [KCSiE 2023](#)

11. Link Governor Reports *Chair*

- a. To note and consider the link Governor reports carried out during the Summer Term

[Yr. 6 Exit Interviews - JM](#)

- b. To consider and allocate the Link Governor Visits to be carried out during the Autumn Term

[Monitoring Schedule 2023-24](#)

12. Trust Updates *Executive Team*

- a. To receive and note the [CEO's summer term report](#)
- b. To receive any Trust updates or information
- c. Does the LAC have any feedback they wish to pass on to the Trustees?

13. Safeguarding *Chair*

- a. To receive and consider any [Safeguarding reports](#)



- b. To receive and consider any Health and Safety reports
- c. To note the reporting of accidents including any RIDDOR reportable accidents
- d. To receive details of any educational visits/review the arrangements for residential visits that take place before the next LAC meeting – Consider the [Local Area Visits Policy](#)

14. Personnel

Personnel updates including:

- a. Staff wellbeing
- b. Appointments and resignations

15. Impact Statement *Chair*

- a. Has the impact identified at the start of the meeting been achieved?
- b. To consider requests for items to be included in the spring term agenda

16. Date of next meeting *Chair*

Spring Term – 13th February 2024

Summer Term – 21st May 2024

