

# Holmes Chapel Agenda

## Spring Term – 13<sup>th</sup> February 2024

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

	Agenda Item	Lead																								
1.	<b>Welcome and Apologies for Absence</b>  a. To welcome attendees to the meeting b. To receive and consider apologies	Chair																								
2.	<b>Declaration of Pecuniary or Other Interests</b> <i>To declare any potential interest or conflict of interest between an individual and the LAC as a whole in connection with the business to be discussed during the meeting</i>	Chair																								
3.	<b>Declaration of any Other Business</b> <i>For Governors to notify the Chair of any other business they wish to be considered</i>	Chair																								
4.	<b>Impact of this Meeting</b> <i>What we want to achieve by the end of this meeting:</i>	Chair																								
5.	<b>Safeguarding at Holmes Chapel Primary School</b> <i>Presentation for Governors on safeguarding in the school, explaining staff roles and their responsibilities.</i>	Paula Lavin																								
6.	<b>Minutes of the Previous Meeting and Actions</b>  a. To receive and approve the <a href="#">Part 1 minutes</a> from the autumn term meeting held on 2 <sup>nd</sup> November 2023 b. To review and consider the Part 1 Actions from the autumn term meeting held on 2 <sup>nd</sup> November 2023 (there were no part 2 actions) <table border="1" data-bbox="183 1393 1295 1765"> <thead> <tr> <th></th> <th>Action</th> <th>Deadline</th> </tr> </thead> <tbody> <tr> <td>5a</td> <td>RG to mark the minutes as signed minutes on Governor Hub.</td> <td>Autumn Term</td> </tr> <tr> <td>8a</td> <td>FG to provide the new IDSR and CEC comparison document to LB for upload to Governor Hub.</td> <td>Autumn term</td> </tr> <tr> <td>10b</td> <td>LB to add consideration of board structure and balance to the autumn 2024 LAC agenda.</td> <td>Autumn Term LAC 2024</td> </tr> <tr> <td>10c</td> <td>RG to provide list of link governors to LB to add to GH</td> <td>Autumn Term</td> </tr> <tr> <td>10d</td> <td>All governors to complete profile and confirmations asap</td> <td>Autumn Term</td> </tr> <tr> <td>10e</td> <td>All governors to read KCSiE and complete confirmation asap</td> <td>Autumn Term</td> </tr> <tr> <td>16</td> <td>LB to resend Ofsted seminar video via Governor Hub.</td> <td>Autumn Term</td> </tr> </tbody> </table> c. Matters arising from the meeting autumn term meeting held on 2 <sup>nd</sup> November 2023		Action	Deadline	5a	RG to mark the minutes as signed minutes on Governor Hub.	Autumn Term	8a	FG to provide the new IDSR and CEC comparison document to LB for upload to Governor Hub.	Autumn term	10b	LB to add consideration of board structure and balance to the autumn 2024 LAC agenda.	Autumn Term LAC 2024	10c	RG to provide list of link governors to LB to add to GH	Autumn Term	10d	All governors to complete profile and confirmations asap	Autumn Term	10e	All governors to read KCSiE and complete confirmation asap	Autumn Term	16	LB to resend Ofsted seminar video via Governor Hub.	Autumn Term	Chair
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7.	<b>Chairs Actions</b> <i>The Chair to report on any actions taken on behalf of the LAC since the last meeting</i>	Chair																								

8.	<p><b>Finance</b></p> <p>a. To receive and review the <a href="#">budget vs actual figures for the Autumn Term 23/24</a></p> <p>b. To receive an update or consider any Capital projects</p>	Head/SBM
9.	<p><b>Standards</b></p> <p>a. To receive and consider school data for the Autumn term</p> <p><a href="#">Aspire Standards Report Holmes Chapel with notes</a>  <a href="#">Trust Data Capture Report Autumn 2023</a>  <a href="#">Jan 24 KS1 Phonics Data</a>  <a href="#">Pupil Premium 23/24</a>  <a href="#">IDSR</a></p> <p>b. To consider data against school SDP and updated action plan</p> <p><a href="#">SDP23-24 with autumn 2023 actions</a>  <a href="#">Strategic Plan for SMHL with Spring 24 actions</a></p>	Head/ Principal
10.	<p><b><a href="#">Headteacher's Report Spring Term 2024</a></b></p> <p>a. Review numbers on roll</p> <p>b. Attendance</p> <p>c. Exclusions</p> <p>d. Review incidents of bullying/racism/protected characteristics/peer on peer abuse/ Data or GDPR Breaches</p> <p>e. SEND</p>	Head /Principal
11.	<p><b>Governance</b></p> <p>a. To receive any changes to the membership of the Governing Board</p> <p>b. To confirm governors have completed the Declarations and Confirmations in their Governor Hub profile areas</p> <p>c. To consider governor wellbeing and workload</p> <p>d. To confirm the governance information on the school website is up to date - see <a href="#">website checklist</a></p> <p>e. To consider timing and format of annual LAC self-review</p>	Chair
12.	<p><b>Link Governor Reports</b></p> <p>a. To note and consider the link Governor reports carried out during the Autumn Term 2023</p> <p><a href="#">SEND (CJ)</a>  <a href="#">Maths (NM)</a>  <a href="#">Safeguarding (RG)</a></p> <p>b. To consider and allocate the Link Governor Visits to be carried out during the Spring Term 2024</p>	Chair
13.	<p><b>Trust updates</b></p> <p>a. To receive and note the <a href="#">CEO's autumn term report</a></p> <p>b. To note the <a href="#">SCA Explanation document</a> provided by the CEO</p> <p>c. To receive any Trust updates or information</p>	SW/CC

	d. Does the LAC have any feedback they wish to pass on to the Trustees?	
14.	<p><b>Safeguarding</b></p> <p>a. To receive and consider any Safeguarding reports</p> <p><a href="#">DSL and DDSL Training Log</a>  <a href="#">HCP Annual Safeguarding Audit</a></p> <p>b. To receive and consider any Health and Safety reports</p> <p>c. To note the reporting of accidents including any RIDDOR reportable accidents</p> <p>d. To receive details of any educational visits/review the arrangements for residential visits that take place before the next LAC meeting</p>	Head/ Principal
15.	<p><b><u>Personnel updates</u> including:</b></p> <p>a. Staff wellbeing</p> <p>b. Appointments and resignations</p>	Head/ Principal
16.	<p><b>Impact Statement</b></p> <p>a. Has the impact identified at the start of the meeting been achieved?</p> <p>b. To consider requests for items to be included in the summer term agenda</p>	Chair
17.	<p><b>Date of next meeting</b>  Summer term – 21<sup>st</sup> May 2024</p>	Chair