

Holmes Chapel LAC Agenda

Autumn Term – Wednesday 24th September 2025

Chair: Richard Gregson

Clerk: Lisa Benskin

Section 1 – Business Matters																				
a.	Attendance, Interests and Quoracy <i>Noting any governor apologies, declarations of interests relating to items on the agenda and ensuring the meeting is quorate to enable decisions to be made</i>	Chair																		
b.	Aims and Impact Statement <i>What do governors want to achieve during this meeting?</i>	Chair																		
c.	Minutes of previous meeting and actions <i>Agreeing the previous minutes are an accurate record of the meeting and reviewing any actions</i> <ul style="list-style-type: none"> Review and approve Part 1 minutes of summer term LAC held on 3rd June 2025 Review of actions from summer term LAC <table border="1"> <thead> <tr> <th></th><th>Action</th><th>Deadline</th></tr> </thead> <tbody> <tr> <td>1c</td><td>RG to mark minutes as signed on Governor Hub</td><td>Summer term</td></tr> <tr> <td>2a</td><td>FG to revisit making links with local primary schools. LB to ascertain who the appropriate person to rebuild links with Barclays at Radbrooke Hall and provide to FG. FG/VB to reach out to parents re jobs/business in local area and willingness to come into school.</td><td>Autumn term</td></tr> <tr> <td>2b</td><td>NM Maths report to be added to Autumn term LAC agenda. FG to send NM's EYFS report to LB to link to agenda.</td><td>Autumn term LAC Summer term</td></tr> <tr> <td>3e</td><td>LB to feedback governors' feedback on the management of acronyms in documents to RS. LB to send staff governor election documents to FG in September. RD to consider if he wished to continue as a co-opted governor and provide an update in the Autumn term.</td><td>Summer term Autumn term Autumn term LAC</td></tr> <tr> <td>5a</td><td>LB to provide alternative LAC meeting dates to FG and VB</td><td>Complete</td></tr> </tbody> </table>		Action	Deadline	1c	RG to mark minutes as signed on Governor Hub	Summer term	2a	FG to revisit making links with local primary schools. LB to ascertain who the appropriate person to rebuild links with Barclays at Radbrooke Hall and provide to FG. FG/VB to reach out to parents re jobs/business in local area and willingness to come into school.	Autumn term	2b	NM Maths report to be added to Autumn term LAC agenda. FG to send NM's EYFS report to LB to link to agenda.	Autumn term LAC Summer term	3e	LB to feedback governors' feedback on the management of acronyms in documents to RS. LB to send staff governor election documents to FG in September. RD to consider if he wished to continue as a co-opted governor and provide an update in the Autumn term.	Summer term Autumn term Autumn term LAC	5a	LB to provide alternative LAC meeting dates to FG and VB	Complete	Chair
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Section 2 - Discussion Section																				
a.	Local Issues <i>Chair and Headteacher to agree on one or two focused areas for discussion that are relevant to your school this term e.g. SEND, Nursery addition, pupil numbers, local community issues, stakeholder engagement</i> <ul style="list-style-type: none"> Building links with local primary schools Establishing a morning breakfast club Forward planning for nursery provision 	All																		
b.	Governor visit reports <i>Consider reports of governor visits since the last LAC meeting, with any issues or required actions being highlighted. Agree visits to take place before next LAC meeting. Opportunity to share plan for governor visits for the academic year if desired (suggested template available here if required).</i> <ul style="list-style-type: none"> Governor visit planner for 2025/26 academic year (if used) Governor visit reports <ul style="list-style-type: none"> Maths (NM) SEND (CJ) Health and Safety (CJ) 	All																		

	New governor visit recording tool <ul style="list-style-type: none"> Review allocation of link governor roles 	
Section 3 – School specific information		
•	Standards <i>Reviewing the previous terms educational standards data, review of SDP priorities and any updates</i> <ul style="list-style-type: none"> Review of Summer term standards data Summer term standards data Holmes Chapel Results Summary July 2025 Review of progress made against 2024/25 SDP Priorities and focus of 2025/26 SDP Priorities Draft SDP 2025-26 Learning from or trends within complaints received in 2024/25 	Head
b.	SEND <i>Reviewing SEND context of your school using the SEND Nutshell document, opportunity to highlight any concerns</i> SEND Nutshell	Head
c.	Headteachers Report <i>Opportunity for HT to share key updates with governors including but not limited to attendance data (including DFE monitor your attendance report if available), suspensions, bullying related to protected characteristics, AET Safeguarding return data, GDPR breaches, RIDDOR, Health and Safety issues or reports, residential visits approvals</i> Headteacher Report Autumn 2025 AET Safeguarding Return	Head
d.	Finance and Personnel <i>Updates from the Bursar/SBM on school finances, ongoing or new capital projects and staffing changes or concerns. Feel free to move this item to the start of the meeting If your SBM is planning to attend the LAC.</i> <ul style="list-style-type: none"> 2025/26 School Budget Capital Projects Premises development 2025-28 Personnel updates Personnel Review Autumn 2025 	Head/SBM
e.	Governance – changes and compliance <i>Consideration of any appointments, resignations, vacancies, recruitment and compliance actions required.</i> <ul style="list-style-type: none"> Have Governors completed or reconfirmed their Declarations of Interests via Governor Hub? Have Governors read and understood Keeping Children safe in Education (KCSiE) 2025 and completed the confirmation on Governor Hub? Have Governors read AET Governance Handbook 2025 and completed the confirmation on Governor Hub? Changes in LAC Board Roger Dixon term of office as a co-opted governor will expire on 18th October 2025. Roger has indicated that he will be stepping down as a governor at this point. Heather Williams term of office as a Staff governor ended on 1st July 2025. Tiffanie Noble elected unopposed as Staff governor on 19th September 2025 for a term of four years expiring on 18th September 2029. Governors to consider the appointment of Jess Winter as a co-opted governor for a term of four years. Governor Recruitment 	GP

f.	Chairs updates (if any) <i>Opportunity for Chairs to provide any relevant updates to the LAC</i>	Chair
Section 4 – Trust related information		
a.	CEO Report and Trust updates <i>Opportunity for governors to raise any queries on the CEO termly report or provide feedback to Trust Board and for member of CEO team attending the meeting to provide Trust updates.</i> <ul style="list-style-type: none"> • CEO Summer Term Report • Trust Updates 	SW/CC/KS
b.	Governor Development <i>Governance professional to share details of upcoming planned training for governors and any relevant local and national updates</i> <ul style="list-style-type: none"> • 2025/26 Governance Training – all sessions now available for booking here • New Ofsted Framework Resources • Changes in education 2025/26 	GP
Section 5 – Summary		
a.	Review Aims and Impact Statement <i>Have we achieved the aims and impact identified at the start of the meeting?</i>	Chair
b.	Upcoming meetings 4pm Tuesday 3 rd February 2026 4pm Wednesday 6 th May 2026	Chair
Part 2 <i>Opportunity to share any confidential updates with governors and/or approve confidential minutes from the last LAC meeting</i>		
a.	Review and approve Part 2 minutes of summer term LAC held on 3rd June 2025	
b.	Confidential updates	