Two Rivers CofE Primary School
Local Governance Committee Meeting:
Thursday 9th October 4.30pm - 6.30pm

Minutes

MEETING TITLE	Two Rivers CofE Primary School Local Governance Committee Meeting
DATE OF MEETING	Thursday 9th October, 4.30pm-6.30pm
MEMBERS PRESENT	Owen Edwards (Acting Headteacher), Claire Formby (Foundation Governor), John Wilkinson (Foundation Governor)
IN ATTENDANCE	
APOLOGIES	Richard Triggs (Chair/Foundation Governor), Stephen Daws (Foundation Governor), Phoebe Bullock (Parent Governor), Ben James (Parent Governor), Carly Hardwell (Clerk)
DATE OF NEXT MEETING	Monday 8th December, 4.30pm-6.30pm

		Action
1.	**Welcome and apologies**	**Chair**
	OE welcomed all to the first meeting of the academic year and led with a prayer. Apologies received from RT, SD, BJ and CH.	
2.	**Declarations of Business/Personal Interest**	**Clerk**
	None reported.	
3.	**Minutes of previous meeting and actions**	**Chair**
	Previous minutes acknowledged. Outstanding action points discussed: • OE to circulate SIAMS inspection preparation materials to governors. • Clerk to ask LB to update mailing list to ensure governors receive newsletters and school updates. • Continue work on the school travel plan and community engagement initiatives.	
4.	**Chair's report**	**Chair**
	The report was circulated prior to the meetings but not discussed in detail during the meeting due to RT's absence.	

5.	Headteacher's Report	HT
	School Ethos & Environment The school building feels clinical due to its newness; efforts are underway to create a welcoming ethos and strengthen the sense of community. **Inspection Preparation** Governors will attend a briefing session to ensure they can confidently articulate the school's vision and impact. OE to share relevant documentation and clarify expectations. **Community Engagement** Looking at strengthening links with local residents and BANES council. Addressing parking and traffic concerns through updated travel plans and promoting healthier travel choices. Exploring options for safer parking and potential zebra crossing installation. **Governance & Consistency** Acknowledged challenges due to leadership changes e.g. fourth headteacher in sixth years. Emphasis on building trust and stability through consistent leadership and improved communication. **Calendar of Events** Church visits are being arranged; flexibility on dates to accommodate clergy availability. Governors encouraged to attend school events such as Christmas dinner, Christmas jumper day and collective worship to strengthen links with the school community.	
6.	**AOB**	**Chair**
	Governor communication Governors to be added to the school newsletter mailing list. **Future Initiatives** Sports and faith-based opportunities to be discussed at the next meeting. Harvest collection was briefly mentioned; details to follow.	
7.	**Date of next meeting**	
	Monday 8th December, 4.30pm-6.30pm	

Meeting closed at:

Action Record

	Action	By Whom	Meeting Date	Due Date
1	OE to circulate SIAMS inspection preparation materials to governors.	OE	9th October	ASAP
2	Clerk to ask LB to update school mailing list to ensure governors receive newsletters and school updates.	Clerk	9th October	ASAP

3	Sports and faith-based opportunities to be discussed at next meeting.	Clerk	9th October	8th December

Signed: **Date:**