

**MINUTES
OF THE FULL GOVERNING BODY MEETING
LOWER PEOVER PRIMARY SCHOOL**

Date	Thursday 1 st February 2024 at 4.30pm	
Venue	Lower Peover Primary School	
Attendees	Louise Lawton (LL) Kirsten O'Shea (KOS) Sharon Dean (SD) David Bradley (DB) Hannah Burgoyne (HB) Graham Norbury (GN) Tim Knowles (TK)	Foundation Governor – Chair Foundation Governor – Vice Chair ASIA Head Teacher Staff Governor Parent Governor Foundation Governor Foundation Governor
Apologies	Peter Longinotti (PL) Craig Blain (CB) Debbie Rutter (DR) Jason Haslam (JH) Alun McIntyre (IM)	Foundation Governor Parent Governor LA Governor Deputy Head Teacher Co-opted Trustee
In attendance	Jo Tinker (JT) Julie White (JW)	SBM (Finance) Governance clerk
No response	Father Murray Aldridge-Collins (FM)	Incumbent

For all sets of minutes and backing papers it is taken that all will have been pre-read and coverage will therefore be limited to: • accuracy • action points • challenge

'Whatever you do, work at it with all your heart, as working for the Lord' Colossians 3:23

The meeting was quorate with 7 governors in attendance.
The meeting opened at 4.33pm

AGENDA ITEM 1	WELCOME & APOLOGIES FOR ABSENCE (opening prayer for faith Schools)
Discussion	Governors are reminded that records of governor attendance are required to be published to the school website (<i>Constitution of Governing Bodies of Maintained Schools – August 2015</i>). LL welcomed all and opened the meeting with prayer. Apologies were noted and accepted from PL, CB, DR and JH. No response was received from FM.
Resolved:	That the apologies from PL, CB, DR and JH were noted and accepted.

AGENDA ITEM 2	DECLARATIONS OF INTEREST
Discussion:	Governors to advise of any new declarations of interest or any items in relation to the agenda to be discussed.
Resolved:	There were no declarations of interest to be noted.

AGENDA ITEM 3	PART ONE MINUTES OF THE LAST MEETING (Thursday 14th December 2023)
Discussion:	To receive and approve the minutes of the last meeting. Any points of accuracy should be

	addressed in this item.
	The minutes were approved by LL and seconded by TK.
Resolved:	That the minutes are accepted as a true and accurate record of the meeting.
Action:	LL to sign the minutes on GovernorHub.

AGENDA ITEM 4	MATTERS ARISING/SUMMARY OF ACTIONS
Discussion:	<p>To address any matters arising/actions from the previous meeting (completed/not completed) <i>Agenda Item 5:</i></p> <ul style="list-style-type: none"> - Annual Declarations on GovernorHub To confirm all Annual Declarations are now up to date. To check whether FM's is up to date. Craig Blain to be added to GovernorHub and the relevant declarations signed. Now done - Pavement report update SD reported that Anthony Harrison, the local councillor visited the school and discussed the turning circle and the pavement. He has a pot of money around £7k which can go towards helping local schools and is happy for his money to go towards the refurbishment at the front of the school. It was noted that the area requiring repair is owned by Cheshire East although it was queried whether the turning circle was owned by Cheshire East and the pavement Cheshire West. - Update on response from surveyor re Silver Birch. Cassidy & Ashton initially quoted £500 but then revised to £1200 when they ascertained the work that was actually required on the tree. It is possible that the work needing to be done will be incorporated in the s106 money towards the building work. The work is currently on hold pending the s106 claim. - Land Registry – Premises update. SD has received historical documentation regarding the ownership and deeds of the school and is working through everything. It was ascertained that the Land Registry is not up to date. Alun as Trustee will update on this hopefully at the next meeting. - Update on completion of safeguarding training. JT noted that an e-mail had been sent to governors in September with a link to High Speed Training. PL has not completed due to completing a safeguarding for governors training in 2022. FM has completed 11% and last accessed in October. GN wasn't showing on the portal, but will check and complete. AM also needs to be added and e-mailed again. <p><i>Agenda Item 6:</i></p> <ul style="list-style-type: none"> - Update on options for new funding from section 106. (To be covered later in meeting) <p><i>Agenda Item 12:</i></p> <ul style="list-style-type: none"> - CB to be added to the Faith and Ethos Committee. (Done) <p><i>Agenda Item 17:</i></p> <ul style="list-style-type: none"> - Governors to read uploaded policies on School Bus. SD noted that some governors had not been reading the policies on School Bus: PL read 4/25 GN - 21/25

	FM – 9/23 AM – 19/23
Action:	<ol style="list-style-type: none"> To follow up on safeguarding training – FM, GN and AM to complete. Governors to read all policies as noted above. JW to send an e-mail to remind governors to read them.

AGENDA ITEM 5	SBM's REPORT /FINANCE & BUDGET UPDATE (STANDING ITEM)
Discussion:	<p>It was noted that there had been a budget meeting with SD, LL, JT and Alison from the LA in attendance. JT presented the budget papers showing the position as it stands at the moment. The final budget will be set at the next meeting.</p> <p>The 3-year summary is included in the papers on GovernorHub - Budget Papers. Points to note are:</p> <ul style="list-style-type: none"> The pupil numbers were referred to in the summary report Finance summary report. The report shows the fluctuation in pupil numbers on roll. The numbers in brackets are the numbers on roll when the report was produced in December. The numbers in roll on census day are what determines the budget. Photocopiers which were approved previously have now been installed. Edsential have put their prices for school meals up from April 2024. The charges will be passed on for KS2 paid for school meals. The shortfall in funding for UISFSM will be 36p per meal per day per child. The differential, estimated to be £7.5k will fall out of the budget to be confirmed at the next meeting. It was questioned whether Edsential can do this under the terms of the contract. JT has e-mailed Edsential to question the terms of the contract. <p>Points to note from the budget summary are:</p> <ul style="list-style-type: none"> October 2024 figures have been revised to base the figures on 201 on roll. The 30 forecast for reception still needs to be confirmed. <p>Question: TK asked what the maximum number of pupils are in each year? Answer: The upper limit of children in each year group is 30 up until year 3. The maximum capacity in the whole school is 210. <ul style="list-style-type: none"> JT went through the line by line current year forecast. It was explained that at the January budget meeting, some expense items were re-coded depending on the spending to date, i.e. some categories were over budget, some under. The overall budget surplus/deficit is the important figure to note. When setting the budget, the previous year's expenditure on each account code will be reviewed, then resources required will be reviewed and each account code adjusted accordingly. <p>Question: TK asked if there was a surplus at the end of the year, could it be carried into the next year? Answer: Yes, although if it is over 8% it has to be identified how the amount carried forward will be spent.</p> <p>Question: TK asked what happens if staffing costs go up? Answer: It was confirmed that there is an impact. While the government will contribute towards it, a percentage is usually incorporated into the budget in anticipation of staff cost increases.</p> <p>Approval of auditor: The accounts have been audited by Cathie Rayers and thanks conveyed from LL.</p> <p>JT confirmed the amount in the governor current account as at 26th January 2024 was £8,281.54 The unofficial school fund as at 26th January 2024 was £2,295.72.</p> </p>

AGENDA ITEM 6	REVIEW SLA'S & VALUE FOR MONEY
	It was confirmed there were no SLAs to review.
AGENDA ITEM 7	GOVERNOR VISIT REPORTS
Discussion:	<p>LL carried out an RE link governor visit and has included the report on GovernorHub.Link Governor Visit RE. It was noted that the quality of the books reviewed was very high.</p> <p>LL noted that the next monitoring visit will be pupil voice.</p> <p>LL carried out a pupil voice visit for maths with years 3,4 &5 which was positive. All the pupils like maths and felt that the teacher explained things well.</p> <p>TK noted the letter from the Minister regarding the times tables putting Lower Peover in the top 200 schools in the country.</p>
AGENDA ITEM 8	GOVERNOR TRAINING ATTENDED/REQUIRED
Discussion:	<p>There was no training undertaken to note.</p> <p>It was noted CB is booked on governor in a Church School training and SIAMs in March.</p>
AGENDA ITEM 9	STAFF/PUPIL WELLBEING REPORT
Discussion:	<p>SD noted that staff wellbeing afternoons are going well. Year 3 teacher, Mrs Slater is the new mental health lead. The DfE provided funding to retrain a new lead and the training starts on Monday following the meeting. There is a new occupational health referral system which SD can refer people to for wellbeing sessions. 4 sessions are given to support anybody referred. The school also buys into the employer assistance programme that can provide up to 9 months of counselling for staff in addition to the 4 wellbeing sessions.</p> <p>All staff have allocated PPA time and the ECTs receive the full allocation of PPA. All teaching staff receive dedicated monitoring time on a rolling programme arranged by SD.</p> <p>There is a PHSE programme, Jigsaw in place for children. Mrs Lamb has been given more time to do work on ELSA. The programme is fully booked with around 4 children on the waiting list. If children have an EHCP plan, they have access to these meetings. The meetings can cover any issues or anxieties that the children are facing. It is very child led and recognised as their time to talk.</p> <p>Question: It was asked how it is known if the programme has been successful?</p> <p>Answer: A baseline is noted at the beginning of the programme and then reviewed again at the end.</p>
AGENDA ITEM 10	POLICY REVIEW/APPROVAL
Discussion:	<p>The CPOMs policy was approved and shared to be read. It was noted that during a safeguarding visit it was discussed and agreed that the school was doing everything correctly and accurately, but it needed to be documented. Only SLT can see the entries and are notified if anything is entered.</p> <p>Question: KOS asked if it was easy to see any trends?</p> <p>Answer: Yes and reports can also be run on individual children, for example if a child leaves to go to another school.</p> <p>It was noted that SD prepares a weekly report which is reviewed and can be cross checked</p>

	and actions confirmed and noted.
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AGENDA ITEM 11	ADMISSIONS ARRANGEMENTS FOR VA AND FOUNDATION SCHOOLS ONLY
Discussion:	It was confirmed that the admissions policy for 2024/25 was agreed in October and is on the school website. It needs to be sent to the LA and the Diocese by 28 th February. It was noted that it may need to be reviewed in Autumn to ensure it is still right for the school. Some things were added to the criteria and it possibly needs revisiting to make sure it is right for the intakes the school is getting now. There was also a discussion around Church attendance and where it should be on the list of criteria.
Action:	To note forward to review the admissions policy in Autumn 2024.

AGENDA ITEM 12	PREMISES UPDATE
Discussion	<p>JT confirmed that the site manager's (AW) report was uploaded to GovernorHub - Site Manager report. There are ongoing issues with the toilets to be covered in the Hygiene report. JT has proposed buying an attachment to go on the Karcher for AW to enable him to unblock the KS2 girls toilets himself which will be more cost effective in the long term rather than calling out the drain people every time it blocks.</p> <p>Question: TK asked if it was a health and safety issue?</p> <p>Answer: It was confirmed the school's health and safety is fine but that it is a hygiene issue. JT reported that AW has been doing a number of small jobs around the school site, there is nothing major requiring work, but lots of continuing small smaller jobs. He spent a lot of time with the Hygiene review lady and is currently getting all the paperwork ready for the Health and Safety visit.</p> <p>S106 funding</p> <p>SD reported that SD, LL, the Diocese members, Cassidy & Ashton consultants and Laura Sutton from the LA had a meeting regarding the s106 funding. There are two ways of approaching obtaining the funding which is available:</p> <ol style="list-style-type: none"> 1. Go entirely with the Local Authority. SD noted that the LA don't know anything about the school or how it is made up; or 2. Go with the Diocese who will work together with Cassidy & Ashton. The Diocese have all available documents in relation to the school such as land registry, ownership etc. Cassidy & Ashton were appointed by the Governing Body as consultants and have been key to the school in putting together other capital bids. <p>SD noted that there was a differential of around £15-£20k which would be saved going with the LA. However, once the paperwork and figures have been revised and completed, the difference is negligible. Cassidy & Ashton have the availability of certain tenders, the Diocese has knowledge where the Local Authority don't. In addition they will then start paying the school on a daily basis for consultancy fees.</p> <p>SD summarised that it needed to be recorded who the Governing Body wished to appoint. SD's recommendation is to appoint the Diocese and Cassidy & Ashton. The reason being that as a Church School, the Diocese have all the knowledge behind the school. Cassidy & Ashton are the consultants already appointed by the Governing Body. It is believed that they can hit the ground running from now. They will start by doing net capacity which has been done already, they will go back to look at feasibility surveys on different areas around the school. They want to plan what will be right for this school for the next five or six years and</p>

	<p>look at the big picture. The money has to be used to increase the net capacity for children within the school, so one option being considered is to extend the hall. They will look at phasing it over 2 years which will hopefully incorporate the toilets this summer, they would then look at the securing of the roof before doing any more internal work, then look at the hall but as a long term plan.</p> <p>Question: TK confirmed that the plan is to increase the size of the hall by removing one of the walls. It was then noted that this could attract more groups such as the WI who pay to use the hall.</p> <p>SD noted it will be a 2-3 year programme. There is a lot to look at in terms of deeds and land ownership, particularly given that the school site is split between Cheshire East and Cheshire West, there is a listed building to take account of etc. SD feels that the school and the Governing Body would be more comfortable working with Cassidy & Ashton as they are looking at a plan for the next 3 years. The Diocese have also stated that if the £150k isn't enough to do what it wanted, they may be able to look at their school's allocation to match the funding.</p> <p>Question: TK asked whether approval was needed from the Richard Comberbach Trust?</p> <p>Answer: SD confirmed that it will be needed but further down the line. However, at the moment approval is only needed to appoint Cassidy & Ashton as per SD's recommendation. LL noted that the LA have said that while they could work with Cassidy & Ashton, they would have to obtain 3 tenders and it wouldn't necessarily go to Cassidy & Ashton.</p> <p>Question: HB asked whether there was any disadvantage of not going with the LA?</p> <p>Answer: It was noted that there isn't, the end costs were estimated to work out around the same. It was noted in discussion that the funding is coming from the LA and that won't change, it comes down to who manages the project.</p> <p>It was agreed by the governors present to go with the Diocese and Cassidy & Ashton to manage.</p> <p>Car park</p> <p>LL reported that Paul Burrows had visited and taken photographs of the car park and was going back to the building company to explain what was happening with the sides to review whether there could be any redress on the work.</p>
Resolved:	To appoint Cassidy & Ashton and the Diocese to manage the s106 capital expenditure funding.

AGENDA ITEM 13	TRUSTEE REPORT (standing item)
	AM was not at the meeting to present a trustee report.

AGENDA ITEM 14	SCHOOL VISION (standing item)
Discussion:	<p>It was noted that there had been a meeting of the Faith & Ethos committee comprising, HB, SD, LL and CB. HB reported that the committee had discussed the school vision and that it should all be linked to the quotation from the Bible. The committee looked at using a new quotation around "Let your light shine", then moved onto the tree analogy with the statement below the tree and linked to the leaves, roots and sunshine. The committee focussed on the community and welcoming aspect of how people see the school.</p> <p>The quote which was suggested is "Make your light shine so that others may see the good you do" from Matthew 5:16. The image of the tree symbolises the school, the Lord's creation; the roots represent the foundations, the teaching of the Bible and values; the trunk symbolises the heart of the School and it's strong Christian Ethos; the branches represent the families, staff, governors and trustees who all work together to support the children; the</p>

	<p>leaves symbolise the children growing to be the best they can be; the wise owl represents the spirit of the school and chooses to live in the tree and the sun represents the light shining on everyone. There are 7 different colours on the leaves to represent the 7 classes. There are now 3 values – respect, wisdom and love.</p> <p>SD is proposing on the inset day on the 26th February to chat with staff around their views on the vision. In addition, the inset day will be used to review the self evaluation summary written by SLT and look at the Ofsted framework to cross reference. Any governors who wish to attend are welcome.</p> <p>It was agreed that the vision as presented is a good starting point. The pupil voice will then be obtained and then taken forward.</p> <p>There is another meeting of the Faith and Ethos committee on the 18th April.</p>
Resolved:	To present the vision to staff for views and then to pupils for pupil voice.

AGENDA ITEM 15	CELEBRATIONS AND SUCCESSES
Discussion:	<p>SD noted the following:</p> <ul style="list-style-type: none"> - Eat with your child in year 3; - Year 4 trip to Chester Zoo; - Ice skating event at Christmas; - Drop off & pick up is working well; It was noted that there are some days which are busy at 4.30 with after school clubs. Year 6 SATS will now finish at 4.15. - Miss Moores, Y2 teacher has passed her NPQLT. - Young voices takes place next week; - Parents have been enquiring about in year places; - The new approach to FLPs committee meetings is working well and agreed to funding requests for various items amounting to around £7.5k; - SLT have completed their pupil progress meetings which was positive; - There was a visit to the Mosque; <p>Question: TK asked if Esther McVey had written to the Highways Agency? Answer: SD confirmed that Esther McVey did write to the Highways Agency. They responded to say they could sweep the pavements but said it wasn't their responsibility. The speed limit issues were noted with concern that it was not being addressed by CWAC.</p>

AGENDA ITEM 16	ANY OTHER BUSINESS
	<p>The following items had been declared as AOB by SD at the start of the meeting:</p> <ul style="list-style-type: none"> - Hygiene report It was suggested in the hygiene report that the toilets are refurbished. It was also suggested that when this takes place, the boys and girls toilets are swapped around due to the location of the windows. SD highlighted the relevant parts of the report and sent it to Cassidy & Ashton and the Diocese in support of the bid for funding. - Academy Information SD noted that CDAT have almost completed their first tranche of schools which are becoming Academies. They are now opening a second tranche of CDAT schools, mainly primary schools in this area. SD noted that CDAT 3 might not be in this area. SD noted that it would be worth registering an interest to know what is happening without any commitment. It was noted that Chris Penn from the Diocese is visiting and SD requested the FGB approval to obtain more information which was agreed.

- **Letter to trustees re fencing & safeguarding**
It was noted that AM was not present to speak for the Trustees. SD outlined the issue which is a house backing onto the school was emptied and is now re-occupied. The school had asked for a strip of land between the house and the school to be given to the school but this was denied. The CWAC safeguarding team have visited and noted a safeguarding concern due as there is a clear fence in place. The concern is people and dogs can be in the garden next to the school with no solid fence in place blocking the view of the school playground. AM had contacted the Trustees and they had responded to say that nothing had changed to the fabric of the building and were not prepared to do anything. SD then contacted the safeguarding officer who visited and sent a report. LL read a section from the report which noted the concern that there is “part of a neighbouring home which looks onto the school playground and vice versa which could create a safeguarding issue as children will be able to see whatever the occupiers are doing in the garden which could be inappropriate”. The report recommended that a “tall solid fence be installed alongside the current green metal mesh fence and to include a tall solid gate leading onto the strip of garden thereby completely sealing the garden area from the view of the school. This will also stop the risk of the occupiers or their visitors watching the children or even communicating with them from their garden...this safeguards the occupants and any visitors they may have from potential complaints or accusations”. There were also comments noted around dogs being kept on the property and dog faeces being left in close proximity to the school and in an area children could access.
SD noted that the report will be sent to the trustees from the school prior to their next meeting. It was noted that the governors may need to formulate a response depending on their response following their meeting.
- **Governor of the month for newsletter**
LL noted that most governors had completed this. PL, FM and AM hadn't though. It was agreed to ask CB to complete.
- **Safeguarding audit**
A safeguarding audit usually takes place every 2-3 years. When Jessica Hardy was carrying out the safeguarding assessment. SD asked if she could come and carry out another audit in anticipation of an Ofsted inspection coming up soon. She is coming on the 7th March together with Susie Sheasby to do the audit/healthcheck. HB agreed to come in to represent the governing body.
- **Inset day update**
The inset day on 26th February will cover the school vision and the self-evaluation and any governors are welcome to attend.
- **Premier Education**
GN added an AOB regarding Premier Education. GN had received an e-mail regarding childcare vouchers being incorrect. They had agreed to update their system but it doesn't seem to have been done. SD will check with Sally to ensure everything is correct.
- **Governor term of office**
TK noted that his term of office was due to expire at the end of March. It was agreed that he would continue for another year.

	<p>JW noted that S2N had asked to ensure that the following items were included on LGB agendas this term:</p> <ul style="list-style-type: none"> - Ofsted inspection handbook updates from January 2024. (Headteacher to update) - Update to DfE's guidance on 'Meeting Digital and Technology Standards in schools and colleges' updated in January 2024; which outlines the recommendations and requirements for digital accessibility. (Headteacher to update. Governors should ensure that any related policies include reference to this guidance) <p>It was agreed that JW would send out additional information and include on the agenda for the next meeting.</p>
Resolved:	It was agreed to register an interest to obtain CDAT information.
Action	<ol style="list-style-type: none"> 1. SD to register and interest to obtain information around a CDAT second tranche. 2. LL to ask PL, FM, AM and CB to complete governor of the month for the newsletter. 3. SD to contact Sally regarding the Premier Education vouchers. 4. JW to include the update to the Ofsted inspection handbook and the update to the DfE's guidance on 'Meeting Digital and Technology Standards in schools and colleges' on the agenda for the next meeting.

AGENDA ITEM 17	DATE OF NEXT MEETING
	<p>Thursday 15th February 2024 @4:30pm (Shaping governance with Su Turner)</p> <p>Thursday 21st March 2024 @4:30pm</p> <p>Thursday 23rd May 2024 @4:30pm</p> <p>Thursday 18th July 2024 @4:30pm</p>

Part 1 of the meeting concluded at 6.11pm.

AGENDA ITEM 18	CONFIDENTIAL MATTERS (PART 2)