

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

Date	Thursday 19 th October 2023 at 4.30pm	
Venue	Lower Peover Primary School	
Attendees expected	Louise Lawton (LL) Kirsten O'Shea (KOS) Sharon Dean (SD) Peter Longinotti (PL) David Bradley (DB) Hannah Burgoyne (HB) Graham Norbury (GN) Father Murray Aldridge-Collins (FM) Alun McIntyre (AM) Tim Knowles (TK)	Foundation Governor – Chair Foundation Governor – Vice Chair Head Teacher AISA Foundation Governor Staff Governor Parent Governor Foundation Governor Incumbent Co-opted Trustee Foundation Governor
Apologies	Jason Haslam (JH) Debbie Rutter (DR)	Deputy Head Teacher LA Governor
In attendance	Jo Tinker Annie White	SBM (Finance) Governance clerk

The meeting was quorate 10/11

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

Documents sent ahead of the meeting or tabled:

- SBM Report/Finance
- Subject leaders Impact reports 2022-2023
- Subject Action Plans 2023-2024
- 3-year Budget Plan
- Pupil Premium strategy report
- End of year reports Art, Geography, History, Maths, PE, Reading, Writing, MFL, Music, RE

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

AGENDA ITEM 1	WELCOME & APOLOGIES FOR ABSENCE (opening prayer for faith Schools)
	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>). The Chair welcomed the governors to the meeting. Apologies from JH and DR were received.
Resolved:	That the apologies from JH and DR be noted and accepted

AGENDA ITEM 2	DECLARATIONS OF INTEREST
Discussion:	The chair invited the governors to declare any additionally declarations of interest
Resolved:	There were no additional declarations of interests to be declared

AGENDA ITEM 3	PART ONE MINUTES OF THE LAST MEETING (Thursday 14TH September 2023)
Discussion:	The minutes of the last meeting were agreed as a true and accurate record of the meeting with the exception that Jo Tinker should be recorded as an apology.

	The minutes were proposed by PL and seconded by TK
Decision:	Resolved: The minutes were accepted as a true and accurate record of the meeting.
Action:	The minutes to be corrected to reflect that Jo Tinker did not attend the meeting

AGENDA ITEM 4	MATTERS ARISING
Discussion:	<p>To address any matters arising/actions from the previous meeting (completed/not completed)</p> <ul style="list-style-type: none"> • Annual Declarations check on Gov Hub - ongoing. • DBS check on Gov Hub – ongoing. <p>The governors were prompted to complete the Annual Declarations and any outstanding DBS checks on GovHub and a reminder would be sent out by the clerk- ongoing.</p> <ul style="list-style-type: none"> • Parent Governor Vacancy update <p>There were no applicants for the position of Parent Governor and the position would be re-advertised. The governors to target potential applicants – ongoing.</p> <ul style="list-style-type: none"> • Lock for the fridge in the staff room update – completed. • Pavement report update <p>SD has received an email from Richard and will follow-up - ongoing.</p> <ul style="list-style-type: none"> • Tree safety update <p>The trustees are planning to complete this in half term and the tree at the front will be surveyed. There has been a structural engineer organised for the wall and funding will be available from the trustees - ongoing.</p> <ul style="list-style-type: none"> • Use of the Bells of Peover grass triangle update <p>The Bells of Peover have been helpful, provided pastries and bacon sandwiches, and allowed the school to use the main car park for services (e.g., the Harvest services) The event was well supported and the plan would be to repeat the same idea for Christmas.</p> <p>The owner/proprietor has expressed an interest in becoming a governor.</p>
Decision:	Action: Governors to be reminded to complete their Annual Declarations on GovHub and any outstanding DBS checks would be updated.
Decision:	Action: The position of Parent Governor to be readvertised.
Decision:	Action: For the tree and wall safety to be completed.

AGENDA ITEM 5	SBM's REPORT /FINANCE & BUDGET UPDATE
Discussion:	<p>School finances (uploaded to GovHub)</p> <p>Jo Tinker updated governors as to the current position of the schools' finances. The budget is tight due to the loss of some children over the summer (this is a combination of changes into private education/ area changes and the anticipated influx of children from the nearby school closure), which leaves the roll at 199 against a budget of 207. There has been recent interest in reception from some new placements which looks positive. The Ukraine funding of £6k has been received. The work that SD does was budgeted at £4k pa and has already exceeded £5.5k for the summer term alone. DB is supporting another school with SENCO which will bring in extra revenue.</p> <p>The photocopier leasing company wants to upgrade and pay off the current remaining lease so there have been 3 options for governors to consider.</p> <ul style="list-style-type: none"> • The LA will pick up the lease amount, and the school pays the actual copy charges, which is the cheapest quote. • The environmentally friendly option (recommended) • The upgraded current lease <p>School fund</p> <p>Balance (as at the 13/10/23) is £5311.73. Governor Account (as at the 13/10/23) is £4957.74</p>

Resolved:	Agreed: Governors approved the replacement photocopier in line with the recommendation
Resolved:	The governors noted the update on the schools' finances

AGENDA ITEM 6	CURRICULM
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Discussion:	<ul style="list-style-type: none"> Curriculum subject leaders' reports (standards) from July 2023 (uploaded to GovHub) SD recommended that governors looked at the reports that were relevant to each link governor and submitted questions. <p>Q. (LL – Maths/RE/EYFS lead) The question was around the new scheme that has been implemented and how that was being received.</p> <p>A. The scheme is going well, and the staff are enjoying delivering the resources that are available online and the children are very engaged. Having reviewed the long-term plan, everything was included but this is too much so as the school progresses throughout the year, the scheme will be examined more closely for specifics and a more tailored scheme will evolve. There are supplementary extras, which the school will choose.</p> <p>Cathy Lawrence (RE) who teaches in Y1&Y2 is brilliant. SD has asked teachers (Vanessa and Debbie) to pick up some of those units so they can deliver that high-quality level of RE (this would also future proof the standard, should Kathy decide to retire sometime in the future)</p> <p>Q. (LL) The maths action plan dates were written down over the whole period.</p> <p>A. These will be tailored down to be a little broader.</p> <p>Q. (TK) The question raised was around the correlation between the lower attainment in reading & writing and the support and encouragement from home.</p> <p>A. Last year's Y1 (in a specific class) were in the bottom 20%, were examined in reading, writing and maths. The comparison was on SEN and attendance and whether they were read to weekly (this was cross referenced with those who read the Friday email). The deep dive on this group highlighted a probable link between the bottom 20% of readers and the level of encouragement from home which then highlighted the lack of engagement in the communications from the school. These parents would have the opportunity to discuss these findings at parents evening.</p> <p>The measurement is through 'Boom Reader' which asks several questions through an app to check if children have read the books, when the book is returned the TAs do a second check and if it hasn't been read an email is issued.</p>
Decision:	That the update be noted.

AGENDA ITEM 7	SUBJECT ACTION PLANS 2023-24
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Discussion:	<p>The subject action plans have been uploaded and there were no questions forthcoming from governors.</p> <p>DM is planning to re-do the science action plan with the PQSF</p>
Decision:	Resolved: That the subject action plans be noted.

AGENDA ITEM 8	PUPIL PREMIUM
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Discussion:	<ul style="list-style-type: none"> Pupil premium strategy (document to DfE by 31.12.23) Pupil Premium report to governors <p>Pupil Premium was covered in detail at the last meeting and is on the website.</p>
Decision:	Resolved: there was no additional updates to be noted

AGENDA	SAFEGUARDING
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ITEM 9	
Discussion:	It was noted that there were no additional safeguarding issues to be discussed aside from the parking (which is ongoing) and the toilets (which be discussed later in the meeting)
Decision:	Resolved: No additional safeguarding issues to be noted

AGENDA ITEM 10	ATTENDANCE																
Discussion:	<p>Moira Atkins is the AISA advisor, believes that the school is currently outstanding, and thought that the tracking was tight.</p> <table border="1"> <thead> <tr> <th>Attendance</th> <th></th> </tr> </thead> <tbody> <tr> <td>Attendance</td> <td>97.19%</td> </tr> <tr> <td>Persistent absence</td> <td>4.90%</td> </tr> <tr> <td>National average for persistent absence</td> <td>23.00%</td> </tr> <tr> <td>Boy/girl attendance split</td> <td>Even</td> </tr> <tr> <td>SEN</td> <td>96.00%</td> </tr> <tr> <td>LAC</td> <td>100.00%</td> </tr> <tr> <td>Children with EHC plans</td> <td>98.00%</td> </tr> </tbody> </table> <p>Persistent absences includes holidays and the 1 child who is continually late travels some distance. Persistent absence nationally is 23%.</p>	Attendance		Attendance	97.19%	Persistent absence	4.90%	National average for persistent absence	23.00%	Boy/girl attendance split	Even	SEN	96.00%	LAC	100.00%	Children with EHC plans	98.00%
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Decision:	Resolved: That the results were very good, and the attendance figures were noted.																

AGENDA ITEM 11	RISK ASSESMENT/HEALTH & SAFETY
Discussion:	There were no additional items that needed to be discussed,
Decision:	Resolved: The governors noted that there were no additional items of Health and safety to be noted

AGENDA ITEM 12	PREMISES UPDATE
Discussion:	<p>The premises report has been uploaded to GovHub. The new security system was fitted. The defibrillator from the government was fitted outside DB's classroom and is positioned both at the main entrance and at this end of the building. All the raised beds in the spiritual garden have been built. The woods are an ongoing tidying project, but the issue is that all the logs have been thrown into the field during the weekend, which was not captured on CCTV, so a 'bird watch camera' has been set up. Regular repairs of the toilets – to be discussed further in the meeting. The fence damaged between the playground and the rear field has all been repaired. There is a potential mouse issue as the traps are tripping. <u>School House Kitchen and Car Park</u> The kitchen is being replaced in the next couple of weeks and will be rodent proofed. The boiler part that needs replacing is obsolete. The initial quote for repair has come in at £3200 so additional quotes are needed and this has not been included in the budget. Updated afternoon collection paper is on GovHub. The grass grid sample has been received with an estimated cost of circa £6k including fitting and pegging down. The grass would continue to go grow through and could be eventually mowed however it is quite sharp and unsuitable for children to play on so it would need to be roped off temporarily.</p>

	<p>Q. (GN) Would it work if it was adjacent to the playground? A. This has been considered but the company would obviously want to safeguard themselves regarding the children. A The club was put on to see if it eased Fridays but there were only 15 places taken (approx. 8 cars) However today the grass was so soft that it couldn't be cut.</p> <p>Q (PL) Is it just Fridays? A. Friday is worst day, but Tuesday seemed to be very busy also, but it is variable.</p> <p>Q (KOS) How many cars would it solve the issue for? A. 25 cars according to the measurements which allows for car reversing etc, but its about a balance between the amount that is taken off the children and solving the problem. The problem has arisen because of the day being extended. There was a general discussion about altering times and the safeguarding implications, but no clear solution was obvious.</p> <p>Q. (AM) How much of a problem is the fact that it is an 'in and out' problem? A. A loop system would be ideal.</p> <p>Q. (AM) Agreed to look at the problem tomorrow.</p> <p><u>Toilets</u> The bid on the new toilets was unsuccessful. The plan is to rebid as the toilets currently do not meet the EYFS statutory requirements. The access was considered by Moira to be a safeguarding risk. After the holidays as a short-term solution, the boy's toilet will be shut off and used for reception children only; the girls' Key stage 1 toilets will remain the same. The following justification was shared by Cassie and Ashton. "The existing toilets are dated and despite of the efforts of cleaning staff, odours are lingering within under the flooring. The plan is to improve the ventilation within the toilet blocks." SD has reported back the following: "The report from the schools' environmental audits highlighted the needs of the toilets to be replaced, which Cassie and Ashton shared last summer. A recent visit by the EY consultant in September noted that the current EYFS key stage 1 toilets for boys was not fit for purpose and did not fulfil the requirements of the EYFS setting. A visit from the school ASIA today also raised concerns around safeguarding as the toilets were not fit for purpose and children could escape. To address this immediately the school has changed the use of the toilets (as outlined above) but it was considered advisable from a health and safety and safeguarding perspective that the toilets were refurbished". The applied bid in total was for £114k contribution but the outturn cost would be £126993,12 (which is an increase on last year's cost estimate of £80k) so the schools contribution would be £12699. There is an estimate of 20 toilets in total.</p> <p>Q. (AM) Can we ask Cassidy and Ashton if the drains will cope? A. Yes, however there is no increase in the number of toilets The governors were asked to agree the new bid for the toilets and the liability of the additional costs plus the change of use of the existing toilets in the short term - Agreed.</p> <p>Q (LL) After some rain last week Jo sent some pictures of the area which was like a quagmire again. A. (JT) The problem is either side of the new bit which is very wet. Paul Burrows is talking to the manufacturer as the problem is worse.</p> <p><u>Trustee Update</u> AM shared with governors the trustee's update.</p> <ul style="list-style-type: none"> • New oil boiler update • New Kitchen update
Decision:	Action: AM to look at the end of day drop off and collection problem
Decision:	Action: to check as to whether the drains will cope with the toilet refurbishment.
Decision:	Resolved: Agreed – the governors agreed to the bid for the new toilets and the

	additional expenditure of the circa £12k shortfall
Decision:	Resolved: Agreed – the governors agreed to the new configuration and use of the current toilets

AGENDA ITEM 13	TERMS OF REFERENCE 2023-24
Discussion:	Governors to agree the terms of reference for the following committee. <ul style="list-style-type: none"> • Full Governing Board is a flat structure now. • Pay Committee TOR are in the pay policy. • Appeals Committee – will be reviewed as and when required. • Faith and Ethos Committee – the meeting has not yet been held.

AGENDA ITEM 14	GOVERNOR BOARD BUSINESS
Discussion:	<p><u>Visit reports.</u> TK accompanied Y4 on a walk to the Peover Eye. PL visited Jackie Carter, the modern languages teacher but is planning to visit a class in school to do some pupil voice. AM had a visit with DB on IT coding and computing.</p> <p><u>Training</u> HB has completed Ofsted training for governors and there was a discussion with governors about the links to safeguarding being completed and the link had been sent out by JT.</p> <p><u>Requiring attention</u> There were no additional items requiring attention.</p>
Decision:	Resolved: That the governor board business be noted

AGENDA ITEM 15	CRITICAL INCIDENT PLAN
Discussion:	To consider and agree a Critical Incident and Business Continuity Plan The critical incident plan was uploaded to School bus. Business continuity plan – SD and JT are currently creating a new business continuity plan and manual to cater for any absences of key people. Michaela is being trained to help JT in the accounting and admin role and in particular payroll. Online teaching with Google classroom will be covered.
Decision:	Resolved: governors to note that the critical incident is in place.

AGENDA ITEM 16	ACADEMIES DISCUSSION
Decision:	Resolved: the governors agreed that the Academy question was not appropriate at this time.

AGENDA ITEM 17	POLICY REVIEW
Discussion:	Governors to review and approve any policies. <ul style="list-style-type: none"> • School Pay Policy • Online Safety Policy • Low level concerns Policy • Complaints Policy • Persistent & Serial Complaints Policy

	<ul style="list-style-type: none"> • SEHM Policy • Critical Incident Policy
Decision:	Resolved: Approved: that the above policies have been listed on School bus and approved

AGENDA ITEM 18	CELEBRATIONS AND SUCCESSES
Discussion:	<ul style="list-style-type: none"> • Harvest Festival – this was superb in church with a lovely reception and going into the Bells worked well. • All appraisals for the teachers have been completed. • Website is compliant. • A successful appraisal report from Michael Gaskell was uploaded. • Y6 are on residential. • The new student teacher, Lily has settled in well. • There are 2 volunteer teachers currently working. • Interschool sports tournament participation is good and successful. • Friday collective workshops in school are well attended. • Macmillan Coffee morning was good. • The spiritual garden is completed and is a real triumph.
Decision:	Resolved: The governors applauded the number of successes reported

AGENDA ITEM 19	ANY OTHER BUSINESS
Discussion:	<ul style="list-style-type: none"> • Parking during funerals – would it be possible for staff to park in a more compact manner on these days especially as there is advanced notice of these events. • Premises – completion of land registry due to be finalised by the end of the year. • Alex to talk about Kenya
Decision:	Resolved: The governors noted the matters

AGENDA ITEM 20	DATE OF NEXT MEETING
	<p>Thursday 14th December 2023 @4:30pm Thursday 15th February 2024 @4:30pm Thursday 21st March 2024 @4:30pm Thursday 23rd May 2024 @4:30pm Thursday 18th July 2024 @4:30pm</p>

AGENDA ITEM 21	CONFIDENTIAL MATTERS (PART 2)
Discussion:	<ul style="list-style-type: none"> • Staffing update (see part 2 agenda)

Safeguarding – prompt questions:

- Have governors read the updated version of KCSIE?
- Do all governors receive appropriate safeguarding and child protection (including online) training at induction, which is regularly updated?
- Are we aware of our obligations under the Human Rights Act 1998, the [Equality Act 2010](#), the [Public Sector Equality Duty](#) (PSED) and our local safeguarding arrangements?
- Does our designated safeguarding lead (DSL) have the appropriate status and authority to carry out their job? Do they also have enough time, funding, resources, support and training?



- Does our school have procedures to manage **any** safeguarding concerns (no matter how small) or allegations that do not meet the harm threshold (low-level concerns), about staff members (including supply staff, volunteers and contractors)?
- Do we seek assurance that where another body is providing services or activities, that they have appropriate safeguarding and child protection policies/procedures in place?
- If senior leaders are still in the process of making changes, what impact will this have on our monitoring schedule? For example, your safeguarding link governor may need to meet with the DSL to find out more about how the school is complying with the new requirements

Prompt general questions governors may wish to ask the School:

- How are schools measuring the gaps in education - baselines for the year ahead?
- How can governors be satisfied that schools are adhering to processes outlined in the risk assessments.
- Can the school dedicate even more timetable slots beyond the 'core' subjects?
- How does the curriculum cater for disadvantaged groups? How are governors ensuring that these pupils are not 'shut out' of pursuing subjects they wish to study because of too sharp a focus on exam results?
- Is curriculum development and design a priority in the school? Do staff feel confident that they have these skills?