

**MINUTES (PART 1)
OF THE FULL GOVERNING BODY MEETING
LOWER PEOVER PRIMARY SCHOOL**

Date	Thursday 21 st March 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). (From 4.50pm) Alun McIntyre (AM) Tim Knowles (TK) Craig Blain (CB). (Until 6.00pm) Peter Longinotti (PL). (Until 6.12pm)	Foundation Governor – Chair Foundation Governor – Vice Chair ASIA Head Teacher Staff Governor Parent Governor Foundation Governor Co-opted Trustee Foundation Governor Parent Governor Foundation Governor
Apologies	Debbie Rutter (DR)	LA Governor
No response	Father Murray Aldridge-Collins	Incumbent
In attendance	Jason Haslam (JH) Julie White	Deputy Head Teacher Governance Clerk

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

AGENDA ITEM 1	WELCOME & APOLOGIES FOR ABSENCE (opening prayer for faith Schools)	
Discussion	LL welcomed all attendees and opened the meeting in prayer. Apologies for absence were received and accepted from Debbie Rutter. It was noted that nobody had heard from Father Murray Aldridge-Collins.	
Resolved:	That the apologies from Debbie Rutter be accepted.	
AGENDA ITEM 2	DECLARATIONS OF INTEREST	
Discussion:	No declarations of interest were noted.	
AGENDA ITEM 3	PART ONE MINUTES OF THE LAST MEETING (Thursday 1st February 2024)	
Discussion:	The minutes from the meeting on 1 st February 2024 were approved by DB and seconded by TK as being a true and accurate record of the meeting.	
Resolved:	That the minutes from the meeting on 1 st February 2024 be approved.	
AGENDA ITEM 4	MATTERS ARISING/SUMMARY OF ACTIONS	
Discussion:	The matters arising/actions from the previous meeting were discussed: <i>Agenda Item 4:</i> <ul style="list-style-type: none"> - Safeguarding training. It was confirmed that Jo had gone through the list and e-mailed any governors who still needed to complete the safeguarding training. 	

	<p><i>Agenda Item 11:</i></p> <ul style="list-style-type: none"> - The admissions policy will be reviewed in October 2024. <p><i>Agenda Item 16:</i></p> <ul style="list-style-type: none"> - SD will update on CDAT second tranche in the Head's report. - CB has completed complete governor of the month for the newsletter. - Premier Education vouchers to be discussed later. <p><i>General</i></p> <p>SD noted there was no update on the pavement but has had an e-mail regarding the turning circle confirming somebody would come to look at what was required. No response had been received on the car park from Paul Burrows and was noted as an action to follow up.</p>
Action:	SD to chase up Paul Burrows on the car park.

AGENDA ITEM 5	SBM's REPORT /FINANCE & BUDGET UPDATE (STANDING ITEM)
Discussion:	<p><i>Approval of SFVS for submission before 31st March.</i></p> <p>It was noted that the SFVS doesn't change year on year. There were no additional questions this year but there were different actions which have been uploaded to GovernorHub - SFVS checklist. It was noted and acknowledged the amount of time and work the SFVS takes and thanks noted to Jo. There were no questions on the SFVS and all governors present approved the SFVS for submission.</p> <p><i>Finance report</i></p> <p>JT's report was uploaded to GovernorHub prior to the meeting - Finance report. Points noted were:</p> <ul style="list-style-type: none"> - Numbers on roll have fluctuated. 2 looked after children in Year 1 & year 2 have now left the school due to a new foster placement. 2 children are relocating, 1 year 2 child is going into private education. SD is showing families round for additional places. SD stressed the importance of having the pupils on roll at the time of the census in October for funding. The impact on the budget was discussed if the pupil numbers fall. - SD confirmed that there are 56 applications for places in reception for September 2024. Around 50% are first choices and the expectation is all reception places will be filled. <p>Question: PL asked how many are in reception at the moment? Answer: There are 25 pupils in reception. It was noted that there will be an impact of this as it flows through the school and filling this will be key. It was confirmed that there is one pupil coming to view the school. It is a low birth year and September 2024 is a low birth year with the numbers due to rise again in 2025.</p> <p>It was noted that the school will need to be cautious on costs going forward. SD noted that if a TA leaves for example, they will not be replaced.</p> <p>Question: CB asked whether in year fluctuations in pupil numbers are monitored to identify trends? Answer: SD noted that it is monitored and discussed with other schools. In response to whether there is a trend, it is often when pupils move from year 4 to year 5, or year 5 to year 6 where they are moving into private education at primary level to guarantee a place in the senior school.</p> <p>There was a discussion around putting a note on social media that there are places available and also leveraging the KS2 results.</p> <ul style="list-style-type: none"> - SD noted that part of the SFVS is carrying out a benchmarking review against other similar schools. The data is not current data but does provide some comparisons. The item which stands out is the amount spent on the upkeep on the school due to the age of

	<p>the building compared to newer, modern schools.</p> <p>It was noted that there is not much that could be done to improve the budget at the moment. All governors agreed to approve the draft budget.</p> <p>It was noted that next year's budget should be similar as the numbers coming into reception are anticipated to be equal to the number leaving year 6.</p> <p>Question: CB asked what the approximate conversion rate is where a pupil has requested an in year place and been shown round?</p> <p>Answer: SD confirmed it is around 98%. SD usually does the walk round and most accept the offer. It was noted that schools aren't allowed to keep a reserve list for reception as this is held by CWAC. If there is an enquiry for another year group and the school doesn't have a space at that time, SD will keep the contact details and put them on a waiting list.</p> <p>It was noted that the numbers are capped at 30 in reception, year 1 & year 2. It is possible to go up to 32 in other years which fits in with the s106 funding and if a child comes to the school with an EHCP, or is a looked after child.</p>
Resolved:	<ul style="list-style-type: none"> - To approve the SFVS for submission. - To approve the draft budget.

AGENDA ITEM 6	HEADTEACHER'S REPORT
Discussion:	<p>SD presented the Headteacher's report which is on GovernorHub for review: March Headteacher's report. Points noted and discussed are as follows:</p> <p><i>Subject leader reports</i></p> <p>The report includes the end of autumn term subject leader reports which governors reviewed and sent questions in advance of the meeting.</p> <p>Question: HB noted the inclusion of oracy in English writing which Mrs Slater is leading and asked whether there are any other initiatives coming up?</p> <p>Answer: SD confirmed that Mrs Slater is looking at oracy across the school and has lots of initiatives which will be introduced. The school is finding that oracy is helping children to articulate and therefore helping their writing.</p> <p>SD noted that the whole school will be involved in the SIAMS Courageous Advocacy poetry and art competition after Easter. This will also enable pupils to practice their oracy skills. Caroline Slater and Alex Goodwin led a staff meeting on oracy where they identified it as an English priority for children.</p> <p>Question: TK & HB had noted that the percentages of 'working below' seemed high for reading.</p> <p>Answer: It was discussed that percentages always seem worse than looking at actual numbers. It was noted though that the DfE work on percentages which is why the data is presented in this way.</p> <p>Question: In respect of phonics, HB noted that for children on amber or red, extra support is given in school. Should parents also be notified so further support can be given at home?</p> <p>Answer: DB noted that if a child is struggling significantly, then parents will be notified. If issues can be dealt with by normal school practices though, they will be unless parents specifically ask.</p> <p>CB noted that if parents are providing feedback via Boom reader, it would be useful for parents to be given an example of how to give good feedback to the school which will help them. It was noted that when the TA's change the books, they should be feeding back any comments passed on from parents on words the children are struggling with.</p> <p>Question: HB noted regarding maths that the year 3 'working above' percentage has improved. The percentages of those working above in years 4 and 6 are well above that of year 5. It was noted that year 4 is a small year so the percentages aren't like for like but is it a</p>

concern in year 5?

Answer: JH noted that year 5 has had transitions between teachers, however the year group has shown a significant improvement in maths over the last 3 months which has been reflected in the monitoring carried out. JH will review all the mark books and end of year assessments when doing his monitoring. It was noted that it is the end of year data which is important due to the way the course content is taught.

Question: LL noted that there has been a focus on mental maths and asked whether the school has seen an improvement or whether it is too early?

Answer: JH noted that they have been doing mental maths for a while now. Following a visit from Michael Gaskill, JH put together a progression of skills mental calculations document which included everything that needs to be covered for each year group. JH then held 3 CPD sessions with staff on teaching mental skills and asked staff to incorporate this into morning maths which takes place a minimum of 3 days a week. JH did some monitoring today and tested 3 children from each year group and most of the children were rapid and accurate in their answers.

Question: LL asked if the children in year 1 are now doing morning maths and are fix its being addressed?

Answer: JH confirmed that fix its are mostly being addressed.

Question: KOS asked with the science report, has pupil voice now been carried out? If so, could the feedback from this be shared?

Answer: JH responded that the feedback had been strong. Children said they enjoy science and do a good range of activities and investigations. They are aware of all strands of science - chemistry, physics and biology and most children were able to describe a topic linked to each of those strands. Pupils said they feel challenged and often do maths in their science work. A current topic is looking at smashing stereotypes of scientists and have also been looking at scientists of different races and genders.

Question: TK asked about pathways to spell.

Answer: SD responded that it is a long term project that will take years to embed and reap the benefits from. The impact that is being seen from the Single word spelling test (SWST) has had a dramatic impact on improvement in spelling across the school.

In response to whether the impact of pathways to spell could be identified by comparison to prior years, it was noted progress had not been compared to prior years due to the change in assessment systems but the impact is greater. SD noted that in September 2023, 69% of the school were at age related spelling. In February 2024, 84% of the school were at age related spelling.

Safeguarding audit

SD had asked for a safeguarding audit to take place due to a year 6 boy who is at risk from absconding. The audit was necessary due to the rural nature of the school. There were a few actions from the audit which have now been completed. It was noted that the report is useful for Ofsted and sets out all the procedures the school has in place.

Policies

The Parental Charter relates to how people behave on social media. The policy has been written by CWAC for all schools to adopt. Once approved, it will be sent out to parents. All governors agreed to approve the policy.

Question: TK asked about unauthorised absences. It was noted that this is 0.7% which is very low compared to nationally which is around 20%.

Trilingual cultural exchange programme

SD reported on the invitation the school had received to take part in a trilingual cultural

exchange programme. A group of parents will be coming over from Shanghai with primary age children to the area and will spend a week in Lower Peover school. The children speak English, Chinese & French.

Premises

The site manager report is available on GovernorHub - [Site Manager report](#). SD noted that one of the challenges is that the cleaner had resigned. A cleaning company will be providing a quote for the work. Andy has been doing a lot of work, including constructing the picnic benches, painting the kitchen & other areas, installing a bracket for the CCTV.

Chris Penn visit

Chris Penn is the Director of Education for the Diocese of Chester and is visiting schools to carry out a healthcheck visit. SD reported that he was keen on the way the school vision was being developed. Other topics discussed with Chris Penn were outcomes as a Church School, including data & SIAMS, areas of challenge and development and academy status and future considerations.

Collective worship was discussed as SD wants to change the content of the collective worship and noted that the school will write a new programme themselves. The plan is to have a bespoke collective worship for Lower Peover by September which will fit with the school's vision and values. Chris Penn had suggested that the school lead a collective worship working party across the Diocese, but this has not been agreed by the school as yet.

Chris Penn is going to attend the next FGB meeting on 23rd May to talk to the Board about academisation. The Diocese has started CDAT2 (Chester Diocese Academy Trust) and is collating interest from schools interested in joining CDAT2. It was noted that Chris Penn is keen for Lower Peover to join CDAT2. It was agreed that the Board would consider the options and listen to what Chris Penn has to say at the next meeting. It was stressed that there is no commitment at this stage.

SD expressed concern over the lack of engagement with the local Church. It was noted that Father Murray has not attended the last 3 FGB meetings or any events in the school. Chris Penn has agreed to discuss the issue with the Diocese and it is hoped that Sue Noakes or the Archdeacon will have a conversation with Father Murray to encourage him to become more involved. It was agreed that SD would continue to try to make contact and involve Father Murray in school activities.

Register Check

This was confirmed to all be okay.

School Vision

The work done on the school vision by the Faith & Ethos Committee was presented to staff in February. There are a few tweaks which CB will be asked to put through on the design. Staff would like a large tree in each classroom with the 3 words love, wisdom, respect on each image.

Shaping Governance

It was reported that the shaping governance meeting had been successful.

Toilet Bid

SD confirmed that the bid for the toilets had gone through and the work will be carried out in the summer. The next bid will be for the roof with the plan to do the roof and s106 for the hall at the same time.

Self Evaluation Summary

	<p>The latest summary from February 2024 is on GovernorHub. There are no real changes to the document. SD is still grading all items as outstanding and noted that the school is now very overdue for an Ofsted visit. It was stressed that governors need to know what is in the Self Evaluation summary.</p> <p><i>Snaptrap Theatre visit</i> SD reported that this had been an excellent visit where they performed plays with Year 6 around being safe online.</p> <p><i>Year 6 residential</i> It has been proposed to change the summer 2025 residential for year 6 to a London trip rather than the previous outward bound type residential at Bratton Park. The cost is cheaper than Boreatton Park and includes travel, trips, theatre etc. Governor approval was requested and agreed by all governors.</p> <p><i>SATS access arrangements</i> It was confirmed that all the access arrangements required for the SATS have been applied for and approved.</p> <p><i>Interim appraisals</i> Interim appraisals have now been completed.</p> <p><i>Sports coaching wraparound care</i> Premier Education have decided to withdraw from the wraparound care and sports coaching. Therefore a new arrangement has been entered into with the Sports Coaching group who are also going to deliver the sports curriculum.</p> <p><i>Celebrations & successes</i></p> <ul style="list-style-type: none"> - Successful visit from the humanist collective worship group. - Dinosaur workshop. - Successful parents evenings. - Camfest is continuing this year. - English monitoring going well - Parents sharing lunch - Lab coat learning was enjoyed by the pupils. - Reception guest readers. - Easter egg decorating competition. - Forest school ongoing.
Resolved:	<ul style="list-style-type: none"> - To approve the Parental Charter policy. - To agree to change the residential trip to a London trip for summer 2025.

AGENDA ITEM 7	GOVERNOR VISIT REPORTS
Discussion:	<p>HB has carried out a history visit and reported that it was very positive. TK has offered to give a talk on the Mayans.</p>

AGENDA ITEM 8	GOVERNOR TRAINING ATTENDED/REQUIRED
Discussion:	<p>LL& CB have attended SIAMs for Governors training. LL has uploaded the slides onto GovernorHub. The next course is 17th June and is recommended.</p>

	CB has completed Prevent training, and will complete the governor in a church school training in April.
AGENDA ITEM 9	REVIEW PROGRESS OF SDP AGAINST TARGETS
Discussion:	This was covered under the Headteacher's report.
AGENDA ITEM 10	SCHOOL SELF EVALUATION FORM FOR REVIEW
Discussion:	This was covered under the Headteacher's report.
AGENDA ITEM 11	SCHOOL PLANS FOR 2024 EXAMS
Discussion	It was noted in the Headteacher's report that the access arrangements have been requested and approved. Pupils have been allocated into 3 groups. Pupils are completing practice papers at the moment and will be well prepared. 29 pupils will be taking the tests this year. One test will need to be opened early to photocopy onto coloured paper for dyslexic children.
AGENDA ITEM 12	EXTERNAL REPORTS & INSPECTIONS
Discussion:	<ul style="list-style-type: none"> • SIAMS The SIAMS inspection has not taken place yet. • Register inspection audit This has been completed. It was confirmed that the single central record check is compliant.
AGENDA ITEM 13	POLICY REVIEW/APPROVAL
Discussion:	There were no other policies for review..
AGENDA ITEM 14	TRUSTEE REPORT (standing item)
Discussion:	<p>AM presented the Trustee report. The refurbishment of School House was completed just before Christmas. The total cost was 50% more than had been budgeted for. The new tenants are paying closer to market rental than the previous tenants due to the fair rental agreements previously in place. It is anticipated that the tenants will be in place for at least 2 years,</p> <p>AM reviewed the land registry material received from CWAC which showed that the playing fields and the land underneath the school was registered with the official custodian of the Charities Commission but not with Land Registry. The application to register the land was submitted in 2019 and it has been confirmed that it was registered in 2020, but the Land Registry didn't notify the solicitors or the Trustees. If the school joins an Academy Trust, there is a standard lease agreement for the Trust to sign with the Academy Trust, usually for 125 years. Now that the land is confirmed as officially registered, it will make a leasing agreement easier. It was concluded that there shouldn't be any barriers to entering into an agreement should academisation be pursued.</p> <p>The fence at the School House was discussed. It was agreed that AM would go back to the trustees to ask if the fence could be installed on the other side of the mesh fence. It was noted that the strip of land in question became part of the garden of the School House based</p>

	<p>on an informal agreement. AM noted that this piece of land is still subject to registration. It was confirmed that it is the school's responsibility to pay for the fence.</p> <p>It was confirmed that the Trustees will provide the usual funding for books.</p>
Action:	AM to raise the placing of the fence behind the mesh fence with the trustees.
AGENDA ITEM 15	SCHOOL VISION (standing item)
Discussion:	This was covered in the Headteacher's report.
AGENDA ITEM 16	CELEBRATIONS AND SUCCESSES
Discussion:	This was covered in the Headteacher's report.
AGENDA ITEM 17	ANY OTHER BUSINESS
Discussion:	It was confirmed that Tim Knowles was re-elected as a Foundation Governor by the PCC on 28 th February for a further 12 months.
AGENDA ITEM 18	DATE OF NEXT MEETING
	<p>Thursday 23rd May 2024 @4:30pm</p> <p>Thursday 18th July 2024 @4:30pm</p>