

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

<b>Date</b>	Thursday 17 <sup>th</sup> October 2024 at 4.30pm	
<b>Venue</b>	Lower Peover Primary School	
<b>Attendees</b>	Louise Lawton (LL) Kirsten O'Shea (KOS) Sharon Dean (SD) David Bradley (DB) Hannah Burgoyne (HB) Debbie Rutter (DR) Graham Norbury (GN) Father Murray Aldridge-Collins (FM) Peter Longinotti (PL) Alun McIntyre (AM)	Foundation Governor – Chair Foundation Governor – Vice Chair ASIA Head Teacher Staff Governor Parent Governor LA Governor Foundation Governor Incumbent Foundation Governor Co-opted Trustee
<b>Apologies</b>	Craig Blain (CB)	Parent Governor
<b>In attendance</b>	Jo Tinker (JT) Julie White	School Business Manager 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*

*'Let your light shine, so that others may see the good you do.' Inspired by Matthew 5.16*

With 10 governors present, the meeting met its quorum

<b>AGENDA ITEM 1</b>	<b>WELCOME, OPENING PRAYER &amp; APOLOGIES FOR ABSENCE</b>
<b>Discussion:</b>	FM opened the meeting in prayer at 4.38pm. Apologies were received and accepted from Craig Blain.
<b>RESOLVED</b>	That the apologies from Criag Blain be accepted.

<b>AGENDA ITEM 2</b>	<b>PART ONE MINUTES OF THE LAST MEETING 17<sup>th</sup> SEPTEMBER 2024</b>
<b>Discussion:</b>	The minutes of the last meeting were received. HB proposed and KOS seconded that the minutes be accepted as a true and accurate record of the meeting.
<b>RESOLVED:</b>	That the minutes from the meeting on 17 <sup>th</sup> September 2024 be accepted as a true and accurate record of the meeting.

<b>AGENDA ITEM 3</b>	<b>MATTERS ARISING</b>
<b>Discussion:</b>	The matters arising/actions from the previous meeting were discussed. <ul style="list-style-type: none"> <li>- All governors to sign on GovernorHub confirming their annual declarations and review KCSIE on SchoolBus.</li> </ul> <p>JW advised that any governors who have not completed their declarations will have received an e-mail from GovernorHub reminding them to complete.</p> <ul style="list-style-type: none"> <li>- LL to follow up with PCC to appoint HB as a Foundation Governor.</li> </ul> <p>LL confirmed that she has followed up with the PCC and HB was confirmed as a</p>

	<p>Foundation Governor at the meeting on 21<sup>st</sup> August 2024. Once the paperwork has been received from the Diocese, the paperwork can be issued to elect a new parent governor.</p> <ul style="list-style-type: none"> <li>- <i>LL to contact AM to discuss moving the bins away from the school building.</i> AM confirmed that a number of areas had been considered for the bins. The best possible position is a compound where the owl is. It was noted that there is a tree there which could possibly be moved. It could be possible to create an enclosure for the bins. AM confirmed he will review the plans and see if an enclosure will be possible.</li> <li>- <i>LL to contact Jo Tinker to arrange a donation to the Joshua Tree.</i> JT confirmed this has been done.</li> <li>- <i>Impact of Governors' discussions from previous meetings and any outcomes to report.</i> There were no items to report.</li> </ul> <p>It was confirmed that AM has been reappointed as co-opted trustee. AM agreed to send JW a record of the Trustees meeting noting the reappointment.</p>
<b>Action:</b>	<ol style="list-style-type: none"> <li>1. To confirm the date HB was appointed as a Foundation Governor.</li> <li>2. AM to send written confirmation of his reappointment as co-opted trustee.</li> </ol>
<b>AGENDA ITEM 4</b>	<b>GOVERNOR TRAINING REQUIRED/ATTENDED</b>
<b>Discussion:</b>	<p>It was noted that LL and CB have completed the SIAMS training. It is recommended that all governors undertake the SIAMS training which incorporates the new framework. It is intended to carry out a whole school inset day around worship and spirituality on the 6<sup>th</sup> January. Any governors who are available are welcome to join this.</p>
<b>AGENDA ITEM 5</b>	<b>GOVERNOR MONITORING REPORTS SINCE LAST MEETING</b>
<b>Discussion:</b>	<p>HB has visited Miss Moores regarding Geography and confirmed the report will be uploaded to GovernorHub. HB has visited Mr Goodwin regarding English too. LL has a visit planned to Year 4 re RE. LL, HB &amp; SD have a meeting arranged to discuss Collective Worship.</p>
<b>AGENDA ITEM 6</b>	<b>CHAIR'S ACTION</b>
<b>Discussion:</b>	<p>There is no urgent action to report.</p>
<b>AGENDA ITEM 7</b>	<b>HEADTEACHERS REPORT</b>
<b>Discussion:</b>	<p>SD presented the Headteacher's report which was uploaded to GovernorHub for review prior to the meeting. <a href="#">Headteacher's report - October 2024</a></p> <p>Points noted were as follows:</p> <ul style="list-style-type: none"> <li>- The report includes the data from the summer. It was noted that the school was higher on all data indicators than Cheshire in terms of good level of development, phonics and the KS2 reading, writing, maths and grammar, punctuation and spelling, both at the expected level and greater depth. Thanks were given to the teachers for all their work with each year group.</li> <li>- The report includes staffing information. There have been a number of new pupils from private schools with 7 or 8 more starting after half term.</li> <li>- The two PGCE students are doing very well and more students will be doing their placements in the school later in the academic year.</li> </ul>

	<ul style="list-style-type: none"> <li>- It was noted that the focus for Ofsted from September will be on the Senior Leadership Team rather than Subject Leaders. SLT have pulled themselves away from leading a subject directly (other than DB &amp; SD with RE). Each member of SLT have areas that they will oversee, such as monitoring which will give the SLT a wider perspective. It is felt that this is working well.</li> <li>- The School Impact Plan will be continuing to review the curriculum. Behaviour and Attitudes is also a big focus for this year. The Relationships Policy is being reviewed and looked at from a 'trauma informed approach' which reinforces the positives and not the negatives in children.</li> <li>- Personal development has been left in the School Impact Plan with the aim to embed the personal development of pupils through the after-school experiences they receive. The school will continue to analyse Pupil Premium participation. There are currently 18 Pupil Premium children.</li> <li>- Attendance has been retained in the School Impact Plan.</li> <li>- To embed spirituality across the curriculum was noted as an important focus for the school.</li> <li>- SD reported that following the visit from the students from Shanghai last year, the school has been invited to take pupils from Lower Peover to Shanghai. Currently 25 families have expressed an interest in going at either Easter or Christmas 2025. Families will pay for flights and the remaining costs will be paid by the Chinese. It was noted that 3 staff need to go at Easter and 2 at Christmas. It was discussed if the governors would be willing to cover the flight costs for staff. It will be approximately £1,000 each. It is possible that the School Fund could cover some costs too. Governors will review in December once the position on the Governors' Account is clearer. It was agreed that the school/governors would fund the costs of the staff flights either through School Fund or the Governors' Account.</li> <li>- Attendance is 1% below national but is being reviewed on a weekly basis.</li> <li>- Safeguarding continues to be a big issue and takes up the majority of SD's time. A number of examples have been included in the report.</li> </ul>
<b>Action:</b>	To review the School Fund and Governors' Account to cover the staff flights to Shanghai in the December meeting.

<b>AGENDA ITEM 8</b>	<b>ACADEMISATION (Standing Item)</b>
<b>Discussion</b>	The application for CDLT was due to go to the DfE today and it is hoped that it has been approved. Sue Noakes will report back once a decision has been received. LL and SD attended an initial discussion on 3 <sup>rd</sup> October when the process was set out. The Diocese will do a lot for the school but it was noted that there will be an increased workload for SD and JT. It is anticipated the conversion will be September 2025.

<b>AGENDA ITEM 9</b>	<b>SCHOOL DEVELOPMENT PLAN 2024-25 FOR APPROVAL</b>
<b>Discussion:</b>	It was noted that this was covered under Agenda item 7. Governors confirmed that the SDP is approved. <b>RESOLVED:</b> That the SDP is approved.

<b>AGENDA ITEM 10</b>	<b>SIAMS SELF -EVALUATION</b>
<b>Discussion:</b>	SD confirmed that the SIAMS Self Evaluation has been updated with a lot of initial thoughts. It was noted that it would be useful if the Faith and Ethos Committee picked this up. It was confirmed that the SIAMS criteria is included in the document.

	<p>The areas noted for development are:</p> <ul style="list-style-type: none"> <li>- Looking at the reflective areas and spaces in school.</li> <li>- SD &amp; FM are discussing worship in school.</li> <li>- Relationships and embedding spirituality</li> <li>- Revisit worship formats</li> </ul> <p>It was noted that a Church school should be having a form of collective worship every day. There is a question mark over the Friday worship in the school and this will be revisited. LL, SD, CB, FM and HM will all meet to discuss the Friday worship.</p>
<b>Action:</b>	To arrange a meeting with LL, SD, CB, FM and HM to review Friday worship.

AGENDA ITEM 11	FINANCE UPDATE
<b>Is be</b>	<p>JT's finance report was received and reviewed prior to the meeting on GovernorHub. Key points noted:</p> <ul style="list-style-type: none"> <li>- The report includes the pupil numbers on census day and doesn't take account of the additional 6 pupils starting after half term. After half term, there will be 207 pupils on roll.</li> <li>- The 3 year plan is looking healthier due to an HLTA leaving. The role will not be replaced for the moment.</li> <li>- A new admin person has been recruited and is starting mid-November.</li> <li>- The School Fund as at 10<sup>th</sup> October was £20,932.36 and the Governors' Account was £11,358.12.</li> <li>- The School Fund includes a donation of £5k from a parent at the end of the year which will be used for improving the CCTV.</li> <li>- The front entrance of the school is being changed to include an intercom and a long range camera is being added to cover the whole of the field.</li> </ul>

AGENDA ITEM 12	PREMISES UPDATE (Standing Item)
<b>Discussion:</b>	<p>It was confirmed that Paul, the new caretaker/cleaner working with Andy is working well. Both Paul and Andy are getting lots of jobs done around the school.</p> <p>There was an update and discussion on the toilets. AM has been working with Andy to try and keep on top of the contractors. The work is very behind schedule and the quality of the work is not up to standard. It is felt that Cassidy and Ashton are not supervising the contractor. AM confirmed there will be a meeting next week.</p> <p>JT asked for a schedule of works which indicates the work will not be completed until 13<sup>th</sup> December when it was originally planned to be completed by October half term. The EYFS toilets have been completed but there is a lot of snagging to be done. There have also been issues with gaps in the work being carried out by the contractor.</p> <p>The schedule sent by e-mail sets out dates for guidance on timescales of the work as follows: Boys WC3 – 17/10/24 – 6/11/24 Girls WC3 – 7/11/24 – 27/11/24 Staff WC2/Disabled WC/kitchen – 28/11/24 – 13/12/24</p> <p>It was agreed that the situation is not acceptable.</p> <p>It was agreed that LL will write a letter of complaint to Simon Geddes on behalf of the governing body and copied to Cassidy and Ashton.</p> <p>SD noted that Cassidy &amp; Ashton have admitted liability for the car park and this needs to be followed up.</p>
<b>Action:</b>	LL to write to Simon Geddes, cc Cassidy and Ashton.

<b>AGENDA ITEM 13</b>	<b>HEALTH &amp; SAFETY (Standing Item)</b>
<b>Discussion:</b>	It was confirmed that the health and safety audit has been completed and the actions have all been completed.
<b>AGENDA ITEM 14</b>	<b>PROCEDURES / POLICIES FOR REVIEW/APPROVAL</b>
<b>Discussion:</b>	The following policies have been approved: Phonics and Early Reading Online Safety Health and Safety Charging and Remissions Complaints Educational Visits SLSC Initial Relationships and Behaviour Policy.
<b>AGENDA ITEM 15</b>	<b>TRUSTEE REPORT (standing item)</b>
<b>Discussion</b>	AM presented an update from the Trustees. The annual meeting was held on 1 <sup>st</sup> October and AM was asked to stand again as a governor which was accepted. AM reported that the tenants are staying for another year in the School House. It was confirmed that the land is sorted out and AM has downloaded a sample lease agreement which can be used between the landowner and the Academy Trust.
<b>AGENDA ITEM 16</b>	<b>SCHOOL VISION (standing item)</b>
<b>Discussion:</b>	The School Vision update was covered in the Headteacher's report.
<b>AGENDA ITEM 17</b>	<b>CELEBRATIONS AND SUCCESSES</b>
<b>Discussion:</b>	The following was noted: <ul style="list-style-type: none"> <li>- The school data which was discussed earlier.</li> <li>- The new Reception pupils have settled in well.</li> <li>- A company called Thrive are leading the sports and mental health through sports at HCCS and there has been a lot more engagement with the children. There are also lots of other activities on offer such as archery.</li> </ul>
<b>AGENDA ITEM 18</b>	<b>ANY OTHER BUSINESS &amp; ITEMS FOR NEXT MEETING</b>
<b>Discussion:</b>	No other business was noted.
<b>AGENDA ITEM 19</b>	<b>DATE OF NEXT MEETING/S</b>
	12 <sup>th</sup> December 2024 at 4.30pm

**Part 1 of the meeting ended at 5.40pm**