

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

Date	Thursday 12 th December 2024 at 4.30pm	
Venue	Lower Peover Primary School	
Attendees expected	Louise Lawton (LL) Kirsten O'Shea (KOS) Sharon Dean (SD) David Bradley (DB) Hannah Burgoyne (HB) Graham Norbury (GN) Peter Longinotti (PL) Alun McIntyre (AM) Craig Blain (CB) Mark Sales (MS)	Foundation Governor – Chair Foundation Governor – Vice Chair ASIA Head Teacher Staff Governor Foundation Governor Foundation Governor Foundation Governor Co-opted Trustee Parent Governor Parent Governor
Apologies	Debbie Rutter (DR)	LA Governor
No response	Father Murray Aldridge-Collins (FM)	Incumbent
In attendance	Jason Haslam (JH) Jo Tinker (JT) Julie White	Deputy Head Teacher 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

AGENDA ITEM 1	WELCOME, OPENING PRAYER & APOLOGIES FOR ABSENCE
Discussion	LL opened the meeting with prayer. Apologies were received and accepted from Debbie Rutter. No response had been received from Father Murray.
RESOLVED	That the apologies from Debbie Rutter are accepted.

AGENDA ITEM 2	PART ONE MINUTES OF THE LAST MEETING 17th OCTOBER 2024
Discussion	The minutes of the last meeting - 17.10.2024 were received. SD noted that the Inset day noted in the minutes should be 24 th February not January as stated in the meeting. HB and GN proposed and seconded the minutes, thereby accepting the minutes as a true and accurate record of the meeting.
RESOLVED:	That the minutes of the meeting on the 17 th October 2024 be accepted as a true and accurate record of the meeting.

AGENDA ITEM 3	MATTERS ARISING
Discussion:	The matters arising/actions from the previous meeting were discussed: <ul style="list-style-type: none"> - <i>To confirm the date HB was appointed as a Foundation Governor.</i> HB confirmed her appointment was 21st October 2024. - <i>AM to send written confirmation of his reappointment as co-opted trustee.</i> This has been received and GovernorHub updated.

	<ul style="list-style-type: none"> - <i>To review the School Fund and Governors' Account to cover the staff flights to Shanghai in the December meeting.</i> This will be covered later in the meeting. - <i>To arrange a meeting with SD, LL, FM, HB and CB to review Friday worship.</i> HB will provide a report later in the meeting. - <i>LL to write to Simon Geddes, cc Cassidy and Ashton regarding the toilet refurbishment. Update on refurbishment of toilets.</i> LL has written to Simon Geddes who is now leaving the Diocese at the end of December. The letter has been passed onto Richard Jones, who is taking over, and a response is expected in January. AM updated on the progress of the refurbishment of the toilets. More problems have arisen on the refurbishment. AM has raised the issues with Paul Burrows. There is a snagging meeting next week to review the issues. It is likely that the work will continue into the New Year. - <i>Impact of Governors' discussions from previous meetings and any outcomes to report.</i> There were no points noted.
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AGENDA ITEM 4	GOVERNOR TRAINING REQUIRED/ATTENDED
Discussion:	DR has completed SIAMS training. LL confirmed that any CPD undertaken through work can be included. It was confirmed that MS will be included on the next available new governors course.

AGENDA ITEM 5	GOVERNOR MONITORING REPORTS SINCE LAST MEETING
Discussion:	<p>Governors summarised their monitoring visit reports.</p> <p>English HB met with Mr Goodwin and has reviewed the schemes in place for English, what happens in the classrooms, areas of development included in the monitoring reports. The effectiveness of Boom Reader was covered. The bottom 20% as an area for development was discussed. The main issues are to embed the schemes of reading. HB looked at the classrooms and the wall displays. In terms of attainment, the majority of pupils are working at the expected standard or higher in most year groups. There are generally only 4 or 5 in a year below target.</p> <p>Geography HB looked at the areas where Ofsted made suggestions including condensing the curriculum to avoid overload for the children, ensuring the work is adapted for children with SEND and increasing outdoor learning.</p> <p>Oracy HB covered mental health with Mrs Slater which links to oracy and food standards. The Behaviour policy was also discussed. The mental health ambassadors were discussed and it was considered how they can help with healthy food choices, particularly snacks being brought into school. Oracy was covered in terms of children presenting feedback to the class of things they have done at home.</p> <p>Maths LL met with Mrs Leech to discuss the monitoring which has taken place this term. A point raised in pupil voice was the application of maths and more is taking place to show how</p>

	<p>maths is used outside the classroom. White Rose is going to be trialled in place of Powermaths. Improving mental maths across the school is an objective. The maths passport is being launched next week and will be started in January. The concepts will be revisited throughout the year. Mrs Leech confirmed that the weekly monitoring is helping.</p> <p>RE</p> <p>LL observed a lesson in Mr Goodwin’s class on Shabbat. The children were asking pertinent and advanced questions. LL noted that pupils were well engaged at all times. Sheets were provided for children that needed some scaffolding, and tasks were displayed on the whiteboard.</p> <p>Faith & Ethos</p> <p>SD reported that the outcome from the Faith and Ethos Committee Meetings last year are becoming well embedded throughout the school. The focus this year is the development of spirituality and collective worship.</p> <p>HB reported on the meeting on the 12th December. Collective Worship takes place every day and the content of each day was outlined.</p> <p>Different resources were reviewed. The tree with leaves will be replaced with a window, mirror and door.</p> <p>All children in Years 1 to 6 will have a reflective journal which won’t be marked but will be reviewed by SD. All classes will have a reflection area with a cross, tray and a candle with colours changing according to the liturgical season.</p> <p>The meeting touched on SIAMS and the focus of the strength and relationship between the Church and the School.</p> <p>The inset day on 24th February will look at a school-based definition of spirituality and linking this through the curriculum.</p> <p>SD reported on her work with the Diocese. It is expected in the Diocese that RE content should include 50% relating to Christianity. SD reported that the school’s RE scheme includes around 80%. The new scheme is very clever at linking in other faiths.</p> <p>The next meeting was agreed as 20th March at 1.30pm.</p>
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AGENDA ITEM 6	CHAIR’S ACTION
Discussion:	LL confirmed the only action was the letter to Cassidy and Ashton.

AGENDA ITEM 7	HEADTEACHERS REPORT
Discussion:	<p>SD’s Headteacher report was received. The report was uploaded to GovernorHub and reviewed by governors prior to the meeting. Points noted from the report were:</p> <ul style="list-style-type: none"> - One child is being educated at Cornerstones. It has been agreed that he needs a specialist setting. - Staff changes include a new midday assistant and a new administrator in the office. - Safeguarding continues to increase on a daily basis. 37 safeguarding incidents have been logged since September involving 6 families with 10 children in school. A lot of the behaviours logged include swearing and parental communications. - There has been a one day suspension in Year 2. - The Shanghai presentation has taken place. 23 people are confirmed as going on the trip in April.

	<ul style="list-style-type: none"> - Standards are all included in the monitoring link reports. - Policies for review are listed in the Headteacher's report. - Mark Whitehill has visited from the Diocese and the report shared on GovernorHub. - Funding for EHCPs was discussed. The maximum funding for the banding the school receives is around £10,000. It was noted that this will not cover 1:1 support.
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AGENDA ITEM 8	CURRICULUM PLANS FOR THE TERM/YEAR
Discussion:	All governors have curriculum plans in the monitoring report linked to their subjects. CB confirmed he will meet with Mr Goodwin in the New Year.

AGENDA ITEM 9	SEND UPDATE
Discussion:	DB confirmed that a significant amount of time has been supporting D in Year 5 and obtaining an EHCP for another child. 2 children have had autism team consultations, there have been 4 ADHD/Autism referrals, 2 annual EHC reviews and 2 cycles of ELSA this term.

AGENDA ITEM 10	ACADEMISATION (Standing Item)
Discussion:	<p>SD confirmed that academisation is progressing but will take time. The DfE have confirmed the CDLT application. AM and SD have visited Church House. AM reported that the meeting was very reassuring as it is clear that the Diocese have thought through all aspects very carefully and are drawing on lessons and experience from CDAT. AM noted that the 7 initial schools are all receiving the £25k conversion grant. Around £12k of the legal fees goes to the LA. It was noted that the school budget can't support £25k of fees but it is hoped that something will be arranged with the Diocese to assist with funding.</p> <p>It was noted that the discussion around the top slice is looking like it will be around 5%. All the finances are being looked at through CDLT.</p> <p>It was reported that CWAC are withdrawing ICT support from August 2025. The SIMS system is no longer supported from 31.3.25. The school is discussing potentially moving to Arbour in line with CDAT.</p> <p>All schools are consulting at the same time. A Powerpoint will be prepared and a meeting has been arranged in school for interested parents on 22nd January 2025 at 2pm. Any available governors have been asked to attend to support.</p>

AGENDA ITEM 11	REPORT FROM THE DIOCESE SCHOOL EFFECTIVENESS OFFICER
Discussion:	This was covered earlier in the meeting.

AGENDA ITEM 12	FINANCE UPDATE
Discussion:	<p>JT presented the finance report which had been uploaded to GovernorHub prior to the meeting. Points noted were as follows:</p> <ul style="list-style-type: none"> - Pupil numbers are high and increasing. 2 children are joining in January which will take the roll to 207. There are potentially 2 more pupils who have looked round that may apply which will take the numbers to 209. - The CDLT Finance Director will meet with the school in January to set out where the budget needs to be by conversion. - The increase in Teachers' pay was only part funded by the Government and has had an impact on the Budget. The effect of the Employers NI will be known in the spring.

	<ul style="list-style-type: none"> - PL noted that the increases in pay is effectively creating the deficit. JT noted that the number on roll at census day is around 6 less therefore there is a lag in the funding. Question: MS asked whether all schools are in a potential deficit position? Answer: It was confirmed that all schools are in the same position. Lower Peover is actually in a better position than a lot of other schools. JT confirmed that the 3 year plan shows a surplus carry forward due to savings made. - The School Fund balance is detailed in the report. The balance is £7,020.84, however £2.5k is booked to pay for Project Touchline from May 2025. - The Governors' Current Account as at 2nd December is £16,401. £15k will come out of this for the toilet refurbishment. - The roof bid has been accepted which will be a further £11k from the Governors' Account to cover the 10%. This could be billed at any time. - The Shanghai flights have been paid out of the School Fund for the April trip. The costs of the December trip may be covered by the Governors' Account.
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AGENDA ITEM 13	PREMISES UPDATE (Standing Item)
Discussion:	<p>JT reported that Andy and Paul have been carrying out lots of maintenance around the school.</p> <p><i>Relocation of the bins</i> AM has had a walk round with Andy to consider potential areas for the relocation of the bins. The only practical location is the grassed area where the wooden owl is located. The potential relocation of trees is being reviewed. JT noted that there is a change to the food recycling legislation which now needs to be reviewed before a final decision can be made. AM is going to discuss the site with the planning officer as the school is in a conservation area.</p> <p><i>The Old School Yard</i> AM confirmed that this is the area between the Little House, the Church Yard and the Victorian School building. When the trustees were looking at the land registrations, the trustees attempted to formalise ownership. The land registry rejected this as no one single owner of the land can be demonstrated. The Trustees maintain the land and therefore felt that having a formal agreement with the users of the land would be beneficial. The land is used by the School and the Church. AM noted that the Parish Council have recently acquired Smith Green for £1 and will have a conversation with the Parish Council to gauge interest in them acquiring the Old School Yard land.</p>
Action	AM to report back on discussions with the Parish Council regarding the Old School Yard.

AGENDA ITEM 14	HEALTH & SAFETY (Standing Item)
Discussion:	<p>SD updated on the potholes on the front loop. It has been ascertained that the front loop is owned by Cheshire East. One of the TA's has fallen and been injured. Following the accident report, a contractor came out to repair the potholes, but reported that the road was in too poor a state of repair for this to be effective in the long term. A quote has been submitted to Cheshire East to re-tarmac the whole loop but this has been rejected as there are insufficient funds. The contractor agreed to put in a revised quote for the worst part of the road.</p> <p>SD asked if the Governors can now raise this as an issue with Cheshire East given the risk of injury to staff. It was agreed that LL will write a letter from the Governing Body.</p>

	AM noted that he is due to meet with Norman W to look at drainage plans on the car park to consider whether a soakaway can be incorporated into the existing drainage.
Action:	LL to write to Cheshire East regarding the resurfacing repairs required on the loop.

AGENDA ITEM 15	PROCEDURES / POLICIES FOR REVIEW/APPROVAL
Discussion:	All policies for review are set out in the Headteacher's report. HB noted that the Allergen report states that if there is an allergic reaction in school that this will prompt a review of the Allergen Policy. It was suggested that this is included as a standing item on future agendas to confirm whether there have been any allergic reactions.
Action:	JW to include allergen report as a standing item under health and safety on future agendas.

AGENDA ITEM 16	TRUSTEE REPORT (standing item)
Discussion	AM reported that the tenants in the School House are staying for another year. AM and Sybil took photos of the potholes when they were flooded recently and Sybil has sent these to Cheshire East.

AGENDA ITEM 17	SCHOOL VISION (standing item)
Discussion:	The School Vision continues to be embedded and is now the key focus in worship.

AGENDA ITEM 18	CELEBRATIONS AND SUCCESSES
Discussion:	<p>SD reported a number of items for celebration:</p> <ul style="list-style-type: none"> - 5 children have been nominated for awards with Cheshire Police. 2 Year 6 children who are Junior Safety Officers. 3 Year 5 children who have done a lot of work with the Brownies and 2 children who have done a lot of work to promote the School Vision. They will be presented with an award on 21st December and receive a certificate. - A lot of work has been done with the Year 5 Ethos group and the Junior Safety Officers on an anti-bullying policy which has been presented in Collective Worship. - The Year 6 ethos members have worked with the Northwich partnership on the development of pride in the school and been invited to present this to the council at their chambers. - Open days have been very busy with prospective new parents. - Numbers on roll are increasing. - The sports participation is increasing and more children are getting involved with the non-competitive element which has been introduced. - The quality of the teacher training students was noted as being extremely high. - The pyjama appeal has gone well. - The poppy appeal raised £366. - The safeguarding team has been expanded and is working well. SD noted appreciation for the team and the support that they are able to give to each other.

AGENDA ITEM 19	ANY OTHER BUSINESS & ITEMS FOR NEXT MEETING
Discussion:	There were no other items noted.

AGENDA ITEM 20	DATE OF NEXT MEETING/S
	The next meeting is 30 th January 2025 at 4.30pm

