

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

<b>Date</b>	Thursday 12 <sup>th</sup> September 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) Graham Norbury (GN)	Foundation Governor – Chair Foundation Governor – Vice Chair ASIA Head Teacher Staff Governor Parent Governor Foundation Governor
<b>Apologies</b>	Alun McIntyre (AM) Craig Blain (CB) Peter Longinotti (PL) Debbie Rutter (DR)	Co-opted Trustee Parent Governor Foundation Governor LA Governor
<b>No response</b>	Father Murray Aldridge-Collins (FM)	Incumbent
<b>In attendance</b>	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*

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

With 6 governors present, the meeting met it's quorum.

<b>AGENDA ITEM 1</b>	<b>WELCOME &amp; APOLOGIES FOR ABSENCE (opening prayer for faith Schools)</b>
<b>Discussion:</b>	LL welcomed all to the first meeting of the new academic year and opened the meeting in prayer. Apologies were received and accepted from Alun McIntyre, Craig Blain, Peter Longinotti and Debbie Rutter. It was noted that nobody had heard from Father Murray Aldridge-Collins.
<b>RESOLVED:</b>	That the apologies from Alun McIntyre, Peter Longinotti, Craig Blain and Debbie Rutter be accepted.

<b>AGENDA ITEM 2</b>	<b>APPOINTMENT OF CLERK FOR 2024-25 (STATUTORY)</b>
<b>Discussion:</b>	The appointment of the clerk was discussed and agreed to reappoint Second2None School Support Ltd with Julie White as the nominated clerk.
<b>RESOLVED:</b>	It was agreed to appoint Second2None School Support Ltd to provide clerking services with Julie White as the clerk.

<b>AGENDA ITEM 3</b>	<b>ELECTION OF CHAIR &amp; VICE CHAIR FOR 2024-25 (STATUTORY)</b>
<b>Discussion:</b>	A nomination had been received for Louise Lawton for Chair. LL confirmed she was happy to be nominated and continue as Chair. All governors present voted to agree to elect LL as Chair. A nomination had been received for Kirsten O'Shea for Vice Chair. KOS confirmed she was

	happy to be nominated. All governors present voted to agree to elect KOS as Vice Chair.
<b>RESOLVED:</b>	That LL be appointed as Chair and KOS be appointed as Vice Chair for the 2024-2025 academic year.

<b>AGENDA ITEM 4</b>	<b>ANNUAL DECLARATIONS</b>
<b>Discussion:</b>	<p><b>Advice for Item:</b></p> <ol style="list-style-type: none"> <li>Governors are required to read, complete and sign the declaration statement in relation to the following: <ul style="list-style-type: none"> <li>Declaration of pecuniary, personal, educational interests.</li> <li>Code of Conduct - The DfE expects governing bodies to adopt a Code of Conduct and governors should sign this. (Constitution of Governing Bodies of Maintained Schools – August 2015, p.7&amp;10)</li> <li>Confirmation of eligibility</li> </ul> </li> <li>Governors are asked to check their details on the GIAS form are correct</li> <li>Governors should check with School they have all had an enhanced DBS check. Any new applications for checks must be done within 21 days of appointment/election of governors. Anyone refusing a check cannot remain a governor.</li> </ol> <p>Governors were reminded to reconfirm their annual declarations and confirm that they have read the updated version of Keeping Children Safe in Education for 2024. KCSIE is on SchoolBus for governors to review. JW confirmed that the GIAS information will be circulated for governors to check. It was confirmed that Jo Tinker keeps track of the DBS status.</p>
<b>Action:</b>	<ol style="list-style-type: none"> <li>All governors to sign on GovernorHub confirming their annual declarations and review KCSIE on SchoolBus.</li> <li>JW to circulate the GIAS information for checking by Governors.</li> </ol>

<b>AGENDA ITEM 5</b>	<b>PART ONE MINUTES OF THE LAST MEETING 23<sup>rd</sup> MAY 2024</b>
<b>Discussion:</b>	The Part1 minutes of the meeting on 23 <sup>rd</sup> May were received and approved as a true and accurate record of the meeting.
<b>RESOLVED:</b>	That the Part 1 minutes of the meeting on 23 <sup>rd</sup> May 2024 be accepted as a true and accurate record of the meeting.

<b>AGENDA ITEM 6</b>	<b>MATTERS ARISING</b>
<b>Discussion:</b>	<p>The following matters arising from the previous meeting were discussed:</p> <ul style="list-style-type: none"> <li><i>Follow up on academisation discussions/decision</i> SD confirmed that she has been in touch with Sue Noakes following the decision at the last meeting. It has been confirmed that the process will pick up again now after being on hold due to the General Election. It is possible that Lower Peover will be able to join the first group of schools joining the new MAT but this will be confirmed once more is known following the change in government.</li> <li><i>Update on car park following LL letter to Cassidy &amp; Ashton</i> LL has written to Cassidy &amp; Ashton. The information given to Paul Burrows would appear not to have been passed onto Dave Owen from Cassidy &amp; Ashton. There has now been a meeting in school and the car park inspected by the manufacturer of the material used, and a representative from Cassidy and Ashton. It has been decided that the specification</li> </ul>

	<p>drawn up by Cassidy and Ashton was not correct and therefore will have to be dug up, drainage put in and resurfaced. It is anticipated the work will take place during the 2025 summer holidays.</p> <ul style="list-style-type: none"> <li>- <i>Impact of Governors' discussions from previous meetings and any outcomes to report.</i> The only item to note was the Ofsted inspection. LL thanked governors for their contributions.</li> <li>- <i>To agree meeting dates 2024-25 - <a href="#">Proposed meeting dates 24-25</a></i> The meeting dates were confirmed as circulated.</li> </ul>
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<b>AGENDA ITEM 7</b>	<b>GOVERNING BODY MEMBERSHIP 2024-25</b>
<b>Discussion</b>	<p>It was confirmed that the PCC still need to meet to have HB appointed as a Foundation Governor to enable a new parent governor to be elected. LL agreed to follow up with the PCC.</p> <p>It was noted that AM's term of office has expired. The Trustees have been contacted to reappoint AM.</p> <p>It was noted that the skills audit was completed around April last year. It was agreed that there were no changes. It was agreed that a governor with an English focus/knowledge would be beneficial following Tim Knowles' retirement.</p>
<b>Action:</b>	LL to follow up with PCC to appoint HB as a Foundation Governor.

<b>AGENDA ITEM 8</b>	<b>COMMITTEE STRUCTURE &amp; MEMBERSHIP 2024-25</b>
<b>Discussion</b>	<p>The committee structures and membership were agreed as follows:</p> <ol style="list-style-type: none"> <li><b>1. Faith &amp; Ethos</b> There was a discussion around whether to keep this committee now that the School Vision work had been completed. It was agreed to keep the committee with a SIAMS focus. The link for collective worship could also be any member from the Faith &amp; Ethos committee. Members – LL, HB, CB and FM</li> <li><b>2. Pay committee</b> – DR, KOS, HB. It was agreed that the Pay Committee meeting would take place at 4.15pm prior to the next meeting.</li> <li><b>3. Pay appeals committee</b> – LL, GN, PL</li> <li><b>4. Headteacher Performance Management panel</b> – DR, LL, HB, plus an external advisor</li> <li><b>5. Pupil Discipline &amp; Exclusion panel</b></li> <li><b>6. Staff Discipline &amp; Dismissal panel</b></li> <li><b>7. Staff Discipline &amp; Dismissal appeal panel</b></li> <li><b>8. Complaint appeals</b> Each of the above committees will convene panels of governors as and when required.</li> <li><b>9. School collaboration 'committee'</b> – agreed to be non-applicable.</li> <li><b>10. Approval of SIP/External advisor</b> – It was confirmed that Michael Gaskill is the External Advisor from ECM.</li> </ol>

<b>AGENDA ITEM 9</b>	<b>REVIEW &amp; CONFIRM GOVERNOR SUBJECT LINKS &amp; LEAD GOVERNOR ROLES 2024-25</b>
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<b>Discussion:</b>	<p>The following link governors and subject leads were agreed:</p> <p>Lead Governors:</p> <ol style="list-style-type: none"> <li>1. Safeguarding (including Prevent if not a separate role) – <b>DR</b></li> <li>2. Attendance - <b>DR</b></li> <li>3. SEND - <b>DR</b></li> <li>4. Mental health &amp; wellbeing (staff and pupils) - <b>HB</b></li> <li>5. Pupil Premium - <b>DR</b></li> <li>6. Health &amp; Safety - <b>GN</b></li> <li>7. GDPR champion – <b>TBC</b> (AM if reappointed)</li> <li>8. Food *(see item 22) - <b>HB</b></li> <li>9. A particular priority on School Development plan – <b>N/A</b></li> </ol> <p>Subject Link Governors</p> <ol style="list-style-type: none"> <li>1. English link – <b>HB</b></li> <li>2. SMSC/PSHE - <b>HB</b></li> <li>3. Science - <b>KOS</b></li> <li>4. Maths - <b>LL</b></li> <li>5. RE - <b>LL</b></li> <li>6. Music - <b>TBC</b></li> <li>7. ICT – <b>TBC</b> (AM if reappointed)</li> <li>8. Geography/History - <b>HB</b></li> <li>9. EYFS - <b>LL</b></li> <li>10. DT - <b>GN</b></li> <li>11. Art - <b>GN</b></li> <li>12. MFL - <b>PL</b></li> <li>13. PE – <b>CB</b></li> <li>14. Collective Worship – Faith &amp; Ethos committee</li> </ol>
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<b>AGENDA ITEM 10</b>	<b>GOVERNOR TRAINING REQUIRED/ATTENDED</b>
<b>Discussion:</b>	<p><b>Advice for item:</b></p> <p><i>To consider the impact of any governor training in the last academic year and what may be needed in the new academic year. Note any training or CPD undertaken through governors' roles as part of their day job etc can be included. For those using Governor Hub, please record all training under your governor profile.</i></p> <p>It was noted that there should be training with a SIAMS focus. It was suggested that when governors complete training such as SIAMS training that it is fed back to other governors.</p>

<b>AGENDA ITEM 11</b>	<b>GOVERNOR MONITORING REPORTS SINCE LAST MEETING</b>
<b>Discussion:</b>	<p>It was agreed that monitoring visits this year will follow the same forms as previous years. SD noted that everybody will do weekly monitoring and will maintain a weekly log which will feed into the subject leader report and enable governors to see the continual monitoring taking place. Governors can then liaise with SD and the staff member to arrange to meet. It was agreed that the monitoring visits for core subjects should be twice a year and at least once a year for other subject areas.</p>

<b>AGENDA ITEM 12</b>	<b>GOVERNOR SELF EVALUATION &amp; ACTION PLANNING 24-25</b>
<b>Discussion:</b>	<p><b>Advice for item:</b>  <i>To consider the work of the board in light of last year's achievements and challenges.  To consider and agree what the specific priorities for governors this academic year are.</i></p> <p>It was noted that last year's achievements and challenges were the Ofsted inspection. The specific priorities for governors this academic year will be SIAMS. It was noted that the SIAMS inspection won't be this academic year but is likely to be the following one.</p>
<b>AGENDA ITEM 13</b>	<b>CHAIR'S ACTION</b>
<b>Discussion:</b>	There have been no Chair's actions since the last meeting.
<b>AGENDA ITEM 14</b>	<b>OFSTED OUTCOMES</b>
<b>Discussion:</b>	The Ofsted Inspection was confirmed as Outstanding. It was noted that it had been a rigorous process.
<b>AGENDA ITEM 15</b>	<b>ATTENDANCE</b>
<b>Discussion:</b>	<p><b>Advice for item:</b>  <i>The new statutory guidance 'working together to improve school attendance' will be in effect from 19<sup>th</sup> August 2024. It is highly likely that there will soon be a new attendance policy to follow. The main updates are:</i></p> <ul style="list-style-type: none"> <li>• <i>New requirements on keeping and sharing registers</i></li> <li>• <i>New rules around fines for unauthorised absences</i></li> <li>• <i>Clearer expectations for the school's senior attendance champion</i></li> <li>• <i>More detail about supporting pupils with physical or mental ill health</i></li> <li>• <i>Clearer links between improving attendance and wider school culture</i></li> </ul> <p><i>Governors should review/approve the new policy when it is available.</i></p> <p>The new statutory guidance was noted. SD, LL &amp; Jo Tinker have reviewed the updates and will circulate the slides from the training course. It was noted that the new guidance will benefit the school. It was noted that arriving late will also be recorded as an unauthorised absence and will count towards the fine.</p>
<b>AGENDA ITEM 16</b>	<b>DIOCESE UPDATES / SIAMS INSPECTION PREPARATION</b>
<b>Discussion:</b>	It was confirmed that preparations are underway for the SIAMS inspection.
<b>AGENDA ITEM 17</b>	<b>FINANCE UPDATE</b>
<b>Discussion:</b>	<p>It was noted that the finance update would be given at the next meeting following the meeting with the budget officer on 27<sup>th</sup> September.</p> <p>The pupil premium report and sports premium report have been approved by LL and can be ratified.</p>

<b>AGENDA ITEM 18</b>	<b>PREMISES UPDATE (Standing Item)</b>
<b>Discussion:</b>	<p>It was confirmed that the toilet refurbishment was not completed during the summer and is being worked on now. The Reception toilets have been completed. It was confirmed that portable toilets are going to be installed while the remaining toilets are being refurbished.</p> <p>An electricity upgrade is required to the supply coming into the school and a new meter installed. SD and JT have met with the electricity contractor. It was noted that there is some confusion as there are 3 meters in the school, when there should only be 2. SD confirmed that this is being investigated and details of the meters are being supplied to the electricity board.</p> <p><b>Question:</b> KOS asked why the toilets were not completed during the summer as planned? <b>Answer:</b> SD noted that Cassidy &amp; Ashton had not given the proposed start date to the contractor and therefore the work was unable to start until September. Reception was completed as a priority. SD has written to Cassidy &amp; Ashton noting that income was lost during the summer due to the holiday club not being able to run.</p> <p>The drawings have been completed for the s106 funding and planning permission will now be submitted and will include the work required on the roof. SD has stressed that this needs to be completed over the summer holidays.</p>
<b>AGENDA ITEM 19</b>	<b>FOOD STANDARDS *</b>
<b>Discussion:</b>	<p><b>Advice for item:</b> <i>Governing boards are ultimately responsible for making sure the food standards are met, and that your school is creating a culture of healthy eating and supporting pupils to make healthy eating choices.</i></p> <p><b>Monitoring activities</b> <i>As governors, you can:</i></p> <ul style="list-style-type: none"> <li>• <i>Assign oversight of school food to a <a href="#">committee</a> or <a href="#">link governor</a>, as part of your school's wider health and wellbeing strategy</i></li> <li>• <i>Schedule school visits so you can observe how the lunchtime experience contributes to the culture and ethos of your school</i></li> <li>• <i>Have a board member attend <a href="#">School Nutrition Action Group</a> meetings</i></li> <li>• <i>Have your school leaders develop a whole-school food policy which includes a healthy packed lunch, vending and drinks policy</i></li> <li>• <i>Check continuing professional development training is in place for teachers and support staff to support their knowledge of health and wellbeing</i></li> </ul> <p>HB was confirmed earlier in the meeting as the lead governor for food standards.</p>
<b>AGENDA ITEM 20</b>	<b>PROCEDURES / POLICIES FOR REVIEW/APPROVAL</b>
<b>Discussion:</b>	<p>It was confirmed that the Safeguarding Policy has been completed and agreed. The Admissions Policy will be held until the academisation process has been completed. The Pay Policy will be completed by HR once the government agrees the teachers' pay award.</p>



	The Collective Worship Policy has also been agreed and approved. It was noted that AM and FM still need to review Keeping Children Safe in Education for 2024.
<b>RESOLVED</b>	The Safeguarding Policy and Collective Worship Policy have been approved.

<b>AGENDA ITEM 21</b>	<b>SCHOOL VISION (standing item)</b>
<b>Discussion:</b>	It was noted that the School Vision has been completed successfully. The children all understand it and the Vision will now feed into all aspects of school life.

<b>AGENDA ITEM 22</b>	<b>CELEBRATIONS AND SUCCESSES</b>
<b>Discussion:</b>	<p>SD reported that the Minister from Knutsford Methodist Church, Rev Sincere Makunde has visited along with Peter Freeman and their youth worker. There is a plan in place to come in and do 'Open the Book' worship with the school. The youth worker will also come in and work with the Ethos group and help them to plan worship.</p> <p>There have been a lot of calls from parents of pupils in private schools enquiring about places and a number of pupils joining in different year groups. The roll is anticipated to rise to 203 which will help finances.</p>

<b>AGENDA ITEM 23</b>	<b>ANY OTHER BUSINESS &amp; ITEMS FOR NEXT MEETING</b>
<b>Discussion:</b>	<p>The fire report was received on 3<sup>rd</sup> September. It was noted that there had been discussions with the Trustees around moving the bins but had not progressed. The fire report has now stated that the bins should be moved away from the premises and secured to an immovable object within a secure compound. There is a fire risk with the bins in their current location underneath the kitchen window. It was confirmed that LL will contact AM to discuss how to progress. The fire report also recommended that staff undertake refresher training.</p> <p>LL confirmed that a voucher has been sent to Tim Knowles thanking him for his 16 years as a Foundation Governor.</p> <p>It was noted that CB was absent due to a cycle ride he is undertaking for the Joshua Tree Charity from London Zoo to Chester Zoo. It was agreed that the governors will make a donation to the Joshua Tree.</p>
<b>Action:</b>	<ol style="list-style-type: none"> <li>1. LL to contact AM to discuss moving the bins away from the school building.</li> <li>2. LL to contact Jo Tinker to arrange a donation to the Joshua Tree.</li> </ol>

<b>AGENDA ITEM 24</b>	<b>DATE OF NEXT MEETING/S</b>
<b>Discussion:</b>	<p>The meeting dates were agreed as follows:  17<sup>th</sup> October 2024 (Pay committee at 4.15pm)  12<sup>th</sup> December 2024  30<sup>th</sup> January 2025  20<sup>th</sup> March 2025  22<sup>nd</sup> May 2025  10<sup>th</sup> July 2025  All dates Thursday at 4.30pm</p>

