

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

<b>Date</b>	Thursday 30 <sup>th</sup> January 2025 at 4.30pm	
<b>Venue</b>	Lower Peover Primary School	
<b>Attendees:</b>	Louise Lawton (LL) Sharon Dean (SD) David Bradley (DB) Hannah Burgoyne (HB) Graham Norbury (GN) Alun McIntyre (AM) Mark Sales (MS)	Foundation Governor – Chair ASIA Head Teacher Staff Governor Foundation Governor Foundation Governor Co-opted Trustee Parent Governor
<b>Apologies</b>	Craig Blain (CB) Kirsten O’Shea (KOS) Debbie Rutter (DR)	Parent Governor Foundation Governor LA Governor
<b>No response:</b>	Father Murray Aldridge-Collins (FM) Peter Longinotti (PL)	Incumbent Foundation Governor
<b>In attendance</b>	Jo Tinker (JT) Julie White (JW) Jane Fulham (JF)	School Business Manager Governance Clerk Observer – potential S2N 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*

<b>AGENDA ITEM 1</b>	<b>WELCOME, OPENING PRAYER &amp; APOLOGIES FOR ABSENCE</b>
<b>Discussion:</b>	LL opened the meeting at 4.32pm with a prayer and welcomed all to the meeting. JF was welcomed as an observing Clerk. Apologies were received and accepted from Craig Blain, Kirsten O’Shea and Debbie Rutter. No response had been received from Father Murray or Peter Longinotti.
<b>RESOLVED:</b>	That the apologies from Craig Blain, Kirsten O’Shea and Debbie Rutter be accepted.

<b>AGENDA ITEM 2</b>	<b>DECLARATIONS OF INTEREST</b>
<b>Discussion:</b>	There were no declarations of interest noted.

<b>AGENDA ITEM 3</b>	<b>DECLARATION OF ANY OTHER BUSINESS</b>
<b>Discussion:</b>	There were no declarations of any other business.

<b>AGENDA ITEM 4</b>	<b>PART ONE MINUTES OF THE LAST MEETING 12<sup>th</sup> DECEMBER 2024</b>
<b>Discussion:</b>	The Part 1 minutes of the meeting on 12 <sup>th</sup> December were received- <a href="#">12.12.24</a> . AM proposed the minutes be approved as a true and accurate record of the meeting and DB seconded.
<b>RESOLVED:</b>	That the minutes from the meeting on 12 <sup>th</sup> December 2024 be accepted as a true and accurate record of the meeting.

AGENDA ITEM 5	MATTERS ARISING
	<p>The matters arising from the previous meeting were discussed:</p> <ul style="list-style-type: none"> <li>- <i>Update on toilet refurbishment.</i> LL wrote to Richard Jones at the Diocese. There was then a meeting with the consultants Cassidy and Ashton, represented by Dave Owen and Paul Burrows and the contractors Cunningham Brown. They carried out a walk round the School with Andy, the Site Manager and agreed a snagging list. They came in on Saturday 18<sup>th</sup> January and have completed everything except the electrics and replacing the toilet seats as there appears to be a manufacturing issue with the toilet seats. It has been agreed that Andy will unlock the school for one day during half term for the work to be completed.</li> <li>- <i>Agenda Item 13: AM to update on discussions with the Parish Council regarding the Old School Yard.</i> There has been no update on discussions regarding the Old School Yard. AM will follow up and report back at the next meeting.</li> <li>- <i>Agenda Item 14: LL to write to Cheshire East regarding the resurfacing repairs required on the loop</i> LL has written to Cheshire East regarding the resurfacing repairs required to the loop. Anthony Harrison, the local councillor, has been very supportive. He brought a group of people to inspect the loop, but they said they didn't own it. SD has sent Cheshire East a copy of the title deeds showing that they do own it. It has been noted that it is a health and safety risk and needs to be dealt with. It was noted that the house at the bottom of The Cobbles has been sold and may be redeveloped. It is hoped that there will be no impact on the school in terms of works traffic.</li> <li>- <i>Impact of Governors' discussions from previous meetings and any outcomes to report.</i> There was nothing further noted.</li> </ul>
<b>Action:</b>	AM to update on discussions with the Parish Council regarding the Old School Yard.

AGENDA ITEM 6	GOVERNING BODY MEMBERSHIP & DIVERSITY
<b>Discussion:</b>	<p>It was noted that PL's terms of office ends on 31 May 2025. LL confirmed that PL has agreed to stand for re-election. LL has e-mailed the PCC and noted that it will be included on the agenda for the meeting on 19<sup>th</sup> February.</p> <p>LL noted that KOS is stepping back temporarily as Vice Chair, member of the Policy Committee and Science Link Governor due to family commitments. HB has agreed to act temporarily as Vice Chair and join the Policy Committee. All governors approved the appointments on a temporary basis.</p> <p>MS has agreed to act as temporary Science Link Governor. All governors agreed to MS acting as Science Link Governor.</p>
<b>RESOLVED:</b>	<p>That HB is appointed as temporary Vice Chair and member of the Policy Committee. That MS is appointed as temporary Science Link Governor.</p>

<b>AGENDA ITEM 7</b>	<b>GOVERNOR TRAINING REQUIRED/ATTENDED</b>
<b>Discussion:</b>	There was no training noted since the last meeting.

<b>AGENDA ITEM 8</b>	<b>GOVERNOR MONITORING REPORTS SINCE LAST MEETING</b>
<b>Discussion:</b>	<p>CB has uploaded his PE visit report to GovernorHub.</p> <p>LL asked Link Governors to arrange visits with their subject leads. SD referred to the monitoring reports prepared by staff. These will be continued, however, they will not be uploaded before each FGB meeting. It is proposed that when the Link Governor meetings take place, the teachers will bring their monitoring reports to discuss the data and governors can then feedback at the next meeting. SD has blocked out time to give staff 2-3 hours at t time to complete effectively. JT will e-mail and upload the dates to GovernorHub to make governors aware of when the monitoring is taking place. (Note: the monitoring timetable is here - <a href="#">Subject leader &amp; SLT Monitoring Schedule 24-25</a>)</p> <p>It was noted that LL and HB will trial the monitoring and learning walk pro-forma forms sent by JW. JW agreed to send a template for a more general record of visit.</p>
<b>Action:</b>	Governors to review monitoring dates and set up meetings for their link subjects.

<b>AGENDA ITEM 9</b>	<b>CHAIR'S ACTION</b>
<b>Discussion:</b>	There were no further Chair's actions to note.

<b>AGENDA ITEM 10</b>	<b>CURRICULUM PLANS FOR THE TERM</b>
<b>Discussion:</b>	In addition to the monitoring reports already noted, SD reported that some time has been blocked out for Mr Goodwin, English Lead to speak to Miss Moores, the history and geography lead to look at refining the history and geography curriculum.

<b>AGENDA ITEM 11</b>	<b>SEND UPDATE</b>
<b>Discussion:</b>	<p>DB's report had been uploaded to GovernorHub for review prior to the meeting.</p> <p><b>Question:</b> HB noted that in attainment, the percentage of children who are below seems to fluctuate. Is there a reason for this fluctuation?</p> <p><b>Answer:</b> DB confirmed that attainment tends to drop to begin with, but it all depends on the children on the report. DB noted that the focus is more on progress rather than attainment. Attainment will also be lower at the start of the year.</p>

<b>AGENDA ITEM 12</b>	<b>ACADEMISATION (Standing Item)</b>
<b>Discussion:</b>	<p>The academisation process was confirmed as ongoing. LL and SD attended the Vision meeting on 16<sup>th</sup> January at Church House with all the Heads. SD, the Diocese, the Head of Davenham and the Head of St Bridget's will be leading on the Vision.</p> <p>The parent meeting went well. 14 parents attended and asked some challenging questions. The questions which SD didn't know the answers to were sent to the Diocese. One parent asked about the composition of the Trust Board and the Scheme of Delegation. It was confirmed that the Scheme of Delegation has been sent to her.</p> <p>The Trust has collated all the staff questions and responses.</p> <p><b>Question:</b> HB asked if there will be one Vision for all the schools but then one for each school?</p> <p><b>Answer:</b> It was confirmed there will be an overarching Vision for the Trust and each school</p>

	will have their individual Vision.
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AGENDA ITEM 13	FINANCE UPDATE
<b>Discussion:</b>	<p>JT's Finance summary was uploaded to GovernorHub for review prior to the meeting - <a href="#">Finance Summary Report</a>. Points to confirm include:</p> <ul style="list-style-type: none"> <li>- The final budget has not been set as the Government have not confirmed the Employers' National Insurance contributions or the delegated block funding. The latest figures are as set out in the report. There have been discussions around affordability of a new TA/HLTA but the decision has been made to move forward with this.</li> <li>- The Budget Officer has confirmed that the important figure for conversion is the projected carry forward which needs to be zero or above.</li> <li>- SD confirmed that on academisation, the school retains the Governors' Current Account.</li> <li>- JT reported that the school is promoting the February half term holiday club. If a club is not run each holiday, the loss will be £2640, it is therefore beneficial to run the holiday clubs.</li> <li>- Pupil numbers are currently 210 and will be 211 after half term. SD noted it is the highest ever number on roll.</li> </ul> <p><b>Question:</b> AM asked if there is scope for enhanced community use of the revamped hall in future to increase lettings subject to suitable security arrangements being made?  <b>Answer:</b> It was agreed that this could be considered further. The hall is being used for wraparound and holiday clubs. It was agreed to review the lettings policy at the next meeting to agree terms and prices from September.</p> <ul style="list-style-type: none"> <li>- The SFVS will be reviewed on 4<sup>th</sup> March and brought to the next meeting on 20<sup>th</sup> March for approval.</li> </ul>

AGENDA ITEM 14	PREMISES UPDATE (Standing Item)
<b>Discussion:</b>	<p>The Premises Report was uploaded to GovernorHub for review prior to the meeting. <a href="#">Site Manager report</a>.</p> <p>JT confirmed that a meeting had taken place with the current waste management company, Suez, regarding the new bin requirements. Gaskells had also been contacted but have not responded. The procedures in school will need to change in the way recycling is separated. JT will liaise with AM on the sizes of the bins to finalise the new bin storage location. The new bins and waste contract come into effect on 1<sup>st</sup> April 2025.</p>

AGENDA ITEM 15	HEALTH & SAFETY (Standing Item)
<b>Discussion:</b>	It was confirmed there were no reported allergen incidents and no health and safety matters to report..

AGENDA ITEM 16	PUPIL & STAFF WELLBEING
<b>Discussion:</b>	<p><i>Advice for Item:</i></p> <p><i>Mental health and wellbeing in the education sector is generally poor and is continuing to decline – as shown in Education Support's <a href="#">teacher wellbeing index</a>.</i></p> <p><i>As a board, ask yourself the following questions:</i></p> <ul style="list-style-type: none"> <li>• <i>How are we supporting the wellbeing of our <u>headteachers</u>? How do we know if they're coping with their workload and achieving a healthy work-life balance?</i></li> <li>• <i>What is being done to improve wellbeing for different groups, such as headteachers,</i></li> </ul>

	<p><i>senior leaders, staff and pupils?</i></p> <ul style="list-style-type: none"> <li>• <i>Does the board have action plans to improve wellbeing?</i></li> <li>• <i>What's the intended impact of these initiatives? How does the board know whether they're working?</i></li> <li>• <i>Do senior leaders survey staff to understand their needs? For example, using a <u>wellbeing questionnaire</u></i></li> <li>• <i>Does our board vision include a commitment to improving mental health and wellbeing? If not, should we review the vision together with senior leaders?</i></li> </ul> <ul style="list-style-type: none"> <li>- SD reported that mental health week will take place in the week commencing 3<sup>rd</sup> February. Mrs Slater will lead the Collective Worship on the Monday as Mental Health Lead. Activities are planned throughout the week culminating in a flash mob dance on Friday.</li> <li>- The Ethos and Junior Safety Officer groups have merged as there were overlaps. The groups will be going into the village with the PCSO this week to litter pick. The group will also be going in to clean the church in liaison with Norman Withenshaw. It is planned that the Year 6 group members will present the community work at the council chambers with the other local schools.</li> <li>- Wellbeing Fridays are continuing for staff wellbeing.</li> <li>- A new format is being proposed for parents' evenings to extract the information from Insight, which should cut down the time taken for report writing. The reports can then focus on pupil development instead. SD will share the format at the next meeting.</li> <li>- SD confirmed that LL and the governors support her own wellbeing.</li> </ul>
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AGENDA ITEM 17	ADMISSIONS ARRANGEMENTS FOR VA AND FOUNDATION SCHOOLS ONLY
<b>Discussion:</b>	<p><i>Advice for item:</i> <i>If you're a governor of a <b>voluntary aided</b> or <b>foundation</b> school, your board is responsible for determining your school's admission arrangements.</i></p> <p><i>Even if the arrangements haven't changed and you didn't need to consult on them, you still need to formally agree them each year.</i></p> <p><i>Key deadlines you need to be aware of:</i></p> <ul style="list-style-type: none"> <li>• <b>28 February 2025:</b> <i>to determine your admission arrangements for admission in September 2025</i></li> <li>• <b>28 February 2025:</b> <i>to publish your appeals timetable for admissions in September 2024</i></li> <li>• <b>15 March 2025:</b> <i>to send a copy of your admission arrangements for 2025 to your LA</i></li> <li>• <b>15 March 2025:</b> <i>to publish the arrangements on your school website</i></li> </ul> <p><i>You must also notify certain parties – see <u>this article</u> for who to inform and when.</i></p> <p><i>If you're a governor of a <b>community</b> or <b>voluntary controlled</b> school, your LA will determine your admission arrangements (unless it's delegated the responsibility to your board, in which case follow the deadlines above). If your LA determines your arrangements, make sure your school website includes a statement directing parents to contact the LA to find out about them. These dates come from the <u>School Admissions Code</u> (please note that the code doesn't apply to maintained special schools).</i></p> <p>SD confirmed that the Admissions Policy needs to be reviewed. Governors were asked to review the Admissions Policy, and in particular the admissions criteria, before the next meeting as there are too many currently included. More information will be provided by SD around the Faith</p>

	<p>criteria. It was noted that the Admissions Policy will need to go out for consultation in Autumn 2025.</p> <p>It was confirmed that the 2025 Admissions Policy has been included on the website and has gone to the LA and the DBE.</p>
<b>Action:</b>	Governors to review the admissions criteria before the next meeting to consider how the number of criteria can be reduced.

<b>AGENDA ITEM 18</b>	<b>SCHOOL WEBSITE COMPLIANCY</b>
<b>Discussion:</b>	SD confirmed that the website is compliant. SD will circulate the compliance checklist for governors to review the website. HB agreed to carry out the review.
<b>Action:</b>	HB to review the website following the compliancy checklist.

<b>AGENDA ITEM 19</b>	<b>PROCEDURES / POLICIES FOR REVIEW/APPROVAL</b>
<b>Discussion:</b>	<p>The following policies have been agreed by the Policy Committee and will be circulated to all governors to note:</p> <ul style="list-style-type: none"> <li>SEND</li> <li>Social Media</li> <li>Shared Parent Responsibility</li> <li>Photographs and Images</li> <li>Data Protection</li> <li>Anti-bullying</li> <li>Allegations of Abuse Against Staff</li> <li>Transition</li> <li>Administering Medication</li> </ul> <p>JT will upload the new policies on the website.</p>

<b>AGENDA ITEM 20</b>	<b>TRUSTEE REPORT (standing item)</b>
<b>Discussion</b>	<p>AM reported that there was not a lot to report other than that there had been a couple of maintenance issues with the School House which have been dealt with.</p> <p>The Trustees have a meeting on 11<sup>th</sup> March and AM invited any issues to be raised or discussed to be forwarded to him.</p>

<b>AGENDA ITEM 21</b>	<b>SCHOOL VISION (standing item)</b>
<b>Discussion:</b>	The Vision is ongoing and being embedded in everything that is done in school. The windows, mirror, door concept is being introduced. DB will now lead on the Relationships and Behaviour Policy and this will be underpinned by the School Vision.

<b>AGENDA ITEM 22</b>	<b>CELEBRATIONS AND SUCCESSES</b>
<b>Discussion</b>	SD noted some staff matters which have been recorded in Part 2.



<b>AGENDA ITEM 23</b>	<b>ANY OTHER BUSINESS &amp; ITEMS FOR NEXT MEETING</b>
<b>Discussion:</b>	It was noted that the Lettings Policy will be reviewed at the next meeting.
<b>AGENDA ITEM 24</b>	<b>DATE OF NEXT MEETING/S</b>
	The next meeting is 20 <sup>th</sup> March 2025 at 4.30pm

Part 1 of the meeting ended at 5.30pm.