

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

Date	Thursday 14 TH September 2023 at 4.30pm	
Venue	Lower Peover Primary School	
Attendees expected	Louise Lawton (LL) Kirsten O'Shea (KO'S) Sharon Dean AISA (SD) Peter Longinotti (PL) David Bradley(DB) Hannah Burgoyne (HB) Debbie Rutter (DR) Graham Norbury (GN) Father Murray Aldridge-Collins (FM)	Foundation Governor – Chair Foundation Governor – Vice Chair AISA Head Teacher Foundation Governor Staff Governor Parent Governor LA Governor Foundation Governor Incumbent
Apologies	Alun McIntyre(AM) Tim Knowles (TK) Jo Tinker	Co-opted Trustee Foundation Governor SBM (Finance)
In attendance	Jason Haslam (JH) Annie 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***

Documents sent ahead of the meeting or tabled:

- Head Teachers report
- Pupil Premium Strategy – already agreed by email.
- Sports Premium – already agreed by email.
- KCSIE Part 1 – and needs reading on School Bus Collective worship policy.
- Anti-bullying policy (and on school bus)
- Safeguarding policy (this also needs agreeing on school bus)
- Admissions policy for 2025-2026 – unchanged from last 2 years (and on school bus)
- Monitoring schedule for Autumn term so governors can arrange their visits.
- Performance data for July 2023 (under data)
- School Impact Plan – updated 04/09/2023.
- Self-evaluation summary – updated 04/09/2023.
- MIFP document

'Whatever you do, work at it with all your heart, as working for the Lord' Colossians 3:23

The meeting met its quorum.

AGENDA ITEM 1	WELCOME & APOLOGIES FOR ABSENCE (opening prayer for faith Schools)
Discussion:	The meeting opened with a prayer. Apologies were received from Alun McIntyre and Tim Knowles
Action:	That the apologies be noted and accepted

AGENDA ITEM 2	APPOINTMENT OF CLERK FOR 2023-24 (STATUTORY)
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Discussion:	The appointment of the clerk was discussed.
Resolved:	Approved: That the Second2None Clerk, Annie White be reappointed

AGENDA ITEM 3	APPOINTMENT OF CHAIR & VICE CHAIR FOR 2023-24 (STATUTORY)
Discussion:	The appointment of the Chair, Louise Lawton was discussed. The appointment of Vice Chair, Kirsten O'Shea was discussed.
Resolved:	The governors voted to re-elect both Louise Lawton as Chair and Kirsten O'Shea as Vice Chair.

AGENDA ITEM 4	ANNUAL DECLARATIONS
Discussion:	<ol style="list-style-type: none"> Governors were advised to read, complete, and sign the declaration statement in relation to the following: <ul style="list-style-type: none"> Declaration of pecuniary, personal, educational interests. Code of Conduct Confirmation of eligibility <p>Governors were advised to complete these documents on GovernorHub, through their governors' profile and under the heading of 'Declarations of Interest'. The Governors Hub portal enables the school to dispense with hard copies and produces a current record of compliance.</p> <ol style="list-style-type: none"> The Governors details were confirmed as all correct on the GIAS form. All Governors should check with School they have all had an enhanced DBS check.
Action:	All governors to update/check their declarations on GovernorHub
Action:	Any governors to ensure they have a current DBS check
Resolved:	All governor's information was confirmed as accurate and correct on GIAS

AGENDA ITEM 5	PART ONE MINUTES OF THE LAST MEETING (Thursday 29th June 2023)
Discussion:	The minutes of the FGB meeting of the 29 th June 2023 were proposed by SD and seconded by KO'S
Resolved:	That the minutes of the meeting of the 29th June 2023 be approved as an accurate and correct record of the meeting.

AGENDA ITEM 6	MATTERS ARISING
Discussion:	<p>Item 6: The parent governor vacancy papers to be prepared and position advertised (in progress and is being advertised this week)</p> <p>Item 12: Lock for the fridge housing the medicines in the staff room (in progress – ordered today)</p> <p>The Pavement ownership – Cheshire East own the pavement which is cracking and will send someone out who will submit a report – (in progress – awaiting report)</p> <p>Item 12: Tree safety – Norman has had a conversation with Andy Williamson regarding the Health and Safety of the tree. The conclusion is that the tree must be removed as it is considered dangerous - (in progress - Norman will now action this)</p>
Action:	Carried forward: It was noted that all outstanding matters arising have been progressed

AGENDA ITEM 7	GOVERNING BODY MEMBERSHIP 2023-24
Discussion:	<ul style="list-style-type: none"> • Parent Governor vacancy to be advertised. • Skills audit has been completed.
Resolved:	Skills audit completed
Action:	Carried forward: that the recruitment of a Parent Governor would be progressed in a timely manner

AGENDA ITEM 8	COMMITTEE STRUCTURE & MEMBERSHIP 2023-24
	<p>The Governors discussed the committee structure and agreed the following membership:</p> <p>1. Faith & Ethos Committee The Faith & Ethos Committee was discussed as to the merit of forming this committee and creating it around collective worship and whether it was better picked up as a link governor rather than an additional group. Q. FM shared that in a previous school the Faith & Ethos committee focus had been on the spirituality of the children and its aim was to encourage spiritual growth and support the staff. It was also felt that this would fit in well with the science role and personal development role. Agreed -The Faith & Ethos Committee was agreed and the forming of the committee approved (committee members FM, HB and LL)</p> <p>2. Pay Committee – 3 non-staff governors. The objective of the Pay Committee is that once appraisals had been completed and approved by SD it is then passed to the pay committee with the relevant recommendations and paperwork outlining the rationale for the pay increase/promotion. The Pay Policy has been received from HR and has been finalised. Agreed -The Pay Committee was agreed (committee members TK, DR and GN)</p> <p>3. Pay Appeals Committee – 3 non-staff governors. Agreed: The Pay Appeals Committee was agreed (committee members LL, PL and KO'S)</p> <p>4. Headteacher Performance Management Panel – 3 governors plus external advisor. Agreed: Headteachers Performance Management Panel was agreed (panel members DR, LL and TK)</p> <p>5. Pupil Discipline & Exclusion Panel 6. Staff Discipline & Dismissal Panel – 3 non staff, trained and eligible governors. 7. Staff Discipline & Dismissal Appeal Panel - 3 non staff, trained and eligible governors. 8. Complaint Appeals – 3 non staff trained and eligible governors. Resolved: The Governors discussed the Pupil Discipline & Exclusion Panel, the Staff Discipline & Dismissal Panel, the Appeal Panel and the Complaints Appeals and it was felt that these committees were best formed when necessary.</p> <p>9. Approval of SIP/External advisor The governors discussed the appointment of an external adviser and although Julie Downing had been appointed and had worked well, Michael Gaskell from ECM had been appointed last year. In addition, he has conducted the Headteachers appraisal and has in depth knowledge of the school and has been involved in in depth teaching and learning reviews. Agreed: Michael Gaskell was approved as the External adviser</p> <p>The Committees will report into the new flat structure of the FGB so Chairs and Vice chairs would not be appointed at this stage.</p>
Resolved:	It was noted that all committees and members were agreed.

AGENDA ITEM 9	REVIEW & CONFIRM GOVERNOR SUBJECT LINKS & LEAD GOVERNOR ROLES 2023-24
Discussion:	<p>Governors agreed which Lead and Link Governors they wanted to have in addition to the statutory roles:</p> <p>Lead governors:</p> <ol style="list-style-type: none"> 1. Child Protection/Safeguarding (including Prevent if not a separate role) – statutory. (DR) 2. SEND – statutory. (DR) 3. Mental health & wellbeing (staff and pupils) (DR) 4. Pupil Premium (DR) 5. Health & Safety (GN) 6. GDPR champion (AM) 7. Social, emotional and Well-being (DR) <p>Subject Link governors:</p> <ol style="list-style-type: none"> 1. English link (TK) 2. PD (name changed from SMSC/PSHE) (HB) 3. Science (KO'S) 4. Maths (LL) 5. RE (LL) 6. Music (TK) 7. ICT (AM) 8. Geography/History (HB) 9. EYFS (LL) 10. DT (GK) 11. Art (GN) 12. MFL (PL) 13. PE (KO'S)
Resolved:	It was noted that all Lead and Link governors were agreed

AGENDA ITEM 10	GOVERNOR TRAINING REQUIRED/ATTENDED
	<p>The following training has been planned or undertaken:</p> <p>HB has some planned courses.</p> <p>FM has planned the following courses:</p> <ul style="list-style-type: none"> • RE in Church Schools • SIAMS for Governors • Preparing for Ofsted • Being a governor <p>SD mentioned that a new Safeguarding training came through from Gillian Keagan and although it had been booked up quickly some additional webinars had been added - SD would be attending. SD advised that everyone needed to have read the following:</p> <ul style="list-style-type: none"> • Keeping Children Safe in Education (KCSIE) • Safeguarding Policy <p>SD also advised that Filtering and Monitoring had been mentioned in her ASIA meeting and it is the latest thing that Ofsted will discuss especially around monitoring and filtering with online incidents within school. It is also about the school being clear as to what actions to take if something happens, and when it should be locked down, without frightening the children. The LA have asked that all schools revisit their lock down procedures and practice them. The new online safeguarding Policy from the DfE will be presented at the next meeting. In the past the school had bought into a system called 'Securus', which would send an email alert on</p>

	anything suspicious - Steve will be implementing Securus for the school again, in addition to the firewall. DR has printed off some information off the school bus that can be discussed with SD.
Resolved:	That all governors training schedules be noted
Action:	Please record all training under your governor profile on Governors Hub.

AGENDA ITEM 11	GOVERNOR MONITORING REPORTS SINCE LAST MEETING (LL)
Discussion:	GN to upload his last report onto Gov Hub. The Monitoring schedule is on Gov Hub. All governors have a schedule and can co-ordinate the timing of these visits.
Action:	Governors to upload any reports including book looks on Gov Hub

AGENDA ITEM 12	GOVERNOR SELF EVALUATION & ACTION PLANNING 23-24 (LL&KO)
Discussion:	Governors' self-evaluation and action planning to be discussed between LL and KO'S and presented at the next meeting
Action:	It was noted that the Governor Self-evaluation and action planning would be carried forward to the next meeting in October 2023

AGENDA ITEM 13	CHAIR'S ACTION
Resolved:	It was noted that there was no Chair action to be reported at this meeting.

AGENDA ITEM 14	COMMITTEE MINUTES
Discussion:	<ul style="list-style-type: none"> • Full Governing Board Committee (as here) • Pay committee (Committee meeting not yet held) • Faith & Ethos Committee (Agreed)
Resolved:	That the committee minutes update be noted

AGENDA ITEM 15	HEADTEACHER'S REPORT
Discussion:	<p>Headteachers report submitted ahead of the meeting on Gov Hub SD shared with governors the news that a local school had been closing so there had been an influx of requests for places which were then secured. However, many of these allocated places were secured as reserve places unbeknown to the school which resulted in some 'no-shows' on the first day of school. Because the children didn't attend, the school had to investigate and find these children as they immediately became children missing in education. A good deal of time was spend trying to allocate these children with the office trying to track them down - if the school had known that they never intended to attend many of these unused places could have been allotted to other children.</p> <p>Q. Has this affected the numbers in reception? A. Yes, normally there would be 30 but there are 25 but there is a new person from Australia starting in Y1.</p> <p>The budget is for 207 children, but because of the issue the number dropped to196 but it now up to 198, which is still 7 children short of budget at a cost of circa 28k. The website reflects that there are places available.</p> <p>Attendance</p>

	<p>This was discussed at the last meeting and there is a child that is being monitored in Y5. They are on notice for any unauthorised absence but have already had 3 unauthorised absences noted.</p> <p>Q. Has the earlier start time made any difference? Y. It has been chaotic with the change, but the doors open at 8:20 and registration is 8:50. SD highlighted that Staff had gone above and beyond working around these new times and as a thank you, staff can have a Friday afternoon off every term. There is an Inset day planned in December to do monitoring and evaluation, but the staff will get a Christmas shopping Day.</p> <p>The staff are very appreciative. HB -The feedback from parents is very positive and it is better that the school is open earlier.</p> <p>Premises</p> <ul style="list-style-type: none"> • There were no formal complaints received last year. • The spiritual garden has been created and completed by James Nixon (whose son is in reception) and Andy is completing the planters. It was agreed that it should be opened with a blessing from FM. <p>Data breaches There were no data breaches last year. Everyone has completed their paediatric first aid.</p> <p>There is a problem with the end of the school day primarily on a Friday which is mayhem, so the plan is for Premier to start a sports day on a Friday. Parents have been messaged and to date there have been 50 responses. However, there will be a requirement to use the field which will become a problem in the winter. JT has sourced a system that can be pushed down on top of the grass, which makes the ground more stable and will cost around £3.5k. SD asked governors if there were any other suggestions, as a solution? It was suggested that the field could be purchased from Halmans It was also suggested that the triangle by the Bells could be used for the plastic grid system, which may be an additional benefit to them.</p>
Resolved:	That the Head teachers update be noted
Action:	JT to look into the costs and amount of material that would be needed to provide extra parking on the school field.

AGENDA ITEM 16	SCHOOL DATA 2023
Discussion:	<p>All school data has been uploaded to GovernorHub. The overview is that the school was well above in all parameters against the national average apart from greater depth in Y2 maths and JH will be well versed in the reasoning behind this. Ofsted will be publishing the results from last summer and adopting a league table, which will compare results back to 2019.</p>

AGENDA ITEM 17	SCHOOL DEVELOPMENT PLAN 2023-24 FOR APPROVAL
	<p>The school development plan has been shared prior to the meeting on GovernorHub. SD shared with governors the priority headlines which included:</p> <ul style="list-style-type: none"> • Spelling – embedding a ‘whole school’ approach and have brought in pathways to spell. • Mental Maths – approaching the mental maths strategies and fluency, which allows children not to be over reliant on written methods. • Science – consistent approach and teaching investigative skills, which is progressive

	<p>throughout the school. DM leads on this, but JH is support. The school is applying for the Primary Science Quality mark this year. The intent to raise the aspirational vision.</p> <ul style="list-style-type: none"> • Leadership and management – to empower future subject leaders. • Revisit the school vision with all stakeholders to ensure that it is rooted in the school's foundation. • Theology – the base of the school's foundation • Behaviour and Attitudes – focussing on attendance and punctuality and a happy environment where children are resilient. • Personal development – Developing sets of experiences with more activities this year, including interfaith groups, class trips, scientists extracting DNA out of strawberries. <p>The key message is not about putting something new in place but by investing in what the school has already achieved, through the data and monitoring reports and Ofsted research papers etc.</p>
Resolved:	That the School Development plan be noted and agreed by governors – approved

AGENDA ITEM 18	SCHOOL SELF EVALUATION FORM FOR REVIEW
Discussion:	<p>The self-evaluation summary outlines the schools' characteristics and the school's improvement priorities from last year which dovetails into the action plan. SD, DB, JH and JT have examined a document examining every good grade descriptor in the Ofsted schedule, and every outstanding criterion in order for the school to be fully prepared to get an 'outstanding' report.</p> <p>Ofsted To achieve 'good', 2/3 must be good or all 3 must be good. To achieve outstanding every single element must be good plus the outstanding ones.</p> <p>There is a teaching and learning review in November. The appraisal date for the Head Teacher is 10/10/23</p>
Resolved:	That the school self-evaluation be noted
Action:	Self-evaluation summary must be read by governors

AGENDA ITEM 19	DIOCESE UPDATES / SIAMS INSPECTION PREPARATION
Resolved:	It was noted that there were no updates to report

AGENDA ITEM 20	FOOD STANDARDS *
Discussion:	Governors to have lunch at the canteen and to ensure that standards are achieved. Eat with your child programme is planned.
Resolved:	That the responsibilities for food standards be noted

AGENDA ITEM 21	PROCEDURES / POLICIES FOR REVIEW/APPROVAL
Discussion:	<p>All documents were uploaded to Gov Hub prior to the meeting.</p> <ul style="list-style-type: none"> • Pupil Premium strategy • Sports Premium Strategy • Collective Worship Strategy • Anti-bullying policy • Gifts and Hospitality - Anti Fraud • Safeguarding policy

	<ul style="list-style-type: none"> • Admissions arrangements • Art Policy • Manual of Internal Financial Procedures
Resolved:	It was noted that all policies listed were agreed by the governors – approved

AGENDA ITEM 22	ACADEMIES
Discussion:	The governors had previously reviewed this option and felt that it was not appropriate for them at this time.
Resolved:	That the matter be noted.

AGENDA ITEM 23	ANY OTHER BUSINESS & ITEMS FOR NEXT MEETING
	<ul style="list-style-type: none"> • SD updated governors on the ASIA work, which was expected to be very limited this year. The budget was originally planned for £4k but the revenue has exceeded £5.5k already. • Insurance – Governors have previously paid for the insurance, but it didn't get paid last year because of the loss incurred from premier education. However, the governors account currently has £6381.08 so a transfer of £1k for this year's insurance (2024) and £1k for last year (2023) was requested.
Resolved:	That the AOB matters be noted.
Resolved:	Transferring of £2k from the governors account to pay for the insurance – agreed and approved

AGENDA ITEM 24	DATE OF NEXT MEETING/S
	<p>Please refer to the meeting schedule circulated with the papers for all dates for the academic year.</p> <ul style="list-style-type: none"> • 19th October 2023 @ 4.30pm • 14th December 2023 @ 4.30pm • 15th February 2024 @ 4.30pm • 21st March 2024 @ 4.30pm • 23rd May 2024 @ 4.30pm • 18th July 2024 @ 4.30pm <p>Action: Agree date for Headteacher's performance management.</p>

AGENDA ITEM 25	CONFIDENTIAL MATTERS
	<p>To receive/discuss any confidential matters.</p> <ul style="list-style-type: none"> • Staffing update

Meeting closed at 6:30pm