



**Part 1 Minutes of the Meeting of the
FULL GOVERNING BODY
of Lower Peover C of E Primary School**

Date:	Thursday 29 th June 2023 at 4.30pm.	
Venue:	Lower Peover Primary School	
Present:	Louise Lawton (LL) Kirsten O'Shea (KO'S) Sharon Dean (SD) Alun McIntyre (IM) Peter Longinotti (PL) David Bradley (DB) Jason Haslam (JH) Hannah Burgoyne (HB) Debbie Rutter (DR) Tim Knowles (TK) Graham Norbury (GN)	Foundation Governor- Chair Parent Governor – Vice Chair AISA Head Teacher Co-opted Trustee Foundation Governor Staff Governor Deputy Head Teacher Parent Governor LA Governor Foundation Governor Foundation Governor
Apologies:	Father Murray Aldridge-Collins (FM)	Incumbent
Absent:	None	
In Attendance:	Jo Tinker Annie White	SBM (Finance) S2N Clerk

Documents sent ahead of the meeting or tabled:

- **Minutes of the last meeting (GH)**
- **Minutes of the FBS part 1&2 meeting (GH)**
- **Minutes of the CICC meeting (GH)**
- **Budget papers2023/24 (GH ref Finance summary)**
- **School fund (GH)**
- **Headteachers report (GH ref CICC for May 2023)**
- **School Development Plan**
- **Subject leaders' reports (GH ref CICC for May 2023)**
 1. **English**
 2. **Maths**
 3. **Science**
 4. **PE**
 5. **RE**
 6. **EYFS**
- **SEND report (GH ref CICC for 17.05.23)**
- **Health and Safety/Hygiene audit report (GH ref CICC for 17.05.23)**
- **Staff survey (GH ref May 2023)**
- **SES report (GH red School impact plan)**
- **Site managers' report (GH)**
- **Proposed meeting dates 2023/24**

Part 1 Minutes of the meeting of the
FGB of Lower Peover CofE Primary School
Held on Thursday 29th June 2023

Signed by: _____ (Chair) Date: _____

The meeting met its quorum.

Decisions, actions, and areas of challenge during discussions indicated in bold text.

'Whatever you do, work at it with all your heart, as working with the Lord' Colossians 3.23'.

Agenda item 1	INTRODUCTIONS AND APOLOGIES FOR ABSENCE
Discussion:	The meeting opened with a prayer. Apologies were received from Father Murray.
Resolved:	That the apologies be accepted.
Agenda item 2	DECLARATION OF PECUNIARY, PERSONAL OR EDUCATIONAL INTEREST
Discussion:	None declared
Agenda item 3	DECLARATION OF ANY OTHER BUSINESS
Discussion:	Car Park refurbishment Solar Panels Tree Survey

Agenda item 11 was discussed at this point.

Agenda item 4	PART ONE OF THE LAST MINUTES OF THE FBS MEETING of the 10th February 2023 and the CICC MEETING of the 17th May 2023 (ref Governors Hub)
Discussion:	The minutes of the FBS meetings of the 10 th February 2023 (proposed by AM and seconded by DR) The minutes of the FGB meeting of the 2 nd March 2023 (proposed by DB and seconded by DR) The minutes of the CICC meeting of the 17 th May 2023 proposed by KO'S and seconded by SD. All minutes had been circulated to Governors prior to the meeting.
Resolved:	That the minutes of the meetings of the 10th February 2023(FBS), the 2nd March 2023 (FGB) and the 17th May 2023(CICC) be approved as correct records.

Agenda item 5	MATTERS ARISING
Discussion:	CICC curriculum <ul style="list-style-type: none">• There was a question as to how PE would continue - it will continue the same as Holmes Chapel FGB <ul style="list-style-type: none">• Ofsted questions to be shared with subject leaders – the questions have been shared and a document created. FBS <ul style="list-style-type: none">• Online banking - resolved.• Health and Safety report relocating bins and the lorry access – carried forward.• Pavement ownership – Carried forward.• Fencing repairs– resolved.• Toilets and Buildings – to be covered in the meeting.• Work on the roof above the reception office - carried forward.• Internal doors – resolved.
Resolved:	That the updates be noted

Agenda item 6	BOARD GOVERNANCE
Discussion:	<u>Membership and Vacancies:</u> <ul style="list-style-type: none">• Foundation Governor to be elected in July (Kirsten O'Shea)

	<ul style="list-style-type: none"> • Parent governor to be advertised. <p>Governor Training and visits</p> <ul style="list-style-type: none"> • TK completed an English class for reading with Jason and Mrs Slater (who was fantastic in dealing with children) • Hannah completed History with Mrs Moores and a cultural and social Learning walk with 2 x Y6, plus a pupil voice with Y5 covering British and Christian values and will be covering Geography next week. <p>Governor Diversity Questionnaire</p> <p>The governors were thanked for returning the questionnaires. Although there is no ethnic minority on the board which is reflective of the area, there is a good cross section of age and experience. The results of the questionnaire are on the website.</p> <p><u>SFVS</u></p> <p>This has been completed and submitted.</p> <p>Skills Audit</p> <p>Outcome was that some were unsure about finance but as the board is moving to a flatter structure from September which splits curriculum and finance, this should address this issue.</p> <p><u>Trustee update</u></p> <p>Alan reported on the sad death of Martin Wright. The funeral would be on 3/7/23 and afterwards in the Crown.</p> <p>Trustees will be having an EOM next week to discuss the future for School House.</p> <p>Land registry update is that there is discussions between the Senior officer and the case officer which is an indication that the matter is close to being resolved.</p>
Action:	The parent governor vacancy papers to be prepared and the position advertised. All other matters noted.
Agenda item 7	HEAD TEACHERS REPORT (Ref Governors Hub)
Discussion:	<p>There are some changes on roll and the updated number is 204. There has been an influx of children from a neighbouring school which has closed but not all the children could be accommodated as the relevant year groups were full. There is a constant movement of children currently and the school is fielding daily phone calls regarding places, so the final numbers won't be known till September - because the school is aided, admissions are not visible until the 10th July to see who has applied.</p> <p>Attendance</p> <p>Attendance drop is due to holidays and parents are being fined.</p> <p>Staffing</p> <p>The staffing structure remains the same with no changes.</p> <p>School Improvement plan (Report on GH)</p> <p>Q. Are the summer born children monitored or significant in the data?</p> <p>A The summer born children are taken out of the data as they have a big impact in the first 2 years although they do catch up.</p> <p>Q Is anything different done with these children?</p> <p>A. They have the same curriculum plan.</p> <p>Vision Day is on Monday 30th October 2023 and is imperative for Governors to attend as this will be relevant for Ofsted.</p> <p>Self-evaluation is on Governors Hub and will be discussed in the autumn term.</p> <p>Survey has just been completed with the children as to their likes/dislikes.</p> <ul style="list-style-type: none"> • Drama • Swimming Club • Football
Resolved:	That the Headteachers report be noted

Agenda item 8	SAFEGUARDING UPDATE
Discussion:	Keeping children safe in Education for September is now available but doesn't become statutory law till 1 st September and will be put on School Bus to be read and acknowledged.
Resolved:	That the report be noted

Agenda item 9	ATTENDANCE UPDATE																																																																																
Discussion:	<p>A tracker keeps a track on attendance by pupil and alerts the school when attendance drops. If the attendance drops further there is a first warning letter. If attendance continues to drop there is an additional letter requesting a meeting with the Headteacher. The school target is increased to 97%.</p> <p>There was a discussion as to whether this target was the correct level given the additional work it creates.</p> <p>Q. If there is a large waiting list for ELSA what can be done? Is another teacher needed? A. No as it takes a lot of training and sometimes there is a light touch approach with some children perhaps needing only 2 weeks and not the usual 6 weeks support. Group session can be arranged if they are appropriate but generally it is on a 121 basis.</p> <p>Q Is the GP involved? A No</p> <p>Q. If they require medical help, do you advise the parents? A. Yes</p> <p>Q. Is there anything that is needed that would help additionally? A. the school is well equipped now.</p> <p>Data</p> <table border="1"> <thead> <tr> <th colspan="4">Data outcomes July 2023 compared to National outcomes 2022</th> </tr> <tr> <th></th> <th>Lower Peover</th> <th>CWAC 2022</th> <th>National 2022</th> </tr> </thead> <tbody> <tr> <td>EYFS Good Level of Development</td> <td>86.0%</td> <td>67.1%</td> <td>65.2%</td> </tr> <tr> <td>Y1 Phonics</td> <td>90.0%</td> <td>76.2%</td> <td>75.5%</td> </tr> <tr> <td>Y2 Reading Expected Standard</td> <td>90.0%</td> <td>67.3%</td> <td>86.9%</td> </tr> <tr> <td>Y2 Reading Greater Depth</td> <td>20.0%</td> <td>16.9%</td> <td>18.0%</td> </tr> <tr> <td>Y2 Writing expected standard</td> <td>83.0%</td> <td>55.0%</td> <td>57.6%</td> </tr> <tr> <td>Y2 Writing Greater Depth</td> <td>10.0%</td> <td>5.8%</td> <td>8.0%</td> </tr> <tr> <td>Y2 Maths expected standard</td> <td>90.0%</td> <td>68.0%</td> <td>67.7%</td> </tr> <tr> <td>Y2 Maths Greater Depth</td> <td>3.0%</td> <td>14.2%</td> <td>15.1%</td> </tr> <tr> <td>Y6 Reading expected standard</td> <td>TA:90%</td> <td>76.0%</td> <td>75.5%</td> </tr> <tr> <td>Y6 Reading Greater depth</td> <td>TA:43.3%</td> <td>28.6%</td> <td>27.8%</td> </tr> <tr> <td>Y6 Writing expected standard</td> <td>97.0%</td> <td>68.7%</td> <td>69.5%</td> </tr> <tr> <td>Y6 Writing Greater depth</td> <td>33.0%</td> <td>10.0%</td> <td>12.9%</td> </tr> <tr> <td>Y6 Maths expected standard</td> <td>97.0%</td> <td>70.9%</td> <td>71.4%</td> </tr> <tr> <td>Y6 Maths Greater depth</td> <td>46.7%</td> <td>21.6%</td> <td>22.5%</td> </tr> <tr> <td>Y6 SPAG expected standard</td> <td></td> <td>74.7%</td> <td>72.5%</td> </tr> <tr> <td>Y6 SPAG Greater depth</td> <td></td> <td>27.8%</td> <td>28.3%</td> </tr> <tr> <td>Y6 Reading Writing Maths combined expected standard</td> <td>TA:90%</td> <td></td> <td></td> </tr> <tr> <td>Y6 Reading Writing Maths Combined Greater depth</td> <td>TA:26.7%</td> <td></td> <td></td> </tr> </tbody> </table>	Data outcomes July 2023 compared to National outcomes 2022					Lower Peover	CWAC 2022	National 2022	EYFS Good Level of Development	86.0%	67.1%	65.2%	Y1 Phonics	90.0%	76.2%	75.5%	Y2 Reading Expected Standard	90.0%	67.3%	86.9%	Y2 Reading Greater Depth	20.0%	16.9%	18.0%	Y2 Writing expected standard	83.0%	55.0%	57.6%	Y2 Writing Greater Depth	10.0%	5.8%	8.0%	Y2 Maths expected standard	90.0%	68.0%	67.7%	Y2 Maths Greater Depth	3.0%	14.2%	15.1%	Y6 Reading expected standard	TA:90%	76.0%	75.5%	Y6 Reading Greater depth	TA:43.3%	28.6%	27.8%	Y6 Writing expected standard	97.0%	68.7%	69.5%	Y6 Writing Greater depth	33.0%	10.0%	12.9%	Y6 Maths expected standard	97.0%	70.9%	71.4%	Y6 Maths Greater depth	46.7%	21.6%	22.5%	Y6 SPAG expected standard		74.7%	72.5%	Y6 SPAG Greater depth		27.8%	28.3%	Y6 Reading Writing Maths combined expected standard	TA:90%			Y6 Reading Writing Maths Combined Greater depth	TA:26.7%		
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	<p>Syllabus RE The new syllabus is online. World faiths are now being drip-fed in for better retention and sticky learning. Christian faith is linked to this thread and is 80% of the subject against 20% world faith. Q How is that reflected in the teaching, what about Methodist and other faiths? A it has been arranged for a whole week, once every 2 years from an interfaith group to visit and talk about the more diverse groups. Q Do religious intolerances come into it? A Yes and it incorporates World War 2 Father Murray commented “Its good that we are able to meet the request, link into other faiths and to give abroad view. It’s a good way to move forward”. The governors agreed that this was a good idea. Q Would there be any CPDs? A Yes. Carlisle, Liverpool, Manchester and Chester are currently signed up and there is support online. Q When does SIAMS happen? A. Not within the next year.</p>
Resolved:	The school attendance target should remain at 96% was noted.
Discussion:	<u>SFVS</u> Governors were advised that work was still underway in respect of completing the SFVS.
Resolved:	The SFVS progress update was noted
Agenda item 10	SEND
Discussion:	<p>Governors were advised that a report had been considered by the Curriculum, Inclusion and Community Committee at its meeting on 1st February 2023 re Safeguarding and it detailed the following information: -</p> <ul style="list-style-type: none"> • Leadership and Governance. • Policies and Procedures. • Recognising and Responding to Child Protection. • Responding to Children and Families. • Adults Working with Children; • Incidents Logged on CPOMS since 1st September 2022. <p>The report was available on GovernorHub.</p>
Resolved:	That the report be noted
Agenda item 11	CURRICULUM
Discussion:	<p>Subject Leaders Report (available on GH) Science Report The report is the Spring report but the data for the summer report is being collated and due on the 11/7/23. Ofsted is due this year and it was stressed the importance for governors to be fully appraised of the school’s position. The governors raised the following questions regarding the report: Q What are the plans/work already undertaken in Y1 and Y3 to bring in the attainment position for the classes to over 85% at ARE or above? A. Since the spring report there has been an increase in data in both those classes. In Y1 it will be around 81/83% and in Y3 it will be slightly lower at 79% but it is a smaller cohort. There is scaffolding in place to support these children within the areas that they may struggle such as</p>

literacy and maths and this will help them articulate their scientific understanding within the class situation.

Q When you look at the summer report what is the data across the classes?

A. Not all the data is available but Y1 was 81/83%, Y2 is not available yet, Y3 was 79%, Y4 was 84%, Y5 was 87%

Next year Debbie will be leading the school on the primary science quality mark which has just been applied for, from September.

Q. On the report from 12months ago, it stated that previous areas of development were to provide challenge, to ensure there is evidence that children are working above the expected standard, and to add scientists linked to the current topic being taught to the science working wall in the classroom. Feedback was requested.

A. The challenge of questions is built into the overview for progressions for teachers to access and to tap into those children either verbally or with next step questions with the science book. This hasn't gone onto the new insight yet so it can only be recorded through the national curriculum objectives. Everybody has scientists linked to their study on their working walls in every classroom. There is at least a couple of full science studies with every single topic throughout the year with more extended writing.

Q Is Biology, Chemistry, and maths more of a priority?

A. Yes. Even with the younger pupils the subject is being drip-fed into them from day 1 and carries on throughout the school so that by stage 2 the children can articulate. And the same with biology so that the subjects are omnipresent.

English Report

The reports have been completed on reading and writing.

The governors raised the following questions about the report:

Q. How does "Little Wandle" support the teaching process?

A. So this is the Phonics programme used in reception in Y1 and aspects of it in Y2 which then progresses into our spelling scheme. It looks at the sounds within words and how that builds into being fluent readers. Nationally spelling and writing has taken a dip, due to Covid. As pupils leave phonics, they will be going into a new synthetic spelling programme which will be taught 3 times a week. So, the scheme is about sticky knowledge and getting it into their long-term memory.

Q. How is it different?

Previously every class would be taught slightly differently with different degrees of frequency, whereas with this programme, everyone is taught the same from early years throughout the school giving greater consistency within the teaching. It's being tested now and will be rolled out to the whole school from September.

There was an external person called Sue Riley, who informally visited to review reading and was very impressed with the responses and level of articulation.

Q Do all the children have a pen license?

A The children must bring 3 separate pieces of work to the Head Teacher and each pen is logged.

Q Do those children who don't have a pen, get extra help?

A. Yes

PE Report

The coach that was coaching dance has left but the brand-new coach isn't a dance specialist, but the school is looking at contacting Premier Sports for a dance help.

Maths Report

Michael Gaskell went around with Debbie and did a pupil voice. It was apparent that the children are over reliant on written methods. Some work has been done on this including a CPD session 2 weeks ago, which will be split into 3 parts from September.

Maths is taught every morning and there will be a focus on mental maths and mental strategies which will be taught separately plus it will additionally help with the written work,

	<p>which is strong within the school.</p> <p>Q. The attainments positions are very strong?</p> <p>A. Yes. Expected 97% or above and 47% greater depth.</p> <p>RH</p> <p>Q. Has the pupil voice been completed?</p> <p>A. Yes</p> <p>There is a good level of development that has been submitted to the DFP of 86% which is good which compared to last year Cheshire achieved 67% and the national figure was 65%</p> <p>Phonic screening was 91% against a national figure of 75% last year.</p> <p>Q. Is there a reason that Chemistry isn't being done next year?</p> <p>A. In the 30 pieces of work being uploaded and only 3 or 4 pieces were being returned so the intention is to do it differently.</p>
Resolved:	That the reports be noted

Agenda item 12	HEALTH AND SAFETY UPDATE
Discussion:	<p>SD referred Governors to the comprehensive Health and Safety Report.</p> <ul style="list-style-type: none"> Administration of medication. A secure place such as a cupboard in the staff room should be identified. <p>Q Could it be padlocked?</p> <p>A Yes – ACTION</p> <ul style="list-style-type: none"> There is a new template for the Legionella risk assessment. COSH - has given some examples of assessment that need to be completed. Tree safety -it has been recommended that that the Birch Tree be removed, but the tree has been omitted in the last survey - Norman to resolve this with the tree surgeon. <p>HYGENE REPORT</p> <ul style="list-style-type: none"> Report regarding the smell from the toilets to be sent to Cassidy and Ashton and a bid planned for next year – agreed. <p>SITE MANAGERS REPORT</p> <ul style="list-style-type: none"> Cleared guttering, cleared moss on the church side and will clear the remaining side, changed door locks, painted corridors etc. Door locks have been changed to a master lock system so there is just 1 key for everything. (as per the report). The code will be changed regularly, and replacement keys will cost £15. There is now a proper agreement with lettings. Alarm is being upgraded in the summer.
Action:	Lock for the Staff room cupboard to be noted

Agenda item 13	FINANCE
Discussion:	<p>The school budget report is on Gov Hub. Thanks were given to Jo for producing such a comprehensive report, which covers the financial benchmark and position, challenges around lunch and the contracts and best values.</p> <p>Budget for 2024 – agreed by email.</p> <p>Q The 3-year plan does not show a healthy progression, does it require some action?</p> <p>A Unsure about what action needs to happen as it is dependent on the number of children. The budget officer is unconcerned about that at present but by October the budget will be clearer.</p> <p>Q. Obviously redundancies want to be avoided, but if there is a carry forward at the end of the years, there should be a plan demonstrated. Does Ofsted look at it?</p> <p>A. Ofsted does not look at the plan. However, in general more experienced staff get promoted and then replaced with less expensive staff which results in a cost saving.</p>

	<p>Q. Commercially it's a tracking process.</p> <p>A. The budget is monitored closely and has been conservative. Unofficial school fund is £8580.37 as of 27th June and the governor current account £1490 as of the 26th June.</p> <p><u>Terms of reference are on Gov Hub</u></p> <p>Q Is the reference mentioned in the report, the school community or the wider community?</p> <p>A. school community</p> <p>Terms of reference – approved.</p> <p>Review of Lettings.</p> <ul style="list-style-type: none"> • WI –£15 per evening • Parish council -£10 per evening • Music – 10% of takings • Premier education £60 per day <p>Lettings agreed for another year.</p>
Resolved:	That the report be noted, and that Terms of reference and lettings agreement were approved
Agenda item 14	SCHOOL IMPROVEMENT PLAN UPDATE
Discussion:	<p>Draft improvement plan due to be completed.</p> <ul style="list-style-type: none"> • Bid for toilets already agreed. • Roof to be carried forward. <p>Solar panels Alan</p> <p>The arrangement was that DFC money has been saved so that Solar panelling scheme would cost £2500.</p> <p>Layouts were proposed for the panelling, based on Kwh usage in 2022 of £42k - the saving would be estimated at half that cost. The Diocese would be responsible for the 2 planning applications to Cheshire East and Cheshire West as the school is in a conservation area.</p> <p>Car Park – work to start in the first week of the holidays to rectify the issues with the car park and will be cordoned off for the summer holidays. Meeting on the 19/7/23 to glean more details.</p>
Resolved:	That the report be noted.
Agenda item 15	CONSIDERATION OF STRATEGY 2023/24
Discussion:	Governor Action Plan being reviewed and carried forward.
Resolved:	That the report be noted and carried forward.
Agenda item 16	CYBER SECURITY
Resolved:	<p>Additional level of security with email usage being considered.</p> <p>Q Data protection – is it worth reviewing and looking at human interfacing?</p> <p>A Yes</p>
Agenda item 17	POLICIES AND PROCEDURE
Discussion:	No policies to be reviewed but they will be reviewed in September
Resolved:	That the information be noted

Agenda item 18	RESIDENTIAL TRIPS/TRIPS 2023/24
Discussion:	<ul style="list-style-type: none"> • Y6 – PGL, Winmarley, Preston • Y4 – Petty pool, Sandiway • Y2 – Foxhowl, Delamere
Resolved:	Trips noted and approved.

Agenda item 19	REMOTE LEARNING
Discussion:	The policy is in place for remote learning. Jason to check to see if log in details is correct for new and existing staff and pupils.
Resolved:	That the policy be noted

Agenda item 20	STAFF SURVEY
Discussion:	Staff survey was strong with 100% return and comments were either agree or strongly agree.
Resolved:	That the report be noted

Agenda item 21	Any Other Business
Resolved:	<p>Appraisals Appraisals have been completed and there is a meeting in October to set new ones.</p> <p>Successes and celebrations:</p> <ul style="list-style-type: none"> • Excellent SAT outcomes • Dedicated team • New baby, Mrs Leach • Special mention bench • School and Church Fete are being done together with funding split 50/50 • Attendance badges

Agenda item 22	DATE OF NEXT MEETINGS (all on Gov Hub)
Resolved:	<p>Using the new flat structure</p> <p>14/9/23 @ 4.30pm</p> <p>19/10/23 @ 4.30pm</p> <p>14/12/23 @ 4.30pm</p> <p>15/2/24 @ 4.30pm</p> <p>21/3/23 @4.30pm</p> <p>23/5/24 @4.30pm</p> <p>18/7/23 @4.30pm</p>

The meeting moved on to Part 2 Agenda