

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

<b>Date</b>	Thursday 14 <sup>th</sup> December 2023 at 4.30pm	
<b>Venue</b>	Lower Peover Primary School	
<b>Attendees expected</b>	Louise Lawton (LL) Sharon Dean (SD) Peter Longinotti (PL) David Bradley (DB) Hannah Burgoyne (HB) Debbie Rutter (DR) Graham Norbury (GN) Alun McIntyre (AM) Tim Knowles (TK) Craig Blain (CB)	Foundation Governor – Chair Head Teacher ASIA Foundation Governor Staff Governor Parent Governor LA Governor Foundation Governor Co-opted Trustee Foundation Governor Parent Governor
<b>Apologies</b>	Father Murray Aldridge-Collins (FM) Kirsten O’Shea (KOS)	Incumbent Foundation Governor – Vice Chair
<b>In attendance</b>	Jason Haslam (JH) Annie White	Deputy Head Teacher Governance clerk

The meeting was quorate 10/12

*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:**

- Minutes of the last meeting 19<sup>th</sup> October 2023
- Head Teachers Report
- Pupil Data and Sports Premium update
- Summer Term outcomes update
- School Development Plan
- External Advisors Report (ECM Leadership Partner Record of Visit)
- Subject Leaders Report

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

<b>AGENDA ITEM 1</b>	<b>WELCOME &amp; APOLOGIES FOR ABSENCE (opening prayer for faith Schools)</b>
	Governors are reminded that records of governor attendance are required to be published to the school website ( <i>Constitution of Governing Bodies of Maintained Schools – August 2015</i> ).
	The Chair opened the meeting with a prayer. Apologies from FM and KOS were received.
<b>Resolved:</b>	<b>The apologies from FM and KOS were accepted and noted</b>

<b>AGENDA ITEM 2</b>	<b>DECLARATIONS OF INTEREST</b>
<b>Discussion:</b>	Governors to advise of any new declarations of interest or any items in relation to the agenda to be discussed.
<b>Resolved:</b>	<b>There were no declarations of interest to be noted</b>

<b>AGENDA ITEM 3</b>	<b>DECLARATIONS OF ANY OTHER BUSINESS</b>
<b>Discussion:</b>	<p>Governors to advise of any new declarations of any other business or any items in relation to the agenda to be discussed.</p> <p>The following items were highlighted as declarations of any other business.</p> <ul style="list-style-type: none"> <li>• Finance should be a standing item on the agenda.</li> <li>• Parents survey</li> <li>• Confirmation of the school day timings</li> <li>• Section106 capital funding money (to be discussed in the Headteachers report)</li> </ul>
<b>Resolved:</b>	<b>The declaration of any other business was noted</b>
<b>AGENDA ITEM 4</b>	<b>PART ONE MINUTES OF THE LAST MEETING (Thursday 19<sup>th</sup> October 2023)</b>
<b>Discussion:</b>	<p>To receive and approve the minutes of the last meeting. Any points of accuracy should be addressed in this item.</p> <p>In the minutes of the last meeting, 'Item 18', should read 'the new student' and not the 'new teacher'.</p>
<b>Action:</b>	<b>Minutes to be amended in line with the correction</b>
<b>Resolved:</b>	<b>The minutes were accepted as a true and accurate record of the meeting and were proposed by TK and seconded by DB.</b>
<b>AGENDA ITEM 5</b>	<b>MATTERS ARISING</b>
<b>Discussion:</b>	<p>To address any matters arising/actions from the previous meeting (completed/not completed)</p> <ul style="list-style-type: none"> <li>• Annual Declarations on GovHub</li> </ul> <p>The Clerk advised that everyone was up to date except for AM because of some technical difficulties but this was being updated now. <b>Ongoing.</b></p> <ul style="list-style-type: none"> <li>• DBS check on GovHub</li> </ul> <p>The Clerk advised that the DBS check on GovHub was up to date. <b>Resolved</b></p> <ul style="list-style-type: none"> <li>• Parent Governor vacancy update</li> </ul> <p>The Chair introduced the new Parent Governor, Craig Blain and asked Governors to introduce themselves. Clerk to add CB to GovHub and get the relevant declarations signed.</p> <p><b>Action</b></p> <ul style="list-style-type: none"> <li>• Pavement report update</li> </ul> <p>SD updated the Governors that the matter was still <b>ongoing.</b></p> <ul style="list-style-type: none"> <li>• Tree safety update</li> </ul> <p>AM advised Governors that the trees in the field and the work in the wood had been completed. <b>Resolved</b></p> <p>The silver birch issue was waiting for the surveyor. <b>Ongoing</b></p> <ul style="list-style-type: none"> <li>• Use of the Bells of Peover grass triangle update</li> <li>• Drop off and collection congestion problem.</li> </ul> <p>SD advised that the traffic flow had reverted to the original flow plan which was working as well as possible. Thanks were given to staff who had agreed to open the school early to alleviate some of this congestion. The Bells of Peover have been helpful, permitting the school to use the triangle. <b>Resolved</b></p> <ul style="list-style-type: none"> <li>• Toilet drains capacity.</li> </ul> <p>SD had discussed the problem of capacity with Paul Burrows, who felt that the capacity would be fine. <b>Resolved</b></p>

	<ul style="list-style-type: none"> <li>• Bid for the toilet refurbishment update.</li> </ul> <p>SD explained that the bid for the toilets has been submitted and an update would be expected around February.</p> <ul style="list-style-type: none"> <li>• Land Registry – Premises</li> </ul> <p>AM advised governors that the land registry sent out a notice on the 6/12/23 to 6 adjacent landowners notifying them of the application for registration and asking if there were any objections. The closing date is the 4/1/24 and if no objections are received, the application will go through. <b>Ongoing</b></p> <p><b>Q. LL asked if anything had been seen on the bird watch camera.</b></p> <p>A. SD to check with Andy – <b>Action</b></p> <p>LL reminded Governors to complete their Safeguarding Training and email a copy of their certificate to JT if not already done so. <b>Ongoing</b></p>
<b>action:</b>	<b>That the ongoing actions be noted and carried forward</b>

<b>AGENDA ITEM 6</b>	<b>HEADTEACHERS REPORT</b>
<b>Discussion:</b>	<p>SD had uploaded the Headteachers report onto GovHub prior to the meeting and requested questions in advance of the meeting.</p> <p>In summary, the total number of pupils was at 200 and is now 199. Attendance is great at 95/96% rate with anyone who takes holidays during term time being fined.</p> <p>DB and SD are spending much more time in child protection meetings but all the families are being supported. There are 3 families and 5 children who are subject to a plan within school. The behavioural report has been included and the number 61 covers everything including all the low-level incidents. All incidents have been thoroughly investigated. Attendance for child protection is now at 20, ELSA sessions are at 37.</p> <p>The unauthorised absences are the term time holidays and the pupils arriving after registration has been taken. There will be a notification put on the newsletter asking for pupils to arrive at school in the half hour window.</p> <p>Persistent absence at the school is 3.5% compared with the National average of 21%. The attendance and persistent absence are outlined in the report together with the data and the outcomes. Staffing is also included in the report, The school have employed a new TA in Y1, called Charlie Nanda, and allocated a new HLTA to that class and the outcomes have been tremendous.</p> <p>SD invited CB to look at the list of leads/links to see if there was a specific subject that may be of interest. The subject leader reports are also included in GovernorHub.</p> <p>Mental maths is moving on well with JH. Science will be led by both JH and Mrs Maddock as the PSQM produces so much work. Monitoring, coaching, and mentoring continues. Mrs Slater, Y3, will be fully qualified in early December which will be beneficial as previously 20% of her time was allocated to PPA.</p> <p>Behaviour and attitudes, in general is very good and personal development continues to be high on the agenda.</p> <p>SD asked for help from AM on section106 Capital Funding (where a percentage of money, is allocated to the LA based on the amount of new building in the area)</p> <p>AM explained that it is a separate legal agreement, called a 'section 106', and is a covenant between the 2 parties.</p> <p>SD shared that the money that has been awarded has come from 2 developments, one in Goostrey and Harvey Homes in Lower Peover. The amount is circa £150k which must be spent on capital build from April 2024 and can be handled by the school's consultants, Cassidy and Ashton, or through the LA. Simon Geddes from the Diocese will attend a meeting to discuss the project. There isn't enough money for a new classroom (£250k was the cost of the last classroom build) but the updating of the enrichment room was a</p>

	<p>suggestion.</p> <p><b>Q. LL suggested that the school speak to Hartford High as they have just completed a similar project.</b></p> <p><b>Q. CB suggested that perhaps there was an opportunity to fund match the project?</b></p> <p>A. (SD) Its slightly more complicated with church aided schools as the Diocese would need to be contacted.</p> <p>A. (CB) If you have a significant amount of money, you can use that to get further investment providing it is not being completely matched. The major investor could have a plaque outside the School and it is a way to offset tax.</p> <p><b>Q. Does the 10% rule apply?</b></p> <p>A. The Diocese would need to advise the school on that.</p>
<b>Resolved:</b>	<b>Governors noted the update on the Headteacher's report</b>
<b>Action:</b>	<b>Governors agreed to examine the options for the new funding from section 106</b>

<b>AGENDA ITEM 7</b>	<b>SAFEGUARDING (if not included in the Headteacher's Report)</b>
<b>Resolved:</b>	<b>Safeguarding was included in the Headteacher's report</b>

<b>AGENDA ITEM 8</b>	<b>ATTENDANCE (if not included in the Headteacher's Report)</b>
<b>Resolved:</b>	<b>Attendance was included in the Headteacher's report</b>

<b>AGENDA ITEM 9</b>	<b>RECEIVE EXTERNAL REPORT (if available)</b>
<b>Discussion:</b>	<p>Review of the external report (all reports were uploaded to GovHub ahead of the meeting) The report on the 8/11/23 was from Michael Gaskell to prepare teachers and subject leaders when speaking to Ofsted. He spoke with several teachers and was very complimentary about the school and summarised the strength of leadership and management across the school in his report.</p> <p>SD read the complete report from the 'ECM Leadership Partner Record of Visit' (GovernorHub) to Governors and felt that the report reflected the school well.</p> <p>The recommendations were:</p> <ol style="list-style-type: none"> <li>1. Around the design technology to ensure the action plan reflected the high quality of provision and achievement –JH has already gone beyond some objectives set back in the summer- <b>ongoing</b>.</li> <li>2. Art and looking at non-European art traditions -the subject leader has already planned enrichment days to celebrate and promote knowledge and artistic traditions beyond Europe – <b>completed</b>.</li> <li>3. Complete the Pupil Voice activity in art and design – <b>completed</b>.</li> <li>4. Finalise action plans in art and science– <b>completed</b>.</li> <li>5. Emphasise how pupils' knowledge of the human body and the links to science and PSHE is developed and develop the role of coaches and teachers in modelling and giving personalised feedback in lessons– <b>completed</b>.</li> <li>6. Ensure the schools website showcases the outstanding work and achievements of the children across the curriculum, for parents and children to enjoy – the website has been altered so that on the academic excellence section the tabs drop down into the different subjects and there is a gallery on each page – <b>ongoing</b>.</li> </ol> <p>The second report was from Moira Atkins, the school ASIA and a top HMI. "The analysis and strategies were explained by the very competent admin assistant who leads in this area.</p>

	<p>Our conversation about school improvements that the school has been working on include talking to the EYFS teacher (and Inclusion Lead) who explained the system the school uses to bring in innovation. This included his being new to EYFS last year and how (although used to Y1) his knowledge needed to be enhanced to ensure best practice. This included him working with a very experienced TA in the department and asking the LA consultant to observe the department and his practice (alongside research of his own). They were delighted that the LA felt there were no improvements necessary -bar access to the toilets which has now been improved. This is illustrative of how the school works – they want the best in every area and look out and invite in wherever they can to ensure this happens. The Governor who joined us agreed that this is how they always work.</p> <p>They teach French from EYFS, all children enjoy music at a very high level and share their expertise in local collaborations, as they do in Art and PE. The headteacher works across other schools in the LA and shares good practice in their local cluster.</p> <p>As with every visit I have at this school I am struck by how every area is delivered to the highest standard and what a happy place it is for the children who enjoy their learning in a safe, calm environment. The school feel they continue to judge every area as ‘outstanding’ and I agree with this”.</p> <p>TK mentioned that his visit report on Kenya had been submitted.</p>
--	---

TK left the meeting @ 5:15pm

<b>AGENDA ITEM 10</b>	<b>TRUSTEE REPORT (standing item)</b>
<b>Discussion:</b>	<p>AM presented the Trustee report.</p> <ul style="list-style-type: none"> <li>• The schoolhouse refurbishment is virtually complete and the area has been carpeted in the last couple of days.</li> <li>• There is 1 leak on the roof which needs to be resolved.</li> <li>• There are some prospective tenants.</li> <li>• The builders have patched up the holes at the back door near kids’ club.</li> </ul>

<b>AGENDA ITEM 11</b>	<b>SUBJECT LEADERS REPORTS</b>
<b>Discussion:</b>	The subject leaders’ reports to be covered in the School Development Plan.

<b>AGENDA ITEM 12</b>	<b>SCHOOL VISION (standing item)</b>
<b>Discussion:</b>	<p>The Faith and Ethos committee is due to meet in January 2024. CB runs a consultancy business which is physical activity focussed and helps to develop an action plan for clients, such as the LA, to help them develop their vision emission statements. In summary terms, it makes things clearer if time is invested in a vision emission statement so that the question “Why are we doing this and does this help us to achieve our mission?” helps guide the school into the right direction.</p> <p>SD suggested that CB be added to the Faith and Ethos Committee.</p> <p>February 26<sup>th</sup> is the next inset day and it was suggested that this was a good time to have a meeting together with staff and Governors to discuss the outcomes of the Faith and Ethos Committee Meeting.</p>
<b>Action:</b>	<b>Governors agreed that CB should be added to the Faith and Ethos Committee</b>

<b>AGENDA ITEM 13</b>	<b>SCHOOL DEVELOPMENT PLAN</b>
<b>Discussion:</b>	SD asked that the Subject Leaders’ Reports be covered under this section and had also asked for questions on the School Development Plan to be forwarded to her 2 weeks prior to

	<p>the meeting.</p> <p><b>Q. (LL) Having just read the Maths Subject Leader Report the following sentence appears under both Y1 and Y2 so I was unsure which Year group it applied to?</b></p> <ul style="list-style-type: none"> <li><b>Work marked in accordance with school policy – one piece in TCs book (21.11.23)</b></li> </ul> <p>A (JH) It was for Y1.</p> <p><b>Q. (CB) To continue to use the TAs effectively during phonic lessons to promote engagement and target children who need the relevant support with application of skill, in the lesson. To also inform teachers of any relevant ongoing assessment of children’s needs and abilities within the lesson, which will then inform intervention and improve outcomes”.</b></p> <p>A. (DB) During phonics, the TAs are used as a second pair of eyes, to ensure that there is engagement from the children and to help the teacher target children. They are also helpful in catch up sessions.</p> <p><b>Q. (CB) Area for development states about condensing the curriculum down a little. Are there any specifics in how this will be proposed? Also, in supporting other staff to support in teaching, are there specifics in mind for what information or tools may be required to achieve this?</b></p> <p>A (SD) Ness clarified that it was not in KS1 more in Y6 and that a few objectives needed reducing because there were more than in the National Curriculum, which was also fed back through pupil voice.</p> <p><b>Q (CB) How do you know what you are doing is working? There might be an action plan that sits alongside it that says, if I do these 3 things and change happens, then I will know that those things made the change happen.</b></p> <p><b>Q (TK) TK noted that the report talks about prioritising 1:1 support for readers in the bottom 20% - is this happening or just a priority?</b></p> <p>A. Alex Goodwin replied that it was happening and that every class was given a bottom 20% reading record sheet which is collected at the end of every half term and monitored and that the bottom 20% are being listened to read 1:1.3 x per week.</p> <p>SD explained that it was worth noting that not all the children in the bottom 20% are below the age-related expectations because the standards in the school are high, they are in fact working at the expected level.</p>
<b>Resolved:</b>	<b>That the Governors update on the questions be noted.</b>

<b>AGENDA ITEM 14</b>	<b>SUMMER TERM OUTCOMES PLAN</b>
<b>Discussion:</b>	Update on the summer term outcomes plan
<b>Resolved:</b>	<b>That there was no additional information to note.</b>

<b>AGENDA ITEM 15</b>	<b>PUPIL DATA &amp; SPORTS PREMIUM PLAN</b>
<b>Discussion:</b>	Update on pupil data and sports premium plan Pupil Premium and Sports Premium has been checked by SD and DB this week and, although the evaluated deadline is the 31 <sup>st</sup> December 2023, the schools were completed in the summer.
<b>Resolved:</b>	<b>That the update be noted</b>

<b>AGENDA ITEM 16</b>	<b>GOVERNOR VISIT REPORTS</b>
<b>Discussion:</b>	Governors to share any visit reports since the last meeting. <ul style="list-style-type: none"> <li>HB visited Miss Moore regarding Geography at the beginning of term to do an</li> </ul>

	<p>overview about the curriculum and reported that there were no worries at all. Then visited again last week to do Pupil Voice with her which flagged up some areas for improvement, mainly in the retention of sticky knowledge and ensuring that children remember back beyond 12 months.</p> <ul style="list-style-type: none"> <li>• AM and FM observed the chaos on a Friday with the pick-ups and, following an email, the system was changed and has improved. It was felt that the staff should be thanked for the extra time they had put in to resolve the situation.</li> <li>• PL completed a Modern Foreign Languages visit today and met a lot of happy, engaged children and an enthusiastic teacher, which seemed very good.</li> </ul>
<b>Agreed:</b>	<b>It was noted that Governors wished to thank staff for the extra hours they had put in to improve the Friday pick-ups.</b>

<b>AGENDA ITEM 17</b>	<b>POLICY REVIEW/APPROVAL</b>
<b>Discussion:</b>	<p>To review and approve and policies: The process for the policies is that they are submitted for approval to the Policy Committee, amended if required, and then sent to Governors to read. The policies approved were:</p> <p>Social media policy Social media for parents policy Photographs and images policy</p>
<b>Action:</b>	<b>Governors to read the uploaded policies.</b>

<b>AGENDA ITEM 18</b>	<b>CELEBRATIONS AND SUCCESSES</b>
<b>Discussion:</b>	<ul style="list-style-type: none"> <li>• 2 excellent advisory reports received.</li> <li>• Funding of £150k</li> <li>• Reception, Y1 and Y2 were very good. – this relates to the Christmas productions</li> <li>• Ice Rink coming next week half funded by FLPS</li> <li>• DB and SD to be Santa and an Elf and children will be given a book from FLPS</li> <li>• FLPS have given £500 to each class to offset some of the costs of trips.</li> <li>• FLPS have reimbursed the school for the spiritual garden.</li> <li>• The ball raised £7.5k</li> <li>• The website now has a curriculum enhancement document which shows each of the additional trips that the class are having e.g. trips to the mosque or special art days.</li> </ul>
	•

<b>AGENDA ITEM 19</b>	<b>ANY OTHER BUSINESS</b>
<b>Discussion:</b>	<p>Finance – Jo Tinker submitted the finance report which was uploaded to GovernorHub ahead of the meeting but in summary.</p> <ul style="list-style-type: none"> <li>• Budgets - look good.</li> <li>• Site maintenance - budget will be spent as it allows for unforeseen repairs etc.</li> <li>• Educational resources – OK</li> <li>• Computer hardware is spent now.</li> <li>• SD as ASIA is budgeted to bring in £4k but has already generated £9k.</li> </ul> <p>Site maintenance update. Andy Williamson (AW), the Site Maintenance Officer, has completed the following:-.</p>

	<ul style="list-style-type: none"> <li>• Persistent issues with the toilets have been completed.</li> <li>• Gutters, grids, windows have been cleaned, external locks have been changed, cameras are cleaned.</li> <li>• Winter maintenance of gritting and leaf clearing has been completed.</li> <li>• Mouse proofing in the kitchen with Rentokil completed.</li> <li>• Faulty extractor causing the electrics tripping has been resolved.</li> <li>• The schoolhouse kitchen main water input had been leaking, which has been resolved.</li> <li>• Supervised an asbestos inspection and an external drain inspection.</li> <li>• Removed items from accessible toilets as per the hygiene report.</li> </ul> <p>Survey There were 108 responses which is a 50% return. The summary is as follows.</p> <ul style="list-style-type: none"> <li>• 108 replies say that the child/children are happy.</li> <li>• 106 replies say that the child/children feel safe.</li> <li>• 104 replies say that the child/children behave well.</li> <li>• 95 agree/strongly agree that the school deals with behaviour effectively but 10 were 'don't knows'.</li> <li>• 106 agreed that the school had high expectations.</li> <li>• 107 agreed that the school did well.</li> <li>• 100 agreed that the school kept the parents informed on their child's progress, 10 said 'no'</li> <li>• 106 agreed that there was a good range of subjects.</li> <li>• 100 agreed that there was a good range of clubs.</li> <li>• 104 agreed that in PD there were enough Forest school trips.</li> <li>• 104 said that they would recommend the school but 3 disagreed</li> <li>• Following the outcomes of the survey</li> </ul> <p><b>Q. (DR) asked What happens next after the responses? Is there a report back that says, 'you said, we did'.</b> A (SD) Next Tuesday the Ethos group are having a taster afternoon to look at meals that the children don't like and the options to change some of the choices moving forward. The general responses are very good.</p>
<b>Resolved:</b>	<b>For the AOB details to be noted.</b>

<b>AGENDA ITEM 20</b>	<b>DATE OF NEXT MEETING</b>
	Thursday 1 <sup>st</sup> February 2024 @4:30pm Thursday 15 <sup>th</sup> February 2024 @4:30pm (Shaping Governance Meeting) Thursday 21 <sup>st</sup> March 2024 @4:30pm Thursday 23 <sup>rd</sup> May 2024 @4:30pm Thursday 18 <sup>th</sup> July 2024 @4:30pm

<b>AGENDA ITEM 21</b>	<b>CONFIDENTIAL MATTERS (PART 2)</b>
<b>Discussion:</b>	<ul style="list-style-type: none"> <li>• Staffing update (see part 2 agenda)</li> </ul>

**Safeguarding – prompt questions:**

- Have governors read the updated version of KCSIE?

- Do all governors receive appropriate safeguarding and child protection (including online) training at induction, which is regularly updated?
- Are we aware of our obligations under the Human Rights Act 1998, the [Equality Act 2010](#), the [Public Sector Equality Duty](#) (PSED) and our local safeguarding arrangements?
- Does our designated safeguarding lead (DSL) have the appropriate status and authority to carry out their job? Do they also have enough time, funding, resources, support and training?
- Does our school have procedures to manage **any** safeguarding concerns (no matter how small) or allegations that do not meet the harm threshold (low-level concerns), about staff members (including supply staff, volunteers and contractors)?
- Do we seek assurance that where another body is providing services or activities, that they have appropriate safeguarding and child protection policies/procedures in place?
- If senior leaders are still in the process of making changes, what impact will this have on our monitoring schedule? For example, your safeguarding link governor may need to meet with the DSL to find out more about how the school is complying with the new requirements

**Prompt general questions governors may wish to ask the School:**

- How are schools measuring the gaps in education - baselines for the year ahead?
- How can governors be satisfied that schools are adhering to processes outlined in the risk assessments.
- Can the school dedicate even more timetable slots beyond the 'core' subjects?
- How does the curriculum cater for disadvantaged groups? How are governors ensuring that these pupils are not 'shut out' of pursuing subjects they wish to study because of too sharp a focus on exam results?
- Is curriculum development and design a priority in the school? Do staff feel confident that they have these skills?