CE Primary School est. 1710

MINUTES OF THE FULL GOVERNING BOARD MEETING LOWER PEOVER PRIMARY SCHOOL		
Date	Thursday 10th July 2025 at 4.30pm	
Venue	Lower Peover Primary School	
Attendees	Louise Lawton (LL) Sharon Dean (SD) Hannah Burgoyne (HB) Kirsten O'Shea (KOS) David Bradley (DB) Debbie Rutter (DR) Graham Norbury (GN) Mark Sales (MS) Craig Blain (CB) Peter Longinotti (PL) Alun McIntyre (AM)	Foundation Governor – Chair ASIA Head Teacher Foundation Governor Foundation Governor Staff Governor LA Governor Foundation Governor Parent Governor Parent Governor Foundation Governor Co-opted Trustee
Apologies		
Absent:	Father Murray Aldridge-Collins (FM)	Incumbent
In attendance	Jason Haslam (JH) Jo Tinker (JT) Julie White (JW)	Deputy Head Teacher School Business Manager 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 11 governors present, the meeting met its quorum.

AGENDA ITEM 1	**WELCOME, OPENING PRAYER & APOLOGIES FOR ABSENCE**
Discussion:	LL welcomed all and opened the meeting in prayer. There were no apologies noted. No response had been received from Father Murray.

AGENDA ITEM 2	**DECLARATIONS OF INTEREST**
Discussion:	There were no new declarations of interest.

AGENDA ITEM 3	**DECLARATION OF ANY OTHER BUSINESS**
Discussion:	MS requested that Health and Safety be added as other business.

AGENDA ITEM 4	**PART ONE MINUTES OF THE LAST MEETING 22nd MAY 2025**
Discussion:	The minutes of the last meeting on 22nd May 2025 were received. KOS proposed and DB seconded that they be accepted as a true and accurate record of the meeting.
RESOLVED:	That the minutes of the meeting on 22nd May 2025 be accepted as a true and accurate record of the meeting.

AGENDA ITEM 5	MATTERS ARISING
Discussion:	The following matters arising/actions from the previous meeting were discussed: *Update on discussions regarding the Old School Yard* AM reported that he had been having discussions regarding the Old School Yard. While a decision has not been made on the course of action, they are steering away from the recommendation made by the Parish Council that the Trustees try to gain ownership. The Trustees are concerned about potential liabilities that would come with ownership. Agreement is still being sought with all parties on maintenance that the Trust would be happy to carry out in future. *Review of admissions criteria.* MS circulated the revised agreed admissions criteria together with the consultation documentation. It was noted that it needs to go out for consultation by 1st October 2025 to parents and stakeholders. Governors discussed the proposed changes to the admissions criteria which altered the order in the event of oversubscription. There was a discussion around the order of the criteria and whether this should be changed or whether the order was a statutory requirement. It was agreed to send the admissions criteria document to Sue Noakes for the Diocese's comments, particularly around the worship criteria. **RESOLVED: Governors agreed to approve the admissions criteria subject to any amendments proposed by the DBE.** *Consideration of external let of school hall.* There were no further comments or updates on letting the school hall. It was agreed to keep it under review and discuss further at the next meeting, once the work on the hall has been completed. *Impact of Governors' discussions from previous meetings and any outcomes to report.* There were no points noted.
Action:	1. MS to send the admissions criteria to Sue Noakes for review prior to sending for consultation.

AGENDA ITEM 6	BOARD GOVERNANCE
Discussion:	**Membership/vacancies to address including potential LA Governor appointment**. DR confirmed that this would be her last meeting and was now stepping down as LA Governor. All Governors thanked DR for her work as a Governor. JW reported that the LA board is due to meet on 14th October. If an application was successful at this meeting, it could be ratified at the FGB the following week. LL had reported at the last meeting that the LA Governor role would become a trust appointed co-opted role on conversion. It was agreed that MS would apply for the role of LA Governor and if successful, an invitation for a new Parent Governor would be sent out in October. **Governor Training required/attended** All Governors, except FM, have completed the Cyber Security training. It was acknowledged that a lot of the training was not relevant to primary schools and it may be worth reviewing what is required for the school. It is expected that the new ICT support company will ensure that the school is adequately covered with a disaster recovery plan and procedures in the

	event of a cyberattack. CB agreed to review policies and procedures as Cyber Security Link Governor. **Governor visits attended since the last meeting** DR met with DB for a SEND visit and will complete a form. LL has completed an EYFS visit. HB has completed a Geography and English visit. **Chair's action since the last meeting** No Chair's actions were reported.
Action:	JW to notify the LA of DR's resignation and send MS an application form for LA Governor.

AGENDA ITEM 7	**HEAD TEACHER'S REPORT**
Discussion:	The Headteacher's report - HT report to governing body July 2025 was received and had been uploaded to GovernorHub for review prior to the meeting. SD noted that the SATs data had been received and uploaded today and attached in the link with the 2024 scores shown for comparison - SATS data. It was noted that the data is excellent and congratulations passed from the Governors to the staff and pupils.

AGENDA ITEM 8	**FINANCE**
Discussion:	The Finance report was received and had been uploaded to GovernorHub prior to the meeting - Finance report for approval of the budget. It was noted that the school had received notification that the balance control mechanism is greater than the allowed 8%, so the school has had to state how the funds will be used going forward. The funds will be used for the following: £25k academy conversion costs plus pre conversion charges; Employers NI contributions; Additional staffing of approximately £20k to cover appointment of 1:1 TA for a child with an EHCP. All Governors had reviewed the schedule and approved the use of the carried forward funds. All Governors in attendance approved the budget for 2024-25. The Sports Premium strategy and digital return form was discussed and noted that this had been completed on the basis of the Pupil Premium strategy statement. All Governors approved the return for LL to now sign prior to submission. It was noted that the Governors' Account and The School Fund had been audited. Thanks were passed to Cathie Rayers for auditing the accounts.
RESOLVED:	**That the balance control mechanism schedule is agreed showing the use of the carry forward funds.** **That the budget for 2024-25 is approved.** **That the Sports Premium digital return is approved for submission.**

AGENDA ITEM 9	**SCHOOL IMPROVEMENT PLAN UPDATE**
Discussion:	SD reported that the School Improvement Plan has been RAG rated and uploaded. An updated draft School Improvement Plan has been prepared for next year. SLT need to meet to confirm

	some of the sections prior to presentation at the October meeting.

AGENDA ITEM 10	SAFEGUARDING UPDATE (STANDING ITEM)
Discussion:	The safeguarding update was provided in Part 2 of the meeting.

AGENDA ITEM 11	BEHAVIOUR & ATTENDANCE UPDATE (STANDING ITEM)
Discussion:	The attendance information was included in the Headteacher's report. The Behaviour and Relationships Policy is in progress. A behaviour plan has been devised as another level in the approach to behaviour which will work with all stakeholders. When this has been completed, there will be a meeting arranged with the parent group to formalise this.

AGENDA ITEM 12	CONSIDERATION OF STRATEGY 2025/26
Discussion:	It was discussed that the link governor meetings need to be reinstated next year and the monitoring visits also need to be back up and running The review of vision and values is ongoing and will be discussed again in September.

AGENDA ITEM 13	CURRICULUM PLANS FOR THE NEXT ACADEMIC YEAR
Discussion:	The curriculum plans were covered at the last meeting. JH confirmed that the curriculum plans have all been finalised and are in place for September.

AGENDA ITEM 14	SEND UPDATE (Standing Item)
Discussion:	The SEND report was received and has been uploaded to GovernorHub. DB noted a success was the improvement in outcomes of a Reception child throughout the year. Additional funding has also been secured for a number of children. Governors noted the amount of time that goes into the SEND work by DB and acknowledged a lot of the work is done in DB's own time due to his additional responsibilities with safeguarding in the school.

AGENDA ITEM 15	PREMISES UPDATE (Standing Item)
Discussion:	It was reported that the roof work is ongoing and the company doing the work is liaising well with the school. Thanks were given to JT and Andy Williamson for their work in preparing the DT area and emptying the cupboards. A snagging list has been sent off following the work on the toilets. AM reported that he had spoken to Paul Burrows regarding the car park. It has been concluded that 900mm below the surface is clay and more drainage is required. AM will follow up with Paul Burrows.
Action:	**AM to follow up on the car park drainage with Paul Burrows**.

AGENDA ITEM 16	HEALTH & SAFETY (Standing Item)
Discussion:	SD reported that CDLT carried out a pre-conversion health and safety audit which highlighted some courses required to be completed by SD.

	There were no allergies reported. AM reported that the old membrane in the roof is badly affected by mould. This will be dealt with as part of the roof repair and vent tiles installed. The concern is the condition of the membrane in the rest of the hall. It was agreed that AM will follow up with Paul Burrows.
Action:	**AM to follow up on the condition of the membrane in the hall roof with Paul Burrows.**

AGENDA ITEM 17	**SUSTAINABILITY GOVERNOR AND CLIMATE ACTION PLAN**
Discussion:	LL noted that a job description from the Diocese had been uploaded to GovernorHub. CB agreed to take on the role of Sustainability Governor.

AGENDA ITEM 18	**CYBERSECURITY AND GDPR (Standing Item)**
Discussion:	CB was noted as the Cybersecurity Governor. There have been two subject access requests by parents and all information had been provided within the appropriate timescales with no further questions from either parent. A freedom of information request was submitted by the local councillor and all information provided.

AGENDA ITEM 19	**PROCEDURES/POLICIES FOR REVIEW/APPROVAL**
Discussion:	There were no policies for approval at this time.

AGENDA ITEM 20	**TRUSTEE REPORT (standing item)**
Discussion	AM provided the Trustee Report: The appointment of a new trustee is in progress. An architectural structural survey is being carried out on 2 outbuildings in the Old School Yard by the architects who have been working on the church. Funding is being investigated for refurbishment of the School House when the tenants move out at the end of the year. Norman Withenshaw is dealing with the work required on the tree in the wooded area, which should be carried out early in the holidays. AM has been discussing potential amendments to the church supplemental agreement on conversion with Sue Noakes. This is ongoing. AM has taken measurements on the grassed area at the front of the school for a potential bin storage area. The location will be reviewed in the new academic year. The cost of the bin stores is approximately £8-9k. It is anticipated that the cost of hard standing, tree removal etc could be in the region of £20k. It was noted that one of the school's parents is a tree surgeon and it was agreed that AM will pass on the details to Norman Withenshaw, who is organising the tree surgery on one of the trees.

AGENDA ITEM 21	**SCHOOL VISION (standing item)**
Discussion:	There was no Vision update at this meeting.

AGENDA ITEM 22	**ACADEMISATION (Standing Item)**

Discussion: **RESOLVED:**	SD reported that there has been a delay in the academisation process. The academy order and application was submitted in April. The person at the DfE who should be dealing with the papers has been off work. It is uncertain whether everything will go through on the date planned but progress will be monitored. **It was noted that the Board remain positive about academisation and are all still happy to go ahead with joining CDLT.**

AGENDA ITEM 23	**CELEBRATIONS AND SUCCESSES**
Discussion:	- The children visiting from Shanghai have visited the school and attended lessons and taken part in various activities including sports day. Extra classes were put on after school by staff at the request of the visiting children/teachers. There will be a visit to the Bells of Peover tomorrow of the children and staff visiting from Shanghai, together with available staff, and pupils and parents who were on the Easter trip or who will be going on the trip leaving on Boxing Day. - The SATS outcomes and outcomes across the school were noted as a celebration and thanks given to all staff across the school. - The starting of the collaboration of the children with children from other CDLT schools was recognised as a success. - The school received a gold award in the school games awards for participation in various school competitions. - It was noted that staff were very grateful for the time saved with the new report format.

AGENDA ITEM 24	**ANY OTHER BUSINESS & ITEMS FOR NEXT MEETING**
Discussion:	It was noted that FLPS have a lot of money and suggested that governors propose items which could be purchased for the school. It was noted that a trim trail round the field would be beneficial. It was agreed that AM will check about the use of the field for this with the Trustees. HB agreed to take forward with FLPS.

AGENDA ITEM 25	**DATE OF NEXT MEETING/S**
Discussion:	The next meeting is the Business meeting on Thursday 18th September at 4.30pm

Part 1 of the meeting ended at 5.35pm