MINUTES
OF THE FULL GOVERNING BODY MEETING
LOWER PEOVER PRIMARY SCHOOL

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| **Date** | Thursday 22nd May 2025 at 4.30pm | |
| **Venue** | Lower Peover Primary School | |
| **Attendees** | Louise Lawton (LL)<br>Sharon Dean (SD)<br>Hannah Burgoyne (HB)<br>Kirsten O'Shea (KOS)<br>David Bradley (DB)<br>Debbie Rutter (DR)<br>Graham Norbury (GN)<br>Mark Sales (MS)<br>Craig Blain (CB) | Foundation Governor – Chair<br>ASIA Head Teacher<br>Foundation Governor<br>Foundation Governor<br>Staff Governor<br>LA Governor<br>Foundation Governor<br>Parent Governor<br>Parent Governor |
| **Apologies** | Peter Longinotti (PL)<br>Alun McIntyre (AM)<br>Father Murray Aldridge-Collins (FM) | Foundation Governor<br>Co-opted Trustee<br>Incumbent |
| **In attendance** | Jo Tinker (JT)<br>Julie White (JW) | School Business Manager<br>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 9 governors present, the meeting met its quorum**

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| **AGENDA ITEM 1** | **WELCOME, OPENING PRAYER & APOLOGIES FOR ABSENCE** |
| **Discussion:** | LL welcomed all to the meeting and opened the meeting in prayer at 4.30pm. Apologies were received and accepted from Peter Longinotti, Alun McIntyre and Father Murray Aldridge-Collins. |
| **RESOLVED:** | That the apologies from Peter Longinotti, Alun McIntyre and Father Murray Aldridge-Collins are accepted. |

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| **AGENDA ITEM 2** | **DECLARATIONS OF INTEREST** |
| **Discussion:** | There were no new declarations of interest or any items in relation to the agenda discussed. |

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| **AGENDA ITEM 3** | **DECLARATION OF ANY OTHER BUSINESS** |
| **Discussion:** | There were no declarations of any other business. |

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| **AGENDA ITEM 4** | **PART ONE MINUTES OF THE LAST MEETING 20th MARCH 2025** |
| **Discussion:** | The minutes of the last meeting on 20th March 2025 were received. DR proposed and HB seconded that the minutes be accepted as a true and accurate record of the meeting. |
| **RESOLVED:** | That the minutes from the meeting on 20th March 2025 be accepted as a true and accurate record of the meeting. |

| AGENDA ITEM 5 | MATTERS ARISING |
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| **Discussion:** | The matters arising from the last meeting were discussed as follows:<br>- *Update on discussions regarding the Old School Yard*<br>This will be carried forward to the next meeting in AM's absence.<br>- *Review of admissions criteria*.<br>MS noted that the proposed simplified admissions criteria had been circulated prior to the meeting.<br>It was noted that the next steps are for the Governing Board to decide on the admissions criteria. SD has contacted Kelly Senior, the Head of Admissions for the LA to confirm how to progress. It is expected the change in criteria will need to go out to consultation in September. It was agreed that Governors will review the document in GoverhorHub and feedback comments at the next meeting.<br>- *Progress on skills audit.*<br>It was noted that all skills audits have been received with the exception of FM. It was noted that Governors are now reporting a better understanding of finance.<br>It was noted that the school now subscribes to GovernorHub Knowledge, which has a number of very good training courses. Overall, the responses to the skills audit were noted as very positive.<br>- *Update on tenders for work on the roof and hall.*<br>SD confirmed that the contractors have been appointed and have started the preparatory work. The work on the Design Technology room will start after half term with the work on the hall due to start when the school breaks up for the summer holidays. An e-mail has been received to confirm that the S106 work has come in under budget and asking for details of what the school wants to spend the remaining £35k on. It was suggested that the wraparound care entrance is made in line with the hall, a secure door fitted and the windows renewed.<br>- *Consideration of external let of school hall.*<br>CB reported that a document has been uploaded to GovernorHub for review setting out a general framework of what an agreement for the hire of the school hall could look like. It was noted that there had been concerns around the alarm system and the requirement to reset the alarm. It was agreed that the income would be a positive factor, but there are concerns around how the bookings would be managed and how the opening and closing of the hall would be managed. There were also questions around insurance. It was noted that staff are very stretched at the moment with the additional work on academisation.<br>It was noted that the school hall is used as a place of worship and the behaviour of children can change when the hall is being used outside of school hours.<br>It was agreed to review the insurance requirements and the impact of academisation and review at the next meeting.<br>- *Impact of Governors' discussions from previous meetings and any outcomes to report*.<br>There were no items to note. |
| **Action:** | 1. To carry forward the update on the Old School Yard to the next meeting.<br>2. Governors to review the proposed revised admissions criteria and feedback prior to the next meeting for discussion and approval.<br>3. JW to share details of GovernorHub Knowledge training courses.<br>4. To review the insurance implications of external hire of the hall and review at the next meeting. |

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| AGENDA ITEM 6 | BOARD GOVERNANCE |
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| Discussion: | • **Membership/vacancies**<br>DR informed Governors that she is planning to step down as LA Governor at the end of the academic year due to new work commitments. It was noted that once the school is part of CDLT there won't be a LA Governor. LL confirmed that where a school already has a LA Governor on academisation, they may become a Diocesan Corporate Member and be co-opted onto the Board. This has to be agreed by the Diocese. It is possible that a new LA Governor could be appointed prior to academisation. It was agreed that JW will confirm the date of the next LA panel meeting to ascertain if a new governor can be appointed prior to academisation.<br>• **Governor visits**<br>CB has been to visit Project Touchline with the feedback that it has gone well.<br>• **Chair's action**<br>There have been no Chair's actions to note. |
| Discussion: | JW to confirm the timescales for appointment of a new LA Governor. |

| AGENDA ITEM 7 | FINANCE |
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| Discussion: | It was noted that the budget was approved at the last meeting. JT noted that the previous budget papers were prepared prior to the resignation of CL. The budget papers now prepared are up to date and accurate. It was noted that the school is in a fortunate position that it has a carry forward surplus at present. |

| AGENDA ITEM 8 | SCHOOL IMPROVEMENT PLAN UPDATE |
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| Discussion: | The SIP will be updated next term with the priorities for next year and following academisation. SIAMs will also be a focus although the school isn't on the list for a SIAMs inspection next year. The SIP will be reviewed at the next meeting. |

| AGENDA ITEM 9 | SAFEGUARDING UPDATE |
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| Discussion: | SD reported that safeguarding incidents have risen in the school and the leadership team are dealing with a number of very difficult cases and spending a lot of time on safeguarding issues. Consideration had been given to bringing in a Family Support Worker to assist, but there is no funding for this.<br>**Q: Is there an option within the Academy for the support of a Family Support Worker?**<br>**A:** It was noted that going forward there may be support available.<br>**Q: Is there anything governors can do to support you?**<br>**A:** SD responded there isn't really anything.<br>SD noted that there is a strong team with SD, JT and DB and they are able to share and support each other and provide a listening ear.<br>**Q: How is it impacting the rest of the staff, is there a knock-on effect?**<br>**A:** Staff aren't aware of the safeguarding issues but the knock-on effect is staff aren't getting SD's time and DB has had to cut back on his SENDCO time. |

| AGENDA ITEM 10 | BEHAVIOUR & ATTENDANCE UPDATE |
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| **Discussion:** | DB is developing a new Behaviour Policy to be called the Relationships Policy with behaviour forming part of the policy. DB and HB are working on the policy and are going to take it to a tester parent group for feedback. The policy is child led and in their words with a focus on relationships to enable children to understand and develop social skills and relationships. |

| AGENDA ITEM 11 | CONSIDERATION OF STRATEGY 2025/26 |
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| **Discussion:** | *Advice for item:*<br>• *To review the school's priorities for this academic year and if they were achieved. To consider how this informs the strategic work of the board in 2025-26.*<br>• *To review the vision and values of the school and ensure these are shared with all stakeholders.*<br><br>It was agreed to carry this item forward to the next meeting. |

| AGENDA ITEM 12 | CYBER SECURITY |
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| **Discussion:** | SD reported that the school has everything in place as recommended by the Local Authority.<br>CB agreed to undertake the Cyber Security training and will be the governor responsible for cyber security. It was recommended that all governors carry out the training on Governorhub Knowledge:<br>Cyber Security for governors training |
| **Action:** | CB and all governors to carry out Cyber security training. |

| AGENDA ITEM 13 | CURRICULUM PLANS FOR THE TERM |
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| **Discussion:** | SD confirmed there have been no changes to the curriculum this term. There is potentially a new national curriculum coming out in the autumn term. |

| AGENDA ITEM 14 | SEND UPDATE |
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| **Discussion:** | DB noted that extra funding has been received for one child and a request has been submitted for another child. There were no further updates to report. |

| AGENDA ITEM 15 | PREMISES UPDATE (Standing Item) |
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| **Discussion:** | The premises report had been uploaded to GovernorHub. JT reported that Andy and Paul have been doing a lot of work in preparation for the building work. |

| AGENDA ITEM 16 | HEALTH & SAFETY (Standing Item) |
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| **Discussion:** | The Hygiene Report has been uploaded to GovernorHub following the visit and was reported as excellent.<br>There were no allergen reports to note. |

| AGENDA ITEM 17 | PROCEDURES / POLICIES FOR REVIEW/APPROVAL |
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| **Discussion:** | The 3 policies for approval are:<br>Staff Equality, Equity, Diversity and Inclusion Policy |

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| | Pupil Equality, Equity, Diversity and Inclusion Policy<br>Equality Information Statement<br><br>All governors approved the policies as updated. |
| **RESOLVED:** | That the policies listed above are approved. |

| **AGENDA ITEM 18** | **TRUSTEE REPORT (standing item)** |
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| **Discussion** | There was no Trustees report in AM's absence. |

| **AGENDA ITEM 19** | **SCHOOL VISION (standing item)** |
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| **Discussion:** | SD noted that Project Touchline is ongoing and the School Vision is being developed continually. |

| **AGENDA ITEM 20** | **ACADEMISATION (Standing Item)** |
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| **Discussion:** | It was noted that there has been a slight delay. The Academy Order application was completed and submitted on time but due to illness it wasn't picked up meaning it didn't go to the advisory board in May as planned. Sue Noakes has been chasing and it is now anticipated to go to the advisory board in July. There needs to be 4 weeks after the academy order to carry out the TUPE process. As this can't be done in the summer holidays, it has to be done in September meaning conversion will probably be 1st November.<br>**Q: How are staff feeling about academisation?**<br>A: SD confirmed that staff are feeling very positive and looking forward to the opportunities it will bring.<br>The Chairs of all the Governing Boards of the schools have had an online meeting. It was reported in this meeting that the trust is off the ground with Finance, HR, SIP, Headteachers, Deputy Headteachers, SENDCOs. It is key how the school governors will work together and with the executive board. The Trust's Chair's idea is that there will be lots of collaboration and working together. The FGB's will have more focus on curriculum and less on finance and more on challenge. He will be striving for excellence and innovation.<br>It is possible that there will be a strategy day in the future. |

| **AGENDA ITEM 21** | **CELEBRATIONS AND SUCCESSES** |
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| **Discussion:** | Project Touchline was noted as a success.<br>The SATS week has finished. The children are having a good trip in London.<br>SD reported that the Shanghai trip was very successful. Helen Yang has been into school to arrange a visit when the children are over from Shanghai for two weeks in the summer term.<br>It is hoped to arrange a meeting on the 11th July with a buffet at the Bells of Peover for the children visiting from Shanghai, the parents and pupils who went on the Shanghai trip and any governors.<br>11 families are interested in the next trip going out on Boxing Day for 2 weeks. There will be a different itinerary to the Easter trip. |

| **AGENDA ITEM 22** | **ANY OTHER BUSINESS & ITEMS FOR NEXT MEETING** |
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| **Discussion:** | *Uniform Discussion*<br>It was noted that the government is proposing a new uniform policy to limit schools to 3 branded items plus a tie. It was agreed that the school is okay as the branded t-shirts are |

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| | optional.<br>It was noted that some parents have requested a coloured t-shirt for PE instead of the white t-shirts which may be easier to keep clean. There was a proposal that the children could wear their team/house colours for PE. Following a discussion, it was agreed to introduce a navy T-shirt for PE. JT will contact the school supplier to enquire about the possibility of an optional branded PE t-shirt.<br>It was agreed to update the uniform policy to include a navy t-shirt for PE. |
| **RESOLVED:** | That the uniform policy will be updated to include a navy t-shirt for PE. |

| **AGENDA ITEM 23** | **DATE OF NEXT MEETING/S** |
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| **Discussion:** | 10th July 2025 at 4.30pm<br>The proposed dates for 2025-26 were noted and agreed as follows:<br><br>**Business meeting:** Thursday 18th September 2025 at 4.30pm<br>**Autumn 1:** Thursday 16th October 2025 at 4.30pm<br>**Autumn 2:** Thursday 11th December 2025 at 4.30pm<br>**Spring 1:** Thursday 29th January 2026 at 4.30pm<br>**Spring 2:** Thursday19th March 2026 at 4.30pm<br>**Summer 1:** Thursday 21st May 2026 at 4.30pm<br>**Summer 2:** Thursday 9th July 2026 at 4.30pm |
| **RESOLVED:** | That the meeting dates for 2025-26 are approved. |

The meeting ended after the part 2 discussion at 5.55pm