MINUTES OF THE FULL GOVERNING BODY MEETING LOWER PEOVER PRIMARY SCHOOL		
Date	Thursday 20th March 2025 at 4.30pm	
Venue	Lower Peover Primary School	
Attendees :	Louise Lawton (LL) Sharon Dean (SD) Hannah Burgoyne (HB) David Bradley (DB) Debbie Rutter (DR) (from 4.45pm) Graham Norbury (GN) Peter Longinotti (PL) Alun McIntyre (AM) Craig Blain (CB)	Foundation Governor – Chair ASIA Head Teacher Foundation Governor Staff Governor LA Governor Foundation Governor Foundation Governor Co-opted Trustee Parent Governor
Apologies	Kirsten O'Shea (KOS) Mark Sales (MS)	Foundation Governor Parent Governor
No response	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

AGENDA ITEM 1	**WELCOME, OPENING PRAYER & APOLOGIES FOR ABSENCE**
Discussion	LL opened the meeting with a prayer at 4.30pm. Apologies were received and accepted from Kirsten O'Shea and Mark Sales. It was noted that no response had been received from Father Murray.
RESOLVED:	That the apologies from Kirsten O'Shea and Mark Sales are accepted.

AGENDA ITEM 2	**DECLARATIONS OF INTEREST**
Discussion:	No declarations of interest were noted.

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

AGENDA ITEM 4	**PART ONE MINUTES OF THE LAST MEETING 30th JANUARY 2025**
Discussion	The minutes of the meeting on 30th January 2025 were received- 30.1.25 . HB proposed and DB seconded the approval of the minutes as a true and accurate record of the meeting.
RESOLVED:	That the minutes from the meeting on 30th January 2025 are approved 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 toilet refurbishment* It was confirmed that the toilets are completed as far as possible. There are a couple of small things outstanding which are being dealt with. - *Agenda Item 5*: *AM to update on discussions with the Parish Council regarding the Old School Yard.* AM noted that he and HB had met and discussed the best route forward. It is possible that all the users as a group could make a representation to the Land Registry to gain 'ancient possession' of the area. It was agreed that this will be explored further. - *Agenda Item 8: Governors to review monitoring dates and set up meetings for their link subjects.* It was noted that some have been set up and the remainder are ongoing. - *Agenda Item 17: Governors to review the admissions criteria to consider how the number of criteria can be reduced.* It was suggested that a small group should be set up to review the admissions criteria and bring suggestions to the next FGB for approval. It was agreed that LL, HB, PL and possibly MS form the small group to review the criteria. LL agreed to contact MS to ask if he would join the group. - *Agenda Item 18: HB to complete a compliance review of the website.* HB confirmed that the review was completed and the website was compliant. - Impact of Governors' discussions from previous meetings and any outcomes to report. There was nothing to report.
Action:	LL, HB, PL and possibly MS to meet to review and discuss the admissions criteria. LL to ask MS to join.

AGENDA ITEM 6	GOVERNING BODY MEMBERSHIP & DIVERSITY
Discussion:	Peter Longinotti's reappointment was confirmed by the PCC. Linda Boys has sent the paperwork to Father Murray for signature.

AGENDA ITEM 7	GOVERNOR TRAINING REQUIRED/ATTENDED
Discussion:	LL, HB and CB have completed the spirituality training. It was noted that it was 2 years since a skills audit was completed. It was agreed that this would be an appropriate time to complete another skills audit prior to academisation. JW agreed to send the NGA proforma skills audit to LL.
Action:	JW to send NGA skills audit template to LL.

AGENDA ITEM 8	GOVERNOR MONITORING REPORTS SINCE LAST MEETING
Discussion:	It was noted that MS has uploaded his Science visit report to GovernorHub. LL and HB carried out a collective worship monitoring visit and learning walk. Whole school and class worship was monitored and it was noted that everything was good in terms of structure and content. A learning walk was completed with a child from each class and reflective areas, reflection journals and the school vision were discussed with the children. HB met with Mr Goodwin to focus on writing and observed Year 5 and Year 1 lessons.

AGENDA ITEM 9	CHAIR'S ACTION
Discussion:	There were no chair's actions noted.

AGENDA ITEM 10	HEADTEACHER'S REPORT
Discussion:	The Headteacher's report was uploaded to GovernorHub for review prior to the meeting and received by governors. Points noted were: - The play area for KS2 has now been opened. - Attempts to get the front loop tarmacked are still ongoing. - Staff wellbeing – it was noted that a big part of a teacher's year is report writing. The part that parents tend to be most interested in is the comments section. There is now a way of downloading the assessment and attainment data from Insight with a general comments box for teachers to complete. Governors were asked for approval to trial the reports in this format as the work required by teachers to complete the reports will be greatly reduced. - **RESOLVED: Governors agreed to use the proposed format for the summer reports.** - Michael Gaskill's visit has been delayed, therefore his report was not available prior to the meeting. - It was noted that currently, the census is October but this will move to January following academisation. If a pupil becomes eligible for free school meals/pupil premium after 31st October, the school doesn't receive that funding until the following April. There are a number of children who have applied after 31st October. It is estimated that it costs the school approximately £900 a year to support those pupils. The cost of free school meals was then discussed. The government pay £2.58 per day for free school meals, but the cost is £2.95 leaving a shortfall of 37pence per pupil per day. This includes all pupils in KS1 and pupils in KS2 eligible for free school meals. The shortfall has been calculated as £12,000 per annum. Edsential are increasing the prices of meals to £3.20 in the next academic year so the gap will widen more. It was noted that the Edsential contract will be due for renewal next year and there may be a discussion with the Academy Heads once the contracts are due for renewal. - It is hoped that Reception will be full for September 2025. - There are 1 or 2 pupils with issues around attendance at the moment who the school is working with.

AGENDA ITEM 11	SCHOOL PLANS FOR 2025 EXAMS
Discussion:	It was noted that the optional KS1 and the KS2 SATS will be taken. DB and SD have assessed the Year 6 children who potentially need extra time and the applications have been submitted with 2 children still to be assessed. All are guaranteed the 25% extra time.

	There could be up to 9 children who will have extra time and will sit the SATs in a separate room.

AGENDA ITEM 12	**SCHOOL DATA 2024-25**
Discussion:	It was noted that the data was included in the Headteacher's report.

AGENDA ITEM 13	**CURRICULUM PLANS FOR THE TERM**
Discussion:	There were no changes to the curriculum reported. It was noted that Miss Moores is working on the history and geography plans for September 2025 with some changes to include the spirituality elements covered at the Inset day.

AGENDA ITEM 14	**SEND UPDATE**
Discussion:	DB noted that there were no changes from the last report other than a Year 5 and Reception child.

AGENDA ITEM 15	**FINANCE UPDATE**
Discussion:	JT confirmed that the SFVS has been prepared and uploaded to GovernorHub for approval. All governors present approved the SFVS. The Manual of Internal Financial Procedures has been updated and uploaded to Governorhub for review and approval. All governors present approved the MIFP.
RESOLVED:	That the SFVS is approved for submission. That the Manual of Internal Financial Procedures is approved.

AGENDA ITEM 16	**PREMISES UPDATE (Standing Item)**
Discussion:	The Site Manager's report was uploaded to GovernorHub for review and received by governors. The roof and hall were discussed. A meeting has taken place with Cassidy & Ashton and a timeline has been set out of when things should be happening. The work has gone out to tender to 6 contractors. The start date for the roof is anticipated to be 9th June. A completion date of 1st September has been set. It has been agreed following discussions that Cassidy & Ashton/the Diocese will manage the S106 money and invoiced by the school at the end. All the fees are included in the S106 funding. **Question:** How do we ensure it all happens in the set timescale? **Answer:** It was noted that all parties are aware of the requirement to complete the work by 1st September for hall lets and use by the school. The option of financial penalties was discussed. It was suggested that there needs to be a mechanism to ensure that the contract is delivered in full and on time. It was suggested that the first action will be to contact the LA to ask whether a penalty or incentive clause could be inserted into the contract. It was noted that there have been issues with Cassidy and Ashton in the past with contracts overrunning. It was confirmed that the contract will be between the Local Authority for the interior and the Diocese for the roof, and the contractor carrying out the work will be supervised by Cassidy & Ashton. It was also queried what the position would be if there was a cost overrun?

	It was agreed that LL will write a letter from the FGB to the Diocese and the Local Authority asking for their advice on including a contingency in the contracts, for time and cost overruns.
Action:	LL to write to the LA and the Diocese to confirm the position regarding time and cost overruns and whether a penalty clause could be included in the contracts.

AGENDA ITEM 17	**HEALTH & SAFETY (Standing Item)**
Discussion:	There were no items to report.

AGENDA ITEM 18	**PROCEDURES / POLICIES FOR REVIEW/APPROVAL**
Discussion:	• *Lettings charges* Governors were asked to decide whether to keep the lettings charges at the same level from September or increase them. It was noted that the WI pay £15 per evening to include the use of the kitchen, music is 10% of takings, sports coaching group is charged £60 a day for wraparound care and holiday clubs, the parish council is £10 per evening. It was noted that the Sports Coaching Group have requested that the charges are kept the same for next year. It was agreed that the school needs to generate more revenue therefore it was proposed that the charges were increased. It was proposed that the charge for the WI is increased to £20 and the charge for the Parish Council increased to £15. It was agreed to keep the same charge for the Sports Coaching Group and the music and review again next year. **Question:** Is there any reason why Lower Peover pupils don't hold birthday parties in the school? **Answer:** It was confirmed that the school hall used to be hired for parties. The possibility of allowing hire for parties at the weekends was discussed. The implications of damage to the premises and insurance was also discussed, including limiting access to other areas of the school. Potential charges were discussed and proposed that £50 an hour or £100 for a session could be considered. It was proposed to trial letting the hall to a wider network from September 2025. It was agreed that CB will put together something which sets out the prices and terms and conditions. Governors agreed to consider the proposals and discuss at the next meeting in May. • *Approval of FGB Terms of Reference* All governors present approved the FGB Terms of Reference. • *Approval of School Fund Terms of Reference* All governors present approved the School Fund Terms of Reference.
Action: **RESOLVED**	Governors to consider the external letting of the school hall for further discussion at the next FGB meeting That the FGB Terms of Reference and the School Fund Terms of Reference are approved.

AGENDA ITEM 19	**TRUSTEE REPORT (standing item)**
Discussion	AM presented the Trustee's report. - The Trust will present all pupils with a copy of St John's gospel to commemorate VE Day. - The Trustees have been discussing the land issues on academisation and have pulled

	together all the documents required. - The tenants will be in the Old School House until at least the end of the year. - It was noted that there has been a letter sent to all local residents to notify them of the building work and potential timescales, plus the dates of sports days and Campfest.

AGENDA ITEM 20	**SCHOOL VISION (standing item)**
Discussion:	The Keeping on Track visit from the Diocese was noted. The Keeping on Track visits are carried out to help schools prepare for their SIAMS inspection. The report was very positive. Thanks were noted to Cathy Lawrence, an HLTA leading on RE. The Inspector was very impressed with the assessments. The current strengths were agreed as Religious Education across the school, the vision and values, the highly effective Christian leadership of the school and the strong Christian Ethos and Values across the school. Areas for development were agreed to be establishing the shared language of spirituality. The Faith and Ethos committee will meet on 8th May.

AGENDA ITEM 21	**CELEBRATIONS AND SUCCESSES**
Discussion:	The Keeping on Track Diocesan visit had been noted as a celebration. The support of SEN and the support of children on their next journey was noted.

AGENDA ITEM 22	**ANY OTHER BUSINESS & ITEMS FOR NEXT MEETING**
Discussion:	There were no items of any other business noted. It was agreed to present the CDLT Vision document at the next meeting.

AGENDA ITEM 23	**DATE OF NEXT MEETING/S**
	The next meeting is on 22nd May 2025 at 4.30pm

The meeting closed at 6.25pm after the Part 2 discussion.