

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

Date	Thursday 18 th September 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) Graham Norbury (GN) Father Murray Aldridge-Collins (FM) Mark Sales (MS) Craig Blain (CB) Peter Longinotti (PL)	Foundation Governor – Chair ASIA Head Teacher Foundation Governor Foundation Governor Staff Governor Foundation Governor Incumbent Parent Governor Parent Governor Foundation Governor
Apologies	Alun McIntyre (AM)	Co-opted Trustee
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

Quorum: The meeting met its quorum.

AGENDA ITEM 1	WELCOME, OPENING PRAYER & APOLOGIES FOR ABSENCE
Discussion:	FM opened the meeting at 4.30 with prayer. LL welcomed all to the meeting. Apologies were received and accepted from AM.
RESOLVED:	That the apologies from AM are accepted.

AGENDA ITEM 3	ELECTION OF CHAIR & VICE CHAIR FOR 2025-26 (STATUTORY)
Discussion:	JW noted that a nomination had been received for LL as Chair. LL accepted the nomination and all governors voted to re-appoint LL as Chair. JW noted that nominations had been received for both HB and KOS for the role of Vice Chair. It was agreed to appoint HB and KOS as Co Vice Chairs.
RESOLVED:	That Louise Lawton is appointed as Chair for 2025-26. That Hannah Burgoyne and Kirsten O'Shea are appointed as Co Vice Chairs for 2025-26.

AGENDA ITEM 2	APPOINTMENT OF CLERK/GOVERNANCE PROFESSIONAL FOR 2025-26 (STATUTORY)
Discussion:	It was agreed to reappoint Second2None School Support to provide clerking services for 2025-26 with Julie White as the nominated Clerk.
RESOLVED:	That Julie White, through Second2None School Support, is appointed as Clerk for 2025-26.

AGENDA ITEM 4	ANNUAL DECLARATIONS
----------------------	----------------------------

Discussion:	All governors were reminded to complete their annual declarations. Any governors who have not completed any of the declarations have received an e-mail via GovernorHub with a link to complete.
ACTION:	All governors to complete annual declarations on GovernorHub.

AGENDA ITEM 5	PART ONE MINUTES OF THE LAST MEETING ON 10th JULY 2025
Discussion:	The minutes of the last meeting on 10 th July 2025 were received. DB proposed and HB seconded that they be accepted as a true and accurate record of the meeting.
RESOLVED:	That the minutes of the meeting on 10 th July 2025 be accepted as a true and accurate record of the meeting.

AGENDA ITEM 6	MATTERS ARISING
Discussion:	<p>The following matters arising were discussed.</p> <p><i>Agenda item 5:</i> Update on review of admissions criteria. MS reported that Linda Boys, at the Diocese, had been very supportive with the wording of the admissions criteria. The list of criteria have reduced from 10 complex criteria to an easier 6 criteria, the majority have to be included as a legal requirement. It was suggested that the website includes an introduction and then points to the criteria. It was discussed that the list of criteria only applies in the case of oversubscription, and this should be emphasised to parents. Most parents come under the distance criteria. it was agreed that the catchment criteria has now been simplified. Thanks had been received from the Diocese for making the process easy and noting that they are happy with the document. All governors present agreed to approve and accept the updated admissions criteria. The admissions policy will now go out for consultation on 1st October. RESOLVED: That the updated oversubscription admissions criteria and policy are approved and will be put out for consultation on 1st October 2025.</p> <p><i>Agenda Item 15:</i> Update on car park drainage. The company who were looking at the car park drainage have gone bankrupt. The Trustees have a plan which AM will explain at the next meeting.</p> <p><i>Agenda Item 16:</i> Follow up on condition of the membrane in the hall roof. It was confirmed that the membrane under the roof in the hall has been cleaned and treated and ventilation in the roof will now ensure that it doesn't become mouldy again.</p>

AGENDA ITEM 7	GOVERNING BODY MEMBERSHIP 2025-26
Discussion:	<p>Vacancies – JW confirmed that the LA Governor Vacancy application is in progress and should be approved for ratification at the next meeting.</p> <p>It was agreed that the skills audit was completed last year and may be revisited following academisation.</p>

AGENDA ITEM 8	COMMITTEE STRUCTURE & MEMBERSHIP 2025-26
Discussion:	<p>The committee structures and membership were agreed as follows:</p> <p>1. Faith & Ethos Louise Lawton, Hannah Burgoyne, Craig Blain and Father Murray</p>

	<ol style="list-style-type: none"> 2. Pay Committee Kirsten O'Shea, Hannah Burgoyne and Craig Blain 3. Pay Appeals Committee Louise Lawton, Graham Norbury and Peter Longinotti 4. Headteacher Performance Management Panel Louise Lawton, Hannah Burgoyne and Michael Gaskill (External advisor) 5. Pupil Discipline & Exclusion Panel – Governors appointed as and when required 6. Staff Discipline & Dismissal Panel – 3 non staff, trained and eligible governors appointed as and when required 7. Staff Discipline & Dismissal Appeal Panel - 3 non staff, trained and eligible governors appointed as and when required 8. Complaint Appeals – 3 non staff trained and eligible governors appointed as and when required 9. School Collaboration Agreement – It was agreed to follow up with CDLT. 10. Approval of SIP/External Advisor – Michael Gaskill has been appointed as the SIP for 2025-26.
--	--

AGENDA ITEM 9	TERMS OF REFERENCE 2025-26
Discussion:	<p>Governors reviewed and agreed the following terms of reference:</p> <ol style="list-style-type: none"> 1. Full Governing Board 2. Pay Committee – The Pay Committee terms of reference is included in the Pay Policy. 3. School Fund <p>All governors approved the terms of reference noted. RESOLVED: That the Terms of Reference noted are approved.</p>

AGENDA ITEM 10	REVIEW & CONFIRM GOVERNOR SUBJECT LINKS & LEAD GOVERNOR ROLES 2025-26
Discussion:	<p>Governors confirmed the following link roles for 2025-26.</p> <p>Lead governors:</p> <ol style="list-style-type: none"> 1. Safeguarding – Hannah Burgoyne 2. Behaviour & Attendance – Hannah Burgoyne 3. SEND - Hannah Burgoyne 4. Mental Health & Wellbeing (staff and pupils) – Hannah Burgoyne 5. Pupil Premium – Hannah Burgoyne 6. Health & Safety – Graham Norbury 7. GDPR Champion – Alun McIntyre 8. Food – Hannah Burgoyne 9. Sustainability and Climate Action – Craig Blain 10. Cybersecurity – Craig Blain <p>Subject Link governors:</p> <ol style="list-style-type: none"> 1. English – Mark Sales 2. SMSC/PSHE – Kirsten O'Shea 3. Science – Mark Sales 4. Maths – Louise Lawton 5. RE& Collective Worship – Louise Lawton 6. Geography/History – Peter Longinotti

	7. EYFS – Louise Lawton 8. PE – Craig Blain
--	--

AGENDA ITEM 11	GOVERNOR TRAINING REQUIRED/ATTENDED
-------------------	-------------------------------------

Discussion:	CB has booked on the sustainability and climate action plan training on 1 st October. SD noted that she has been working through the new Ofsted framework and is attending training on the new framework. This will be reported to governors at the next meeting. Safer recruitment training was discussed and agreed that HB will complete the training. FM and LL have completed the safer recruitment training through the Diocese. All governors were advised to review the training modules available through GovernorHub and through the Diocesan training.
--------------------	--

AGENDA ITEM 12	GOVERNOR MONITORING REPORTS SINCE LAST MEETING
-------------------	--

Discussion:	There were no monitoring reports to receive since the last meeting.
--------------------	---

AGENDA ITEM 13	GOVERNOR SELF EVALUATION & ACTION PLANNING 25-26
-------------------	--

Discussion:	<p><i>Advice for item:</i></p> <p>To consider the work of the board in light of last year's achievements and challenges. To consider and agree what the specific priorities for governors this academic year are.</p> <p>It was agreed that it would be useful for a group of governors to complete a self-evaluation to evaluate effectiveness as a governing board, review the past year and draw up some actions for moving forward, particularly going into academy status.</p> <p>Q: Are there governing boards held up as particularly effective we could learn from? A: It was noted that the board is a strong board. When Shaping Governance carried out a governance training review, the board came out as strong.</p> <p>It was noted that the new Ofsted framework includes a large amount on leadership and governance. It could be helpful for governors to review their effectiveness in line with the new framework.</p>
--------------------	--

AGENDA ITEM 14	CHAIR'S ACTION
-------------------	----------------

Discussion:	There were no Chair's actions noted.
--------------------	--------------------------------------

AGENDA ITEM 15	SCHOOL DEVELOPMENT PLAN 2025-26 FOR APPROVAL
-------------------	--

Discussion:	<p>The School Development plan had been uploaded to GovernorHub prior to the meeting for review - School Impact plan. SD reported that the ideas will now be put into the new Ofsted framework format. The key areas for focus were set out as follows:</p> <ol style="list-style-type: none"> 1. To continue to review the curriculum and how it is embedded and make sure it continues to grow. There are new approaches to writing which Mr Goodwin is leading on. 2. Behaviour and Attitudes. Work on the School Relationships Policy is ongoing. 3. Personal Development – ensure spiritual development is included and embedded in all aspects of school life.
--------------------	---

	<p>4. Leadership and Management – the School Vision will continue to be embedded. Preparation will continue for the SIAMS inspection next year and the smooth transition into CDLT.</p> <p>5. EYFS – Mrs Slater has now moved to Reception from Year 3. There is the new framework for EYFS. It was noted that more staff will need to be trained in paediatric first aid following new regulations in place.</p> <p>RESOLVED: All governors approved the School Development Plan.</p>
--	---

AGENDA ITEM 16	SCHOOL SELF EVALUATION FORM FOR REVIEW
Discussion:	SD confirmed that a SEF has been completed, but this will now be updated in line with the new Ofsted framework and presented at the next meeting.

AGENDA ITEM 17	DIOCESE UPDATES / SIAMS INSPECTION PREPARATION
Discussion:	The SIAMS inspection will be next academic year and SD confirmed that the School is on track.

AGENDA ITEM 18	ACADEMISATION UPDATE
Discussion:	SD confirmed that everything is on track for the School to join CDLT on 1 st November 2025.

AGENDA ITEM 19	FOOD STANDARDS – TO NOTE
Discussion:	<p>The following was noted: The updated DfE Governance Guide 2025 includes reference to a new section on nutrition in relation to pupil health and wellbeing to cover the board's role in school food. In line with the DfE's school food guidance for governors, schools are expected to have a policy on school food.</p> <p>Monitoring activities As governors, you can:</p> <ul style="list-style-type: none"> • Assign oversight of school food to a committee or link governor, as part of your school's wider health and wellbeing strategy • Schedule school visits so you can observe how the lunchtime experience contributes to the culture and ethos of your school • Have a board member attend School Nutrition Action Group meetings • Have your school leaders develop a whole-school food policy which includes a healthy packed lunch, vending and drinks policy • Check continuing professional development training is in place for teachers and support staff to support their knowledge of health and wellbeing

AGENDA ITEM 20	PROCEDURES / POLICIES FOR REVIEW/APPROVAL
Discussion:	<p>The following policies were received and approved by governors:</p> <ul style="list-style-type: none"> • School Pay Policy • Safeguarding Policy (policy must be updated in line with KCSIE guidance) • Admissions Arrangements

	<ul style="list-style-type: none"> Supporting pupils in school with medical conditions – school to confirm that the policy meets statutory requirements in light of DfE Governance Guide requirements that put a greater emphasis on governing boards to ensure the policy is easily accessible to parents/staff and meets statutory requirements. Marking Policy Homework Policy Subject Leader Policy Teaching and Learning Policy <p>RESOLVED: That the above policies were received and approved by governors.</p>
--	--

AGENDA ITEM 21	ANY OTHER BUSINESS & SUCCESSES & CELEBRATIONS
----------------	---

Discussion:	<p>It was noted that the School roof and the work on the School Hall is making a big difference to the School. The work was all completed on time.</p> <p>AM had sent a Trustees' report which noted the following:</p> <ul style="list-style-type: none"> The tree work in the wood has been completed. The work on the car park is still ongoing and will be updated at the next meeting. AM and Sybil Crossman attended a meeting with SD and Sue Noakes to discuss and agree a number of points regarding land arrangements on academisation. The Tenants are staying in the School House until the end of the year. The track around the playing field was discussed and noted that this will not happen until next year. There are no other capital works planned at present. Sybil has been in discussion with Plumleys garden centre regarding some plants for the side of the school where the tree was. AM has asked for any thoughts on the use of this area. <p>It was noted that a school parent owns Grasslands nursery and may be able to advise on plants.</p> <p>It was proposed that the Trustees come to a future meeting to present on the history and the work of the Richard Comberbach Trust.</p> <p>There was a discussion around whether CDLT will pay for legal fees for the wording in the supplemental agreement regarding the land but noted that this is unlikely.</p> <p>There was a discussion around whether there will be any local publicity, such as in the Knutsford Guardian, to announce that the School is joining CDLT. SD will send the details of the contact to MS. MS will coordinate with Sue Noakes around the format of an announcement and publicity.</p> <p>Action: MS to coordinate with Sue Noakes regarding publicity and form of announcement following academisation.</p> <p>CB conveyed thanks to staff and asked that all staff be thanked following Harry's completion of his chemotherapy treatment.</p>
--------------------	---

AGENDA ITEM 22	DATE OF NEXT MEETINGS
----------------	-----------------------

Discussion:	The following dates were agreed for the remainder of the year: 16 th October 2025
--------------------	---



	11 th December 2025 29 th January 2026 19 th March 2026 21 st May 2026 9 th July 2026
--	--

The meeting closed after Part 2 matters at 5.35pm