

**MINUTES
OF THE LOCAL GOVERNING COMMITTEE MEETING
LOWER PEOVER PRIMARY SCHOOL**

Date	Thursday 11 th December 2025 at 4.30pm	
Venue	Lower Peover Primary School	
Attendees:	Louise Lawton (LL) Sharon Dean (SD) Hannah Burgoyne (HB) Kirsten O'Shea (KOS) (left 6pm) David Bradley (DB) Graham Norbury (GN) Mark Sales (MS) (From 5.15pm) Peter Longinotti (PL) Alun McIntyre (AM)	Foundation Governor – Chair ASIA Head Teacher Foundation Governor Foundation Governor Staff Governor Foundation Governor Parent Governor Foundation Governor Co-opted Trustee
Apologies	Craig Blain (CB)	Parent Governor
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

Quorum: 3 governors. With 9 governors present, the meeting met its quorum.

AGENDA ITEM 1	WELCOME, OPENING PRAYER & APOLOGIES FOR ABSENCE
Discussion:	LL welcomed all to the meeting and opened the meeting in prayer. Apologies were received and accepted from Craig Blain. No response had been received from Father Murray.
RESOLVED:	That the apologies from Criag Blain are accepted.

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

AGENDA ITEM 3	DECLARATIONS OF ANY OTHER BUSINESS
Discussion:	There had been no declarations of any other business for discussion.

AGENDA ITEM 4	PART ONE MINUTES OF THE LAST MEETING ON 16th OCTOBER 2025
Discussion:	The minutes of the last meeting on 16 th October 2025 were received. DB and HB proposed and seconded that they be accepted as a true and accurate record of the meeting.
RESOLVED:	That the minutes of the meeting on 16 th October 2025 are accepted as a true and accurate record of the meeting.

AGENDA ITEM 5	MATTERS ARISING
Discussion:	It was agreed that the matters arising from the last meeting would be covered later in the meeting: <ul style="list-style-type: none"> - Update on additional Governors meeting to review the new Ofsted gathering information document and Self Evaluation.

AGENDA ITEM 6	GOVERNANCE
Discussion:	<p><i>To approve the Terms of Reference for the Faith and Ethos Committee</i> The Terms of Reference for the Faith and Ethos Committee were prepared by LL, HB, CB and FM, with input from Sue Noakes, and uploaded to GovernorHub for review. There were no additional comments on the Terms of Reference and the Governors in attendance agreed to adopt the Terms of Reference. RESOLVED: That the Terms of Reference for the Faith and Ethos Committee are approved.</p> <p><i>To confirm any changes to Board structure following academisation</i> It was confirmed that there are no changes to the Board structure following academisation.</p> <p><i>Any MAT correspondence including LGC Terms of Reference for adoption</i> Governors reviewed the Scheme of Delegation and LGC Terms of Reference for CDLT and agreed to adopt the LGC Terms of Reference. RESOLVED: That the LGC Terms of Reference for CDLT are adopted.</p> <p><i>Chair's update from the Chairs Network Group</i> LL reported that CDLT are reviewing the skillset of the Trust Board and are looking to recruit into HR and Estates in the New Year. External Auditors have been appointed and policies are being reviewed and approved in tranches at Trust Board meetings. There are currently 8 schools in the Trust. An advert has gone out for the CEO position with a view to taking over in September after a handover from June. Once the policies have been approved by the Trust Board and sent to the individual schools, the LGC will need to minute their approval to adopt the policies. A Governors' Handbook is being prepared which will be circulated to Governors in January.</p>

AGENDA ITEM 7	GOVERNOR TRAINING REQUIRED/ATTENDED
Discussion:	KOS confirmed attendance at a webinar around the new Ofsted framework and will upload the slides to GovernorHub. The DBE training has been circulated to Governors which includes SIAMS training, which would be beneficial to attend.

AGENDA ITEM 8	GOVERNOR MONITORING REPORTS SINCE LAST MEETING
Discussion:	MS has completed an English monitoring visit and has uploaded his report. It was agreed that this will be covered at the next meeting with any questions sent to MS in advance. HB and SD met to review the Pupil Premium Statement for the academic year. PP funds have been allocated for ELSA and Jigsaw and also for the Accelerated Reader Programme focussing on children who don't necessarily get reading support at home. The PP funds are also used for enabling PP children to attend competitions such as dance and sports competitions and also school trips.

AGENDA ITEM 9	GOVERNOR SELF EVALUATION & ACTION PLANNING 25-26
Discussion:	KOS reported on the Governors Meeting to review the different areas of the Ofsted framework and how those present had analysed the various governors' roles and identified how to improve any gaps.

	<p>The actions agreed at the meeting include:</p> <ul style="list-style-type: none"> - Governors to familiarise themselves with the statutory duties for the role; - Effective challenge was highlighted as an area for improvement and for Governors to provide feedback maintaining that balance of support and challenge; - Reading of policies was discussed and it was agreed that all Governors need to read all policies to provide oversight. - A standardised timetable was suggested for submitting Link Governor reports which would be shared at the start of the academic year. The approved proforma will also be used for Link Governor reports. - Wellbeing was discussed and the Governors' role in having an oversight of staff wellbeing. - Governors agreed to update the self-evaluation summary on GovernorHub. <p>Reflections from the Chair on the process of joining CDLT were discussed. It was noted it has been a journey where everybody has worked hard, particularly SD, JT and AM for the Trustees' work. It was confirmed that the various meetings have been useful. In all, everybody is very positive and will benefit going forward.</p>
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AGENDA ITEM 10	CHAIR'S ACTION
Discussion:	There were no Chair's actions to report.

AGENDA ITEM 11	SELF EVALUATION SUMMARY / OFSTED 2025 FRAMEWORK
Discussion:	<p><i>Gathering information for the self-evaluation summary - Inclusion</i></p> <p>The self-evaluation summary was completed and uploaded to GovernorHub for review with questions on the inclusion section sent to SD prior to the meeting.</p> <p>Q: In safeguarding you mention recruitment file audits in an area for development. Is this a role that a Governor should take on or is it necessary to have an External Auditor?</p> <p>A: SD confirmed that this is a Governor role and suggested that the Safeguarding Governor reviews the last person who joined the school and goes through the process.</p> <p>Q: For Inclusion, I note that the SEND Link Governor will monitor curriculum delivery closely. I have a meeting with David on 18th December so I will make a note to discuss that with him and how I can do that.</p> <p>A: It was noted that HB will meet to discuss with DB on 18th December.</p> <p>Q: I note that Pupil Premium is monitored for impact - how is this done? Is this by identifying the group who should benefit from Pupil Premium and monitoring their progress throughout the academic year? Is reference taken of the way the Pupil Premium funds are allocated? For example the impact of Accelerated Reader on that specific group?</p> <p>A: It was noted that within Insight, there are user groups for pupil premium children, disadvantaged children and children who are known, or have ever been known, to social care or who have had speech and language input. All children are monitored through Insight. Pupil Premium children attending clubs and sports clubs are also monitored. Expenditure for school visits and the Accelerated Reader Programme are also monitored.</p> <p>Q: An area of development for curriculum and teaching is moderation across the school. Now this isn't being done with external assistance, what will that moderation look like?</p> <p>A: It was noted that literacy moderation was done last year with an external group but was very expensive and has been done in house this year. It was noted that moderation will probably take place across all the CDLT schools in due course.</p> <p>Q: For behaviour and attendance, I have made a note that I will undertake a pupil voice on behaviour in the new year to gauge the impact of the new policy. Do you think it's worth a parental survey to gauge the parental perception of behaviour in school?</p> <p>A: SD confirmed that a parental survey will be carried out in January.</p> <p>It was noted that Mrs Slater seems to be enjoying teaching Reception and, from observations of the children coming into collective worships, they seem to be responding well to her.</p>

	<p><i>Changes to educational processes now we are in CDLT: Headteacher</i></p> <p>SD noted the following changes:</p> <ul style="list-style-type: none"> - The use of schemes across the schools has been collated, and the Trust is continuing to look for commonality. - School Improvement triads have been set up for the autumn term, Lower Peover is working with Lostock Gralam and Davenham. The focus for the first visit is looking at EYFS. - Susan Walters will be visiting Lower Peover in the spring and summer terms to look at School Improvement. - Supportive groups have been set up and are working well including Heads, SENCO, Deputy Heads and School Business Managers. - An inset day has been arranged for January for all schools. Marie Gentles will be presenting on behaviour and behaviours for learning.
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AGENDA ITEM 12	SCHOOL DEVELOPMENT PLAN 2025-26
<p>Discussion:</p>	<p>Governors reviewed the IDSR section of the SDP and submitted questions to SD prior to the meeting:</p> <p>Q: Under areas to monitor and review please could you explain section A? In particular I wasn't sure what the tiny cohort was referring to? Is this the number of disadvantaged pupils?</p> <p>A: SD confirmed that this is the disadvantaged pupils which is a small number.</p> <p>Q: In respect of B – have the pupils involved in the Bullying/Disruptive Behaviour now left the school? Is there anything that can be learned from these experiences? Is the new behaviour policy addressing any concerns that flowed from these instances?</p> <p>A: It was confirmed that the pupils referred to have now left the school. There was nothing the school could learn particularly as it was those specific children.</p> <p>Q: In respect of C – is this referring to the current Year 6 cohort?</p> <p>A: It was confirmed that this refers to the SATs data which was last year's cohort.</p> <p>Q: Behavioural suspensions: noted as 'patterns warranting attention'. We are aware of specific cases behind this but what are the systems and changes in place to support staff, pupils and families in this context?</p> <p>A: It was noted that this refers to 2 specific children. There is a new behaviour policy in place and the school works closely with families to support them.</p> <p>Q: SEN: This is noted as 'level of need rising slightly'. Do we need to consider support for staff to ensure we maintain workload/wellbeing balance, as well as meeting needs should we have additional pupils in future intakes?</p> <p>A: The support for staff is an area for challenge with challenging pupils. The level of need changed following the move to Arber which has allowed more detail to be included resulting in it appearing that need has increased.</p> <p>Sporting events were discussed and whether enrichment activities are attended by all groups. The school intend to raise this with the Thrive/Holmes Chapel partnership that there are more 'B' events rather than 'A' events to allow for more children to enter these events.</p> <p>Q: In the IDSR summary it says experience a curriculum adapted to meet their specific needs. How is this achieved in a class of 30 or so children?</p> <p>A: It was noted that if children have specific needs within their SEND profile, they are scaffolded and supported with adaptive teaching in each subject.</p> <p>Q: How do you plan to monitor the areas for review in the IDSR?</p> <p>A: The disadvantaged groups can skew the results. Attendance is tracked weekly and discussed at progress meetings with staff to take further action where required.</p>

AGENDA ITEM 13	HEADTEACHER'S REPORT
<p>Discussion:</p>	<p>SD presented the Headteacher's report which had been uploaded to GovernorHub for review and responded to questions raised by governors.</p>

	<p>Q: In relation to wellbeing, are workloads manageable? A: SD reported that staff are having PPA at home where possible. There have been challenges with TA support and it had been hoped that there would be some budget for additional TA support. However, this is not a possibility due to budget constraints. There are potential challenges with staffing and budgets which need to be balanced going forward.</p> <p>Q: Regarding CPOMs and parent communication, what feedback has there been from parents this year and is there a theme? A: SD confirmed that everything that the school thinks could require evidence in future is logged on CPOMs. Anything related to behaviour, bullying, medical, social care, child protection etc will be logged on CPOMs too.</p> <p>Q: Acknowledging the reduced number of any incidents, are there any trends in behaviour? A: SD confirmed there are no real trends in behaviour.</p> <p>Q: Is there any data for Accidents and Incidents for CWAC or national to compare our results to others to see if we have more or less than other schools? A: SD confirmed that there are no comparisons for CWAC but will ask the question at the next health and safety visit.</p> <p>Q: In relation to trips and workshops, I note that Year 2 and Year 4 haven't had anything. Is this because those classes have residential trips this year? A: SD confirmed that those years have had not had anything yet, but had done walks around school. The costs with upcoming residential is also a consideration.</p> <p>In relation to behaviour, DB outlined the incentive scheme that is being introduced.</p> <p>Q: Whilst only marginal, there are a higher percentage of pupils yet to reach expected standards in reading and writing compared to those yet to reach expected in maths, is this usual? A: SD confirmed that at this time of year, the maths is easier to attain where the reading and writing tends to come later in the year.</p> <p>Q: What type of parental behaviour is logged on CPOMs? A: SD confirmed that all behaviour which requires follow up. It was noted that there was one family for example that was being aggressive towards a teacher and these incidents were logged.</p>
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AGENDA ITEM 14	CURRICULUM PLANS UPDATE
Discussion:	<p>JH reported that the aim is now to embed racial justice in the curriculum. It is in the curriculum, but not explicit or explicit in the way it is taught.</p> <p>The one page plan has also been adapted to include The Equity, Diversity and Justice which has increased the length of the one page plan to two pages due to additional content. Oracy has also been incorporated into the curriculum as a key focus area for Ofsted.</p> <p>Note: MS joined the meeting at 5.15pm</p>

AGENDA ITEM 15	SEND UPDATE (Standing Item)
Discussion:	<p>DB reported that there are 2 EHCPs in progress. A significant time has been spent on one child with safeguarding concerns.</p>

AGENDA ITEM 16	PREMISES UPDATE (Standing Item)
Discussion:	<p>SD confirmed that it is hoped the snagging work on the hall will be completed over the Christmas break. There were no other premises issues to note.</p>

AGENDA ITEM 17	HEALTH & SAFETY (Standing Item)
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Discussion:	<p>JT reported that the move from CWAC to Jeanne Fairbrother Associates (JFA) who are CDLT's provider, has shown CWAC to be inadequate. JFA has acknowledged that CDLT's standards are very high.</p> <p>The school has had a pre-audit meeting with the main audit booked for the end of January. The audit checklist has been completed and sent back and all documentation is now being checked and collated. It is hoped that the CDLT I am Compliant system will help to centralise all paperwork once this has been implemented. There is a lot of work being carried out to ensure that the school passes the audit.</p> <p>The increased emphasis on the Health and Safety Governor was noted and confirmed that GN will be having termly site meetings with the SM to go through all the tick sheets and review the audit questions.</p> <p>It was confirmed that there had been no allergens reported.</p>
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AGENDA ITEM 18	SUSTAINABILITY GOVERNOR AND CLIMATE ACTION PLAN (Standing Item)
Discussion:	It was agreed to carry this forward to the next meeting in CB's absence. CB has confirmed that this is in progress and should be completed by Christmas and circulated for consideration by Governors.

AGENDA ITEM 19	CYBERSECURITY AND GDPR (Standing Item)
Discussion:	<p>AM confirmed that a meeting will be set with JT in February to review the school's GDPR.</p> <p>It was reported that there have been two Subject Access Requests, both from the same family.</p>

AGENDA ITEM 20	PUPIL & STAFF WELLBEING UPDATE
Discussion:	A staff survey will be completed in January. Staff have completed their desktop display equipment assessments.

AGENDA ITEM 21	FINANCE UPDATE
Discussion:	<p><i>Finance Update.</i></p> <p>It was noted that there isn't a full finance report at present due to the conversion process. There have been 2 budget meetings with the CDLT team. The school is working off the CWAC budget papers from mid-October. A final draft set of papers is expected from CWAC by the end of the year for approval which will stipulate the actual position in terms of carry forward.</p> <p>The budget for each ledger codes are being agreed and uploaded to the new system. The CDLT processes are more detailed which gives more control but it is labour intensive at the moment while everything is being transferred over.</p> <p>It was noted and discussed that cashflow is now key as the GAG funding is received monthly and expenditure paid out from the monthly GAG funding, which gives less flexibility. It was confirmed that CDLT are providing lots of support with the new systems and processes.</p> <p><i>Changes to operational processes now we are in CDLT</i></p>

	<p>JT uploaded a report to GovernorHub setting out the changes to the operational processes. It was acknowledged that the increase in workload has been huge and has been difficult. It is hoped that it will get easier as the systems become more familiar.</p> <p>Governors thanked JT for all her work in transferring over the financial systems and processes to the CDLT systems.</p> <p><i>Any expenditure for Governor approval.</i></p> <p>There was no expenditure for Governor approval.</p> <p><i>To receive Pupil Premium report to Governors and ensure that the PP strategy document is sent to the DfE by 31.12.25.</i></p> <p>Governors confirmed their approval of the PP strategy document.</p> <p>RESOLVED: That the PP strategy document is approved.</p>
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AGENDA ITEM 22	DIOCESAN UPDATES / SIAMS INSPECTION PREPARATION
Discussion:	<p>There was no SIAMs Inspection update.</p> <p>It was confirmed that HB and LL are going to work with the ambassadors group on a research project related to courageous advocacy or spirituality, possibly also including racial justice. This has come from an idea at the Diocesan conference attended by SD and JT where a school had given a presentation on courageous advocacy and spirituality and set out the benefits of this being led by pupils rather than staff.</p> <p>It is hoped that the output could be presented at an assembly in the spring term.</p>

AGENDA ITEM 23	PROCEDURES / POLICIES FOR REVIEW/APPROVAL
Discussion:	<p>All policies are now being updated in tranches of around 6 each meeting to move onto the CDLT policies. The following policies have all been updated to CDLT policies which are available on the CDLT website for review:</p> <ul style="list-style-type: none"> Attendance Behaviour and Relationships – The Lower Peover Relationships Policy will be included as an appendix to the CDLT Behaviour Policy. Critical Incidents Complaints Children with Health Needs Unable to Attend School. Designated Teacher for LAC and PLAC First Aid in Schools Relationships, Health and Education <p>RESOLVED: All Governors agreed to the adoption of the policies listed above.</p> <p>The Manual Handling and Positive Handling Policy has been uploaded to the National College site for review by Governors.</p>

AGENDA ITEM 24	TRUSTEE REPORT (standing item)
Discussion	<p>AM presented the Trustee Report.</p> <p>The next Trustees' meeting will be in February and Governors were asked to let him know if there were any items for financial assistance next year. It was noted that another school's</p>

	<p>Trustees, in a similar position to Lower Peover's provided funds similar to FLPS and requests were made for specific items. It was agreed that AM could investigate whether surplus funds could be used in this way.</p> <p>Action: AM to investigate whether the Trustees could use surplus funds for specific items to support the school and pupils.</p> <p>The tree surveys have been completed and handed over to JFA. The Trustees will be discussing the role of the Trust after conversion and Governors were invited to forward any comments to AM for discussion.</p> <p>Note: KOS left the meeting at 6pm.</p> <p>AM confirmed that the discussions regarding the Old School Yard are not progressing.</p> <p>AM's next project is to review the Scheme of Management of the Trust with the last one being completed in 1898.</p>
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AGENDA ITEM 25	ANY OTHER BUSINESS & SUCCESSES & CELEBRATIONS
Discussion:	<p>It was celebrated that Lower Peover is in the top 6 schools in the North West and 94th in the country. There have been a number of calls enquiring about admissions following the publication of the table.</p> <p>The EYFS and KS1 nativities went well and were excellent.</p> <p>It was reported that the School took part in the Goosetails Project organised by Goostrey Playing Fields Association and a pupil from Year 4 won overall. There were also 5 winners from each year group.</p> <p>MS noted that during the monitoring visit with AG, it was proposed that the School do a 500 words competition around the World Cup, which was agreed to be a good idea.</p>

AGENDA ITEM 26	DATE OF NEXT MEETINGS
Discussion:	<p>The remaining meeting dates for the term are confirmed as:</p> <p>29th January 2026 19th March 2026 21st May 2026 9th July 2026 All at 4.30pm</p>

AGENDA ITEM 27	CONFIDENTIAL MATTERS
Discussion:	There were no confidential matters discussed.

The meeting closed at 6.10pm.