

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

Date	Thursday 16 th October 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) Peter Longinotti (PL) Alun McIntyre (AM)	Foundation Governor – Chair ASIA Head Teacher Foundation Governor Foundation Governor Staff Governor Foundation Governor Incumbent Foundation Governor Co-opted Trustee
Apologies	Mark Sales (MS) Craig Blain (CB)	Parent Governor Parent Governor
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: 50% of current membership. With 9 governors present, the meeting met its quorum.

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

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

AGENDA ITEM 3	DECLARATIONS OF ANY OTHER BUSINESS
Discussion:	It was noted that the school holiday dates are to be approved.

AGENDA ITEM 4	PART ONE MINUTES OF THE LAST MEETING ON 18TH SEPTEMBER 2025
Discussion:	The minutes of the last meeting on 18 th September 2025 were received. The minutes were proposed by DB and seconded by HB that they be accepted as a true and accurate record of the meeting. All governors present approved the minutes.
RESOLVED:	That the minutes from the meeting on 18 th September 2025 be accepted as a true and accurate record of the meeting.

AGENDA ITEM 5	MATTERS ARISING
Discussion:	<p><i>Update on car park drainage</i></p> <p>AM reported that he has been unable to speak to Paul Burrows regarding the car park. AM and NW have, however, begun to look at a possible scheme to investigate the drainage. There is potential to contact somebody who has the necessary equipment to identify where the blockages are. It is hoped to do this during the Christmas holidays.</p> <p>SD noted that there is £20k left from the Section 106 money and she is trying to contact Paul Burrows to discuss how this money could be spent.</p>
AGENDA ITEM 6	GOVERNING BODY MEMBERSHIP 2025-26
Discussion:	<ul style="list-style-type: none"> • Vacancies – LA Governor Vacancy application update JW reported that the application was submitted to Governor Services, however, the meeting of the LA Governor Appointments Board was postponed until 27th October from the planned date of 14th October. If academisation is complete by 1st November as anticipated, it will not be possible to appoint a LA Governor. Therefore it was confirmed that MS will continue as a Parent Governor. • To confirm any changes to Board structure on academisation It was confirmed that this will be discussed with Sue Noakes or the CDLT governance professional.
AGENDA ITEM 7	GOVERNOR TRAINING REQUIRED/ATTENDED
Discussion:	HB and LL confirmed completion of the safer recruitment training.
AGENDA ITEM 8	GOVERNOR MONITORING REPORTS SINCE LAST MEETING
Discussion:	It was confirmed that HB and SD have had an initial safeguarding meeting. The new Ofsted framework was discussed and reviewed. There is an emphasis in the new Ofsted framework on social care, that is any children who are known or have ever been known to social care. SD reported that the numbers in the school had been reviewed and found that this would apply to around 10% of the pupils in the school. These children will now be tracked through the school.
AGENDA ITEM 9	GOVERNOR SELF EVALUATION & ACTION PLANNING 25-26
Discussion:	It was confirmed that the gathering information document has been shared on GovernorHub. SD attended a course outlining the new Ofsted framework and gathering information. SD included initial thoughts on the governance section and KOS has added to this. Governors were asked to review the document and agreed to have a further meeting to discuss ideas and the content of the document. It was agreed that KOS will set up a meeting for governors to progress.
Action:	KOS to set up an additional meeting for governors to discuss the Ofsted gathering information document and the Self Evaluation.
AGENDA ITEM 10	CHAIR'S ACTION
Discussion:	There have been no Chair's actions to report.
AGENDA ITEM 11	SELF EVALUATION SUMMARY
Discussion:	SD confirmed that the documents have been uploaded to GovernorHub for review. One is the gathering information document and the other is the Self Evaluation summary. It was suggested that

	<p>given the size of the document, certain parts of the document are allocated to different meetings for discussion in detail.</p> <p>The document shows the Ofsted framework. The starting point is the 'met' standard where all items in the category are required to be met before moving onto the 'strong' standard. SD noted that the only item which has not been met in the 'met' standard is the social care which hasn't been analysed to date as this is a new category.</p> <p>The SLT have used the gathering information document to then move into the Self Evaluation summary from that and then written in the strengths based on the achievements. Governors discussed the transitions to the next year groups and phase of their education and how the readiness is evidenced. It was noted that a lot of the evidence comes from pupil voice as well as tracking assessments through the school. It was noted that Ofsted can only work off published data. In order to achieve strong, a school has to maintain all published data to be above LA and national comparisons at EYFS, phonics, multiplication check and Year 6 SATs. The school does do this every year. The difference between strong and exceptional is how the practice is shared beyond the school. It was noted that this will happen more following academisation, although a lot of sharing of information is already happening.</p> <p>The document which is being completed will be used as the school's own reference document during an inspection.</p> <p>It was agreed that the next meeting will cover Inclusion.</p>
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<p>AGENDA ITEM 12</p>	<p>SCHOOL DEVELOPMENT PLAN 2025-26</p>
<p>Discussion:</p>	<p>The School Impact Plan has been updated following the gathering information and the updated SEF. The SIP with the updated priorities has been uploaded to GovernorHub School Improvement Plan - 2025-26.</p> <p>The key priority within curriculum and teaching is being led by JH and is led by the deputy group within CDLT.</p> <p>It was noted that the school had been buying into the Northwich Schools' Partnership for writing moderation but this will now be conducted in house going forward and within CDLT schools.</p> <p>The attendance and behaviour evaluation area is being led by DB with his work on updating the Behaviour Policy. High quality pastoral support is continuing with Jenny Lamb and her ELSA work.</p>

<p>AGENDA ITEM 13</p>	<p>BEHAVIOUR & ATTENDANCE</p>
<p>Discussion:</p>	<p>SD noted that the attendance to date is 96.5% which is above national. Authorised Absences are 2.7%. Unauthorised Absences are 0.82% and Late Absences are 0.27%.</p> <p>The Behaviour Policy is being applied well across the school. The CPOMS records from September have logged 17 behaviour incidents, 26 ELSA sessions, 10 medical appointments and 32 safeguarding incidents reported.</p> <p>Q: Would you use CPOMS to see if the new Behaviour Policy has had an effect?</p> <p>A: SD noted that it is primarily the way teachers are talking to the children and children are given cards or reminders. SD has sat in a number of classrooms and noted that the Behaviour Policy is being applied in practice. CPOMS will show if there is a pattern of the same child repeating the same behaviours. While the school generally knows the pupils in the school, the CPOMS entries can be useful if a Subject Access Request is made.</p>

<p>AGENDA ITEM 14</p>	<p>SCHOOL DATA 2025</p>
<p>Discussion:</p>	<p>It was confirmed that school data was covered at the last meeting.</p>

<p>AGENDA ITEM 15</p>	<p>CURRICULUM PLANS FOR ACADEMIC YEAR</p>
<p>Discussion:</p>	<p>There have been no changes to the curriculum plans.</p>

AGENDA ITEM 16	SEND UPDATE (Standing Item)
Discussion:	DB reported that a considerable amount of time has been spent on one child. There are increased referrals for ADHD and autism which have been submitted. The school is now accessing a wellbeing hub which is a new central triage service where a referral is submitted and they direct people to the appropriate agency to deal with the case.

AGENDA ITEM 17	PREMISES UPDATE (Standing Item)
Discussion:	It was noted that the Site Maintenance Officer's report was uploaded to GovernorHub for review prior to the meeting. JT noted that there are a number of snagging issues in the hall, which are being listed for attention. The Section 106 funding has £20k to allocate. It is possible that this will be used for the sheds which house outside resources. SD confirmed this will be followed up with Paul Burrows.

AGENDA ITEM 18	HEALTH & SAFETY (Standing Item)
Discussion:	SD noted that the first health and safety audit with Jeanne Fairbrothers will take place in January. JT will complete the pre-work and submit prior to the meeting. There were no allergen reports noted.

AGENDA ITEM 19	SUSTAINABILITY GOVERNOR AND CLIMATE ACTION PLAN (Standing Item)
Discussion:	It was confirmed this will be covered at the next meeting with CB.

AGENDA ITEM 20	CYBERSECURITY AND GDPR (Standing Item)
Discussion:	JT reported that one freedom of information request had been received from a dance company and has been completed. AM agreed to contact JT to arrange a GDPR review.

AGENDA ITEM 21	MENTAL HEALTH & WELLBEING UPDATE
Discussion:	<p><i>Advice for item:</i> The updated DfE Governance Guide 2025 section 7.8.2 states that schools should have clear systems and processes in place for:</p> <ul style="list-style-type: none"> • Early intervention • Identification of possible mental health problems • Referral to experienced skilled professionals • Clear accountability <p>The Guide states that boards must ensure that the school food standards are being met and to encourage their schools to have a whole-school approach to healthy eating.</p> <p>SD confirmed that the school carries out a lot of early intervention and signposts to early help where needed. The school does have systems in place for all the items listed.</p> <p>It was noted that a Food Standards Policy is required. It was agreed to follow up with CDLT to check if there is a central policy. HB will be following up on the healthy packed lunch initiative.</p>

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AGENDA ITEM 22	FINANCE UPDATE
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Discussion:	<p>JT confirmed that the finance update was uploaded to GovernorHub. Since the report was uploaded, following governor approval, a further £4k has been paid into the school budget from the loan for the hall. The balance of the loan is now £3437.86. It is anticipated that this will be paid off before Christmas with the income from the autumn lettings.</p> <p>Q: It was noted that the numbers are down on the Reception intake?</p> <p>A: It was confirmed that there are 27 pupils in Reception and it was a small birth year.</p> <p>There was a discussion around promotion of the school. SD reported that the open mornings and show rounds have been well attended. The school currently has 209 on roll and are full at 210. There were 57 applications last year, although not all were first choices. SD confirmed that MS has drafted an article for the Knutsford Guardian to announce the academisation.</p> <p>It was noted that the Pupil Premium Report will be approved at the next meeting.</p>
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AGENDA ITEM 23	OFSTED 2025 UPDATE
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Discussion:	This was covered earlier in the meeting. Governors were encouraged to watch the YouTube video on the new Ofsted framework.
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AGENDA ITEM 24	DIOCESE UPDATES / SIAMS INSPECTION PREPARATION
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Discussion:	It was confirmed that SIAMs will be next academic year. The Diocese are running courses on SIAMs Inspections which was noted would be useful for governors to attend.
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AGENDA ITEM 25	ACADEMISATION UPDATE
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Discussion:	<p>SD reported that academisation is on track for 1st November. There has been some consultation around the Church Supplemental Agreement which has now been signed. The agreement with the Trustees regarding the car park should be finalised today. All documents need to be signed by 12pm on Monday 20th October to then go to the DfE for signing off.</p> <p>SD noted that there is a service at 9am on Wednesday 5th November in school to welcome the school to CDLT. Sue Noakes and Andrew Warren from CDLT will be attending and Trustees and Governors are also invited to attend.</p> <p>LL reported that she had attended a Chairs' meeting for CDLT. It was noted that the Trust Board will meet monthly and have a focus on Standards, Curriculum and Finance. The Chairs from each academy will continue to meet every half term.</p>
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AGENDA ITEM 26	PROCEDURES / POLICIES FOR REVIEW/APPROVAL
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Discussion:	The EYFS, Phonics and Early Reading Policies were reviewed and Governors confirmed that the policies were approved.
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	RESOLVED: That the Phonics and Early Reading policies are approved.
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AGENDA ITEM 27	TRUSTEE REPORT (standing item)
Discussion	AM confirmed that there were no items to report.

AGENDA ITEM 28	ANY OTHER BUSINESS & SUCCESSES & CELEBRATIONS
Discussion:	<p>SD requested approval for the holiday dates for 2026/7 which had been uploaded to GovernorHub. The dates of the 5 inset days have been included in the document.</p> <p>RESOLVED: All Governors approved the holiday dates.</p> <p>The Harvest Festival was noted as a celebration. The number of families being shown around was noted as a success together with progress towards academisation. The Pilgrim Day at Chester Cathedral was noted as a successful trip which all the Year 5 and 6 pupils had enjoyed.</p>

AGENDA ITEM 29	DATE OF NEXT MEETINGS
Discussion:	<p>The meeting dates for the remainder of the year were noted as follows:</p> <p>11th December 2025 29th January 2026 19th March 2026 21st May 2026 9th July 2026 All meetings are at 4.30pm</p>

AGENDA ITEM 30	CONFIDENTIAL MATTERS
Discussion:	There were no confidential matters discussed.

The meeting closed at 5.35pm.