

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

Date	Thursday 29 th January 2026 at 4.30pm	
Venue	Lower Peover Primary School	
Attendees:	Louise Lawton (LL) Hannah Burgoyne (HB) (left 5.05pm) Kirsten O'Shea (KOS) David Bradley (DB) Graham Norbury (GN) Father Murray Aldridge-Collins (FM) Mark Sales (MS) Craig Blain (CB) Alun McIntyre (AM)	Foundation Governor – Chair Foundation Governor Foundation Governor Staff Governor Foundation Governor Incumbent Parent Governor Parent Governor Co-opted Trustee
Apologies	Sharon Dean (SD)	ASIA Head Teacher
Absent	Peter Longinotti (PL)	Foundation Governor
In attendance	Jason Haslam (JH) Julie White (JW)	Deputy Head Teacher 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 in attendance, the meeting met its quorum.

AGENDA ITEM 1	WELCOME, OPENING PRAYER & APOLOGIES FOR ABSENCE
Discussion:	FM opened the meeting in prayer. Apologies were received and accepted from Sharon Dean and Jo Tinker. RESOLVED: That the apologies from Sharon Dean and Jo Tinker are accepted.
AGENDA ITEM 2	DECLARATIONS OF INTEREST
Discussion:	There were no new declarations of interest on any items in relation to the agenda to be discussed.
AGENDA ITEM 3	DECLARATIONS OF ANY OTHER BUSINESS
Discussion:	Items of any other business were noted : Admissions Policy Letter from Year 6 with a request for a garden Planning permission at the end of The Cobbles.
AGENDA ITEM 4	PART ONE MINUTES OF THE LAST MEETING ON 11th DECEMBER 2025
Discussion:	The minutes of the last meeting on 11 th December 2025 were received. Approval was proposed by DB and seconded by HB.

	RESOLVED: That the minutes from the meeting on 11 th December 2025 are accepted as a true and accurate record of the meeting.
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AGENDA ITEM 5	MATTERS ARISING
Discussion:	<p>The following matters arising were noted: <i>Agenda Item 24: AM to investigate whether the Trustees could use surplus funds for specific items to support the school and pupils.</i> AM confirmed that this has been included on the summary of the last meeting, which was sent to the Trustees. This will be discussed at the Trustees' meeting at the end of February and AM will report back at the next LGC meeting.</p> <p>It was noted that the school has not year paid the solicitors fees for the Trustees as the funds have not been received from CWAC. AM confirmed that the Trustees are aware of this situation.</p>

LGC GOVERNANCE

AGENDA ITEM 6	LGC MEMBERSHIP (standing item)
Discussion:	<p>It was confirmed that there are no vacancies or appointments to discuss. DB's term of office as staff governor ends on 26th April 2026 and will be discussed at the next meeting.</p>

AGENDA ITEM 7	GOVERNOR TRAINING REQUIRED/ATTENDED
Discussion:	<p>FM confirmed completion of 4 safeguarding training modules. FM agreed to send a scanned copy of the completion certificate to JW for her to upload to GovernorHub. The DBE Ofsted training was highlighted and it was recommended that governors complete the training where possible.</p>

AGENDA ITEM 8	GOVERNOR MONITORING REPORTS SINCE LAST MEETING
Discussion:	<p>The reports from recent governor visits were received:</p> <ul style="list-style-type: none"> - SEND (HB) HB noted that a SEND meeting had taken place with DB. The report had been uploaded to GovernorHub for review. HB acknowledged the amount of time spent on SEND by DB, SD and other members of staff. 10% of the children in the school (23 children) are currently on the SEND register, with 5 on EHCPs. The report summarises the analysis of attainment and progress for children on the SEND register with the main focus on progress. <p>Q: Do children on the SEND register manage to stay in class most of the time? A: DB confirmed that they do, they only need to leave the class for interventions such as ELSA sessions or speech and language. It was noted that staying in the classroom is important, particularly for the transition to High School.</p> <p>Q: Do we feel we have enough coverage of staff versus funding? A: DB confirmed that EHC funding is not in line with current pay scales. For example a child will full EHC funding will receive approximately £11k which pays around a third of a TA's salary. It was noted that there can be misunderstandings with parents around what an EHC will cover, although the majority of Lower Peover's parents are very understanding.</p>

	<p>Governors acknowledged and thanked DB for his work on SEND.</p> <ul style="list-style-type: none"> - English monitoring feedback (MS) MS confirmed he had an initial meeting with AG to gain an overview of how English is taught and the focus on process and consistency. It was discussed that Pathways to Spell is used effectively across the school. There is an increased focus on oracy which is linked to life skills. Active listening was discussed and how this is used in lessons. Bringing moderation in house was discussed and has been received positively by staff. AG has requested support for holding a Lower Peover version of the '500 words' competition around the World Cup, potentially with prizes from FLPs or the school. Pupil Voice showed pupils were engaged and proud of their work. - RE monitoring feedback (LL) LL completed a visit for RE with SD and carried out Pupil Voice. It was reported that all pupils were able to talk about the topics they had covered in the autumn term without reference to their R.E. books.
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AGENDA ITEM 9	CHAIR'S ACTION
Discussion:	There were no urgent actions taken since the last meeting.

FINANCE

AGENDA ITEM 10	FINANCE UPDATE
Discussion:	There wasn't a finance report presented as JT has been off work ill. It was noted that the school is still waiting on final figures from CWAC. It is hoped that the final figures showing the carry forward into CDLT will be confirmed by the end of February.

TRUST PERFORMANCE & STANDARDS

AGENDA ITEM 11	QUALITY OF EDUCATION
Discussion:	<p>JH reported on the Equity, Diversity & Justice (EDJ) project which has been started with the 9 schools in CDLT. This is being integrated into the curriculum and made more explicit. All teachers are integrating EDJ into all lesson plans which have been expanded to 2 pages. Oracy activities are being built into the lessons too. It was noted that the children enjoy the activities and are very engaged. A lot of work and thought has gone into delivering the curriculum in a creative way.</p> <p>PHSE currently uses Jigsaw. At the moment, it is in transition with the planning being updated for 2026/27 to include the curriculum changes. It is possible that the MAT will look at how PHSE will be delivered across the schools in the trust. Consideration is being given to using reflection journals for PHSE.</p> <p>JH reported that he has been reviewing maths and discussing the delivery of maths with SD. White Rose is used in KS1 and is being considered for KS2, which will also help with transition into Year 3. It was noted that Ofsted like schools to follow a scheme as it gives consistency. Using White Rose or Powermaths gives a platform for teachers. The delivery is important and White Rose is more in line with the way the school teaches as it uses small</p>

	<p>steps which is beneficial for the SEND children.</p> <p>Q: Has there been a change to the start of the day? A: JH confirmed that the start of the day is working well. Some children had been coming in early and doing the morning maths before other children had arrived. The structure of the day has changed to give some 'Fix-it' time and also to allow children to go outside prior to starting work.</p> <p>Note: HB left the meeting at 5.03pm</p>
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AGENDA ITEM 12	CHRISTIAN ETHOS
Discussion:	<p>LL reported that she and HB met with the Ethos group to discuss a project based on the Courageous Advocacy work. This is linked to the Equity Diversity and Justice Project, which is developed to ensure that children are engaged with the world around them, with learning directed towards this outcome.</p> <p>The next step is to meet on 9th February to develop the discussion towards presenting a Collective Worship in the Summer term.</p>

AGENDA ITEM 13	SEND UPDATE (Standing Item)
Discussion:	<p>The SEND report was received by Governors and had been circulated prior to the meeting. There were no further points raised. Governors thanked DB for the detailed report.</p>

AGENDA ITEM 14	PREMISES UPDATE (Standing Item)
Discussion:	<p>The school has some S106 funding left over. SD has been in touch with Paul Burrows to discuss a proposal to refurbish 2 storerooms, If funds permit. PB will obtain a quote from the company who completed the work on the hall.</p> <p>The meeting has been brought forward regarding the tracking system on the bifolding doors, so this can be rectified before the health and safety visit.</p> <p>It was discussed during GN's health and safety visit that the new hall can smell damp, possibly due to soil up against the vents. AM confirmed that the Trustees are looking at some landscaping work which will push the soil away from the wall.</p> <p>AM noted that the owners of Plumleys and Grasslands Garden Centres have been approached regarding donating plants when the Trustees carry out their work on the garden.</p>

AGENDA ITEM 15	HEALTH & SAFETY (Standing Item)
Discussion:	<p>GN reported the outcome of the site inspection visit with the SMO. There are a few areas for attention noted in GN's report.</p> <p>There was a question of heating and a requirement to box in the heating pipes but noted that this is the nature of the heating system in the school. This will be discussed further when the full health and safety inspection takes place.</p> <p>The issue with the fans in the toilets was discussed and options are being investigated.</p> <p>The location of the bins was discussed and noted that it is an ongoing issue with no clear alternative options to relocate them, in addition to the cost of purchasing a bin store and installing it.</p> <p>It was confirmed there were no allergens reported.</p>

AGENDA ITEM 16	SUSTAINABILITY GOVERNOR AND CLIMATE ACTION PLAN (Standing Item)
Discussion:	<p>CB presented the sustainability action plan which has been shared with Governors. The school has signed up to the Let's Go Zero initiative which is a declaration that action will be taken where possible. Training has been provided to get an insight into shared learning across other schools with a push from CDLT to ensure all schools have a plan in place. The plan includes things the school is already doing and ideas for future plans. It was noted that a lot of the guidance though is aimed at bigger schools.</p> <p>A carbon footprint calculation has been prepared for the school based on water usage, heating etc. This has provided a benchmark which can be repeated annually and assess if improvements are being made.</p> <p>The rural location of the school does provide limitations in the number of parents who are able to walk to school.</p> <p>CB proposed that Governors all look at small quick wins. A staff survey was also proposed to consider what changes might be feasible.</p> <p>Areas which could be considered under school amenities included possibly installing solar panels and investigating an air source heat pump heating system. It was discussed that these are areas the MAT is potentially investigating.</p> <p>It was suggested that a survey is carried out to identify how many parents do live close by and could walk to school. There was a discussion around encouraging parents to park a short distance away and walk the last section to reduce engine emissions close to the school.</p>
AGENDA ITEM 17	CYBERSECURITY AND GDPR (Standing Item)
Discussion:	<p>There were no cybersecurity matters to report.</p> <p>AM has arranged a meeting with JT to discuss GDPR. AM has sourced a checklist on GovernorHub which will be completed and he will report back at the next meeting.</p>
AGENDA ITEM 18	MAT CORRESPONDENCE
Discussion:	<p>LL reported that the MAT are interviewing for the new CEO for CDLT.</p> <p>LL will be attending the Chairs' meeting next week and will feed back at the next meeting.</p> <p>The draft Governance Handbook has gone to CDLT Trustees for approval with comments invited from LGC's. LL will feed back comments from Governors at the Chairs' meeting.</p>
AGENDA ITEM 19	PROCEDURES / POLICIES FOR REVIEW/APPROVAL
Discussion:	<p>It was confirmed that CWAC have reviewed the 2027 Admissions Policy and have approved the updated policy.</p> <p>RESOLVED: All Governors approved the final 2027 Admissions Policy and confirmed it can now be sent to the DBE and published on the school website.</p>
AGENDA ITEM 20	TRUSTEE REPORT (standing item)
Discussion	<p>There was nothing to report from the Trustees. AM will report back at the next meeting after the Trustees' annual meeting in February.</p>
AGENDA	ANY OTHER BUSINESS & SUCCESSES & CELEBRATIONS

ITEM 21	
Discussion:	<p>LL read a letter she had received from some Year 6 students addressed to the Governors asking for a garden to be created within the school to enable fruit, vegetables, flowers and plants to be grown. It was agreed that this would have links to sustainability and confirmed that AM will take this to the next Trustees' meeting for consideration.</p> <p>Action: AM to discuss creating a garden with Trustees.</p> <p>The planning permission for a proposed development at the end of The Cobbles was discussed. It was reported that it has been a short submission and consultation period. The planning application is for planning in principle at this stage. Concerns were noted by Governors on the impact of traffic during the building phase and once the houses are built.</p> <p>Governors discussed whether the LGC or school should express an opinion. Governors agreed that a representation should be submitted noting concerns on child safety through the building phase. It was suggested that a request could be made for some work during the building process that could benefit the school such as pulling back the hedge to create more space on the footpath which could then promote the ability to walk to school.</p> <p>AM agreed to draft a response on behalf of the LGC and will liaise with Sybil who intends to attend the Parish Council Meeting relating to the proposed plans.</p> <p>Action: It was agreed that AM will draft a response on behalf of the LGC.</p>

AGENDA ITEM 22	DATE OF NEXT MEETINGS
Discussion:	<p>The next meeting dates were confirmed as follows:</p> <p>19th March 2026 21st May 2026 9th July 2026 All at 4.30pm</p>

The meeting closed at 6.01pm