

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

<b>Date</b>	Thursday 19 <sup>th</sup> March 2026 at 4.30pm	
<b>Venue</b>	Lower Peover Primary School	
<b>Attendees</b>	Louise Lawton (LL) Sharon Dean (SD) Hannah Burgoyne (HB) Kirsten O'Shea (KOS) David Bradley (DB) Graham Norbury (GN) Mark Sales (MS) Peter Longinotti (PL) (left 5.55pm) Alun McIntyre (AM)	Foundation Governor – Chair Head Teacher Foundation Governor Foundation Governor Staff Governor Foundation Governor Parent Governor Foundation Governor Co-opted Trustee
<b>Apologies</b>	Father Murray Aldridge-Collins (FM)	Incumbent
<b>Absent</b>	Craig Blain (CB)	Parent Governor
<b>In attendance</b>	Jo Tinker (JT) Julie White (JW)	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:** 4 governors (one third of membership), with 9 governors present, the meeting met it's quorum.

<b>AGENDA ITEM 1</b>	<b>WELCOME, OPENING PRAYER &amp; APOLOGIES FOR ABSENCE</b>
<b>Discussion:</b>	LL opened the meeting at 4.30 in prayer. Apologies were received and accepted from Father Murray Aldridge-Collins.
<b>RESOLVED</b>	That the apologies from Father Murray Aldridge-Collins are accepted.

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

<b>AGENDA ITEM 3</b>	<b>DECLARATIONS OF ANY OTHER BUSINESS</b>
<b>Discussion:</b>	The following items of other business were noted: - RE Books - Residentials and trips 2026/27 - Uniform

<b>AGENDA ITEM 4</b>	<b>PART ONE MINUTES OF THE LAST MEETING ON 29<sup>th</sup> JANUARY 2026</b>
<b>Discussion:</b>	The minutes of the last meeting on 29 <sup>th</sup> January 2026 were received. DB and MS proposed that the minutes be accepted as a true and accurate record of the meeting.

<b>RESOLVED:</b>	That the minutes from the meeting on 29 <sup>th</sup> January 2026 are accepted as a true and accurate record of the meeting.
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<b>AGENDA ITEM 5</b>	<b>MATTERS ARISING</b>
<b>Discussion:</b>	<p>The following matters arising were discussed.</p> <ul style="list-style-type: none"> <li>- <i>AM to investigate whether the Trustees could use surplus funds for specific items to support the school and pupils.</i> AM confirmed that this was discussed at the recent Trustees' meeting. It is possible that there may be funds available, however, the Trustees have been made aware of the 'warm homes' plan which comes into force around May 2026 and will apply to all private rental properties, which will include the School House. So there may be a need to use some funds to bring the property up to the appropriate grade. The Trustees are happy to contribute to the school, if funds are available, but asked if any funds provided could be attached to specific projects.</li> <li>- <i>Update on request for School Garden</i> AM confirmed that the Trustees are happy to approve the creation of a school garden.</li> <li>- <i>Update on planning permission for development at the end of The Cobbles</i> It was reported that the planning permission for the development was refused at the meeting. It is anticipated that an appeal will be made. AM will continue to monitor and update governors on any progress.</li> </ul>

## LGC GOVERNANCE

<b>AGENDA ITEM 6</b>	<b>LGC MEMBERSHIP (standing item)</b>
<b>Discussion:</b>	<p>Governors confirmed they are happy to maintain the board constitution at 11 governors.</p> <p>DB's end of term as staff governor was noted as 26<sup>th</sup> April 2026. JT confirmed that a letter will be sent to all staff notifying them of the vacancy and inviting nominations, including self-nominations.</p>

<b>AGENDA ITEM 7</b>	<b>GOVERNOR TRAINING REQUIRED/ATTENDED</b>
<b>Discussion:</b>	<p>LL confirmed she completed the DBE Ofsted training and reviewed the GDPR links shared by AM.</p> <p>JW recommended that all governors complete the Complaints training module on GovernorHub Knowledge and ensure they are familiar with the CDLT complaints policy given the rise in parental complaints currently seen across all schools. It was noted that governors were recently asked to support a governors complaints panel for another CDLT school, having trained governors who could support other trust schools would be beneficial.</p>

AGENDA ITEM 8	GOVERNOR MONITORING REPORTS SINCE LAST MEETING
<b>Discussion:</b>	<p>The following reports from governor visits were received</p> <ul style="list-style-type: none"> <li>- GDPR Monitoring report – AM AM confirmed he met with JT to discuss GDPR. AM has uploaded his report to GovernorHub which identifies some actions, in particular for governors to refresh their GDPR training. It was confirmed that staff are aware of the data protection processes, where information is requested by parents. It was confirmed that pupil voice on e-safety was carried out and pupil knowledge and awareness came out strongly. Another action was to ensure that all staff and governors are using school e-mails for any school correspondence and not personal e-mails. It was agreed to set JW up with a clerk@lowerpeover e-mail address for school communications.</li> <li>- Safeguarding – HB HB and SD met to discuss safeguarding. There is now one child on a child in need plan. SD and HB reviewed the safer recruitment process and the associated documentation from a recent appointment. HB confirmed all checks were carried out correctly.</li> <li>- Maths – LL The maths monitoring visit has been postponed to next half term.</li> <li>- Feedback from RE conference at HCoEHS – LL/SD LL reported that the inaugural church schools conference at Hartford Church of England High School was very good and worthwhile. There was a presentation from a SIAMS Inspector which was informative and helpful. It was confirmed that it was nice to meet with other members of Church schools and Church representatives.</li> <li>- Meeting with Ethos Ambassadors – LL/HB LL met with the ethos ambassadors who have completed PowerPoints about people they have selected as demonstrating courageous advocacy. The next stage is to prepare the PowerPoint slides into a format suitable for a Collective Worship and to decide on a local cause to champion.</li> </ul>

AGENDA ITEM 9	CHAIR'S ACTION
<b>Discussion:</b>	LL confirmed that there have been no Chair's actions.

## FINANCE

AGENDA ITEM 10	FINANCE UPDATE
<b>Discussion:</b>	<p>JT presented a finance update. Pupil numbers are fluctuating with some children leaving and others joining. A new pupil will be starting next week in Reception, which is now full. There have been 33 first choices for Reception admissions in September, therefore it is likely that the Reception class will be full with 30 places available.</p> <p>JT confirmed that there will be 209 pupils on roll from 22<sup>nd</sup> March 2026. It is expected that the numbers on roll in September will be 215.</p>

	<p>The school is working on the recalculated budget from April until the end of August. The carry forward surplus of £261,250.16 was received into the bank account from the Local Authority on 16<sup>th</sup> February 2026. There is still an operating in-year deficit and conversations are ongoing with the CFO on setting the budget for next year. Whilst the school has a surplus carry forward, it is not allowed to set an in-year deficit. It was confirmed that there has been a lot of support from CDLT and the CFO.</p> <p>The catering contract with Edsential was due for renewal in July and notice has now been given to terminate the contract. CDLT is going out to tender for the catering contracts for a number of the trust's schools with the presentations for companies shortlisted expected to take place in early May.</p> <p>The old school fund account was closed in February. The governors' current account has a balance of £2,231.48. Governors were asked for approval to transfer these funds, following which the account will be closed.</p> <p><b>RESOLVED: Governors approved the transfer of the funds from the governors' current account.</b></p>
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## TRUST PERFORMANCE & STANDARDS

AGENDA ITEM 11	HEADTEACHER's REPORT
<b>Discussion:</b>	<p>SD presented the Headteacher's report which had been uploaded to GovernorHub for review prior to the meeting.</p> <p>The report prepared by Susan Walters, the School Improvement Partner was received and had been shared with governors prior to the meeting.</p> <p>Governors submitted questions on the reports in advance of the meeting which were noted as follows.</p> <p><b>Q: Have you had any feedback from parents about Friday worship? I noticed from the parents' survey that one picked up on it and liked it when children celebrated their work on a Friday for the parents to see. I agree that the children are more engaged in worship as it's a shorter session and they aren't just waiting for the vision stars to be announced. I personally think that the new way is working well.</b></p> <p>A: SD commented that there hadn't been any specific feedback from parents but the staff much prefer it. There is more control of the children in the hall for Friday worship, keeping church as a special place for services. Vision stars and certificates are now the responsibility of the ethos group and school ambassadors, which they love doing on a Friday pm.</p> <p>The investment in Letter-Join for handwriting was noted. The handwriting in school has always been good, however the DfE changed their guidelines to print in EYFS, which causes an issue when trying to write in cursive style in Year 1. The DfE now gives the option to start with pre- cursive in EYFS.</p> <p><b>Q: Are the whole of Year 2 retaking the phonics test?</b></p> <p>A: It's only the children who didn't pass in Year 1 who need to retake in Year 2. 4 children didn't pass who all have SEN, but it is hoped that one or two will pass this time.</p>

**Q: With the parent survey, are the comments made by parents (positive and constructive) being reviewed/reflected on?**

**A:** SD confirmed that all the responses have been reviewed and noted. SLT have discussed where there may be themes.

**Q: For the parent communication in CPOMS, 86 communications seems high - is this usual? Also, the 74 instances with behaviour - is there a pattern or a common theme?**

**A:** SD noted that this amount of parent communication isn't unusual with mainly a few parents who like to communicate frequently. The school puts every communication on CPOMs.

In relation to behaviour everything is logged and an action written up if needed. Most are low level behaviours which don't need any further follow up, but everything is logged in case a pattern can be seen emerging for a child, in which case the school contacts parents to support them.

**Q: One of the reports referred to the school being 99% full. Is there a maximum number of children that the school is able to have? If this is the case, with the current Year 6 being a small cohort, are we able to have a full class for next year's EYFS?**

**A:** This was in Susan Walters report. The school capacity was 210 officially. When the 106 money was accepted, this was to increase capacity in KS2 classes to 32. It was noted that the school have always gone over PAN in KS2 and proposed that moving forwards governors need to agree to 32 being a maximum in KS2 which would make the maximum capacity of the school 218.

Currently there are 208 on roll. 23 children in Year 6 will leave in the summer and with 30 EYFS joining in September, the number on roll will then be 213. An additional 2 in next year's Year 3, will make the number on roll 215.

**RESOLVED:** Governors agreed the maximum number of children in each KS2 class to be 32.

SD noted that the current main challenges are attendance and lateness. The impact of holidays is significant with some families taking extended holidays. It was noted that with the curriculum being so packed now, even taking days at the beginning or end of the term mean that pupils are missing out on learning.

**Q: Regarding the late children, is it families making the children late or issues with the children coming to school?**

**A:** SD reported that there is one Year 3 child who is persistently late with the lateness recorded as unauthorised absence.

**Q: Is there any impact on lateness with the 8.50 cut off, can this be changed?**

**A:** SD confirmed that it can't be changed. The policy is arrival between 8.50 and 9am receive a Late mark and an authorised absence. Arrival after 9am is an unauthorised absence.

The maths multiplication check was discussed as it looked as though there was a dip in attainment. SD confirmed that the only measure assessed is 25 out of 25 and that a number of children not achieving the full marks are getting 24 out of 25.

AGENDA ITEM 12	SCHOOL PLANS FOR 2026 TESTS & EXAMS
<p><b>Discussion:</b></p>	<p><i>Advice for item: The following information is provided for information to governors in readiness for the summer term.</i></p> <p><b>Optional KS1 tests</b> Assessments at the end of KS1 continue to be <i>non-statutory</i> this year. The reception baseline assessment (RBA) continues to replace the end of KS1 assessments as the baseline for cohort-level primary progress measures. Optional tests will still be available for:</p> <ul style="list-style-type: none"> <li>• English reading</li> <li>• English grammar, punctuation and spelling</li> <li>• Mathematics</li> </ul> <p><i>The DfE recommends that schools administer the tests <b>throughout May</b>.</i></p> <p><b>Primary/KS2 SATS</b> KS2 SATs are scheduled for <b>Monday 11 to Thursday 14 May 2026</b>. School-level data from 2024/25 SATs will be published on the <u>KS2 performance measures website</u> in December. This means you'll be able to <u>compare your school's results with other schools</u>. For those with access to The Key Governance, learn more about <u>the role of governors in KS2 SATs</u>.</p> <p><i>Multiplication tables check and phonics screening check (June 2026)</i></p> <p>It was confirmed that the optional KS1 tests will be taken in May. The KS2 SATs are scheduled from 11<sup>th</sup> to 14<sup>th</sup> May with the groups currently being worked out. The applications are ongoing for children requiring additional time, scribe etc based on usual practice in school.</p> <p>Governors were advised to review the role of governors in KS2 SATs with a view to allocating a governor to come in and review the process of the exams.</p>

AGENDA ITEM 13	CHRISTIAN ETHOS (Standing Item)
<p><b>Discussion:</b></p>	<p>SD reported that CDLT has set up school improvement groups in triads for Headteachers to create links. It was noted that during a pre SIAMS visit, the new RE books, which were set out for governors to see, were highly praised by SIAMS Inspector.</p> <p>Some changes have been made to Collective Worship which were set out in the Headteacher's report. SD will be visiting another local CoE school to observe their Collective Worship.</p> <p>The RE curriculum is based on the Blackburn Questful RE and has been amended slightly for September following meetings and discussions with SD, DB and Cathy Lawrence, who teaches RE in Year 2.</p>

	LL and SD will be attending an online meeting setting out the new Statement of Entitlement for RE for the Diocese. All governors were reminded to consider the SIAMS training in preparation for the SIAMS Inspection.
<b>AGENDA ITEM 14</b>	<b>SEND UPDATE (Standing Item)</b>
<b>Discussion:</b>	<p>It was noted that the White Paper has been released since the update at the January meeting. DB will be meeting with the CDLT SENDCOs to pull together a full response to submit from the trust.</p> <p>4 ADHD/Autism referrals have been submitted, 2 autism team referrals, an occupational therapist referral, a wellbeing referral, a sensory processing referral. An EHCP has been agreed and one rejected although it is likely this will be appealed.</p> <p>Work is ongoing with a child with additional needs and DB has completed a series of supporting observations with teachers including the ECTs.</p>
<b>AGENDA ITEM 15</b>	<b>PREMISES UPDATE (Standing Item)</b>
<b>Discussion:</b>	It was reported that the SMO is back at work after illness. The CDLT Health and Safety audit has been postponed until April.
<b>AGENDA ITEM 16</b>	<b>HEALTH &amp; SAFETY (Standing Item)</b>
<b>Discussion:</b>	<p>There were no allergens reported and no other health and safety matters noted.</p> <p>It was noted that SD and JT have had to carry out substantial work in preparation for the health and safety audit primarily due to the change in Health and Safety advisors with JFA requiring more documentation than CWAC, the previous advisors.</p>
<b>AGENDA ITEM 17</b>	<b>SUSTAINABILITY GOVERNOR AND CLIMATE ACTION PLAN (Standing Item)</b>
<b>Discussion:</b>	It was agreed to defer this until the next meeting.
<b>AGENDA ITEM 18</b>	<b>CYBERSECURITY AND GDPR (Standing Item)</b>
<b>Discussion:</b>	It was confirmed there were no GDPR breaches to report and there have been no Subject Access Requests received.
<b>AGENDA ITEM 19</b>	<b>MAT CORRESPONDENCE</b>
<b>Discussion:</b>	<p>LL reported on the CDLT Chairs' meeting which was held on 3<sup>rd</sup> February. The meeting covered the preparation of budgets, procurement of catering contract and MIS systems at trust level. It was expected that all schools should now have received their surplus balances from the Local Authorities. It was reported that all schools are struggling financially, particularly primary schools, irrespective of whether they are in a MAT or LA controlled.</p> <p>The Trust Board has approved the new trust governors' handbook which will be circulated to governors for reference. The rise in parental complaints was discussed and noted that more complaints are escalating to panel meetings.</p>

	The CEO of the Trust has now been appointed and will start on 1 <sup>st</sup> May with a 3 month handover period with Sue Noakes.
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<b>AGENDA ITEM 20</b>	<b>PUPIL &amp; STAFF HEALTH &amp; WELLBEING</b>
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<b>Discussion:</b>	SD reported that the parent survey has been completed. CDLT have sent out a wellbeing survey for staff, although feedback has not been provided yet. It was agreed that LL will request the results of the survey.  ELSA support is continuing one day a week. HB has a meeting scheduled with CS to discuss wellbeing.
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<b>AGENDA ITEM 21</b>	<b>PROCEDURES / POLICIES FOR REVIEW/APPROVAL</b>
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<b>Discussion:</b>	There were no policies for review or approval.
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<b>AGENDA ITEM 22</b>	<b>TRUSTEE REPORT (standing item)</b>
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<b>Discussion</b>	AM provided the Trustees' report which included confirmation that the tree stump removal will hopefully go ahead during the Easter holidays. The Trustees are currently preparing an application for a certificate of lawful development to refurbish two outbuildings. The buildings are not listed but are in a conservation area. Once the certificate has been received, the Trustees can apply for funding to carry out the work.
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<b>AGENDA ITEM 23</b>	<b>ANY OTHER BUSINESS &amp; SUCCESSES &amp; CELEBRATIONS</b>
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<b>Discussion:</b>	<p><i>Lettings</i> JT reported that lettings have been reviewed to consider what needs to be in place for parties hiring the school premises with a view to renewing all hire agreements from September 2026. The CDLT Scheme of Delegation though states that the CDLT hiring and lettings agreement needs to be used. JT has now received this from CDLT and noted that it is long and comprehensive. Some of the clauses in the hire agreement may not be suitable for some of the smaller organisations such as the WI and PCC such as indemnity insurance and a minimum hire cost. <b>Action:</b> It was agreed that JT will follow up with CDLT to confirm the processes and charges required for lettings.</p> <p><i>Approval for trips</i> It was noted that a survey had gone out to the current Year 1 parents regarding a residential trip next year during Year 2. There was a consensus that a number of parents did not want their children to go on a residential trip in Year 2. It is proposed, subject to Governor approval, that the Year 2 children next year will not have a residential trip but will have a day trip to Lower Moss Wood Animal Hospital instead.  It is proposed to take Year 4 to Pettypool and Year 6 to Robin Wood, following a successful residential this year.</p> <p><b>RESOLVED:</b> Governors approved the Year 2 visit to Lower Moss Wood Animal Hospital, the Year 4 residential to Pettypool and the Year 6 residential trip to Robin Wood.</p>
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	<p><b>Uniform</b> Following a request from a parent, HB investigated and reported that Sam Dales in Holmes Chapel will take donations of second hand uniform and resell it on the provision that they are also able to stock new uniform. Parents donating uniform will receive a credit against second hand or new uniform. HB is obtaining samples of the uniform, which Dales can provide, potentially at a lower cost than the current provider and will report back at the next meeting. Governors agreed to consider the uniform, including whether to continue with ties and girls' summer dresses, and discuss it at the next meeting.</p> <p><b>RE Books</b> A number of RE books were circulated for governors to review and they noted the high standard of the pupils' work.</p> <p>Note: PL left the meeting at 5.55pm</p> <p><b>Policies</b> JT reported that only the training element of the National College will be retained going forward. CDLT have purchased I am Compliant and all policies will be transferred over to this system. JT has requested a governor log in group which will be provided to governors once set up.</p>
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AGENDA ITEM 24	DATE OF NEXT MEETINGS
<b>Discussion:</b>	The meeting dates for the remainder of the year are as follows: 21 <sup>st</sup> May 2026 9 <sup>th</sup> July 2026 All at 4.30pm

The meeting closed after the Part 2 discussion at 6.15pm.