

**MINUTES OF A MEETING OF THE LOCAL GOVERNING BOARD  
OF LOSTOCK HALL PRIMARY SCHOOL  
ON TUESDAY 21<sup>ST</sup> NOVEMBER 2023**

GOVERNORS IN ATTENDANCE:	Graham Hamilton (GH)	Headteacher
	Ben Sleeman (BSL)	Chair
	Victoria Moffatt (VM)	Vice Chair (joined the meeting at 5:13pm)
	Mike Duzinkewycz (MD)	Parent Governor
	Brenda Sigley (BSi)	Co-opted Governor
	David Morgan (DM)	Parent Governor
	Clare Heyes (CH)	Co-opted Governor
	Joelle Halliday (JH)	Co-opted Governor
	Eddie Latch (EL)	Co-opted Governor
OTHERS IN ATTENDANCE:	Sarah Lomas	Clerk to governors
	Elizabeth Dockry (ED)	Deputy Headteacher

**MINUTES – PART ONE (NON-CONFIDENTIAL BUSINESS)**

The meeting commenced at 5:04pm.

ITEM		ACTION
1.	<p><b>APOLOGIES AND ANY OTHER BUSINESS</b></p> <p>a) There were no apologies to receive. Governors noted that VM would be late to the meeting. All other local governors were present.</p> <p>b) There were no items of other business tabled for discussion at this meeting.</p>	
2.	<p><b>DECLARATIONS OF INTEREST</b></p> <p>a) The following declarations were made by governors:</p> <ul style="list-style-type: none"> <li>• GH's wife works for Connex Education who provide tutoring services to the school.</li> <li>• EL is an employee of TTLP as a teacher at Poynton High School.</li> </ul> <p>b) The clerk reminded MD to complete the declarations and confirmations via Governor Hub. JH would be contacted by the clerk following the meeting regarding the process for completing these on Governor Hub.</p> <p><b>ACTION:</b> MD to complete online declarations and confirmations following the meeting.</p>	<b>MD</b>
3.	<p><b>ELECTION OF VICE CHAIR</b></p> <p>VM was nominated for the role of Vice Chair of the local governing board. No other nominations were received. VM confirmed that she was happy to continue in role as Vice Chair for a further year but would likely be stepping down at the end of her term of office in October 2024. The subject of succession planning was discussed by the Board and MD confirmed his willingness to shadow VM in a Vice Chair capacity with a view to standing for election of Vice Chair in the summer term 2024.</p> <p>Following a vote VM was duly elected as Vice Chair of the local governing board for a term of office to run until the summer term LGB meeting in 2024.</p>	
4.	<p><b>MEMBERSHIP</b></p>	



	<p>a) The following updates to the membership of the local governing board were received:</p> <ul style="list-style-type: none"> <li>The appointment of Joelle Halliday as a co-opted governor by the Trust Board for a four-year term of office commencing from 17.10.23.</li> <li>Governors welcomed JH to the board. JH provided an outline of her background in education. She is a former teacher and has previously worked at local authority level within school improvement. JH now works for Sheffield Hallam University within the research centre as a senior research fellow. She has a particular interest in teacher professional development and science.</li> <li>The clerk queried which training courses JH would be required to complete. The school confirmed that Educare training courses in safeguarding and Prevent would need to be undertaken. <b>ACTION:</b> Clerk to email RP to ask ED to send Educare training links to JH re safeguarding and Prevent.</li> </ul> <p>b) The following vacancies on the board were considered:</p> <ul style="list-style-type: none"> <li>1 x co-opted governor – It was confirmed that the adverts on Inspiring Governance and Governors for Schools continue to be monitored.</li> <li>1 x parent governor – The school confirmed that a parent election could be run in the new year but that it was important to ensure the balance of the board with regard to the number of parents in position as co-opted governors.</li> </ul> <p>c) It was noted that there are no terms of office due to expire before the next meeting.</p> <p>d) The school confirmed that applications for JH are underway with regard to DBS and section 128 checks.</p> <p>e) The school confirmed that governance details on GIAS have been updated to reflect the changes in membership.</p>	<b>Clerk</b>		
<p><b>5.</b></p>	<p><b>PART ONE MINUTES AND MATTERS ARISING</b></p> <p>a) The Part 1 minutes of the summer term LGB meeting on 21.06.23 were confirmed as a true and accurate record of proceedings. Governors <b>approved</b> the minutes. <b>ACTION:</b> Upload an electronically signed copy of the minutes to Governor Hub.</p> <p>b) The action log from the previous meeting was reviewed and the following items were noted:</p> <ul style="list-style-type: none"> <li>Item 5 – The clerk confirmed that no response had been received as yet regarding a summary of the changes and rationale for these changes regarding the SOD from TTLP. It was agreed that GH would raise the lack of consultation regarding the SOD at the Trust Board meeting to be held at the school on the 23.11.23. <b>VM joined the meeting at 5:13pm.</b></li> <li>Item 6 – The school confirmed that the advert for a midday assistance had been placed in the newsletter and an action was also set at the finance and staffing committee last week to undertake a leaflet drop on the local estates.</li> </ul> <p>All other actions were marked as complete.</p>	<b>Clerk</b>		
<p><b>6.</b></p>	<p><b>CHAIR'S REPORT</b></p> <p>a) There had been no chair's actions taken since the last meeting and therefore no report to receive.</p>			
<p><b>7.</b></p>	<p><b>COMMITTEES &amp; NOMINATED GOVERNORS</b></p> <p>a) The membership of committees was confirmed as follows with JH appointed to the Curriculum Committee.</p> <table border="1" data-bbox="252 2040 1315 2098"> <tr> <td style="width: 50%;"><b>Curriculum, Standards &amp; Welfare</b></td> <td style="width: 50%;"><b>Finance &amp; Staffing</b></td> </tr> </table>	<b>Curriculum, Standards &amp; Welfare</b>	<b>Finance &amp; Staffing</b>	
<b>Curriculum, Standards &amp; Welfare</b>	<b>Finance &amp; Staffing</b>			



Vicki Moffatt (Chair) Graham Hamilton (HT) Brenda Sigley Jane Cooper Eddie Latch Ben Sleeman Mike Duzinkewycz Joelle Halliday	Mike Duzinkewycz (Chair) Graham Hamilton (HT) Ben Sleeman Victoria Moffatt Clare Heyes David Morgan
<b>Pay Committee</b>	<b>Governors assigned to advise on TTLP HTPM</b>
Ben Sleeman Victoria Moffatt Clare Heyes	Ben Sleeman Vicki Moffatt

**Q: What is the situation regarding the staff governor role in JC's absence?**

**A:** Governors noted that there are other members of staff willing to stand for election as a staff governor however given that JC is currently taking a leave of absence from the Board, this will be revisited once further information is known about JC's return. Governors were informed that the school has spoken with staff regarding this matter.

- b) The Chairs of committees have been elected at committee meetings which took place earlier in the autumn term and were confirmed as follows:
- Finance and Staffing: Mike Duzinkewycz
  - Curriculum, Standards and Welfare: Victoria Moffatt
- c) Governors noted the following link governor roles assigned as follows:
- SEND Governor: Brenda Sigley
  - Safeguarding Governor: Mike Duzinkewycz
  - Health and Safety: Eddie Latch
- d) The terms of reference for each of the governing board subcommittees had been reviewed at committee level and were recommended for approval at this meeting. Governors confirmed receipt and review of the terms of reference and **approved** the terms of reference for 2023-24 for the following subcommittees:
- i. Curriculum and Welfare
  - ii. Finance and Staffing
- e) The terms of reference for the following committees had been circulated to governors for review prior to the meeting via Governor Hub:
- i. Complaints
  - ii. Pupil Exclusions
  - iii. Staff Grievance
  - iv. Appeals
  - v. Pay
- Governors **approved** the above listed terms of reference for 2023-24.
- f) Governors noted that BSi and BSL had been appointed to undertake the Headteacher's performance management for 2023-24 alongside Peter Rubery, the external advisor, and the Trust CEO.

<b>8.</b>	<p><b>GOVERNORS' CODE OF CONDUCT</b></p> <p>The NGA code of conduct for 2023-24 had been circulated to governors prior to the meeting for review and confirmation.</p> <p>Governors had confirmed their agreement to uphold the code of conduct with the exception of MD and JH who would undertake their confirmations following the</p>
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	meeting.	
9.	<p><b>PART ONE REPORTS FROM COMMITTEES AND REPORTS FROM GOVERNORS WITH SPECIAL RESPONSIBILITIES</b></p> <p>a) An update on the discussions which took place at committee meetings were provided as follows:</p> <ol style="list-style-type: none"> <li>i. Curriculum, Standards and Welfare Committee 18.10.23 – There were no issues raised or approvals taken during the committee meeting.</li> <li>ii. Finance and Staffing Committee 14.11.23 – MD provided a summary of the meeting. It was noted that the meeting was productive and generated useful discussions. An action was taken to support the recruitment of midday assistants in the form of a leaflet drop to ensure that the board are assisting in supporting staff welfare by removing the need for staff to undertake midday duties.</li> </ol> <p>It was confirmed that a business case is being put together for the purchase of Soundfield equipment.</p> <p>The income generated from the before and after school clubs was discussed and a feasibility study is to be undertaken 2 investigate the potential for expansion. Governors noted that there has been a significant increase in the demand for places from preschool pupils which is another income generation stream along with BASC. This increase in demand is from parents requiring full wrap around care for their children to cater for working demands.</p> <p>The financial position of the school along with the current budget was reviewed which incorporated the pay award which was part funded. The Trust had budgeted 5% for pay awards but only 3.5% was payable following funding received and therefore this increased the surplus within the school’s budget. This coupled with the local authority growth funding for the 7<sup>th</sup> class teacher has ensured a positive financial position for the school.</p> <p><b>Q: Will the growth funding continue?</b>  <b>A:</b> Yes, the school have received formal confirmation from the local authority that funding will continue until the school reaches the 210 PAN.</p> <p>b) The following reports from link governors were summarised as follows:</p> <ul style="list-style-type: none"> <li>• SEND – BSi has undertaken a number of SEND visits. The school currently has four EHCP assessments pending and one new EHCP confirmed which brings the total to 12 potential EHCPs by the end of the school year. At least two of the pupils have significant needs and the issue of staffing remains. The school have recently interviewed and appointed a TA but there have been HR issues in timely advertisements for TA roles.</li> </ul> <p><b>Q: Does the school feel it can currently provide for all pupils to meet their needs?</b>  <b>A:</b> There is one pupil considering alternative provision and the outreach team have visited school. This child has 32.5 hours allocated and the school have been advised that these pupils would not likely be admitted to specialist provision. There is one child currently on a part time timetable which is due to increase gradually from January 2024. Governors were alerted to this particular case as Ofsted will query this.</p>	



	<p><b>Q: What are the HR issues affecting recruitment?</b>  <b>A:</b> It is taking a significant time for HR to obtain references and the school have now begin contacting candidates to obtain references. Delays in decisions from HR are affecting the staffing appointments and these delays are requiring increased use of agency staff at a cost to the school.  <b>ACTION:</b> Raise the delays from HR with the Trust board on 23.11.23.</p> <p><b>Q: Are the adverts for TA positions generating interest?</b>  <b>A:</b> Yes, candidates are applying for the roles.</p> <ul style="list-style-type: none"> <li>• Safeguarding – It was confirmed that there were no specific items to raise related to safeguarding. However, it was noted that safeguarding should be linked back to SEND and the increased pressures that this area is having on safeguarding.</li> </ul> <p>c) It was confirmed that governors should contact their staff link to arrange meetings to discuss their allocated subject areas.</p>	<b>GH</b>
<p><b>10.</b></p>	<p><b>FINANCIAL MATTERS</b></p> <p>a) Governors noted that key financial matters had been discussed in detail at committee level and a summary was provided under Item 9. There were no approvals to be brought to governors at this meeting.</p> <p>b) Governors noted that the PP funds have been discussed in detail at the finance and stuff and committee with all funds being spent and tracked. A formal budget for pupil premium has now been created and for the first time this year the school met with families directly to discuss what support they specifically would require and funding has been used to meet these requests through the purchase of uniform subsidising school trips under the items. This new initiative has proven popular and effective and has been met positively by parents and families.</p> <p>c) Arrangements are in place for the strategy to be published by the deadline of 31.12.23.</p>	
<p><b>11.</b></p>	<p><b>PART ONE HEADTEACHER’S REPORT AND MATTERS ARISING</b></p> <p>a) Governors acknowledged receipt of the Headteachers report which had been circulated prior to the meeting via Governor Hub and discussed in detail at committee level.</p> <p>b) The SEF had been circulated to governors prior to the meeting.</p> <p>c) The school confirmed that the latest attendance rate was 94%. Stephanie Beeston is the Education Welfare Officer (EWO) who works with both Lostock Hall and Disley Primary School. The school confirmed that families are fined where unauthorised absences taken for holidays are recorded however it was noted that the local authority are significantly behind in terms of issuing fines. The school continues to implement the procedures regarding attendance by contacting families and issuing written correspondence regarding warnings for unauthorised absence before progressing to issuing fines from the local authority. The EWO will also take part in any family meetings that take place and assist with home visits where required.</p> <p>Governors noted the persistent absence rate of 5.7% is below the national average.</p> <p><b>Q: There is only a headline figure on attendance, are there any specific</b></p>	



**attendance figures relating to disadvantaged pupils?**

**A:** There are some family circumstances that the school are working directly with families to support. These issues need to be raised and the school continue to do so. The attendance officer is also monitoring any pupils who have moved.

The IDSR report had also been forwarded to governors for information and the school confirmed that this report only reports significant statements and in this case there were no significant statements on attendance to report which is positive.

**Q: Do the attendance statistics tend to improve throughout the year?**

**A:** This depends. The figures can be skewed in the first term so the school needs to ensure that work continues with families on any areas of concern. There seems to be a view among some parents that fines will not be issued. Attendance is a key focus area which will be considered in detail by Ofsted and the school can provide assurance to the board that all processes are being followed.

**Q: Is there anything specific from the Curriculum Committee regarding writing and PP pupils that governors can be updated on?**

**A:** The school have invested in an external scheme called Pathways to Write which is a much more systematic scheme of work. Previous initiatives have been tried in the past which have not being successful in improving the required areas in writing but in a short space of time Pathways to Write appears to be having positive impacts. The school confirmed that the package purchased also includes professional development materials for staff and the whole programme has been implemented very quickly by staff. Part of the programme involves repeat spelling punctuation and grammar assessments which have also had a significant positive impact.

**Q: There is a reference made to linking with Dixons multi academy trust (MAT), can the school explain this link?**

**A:** Dixons MAT specialise in inner city schools but also provide a school improvement offer and have put together a package for other MATs. A meeting was scheduled for last week to discuss potential support but this has had to be rescheduled. The main focus for primary schools is curriculum development and the school are now at the stage of reviewing the impact and the performance management objectives for the headteacher are centred around impact. Dixon's MAT do not use a performance management process but use a coaching method across the staff body which could potentially suit the school better. There is a further meeting scheduled at Poynton High School on the 07.12.23. The reference to Dixons MAT was TTLP's method of school improvement for the year ahead. Last year the school improvement package comprised the Challenge Partnership support which the school confirmed was useful in terms of the report however the ongoing support required travel from schools which was too far for staff.

**Governor Comment:** It was raised why TTLP cannot undertake school improvement across the schools within the Trust themselves rather than outsourcing however it was claimed that this would require further development as the Trust is still in its infancy. Dixons is a long-established MAT.



	<p>The school confirmed that the latest school improvement report continues to evaluate the school as good with some areas outstanding and one of the main areas of focus is the progress of children with SEND.</p> <p><b>Q: Could the school confirm the national professional qualification LL and what this stands for?</b>  <b>A:</b> This is the national professional qualification in leading literacy.</p> <p><b>Q: In terms of considering what the structure of the senior leadership team will look like going forward are there any members of staff looking to develop their careers to this level?</b>  <b>A:</b> There were two members of staff enrolled on the leadership NPQ but one member of staff has withdrawn. The team of staff is relatively young and the school is investing in developing the staff team which puts the school in a positive position in terms of succession planning.</p> <p><b>Q: In terms of the use of maths hubs, is there a specific maths hub that the school is using?</b>  <b>A:</b> The school are engaged in communication with the Wirral maths hub.</p> <p>Governors noted that the maths hub is additional provision for the development and training of teaching staff. The school has actively re-engaged with this networking provision following a period of disconnection and the school is supportive of staff visiting other schools to observe best practice as part of their continued professional development.</p> <p><b>Governor Comment:</b> It is very positive to see the support in place for the subject lead in this area and the board would like to praise JM for all the work that she has done in developing the curriculum. It is recommended that the school continue to utilise the support of Poynton High School where possible.</p> <p>The school confirmed that James Marsh, the school improvement partner, visited the school following the headteacher performance management panel and investigated the implementation of the Pathways to Write and Pathways to Read schemes and considered the impact of these schemes.</p>	
<p>13.</p>	<p><b>OFSTED READINESS</b></p> <p>The IDSR reports had been considered under item 11 of this meeting. The school confirmed that staff feel prepared for Ofsted and that an inspection is due before January 2024.</p> <p>Gary Bevan, Director of Education at TTLP has provided positive feedback on staff input and governor training. GB commented that it is evident how well governors know the school which is very positive.</p>	
<p>14.</p>	<p><b>WELL-BEING</b></p> <p>The school commented that the well-being of staff is positive at present. MD continues to provide well-being committee updates and will be undertaking a school visit next week to continue to deliver the message that governors are here to support staff wherever possible. Staff continue to work hard to support each other during this very busy period. There is the continued pressure of the Ofsted inspection which does take</p>	



	<p>its toll on staff.</p> <p><b>Q: What would happen if Ofsted were to visit during a very busy week in the lead up to Christmas during school plays for example?</b></p> <p><b>A:</b> The school would propose that all events carry on as normal but that would need to be a conversation with the lead inspector as to events taking place within school and staff availability. This could potentially lead to a cancelled performance, but any decision would be taken in consultation with the Ofsted inspection team.</p>	
15.	<p><b>GOVERNOR MONITORING, TRAINING &amp; DEVELOPMENT</b></p> <p>a) The results of an updated skills audit had been forwarded to the Chair prior to the meeting for review. It was confirmed that there is a balanced skill set across the governing body. It will be useful for members of the governing body to consider stepping up into more senior roles to ensure succession planning and shadowing of Chair and Vice Chair roles would be welcomed to gain increased exposure.</p> <p>Governors should continue to engage with training and any Cheshire East governor training courses that governors would like to attend should be requested by the school as these would need to be paid for.</p> <p>b) Succession planning was considered earlier in the meeting with an agreement made for MD to shadow VM in the Vice Chair role over the course of the remaining academic year.</p>	
16.	<p><b>SCHOOL POLICIES</b></p> <p>The following Trust policies had been circulated to governors prior to the meeting by Governor Hub and governors acknowledged receipt of these Trust approved policies:</p> <p>a) Child protection and Safeguarding policy <b>ACTION:</b> Contact Marcus Heath at TTLP to ensure the draft watermark is removed from the policy.</p> <p>b) Health and Safety – As noted the dates on the policy were incorrect and would need to be updated on the footer to the policy. <b>ACTION:</b> Update the dates on the footer of the policy.</p> <p>It was confirmed that the following policies had not been circulated by the Trust and were not available for review at this meeting:</p> <p>c) TTLP Teacher’s Pay Policy d) TTLP Teacher Appraisal Policy</p>	<p><b>GH</b></p> <p><b>GH</b></p>
17.	<p><b>PLANNED RESIDENTIAL VISITS</b></p> <p>There were no details of residential visits to be brought to the meeting for approval.</p> <p>The school confirmed that all trips next year will be approved through the use of the Evolve system. It was noted that the Year 6 residential trip to Wales as part of the transition work for high school has been completed and approved via Evolve.</p>	
18.	<p><b>POINTS TO COMMUNICATE TO TTLP</b></p> <p>The following points were raised to be highlighted with TTLP:</p> <ul style="list-style-type: none"> <li>• Communication from the Trust relating to the scheme of delegation and delays with HR impacting the recruitment process for TAs.</li> </ul>	
19.	<p><b>MEETINGS</b></p> <p>the dates for the remaining meetings for the 2023-24 academic year were confirmed as follows:</p> <ul style="list-style-type: none"> <li>• Tuesday 19<sup>th</sup> March 2024 at 5:00pm</li> <li>• Wednesday 25<sup>th</sup> June 2024 at 5:00pm</li> </ul>	



20.	<p><b>ANY OTHER BUSINESS</b></p> <p>There were no other items of business tabled for discussion at this meeting.</p>	
21.	<p><b>IMPACT STATEMENT</b></p> <p>Governors helped to move the school forward in the following ways during this meeting:</p> <ul style="list-style-type: none"> <li>• Governors challenged the attendance data specifically relating to disadvantaged pupils and the processes and procedures in place to support these pupils.</li> <li>• The impact of SEND on school staffing was highlighted with governors questioning the ability of school to meet need where staffing issues were raised with an action taken to communicate with the Trust the HR delays impacting recruitment.</li> <li>• The financial position of the school was discussed with confirmation received that growth funding will continue until the school reaches the PAN of 210.</li> <li>• Succession planning was discussed with MD to take on a shadow Vice Chair role over the course of the remaining academic year.</li> </ul>	

The meeting moved to Part 2.

.....Chair

.....Date