

**MINUTES OF A MEETING OF THE LOCAL GOVERNING BOARD  
OF LOSTOCK HALL PRIMARY SCHOOL**

GOVERNORS IN ATTENDANCE:	Graham Hamilton	(GH)	Headteacher
	Ben Sleeman	(BSL)	Chair
	Brenda Sigley	(BSi)	Co-opted Governor
	David Morgan	(DM)	Parent Governor
	Jenny Myers	(JM)	Staff Governor
	Eddie Latch	(EL)	Co-opted Governor
	Clare Heyes	(CH)	Co-opted Governor
	Vicki Moffatt	(VM)	Parent Governor
OTHERS IN ATTENDANCE:	Rachael Palmer	(RP)	School Business Manager
	Sarah Lomas	(SL)	Clerk
	Elizabeth Dockry	(ED)	Deputy Headteacher

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

The meeting commenced at 5:01pm.

ITEM		ACTION
1.	<p><b>APOLOGIES AND ANY OTHER BUSINESS</b></p> <p>Apologies were received and accepted from the following governors:</p> <ul style="list-style-type: none"> <li>JH</li> </ul> <p>There were no other items of business tabled for discussion at this meeting.</p>	
2.	<p><b>DECLARATIONS OF INTEREST</b></p> <p>The following declarations were made by governors:</p> <ul style="list-style-type: none"> <li>GH's wife is employed by Connex Education who provide tutoring services to the school.</li> <li>EL is employed by TTLP Trust at Poynton High School.</li> </ul> <p>There were no anticipated conflicts of interest with the business of the meeting raised by governors.</p>	
3.	<p><b>NOMINATION AND RECOMMENDATION OF CHAIR</b></p> <p>BSL was nominated for the role of Chair of the LGB for a one-year term of office. No other nominations were received. It was unanimously agreed that BSL be recommended to the Trust for appointment as Chair at the next Trust Board meeting.</p> <p><b>ACTION:</b> Forward proposal for BSL to be appointed as Chair of the LGB to the Trust.</p> <p><b>ACTION:</b> Add confirmation of the appointment of Chair to the autumn term LGB agenda.</p>	<p><b>Clerk</b></p> <p><b>Clerk</b></p>
4.	<p><b>MEMBERSHIP</b></p> <p>a) There were no changes to the membership of the Board to receive at this meeting. The school confirmed that a parent election would take place in the autumn term.</p> <p>b) Governors considered the following vacancies on the Board:</p> <ul style="list-style-type: none"> <li>1 x co-opted governor</li> <li>1 x parent governor</li> </ul> <p>It was agreed that the co-opted vacancy would be followed up in the autumn term.</p> <p>c) Governors noted the following term of office due to expire before the next meeting:</p> <ul style="list-style-type: none"> <li>VM 13.10.24 – VM confirmed that she would be stepping down at the end of her</li> </ul>	





ITEM				ACTION
		Art Writing Modern Foreign Languages Reading	Elizabeth Dockry	
	Joelle Halliday	Geography History Science Educational Visits Coordinator	Helen Topliss Deborah White Helen Topliss Helen Topliss	
	David Morgan	Design Technology Computing	Jeremy Sutton	
8.	<p><b>PART ONE REPORTS FROM COMMITTEES AND REPORTS FROM GOVERNORS WITH SPECIAL RESPONSIBILITIES</b></p> <p>a) Governors were briefed on the outcome of discussions at committee meetings:</p> <p>i. Curriculum, Standards and Welfare Committee 09.05.24. The main focus of this meeting centred around the Ofsted inspection and the feedback received from the inspection team.</p> <p>A key change in the curriculum has been the purchase and implementation of a new maths scheme called Maths No Problem and a move away from White Rose Maths. This change was partly informed by the work undertaken with the Cheshire and Wirral Maths Hub who indicated that there would be some tension implementing mastery for maths and the White Rose Scheme and therefore the school made the decision to move away from White Rose to enable full engagement with the Maths Hub.</p> <p>JM is the subject lead and has been working to model the approach in class. This approach demonstrates quality first teaching (QFT) which generates high levels of discussion with pupils using mathematical language to address misconceptions. Governors noted that young children are innate mathematicians, and the new scheme uses this concept to engage pupils. There have been very positive results in school following the trialling of the new teaching methods.</p> <p>Additional advocate teachers have also been added to the maths team with JM. The new scheme provides textbooks which are used by pupils following the exploratory phase of learning and are then used to work through similar problems in different ways.</p> <p>This new approach engages all pupils. Previously, a teacher may think that all pupils were involved in the lesson, but this was not the same as the levels of engagement with this new method of learning that were evidenced during the recent Ofsted inspection. The school have purchased a three-year subscription and the scheme will be rolled out across all year groups from September 2024.</p> <p>There is also a high level of professional development for staff included within the subscription which will develop subject knowledge.</p>			



ITEM		ACTION
	<p><u>Assessment</u></p> <p>The school are satisfied with the levels of assessment in English, Maths and Science but will be considering improvements in other subjects such as DT and Art as a target during the next academic year.</p> <p>The school has also appointed an experienced member of teaching staff as a curriculum coordinator who will lead on all subjects as the school needs to articulate the deliberate curriculum choices made and why.</p> <p>ii. Finance and Staffing Committee 17.06.24 – this item was discussed under Part two of this meeting.</p> <p>b) There were no link monitoring reports to receive at this meeting.</p>	
9.	<p><b>FINANCIAL MATTERS</b></p> <p>a) The latest set of monthly management accounts had been circulated to governors prior to the meeting and were discussed in detail at committee level. Additional discussions took place during Part 2 of this meeting under Item 8a)ii. above.</p> <p>b) The Budget vs Actuals for 2023-24 had been considered at committee level and were discussed under Part 2 of this meeting.</p> <p>c) The school confirmed that all funding relating to catch up funding had been spent and that in terms of Pupil Premium (PP) children, Ofsted could not identify any differences between PP and non-PP pupils.</p> <p>d) The staffing structure for 2024-25 was confirmed and would remain as per 2023-24 with no changes.</p> <p><b>Q: Has there not been a creation of a new role?</b> <b>A:</b> Yes, but there has not been a TLR added to this role. The role is UPS3.</p> <p><b>Q: How long can a TLR remain live if it not being used?</b> <b>A:</b> This remains part of the job role on paper.</p> <p><b>Q: But if the TLR is not being used,although it is set out within the staffing structure, why is it not being used?</b> <b>A:</b> It may be used in the future and is available to be utilised.</p> <p><b>Q: Could the TLR be split into different areas?</b> <b>A:</b> Any use of the TLR would be brought to governors for consideration. It has been previously suggested that there is potential for an Assistant Headteacher role which the TLR could be used for.</p> <p><b>Q: Should governors be concerned about the TLR not being utilised as a financial risk?</b> <b>A:</b> This money is providing a saving at present in theory and is therefore not a risk.</p> <p><b>Q: Do the proposed recruitment policy changes need to be referenced within the staffing structure?</b> <b>A:</b> No, this would be considered as and when a vacancy arose.</p>	
10.	<p><b>PART ONE HEADTEACHER'S REPORT AND MATTERS ARISING</b></p> <p>The Headteacher's report had been circulated prior to the meeting for review and was discussed in detail at Committee level.</p> <p>a) Governors confirmed that internal data had been discussed at Committees and the summary of discussions was provided under Item 8a)i. of this meeting.</p> <p>b) The school confirmed that reports are currently being written and will be issued prior to the end of the summer term with a target date of 12<sup>th</sup> July after which time an appointment can then be made by parents should they wish to discuss the content of the report with teaching staff.</p>	



ITEM		ACTION
	<p><b>Q: What support level is in place for staff to complete reports, for example, is there a free writing comment bank available?</b>  <b>A:</b> The expectation as part of the primary teaching role is that staff write the reports. The content comprises comments on maths and English with shorter comments on other subjects along with a personal development comment. The content of reports has been slimmed down over time but reports do form part of the 1,265 hours for teachers. Some staff use the two week May half term holiday to get ahead with writing the reports.</p> <p><b>Governor Comment:</b> Writing reports is a huge undertaking for teachers at primary level. There is a new facility within Bromcom which may assist in completing reports going forward.</p> <p>c) In terms of the Key Stage 2 SATs tests, governors noted that results will be available on 9<sup>th</sup> July.</p>	
11.	<p><b>SAFEGUARDING</b></p> <p>a) There were no significant updates to receive on safeguarding. Governors noted that there are two families under child protection with the LA and meetings are underway which the school attend.</p> <p>b) The S.175 safeguarding audit has been completed and is ready to be submitted when the system opens on 03.07.24.</p>	
12.	<p><b>SCHOOL DEVELOPMENT PLAN</b></p> <p>There were no updates to receive on the SDP as this was discussed in detail at Committee level.</p>	
13.	<p><b>SCHOOL IMPROVEMENT PARTNER/EXTERNAL ADVISER</b></p> <p>A visit was due to take place on 09.05.24 but was rescheduled due to the Ofsted inspection and took place on 13.06.24. During this visit, the SIP, James Marsh, worked with JM to draft an implementation plan for the short, medium and long term objectives in maths.</p> <p><b>Q: Is the same SIP to remain in post next year?</b>  <b>A:</b> Yes.</p>	
14.	<p><b>HEALTH AND SAFETY UPDATE</b></p> <p>The Cheshire East audit had not yet taken place despite repeated attempts to contact the LA. However, the school has now received confirmation that the audit will take place on 11.07.24.</p> <p>An independent audit commissioned by the Trust will also take place on 09.07.24.</p> <p>There were no items of note or concern to be raised at this meeting.</p>	
15.	<p><b>OFSTED UPDATE</b></p> <p>The school confirmed that the final Ofsted report had been published. It was agreed that standing Ofsted update item would be removed from agendas going forward.</p> <p><b>ACTION:</b> Remove Ofsted Update from agendas going forward.</p> <p><b>Q: Has the school received any feedback from parents on the Ofsted report?</b>  <b>A:</b> There have been positive comments made to staff at drop off and pick up times. Ofsted were very surprised by the high level of responses to the Ofsted questionnaire from parents and that the vast majority were so positive.</p>	Clerk



ITEM		ACTION
	<p><b>Governor Comment:</b> This shows how strongly the parents feel about the school being good.</p> <p>It was noted that one of the Ofsted inspectors also spoke with parents and communicated that the school had a very strong sense of community and particularly praised one of the TAs, Mrs Thirde as being the best TA he had seen during his career as an inspector. This fantastic feedback has been communicated to Mrs Thirde.</p>	
16.	<p><b>WELL-BEING</b></p> <p>Governors were informed that a staff survey through the Wellbe platform has been launched. GH feels this is more tailored to secondary staff but is used Trust-wide across all schools. The results of the survey will be shared anonymously across the schools. Previous surveys have not felt useful but it is hoped that with increased involvement from HR at the Trust that the survey will have more purpose.</p> <p><b>Q: Is there any additional wellbeing outreach from the Trust in place at present?</b> <b>A:</b> There is an employee assistance programme in place that staff can utilise.</p> <p>MD confirmed that he will recommence wellbeing visits in school next term. <b>ACTION:</b> Undertake wellbeing visit.</p> <p>The school confirmed that attendance levels are currently at 95.6% which is above national levels but the school are continuing to work to improve attendance rates. A number of holiday requests are still submitted by parents.</p> <p>Persistent absence rates are currently 11.8%. Ofsted undertook a deep dive into attendance during the inspection and the improvements in the persistent absence rates was a significant success story which the school were able to evidence with one case in particular improving from below 80% to now 98%.</p> <p>The school continue to meet with families where issues are identified and work to build positive relationships. There are some cases of persistent lateness and specific communication has been developed for these pupils.</p> <p><b>Governor Comment:</b> CH confirmed that as the attendance link governor, the evidence of the rigorous processes in place is clear and staff are extremely thorough in the work undertaken to monitor and follow up on attendance issues.</p>	MD
17.	<p><b>GOVERNOR MONITORING, TRAINING &amp; DEVELOPMENT</b></p> <p>It was confirmed that a skills audit would be undertaken in the next academic year to consider further training needs. <b>ACTION:</b> Undertake a skills audit in the spring term 2024-25.</p>	Clerk
18.	<p><b>SCHOOL POLICIES</b></p> <p>The following policy had been circulated to governors prior to the meeting and was recommended for approval by Committees:</p> <p>a) Anti-bullying Governors <b>approved</b> the anti-bullying policy and thanked MD for his input in the review.</p>	



ITEM		ACTION
19.	<p><b>PLANNED RESIDENTIAL VISITS</b></p> <p>Governors noted the following forthcoming residential trips that were in the planning stage:</p> <ul style="list-style-type: none"> <li>Year 4 and 5 to Menai in October 2024.</li> <li>The Reception overnight stay has been reviewed and it is proposed that next year this will not include a sleepover due to logistics for staff and costs. Instead, a long day visit to Peak Wildlife Park followed by a meal and movie night at school with pick up at 7pm and a Forest School activity day the following day is proposed.</li> </ul> <p>All risk assessments will be completed in line with requirements.</p>	
20.	<p><b>GOVERNANCE STATEMENT</b></p> <p>The governance statement was reviewed and <b>approved</b> by governors. No changes were proposed.</p>	
21.	<p><b>CONFIRM TERM DATES FOR 2025-26</b></p> <p>Term dates for 2025-26 were not available for review at this meeting. It was queried whether the term dates for 2025-26 had been approved in the autumn term.</p> <p><b>ACTION:</b> Check if the 2025-26 term dates have been previously approved.</p> <p><b>POST-MEETING NOTE:</b> The term dates for 2025-26 had not been approved at previous meetings.</p> <p><b>ACTION:</b> Add approval of term dates for 2025-26 to the autumn term LGB in November 2024.</p>	<p>Clerk</p> <p>Clerk</p>
22.	<p><b>DIRECTOR'S REPORT</b></p> <p>There were no additional items from the Director's report to be raised at this meeting. Relevant items had been discussed at Committee level.</p>	
23.	<p><b>POINTS TO COMMUNICATE TO TTLP</b></p> <p>A request was made for confirmation of the wellbeing strategy at Trust level.</p> <p><b>ACTION:</b> Forward the request for confirmation of the Trust wellbeing strategy to the Trust Clerk.</p>	<p>Clerk</p>
24.	<p><b>MEETINGS</b></p> <p>Meeting dates for 2024-25 had been circulated to governors prior to the meeting. Governors agreed the dates proposed.</p> <p><b>ACTION:</b> Add the meeting dates for 2024-25 to the Governor Hub calendar.</p>	<p>Clerk</p>
25.	<p><b>ANY OTHER BUSINESS</b></p> <p>There were no other items of business tabled for discussion at this meeting.</p>	
26.	<p><b>IMPACT STATEMENT</b></p> <p>The Board of Governors helped to move the school forward in the following ways during this meeting:</p> <ul style="list-style-type: none"> <li>Governors discussed and agreed potential savings efficiencies to assist the forecast financial position of the school.</li> <li>Governors challenged the wellbeing provision for staff from the Trust and an action was taken to request for confirmation on this.</li> <li>Governors confirmed the rigorous attendance procedures in place following link visits.</li> <li>The membership of the Board was discussed with roles reassigned following forthcoming vacancies.</li> </ul>	

The meeting moved to Part Two.

.....Chair

.....Date