

**MINUTES OF A MEETING OF THE LOCAL GOVERNING BOARD  
OF LOSTOCK HALL PRIMARY SCHOOL  
ON TUESDAY 25<sup>th</sup> MARCH 2025**

<b>GOVERNORS IN ATTENDANCE:</b>	Ben Sleeman (BSL)	Chair
	Mike Duzinkewycz (MD)	Parent Governor
	Brenda Sigley (BSi)	Co-opted Governor
	David Morgan (DM)	Parent Governor
	Clare Heyes (CH)	Co-opted Governor
	Eddie Latch (EL)	Co-opted Governor
	Jenny Myers (JM)	Staff Governor
	Robin Muir (RM)	Parent Governor
	Sarah Simpson (SS)	Parent Governor
<b>APOLOGIES:</b>	Graham Hamilton (GH)	Headteacher
	Mike Duzinkewycz (MD)	Parent Governor
<b>OTHERS IN ATTENDANCE:</b>	Boo Edleston (BE)	Clerk to Governors
	Elizabeth Dockry (ED)	Deputy Headteacher
	Geoff Baker (GB)	TLP CEO (Joined the meeting at 17:34)
	Rachel Palmer (RP)	School Business Manager

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

The meeting commenced at 5:02pm.

ITEM		ACTION
1.	<p><b>APOLOGIES AND ANY OTHER BUSINESS</b></p> <p>a) Apologies were received and <b>accepted</b> from:</p> <ul style="list-style-type: none"> <li>• Graham Hamilton – Headteacher</li> <li>• Mike Duzinkewycz – Parent Governor</li> </ul> <p>In GH's absence it was agreed at previous meeting, that ED would take GH's place at this meeting.</p> <p>b) There was no additional business tabled.</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 class cover 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 all governors to check they have completed declarations and confirmations via Governor Hub.</p>	



	<b>ACTION:</b> To ensure all annual declarations are completed via Governor Hub	<b>ALL GOVERNORS</b>
<b>3.</b>	<p><b>MEMBERSHIP</b></p> <p>a) The following updates to the membership of the Local Governing Board were received: Robin Muir and Sarah Simpson have now served a term as new Parent Governors. BS welcomed RM.</p> <p>b) The following vacancies on the board were considered: 2 x co-opted governors Despite efforts to recruit additional Governors, to date no volunteers have come forward. A discussion took place that explored opportunities to recruit new governors from university staff. ED highlighted that Alison Ferneyhough, the Trust director of HR has a Trust-wide recruitment drive on for Governors to serve across the five Trust schools. As yet none have come forward.</p> <p>It was decided to encourage interest by Governors utilising their links within local universities to promote the role.</p> <p><b>ACTION: ED to pass advert onto RM and BE. RM to circulate the advert within the university he works at. Clerk to post advert on Governor Hub for all Governors to share as they see appropriate.</b></p> <p>c) It was noted that there are no terms of office due to expire before the next meeting.</p>	<p><b>ED RM CLERK</b></p>
<b>4.</b>	<p><b>PART ONE MINUTES AND MATTERS ARISING</b></p> <p>a) The Part 1 minutes of the Autumn Term LGB meeting on 26.11.25 were confirmed as a true and accurate record of proceedings. Governors <b>approved</b> the minutes.</p> <p><b>ACTION: Upload an electronically signed copy of the minutes to Governor Hub.</b></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>• <b>Item 16</b> – MD has not yet undertaken a wellbeing visit to staff. This item was carried forward to the Summer Term</li> </ul> <p><b>ACTION: MD to undertake a staff wellbeing visit in the summer term.</b></p> <ul style="list-style-type: none"> <li>• <b>Item 15</b> - Add consideration and approval of Trust Pay Policy to Spring LGB agenda</li> </ul>	<p><b>CLERK</b></p> <p><b>MD</b></p> <p><b>RP</b></p>



	<p><b>ACTION: To get an update on the adoption of the Trust’s Pay Policy. Add consideration and approval of Trust Pay Policy to Summer LGB agenda.</b></p>	<p><b>CLERK</b></p>
<p><b>5.</b></p>	<p><b>LINK GOVERNORS</b></p> <p>a) To update any changes to the list of Governor monitoring roles.</p> <p>EL led a discussion around the strategic role of Governors to support staff, whilst offering challenge. He stressed the importance of Governors as professional friends. He highlighted that link governors to every subject was becoming overwhelming for both staff and Governors so he had considered a more streamlined approach. He stated that his proposed document had been shared with GH and his input was included.</p> <p>He shared a document with Governors and explained how the proposal was going to work with Governors interests and strengths and was looking at being more area than subject specific.</p> <p>Roles were allocated and noted.</p> <p>It was highlighted to avoid any potential conflict that the role of Safeguarding Governor would be allocated to a co-opted Governor.</p> <p><b>ACTION:</b> <b>EL to write up and distribute revised committee membership list and an outline of Governor’s link roles via GovernorHub.</b></p>	<p><b>EL</b></p>
<p><b>6.</b></p>	<p><b>PART ONE REPORTS FROM COMMITTEES AND REPORTS FROM GOVERNORS WITH SPECIAL RESPONSILBITIES</b></p> <p>a) <b>To receive committee minutes and note recommendations and approvals from the meetings:</b></p> <p><b>i. Curriculum, Standards and Welfare Committee 06.02.25</b> Ahead of the meeting the minutes from the above committee were shared with Governors for their consideration. BS summarised the meeting and particularly drew Governor’s attention to the predicted results for the current Year 6 pupils which is extremely high. Thanks was expressed to JM for all her additional work to support the Year 6’s with focus on the voluntary morning sessions she runs.</p> <p>The minutes were reviewed and <b>approved</b>.</p> <p><b>ii. Finance and Staffing Committee 04.03.25</b> Ahead of the meeting the minutes from the above committee were shared with Governors for their consideration.</p> <p>The minutes were reviewed and <b>approved</b>.</p> <p><b>b) To review and allocate link subject roles to new Governors.</b></p>	



RM and SS were allocated roles as part of Item 5.

**c) To receive and review any reports from Governors with special responsibilities/link Governor monitoring reports.**

Ahead of the meeting BS had distributed to Governors a report focussed on SEND. It highlighted the increasing level of SEND need across the school, the levels of support therefore required and an outline of how pupils are best supported to meet their individual learning goals. Governors commended BS on her comprehensive report.

BS reflected she felt the provision for the SEND children within the school was currently very positive. It was acknowledged that the changing nature of the levels of need across the school and the increasing numbers of pupils with levels of SEND that qualify them to have an Educational Health Care Plan (EHCP) meant that additional TA support will undoubtedly be needed in September. Additional hours of support would then be in every class in the school including Nursery 1 and Nursery 2. Whilst ED (in her role as SENCO), made it clear and BS also reflected, not every child needs an adult to support them all day every day, that some pupils by the nature of their specific barrier to learning did need individual programmes, many of these interventions need either some individual or small group support. Children also need to develop the ability to be independent. ED highlighted the difficulties in staffing for all the different needs and the constant and growing pressure this places on both staff and on the school finances. ED highlighted the help it was having Brenda being a professional friend and that she appreciated the challenge Brenda offered.

**QUESTION: Are the children getting what they are entitled to?**

**R:** Yes. To the very best of everyone’s ability we plan and deliver bespoke programmes informed by the children’s plans and needs. We know every child personally. We are aware that by the end of the school year we may face some changes in staff due to retirements so before we meet again in May, we will look again at SEN staffing for September and report back at that meeting.

***(GB CEO of TLP Trust joined the meeting at 17:34)***

*GB gave a short introductory speech about his career to date and what he is looking to achieve in the Trust in the coming year. He spoke of the transformative power of education and how a culture of care and positivity where children feel valued, loved and part of a bigger entity could lead to opportunities to grow and thrive within a shared philosophy of care and educational excellence. With this in place he feels schools can bring about the very best outcomes for young people and their families. He reflected the extended period of time that the Trust has been without a substantive leader and the frustrations that as a consequence, have been felt by leaders, staff and governors across the five Trust schools. GB spoke of his desire to stabilise the Trust, grow the Trust and offer a collaborative team of schools that could offer the very best to the pupils within its care.*

**7. FINANCIAL MATTERS**



a) To receive and consider an update on Key financial matters. BS highlighted the minutes shared ahead of the meeting from the recent Budget meeting where Tina Carruthers the Finance Business Partner from the Trust had been present.

DM said that he had now met with TC and other Governors to explore possibly financial models to address the large deficit which is currently predicted in Years 2 and 3 of the three-year budget starting in 2025/26. No clear answers had come out of this meeting and the way forward still felt unclear.

**Question: Are we still making a loss on School Meals?**

**R:** Yes. We make a loss currently on every meal we sell. The school meals service we are receiving from Chartwells is challenging. They have struggled to recruit and retain staff and at times the school has been drawn into these recruitment issues despite the fact that Chartwells are our providers. Our older pupils don't want to take meals and once it starts, it is very hard to get pupils back to having school lunches. Packed lunches are seen by many families as a cheaper option particularly if you have more than one child as lunches are expensive.

This view was countered by other parent governors who highlighted a school lunch ensured that on days when parents were both working late, children were guaranteed a hot meal at least once during the day.

GB asked a range of questions to clarify the current position. It was shared that Chartwell currently provide meals across all the Trust schools.

**Questions: What do Chartwells do to promote lunches?**

**R:** They have been in and run workshops and tastings which whilst the children have really enjoyed hasn't made a noticeable difference to the numbers taking school lunches.

**Question: What do you charge for each meal?**

**R:** £2.51 and we pay Chartwells £2.89 per meal.

It was openly acknowledged by all present that the schools' meals service was suffering inflationary pressure from all angles – staffing, food cost rising, energy however the school could not continue to make a loss on the provision. It was a really important offer that children need access to, therefore this matter must be addressed. GB committed to meeting with Chartwells to get a wider picture of the issues faced across the Trust schools.

**ACTION: To arrange a meeting with the Director of Operations at Chartwells to discuss cost and staff challenges faced by Lostock Hall related to the provision of school meals and across the Trust.**

**GB**

*(17:48 – SS joined the meeting.)*



Returning to other key areas highlighted at the Finance meeting and in discussion with TC, pupil numbers and the promotion of the school was discussed. It was shared that there are currently 20 first choice places requested to start in September out of a possible PAN of 30 for the school. There are 9, 2nd choice places. This means that it is unlikely a full co-hort of children would start in Reception in September. However, if Woodford is full and there is some continuing movement away from independent schools locally by the youngest children LH could gain more. It was also highlighted however that some pupils are now leaving LH and moving into local independent schools.

**Question: Do we undertake exit interviews**

**R:** We do ask but sometimes it can be cultural and once, one family leaves others who are close follow.

**Question: Has the finger post sign off the main road gone up yet?**

**R:** It should be going up in the next week.

It was shared with GB the strength of feeling the governors have over the need to raise the profile of the school. How due to the geographical location of the school it is felt to be 'hidden' from the wider community of Poynton. It was shared that Governors feel the school needs to be doing more to get engaged with the wider community.

**Question: Do you hold open days?**

**R:** We have progress review days, but these are not for wider community involvement.

**Question: Do you hold Summer or Christmas fairs and leaflet drop in the community to promote these?**

**R:** Not recently.

Governors shared how there seems to be a view that from the centre of the village there are three schools before you get to Lostock and Lostock Hall is rather lost within the estate.

A wide-ranging discussion and idea sharing took place with the following suggestions were highlighted as possible ways to raise the profile of the school:

- Join Facebook groups and share news on that
- Host a Baby and Toddler Group
- Hold occasional coffee mornings
- Celebrate successes more openly utilising local newspapers and social media platforms
- A summer fair
- A 50<sup>th</sup> Anniversary big event
- Consider what is the unique selling point of the school and harness this to be the key promotion tool
- Link in with local nurseries and invite in the rising fives for story time sessions each week



	<ul style="list-style-type: none"> <li>• Speak to local House Buildings (Red Row) to see how they could link up with the school to support each other</li> </ul> <p><b>ACTION:</b> <b>Working party meet to plan a range of school and community activities to celebrate 50 years of Lostock Hall School.</b></p> <p>RE shared the governors desire to maintain a seventh class and Governors spoke passionately to GB about why this matters so much to them and their children.</p> <p>Frustrations already shared with the Trust over restrictions on spending of a carry forward position this year were again shared and GB agreed that he would discuss this with TC however a list of the top 10 items that the school wants to undertake to improve the fabric of the building this academic year needs to be submitted.</p> <p><b>ACTIONS:</b> <b>To submit to the Trust a priority list of actions that the school wishes to undertake to improve the infrastructure and fabric of the school.</b></p> <p><b>To speak with TC regarding the utilisation of Carry Forward this academic year to improve the decorative state of the school.</b></p>	<p><b>GH/ED/JM</b></p> <p><b>GH</b></p> <p><b>GB</b></p>
<p><b>8.</b></p>	<p><b>PART ONE HEADTEACHER’S REPORT AND MATTERS ARISING</b></p> <p>a) Governors acknowledged receipt of the Headteacher’s report which had been circulated prior to the meeting and discussed in detail at committee level.</p>	
<p><b>9.</b></p>	<p><b>SCHOOL DEVELOPMENT PLAN</b></p> <p>The SDP was shared at committee and was now being updated and would be reviewed at the Curriculum, Standards and Welfare Committee on May 13<sup>th</sup>. (Item 6). The current SDP was <b>approved</b> at this meeting.</p> <p><b>ACTION: To submit the updated SDP for approval at Item 6 of the May 13<sup>th</sup> committee meeting.</b></p>	<p><b>GH</b></p>
<p><b>10.</b></p>	<p><b>SCHOOL IMPROVEMENT PARTNER/EXTERNAL ADVISOR</b></p> <p>ED updated Governors on the recent visit from Debbie McGloin, Director of Education at The Trust and the School Improvement Partner.</p> <p>DH had undertaken an extensive audit of maths across the school. She had reported how positively she saw maths being taught and learnt across the school. She has requested if other Trust schools can come to LH to see the delivery of maths so that best practise can be shared. JM gave an outline to Governors of how ‘Maths No Problem’ is delivered in a problem based, enquiry focussed way. This is leading to deeper engagement and wider thinking relating to maths. Staff reflect of the web of mathematical understanding pupils are developing as a result</p>	



	<p>of this approach and confidence in lessons and mathematical language is much higher as a result. It works from a Maths mastery basis.</p> <p><b>Question: What are we doing to continue to raise standards for writing?</b>  <b>R:</b> We are continuing to use the Pathways to Writing programme. We feel this is having a positive impact as the children are taught both discreet and embedded spelling, punctuation and grammar and this is starting to be reflected in their writing, but we do feel this will take longer to really shine through and standards reflect input.</p> <p><b>Question: Is it easy to identify those pupils who are struggling with Maths?</b>  <b>R:</b> With this model yes, it is, and immediate intervention and support can be given.</p>	
<p>11.</p>	<p><b>HEALTH AND SAFETY UPDATES</b></p> <p>RP updated Governors on recent actions to maintain and improve H &amp; S across the site. She is now preparing for the additional RPA (Government insurers) audit in May. This is an extra activity RP has chosen to undertake. Following new training RP is also updating all building Risk Assessments and ensuring they are all in place and correct. The Cheshire East Health and Safety Audit will happen on May 13<sup>th</sup>.</p> <p>In addition, all staff have recently completed First aid training, and 5 staff have undertaken Positive Handling Training via Trust delivered programmes.</p> <p>The roller shutters in the kitchen now have to be replaced and school will be utilising SCA monies to do this. The drains for the schools continue to be a problem and need regular additional maintenance. All other issues have been addressed, currently on the whole, the school's infrastructure is working.</p> <p>Keith Hadfield the newly appointed site manager starts on Monday March 31<sup>st</sup> and this will be really helpful after a time of great sadness and uncertainty.</p> <p><b>Thanks were shared by all the Governors to all who have stepped up to help since January to ensure that School has been able to continue to function as well as it has.</b></p>	
<p>12.</p>	<p><b>SCHOOL POLICIES</b></p> <p>It was confirmed that the following policy had <b>not</b> been circulated by the Trust and was not available for review at this meeting:</p> <p>a) TLP Teacher's Pay Policy</p> <p>RP to look into this and ensure it is brought back to the summer meetings to be addressed.</p> <p><b>ACTION: To follow up on the adoption of the Trust Pay Policy.</b></p>	<p>RP</p>



	<p>b) Admissions Policy This was <b>agreed</b>.</p> <p><b>Question: Do you have a ranking that allows staff children to be allocated a place?</b> <b>R: No.</b></p> <p>It was discussed with GB the desire Governors have to include the admission into the Trust High Schools as a preferential criterion in the school's admission policy. GB agreed this needed to be considered and with other potential changes that could support the wider aim to grow numbers at Lostock Hall.</p> <p><b>ACTION: To look at Lostock Hall Admission Criteria.</b></p>	<b>GB</b>
13.	<p><b>STRATEGIC GOVERNANCE – ORGANISATIONAL ARRANGEMENTS AND CLERKING ARRANGEMENTS FOR 2025-26</b></p> <p>It was agreed to stay with the Cheshire East Clerking Service for the time being.</p> <p>Thanks were expressed to the out-going Clerk for their work in supporting the school.</p>	
14.	<p><b>WELL-BEING</b></p> <p>It was shared that the school had suffered another loss with the sudden death of a close family member of one of the staff. The frequency of these events was continuing to be challenging for staff.</p> <p>GB acknowledged the relentless nature of the losses for the school over the past three years and sought to clarify the support that was in place and being offered. He spoke of the remarkable levels of resilience the team was displaying and the sense of nurture and care that pervades when you visit the school.</p> <p>Governors and ED shared that the SCIEs team had been extremely supportive as had the Trust. Staff had all had access to a range of support from counselling to Aps that supported wellbeing. Additional thoughtful gestures by the Trust such as the Pizza and pastries sent at, the end of last half term had been appreciated.</p>	
15.	<p><b>GOVERNOR MONITORING, TRAINING AND DEVELOPMENT</b></p> <p>The skills audit has now been completed, and the results are available to view on GovernorHub. The summer term Cheshire East Governance training schedule has been shared on GovernorHub.</p>	
16.	<p><b>PLANNED RESIDENTIAL VISITS</b></p> <p>ED reminded Governors that the Year 6 trip to Menai was being planned for June 9<sup>th</sup> – agreement for this and the Year 4 and 5 trip to Menai in October have already been agreed by Governors.</p>	



	<p>ED clarified that Mr Sutton is the school's EVC and that a comprehensive Risk Assessment has been undertaken for the June trip.</p> <p>GB shared his wish for a pool of minibuses to become available for use across the Trust over time as RP and staff highlighted the huge cost of transport was starting to make trips cost prohibitive.</p>	
17.	<p><b>POINTS TO COMMUNICATE TO THE TLP</b></p> <p>As GB had attended the meeting all points were shared with GB and minuted. GB's actions were reflected in the Action Log.</p> <p>Additionally, Governors asked for the following points to be communicated to the Trust.</p> <ul style="list-style-type: none"> <li>• The school continues to be grateful for all the support the Trust has offered over the past months when the school has faced challenges.</li> <li>• The school wishes to engage actively in finding a more cost-effective way to transport children.</li> <li>• It wishes the Trust to support the school in negotiations with Chartwells.</li> <li>• It is open to shared ideas regarding the promotion of the school in the eyes of the local community and beyond.</li> <li>• The Governors would welcome the Trust support in celebrating 50 years of Lostock Hall.</li> <li>• It would be grateful for the support of the Trust in re-examining the admission criteria.</li> <li>• The school would like permission to utilise some additional carry forward monies to improve the fabric of the building as a tidy, smart school would support the raising of the school's profile and attracting more pupils.</li> </ul>	
18.	<p><b>MEETINGS</b></p> <p>The date for the remaining meeting for the 2024-25 academic year were confirmed as follows: Tuesday 17<sup>th</sup> June 2025 at 5:00p.m</p>	
19.	<p><b>ANY OTHER BUSINESS</b></p> <p>RP asked for Governor confirmation that the SCA monies for the next two years plus a small amount of additional funding can be utilised to meet the costs of replacing the IT infrastructure, as discuss previously in the presentation given by Marcus Heath.</p> <p>Governors <b>CONFIRMED AGREEMENT</b> for the financial support for this vital project to be undertaken during the May half term.</p> <p>GB highlighted to Governors how the Trust are now focussing on a realistic top-slice figure for the coming year. He reflected the frustration that Trust schools</p>	



	<p>have felt as the Top Slice and the funding of the Trust has not been transparent to schools over the last few years. This is one of his key priorities, but he also wished to highlight that the current 5% top slice was not going to be sustainable to maintain the Trust's existence so will have to rise.</p> <p>Governors again highlighted the desire to retain more of the predicted £73,000 carry forward at the end of this academic year to improve the infrastructure, fixtures and fittings of the building.</p> <p>GB said this could be a consideration as he agreed that making the school look brighter and fresher all helped to support the promotion of the school in the eyes of the community. He requested that GH produce a top 10 list of things the school sees as its key priorities to achieve this desired outcome.</p>	
<p>20.</p>	<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 considered the potential impact of falling numbers on the school and considered measures to support the finances of the school in the long term.</li> <li>• Governors challenged the Trust CEO to consider his support to addressing financial challenges including the provision of school meals.</li> <li>• The financial position of the school was discussed.</li> <li>• Governors were held to account in their role as Critical friends to staff in the reallocation of Governors to role and ensuring their commitment for the future</li> <li>• Staff welfare was questioned, and actions planned to ensure a straightforward way to communicate any concerns to the governing board and further if needed to the Trust, actions were taken to clarify the Trust-wide strategy on wellbeing.</li> <li>• Details of the School Improvement Partner's visit was shared, and the current curriculum foci explained and challenged.</li> <li>• Predictions as to academic outcomes were challenged and staff deployment considered.</li> <li>• SEND provision was challenged and the governors held staff to account relating to the provision of bespoke programmes of learning as outlined in EHCP documents.</li> <li>• Consideration was given to the recruitment of new Governors.</li> <li>• The CEO was challenged by Governors over the transparency of the Trust finances and the setting of the top slice.</li> <li>• Governors challenged the requirement for all carry forward monies to be returned to the Trust at the end of the year when they clearly feel there is a business case for additional funding to be utilised to support long term growth aspirations for the school.</li> <li>• The Governors welcomed the appointment of the new CEO and his engagement with them at the LGB.</li> </ul>	

Meeting closed at 18:52



JM left the meeting at 18:48  
RP and ED left the meeting at 18:52

The meeting moved to Part 2.

..... Chair

.....Date