

**MINUTES OF A MEETING OF THE LOCAL GOVERNING BOARD  
OF LOSTOCK HALL PRIMARY SCHOOL  
ON TUESDAY 26<sup>th</sup> NOVEMBER 2024**

GOVERNORS IN ATTENDANCE:

Graham Hamilton	(GH)	Headteacher
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

OTHERS IN ATTENDANCE:

Boo Edleston	(BE)	Clerk to Governors
Elizabeth Dockry	(ED)	Deputy Headteacher
Louisa Moseley	(LM)	Senior Clerk to the Governors
Rachel Palmer	(RP)	School Business Manager

**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. All local governors were present.</p> <p>b) One Item of additional business was tabled for part 2:</p> <ul style="list-style-type: none"> <li>• The formation of a working party to meet with the Trust to consider scenarios to support fiscal management over the coming three years.</li> </ul>	
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> <p><b>ACTION:</b> To ensure all annual declarations are completed via Governor Hub</p>	<b>ALL GOVERNORS</b>
3.	<p><b>ELECTION OF VICE CHAIR</b></p> <p>BSL was nominated for the role of Chair of the Local Governing Board (LGB). No other nominations were received. BSL confirmed that he was willing to continue in role for a further year. Governors appointed BSL as Chair of the Local Governing Board.</p> <p>MD confirmed that he was willing to continue in the role of vice chair for this academic year. - Governors appointed MD as Vice Chair.</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>There is an ongoing election underway for a new parent governor. It was highlighted that four strong candidates had come forward and applied to be considered. Each having skills that would strengthen the LGB.</li> </ul> <p>It was noted that two parent governor positions were available, and the two most successful candidates will be elected by the parent body.</p> <p>GH highlighted the need to continue to seek additional governors from the wider community to bring different skills and prospectives to the board.</p> <p>The following vacancies on the board were considered:</p> <ul style="list-style-type: none"> <li>2 x co-opted governors – It was confirmed that the Inspiring Governance programme, previously used by the school to source new Governors, had now closed. It was decided to revisit this in New Year once the two new parent governors have been appointed and a skills audit undertaken.</li> </ul> <p><b>ACTION:</b> To send Skills Audit Papers to all Governors in January</p> <p>b) It was noted that there are no terms of office due to expire before the next meeting.</p> <p>c) The school confirmed that no criminal records checks for Governors including Section 128 checks have been required since the last meeting.</p> <p>d) The school confirmed that no governance detail updates on GIAS have been needed since the last meeting.</p>	<p><b>Clerk</b></p>
<p>5.</p>	<p><b>PART ONE MINUTES AND MATTERS ARISING</b></p> <p>a) The Part 1 minutes of the summer term LGB meeting on 25.06.24 were confirmed as a true and accurate record of proceedings. Governors <b>approved</b> the minutes.</p> <p><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><b>Item 16</b> – MD has not yet undertaken a wellbeing visit to staff. This item was carried forward to the Spring Term</li> </ul> <p><b>ACTION:</b> MD to undertake a staff wellbeing visit in the spring term.</p> <ul style="list-style-type: none"> <li><b>Item 17</b> – The clerk confirmed that a skills audit would be distributed to Governors in the Spring Term</li> <li><b>Item 23</b> – The Clerk to follow up the Action ‘Forward the request for confirmation of the Trust wellbeing strategy to the Trust Clerk’.</li> </ul> <p><b>ACTION:</b> BE to contact the Trust Clerk and request confirmation of what the Trust’s Staff Wellbeing Strategy looks like for Lostock. All other actions were marked as complete.</p>	<p style="text-align: center; vertical-align: middle;"><b>CLERK</b></p> <p style="text-align: center; vertical-align: middle;"><b>MD</b></p> <p style="text-align: center; vertical-align: middle;"><b>CLERK</b></p>



6.	<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>									
7.	<p><b>COMMITTEES &amp; NOMINATED GOVERNORS</b></p> <p>a) The membership of committees was confirmed as follows with MD stepping down as chair from the Finance and Staffing committee and DM voted in to be the new chair of this committee.</p> <table border="1" data-bbox="284 521 1278 952"> <tr> <th data-bbox="284 521 780 577">Curriculum, Standards &amp; Welfare</th> <th data-bbox="780 521 1278 577">Finance &amp; Staffing</th> </tr> <tr> <td data-bbox="284 577 780 781">           Eddie Latch (Chair)            Graham Hamilton (HT)            Brenda Sigley            Jenny Myers            Ben Sleeman            Mike Duzinkewycz         </td> <td data-bbox="780 577 1278 781">           David Morgan (Chair)            Graham Hamilton (HT)            Ben Sleeman            Clare Heyes            Mike Duzinkewycz         </td> </tr> <tr> <th data-bbox="284 781 780 846">Pay Committee</th> <th data-bbox="780 781 1278 846">Governors assigned to advise on TTLP HTPM</th> </tr> <tr> <td data-bbox="284 846 780 952">           Ben Sleeman (Chair)            David Morgan            Clare Heyes         </td> <td data-bbox="780 846 1278 952">           Ben Sleeman            Brenda Sigley         </td> </tr> </table> <p>b) The Chairs of committees have been elected at committee meetings which took place earlier in the autumn term and were confirmed as follows:</p> <ul style="list-style-type: none"> <li>• <b>Finance and Staffing: David Morgan</b></li> <li>• <b>Curriculum, Standards and Welfare: Eddie Latch</b></li> </ul> <p>c) Governors noted the following link governor roles assigned as follows:</p> <ul style="list-style-type: none"> <li>• <b>SEND Governor: Brenda Sigley</b></li> <li>• <b>Safeguarding Governor: Mike Duzinkewycz</b></li> <li>• <b>Health and Safety: Eddie Latch</b></li> </ul> <p>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 <b>approved</b> the terms of reference for 2024-25 for the following subcommittees:</p> <ol style="list-style-type: none"> <li>i. Curriculum and Welfare</li> <li>ii. Finance and Staffing</li> </ol> <p>e) The terms of reference for the following committees had been circulated to governors for review prior to the meeting via Governor Hub:</p> <ol style="list-style-type: none"> <li>i. Complaints</li> <li>ii. Pupil Exclusions</li> <li>iii. Staff Grievance</li> <li>iv. Appeals</li> <li>v. Pay</li> </ol> <p>Governors <b>approved</b> the above listed terms of reference for 2024-25.</p> <p>f) Governors noted that BSi and BSL had been appointed to undertake the Headteacher's performance management for 2024-25 alongside Richard Wood, the Acting CEO of the Trust, and Director of Education, Debbie McGloin.</p>	Curriculum, Standards & Welfare	Finance & Staffing	Eddie Latch (Chair) Graham Hamilton (HT) Brenda Sigley Jenny Myers Ben Sleeman Mike Duzinkewycz	David Morgan (Chair) Graham Hamilton (HT) Ben Sleeman Clare Heyes Mike Duzinkewycz	Pay Committee	Governors assigned to advise on TTLP HTPM	Ben Sleeman (Chair) David Morgan Clare Heyes	Ben Sleeman Brenda Sigley	
Curriculum, Standards & Welfare	Finance & Staffing									
Eddie Latch (Chair) Graham Hamilton (HT) Brenda Sigley Jenny Myers Ben Sleeman Mike Duzinkewycz	David Morgan (Chair) Graham Hamilton (HT) Ben Sleeman Clare Heyes Mike Duzinkewycz									
Pay Committee	Governors assigned to advise on TTLP HTPM									
Ben Sleeman (Chair) David Morgan Clare Heyes	Ben Sleeman Brenda Sigley									
8.	<p><b>GOVERNORS' CODE OF CONDUCT</b></p>									



	<p>The NGA code of conduct 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 and recorded this on Governor Hub.</p>	
<p>9.</p>	<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> <p><b>i. Curriculum, Standards and Welfare Committee 15.10.24</b></p> <p>EL provided a summary of the meeting. A robust discussion had taken place regarding results, progress of the pupils and improvements in the curriculum. EL particularly highlighted the positive impact of the recently launched 'Maths No Problem' workbooks and scheme. It was noted how this has led to higher levels of engagement, enthusiasm, and mathematical enquiry. Leadership of Maths was highlighted for its strength and the enthusiastic way in which it was being delivered across the school.</p> <p>Governors reviewed the draft Teaching and Learning objectives for the 2024/25 School Development Plan and supported the intension to secure an Outstanding OFSTED judgement for the Quality of Education.</p> <p>Governors confirmed that the school was meeting national expectations in the delivery of classroom-led music education.</p> <p>It was noted that there has been a drop in attendance across the school but that this was reflective of the national situation post COVID. The school actively engages with the absence management team from the local authority and each family causing concern is known and personalised programmes to support improvement of attendance are being put in place. This is starting to show positive change.</p> <p>The Headteacher and Governing Body also expressed their congratulations to Mrs Debbie McGloin on her appointment as the Trust's Director of Education.</p> <p><b>ii. Finance and Staffing Committee 12.11.24.</b></p> <p>BS provided a summary of the meeting. MD had been absent, and BS had chaired. It was noted that the meeting was productive and generated useful discussions. An action was taken to explore positive ways in which the budget could be managed effectively over the coming three years to mitigate any potential fall in numbers which is being predicted nationally after the September 2025 intake.</p> <p>Consideration had been given to the replacement cost of key IT equipment and the provision of IT support staff for the school moving forward.</p> <p>GH has explored possibilities to cover a current outside area and use space linked to the Early Year Foundation Stage classroom as a new</p>	



	<p>teaching space. At this time, it is felt cost prohibitive following an exploratory meeting with an Architect to look at the work proposed.</p> <p><b>Q: What are the key priorities that we are seeking funding off the Trust for through the School's Condition Funding (SCA) grants?</b> A: We are keen to apply for funding to support the replacement of Fire Doors across the school and renew the current fire alarm system. This remains on our accessibility plan and is a key priority.</p> <p>The financial position of the school at this time was reviewed. The end of year budget and the revised budget for this academic year were discuss.</p> <p>It was noted that the pay award for Teachers will be fully funded by the DFE for this year. The Trust had budgeted 3.5% for the teacher's pay award which was finalised at 5.5%.</p> <p>b) <b>Safeguarding and SEND</b> It was confirmed that there were no specific items to raise related to safeguarding. BS reported she was in regular contact with the school SENCO.</p> <p><b>Q: Are we using the funding effectively to support the Special Needs Pupils?</b>A: Yes, we use all monies effectively to benefit the children.</p>	
<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 staffing committee with all funds being spent and tracked. A formal budget for Pupil Premium has been created. It was noted that the Trust has now appointed a designated Disadvantaged Pupil Lead and JM the Pupil Premium lead for the school will be looking to collaborate with them in the new year.</p> <p>c) Arrangements are in place for the strategy to be published by the deadline of 31.12.24.</p> <p><b>ACTION:</b> JM to upload a copy of the school's Pupil Premium Statement to the school website by the end of Autumn Term.</p>	<p><b>JM</b></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 Headteacher's report which had been circulated prior to the meeting 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 Smith is the Education Welfare Officer (EWO) who works with Lostock Hall. The school continues to implement the procedures regarding attendance by contacting families and issuing written correspondence regarding warnings</p>	



	<p>for unauthorised absence before progressing to issuing fines from the local authority. The EWO is supportive taking part in any family meetings and assisting with home visits where required. The school is currently graded as an 'Amber' rated school in terms of attendance, by the Local Authority's Attendance team so this equates to two annual visits to monitor progress toward improved outcomes. This is undertaken by Stephanie Davenport.</p> <p><b>Q: What triggers us to be an 'Amber' rated school?</b> A: DFE benchmarks are set and if you fall below these you can be rated as Amber meaning we get some additional support. GH highlighted that, as each case is known at Lostock, some situations that triggered that grade had been unavoidable, but whatever the underlying issue, absence is recorded in the same way. In real terms the number of persistently absent pupils is a small number.</p> <p>Monthly meetings are held with ED, GH and the attendance officer and each case reviewed, and action taken to support increased attendance. The school continues to buy back support from the Local Authority Attendance team.</p> <p>It was noted that the Trust are looking into providing attendance support for all the primary schools. A Trust led attendance service would be welcomed by the governors.</p>	
<p>12.</p>	<p><b>SCHOOL IMPROVEMENT PARTNER/EXTERNAL ADVISER</b></p> <p>The school confirmed that the School Improvement Partner; James Marsh had visited last week. He had focussed with GH on curriculum development and had particularly focussed on the Pathways to Read and Write Programme the school is implementing and the effectiveness of this. He also met with the Oracy Lead. It was clear from the SIPs feedback and GH's recent updates from attending Headteacher conferences that poor oracy at primary level is a growing issue nationally.</p> <p>Left unattended the gap between those children with poor oracy and their peers grows significantly and rapidly. This theme is also being echoed by the inclusion lead at the local authority and the importance and impact of a good oracy programme in the infants is being highlighted to all Headteachers. JM is leading this programme at Lostock. Key objectives for the year were also finalised with the SIP during his visit.</p> <p><b>Q: Does this programme also work to develop listening skills?</b> A: Yes, it does.</p> <p><b>ACTION:</b> GH to upload onto Governor Hub the Key Objectives agreed for the year with the SIP.</p>	<p>GH</p>
<p>13.</p>	<p><b>WELL-BEING</b></p> <p>GH reported that well-being continued to be monitored and whilst a few staff had been absent recently this was down to bad chest infections and colds. MD link wellbeing governor has been unable to carry out the planned visit to speak with staff this term and will rearrange this to take place in the New Year.</p>	



	<p><b>Q: How are staff coping in terms of their Grief and Bereavement?</b> A: It can be hard at times, but everyone is supporting each other.</p>	
14.	<p><b>GOVERNOR MONITORING, TRAINING &amp; DEVELOPMENT</b></p> <p>a) An updated skills audit will be undertaken in the New Year once the two new parent governors have been elected. Then consideration of specific gaps in the Governing body's skills set could be accurately made.</p> <p>b) Succession planning can then be considered looking for less experienced governors to take on new roles to build their skills.</p>	
15.	<p><b>SCHOOL POLICIES</b></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>1) TTLP Teacher's Pay Policy 2) TTLP Teacher Appraisal Policy</p> <p><b>ACTION:</b> Clerk to add consideration and approval of Trust Pay Policy on the Spring LGB Agenda.</p>	<b>CLERK</b>
16.	<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 a trip to The Conway Centre is being considered for next year but would be brought to the spring meeting for approval.</p>	
17.	<p><b>TERM DATES</b></p> <p>The 2025/26 term dates have now been agreed and uploaded onto the school website.</p>	
18.	<p><b>POINTS TO COMMUNICATE TO TTLP</b></p> <p>The following points were raised to be highlighted with TTLP:</p> <p>a) Communication to the Trust relating to the school's support of the employment of a Trust-wide attendance officer.</p> <p>b) Communication to the Trust of the school's need for support with the provision of IT maintenance for educational software and hardware. It is thought that the local authority IT support will cease in September 2025.</p> <p>c) Confirmation from the Trust regarding the wellbeing strategy to support staff at Lostock.</p>	
19.	<p><b>MEETINGS</b></p> <p>The dates for the remaining meetings for the 2024-25 academic year were confirmed as follows:</p> <ul style="list-style-type: none"> <li>• Tuesday 25<sup>th</sup> March 2025 at 5:00pm</li> <li>• Tuesday 17<sup>th</sup> June 2025 at 5:00pm</li> </ul> <p>The requested change of the Spring Term <b>Curriculum and Welfare Committee meeting to be changed was agreed.</b> <b><u>This meeting will now take place on Thursday February 6<sup>th</sup> at 5.00p.m. in school.</u></b></p> <p><b>ACTION:</b> For all meeting dates to be checked for accuracy on Governor Hub.</p>	<b>CLERK</b>
20.	<p><b>ANY OTHER BUSINESS</b></p>	



	<p>The formation of a working party to meet with the Trust to consider scenarios to support fiscal management over the coming three years.</p> <p>This matter was outlined, and a discussion focused on the national data highlighting the declining birth rate and how this has potential to negatively impact school numbers in year 2026 onward. Consideration was given to potential actions that the school can plan for to futureproof the school.</p>	
<b>21.</b>	<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 birth rates on the school and considered measures to support the finances of the school in the long term.</li> <li>• Governors challenged the attendance data specifically relating to a small number of pupils and the processes and procedures in place to support these families.</li> <li>• The financial position of the school was discussed.</li> <li>• Succession planning was discussed with the election of two new governors and a skills audit was tabled for the New Year.</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> </ul>	

Meeting closed at 6:06p.m.

The meeting moved to Part 2.

..... Chair

.....Date