



**MINUTES OF A MEETING OF THE LOCAL GOVERNING BOARD
OF LOSTOCK HALL PRIMARY SCHOOL
ON TUESDAY 19TH MARCH 2024**

GOVERNORS IN ATTENDANCE: Graham Hamilton (GH) Headteacher
 Vicki Moffatt (VM) Acting Chair
 Brenda Sigley (BSi) Co-opted Governor
 David Morgan (DM) Co-opted Governor
 Mike Duzinkewycz (MD) Parent Governor
 Eddie Latch (EL) Co-opted Governor
 Clare Heyes (CH) Co-opted Governor

OTHERS IN ATTENDANCE: Sarah Lomas Clerk to governors
 Elizabeth Dockry (ED) Deputy Headteacher
 Jenny Myers (JM)

MINUTES – PART ONE (NON-CONFIDENTIAL BUSINESS)

The meeting commenced 5:01pm.

ITEM		ACTION
1.	<p>APOLOGIES AND ANY OTHER BUSINESS</p> <p>Apologies were received and accepted from the following:</p> <ul style="list-style-type: none"> Ben Sleeman Joelle Halliday <p>There were no other items of business tabled for discussion at this meeting.</p>	
2.	<p>DECLARATIONS OF INTEREST</p> <p>a) The following declarations were made by governors:</p> <ul style="list-style-type: none"> GH's wife works for Connex Education who provide tutoring services to the school. EL is employed by the True Learning Partnership at Poynton High School. <p>b) The clerk confirmed that all annual declarations have been updated by governors on Governor Hub.</p> <p>c) The school confirmed that they are responsible for updating the register of business interests and GIAS.</p>	
3.	<p>MEMBERSHIP</p> <p>a) Governors were informed that JC has stepped down from her role as staff governor with immediate effect. Following a call for nominations for staff governor, one nomination has been received from Jenny Myers (JM). As there were no other nominations received JM was elected unopposed as staff governor for a four-year term of office commencing from 19.03.24.</p> <p>ACTION: Update Governor Hub to reflect the change in membership. ACTION: Update GIAS to reflect the change in membership.</p> <p>b) Governors considered the following vacancies:</p> <ul style="list-style-type: none"> 1 x co-opted governor 1 x parent governor <p>The school confirmed that a parent governor election would take place in the autumn term 2024. Governors noted that adverts continue to be monitored</p>	<p>Clerk GH</p>



ITEM		ACTION																		
	<p>relating to the Co-opted vacancy. ACTION: Undertake a parent governor election in the autumn term 2024. c) Governors noted that there are no terms of office due to expire before the next meeting.</p>	<p>GH</p>																		
<p>4.</p>	<p>PART ONE MINUTES AND MATTERS ARISING a) The Part 1 minutes from the previous meeting on 21.11.23 were confirmed as a true and accurate record of proceedings. Governors approved the minutes. ACTION: Upload an electronically signed copy of the minutes to Governor Hub. b) The action log from the previous meeting was reviewed and all matters were marked as complete.</p>	<p>Clerk</p>																		
<p>5.</p>	<p>LINK GOVERNORS a) Link governor roles were discussed giving consideration and were confirmed as follows:</p> <table border="1" data-bbox="263 752 1056 1693"> <thead> <tr> <th data-bbox="263 752 600 792">Governor</th> <th data-bbox="600 752 1056 792">Link Roles</th> </tr> </thead> <tbody> <tr> <td data-bbox="263 792 600 833">Ben Sleeman</td> <td data-bbox="600 792 1056 833">HTPMP</td> </tr> <tr> <td data-bbox="263 833 600 873">Victoria Moffatt</td> <td data-bbox="600 833 1056 873">Educational Visits Coordinator</td> </tr> <tr> <td data-bbox="263 873 600 1146">Mike Duzinkewycz</td> <td data-bbox="600 873 1056 1146">Wellbeing Safeguarding Pupil Premium PE Maths Looked After Children Music</td> </tr> <tr> <td data-bbox="263 1146 600 1187">Eddie Latch</td> <td data-bbox="600 1146 1056 1187">Health and Safety</td> </tr> <tr> <td data-bbox="263 1187 600 1303">Clare Heyes</td> <td data-bbox="600 1187 1056 1303">Attendance Early Years Governor Training</td> </tr> <tr> <td data-bbox="263 1303 600 1496">Brenda Sigley</td> <td data-bbox="600 1303 1056 1496">SEND HTPMP Art Writing Modern Foreign Languages</td> </tr> <tr> <td data-bbox="263 1496 600 1612">Joelle Halliday</td> <td data-bbox="600 1496 1056 1612">Geography History Science</td> </tr> <tr> <td data-bbox="263 1612 600 1693">David Morgan</td> <td data-bbox="600 1612 1056 1693">Design Technology Computing</td> </tr> </tbody> </table> <p>ACTION: Update the link roles and circulate to governors. ACTION: Circulate the governor visit report template to governors. POST MEETING NOTE: It was proposed that JH take on the Educational Visits Coordinator role and this would be discussed with JH and confirmed at the next meeting. ACTION: Confirm EVC role with JH at Curriculum meeting on 09.05.24.</p>	Governor	Link Roles	Ben Sleeman	HTPMP	Victoria Moffatt	Educational Visits Coordinator	Mike Duzinkewycz	Wellbeing Safeguarding Pupil Premium PE Maths Looked After Children Music	Eddie Latch	Health and Safety	Clare Heyes	Attendance Early Years Governor Training	Brenda Sigley	SEND HTPMP Art Writing Modern Foreign Languages	Joelle Halliday	Geography History Science	David Morgan	Design Technology Computing	<p>Clerk Clerk GH/VM</p>
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6.	<p>PART ONE REPORTS FROM COMMITTEES AND REPORTS FROM GOVERNORS WITH SPECIAL RESPONSIBILITIES</p> <p>a) Governors confirmed receipt of the following minutes from previous committee meetings and the following items were noted:</p> <p>i. Curriculum, Standards and Welfare Committee 01.02.24. Governor training was highlighted as an action, and it was agreed that MD would undertake complaints training and that BSi would refresh safer recruitment training. CH confirmed that she has current safety recruitment training through her work. ACTION: Undertake complaints (MD) and safer recruitment (BSi) training.</p> <p>ii. Finance and Staffing Committee 05.03.24. A verbal update from the Finance and Staffing Committee Chair was provided. One of the matters raised related to a new stream of funding from central government for wrap around care with an action taken for the school to enquire about eligibility to access any funding.</p> <p>The school confirmed that the local authority have responded to state that the school will not be eligible for any of the central funding. The school are now in discussions with the Trust regarding the expansion of the preschool facility. Governors noted that if any of the wrap around care facilities eligible for funding do not apply there may be funds available for other facilities such as the school. Governors were informed that the funding is related to capital expenditure and cannot be used to sustain an existing provision. The Trust are looking into investing further funds into the preschool for expansion and governors will be updated on any progress relating to any changes in this area.</p> <p>The surplus within the budget has reduced which is a concern however there has been increased income which has offset this to a degree.</p> <p>There is an issue with the growth funding awarded for the 7th class teacher that is currently being investigated whereby less growth funding than anticipated may be received. The school have ceased using supply staff to reduce the expenditure in this area and are using existing teaching assistant staff where possible to cover any absences.</p> <p>The business case for the Soundfield equipment was discussed and this has been prepared for submission to the Trust. The purchase of a new suite of iPads for the school was also tabled for discussion and it was agreed that a business case would be prepared for this purchase.</p> <p>b) There were no monitoring reports to receive from governors at this meeting. BSi informed governors that she had undertaken a number of visits during the spring term and the reports would be forwarded to the clerk to be circulated to the board following the meeting.</p>	MD/BSi
7.	<p>FINANCIAL MATTERS</p> <p>a) Governors were briefed on financial matters under item 6a)i. above.</p>	
8.	<p>PART ONE HEADTEACHER'S REPORT AND MATTERS ARISING</p> <p>Governors confirmed receipt of the Headteacher's report which was circulated prior to</p>	



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	<p>the meeting and had been considered as part of the previous committee meetings. The headteacher invited any questions from governors.</p> <p>Q: Are there any updates following the issue of the report at committee meetings?</p> <p>A: No, there are no updates to receive.</p>	
<p>9.</p>	<p>SCHOOL DEVELOPMENT PLAN</p> <p>The school development plan had been circulated to governors prior to the meeting for review and had been considered within committee meetings.</p> <p>Q: In considering the business case for the expenditure for the Soundfield equipment, there is also spending planned within the SDP relating to environmental impact and the installation of solar panels. Is there any reason why the school has not put forward for expenditure for solar panels?</p> <p>A: This is partly influenced by the Trust timetable. It may be that solar panels could form part of the recently awarded Salex funding. The school have had a number of sustainability works undertaken including windows, gas works and LED lighting installed. The school was previously rated G on the sustainability scale and has now been re-rated D which is a significant improvement and shows the impact of these works. The overall aim for the school is to be awarded a C+ sustainability rating.</p> <p>Governors approved the SDP.</p>	
<p>10.</p>	<p>SCHOOL IMPROVEMENT PARTNER/EXTERNAL ADVISER</p> <p>Governors noted that the school improvement partner visited school on 03.03.24 but the report has not yet been circulated. A verbal summary was provided to inform governors that the visit comprised and deep dive into computing. The SIP concluded that the curriculum is in a positive position but no formal grading is received as part of these visits.</p> <p>A number of recommendations have been included as part of the report one of which sits within the quality of education and pedagogy of subjects objectives in the SDP. The school will work to implement these recommendations going forward. The work undertaken in maths in terms of engaging with the local maths hub and networking with other schools has been very beneficial and this can be applied to other subjects such as computing. Consideration also needs to be given to how the school approaches the subject and how lessons are designed along with the pedagogy of how lessons are taught. There are elements of change that are required in computing will need to be considered to ensure that the teacher role is that of facilitator within lessons.</p> <p>Q: If the school are considering reshaping the computing curriculum and teaching methods as was undertaken in maths, are there enough facilities/resources within the school to enable this change?</p> <p>A: Yes, however staff recently undertook training on Purple Mash and it was clear that these programmes and other similar computing programmes are designed for touch screens. This has prompted the business case to be drafted as agreed at the Finance Committee for the purchase of an additional suite of iPads given that the laptops available do not have touch screens.</p>	



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	<p>Q: Is the school satisfied with the work and input from the school improvement partner? A: Yes. The SIP has significant experience, is a current lead Ofsted inspector and provides the staff with supportive challenge.</p>	
11.	<p>HEALTH AND SAFETY UPDATE There were no updates to receive on health and safety items specifically. Governors noted that all items have been RAG rated green during the health and safety audit and there were no direct actions to be undertaken.</p> <p>EL will meet with Jeremy Sutton who is the staff lead on health and safety in the summer term.</p> <p>A previous issue relating to drains on the school site and ongoing liaison with Unities Utilities is being investigated.</p> <p>The school confirmed that all required checks are up to date and action plans are being managed.</p> <p>Q: Is the school satisfied with the site management staffing in place including the cleaning contract? A: Yes. Both the site management staff and cleaning staff are stable in terms of staffing.</p> <p>It was noted that the school have submitted a bid for SCA funding to replace the toilets in key stage 1 and key stage 2 and governors will be informed of any updates.</p> <p>Q: In the SDP the fire alarms are identified as an objective for funding. Have these works been planned or has this been delayed? A: The school have submitted a further bid this year as the bid submitted last year was unsuccessful.</p> <p>Governor Comment: The fire alarm works should be a high priority as there has been an external recommendation to upgrade the system and this has not yet been actioned.</p>	
12.	<p>POLICIES The following policies had been circulated to governors prior to the meeting for review. MD raised a number of items for consideration in relation to the policies. JM left the meeting at 5:28pm.</p> <p>a) Antbullying The definition of bullying within the policy is too broad and nonspecific. This is also outdated from 2015.</p> <p>The definition states repetition over a period of time and this therefore does not take into account single incidents or incidents carried out by one child to multiple children. The reference to collection of statements and evidence speaks to a formal qualification and the policy does not state that staff are trained or that</p>	



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	<p>qualifications are maintained in this area.</p> <p>The content of the policy does not appear to cover widely enough the issues of anti-bullying and how this needs to be managed.</p> <p>The school responded that an anti-bullying policy is mandatory and the suggestions made would amount to a significant review of the policy which would take time. It was recommended that governors approve the policy in its current form and a review will be undertaken with governors during the summer term.</p> <p>Governor Comment: As governors it is important that strategic oversight is maintained and there is danger that such detailed involvement is straying into operational matters, and it will be important to maintain this balance going forward.</p> <p>It was also noted that is important that policy is do not become over prescriptive.</p> <p>Governor Comment: Stepping back from the operational nature of implementation of the policy, strategically the policy itself does not currently meet the school's objectives.</p> <p>The school commented that the STOP strategy within the policy should remain. In relation to the investigation of incidents and obtaining statements from pupils, teachers are required to do this from a pastoral perspective and any investigations would be overseen by designating safeguarding leads. All members of staff are aware of how to report incidents and to which senior members of staff they need to report to.</p> <p>Governors approved the anti-bullying policy. ACTION: Undertake a review of the anti-bullying policy during the summer term.</p> <p>b) Behaviour</p> <p>The policy makes reference to the use of reasonable force and when it can and cannot be used. There are challenges and tests for reasonable force, and this relates to as much force as is reasonable in the circumstances. However, if the school are implementing a policy about when staff can use this force, additional detail is required. There are legal restrictions, and the age of criminal liability is ignored by virtue of the Education Act. What is deemed to be a reasonable use of force should be included in the policy not because the school feels a need to rely on the policy but to ensure that the policy is watertight to protect staff.</p> <p>The school confirmed that Team Teach is the strategy used within school related to reasonable force and the school refers to this as de-escalation.</p> <p>Governor Comment: In other schools where incidents have been encountered training records have been signed as evidence.</p> <p>Governor Comment: The reference to ensuring the policy protects staff is an</p>	<p>GH</p>



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	<p>interesting point and this is something that should be Trust led. The points that are being raised by governors in this meeting should help other schools.</p> <p>Q: When did staff last receive team teach training? A: This was undertaken prior to COVID.</p> <p>The issues highlighted also link to the complaints procedure potentially and how complaints are dealt with. Within the police force, senior staff need to know that officers are acting appropriately and knowledge of staff must be encyclopaedic. Where school staff are involved in dealing with the reasonable use of force on children, it is important that staff have the correct protections in place.</p> <p>The school confirmed that the policies have been brought to governors due to a change in government guidance relating to mobile phones.</p> <p>Q: What is the school policy in relation to smartwatches? A: There have not been any issues to date within school to date but is something that could be investigated.</p> <p>Governor Comment: It will be important for the school to work to be prepared and ahead of any issues in relation to smartwatches. This will also aid in preparing pupils for the rules in place at secondary schools.</p> <p>Governors approved the behaviour policy. ACTION: Undertake a review of the behaviour policy in the summer term.</p>	<p>GH</p>
<p>13.</p>	<p>STRATEGIC GOVERNANCE – ORGANISATIONAL ARRANGEMENTS AND CLERKING ARRANGEMENTS FOR 2024-2025</p> <p>The clerk confirmed an error in the inclusion of this item on the agenda as the buyback of clerking services is a Trust decision and no longer a local governing board decision.</p> <p>The Board confirmed their preference to retain Cheshire East clerking services for 2024-25.</p>	
<p>14.</p>	<p>OFSTED READINESS</p> <p>The school confirmed that they are prepared for the impending Ofsted inspection. However, at the regional Ofsted conference on 08.03.24, it was confirmed that Ofsted have capacity issues and delays in the programme of inspections of schools continue.</p>	
<p>15.</p>	<p>WELL-BEING</p> <p>The school confirmed that well-being across the school community is generally positive.</p> <p>MD confirmed that in his role as link governor for well-being he will recommence his visits to school to raise the issue regarding the Trust decision to axe the well-being role at Trust level. This decision was not communicated to schools and governors feel this was a poor operational decision from the Trust.</p> <p>GH confirmed that he recently attended a Trust strategy day and the feeling at this meeting was significantly different to previous meetings. It was a very positive event</p>	



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	<p>with a real sense of teamwork. The Trust now has in place a permanent Operations director, HR director and chief financial officer.</p> <p>Q: Does well-being and welfare provision fall under the HR director's remit? A: The HR director has met with ED regarding members of staff on long term absence but this, as a formal well-being role, would need to be confirmed with the Trust.</p> <p>ACTION: Enquire with the Trust whether the new HR director he is taking on the well-being role at Trust level.</p>	Clerk
16.	<p>GOVERNOR MONITORING, TRAINING & DEVELOPMENT</p> <p>Governor training was discussed earlier in the meeting with actions taken for specific governors to undertake key areas of training. It was also agreed that the clerk would forward the summer term training programme to governors for review.</p> <p>ACTION: Forward the Cheshire East summer term governor training programme to governors.</p>	Clerk
17.	<p>PLANNED RESIDENTIAL VISITS</p> <p>The following residential visits were considered by governors for approval:</p> <ul style="list-style-type: none"> • An overnight stay on the school grounds for reception pupils. The school confirmed that this event has not yet been risk assessed but risk assessments will be undertaken in line with timescales required. • The Year 6 residential trip to Conwy as part of the transition to high school is managed by Poynton High School. • The residential trip to Menai in October 2024 will also be risk assessed in line with the required time scales. <p>Governors approved the above listed residential trips subject to the required risk assessments being completed.</p>	
18.	<p>POINTS TO COMMUNICATE TO TTLP</p> <p>The following points were highlighted to be communicated to TTLP:</p> <ul style="list-style-type: none"> • The fire alarm risk and health and safety issue. • The potential for Trust wide behaviour and anti-bullying policies to be raised for discussion. • Confirm whether the new HR director at the Trust has taken on a Trust wide well-being role. <p>ACTION: Communicate the above issues to the Trust for consideration.</p>	Clerk
19.	<p>MEETINGS</p> <p>The date of the remaining LGB meeting for 2023-24 was confirmed as:</p> <ul style="list-style-type: none"> • Tuesday 25th June 2024 at 5:00 pm <p>ACTION: Issue the meeting invite following this meeting.</p>	Clerk
20.	<p>ANY OTHER BUSINESS</p> <p>There were no other items of business tabled for discussion at this meeting.</p>	
21.	<p>IMPACT STATEMENT</p> <p>The Board of Governors has helped to move the school forward in the following ways during this meeting:</p> <ul style="list-style-type: none"> • Policies were reviewed with suggested amendments made with the potential for a Trust wide review of the anti-bullying and behaviour policies for all schools within the Trust raised for consideration. • Link roles were discussed and reallocations made as part of succession planning to enable handover periods. • The objectives of the SDP were discussed with clarity sought on the position of a 	



ITEM		ACTION
	range of items and actions taken to put forward a business case for a new suite of iPads and give consideration to further sustainability improvements within the school buildings.	

The meeting moved to Part Two.

.....Chair
 25.06.24.....Date

