

**MINUTES OF A MEETING OF THE LOCAL GOVERNING BOARD
OF LOSTOCK HALL PRIMARY SCHOOL
ON TUESDAY 17th JUNE 2025**

GOVERNORS IN ATTENDANCE:	Ben Sleeman (BSL)	Chair
	Graham Hamilton (GH)	Headteacher
	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
APOLOGIES:	Sarah Simpson (SS)	Parent Governor
	Mike Duzinkewycz (MD)	Parent Governor
OTHERS IN ATTENDANCE:	Maria Wilson (MW)	Clerk to Governors
	Elizabeth Dockry (ED)	Deputy Headteacher
	Geoff Baker (GB)	TLP CEO
	Rachel Palmer (RP)	School Business Manager

MINUTES – PART ONE (NON-CONFIDENTIAL BUSINESS)

The meeting commenced at 5:00pm.

ITEM		ACTION
1.	<p>APOLOGIES AND ANY OTHER BUSINESS</p> <p>a) Apologies were received and accepted from:</p> <ul style="list-style-type: none"> • Mike Duzinkewycz – Parent Governor • Sarah Simpson – Parent Governor <p>b) There was no additional business tabled.</p>	
2.	<p>DECLARATIONS OF INTEREST</p> <p>The following declarations were made by Governors:</p> <ul style="list-style-type: none"> • GH's wife works for Connex Education who provide class cover services to the school. • EL is an employee of TTLP as a teacher at Poynton High School. <p>There were no conflicts of interest raised with the business of the meeting.</p>	
3.	<p>NOMINATION AND RECOMMENDATION OF CHAIR</p> <p>No nominations had been received in advance of the meeting.</p> <p>Mr Sleeman was nominated from the meeting. He accepted the nomination.</p>	



	<p>Mr Sleeman was elected Chair of Governors for the term of one year.</p>	
<p>4.</p>	<p>MEMBERSHIP</p> <p>a) There were no changes to the membership of the Governing Board.</p> <p>b) There are currently 2 Co-opted Governor vacant posts on the Board. The vacancies have been advertised on LinkedIn. The Trust is working with the school to fill the vacant posts.</p> <p>GH suggested asking Mrs Topless who will leave the school in August 2025. She has expressed an interest to remain invested in the school.</p> <p>Action: To add an item to the Autumn 2025 FGB agenda: To discuss and approve the appointment of Helen Topless as Co-opted Governor</p> <p>c) It was noted that Mike Duzinkewycz’s term of office is due to expire on 30.11.25. He is currently a Parent Governor, so his post would need to go out to election with the parent body.</p> <p>QUESTION: Could he be co-opted for a year? It was noted that he is a strong Governor who has good safeguarding knowledge. It was further noted that EL will be stepping down from office at the end of the year. R: There was discussion of whether a parent would be suitable as Safeguarding Link Governor. There was discussion of whether appointing Mr Duzinkewycz would topload the Board with parents. In some Trusts there is a limit to the number of parents on a Board. GB commented that the Trust preference would be a maximum of 4 parents.</p> <p>Action: To check the Trust’s constitution regarding number of parents sitting on the Governing Board as Parent Governors and Co-opted Governors</p> <p>One attendee commented that parents are invested in and dedicated to their child’s school. This comment was countered with the point that they may not always be objective.</p> <p>There was discussion of approaching Manchester Metropolitan University as members of staff there are encouraged to complete a term as a Governor.</p> <p>Action: To send the Governor advertisement to the Clerk to upload to Governor Hub and to ED to send to MMU</p> <p>QUESTION: Could we approach Poynton High School? R: It was noted that four/five Governors already have links with Poynton High School. A name was mentioned.</p>	<p>CLERK</p> <p>GB</p> <p>BS</p>



	<p>QUESTION: How many Governors should we have? R: Twelve. It was noted that the Board has always functioned well with less than the maximum number, usually operating with approximately 10 Governors.</p> <p>d) No update to Getting Information About Schools (GIAS) was needed. GH updates GIAS.</p> <p>QUESTION: Can a Parent Governor election be held in Autumn 1 2025? R: Yes.</p> <p>QUESTION: Do we need to hold an election? R: If there is a Parent Governor vacant post, an election must be held.</p> <p>Action: To hold a Parent Governor election</p> <p>MD is the Vice-Chair of Governors. It was noted that a short EFGB meeting might be needed in the Autumn 1 2025 term to elect a new Vice-Chair of Governors.</p> <p>Action: To call an EFGB meeting to appoint a Vice-Chair of Governors</p>	<p>GH</p> <p>BS</p>
<p>5.</p>	<p>PART ONE MINUTES AND MATTERS ARISING</p> <p>a) The Part 1 minutes of the Spring Term LGB meeting on 23.03.25 were confirmed as a true and accurate record of proceedings. Governors approved the minutes.</p> <p>ACTION: Upload an electronically signed copy of the minutes to Governor Hub.</p> <p>b) <i>The Clerk wishes to apologise to the LGB and GB that the action log presented for the meeting was the wrong document. The amended action log will be lodged on Governor Hub in the meeting folder.</i> One item on the action log presented was discussed: Monies earned by GH in his additional roles outside of his headship at Lostock Hall go into the school budget. It is shown in the Management Account as other income. The money is used for subsistence and supply cover.</p> <p>QUESTION: Is this general supply cover or cover for GH? R: It is used where LD does cover.</p>	<p>CLERK</p>
<p>6.</p>	<p>CHAIR'S REPORT</p> <p>There was no Chair's Report to receive.</p>	
<p>7.</p>	<p>COMMITTEES & NOMINATED GOVERNORS</p> <p>It was noted that some Governors sit on both the Finance & Staffing and the Curriculum & Standards Committee.</p>	



	<p>QUESTION: Do Governors want a change or are they happy on their respective committees? R: All Governors agreed to remain where they are.</p>	
<p>8.</p>	<p>PART ONE REPORTS FROM COMMITTEES AND REPORTS FROM GOVERNORS WITH SPECIAL RESPONSIBILITIES</p> <p>i) EL gave the following summary from Curriculum and Standards: There was a focus on progress and achievement.</p> <p>Y1 Phonics was discussed.</p> <p>QUESTION: Were the results as expected? R: Pupils requiring support all passed the Phonics Screening check. The pass rate was 74%. There are some pupils to work with.</p> <p>QUESTION: Will this be done now? R: Yes. Already six pupils are being worked with on a Thursday.</p> <p>The SATs had been very positive. The school had received monitoring visits from Mike Duzinkewycz and Fiona Burke-Jackson (Cheshire East School Improvement Lead).</p> <p>The 50th Anniversary plans for 11th July 2025 are in progress. LD explained that the menu for the day will be meat and potato pie, quiche and baked beans, Cornflake cake, chocolate pudding and pink custard. The dress code is anything from the 1970s, 1980s and 1990s. There will be a whole school photograph. Orders for tea-towels are coming in.</p> <p>The school is working with the Cheshire East Attendance Team. Steph Smith has two more visits to make this year. There are things which the school is targeting. It was noted that the school had two visits because its attendance was RAG-rated amber.</p> <p>GH explained that, from September 2025, Cheshire East will not be continuing this service, so the school will need to fund this work itself. Currently the school had shared the facility with Disley Primary School.</p> <p>QUESTION: Is this something the Trust could provide? R: GB stated that this would be difficult because the Trust's Derbyshire schools used a different service. However, the Trust is reviewing the situation.</p> <p>QUESTION: Is this a statutory requirement? Could the job be brought in-house? R: The Trust is looking at hiring its own person. The Trust has money set aside for this.</p> <p>GH noted that what is needed is someone to go to family's houses to get pupils into school.</p> <p>A company had presented to the school last week.</p> <p>The Local Authority service is good. It liaises with the school, highlights individuals and challenges pupils who have 90% attendance or less.</p>	



	<p>ii) Feedback from the Finance & Standards Committee meeting held on 03.06.25 was given: The budget and budget forecast had been updated. Pupil numbers are realistic. The budget deficit has increased – the school is reviewing this. Priorities are being looked at and decisions will be made in the Autumn Term 2025.</p> <p>There were no Link Governor Reports discussed.</p> <p>Receipt of James Marsh’s Notice of Visit was discussed.</p>	
<p>9.</p>	<p>FINANCIAL MATTERS</p> <p>a) There was no discussion of this item.</p> <p>b) Discussion of this item was referred to the Part Two minutes for the purpose of confidentiality.</p> <p>c) The staffing structure was discussed: There will be 7 classes from September 2025. The Senior Leadership Team will include the Headteacher and Deputy Headteacher, who will have one day management time (this is a reduction of one day). The school will lose 0.6 of a teacher.</p> <p>QUESTION: How will this work? R: A 1.2 teacher is retiring. Tomorrow there are interviews for a 0.6 teacher to cover planning, preparation and assessment time. The Reception element of the retiring teacher’s work will be covered differently.</p> <p>QUESTION: Has there been any interest in the post? R: There were 29 applicants who have been reduced to 3. There were many generic applications. The school is looking to appoint someone on M1 or M2.</p> <p>QUESTION: Is the post for one year? R: It is.</p> <p>d) A Scenarios EFGB will need to be called at the end of September 2025.</p> <p>Action: To call an EFGB to discuss the budget saving scenarios</p>	<p>BS</p>
<p>10.</p>	<p>PART ONE HEADTEACHER’S REPORT AND MATTERS ARISING</p> <p>A copy of the following documents was shared with Governors in advance:</p> <ul style="list-style-type: none"> • May 2025 Heads Report • Inspection Data Summary Report Final May 2025 <p>It was noted that the Report had been discussed at both Committee meetings.</p>	



	<p>a) The SATs results are released on 8th July . The Times Tables Test has been completed. There is no pass mark. The test is marked out of 25.</p> <p>QUESTION: Is this an external assessment? R: Yes. Pupils have six seconds to answer each question on an iPad. All pupils completed the test.</p> <p>Teacher assessed marks for Writing and Science had to be submitted to Cheshire East today. In Writing 100% of pupils achieved the expected standard with 25% of pupils achieving greater depth. In Science 100% of pupils achieved the expected standard and 50% of pupils achieved greater depth. This data will inform the Inspection Data Summary Report (IDSR).</p> <p>It was noted that the Writing results are excellent. This is due to the impact of the new Writing scheme used in school.</p> <p>b) There was no discussion of this item.</p> <p>c) Pupil reports will be sent home on 11th July. Members of staff are working on the reports now.</p> <p>QUESTION: Is the school exploring the use of AI to support teacher work-life balance? R: Some members of staff are exploring the use of AI. This is being encouraged. Members of staff will need to complete training if AI is to become a regular aspect of their teaching.</p> <p>d) There was no discussion of this item.</p>	
<p>11.</p>	<p>SAFEGUARDING</p> <p>a) GH informed Governors that one Child Protection case had been closed. There was one Child in Need.</p> <p>b) The Safeguarding Section 175 Audit was in progress. 40% of the document had been completed. The document would be ready by the submission date of 4th July 2025.</p>	
<p>12.</p>	<p>SCHOOL DEVELOPMENT PLAN</p> <p>The School Development Plan was discussed at both committee meetings. A copy of the Lostock Hall School Development Plan 24 27 was shared prior to the meeting.</p> <p>GH explained that:</p>	



	<ul style="list-style-type: none"> The Trust had approved bids for tarmacking, the astro-pitch work (cost £60k), internal decoration, car park replacement, new Nursery flooring and a new library. <p>QUESTION: When will the library work take place? R: During the summer.</p> <p>There was further discussion of the windows, roof, heating, a football cage etc.</p> <p>Governors were advised that the trim trail is now redundant, and a climbing frame would be a preferable option.</p>	
<p>13.</p>	<p>SCHOOL IMPROVEMENT PARTNER/EXTERNAL ADVISER</p> <p>The following documents were shared with Governors prior to the meeting:</p> <ul style="list-style-type: none"> 31-03-25 Lostock Hall Primary School – Science NoV ECM School Monitoring Visit 19th May Pupil Premium <p>The School Improvement Partner (SIP) visited Science and looked at Pupil Premium (PP). In PP he looked at progress. He recommended slight amendments to the annotation and the coding for tracking pupils.</p>	
<p>14.</p>	<p>HEALTH & SAFETY UPDATE</p> <p>The school has had two Cheshire East audits. There was nothing of significance to note from either audit.</p> <p>The RPA (Risk Protection Arrangement) audit was an assessment of risk management. It will lead to the creation of an action plan.</p> <p>QUESTION: Has there been a response to the suggestion to put a mobile refuse tip in the site monthly? R: The school has not responded to the request yet.</p>	
<p>15.</p>	<p>OFSTED UPDATE</p> <p>GH will attend revised Ofsted framework training on 16th and 17th October 2025. The framework submission to the Secretary of State has been delayed until September 2025.</p> <p>QUESTION: Is Ofsted using the same timeframe? R: Yes. Inspections will resume in November 2025.</p> <p>QUESTION: Will inspections still take place every four years? R: Yes, they will. It was noted that there will be more Trust inspections as well.</p>	



<p>16.</p>	<p>WELLBEING</p> <p>It was reported that the school community is well.</p> <p>One member of staff is off-sick due to a physical illness.</p> <p>Whole school attendance w/c 9th June 2025 was less than 97%. No attendance awards were given.</p>	
<p>17.</p>	<p>GOVERNOR MONITORING, TRAINING & DEVELOPMENT</p> <p>A copy of the Governor training log for courses completed with Cheshire East was shared with Governors on Governor Hub.</p> <p>It was noted that two Governors had not logged into the National Governance Association.</p> <p>Action: To log onto the NGA and complete training if this has not been done yet</p> <p>Action: To ask Mrs Edleston for copies of the skills audit sheets</p> <p>If the skills audit cannot be found, it was suggested that Governors complete a new one in September, possibly on Governor Hub.</p> <p>Feedback from Mrs Eccleston re the skills audit: <i>I inputted them all onto the effectiveness tool on Governor Hub which, as with other schools on April the 1st they lost until September (if they buy back the enhanced Governor Hub offer). I shredded the paper copies as GDPR requires.</i></p> <p>Action: To complete the new Governor Hub skills audit if documents are not forthcoming from Mrs Edleston</p>	<p>GOVS</p> <p>CLERK</p> <p>GOVS</p>
<p>18.</p>	<p>SCHOOL POLICIES</p> <p>No policy documents were listed on the agenda.</p> <p>The following documents were shared with Governors in advance but were not discussed – LPHS Admission Policy 26 27 and Trust Remuneration Policy 2024.</p> <p>Governors ratified the 2024-2025 Pay Policy.</p>	
<p>19.</p>	<p>PLANNED RESIDENTIAL VISITS</p> <p>Governors were informed that the next visit is the October 2025 residential for Y4/5. The deposit has already been paid for this.</p> <p>QUESTION: Will there be any more visits? R: These are in discussion.</p> <p>Governors noted the value of the visits to give pupils a lifelong experience.</p>	



<p>20.</p>	<p>GOVERNANCE STATEMENT</p> <p>It was agreed that this item be rolled forward.</p> <p>QUESTION: Who is responsible for this? R: The Chair of Governors.</p> <p>QUESTION: Who uploads the document to the school website? R: I do (RP).</p> <p>Action: To add an item to the Autumn 2025 LGB agenda: To approve the Governance Statement</p>	<p>CLERK</p>
<p>21.</p>	<p>CONFIRM TERM DATES FOR 2026-2027</p> <p>A Holidays 2026-2027 document was shared with Governors prior to the meeting.</p> <p>GH explained that:</p> <ul style="list-style-type: none"> • The proposed dates mirror those of the Trust. • Two INSET days have been put into the calendar – one a Trust-wide day and one moved from the start of September 2025 to Friday 23rd July 2026. This is the first time there will be a Trust INSET day. The morning will be to review vision and values and there will different sessions to attend in the afternoon. There was a Trust INSET in 2024, but it was for the primary schools only. The March 2026 date needs to be changed. <p>QUESTION: Are the 2026-2027 dates on the website? R: Yes, they are.</p>	
<p>22.</p>	<p>DIRECTOR'S REPORT</p> <p>A copy of the Summer 2025 Director's Report was shared with Governors in advance. The Report was discussed at both committee meetings.</p> <p>Two items were identified for further attention:</p> <ul style="list-style-type: none"> • Martyn's Law. • Training offered by Cheshire East. 	
<p>23.</p>	<p>POINTS TO COMMUNICATE TO TTLP</p> <p>Feedback has been provided from both committees. SDA funding has been very beneficial for Lostock Hall – thank you! School was supported in its bids. The CEO is enthusiastic, has real vision and gets things done. The regular meeting between the CEO, the HT and the Chair of Governors is very supportive.</p>	



24. MEETINGS

It was **agreed** that the Clerk schedules three FGB meetings at a similar time of the term (as 2024-2025), on Wednesday evening at 5pm.

Proposed meeting dates:

	Curriculum	Finance & Staffing	LGB
Autumn Term '25	Wed 15.10.25	Tuesday 11.11.25	Wed 26.11.25
Spring Term '26	Wed 04.02.26	Tuesday 03.03.26	Wed 25.03.26
Summer Term '26	Wed 13.05.26	Tuesday 09.06.26	Wed 17.06.26

25. ANY OTHER BUSINESS

GB spoke to Governors about the Trust's vision and values.

The Trust is:

- Reallocating Director roles.
- Ensuring that schools are working towards bespoke targets.
- Ensuring that Headteachers can access accurate budget information.

GH added that he will visit all Trust schools to review vision and values. He will speak with student focus groups, Governors and Trustees.

GB continued:

- There will be a focus on inclusion. Currently all five schools support their own community but approach inclusion in a different way. All schools face challenges and difficult behaviour. All schools are seeing an increase in EHCPs. There needs to be a renewed focus on the recognition of education, Performing Arts and Humanities.

There was a discussion of a school in Wigan which had received Ofsted outstanding for its vision and values which had an academic focus. The academic view is in fashion currently.

It was noted that there is a balance to create between have warmth (as seen in all Trust schools) versus rigour. The Trust has no zero-tolerance behaviour monitoring.

GB explained that now is the opportunity for all members of the Trust to look at what they want the Trust to be. The completed vision and values document will be launched in September 2025.



	<p>It was noted that the Trust has two jobs out to advertisement: SENDCo and Professional Development Lead. The Trust is opening its own teacher training centre.</p> <p>Action: To send ideas about the Trust vision and values review to Mr Baker</p> <p>GB visited Lostock Hall today and collected some ideas about the school's values. He read out a comment from a social media post about Lostock Hall. It was noted that social media is usually used to complain not to compliment. Here the post was complimentary. These ideas were collected in the meeting, when asked 'What makes you proud?':</p> <ul style="list-style-type: none"> • The children are happy. • The children are safe. • Every child knows all other children – a unique factor. • The school is caring. • Pupils are rounded individuals. • There is a strong community feel. • Pupils are well-behaved. <p>It was noted that there was a reason why Ofsted awarded Lostock Hall outstanding for its behaviour and attitude. Ofsted witnessed one child reminding another of the school's golden rules. They did not identify who the SEND children were in the classroom.</p> <ul style="list-style-type: none"> • Every member of staff goes to considerable lengths to meet the needs of all pupils. • SEN provision. • The school is very inclusive. All pupils are involved in school productions, which are spectacular. • The school is accepting of difference. An example was shared. • Members of staff form a team. The team is friendly and positive. They are helpful when speaking to people on the phone. They are open to anyone visiting their school. They are inclusive of midday supervisors and visitors. • Members of staff model behaviour in adversity. The example was given of providing a powerful insight into death as a life-lesson. • There is no awkwardness in the staffroom. • Parents want their children to come to the school. <p>GB stated that he is humbled to have Lostock Hall as part of the Trust family.</p>	Govs
26.	<p>IMPACT STATEMENT</p> <p>Governors clearly explained the values of Lostock Hall Primary School in discussion with the Trust CEO. They value their children, their members of staff and their leadership and, in discussion of the future membership of the Board, aim to maintain</p>	



	<p>the special relationship between Governing Board and school where they can support yet act as critical friend.</p> <p>Governors held a robust discussion about the school's finances, acknowledging that they are currently in a deficit position but are looking towards various short- and longer-term scenarios to address this issue. There was discussion of pupil numbers which are crucial to the school's financial position. There was discussion of a year-long Nursery provision to support the school's finance but, equally as important, to cater for a need within the local community.</p> <p>Governors evaluated their membership of the Trust under the new CEO, welcoming the openness and availability of the CEO to discuss matters with the school (including the Governing Board) and the support now being received by the Trust. The latter enabling the school to work with a budget deficit whilst planning for the future.</p> <p>The school structure was discussed, and Governors expressed their approval of maintaining a seven-class school for 2025-2026 with the relevant staffing structure in place. This, the Board explained would allow all pupils at Lostock Hall to receive the quality of education and pastoral care which they needed to achieve of their best academically and socially.</p>	
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The meeting moved to the Part Two agenda.

The meeting closed at 6.42pm.

..... Chair

.....Date