

**MINUTES OF A MEETING OF THE LOCAL GOVERNING BOARD
OF LOSTOCK HALL PRIMARY SCHOOL
ON WEDNESDAY 26th NOVEMBER 2025**

GOVERNORS IN ATTENDANCE:

| | | |
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| Graham Hamilton | (GH) | Headteacher |
| Ben Sleeman | (BSL) | Chair |
| Mike Duzinkewycz | (MD) | Parent Governor |
| Clare Heyes | (CH) | Co-opted Governor |
| Eddie Latch | (EL) | Co-opted Governor |
| David Morgan | (DM) | Parent Governor |
| Robin Muir | (RM) | Parent Governor |
| Sarah Simpson | (SS) | Parent Governor |
| Helen Topliss | (HT) | Co-opted Governor |

OTHERS IN ATTENDANCE:

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| Sarah Ackerley | | Year 5 Teacher |
| Marc Booker | (CLERK) | Clerk to Governors |
| Elizabeth Dockry | (ED) | Head of School |
| Rachel Palmer | (RP) | School Business Manager |

MINUTES – PART ONE (NON-CONFIDENTIAL BUSINESS)

The meeting commenced at 5:02pm.

| ITEM | | ACTION |
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| 1. | APOLOGIES AND ANY OTHER BUSINESS a) Apologies were received and accepted from Jenny Myers (JM). Kathryn Wilson (KW) was unable to attend the meeting. b) There were no items of additional business. | |
| 2. | DECLARATIONS OF INTEREST a) The following declarations were made by governors: <ul style="list-style-type: none"> EL is an employee of TTLP as a teacher at Poynton High School. b) The clerk reminded all governors to complete any missing declarations and confirmations via Governor Hub – ACTION . | ALL GOVS |
| 3. | ELECTION OF VICE CHAIR MD confirmed that he was willing to continue in the role of vice chair for this academic year – governors appointed MD as Vice Chair for a term of 12 months. | |
| 4. | MEMBERSHIP a) The following change to the membership of the Local Governing Board was noted: Brenda Sigley (BS) resigned. The Chair confirmed that he had communicated the Board's gratitude and thanks to BS for her contribution to the governance of Lostock Hall. b) The following vacancies were noted: <ul style="list-style-type: none"> 3 x Co-opted Governors 1 x Parent Governor from 01.12.25 Governors acknowledged the need to carefully consider the balance between staff, parents and independent members of the board to ensure balanced representation of parental voices in decision making. It was agreed not to | |



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| | <p>recruit to the parent governor vacancy at this time but to review the membership of the board in Autumn 2026/27.</p> <p>c) Governors noted that Mike Dizinkewycz’s term of office as a parent governor was due to end on 31.11.25.</p> <p>d) The following had been co-opted to the Local Governing Board by TTLP Trustees: Helen Topliss, Kathryn Wilson and Mike Dizinkewycz for a term of four years. HT and KW’s terms would commence on 26.11.25 and MD’s term on 1.12.25.</p> <p>e) The school confirmed that arrangements to apply for criminal records checks were in place for all new governors within 21 days of their taking office, including Section 128 checks – ACTION.</p> <p>f) The school confirmed that GIAS would be updated – ACTION.</p> | <p>RP GH</p> | | | | | | | | |
| <p>5.</p> | <p>PART ONE MINUTES AND MATTERS ARISING</p> <p>a) The Part 1 minutes of the summer term LGB meeting on 17.06.25 were confirmed as a true and accurate record of proceedings. Governors approved the minutes.</p> <p><i>Post-meeting note:</i> The Clerk to TTLP Trustees has requested that minutes should now be signed on Governor Hub using the ‘Mark as Signed’ function. ACTION: BSL to electronically sign a copy of the approved minutes on 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"> • An EFGB meeting had not been required – GH’s reduction in working hours had a positive impact on the budget for 2025/26. • The TTLP had updated its vision and values TRUE Learning Partnership - Vision and Values . <p>It was confirmed that all other actions, which would not be addressed elsewhere in the meeting, had been met and closed as appropriate.</p> | <p>BSL</p> | | | | | | | | |
| <p>6.</p> | <p>CHAIR’S REPORT</p> <p>a) There had been no chair’s actions taken since the last meeting and therefore no report to receive.</p> | | | | | | | | | |
| <p>7.</p> | <p>COMMITTEES & NOMINATED GOVERNORS</p> <p>a) The membership of committees was confirmed as follows:</p> <table border="1" data-bbox="284 1648 1278 2074"> <tr> <td data-bbox="284 1648 783 1704">Curriculum, Standards & Welfare</td> <td data-bbox="783 1648 1278 1704">Finance & Staffing</td> </tr> <tr> <td data-bbox="284 1704 783 1944">Eddie Latch Graham Hamilton (HT) Robyn Muir Jenny Myers Sarah Simpson Ben Sleeman Helen Topliss</td> <td data-bbox="783 1704 1278 1944">David Morgan (Chair) Graham Hamilton (HT) Mike Duzinkewycz Clare Heyes Ben Sleeman Kathryn Wilson</td> </tr> <tr> <td data-bbox="284 1944 783 2011">Pay Committee</td> <td data-bbox="783 1944 1278 2011">Governors assigned to advise on TTLP HTPM</td> </tr> <tr> <td data-bbox="284 2011 783 2074">Ben Sleeman (Chair) David Morgan</td> <td data-bbox="783 2011 1278 2074">Ben Sleeman</td> </tr> </table> | Curriculum, Standards & Welfare | Finance & Staffing | Eddie Latch Graham Hamilton (HT) Robyn Muir Jenny Myers Sarah Simpson Ben Sleeman Helen Topliss | David Morgan (Chair) Graham Hamilton (HT) Mike Duzinkewycz Clare Heyes Ben Sleeman Kathryn Wilson | Pay Committee | Governors assigned to advise on TTLP HTPM | Ben Sleeman (Chair) David Morgan | Ben Sleeman | |
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| Ben Sleeman (Chair) David Morgan | Ben Sleeman | | | | | | | | | |



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| | <p>Clare Heyes</p> <p>The Clerk would update the committee membership on Governor Hub – ACTION.</p> <p>New governors, HT and KW were invited to attend the next meetings of both committees as part of their induction – ACTION.</p> <p>b) The Chairs of committees were confirmed as follows:</p> <ul style="list-style-type: none"> • Finance and Staffing: DM • Curriculum, Standards and Welfare: EL would continue in the role until at least the next meeting. RM and SS were asked to consider this role going forward. <p>c) Governors noted the following link governor roles assigned as follows:</p> <ul style="list-style-type: none"> • SEND Governor: KW • Safeguarding Governor: HT • Health and Safety: MD <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 approved the terms of reference for 2025-26 for the following subcommittees:</p> <ol style="list-style-type: none"> i. Curriculum and Welfare ii. Finance and Staffing <p>e) The terms of reference for the following <i>ad hoc</i> committees had been circulated to governors for review prior to the meeting via Governor Hub:</p> <ol style="list-style-type: none"> i. Complaints ii. Pupil Exclusions iii. Staff Grievance iv. Appeals v. Pay <p>Governors approved the above listed terms of reference for 2025-26.</p> <p>f) Governors noted that BSL had been appointed to undertake the Headteacher’s performance management for 2025-26 alongside members of the Trust’s Corporate Management Team.</p> | <p>CLERK</p> <p>HT/ KW</p> |
| <p>8.</p> | <p>GOVERNORS’ CODE OF CONDUCT</p> <p>The NGA code of conduct had been circulated to governors prior to the meeting for review and confirmation. Governors had confirmed their agreement to uphold the code of conduct and recorded this on Governor Hub.</p> | |
| <p>9.</p> | <p>PART ONE REPORTS FROM COMMITTEES AND REPORTS FROM GOVERNORS WITH SPECIAL RESPONSIBILITIES</p> <p>a) An update on the discussions which took place at committee meetings were provided as follows:</p> <ol style="list-style-type: none"> i. Curriculum, Standards and Welfare Committee 15.10.25 Governors received an update on the school’s performance, including attendance, and discussed how the school was planning to utilise Bromcom to enable it to produce a single source of data, supporting the consistent tracking of pupil progress against targets and enabling reports to be produced which can be filtered, including according to sub-groups such as EAL, Pupil Premium and SEND. ii. Finance and Staffing Committee 12.11.25. Governors received an update on the school’s finances from the Trust Finance Business Partner and noted the revised forecast surplus in | |



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| | <p>2025/26, but on-going pressures caused by the lower than anticipated intake to Reception affecting the October 2025 census data. Use of the Sports and Pupil Premium grants, and their impact, were also discussed. Governors received an update on plans for the expansion of nursery provision.</p> <p>b) Safeguarding and SEND It was confirmed that there were no specific items to raise relating to safeguarding or SEND.</p> <p>c) Link Governors were invited to reach out to their relevant school contact in order to facilitate monitoring visits.</p> | |
| <p>10.</p> | <p>FINANCIAL MATTERS</p> <p>a) Governors noted that key financial matters had been discussed in detail at committee level. There were no approvals to be brought to governors at this meeting. A further confidential discussion is recorded under Part Two.</p> <p>b) A copy of the Pupil Premium Strategy Statement, including a review of 2024-25, had been uploaded to the school website and to Governor Hub in advance of the meeting.</p> <p>c) As noted above, the Pupil Premium Strategy Statement had been published.</p> | |
| <p>11.</p> | <p>NURSERY PROVISION</p> <p>GH and RP had met with Mark Thornton, Cheshire East’s Childcare Development Manager, Early Start, who was favourable towards the planned expansion of nursery provision on the Lostock Hall site. This would extend provision to include children aged 9 months plus.</p> <p>The school had originally considered bidding for up to £150,000 to expand nursery provision as part of phase two of the DfE’s school-based nurseries programme. However the scheme prioritises disadvantaged areas. GH was advised to bid under the phase 3 scheme later in the school year. Phase 3 would be LA-driven and, subject to suitable governance, LHS’s proposal was expected to be viewed favourably.</p> <p>Governors noted that such an expansion would require a change in Ofsted registration which might be expedited more quickly by the LA if there was Trust involvement the governance of the new provision. The LA had suggested the possibility of a TTLP commercial/ legal entity operating the nursery. Irrespective of Trust involvement, any lease arrangement with a third-party would have to be linked to standards and be water tight.</p> <p>In addition to DfE funding (£150k), LHS would seek £250k from TTLP.</p> <p>Q: Why is capital cost potentially so high (£400k)? A: It’s a bricks and mortar building and not using prefabricated materials.</p> | |
| <p>12.</p> | <p>PART ONE HEADTEACHER’S REPORT AND MATTERS ARISING</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> | |



Governors were invited to ask any further questions:

Q: Re SL&M3, £50k on astro-turf – is that the best option?

A: This was discussed at the Finance Committee and involves replacing not only the artificial grass but also repairing the sub-surface. The work had been pushed back as a result of a previous contractor providing insufficient credentials and being unable to commence the work.

Q: Re SL&M3, £15k for fencing replacement – how big an area needs replacing?

A: This affects fencing between the rear playground and school hall emergency exit and fencing to the rear of the playground. It requires significant renewal not just patching. The proposed nursery expansion will also require fencing adjustments to be made, and funding bids will reflect that requirement. Fit for purpose fencing supports safety, security and safeguarding.

Q: Should governors be concerned about costs when there are financial challenges?

A: These costs relate to capital funding and are not operating costs.

Q: Re C2, installation of solar panels to reduce utilities expenditure, is this capital expenditure?

A: Yes, the Trust is looking at installation of solar panels at all of its sites.

Q: Re T&L2, governors are advised in the report that a TLR is being paid to facilitate subject leadership co-ordination. Does that represent good value?

A: The proposal was contained in the staff structure and the draft budget with one person leading on curriculum coordination. The role will help to emphasise key learning in each subject area, opportunities to reinforce prior learning in core subjects, and opportunities for cross-curricular learning. The role also reflects what is going at a Trust level – TTLP have put in a support person to look at the curriculum across schools.

Q: Outcomes for Pupil Premium pupils are lower than non-FSM pupils and only represent 10% of the roll. Outcomes for Maths and Writing are particularly lower in terms of the percentage reaching the expected standard or better. Spending more, seems to achieve less - Is that fair?

A: No, a number of those pupils are also SEND pupils and will have made appropriate progress. It is good to focus on their outcomes – the new Ofsted Framework includes the golden thread of inclusion, broadly looking at disadvantaged pupils. The use of Bromcom, as noted in Item 9a, to track pupil progress will be instrumental and also enable SLT and governors to satisfy themselves as to whether the correct level of progress is being made by cohorts, specific sub-groups and individuals.

- b) GH was awaiting the revised format for the SEF from the Trust, based on the new Ofsted Framework. This would be shared with governors in due course. Governors noted that TTLP assessment for Term 1 of each of the framework



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| | <p>areas is at least secure, and strong for EYFS and Leadership and Governance areas.</p> <p>c) The school confirmed that the latest attendance rate was 96.2% compared to a NA of 94.8%. As noted at the Curriculum Committee, LHS had been RAG-rated Green by the LA for attendance; an annual attendance meeting with the LA will take place w/b 1st December 2025. Governors were advised that the DfE had recently published its Attendance Baseline Improvement Expectation (ABIE) for school in 2025-26. An improvement of 0.3% had been identified for LHS. The Similar Schools Comparison Report had identified a number of strategies to secure improvement.</p> <p>Q: Have you undertaken any ‘attendance drives’ recently? A: There is a weekly class attendance award, highlighting which classes are coming first, second and third in the school for highest attendance. Additionally, other interventions to support good attendance including building a celebration culture of 100% attendance, promoting attendance through the school newsletter, and targeted home-visits.</p> <p>Q: Have you published the attendance rate and rate of improvement? A: Attendance data is regularly presented in the newsletter.</p> | |
| <p>13.</p> | <p>SCHOOL IMPROVEMENT PARTNER/EXTERNAL ADVISER The latest School Improvement Visit had taken place on 6th October 2025 and was conducted by Geoff Baker (TTLP CEO) and Debbie McGloin (TTLP Director or Education). A copy of the report had been uploaded to Governor Hub in advance of the meeting. Overall attainment and progress (SATs data) was strong, but some weaknesses (Yr 6 Writing and Reading Greater Depth) were considered. GB confirmed that GH and ED would be able to select the areas that they would like the Trust to carry out deep-dives at future visits.</p> | |
| <p>14.</p> | <p>WELL-BEING GH confirmed that staff well-being was good overall and that the Trust had been extremely helpful in supporting the appointment of a Year 6 class teacher to mitigate against a long-term absence. This positive move had helped to ensure that the impact of an absence on other staff was minimised.</p> | |
| <p>15.</p> | <p>GOVERNOR MONITORING, TRAINING & DEVELOPMENT Governors agreed to review and update or undertake for the first time the Governing Board Effectiveness Survey on Governor Hub by the Spring FGB meeting.</p> | <p>ALL GOVS</p> |
| <p>16.</p> | <p>SCHOOL POLICIES The following policies were received from the Trust and ratified by the LGB:</p> <ul style="list-style-type: none"> • Safeguarding Policy <i>reviewed by the Curriculum Committee</i> • Attendance Policy <i>reviewed by the F&S Committee</i> • Safety Policy | |



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| | <p>One further amendment to the Safeguarding Policy was advised: to update the name of the designated teacher for Cared For Children – ACTION.</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> <ol style="list-style-type: none"> 1) TTLP Teacher’s Pay Policy 2) TTLP Teacher Appraisal Policy <p>RP confirmed that she had contacted the Trust for these policies.</p> | ED |
| 17. | <p>PLANNED RESIDENTIAL VISITS</p> <p>GH confirmed that a planned trip for Year 6 to The Conway Centre would go ahead and that it will be fully risk assessed in the Spring term.</p> | |
| 18. | <p>GOVERNANCE STATEMENT</p> <p>The Clerk agreed to send a ‘model’ governance statement to the Chair.</p> | CLERK |
| 19. | <p>POINTS TO COMMUNICATE TO TTLP</p> <ul style="list-style-type: none"> • The SLT and LGB are grateful to the Trust for their support in mitigating against the impact of the long-term absence of a staff member. • The SLT and LGB are grateful to the Trust for the leadership and direction being provided by the CEO, GB. | |
| 20. | <p>MEETINGS</p> <p>The dates for the remaining meetings for the 2025-26 academic year were confirmed as follows:</p> <ul style="list-style-type: none"> • Wednesday 25th March 2026 at 5:00pm • Wednesday 24th June 2026 at 5:00pm | |
| 21. | <p>ANY OTHER BUSINESS</p> <p>There were no items of any other business.</p> | |
| 22. | <p>IMPACT STATEMENT</p> <p>Governors helped to move the school forward in the following ways during this meeting:</p> <ul style="list-style-type: none"> • Governors carefully considered the impact of falling birth rates on the school and evaluated measures to support the finances of the school through a variety of lenses, including that of its parents. • Governors discussed the potential benefits of an expansion in its nursery provision. • The LGB increased its capacity and capability through the co-opting of three governors. • Members of the SLT were held to account for the financial performance of the school, confirming that spending decisions made were in the best interests of the school and its pupils. • Governors received policies designed to support the highest possible standards for safeguarding. • The LGB was able to hear a variety of stakeholder perspectives in its discussions, including from Trustees (via the CEO), staff and parents. | |



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Meeting closed at 6:46p.m.

The meeting moved to Part 2.

..... Chair

.....Date