



**Part 1 Minutes of the Meeting of the  
FULL GOVERNING BODY  
of Lower Peover C of E Primary School**

<b>Date:</b>	Thursday 25 <sup>th</sup> February 2021 at 6.00pm.	
<b>Venue:</b>	Via Zoom Video Conferencing	
<b>Present:</b>	Debbie Rutter(DR) Louise Lawton (LL) Sharon Dean (SD) Peter Longinotti (PL) Tim Knowles (TK) Graham Norbury (GN) Alun McIntyre (AM) Kristen O'Shea (KO'S) Paula Perry (PP)	Parent Governor – Chair Foundation Governor – Vice Chair Head Teacher Foundation Governor Foundation Governor Foundation Governor Foundation Governor Parent Governor Staff Governor
<b>Apologies:</b>	Father Murray Aldridge-Collin	
<b>Absent:</b>	None	
<b>In Attendance:</b>	John Addison Jo Tinker	Clerk School Business Manager

**The meeting met its quorum.**

**Decisions, actions and areas of challenge during discussions indicated in bold text.**

<b>Agenda item 1</b>	<b>INTRODUCTIONS AND APOLOGIES FOR ABSENCE</b>
<b>Discussion:</b>	The meeting opened with a prayer. An apology for absence was received from Father Murray Aldridge-Collin
<b>Resolved:</b>	<b>That the apology received from Father Murray Aldridge-Collin be accepted.</b>
<b>Agenda item 2</b>	<b>DECLARATION OF PECUNIARY, PERSONAL OR EDUCATION INTEREST</b>
<b>Discussion:</b>	LL declared that she had worked 93.75 hours out of a possible 500. There were 406.25 hours remaining.
<b>Agenda item 3</b>	<b>DECLARATION OF ANY OTHER BUSINESS</b>
<b>Discussion:</b>	CWaC Governors Newsletter and DBE Chair's Clinic and Networking Event
<b>Agenda item 4</b>	<b>MINUTES OF THE LAST MEETING of 22<sup>ND</sup> OCTOBER 2020</b>
<b>Discussion:</b>	The minutes of the previous meeting of 22 <sup>nd</sup> October 2020 had been circulated to Governors prior to the meeting.
<b>Resolved:</b>	<b>That the minutes of the meeting of 22<sup>nd</sup> October,2020 be approved as a correct record.</b>
<b>Agenda item 5</b>	<b>ACTION LOG</b>
<b>Discussion:</b>	The Action Log was reviewed and updated.

Part 1 Minutes of the meeting of the  
FGB of Lower Peover CofE Primary School  
Held on 25<sup>th</sup> February 2021.

Signed by: \_\_\_\_\_ (Chair) Date: \_\_\_\_\_

	DR advised that she would re-circulate the Competency Questionnaire and asked Governors to have completed the Prevent Training by 11 <sup>th</sup> March 2021.
<b>Agenda item 6</b>	<b>HEAD TEACHERS UPDATE</b>
Y	<p>The Head Teacher submitted her termly report.</p> <p><u>Lockdown</u> It came as no shock to the School when the country entered its 3<sup>rd</sup> lockdown. Staff very quickly managed (over a few days) to provide a comprehensive remote learning offer to all pupils. Staff and pupils soon came proficient in using 'google classroom' as the digital base for delivering lessons.</p> <p>The vast majority of parents were supportive and appreciated the hard work and dedication needed by Lower Peover staff to enable this to happen. Initially the DfE guidelines in relation to the definition of critical workers was not helpful, as the list was much longer than the initial lockdown in March 2020. An appeal was made to parents and some were able to support their children at home. <b>KO'S asked if there were any issues regarding attendance? SD advised that prior to lockdown attendance was around 96%. Following lockdown the School had invited the vulnerable children and the children of key workers into School and, on average 98% of children were engaging in the remote learning offered.</b></p> <p>The largest challenge had been due to the very poor internet speed in school, especially in Year 1. This was rectified by Miss Slattery teaching from home or from a different base in School. The children in school were then supported by a teaching assistant. School was still awaiting the broadband upgrade offered by the DfE 6 months ago. A rota of staff was established so staff could work from home wherever possible and to reduce the possibility of COVID-19 transmission within school. The School risk assessment was updated, shared with staff, Governors and UNISON. <b>KO'S asked how School was managing staff wellbeing during lockdown? SD commented that the wellbeing of staff was always at the forefront of her priorities. Teaching staff and Teaching Assistants were allowed to have time at home as School had to take into account that some staff could have children home schooling. PP commented that teachers needed far more planning and preparation time for remote lessons as opposed to face to face lessons so the time at home was welcome. SD commented that during the first lockdown, support for Head Teachers had left something to be desired, however, during the current lockdown the support offered by both the local authority and Diocese had been much improved. DR asked if there was anyone in School who had trained in Mental Health First Aid? SD responded that a number of staff were trained in this area but generally, staff looked after each other.</b></p> <p><u>Remote Learning</u> The Remote Learning Policy was available for inspection on the School website and Governors were made aware of the extremely positive comments and feedback received from parents over the School offer. A detailed breakdown of the comments had been circulated to Governors. <b>School had handed out 5 laptops to families who needed them. SD advised that the remote learning package had gone well but everyone would be happy when the children returned to School. SD suggested that a huge thanks should be given to everyone as it had been very difficult to balance having children in School and delivering the remote learning. If it was necessary to shutdown in future then the lessons learned from the current lockdown would make the remote learning package even better.</b></p>

#### Catch Up Premium Funding

The impact on the progress of children utilising the catch-up funding was phenomenal. This had been put on hold during lockdown 3 but would be continued as soon as children returned to School full time on 8<sup>th</sup> March.

#### Accelerated Reader

Accelerated Reader was a powerful tool for monitoring and managing independent reading practice, motivating pupils to read for pleasure. It gave teachers the information they needed to monitor students' reading practice and make informed decisions to guide their future learning. A comprehensive set of reports revealed how much a student had been reading, at what level of complexity, and how well they had understood what they had read. Vocabulary growth and literacy skills were also measured, giving teachers insight into how well students had responded to reading schemes and class instruction. A student read a book, took an online quiz, and got immediate feedback. Students responded to regular feedback and were motivated to make progress with their reading skills. It formed a complete reading practice and assessment solution for students of all ages and abilities.

Children continued their reading journey at home or in school with myON. myON by Renaissance was a student-centred, personalised literacy platform that offered every student unlimited access to an enhanced digital library. Combined with a suite of literacy and homework tools, it's an incredible standalone product as well as working in harmony with Accelerated Reader. Unlike other digital platforms, myON gave **every student** unlimited access to enhanced digital books and age-appropriate articles from myON News, both at home and in school and links to Accelerated Reader quizzes.

#### Religious Education Quality Mark (REQM)

The Head Teacher was pleased to report that Mrs Perry was successful in the REQM gold award for Lower Peover Primary School. A thank you to Mrs Perry and all the staff for their hard work in collating all the evidence required. A summary of the report had been circulated to Governors. **PP gave a brief overview of the virtual process and advised that it was far more labour intensive than the usual method.**

#### Special Educational Needs

Children with additional and special needs continued to be well supported throughout School. Since September, Mr Bradley, had secured one EHC (currently in final draft) and one agreed EHC assessment to be carried out over the next 6 weeks. This secured further support and funding for the children, who needed it most, in School. All SEN children were welcomed back in September where they accessed and progressed in their learning in. The funding from the Government also supported those that needed, through additional tuition. During the current phase of lockdown, all children with EHC and SEN (where needed) were offered places in School, but regular contact was maintained where they chose to stay at home. All were interacting with the remote learning offer.

Mr Bradley had completed half of his first year of his MA Dyslexia Research and Practice course, and the content was supporting his development in supporting the children and staff in School.

#### ASIA Work

The Local Authority paid Lower Peover Primary School £4250 for work undertaken by the Head Teacher during the Autumn/ Spring term 2020. A further £4000 would be invoiced before April 2021. Therefore £8250 since September 2020.

Mr Young undertook some specialist leader in education (SLE) English work during the Autumn term and Lower Peover was reimbursed for 2 days' supply of £300 (£150 per session), which was covered by staff in school.

	<p><u>Sports Partnership</u> The School paid £10 per child into the Holmes Chapel Sports Partnership. This equated to £2060 for the 2020-2021 academic year. From the 1<sup>st</sup> November, the person, who delivered the Primary Sports Programme reduced his teaching commitment to 0.6, and was unable to commit to the Primary Schools. At an executive meeting on 9<sup>th</sup> November 2020 it was agreed for Homes Chapel to refund each Primary School with £8 per pupil (£1648). The Sports Partnership would be reviewed for Summer 2021, considering the impact of COVID.</p> <p><u>CPD</u> Details of CPD undertaken by staff were detailed in the report.</p> <p><u>Forest School Assessment</u> During the time on the assessment week with Forest Schools Education School had to demonstrate skills and apply knowledge gained over the last 9 months of training. Initially there was a study sessions in how to manage behaviour effectively using de-escalation techniques within the woodland environment and understanding why children might behave the way they did and how a holistic approach could benefit so many. This moved onto planning the teaching activities for the final day, looking at links with the National Curriculum, creating a risk assessment and site map, highlighting key features to be presented to the assessor. Over the next few days, School had to apply its skills and knowledge to numerous activities, supplied by the assessor and all had to be completed in front of her, nothing could be prepared beforehand just use the imagination and the skills gained. This consisted of demonstrating six or more knots, naming them, using them to create a shelter and explaining why those knots had been chosen. Moreover, discussion was held on how to safely use tools using tool talks to the group, which led into creating a piece of furniture, whittling tent pegs and constructing one other item using a range of techniques. Finally, for day three, School had to safely site a fire which would burn for more than ten minutes using only natural products found in the woodland. From this staff had to cook a meal and ensure they cleaned the equipment and safely removed the temporary fire to show no evidence. On the final day, staff delivered a planned lesson to the rest of the group whilst being observed and obtaining feedback.</p> <p>The staff thoroughly enjoyed the experience and had gained valuable knowledge, skills and attributes to be able to provide the children at Lower Peover with a holistic and educational experience when participating in Forest Skills.</p> <p><u>Year 7 Transition</u> <b>TK asked if the current Year 6 children would be disadvantaged by losing teaching time. SD advised that School had no specific worries about teaching time lost, however, this year most of the year 6 children would be attending Knutsford High School rather than Holmes Chapel. This was because most of the families lived in the catchment area. PP commented that transition into Holmes Chapel had not been as effective in recent years.</b></p> <p><u>Hygiene Audit</u> SD advised that the School had received an excellent report following the recent Hygiene Audit with one issue being raised around the boys toilets in the infant area</p>
<b>Resolved:</b>	<b>That the Head Teachers Report be noted</b>

<b>Agenda item 7</b>	<b>FINANCE</b>								
<b>Discussion:</b>	<u>Budget 2021/22</u> JT presented the 2021/22 Budget for approval by Governors. A carry forward of £127,939 was projected from 2020/21 with a forecasted carry forward of £91,628 in 2021/22. <b>PL asked for an explanation of the reduction in the "Other Income" budget heading from £113,868 in 2020/21 to £53,139 in 2021/22. SD advised that this would be provided.</b>								
<b>Resolved:</b>	<b>That the 2021/22 Budget be approved</b>								
<b>Discussion:</b>	<u>SFVS</u> Governors were advised that the SFVS had been completed and was ready for submission to Cheshire West and Chester Council.								
<b>Resolved:</b>	<b>That the SFVS be approved for submission to Cheshire West and Chester Council</b>								
<b>Action:</b>	<b>What:</b>	<b>Who:</b>	<b>When:</b>						
	<b>Submit SFVS to Cheshire West and Chester Council</b>	<b>SBM</b>	<b>As appropriate</b>						
<b>Discussion:</b>	<u>Salex Funding</u> JT advised that the School lighting was approaching obsolescence and that School had asked Cassidy and Ashton to prepare estimates to replace the current lights with LED with a view to approaching the DfE for a Salex loan. This was an interest free loan and was only awarded where there was a guaranteed pay back on investment and reduced the School's carbon footprint. It was estimated that School would have to repay £300 per month over 5 years although the compensating reductions in energy bills would go some way to offset these costs  <b>AM asked if there any initiatives emanating from the DfE to encourage Schools to reduce their carbon footprint such as solar panels? SD advised that she wasn't aware of any but that if AM had any information on the issues around installing solar panels then School would be interested. AM undertook to look into this.</b>								
<b>Resolved:</b>	<b>That approval be given to apply for a Salex loan to replace the School lighting system</b>								
<b>Action:</b>	<b>What:</b>	<b>Who:</b>	<b>When:</b>						
	<b>Investigate possibility of installing solar panels at the School</b>	<b>AM</b>	<b>As appropriate</b>						
<b>Discussion:</b>	<u>Best4Business</u> JT advised that Best4Business was a new financial management system launched by Cheshire West and Chester Council on 8 <sup>th</sup> February. Some initial system problems had been encountered but JT was sure that it would be a considerable improvement on the previous Oracle System in due course.								
<b>Resolved:</b>	<b>That the report be noted</b>								
<b>Discussion:</b>	<u>Governor Accounts</u> The SBM advised of the following balances  <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">Governors' Current Account</td> <td style="text-align: right;">£4,693.34</td> </tr> <tr> <td>Governors' Deposit Account</td> <td style="text-align: right;">£3,970.50</td> </tr> <tr> <td>Joint Car Parking Account</td> <td style="text-align: right;">£12,832.42</td> </tr> </table>			Governors' Current Account	£4,693.34	Governors' Deposit Account	£3,970.50	Joint Car Parking Account	£12,832.42
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<b>Resolved:</b>	<b>That the report be noted</b>								

<b>Agenda item 8</b>	<b>SAFEGUARDING REPORT</b>
<b>Discussion:</b>	DR advised that 1 child in School had been classified as a Child in Need, however, all the necessary measures were in place.
<b>Resolved:</b>	<b>That the report be noted.</b>
<b>Agenda item 9</b>	<b>GOVERNANCE MATTERS</b>
<b>Discussion:</b>	<p><u>Vacancies</u> The Governing Body currently had 2 vacancies 1 for a Foundation Governor and 1 for a Local Authority Governor.</p> <p><u>Governor Visits/Reports</u> No visits had taken place since the last meeting owing to the lockdown, however, SD would advise Governors when it would be appropriate to recommence these.</p> <p><u>Wellbeing Governor</u> DR suggested that under the current circumstance, it would be a good idea to have a Governor with responsibility for Wellbeing.</p> <p><u>CWaC Governor Newsletter</u> SD advised that the CWaC Governors Newsletter had been circulated to Governors and that all the actions recommended in the Newsletter had already been carried out by School.</p> <p><u>DBE Chair's Clinic and Networking Event</u> LL advised that she had attended the DBE Chair's Clinic and Networking Event and gave a brief resume of the topics/issues discussed</p>
<b>Resolved:</b>	<ol style="list-style-type: none"> <li>1. <b>That the report be noted.</b></li> <li>2. <b>That DRs role as Safeguarding Link Governor be expanded to encompass Wellbeing</b></li> </ol>
<b>Agenda item 10</b>	<b>BUILDINGS UPDATE</b>
<b>Discussion:</b>	<p>SD advised that a bid had been submitted to the Diocese for LCVAP/DFC funding of the School roof in the sum of £55,250 (including VAT and consultants fees at 15%). The Governors contribution would be £5520.</p> <p>School had also bid for funding to replace the CCTV and Fire Alarm System.</p> <p>SD reported that the Diocese had taken responsibility for the turning circle in front of the School whilst AM updated Governors on work which the Trustees were proposing to carry out in the School House.</p> <p>JT outlined the recent work carried out by the School's Site Manager.</p>
<b>Resolved:</b>	<b>That the report be noted.</b>
<b>Agenda item 11</b>	<b>PUPIL PREMIUM/SEND REPORT</b>
<b>Discussion:</b>	<p>DR advised that she had met with Mr Bradley who advised that 75% of SEND children had been in School during lockdown. School would be monitoring the gaps in SEND children's education which would be addressed when School re-opened. DR had also received an update on the position regarding EHCP assessments.</p> <p>All Pupil Premium children had been offered places in School although not all had taken up the offer. Access to outside agencies was on an advisory basis at the moment.</p>

<b>Resolved:</b>	<b>That the report be noted</b>
<b>Agenda item 12</b>	<b>UPDATE FROM TRUSTEES</b>
<b>Discussion:</b>	<p>AM advised that the Trustees had met via Zoom on 3 occasions. The Trustees would wish to repeat the gift of books to Year 6 leavers again this year. SD thanked the Trustees for this generous offer and ask that they liaise with the Year6 teacher. AM also advised that the Trustees were looking to provide some form of nativity type books for the Reception children at Christmas. SD commented that it would be really appreciated if the Trust could purchase bibles for the Reception children when they joined School in September.</p> <p>AM confirmed that the Trustees would like to be involved when the School did the local history project and would liaise with SD on the form and content.</p> <p>AM advised that he would be visiting the School grounds shortly to discuss various land registry matters with a Solicitor.</p> <p>The public liability issue around the Joint Car Parking Fund needed to be resolved and AM advised that discussions needed to be held with the Church around the car park attendance. JT outlined some issues which had arisen today around parking caused by people attending a funeral.</p> <p>Finally, AM advised that the Trustees wished to carry out some work at the School House and that it would be useful to have discussions around how this might impact on the proposed repair to the School roof.</p>
<b>Resolved:</b>	<b>That the update be noted</b>
<b>Agenda item 13</b>	<b>POLICIES FOR APPROVAL</b>
<b>Resolved:</b>	<b>That it be noted that there were no policies requiring approval.</b>
<b>Agenda item 14</b>	<b>DATE OF NEXT MEETING</b>
<b>Resolved:</b>	<b>Thursday 10<sup>th</sup> June, 2021 at 6.00pm</b>

**There being no further business the meeting closed at 7.45pm**