



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

Date:	Thursday 15th September, 2022 at 6.00pm	
Venue:	Via Zoom Video Conferencing	
Present:	Debbie Rutter (DR) Louise Lawton (LL) Alun McIntyre (IM) Kirsten O'Shea (KO'S) David Bradley (DB) Sharon Dean (SD) Jason Haslam (JH) Graham Norbury (GN)	Parent Governor Foundation Governor Co-opted Trustee Parent Governor Staff Governor Head Teacher Deputy Head Teacher Foundation Governor
Apologies:	Tim Knowles , Father Murray Aldridge-Collin and Peter Longinotti	
Absent:	None	
In Attendance:	John Addison	Clerk

The meeting met its quorum.

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

Agenda item 1	APPOINTMENT OF CHAIR AND VICE CHAIR FOR 2022/23
Discussion:	The Clerk sought nominations for the positions of Chair and Vice Chair of the Governing Body for 2022/23. It was moved and seconded that Louise Lawton be appointed Chair and that Kirsten O'Shea be appointed Vice Chair of the Governing Body to September 2023.
Resolved:	That Louise Lawton and Kirsten O'Shea be appointed Chair and Vice Chair of the Governing Body to September 2023.

Agenda item 2	INTRODUCTIONS AND APOLOGIES FOR ABSENCE
Discussion:	The meeting opened with a prayer. Apologies for absence were received and accepted from Tim Knowles, Father Murray Aldridge-Collin and Peter Longinotti .
Resolved:	That the apologies be accepted.

Agenda item 3	APPOINTMENT OF CLERK TO THE GOVERNING BODY 2022/23		
Resolved:	That John Addison of Second2None School Support be appointed as Clerk to the Governing Body for 2022/23.		
Agenda item 4	DECLARATION OF ANY OTHER BUSINESS		
Resolved:	Land Registration Bibles for reception Joint Meeting with Trustees Parental Email		
Agenda item 5	MINUTES OF THE LAST MEETING of 16th JUNE 2022		
Discussion:	<p>The minutes of the previous meeting of 16th June 2022 had been circulated to Governors prior to the meeting.</p> <p>Updates were given on the drainage situation and current levels of attendance.</p>		
Resolved:	That the minutes of the meeting of 16th June 2022 be approved as a correct record.		
Agenda item 6	ANNUAL DECLARATIONS		
Discussion:	<p>1. Governors were required to read, complete and sign the declaration statement in relation to the following:</p> <ul style="list-style-type: none"> • Declaration of pecuniary, personal and educational interests; • Code of Conduct; and • Confirmation of eligibility <p>A copy of the declaration statement was available on GovernorHub which Governors were requested to access and complete</p> <p>2. Governors were asked to check their details on the GIAS form are correct.</p> <p>3. Governors were asked to check that the School had an enhanced DBS check for them.</p>		
Action:	What:	Who:	When:
	The information received from the Governors in relation to their pecuniary, personal and educational interests be summarised in readiness for updating the DFEs Government Information About School website (GIAS) .	JA	ASAP
	From the summary form the information was to be uploaded to GIAS.	JA	ASAP
Agenda item 7	GOVERNING BODY MEMBERSHIP		
Discussion:	<p>Vacancies still existed for a Foundation Governor and a Local Authority Governor whilst the term of office of Debbie Rutter as a parent Governor would expire in November 2022. It was suggested that as it had proved extremely difficult to appoint a local authority governor, the Head should contact the local authority proposing that Debbie Rutter should be appointed to that position</p>		
Resolved:	<p>1. That the current position in regard to the membership of the Governing Body be noted.</p> <p>2. That contact be made with the local authority proposing that Debbie Rutter be appointed as the local authority governor.</p> <p>3. That arrangements be put in place to elect a parent governor.</p>		
Action:	What:	Who:	When:

	Contact be made with the local authority proposing that Debbie Rutter be appointed as the LEA representative	SD	ASAP
	Arrangements be put in place to elect a parent governor	SD	ASAP
Agenda item 8	APPOINTMENT OF COMMITTEES		
Discussion:	The Governing Body considered the appointment of various Committees.		
Resolved	<p>That the following Committee be appointed with the membership shown</p> <p>Finance Buildings and Staffing Committee Louise Lawton (Chair), Debbie Rutter (Vice Chair) Alun McIntyre, Peter Longinotti, Sharon Dean, Graham Norbury and Jo Tinker</p> <p>Curriculum, Inclusion and Community Committee Debbie Rutter (Vice Chair), Kirsten O'Shea (Chair), David Bradley, Tim Knowles, Jason Haslam, and Fr Aldridge-Collins</p> <p>Pay Committee Debbie Rutter, Tim Knowles and Graham Norbury</p> <p>HT Performance Management Committee Debbie Rutter, Louise Lawton and Tim Knowles,</p> <p>Policy Review Committee Debbie Rutter, Louise Lawton and Kirsten O'Shea</p> <p>Other specific Committees be appointed as necessary.</p>		
Agenda item 9	GOVERNOR LINKS/AREAS OF RESPONSIBILITY		
Discussion	Governors discussed the appointment of Link and Lead Governors in the light of the fact that it was likely that the School would be Ofsted Inspected in the near future. SD also advised of the various subject leaders for the areas detailed below.		
Resolved:	<p>That the following appointments be approved, viz</p> <p>Lead Governor for PP/SEND/Safeguarding - Debbie Rutter</p> <p>Link Governors English Tim Knowles RE Louise Lawton EYFS Louise Lawton Maths Louise Lawton Science Alun McIntyre/ Kirsten O'Shea History Debbie Rutter Geography Debbie Rutter Data Protection Alun McIntyre PE Kirsten O'Shea PSHE/RSE/SMSC Fr Aldridge-Collins Looked After Children Debbie Rutter Art and Design/DT Graham Norbury Music Tim Knowles Health & Safety Graham Norbury</p>		

Agenda item 10	POLICIES FOR APPROVAL
Discussion	<p>The following policies had been referred to the Governing Body from the Policy Review Committee for ratification, viz</p> <ul style="list-style-type: none"> • Charging and Remissions Policy; • Collective Worship Policy; and • Safeguarding Policy. <p>Governors were advised that the latest Part 1 version of the Keeping Children Safe in Education document was available on GovernorHub and were asked to confirm that they had read the document.</p> <p>SD also advised that it would be necessary for Governors to review the Uniform Policy and Admissions Policy at the next meeting whilst it would also be necessary to discuss the length of the school day as a result of provisions in the recent Education White Paper</p>
Resolved:	<ol style="list-style-type: none"> 1. That the Policies detailed above be ratified. 2. That the Uniform and Admissions Policies be reviewed at the next meeting
Agenda item 11	LAND REGISTRATION
Discussion:	AM advised that the land registration discussions were progressing with consultations being undertaken with local land owners. The outcome of the consultation exercise was expected shortly.
Resolved:	That the position in relation to land registration matters be noted.
Agenda item 12	BIBLES FOR RECEPTION CHILDREN
Discussion:	AM advised that arrangements would shortly be put in place for the Trustees to provide bibles for the Reception Class children.
Resolved:	That the position be noted.
Agenda item 13	JOINT MEETING WITH TRUSTEES
Resolved:	That a short meeting with the Trustees be held 15 minutes prior to the commencement of the next FGB.
Agenda item 14	PARENTAL EMAIL
Discussion:	<p>LL read to Governors the contents of an email received from a parent in respect to traffic arrangements around school when dropping off and collecting her children and requesting that certain alterations be made.</p> <p>Governors considered the contents of the email but felt that the current arrangements had been introduced to address specific issues around traffic management and should remain</p>
Resolved:	That the Chair and Vice Chair compose a suitable response to the email.
Agenda item 16	DATES OF FUTURE MEETING
Resolved:	<p>CICC – 5th October, 2022 at 10.00am</p> <p>F&BS – 7th October 2021 at 9.30am</p> <p>FGB - 20th October 2022 at 6.00pm</p>

There being no further business the meeting closed at 7.00pm