

MINUTES

PENKETH SOUTH PRIMARY SCHOOL

MEETING OF THE LOCAL GOVERNING CHALLENGE BOARD AUTUMN TERM 2025

Monday 13 October 2025 at 5.00pm

PRESENT:

Mrs Claire Lawton (Headteacher)	Mr Steven Hennessey (Vice Chairperson)
Mrs Claire Roper	Mrs Carolyn Williams (Co-Chairperson)
Ms Pamela Lucido	Mr Simon Carroll
Mrs Kathryn Bullivant	Mr Jake Smith (Co-Chairperson)

IN ATTENDANCE:

Mrs Maria Warburton (Clerk) – attending virtually
Miss Lorraine Brown (Observer)

Part One – non confidential business

1 Welcome

The headteacher welcomed everyone to the meeting.

2 Any items for AOB/Part Two – Confidential

- School field
- Possible link club

3 Absence/Apologies Non-Attendance

Apologies have been received from Carla Bonner.

AGREED: That consent be given to the absence of Ms Bonner

4 Register of Interests

The headteacher reported that governors complete this via Governor Hub and all governors present declared they have done this.

5 Declaration of pecuniary interests in relation to agenda items

No interests were declared.

6 Membership and Organisation

- Election of chair and vice chair

Election of chair:

No self-nominations were received prior to the meeting. Governors were invited to self-nominate for the role of chair. Mrs Williams informed governors that she has been in the role of chair for many years and sent an email recently to all governors asking if they would be willing to take on the role.

The clerk reminded governors they discussed the opportunity of having co-chairs at the autumn term 2024 meeting. Mr Smith informed governors that he would consider the role; however, he is not able to commit to attending every meeting due to work commitments at this time. **A governor suggested** co-chairing for the coming year with the possibility of taking on the chair role the following academic year. Mr Smith informed governors that he is happy to self-nominate as co-chair alongside Mrs Williams. Mrs Williams acknowledged that it would be a good opportunity to see what is involved in the role and he would gain valuable experience. A vote took place.

AGREED: Mr Smith and Mrs Williams were elected co-chairs for the term of one year

Election of vice chair:

No self-nominations were received prior to the meeting. Governors were invited to self-nominate for the role of vice chair. Mr Hennessey self-nominated to continue in the role of vice chair and a vote took place.

AGREED: Mr Hennessey was elected vice chair for the term of one year

- Scheme of Delegation

Mrs Williams reminded governors that they shared TCAT's proposed Scheme of Delegation at the previous meeting; this is available under the resource section on Governor Hub. It has since been to the trust board and approved. Governors should read the final version to become familiar with it. The governing body also previously discussed the change of name of the governing body to a local governing challenge board and are using the new agreed template for today's agenda. Mrs Williams highlighted their areas of responsibility under the new Scheme of Delegation and the trust's responsibilities. It is a more user friendly document.

- Membership

There are currently two co-opted governor vacancies.

The following terms of office are due to end:
Mr Jake Smith (parent governor) – 15 November 2025.

ACTION: The headteacher to arrange a parent governor election

AGREED: Governors agreed to co-opt Mr Smith (if not re-elected as a parent governor) in order to continue in his role as co-chair

- Attendance at meetings

ACTION: The headteacher to check if Melissa St Clair updates the attendance for the trust's primary schools

- Code of Conduct

AGREED: Governors agreed to adopt the Code of Conduct

ACTION: The headteacher to upload an updated Code of Conduct to Governor Hub for the chair to sign on behalf of the governors

7 Committee/Panel membership and specific governor roles

a) Structure

AGREED: Governors agreed the membership of the following committees/panels:

Pupil Discipline Any three governors subject to availability and impartiality	Staff Dismissal Any three governors subject to availability and impartiality
Appeals Any three governors subject to availability and impartiality	Complaints Any three governors subject to availability and impartiality
Pay Committee Any three governors subject to availability and impartiality	HTPM At least one governor subject to availability and impartiality. TCAT (Andy Moorcroft) as the reviewing panel

- b) Terms of Reference for each committee

ACTION: The headteacher to check if the trust requires academy schools to have a Pay Committee Terms of Reference

- c) Link governor roles including statutory roles for Safeguarding and SEND

AGREED: Governors agreed to continue with the following link governor roles:

Early Years	Mr S Carroll
English & Maths	Miss C Bonner
Behaviour, Welfare & Personal Development	Ms P Lucido
Health & Safety, Premises	Mr J Smith
Safeguarding	Mrs C Williams
Equality, Inclusion & SEND	Mrs K Bullivant
Finance	Mr S Hennessey

8 Previous full governing body minutes, matters arising and action log

- a) To confirm the minutes of the meeting held on 15 July 2025 and discuss any matters arising

AGREED: The minutes from the previous meeting held on 15 July 2025 were confirmed as a correct record.

- b) Action log

- Item 5 Governing body membership – a parent governor election to be arranged in the autumn term. See Item 6, membership and organisation.
- Item 6 The headteacher to amend the first paragraph under agenda item 16 which relates to behaviour plans which enable children to gain points and prizes, ie: watering the plants with the caretaker.
- Item 6 The minutes of 20 May 2025 to be brought back by the LA clerk to the next meeting for signing by the chair – there is an action folder for approved minutes to be electronically signed by the chair.
- Item 6 The results from the staff wellbeing audit to be brought to the next meeting by the headteacher.
- Item 6 C/F: The headteacher to arrange a survey of reception parents in October.

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| Item 6 | C/F: Mr Smith to send his health and safety link governor report to the headteacher – carry this item over to the next meeting. |
| Item 6 | Governors to send any feedback/comments/questions regarding the link governor arrangements to the headteacher. |
| Item 6 | Headteacher to review the governing body self-evaluation results for any training requirements. |
| Item 9 | Mrs Roper to upload the safeguarding newsletter to Governor Hub. |
| Item 10 | Pupil Premium update
Agenda item for the next meeting: Miss Browne to talk about what she has done for pupil premium – see Item 13. Look at the profiles and see how the children have done and ensure there are no gaps. |
| Item 12 | Headteacher to arrange for the data from the survey to be uploaded to Governor Hub. |
| Item 14 | Scheme of Delegation update:
The chair to provide governors with a further update on this in the autumn term – see Item 6 – membership and organisation. |
| Item 16 | Future meeting dates (at 5.00pm)
The headteacher to add these dates to the TCAT calendar – headteacher to check this with Melissa St Clair. |

Unless stated otherwise the above actions have been completed or are an agenda item.

The chair mentioned that TCAT had organised a workshop in September on Governor hub and making effective use of the platform. This included updating personal profiles, utilising the resources available and using the AI assistant to ask questions. Melissa St Clair has sent the link to the recording from the workshop. Additionally, all governors have access to the NGA website which also contains training. Governors were encouraged to use these resources.

The headteacher said in the summer governors said they would like to visit school more often as part of the link roles. It was proposed staff contact governors to arrange a visit.

ACTION: Headteacher to ask staff to contact their link governor to arrange a convenient date for a visit

9 Headteacher's Report

The headteacher informed governors that the layout has been updated by the trust in line with the review of governance.

- Key achievements
 - Behaviour and expectations are consistent across the school
 - Safeguarding and SEND – many reviews have taken place across the year from both TCAT and external agencies
- Priorities
 - Continue with the attendance officer which began in April 2025.
 - Coaching with staff. Observing staff going about their teaching day to ensure teaching and learning is progressing well. Training will also be provided which links with the new TCAT Teaching & Learning policy. AI must be in the curriculum and they need to embed skills.
 - Work is taking place on the learning environment from EYFS to Year 1 and beyond to continue improvement.
- Although overall behaviour is good there has been some small pockets of challenging behaviour.
- All SEND systems and procedures are in place.
- There are currently 228 pupils on roll. Two pupils joined at the end of the summer term and another in the first few weeks of September. Four pupils left to go to a designated provision and some siblings moved as travel was not viable.
- Governors received a graph of attendance for this year and last year and percentage levels for comparison. Last year there were dips at the end of the autumn term and again in April 2025. Currently attendance is higher than this time last year. The attendance officer has put systems in place to inform parents on a half termly basis what their child's attendance has been.
- Persistent absence has improved and meetings are held with the attendance officer to track pupils below 90%. Conversations are held with parents with actions put in place. Three persistent absence pupils last year currently have 100% attendance. Some of the issues include pupil anxiety, parental anxiety and SEMH. School supports the pupils and families as much as possible. Three families have been fined this term for unauthorised holidays. Parents came into school for a meeting and they accepted the decision. They were informed the fines go to the LA and not the school.
- Safeguarding update. Governors were provided with an update on the number of pupils on the register. All governors present have completed safeguarding training. TCAT has spread safeguarding training wider this year with MDAs, office staff and site managers

expected to complete the training by 14 September 2025. The trust sent an email to say some staff had not done the training, this was due to staff absence and has now been resolved. TCAT said that Penketh South is the first school to have all staff and governors trained and this achievement was acknowledged and appreciated.

Safeguarding practices and procedures continue to be reviewed and The trust has updated the policy in line with the new KCSIE 2025. The safeguarding audit was completed last year with four actions. Three have been met with one ongoing regarding training on monitoring and filtering. The trust has advised schools to wait for the software upgrade before commencing the training. The headteacher receives a review of any breaches every Monday morning and they tend to be a misspelt word so there has been no cause for concern.

- SEND register. School has six EHCPs which has reduced as some pupils have moved to a provision. One pupil is awaiting a place in a provision but they are making good progress.
- Behaviour report. School receives support from the trust with some bespoke observations and some twilight sessions for staff. There is a web based programme to support children with their emotional wellbeing. Pupil Premium is currently at 12%.
- The Behaviour policy is the school version, while safeguarding and SEND policies are from the trust. They are on the school website.
- There are no changes in personnel, but some staff have moved classes. The headteacher wanted to ensure teachers were receiving enough PPA time so she has made some changes to cover and advised what this involved.
- Training on de-escalation and strengthening minds. Other schools joined the training.
- Active Maths is taking place this week for the development of basic skills for example a multiplication tables game on the playground or in the hall and spellings in game form. The headteacher said she is working on the new writing framework.
- As part of community engagement there has been some coffee mornings bespoke for Years 5 and 6 and the SENCo from Penketh High School was invited to attend. Further coffee mornings are planned. The PTFA have met and set meeting dates for the academic year. The young carers meeting has been postponed and will take place in the spring term.

The chair thanked the headteacher for her report.

10 Academy vision and values statement

The headteacher informed governors they do not have a statement – the vision and values were introduced last year, and they continue to work on those, ie: within the assemblies last year they looked at what respect means.

This year they are linking that to experiences and people, ie: grandparents and their resilience, saying thank you and writing letters, and letters which were written by older people within families when they used to write letters. They are trying to link values with things that have happened or which are happening to give children a context to it eg during the Women's Football World Cup

Priority Action Plan (PAP)

The headteacher reported that there have been more changes incorporated into the PAP; this is a 2-year plan.

- Pupils

School has used the EEF Research Implementation model, to explore it first and then prepare before it is delivered. It is then reviewed on how to sustain it into the future. Oracy has been introduced, how to teach children to speak and have debates and discussions. Some actions for oracy have already been completed and school receives support from the oracy lead at the trust.

- Maths and arithmetic curriculum changes have been implemented by the school. The Trust is supporting school financially with the purchase of some digital technology which will enable them to create larger projects and have photo evidence.

All tabs on the plan link to the Ofsted framework.

11 Academy Scorecard

The scorecard has been changed and updated further this afternoon following a meeting with Mrs Briggs.

Contextual Information: With regards to enrolment there are some gaps: Year 3 has twenty five pupils and other year groups have one or two spare places; they continue to promote the school. They carried out a flyer drop on the new estate near Widnes and they encourage parents to come to open evenings. They have received enquiries for more places from the Open Evening from parents who want their children to join in September, so they came into the nursery. They have advised parents to bring their children into the nursery now to ensure they have a place in school in September. They were oversubscribed by two this year.

Attendance and persistent absence has already been discussed earlier in the meeting.

Trauma Training is being completed by staff with a space to add if Governors have completed it too.

ACTION: Headteacher to clarify if governors need to complete the trauma training and update at the next meeting

Staff wellbeing and supervision. There are four leaders that staff can talk to. The chair said it is important this is in place.

Education overview based on the SEF. The headteacher is attending training this week which will help her to complete the form.

There is a governor seminar on 23 October 2025 with details posted on Governor hub. There will be an update on the guidance around the new Ofsted framework.

Attainment was discussed in the summer term. For EY school was above where they were last year and the national average. Year 1 phonics was less than they wanted, but slightly higher than the GLD the cohort had achieved the year before. Some pupils in KS1 struggled to complete the tests. Support is being put in place by the KS1 lead. The Year 4 multiplication check was in line with national at 38% for 25/25. KS2 reading was above national, but writing was the main issue. Writing dipped during COVID and there has been some staff absence in teaching that cohort in Year 5. The current Year 6 writing is better and should give a more positive outcome at the end of the year. **A governor said** TCAT has put a lot of work into the scorecard and do they still need a self-evaluation now they have a Priority Action Plan and scorecard? The headteacher said the scorecard has links to many other documents including the self-evaluation.

12 School Self Evaluation

This was discussed under the previous agenda item.

13 Pupil Premium update

Miss Browne reported that an overview for pupil premium is on the school website. Generally, the outcomes are positive. Miss Browne advised of outcomes for Pupil Premium children in EY, KS1 and KS2. School has a half termly tracker to monitor the pupils. Some are now taking part in music lessons. There are currently 25 Pupil Premium children in school over different year groups. Teaching assistants play a large part in delivering interventions and PP funding is used for this along with pupil wellbeing and subsidising clubs and trips.

14 Review and approve special educational needs information report ahead of publication

Mrs Roper informed governors that the information is on the school website. The agenda item asks for the report to be approved; however, it is a standard report and just the dates have been changed. The document is uploaded to Governor Hub. The policy is also on Governor Hub and includes just a small amendment.

15 Skills Audit: (for information, discussion and completion)

- Board Effectiveness Tool (Governor Hub)
- Access to NGA Platform/ CPD

This was discussed under a previous agenda item.

16 Safeguarding and Compliance

This was discussed under a previous agenda item.

17 Transition Planning

The headteacher explained how transition works with children attending Reception for taster sessions in July and Year 6 visit their new secondary school. There is also a family event where parents can come in and talk to staff. This helps with pupils new to Reception who enter a calm routine. Baseline assessments are carried out immediately. Year 6 find out which secondary school they will be attending in March. Once the secondary schools are known, staff are invited to visit the school to speak to pupils and pupils will attend transition days at their secondary school if these are held.

18 Primary academies only: Confirmation of Statutory Assessments

There are no changes to the statutory assessments.

19 Policies

a) Behaviour Policy

ACTION: Headteacher to bring the Behaviour Policy to the next meeting

20 Admissions arrangements for 2027/2028 (faith and academy schools)

The LA predicts the birth rate will continue to fall and asked some schools to reduce their Pupil Admissions Number (PAN). A discussion took place on whether this school should reduce the pan.

AGREED: The LGCB agreed to keep the PAN at 30 pupils

Although there is a reduction in the number of children in nursery, the hours have increased. From September two year olds are entitled to 30 hours and there are a considerable number of families of two year olds in the nursery taking up this offer. Having the good numbers in nursery is another reason not to reduce the school PAN.

21 Headteacher's performance management arrangements and external adviser

This was discussed under a previous agenda item.

Mrs Williams informed governors that she will contact Melissa St Clair to ask her to forward any documentation to Mr Smith who will be attending the panel meeting in her absence to advise what he needs to do and/or what is required.

ACTION: **Mrs Williams to contact Melissa St. Clair and ask her to forward the headteacher's performance management information to Mr Smith**

22 Governors' Forum / Governor training

Mrs Williams reported that she has already mentioned the governors' seminar which is taking place next week. Governors are reminded to update their record on Governor Hub when they have attended any seminars or for any training they have completed.

23 Governor visits

Mr Smith and Mr Hennessey completed a walk around the School. Over the summer new flooring was laid in KS1 and there were changes to create more space in preparation for the new academic year. They talked about the challenges with some areas and rooms and plans have already been made to improve these. The headteacher has drafted a five year business plan and the actions for the first year included the new flooring. Other tasks on the list include solar panels on the roof, painting and new blinds. Mr Smith and Mr Hennessey said pupils were focused when they went into the rooms.

24 Local Authority Governor Briefing paper

The chair highlighted the layout of the briefing paper has changed and includes a checklist for what governors should be doing which is useful. The briefing paper is circulated for information. They are given advice and information from the trust as an academy school; however, this provides another check.

25 Any other business

- The headteacher said she has not received a response from TCAT regarding the school field. She has attended a meeting with the LA and will contact TCAT again as decisions must be made from a safeguarding and health and safety aspect.

26 Future meeting dates

Autumn (2): Tuesday 2 December 2025

Spring (1): Tuesday 3 February 2026

Spring (2): Tuesday 24 March 2026

Summer (1): Tuesday 19 May 2026

Summer (2): Tuesday 14 July 2026

PART ONE OF THE MEETING CLOSED AT 6.52pm

SIGNED
Chairperson

DATE

