

MINUTES

PENKETH SOUTH PRIMARY SCHOOL

MEETING OF THE LGCB – SUMMER TERM 2026

Focus: Business, Finance and Personnel

Tuesday 14 July 2026 at 5.00pm

PRESENT:

Mrs Claire Lawton (Headteacher)
Ms Carla Bonner
Mrs Kathryn Bullivant
Mrs Carolyn Williams (Co-Chair)

Mr Steven Hennessey (Vice Chair)
Ms Pamela Lucido
Mr Jake Smith (Co-Chair)
Ms Emma Chu

IN ATTENDANCE:

Maria Warburton (LA Minute Clerk)
Ms Laura Atherton (Finance Manager)

Miss Lorraine Browne (Observer)

Part One – non confidential business

1 Welcome

Mrs Williams welcomed everyone to the meeting and explained that they will be changing the order of the agenda and will cover Part Two initially.

Miss Browne left the meeting at 5.04pm. The meeting moved to Part Two - Confidential at this point.

2 Items for Any Other Business/Part Two

There were no other items.

3 Absence/Apologies/Non-Attendance

Apologies have been received from Mr Carroll and Mrs Roper.

4 Register of Interests

Governors have completed their Register of Interests.

5 Declaration of pecuniary interests in relation to agenda items

No interests were declared for any item on the agenda.

6 Membership and Organisation

There are no terms of office due to end and no vacancies.

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

- a) To confirm the minutes of the meeting held on 19 May 2026 and discuss any matters arising

AGREED: The minutes from the previous meeting held on 19 May 2026 were confirmed as a correct record.

A governor asked about the five children joining that have siblings in other schools – are these new. The headteacher confirmed that they are. **A governor asked** why this is. The headteacher explained that it is because the school is closer for them. A governor mentioned that they are aware there are children in the current nursery that have siblings that attend other schools.

It was confirmed that all actions have been completed or appear as an agenda item.

- b) Action log
Education Scorecard: The headteacher explained that in the past the business meeting took place earlier in the term and the education meeting took place later to review the SATs data. TCAT have stipulated that they want the education focussed meeting to take place first followed by the business meeting later in the term. The headteacher informed governors that due to the new arrangement she had asked Mrs St Clair if she could add Education Scorecard at the end of the agenda for this meeting to discuss the SATs results. These have not yet been published and will come to the next meeting.

The headteacher informed governors that she had looked into whether they could introduce a Nursery uniform or appropriate clothing and she wrote a Nursery prospectus/policy suggesting jogging bottoms or leggings and a t-shirt with trainers. This would be much easier for when they are on the field or doing a PE lesson and also helps with toileting.

A governor asked if parents would be required to purchase the school's polo shirt with the logo (thinking of the cost of living). The headteacher confirmed that they could wear a t-shirt and leggings of any colour but could also purchase the school's logo top if they wish to.

The headteacher confirmed that she has added the Academy Specific Priorities OFSTED Briefing for Governors to Governor Hub. This was discussed a great deal at the previous meeting.

All actions have been completed or appear as an agenda item.

8 Finance: (for information and discussion)

- Monthly Management Accounts
- Academy Budget
- Next Year

This was previously discussed under Confidential Part Two (agenda item 4).

9 Operations Update: (for information and discussion)

- Health and Safety
The headteacher informed governors that an audit took place last Thursday which was carried out by Compliance Health and Safety in conjunction with TCAT; they have not yet had the report. They went through a whole list of things to ensure the school was compliant and they looked at a couple of things that had not been carried out last time, ie: the big tree has now been taken down. They confirmed that health and safety is really strong in school and that the score would be high.
- Estates and IT
The headteacher reported that the heat has been hard to deal with and they held classes in the school hall for Year 5. They held some classes for Year 3 in the community room. The new blinds have helped to a certain extent in the mornings.

They had an issue with the floor which started to become spongy in places in the last heatwave (this was mentioned to Paul Sinnott at the trust). By Friday afternoon it had lifted in a number of different places. They put sand bags where it had lifted and they have all since gone down. They have been monitoring the temperature of the heat upstairs and were asked if they had the money would they tackle the issue of the heat or the floor with this. Sorting the heat out would be the best choice as it would cool everything down and would stop the floor from lifting. Mr Sinnott has said that they are looking to choose a school for a new heating/cooling system. The headteacher added that she is still sending the data from the temperature checks to the trust.

10 Business Scorecard: (for approval)

- Key Actions from Business Support Meeting 2

The headteacher reported that finance and HR are all fine. Some parts of health and safety have now been marked off as green. The SCR has since had another check sheet due to the changes coming from the KCSiE in September. Estates is fine, as is compliance and the complaint manager (this was yellow as they had to add the information to Risk Mate and they did not add the documents at the time). These have now been attached. Mrs Williams acknowledged that at the business support meeting TCAT were pleased with all the metrics they were monitoring.

11 Community Engagement Review Feedback from Governors

Ms Lucido reported that she met with Miss Browne and they discussed a few ideas about how they can become more involved with the community. Miss Browne added that they spoke about the library and the reading curriculum and they would like to encourage the library to visit the school or take some children there. Community engagement will improve over time; they will invite more artists into school – they had a midwife come into school recently which was really good.

A governor asked how they will promote this, ie through Ms Snagg at the trust or directly, ie: Fiddlers Ferry trip. The headteacher explained that they will do this through Ms Snagg and an article in the Warrington Guardian. The Year 6 pupils went sailing at Fiddlers Ferry yesterday and had a great time. It cost £10 per child, and they were able to walk there. A governor suggested that if the school is taking part in a big activity they could invite the Warrington Guardian to attend.

A governor asked about sailing at the moment when the issues around water safety are being highlighted nationally during the summer months. The headteacher explained that this fits in nicely with that. Miss Browne added that every June they have someone come into school about that.

Miss Browne reported that they have an overview for the year with activities planned in; the park run has been added to the calendar for next year. They will try to keep that going as well as a number of other different opportunities.

12 Academy Specific Priorities

OFSTED preparation

The headteacher informed governors that she has included some information in the meeting folder which relates to governors covering different areas of the framework that they are linked to, ie: safeguarding, inclusion, and the curriculum and teaching, etc. These have been matched with link governors to where she feels they have the best knowledge; however, the roles can be changed. During the meetings with inspectors governors are able to contribute to every subject.

The Priority Action Plan has also been included for information which contains the core components for link governors. The core components can be seen on the left hand side of the PAP and governors are able to see the actions highlighted under that to see what the school has already done. This would be a good starting point for governors to look at.

Governors are able to reflect on the information within the safeguarding reports. The trust has emailed Mrs Williams and Mr Smith today following the peer review that took place last Tuesday.

A governor suggested that a folder is set up to just include Ofsted information. The headteacher mentioned that governors may want to look back at the meetings from this year and download copies of documents that they may feel could help with their knowledge. *(Mr Smith set up a specific Ofsted folder on Governor Hub and informed governors).*

Mrs Williams suggested that it could be useful to read the latest Ofsted reports from the new framework to see what they pick out. The headteacher informed governors that she could arrange for Mrs Briggs to do a quick whistle stop tour for governors in September.

A governor asked if they could do something to manage parental feedback and expectations as Ofsted have a new way of grading. **A governor asked** if TCAT could produce an info-graphic and if information could be put into the parents' newsletter.

ACTION: **The headteacher to speak with Mrs Briggs on Monday about providing an explanation to parents on the new Ofsted framework, grading and wording.**

The chair added that this would provide an understanding for parents. ie: what it means in the transition period between the old grades and new grades.

The headteacher reported that as part of their review last week Mrs Briggs, Mr Long and two teachers were in and out of lessons the whole time and then they had a meeting to discuss attendance and the curriculum, and they discussed behaviour and SEND with Miss Browne. For attendance they are looking at a strong standard, and they have elements of that.

A governor asked if they should start to produce headlines for Ofsted and key messages, ie: list ten strengths from governors and ten strengths from members of staff in certain areas as Ofsted triangulate. The headteacher explained that when governors see the peer to peer review report they will see some of that in there. Parent governors should be able to talk about the attendance letters that go out termly and is included in newsletters and on the screen in reception. They also have attendance trophies on Friday and chalk boards in classrooms which they write on each day. Ms Bonner might talk about maths as she has been into school to look at that and has also seen the ethos of how lunch time works. It is about building on the knowledge and what they read from reports.

A governor asked about the SATs results. The headteacher explained that they will be available this Thursday and she will produce a summary for governors with all the information in one document.

Early Years achieved 83% GLD (which is up from last year at 79% and 68% the previous year before that).

Phonics is 89% (this is also up from last year at 72%). Just three children did not achieve this.

MTC (Year 4): Last year it was 38% and this year they managed 50%. The test is based on children scoring 25/25; 78% managed to score 20/25. The children have done really well. The chair acknowledged that it all sounds really positive.

ACTION: **The headteacher to include the SATs and summary scores in a document for governors and also include the grades from the last three years.**

A governor asked if they could allocate two link governors to each area of the framework in case some governors are not able to attend on the day to meet with Ofsted.

The headteacher informed governors that a WhatsApp group has been set up with governors to be able to alert them when the school receives the call. This will take place over two days. A structured phone call will take place on the Monday, and they will come into the school on the Tuesday and Wednesday. The headteacher acknowledged that she is mindful and understands that governors are busy.

ACTION: **The headteacher to attach two link governors to each area of the framework on the document.**

The headteacher reported that TCAT have produced a plan which explains how they can support the school during the Ofsted inspection, ie: they will even provide food for staff.

Mrs Williams mentioned that Ofsted will also interview people from TCAT as part of the process.

13 Any other business

- Educational Outcomes – SATS have been delayed by the DfE
This was mentioned earlier in the meeting.

14 Future meeting dates (at 5.00pm)

29th September 2026
17th November 2026
2nd February 2027
16th March 2027

11th May 2027
13th July 2027

PART ONE OF THE MEETING CLOSED AT 6.36pm

SIGNED
Chairperson

DATE