Local Governing Challenge Board Agenda

Autumn 1: Education

Date: 29.09.2026

Time: 5pm – 7pm

Venue: Penketh South Primary School

Chair: Jake Smith

Clerk: Natalie Hughes

Committee Members		Term Ends	Present	Apologies
Claire Lawton	Headteacher	N/A	✓	
Carolyn Williams	Co-opted governor	8.6.27	✓	
Steven Hennessey	Parent governor (Vice Chair)	4.5.30	✓	
Carla Bonner	Co-opted governor	14.10.28	✓	
Kathryn Bullivant	Co-opted governor	2.4.30	✓	
Simon Carroll	Co-opted governor	5.2.28	✓	
Jake Smith	Co-opted governor (Chair)	15.11.29	✓	
Amy Newby	Co-opted governor	2.12.29	✓	
Pamela Lucido	Community governor	5.2.28		x
Emma Chu	Parent governor	15.11.29		x

Documents shared prior to the LGCB meeting:

Item 7. PSP 14.07.2026 DRAFT Minutes
Item 8a. TCAT Inset Video
Item 8b. TCAT Governance Strategy
Item 8c. Annual Impact Report
Item 11. Headteacher's Report Autumn 1 2026
Item 12a. LGCB Objectives Template Document
Item 12b. Scheme of Delegation September 1st, 2025
Item 14a. TCAT Behaviour Policy 2026 SEND Information
Item 14b. End of the Day Policy
Item 14c. EYFS Policy
Item 14d. In-Year Admissions and Pupil Transition
Item 14e. Dogs on Site Policy

	Agenda Item	Lead and time allocated
1.	**Welcome:** NH welcomed attendees to the first meeting of the academic year.	**Clerk**
2.	**Any items for AOB/ Part Two Confidential:** Governors did not raise any items for Any Other Business. It was agreed that matters relating to the recent Ofsted inspection and staffing would be considered under Part Two Confidential Business.	**Clerk**
3.	**Absence / Apologies / Non-Attendance:** Apologies for absence were received in advance from PL and EC. The Governing Board accepted the apologies submitted by PL and EC. It was noted that Lorraine Browne attended the meeting in the capacity of temporary Staff Governor.	**Clerk**
4.	**Register of Interests:** There were no Register of Interests declared.	**Clerk**
5.	**Declaration of pecuniary interests in relation to agenda items:** There were no Declaration of Pecuniary Interests declared.	**Clerk**
6.	**Membership and Organisation:** <u>Election of Chair</u> JS had submitted a nomination for the role of Chair prior to the meeting. No other nominations were received, and JS was formally elected as Chair for the academic year. <u>Election of Vice Chair</u> Governors were invited to nominate a Vice Chair. As no nominations were received in advance of the meeting, the Clerk asked whether any governors wished to self-nominate. SH put forward a self-nomination, and the board proceeded to an election. SH was unanimously elected Vice Chair for the academic year. <u>Staff Governor Vacancy</u> Governors received an update on the staff governor vacancy. The Headteacher reported that the vacancy had been shared with staff; however, no expressions of interest had initially been received. The Headteacher reported that the Trust's Governance Lead had provided a deadline for staff governor expressions of interest and noted that Mrs Jennifer Langton had expressed an interest in joining the LGCB. The Board welcomed the appointment and noted that the vacancy had now been filled.	**Clerk**
7.	**Minutes of the previous meeting on 14th July 2026:** a) Approval of the Minutes: The minutes of the previous meeting were reviewed and approved as an accurate record of proceedings. All governors present agreed to their approval. b) Matters arising: There were no matters arising that were not otherwise covered within the meeting agenda or action log. c) Action log: The Headteacher confirmed that all actions from the previous meeting had been completed, namely:	**Chair**

- Discussion with Mrs Briggs regarding parental engagement and consideration of the proposed arrangements under the new Ofsted framework.
- Inclusion of SATs and summer assessment outcomes, together with comparative grading information from the previous three years, within governor documentation.
- Addition of governance links to each relevant area of the framework documentation provided to governors.

The Headteacher reported that significant preparatory work had been undertaken in advance of the meeting and noted that documentation had been streamlined to improve accessibility and focus on key information.

The Governing Board noted the update and was satisfied that all actions had been completed.

Action Log:

Minute Ref.	Action to be taken	By Whom	Completion date
	The headteacher to speak with Mrs Briggs on Monday about providing an explanation to parents on the new Ofsted framework, grading and wording.	CL	Completed
	The headteacher to include the SATs and summary scores in a document for governors and also include the grades from the last three years.	CL	Completed
	The headteacher to attach two link governors to each area of the framework on the document.	CL	Completed

8. **TCAT Welcome:** — **Head** 20 mins

<u>TCAT INSET Video</u>

The Headteacher shared the TCAT INSET video, highlighting key messages from the Trust's annual welcome and strategic update, including Trust support, school improvement, safeguarding, staff wellbeing and governance priorities.

Governors noted the Trust's focus on collective capacity, educational excellence, school improvement, safeguarding, attendance, inclusion, staff wellbeing and preparation for future Ofsted inspections.

Governors noted several Trust-wide developments highlighted within the presentation, including:

- The continued implementation of the Trust's educational improvement strategy.
- Ongoing support for schools in responding to educational reform and changes to the inspection framework.
- The strengthening of safeguarding practice across the Trust.
- The development of staff wellbeing, professional development and workforce support initiatives.
- The promotion of equality, diversity and inclusion through a Trust-wide staff survey.
- Continued opportunities for collaboration and networking across academies.

The Governing Board acknowledged the significant support provided by the Trust during the school's recent Ofsted inspection. The Headteacher reported that Trust colleagues with specialist expertise had provided timely guidance and support, demonstrating the benefits of being part of the wider Trust network. The Headteacher also highlighted the school's engagement with Trust initiatives, noting that the school had been the first within the Trust in relation to the Carers Champion initiative. Governors heard that three members of the Central Team at the Trust had participated in Trust workforce development programmes and that staff had benefited from Trust roadshows, networking opportunities and support services.

A governor asked whether staff had completed the Trust's Equality, Diversity and Inclusion survey.

The Headteacher confirmed that staff had been encouraged to participate in the survey and that the school would continue to support engagement with the Trust-wide initiative.

The Board discussed the benefits of being part of the Trust, particularly the access to professional networks, specialist expertise and responsive support during periods of challenge.

TCAT Governance Strategy

The Headteacher introduced the newly developed TCAT Governance Strategy. Governors were advised that the document clarified governance arrangements across the Trust and provided greater transparency regarding the respective roles and responsibilities of Local Governing Boards, Headteachers, Executive Leaders and the Trust Board.

It was noted that the strategy would help ensure consistency across Trust schools and provide a clearer framework for governor oversight. The

	Headteacher also advised that elements of the governance strategy would be reflected within future meeting structures and agenda planning to ensure alignment with Trust expectations and governance priorities. The Governing Board noted the updates and welcomed the continued support and strategic direction provided by the Trust.	
9.	**LGCB Compliance:** <u>Compliance Checks and Safeguarding Training</u> The Governing Board received an update on governor compliance requirements, including GovernorHub profiles, compliance checks, safeguarding training and declarations of interest. Governors confirmed that they had access to both GovernorHub and the NGA platform and were reminded of the importance of keeping their profiles up to date and uploading evidence of completed training. The Headteacher advised that governors were required to complete the annual safeguarding training through the NGA platform and upload their certificates to GovernorHub. It was noted that governors who had previously completed safeguarding training were able to access the refresher version, which focused on updates to statutory guidance and recent changes to safeguarding requirements. Governors discussed the training process and the arrangements in place for monitoring completion. It was confirmed that compliance records would be reviewed and cross-referenced to ensure all statutory requirements were met. The Board was reminded that all training undertaken by governors should be recorded on GovernorHub, together with supporting certification where available. <u>Register of Interests</u> The Register of Interests was reviewed. Members confirmed that declarations had been completed and were up to date. **Action: SH to complete all outstanding mandatory governor training and compliance requirements as soon as possible and upload evidence of completion to GovernorHub.** The Governing Board noted the compliance update and the arrangements for ongoing monitoring.	**Chair/ Clerk** 20 mins
10.	**Skills Audit:** <u>Board Effectiveness Tool and Access to NGA Platform</u> The Governing Board received information regarding the annual Skills Audit and Board Effectiveness Tool available through GovernorHub.	**Chair/ Clerk** 10 mins

	Governors were advised that the Board Effectiveness Tool would support the evaluation of the Governing Board's collective strengths, identify any skills gaps and inform future governor development and recruitment priorities. The Headteacher highlighted the range of training and professional development opportunities available through the NGA platform and encouraged governors to undertake additional training relevant to their roles and areas of interest. Governors noted the availability of governance leadership development opportunities, including Chair and Vice-Chair training programmes. The Governing Board discussed the importance of maintaining an appropriate balance of skills and experience across the Board to enable effective support and challenge. Governors were encouraged to complete the Skills Audit and Board Effectiveness Tool to support future governance development planning. **Action: All governors to complete the Skills Audit and Board Effectiveness Tool on GovernorHub.** The Governing Board noted the update.	
11.	**Headteacher's Update:** The Headteacher presented the Headteacher's Report and provided an update on school performance and priorities. <u>Admissions and Pupil Numbers</u> The Headteacher noted that there were currently 218 pupils on roll. Four pupils had joined the school since the end of the summer term and numbers remained generally stable. One pupil was awaiting placement in specialist provision and had temporarily increased to 31 pupils due to an exceptional admission. ***A governor queried*** whether the smaller Reception cohort could have longer-term implications for future staffing and class organisation if the trend continued. ***The Headteacher advised*** that this was currently limited to one cohort and would continue to be monitored. It was noted that enhanced transition arrangements and Link Club provision may support future pupil recruitment. <u>Attendance</u> Attendance remained strong and above national expectations. The school continued to work closely with families where attendance concerns had been identified. <u>Safeguarding</u>	**Head/** 25 mins

	Governors noted: • One pupil was currently subject to a Child Protection Plan. • All staff had completed safeguarding training and updates. • Training had been delivered on CPOMS and recent safeguarding requirements. • The number of pupils with allergies had increased. • The Single Central Record had been checked and validated by both TCAT and Ofsted. ***The Chair asked*** how volunteer requirements would affect PTA activities. ***The Headteacher explained*** that regular volunteers may require additional checks in line with safeguarding guidance. ***A governor queried*** whether parental consent for emergency EpiPen administration required annual renewal. ***The Headteacher agreed*** to clarify this through forthcoming Trust guidance. **Action: Clarify Trust requirements regarding parental consent for emergency EpiPen administration and report back to governors.** <u>SEND and Behaviour</u> Governors were informed that speech and language remained the school's greatest area of SEND need. The headteacher reported that there had been no suspensions since the start of the academic year. A small number of pupils were receiving behaviour support and no incidents of bullying had been reported. Pupil voice activities indicated that children understood how to report concerns. The Governing Board noted the report.	
12.	**LGCB Objectives:** <u>LGCB Priorities and Objectives</u> Governors noted that school and governance priorities would be informed by the final Ofsted report and associated action planning. The Board agreed to monitor the school's improvement priorities throughout the academic year through the established programme of governor visits, monitoring activities and Board meetings. ***Decision: Governors agreed that school and governance priorities would be informed by the final Ofsted report and associated action planning, and that progress against priorities would be monitored throughout the academic year through governor visits, monitoring activities and Board meetings.***	**Head/ Chair** 15 mins

	Action: Headteacher and Governors to review the final Ofsted report on receipt and use the findings to inform school and governance priorities, with progress against agreed priorities to be monitored throughout the academic year through governor visits, monitoring activities and Board meetings.	
13.	**Primary academies only: Confirmation of Statutory Assessments:** The Headteacher presented the school's performance and standards information, confirming that all statutory assessments had been completed and submitted in accordance with national requirements. Governors reviewed the outcomes and received assurance regarding compliance and the school's performance.	**Head/ Principal**
14.	**Policies:** - Policy Schedule: • TCAT Prevent Statement 2026 • TCAT Prevent Risk Assessment • TCAT safeguarding and Child Protection • Policy Mobile Phone Policy - Academy Policies: • Item 14a. TCAT Behaviour Policy 2026 SEND Information • Item 14b. End of the Day Policy • Item 14c. EYFS Policy • Item 14d. In-Year Admissions and Pupil Transition • Item 14e. Dogs on Site Policy Governors were directed to the annual Policy Schedule and noted the following Trust policies: • TCAT Prevent Statement 2026 • TCAT Prevent Risk Assessment • TCAT Safeguarding and Child Protection Policy • TCAT Mobile Phone Policy **14a. TCAT Behaviour Policy / SEND Information** Governors noted the annual updates and were satisfied that the policy remained fit for purpose. **14b. End of the Day Policy** Governors considered proposals regarding collection arrangements and pupils walking to and from school independently. ***Decision: Only Year 6 pupils should be permitted to walk to and from school independently with parental consent.*** ***A governor asked*** whether repeated late collection of pupils was formally recorded.	**Head/ Principal** 15 mins

	The Headteacher confirmed that ongoing concerns were recorded and monitored through CPOMS. During the discussion regarding pupils travelling to and from school independently, governors also considered the increasing use of smart watches by pupils. ***A governor asked*** whether TCAT had a specific policy regarding smart watches. ***Another governor queried*** whether devices such as Fitbits should be treated differently. ***The Headteacher explained*** that internet-enabled smart watches present similar safeguarding and distraction concerns to mobile phones. ***Decision: Governors agreed that internet-enabled smart watches should be subject to the same restrictions as mobile phones during the school day and that parents should be informed of this change.*** **Action: Headteacher to communicate the agreed smart watch restrictions to parents through the next school newsletter.** **14c. EYFS Policy** Governors noted updates to reflect statutory changes, including guidance regarding sleep arrangements and choking prevention. **14d. In-Year Admissions and Pupil Transition Policy** The Board welcomed the policy and agreed it would help ensure consistent arrangements for pupils joining the school during the academic year. **14e. Dogs on Site Policy** The Headteacher discussed the proposed Dogs on Site Policy prohibiting dogs on school premises other than assistance dogs or those involved in approved educational activities. ***A governor queried*** how the changes would be communicated to parents. ***The Headteacher confirmed*** that the new arrangements would be communicated through the school newsletter. **Action: Headteacher to communicate the Dogs on Site Policy to parents through the next school newsletter.**	
15.	**AOB:** <u>Academy Events</u> Governors were reminded of forthcoming academy and PTFA events, including the Halloween Disco, Christmas Fair, Easter Bingo, Colour Run and Summer Fair.	**Chair**

	Governors discussed the importance of maintaining visibility within the school community and noted that governor attendance at school events and visits forms part of effective governance practice. ***Decision: Governors agreed that academy and PTFA event dates should be shared with the Board to support governor attendance at school events throughout the year.*** **Action: Headteacher to produce and circulate a schedule of academy and PTFA event dates for governors.** <u>Governor Training</u> Governors discussed the forthcoming safeguarding webinar led by Rebecca Leatherbarrow and noted that attendance would support governors in fulfilling their safeguarding responsibilities. **Action: NH to obtain further details regarding the safeguarding webinar and circulate booking information to governors.** <u>Link Club Provision</u> At the conclusion of the meeting, the Headteacher invited governors to view the school's Link Club provision. Governors were informed that the provision is operated directly by the school and provides both after-school childcare and additional support during the school day. The space is also used at lunchtime to support pupils who may become dysregulated and would benefit from a quieter environment. The Headteacher explained that much of the equipment and resources had been donated or repurposed from the Early Years setting, enabling the provision to be developed in a cost-effective manner. Governors viewed the facility and spoke positively about the welcoming environment, range of resources available and the flexible use of the space to support pupils' wellbeing and inclusion needs. The Governing Board welcomed the development of the provision and recognised its contribution to supporting pupils and families.	
17.	**Date and time of next meeting** **17.11.2026 – 5pm** Chair shared that the next meeting of the LGCB will take place on 17 November 2026.	**Chair**
18.	**Part Two – Confidential** Confidential items were recorded in a private document.	

Action Summary:

Minute Ref.	Action to be taken	By Whom	Completion date
9	To complete all outstanding mandatory governor training and compliance requirements and upload evidence of completion to GovernorHub.	SH	ASAP
10	To complete the Skills Audit and Board Effectiveness Tool on GovernorHub.	All Governors	By next LGCB meeting
11	Clarify Trust requirements regarding parental consent for emergency EpiPen administration and report back to governors.	Headteacher	By next LGCB meeting
12	To review the final Ofsted report on receipt and use the findings to inform school and governance priorities.	Headteacher and All Governors	Following publication of the final Ofsted report and ongoing throughout the 2026/27 academic year.
14b	To communicate the agreed smart watch restrictions to parents through the school newsletter.	Headteacher	02/10/2026
14e	To communicate the Dogs on Site Policy to parents through the school newsletter.	Headteacher	02/10/2026
15	To produce and circulate a schedule of academy and PTFA event dates for governors.	Headteacher	By next LGCB meeting
15	To obtain further details regarding the safeguarding webinar and circulate booking information to governors.	NH	ASAP

