Sale and Davys C.E. Primary School

Local Trust Committee Extraordinary Meeting Minutes
Date: 26th February 2026
Time: 19:00
Location: Teams

Attendees: Sarah Briggs (Headteacher); Nicola Read (Chair); Lee Bottrill (Vice Chair); Dan Stephens (Parent LTC Member); Lucy Hill (Parent LTC Member); Tim Longley (Parent LTC Member)
Apologies: Bruce Ward (LTC Academy Member)
Clerk: Victoria Lindsay

Agenda Item 1 – Ratification of Admissions Policy 2027/2028

LTC Members received the final version of the Admissions Policy for the 2027–2028 academic year prior to the meeting for review

LTC Members were invited to ask questions and seek clarification on any areas of the policy.

All members confirmed they were happy to ratify the policy

Agenda Item 2 – Headteacher Report: Stage 3 Complaint Outcome

SB provided LTC Members with a summary of a complaint that had progressed through the school's formal complaints procedure to Stage 3.

SB outlined:

- The background and context of the complaint
- The process followed in line with the school's Complaints Policy
- The outcome of the Stage 3 panel process
- Recommendations arising from the process
- Steps taken following the panel's recommendations.

LTC members had the opportunity to ask questions about process, governance oversight, and resulting actions.

LTC members noted the outcome of the complaint and the actions presented by the SB

Meeting closed