

MINUTES OF THE FULL GOVERNING BODY MEETING PART ONE ASHTON HAYES PRIMARY SCHOOL	
Date	10th July 2023 at 5pm
Venue	Ashton Hayes Primary School
Present:	Ann Lowry - Chair of governors (co-opted) Mary Jefferson – Vice-chair of Governor (Parent governor) Martin Willis – Vice-chair of Governor (LA governor)- Via Teams Jon Gilbert - Headteacher Matt Denman – Parent governor (Sub A Chair) Dani Fray – Staff governor James Lutton – Co-opted governor Jack Mellor – Co-opted governor (Sub B Chair) Tracy Snell – Parent governor Liz Tombs – Co-opted governor
Apologies:	
Absent:	
In attendance:	Gianna Loparco (GL) – Clerk

*For all sets of minutes and backing papers it is taken that all will have been pre-read and coverage should be limited to: • **comment** • **clarify** • **challenge***

Documents sent ahead of the meeting or tabled:

- **Committee A minutes- 22nd May 2023**
- **Committee B minutes – 12th June 2023**
- **FGB minutes – 20th March 2023**
- **Headteachers Report**
- **Instrument of Government**
- **New committees ToRs**
- **Academisation Summary**

School development priorities

1	To support teachers, develop a wide range of teaching strategies which have the greatest impact upon improving outcomes for all pupils
2	Embed the school's approach to conscious discipline to ensure a consistency of approach across the school.
3	Ensure the best possible opportunities to enhance the spiritual, moral, social and cultural development of all pupils
4	Implement a rigorous cycle of development, where leaders model, instruct and support colleagues to improve.
5	To further develop an environment that supports the intent of an ambitious, coherently planned and sequenced curriculum that is rich in opportunity, language and investigation.

AGENDA ITEM 1	WELCOME & APOLOGIES FOR ABSENCE		
Discussion:	AL welcomed everyone to the meeting.		
AGENDA ITEM 2	DECLARATION OF INTEREST		
Discussion:	<ul style="list-style-type: none"> • No declarations were received. 		
Action:	What:	Who:	When:

AGENDA ITEM 3	PART ONE MINUTES OF THE LAST FGB MEETING 20/03/23		
Discussion:	<p>3.1 – Matters arising</p> <ul style="list-style-type: none"> No matters were arising. <p>3.2 - Approve part one minutes.</p> <ul style="list-style-type: none"> AL asked if part one minutes could be approved. All governors agreed by a show of hands. <p>Resolved – Part one minutes formally approved.</p>		
Action:	What:	Who:	When:
AGENDA ITEM 4	CHAIR’S ACTION		
Discussion:	<ul style="list-style-type: none"> AL advised she had sent a condolence card to the family of a former governor who sadly passed away recently. Also, AL advised she had presented a belated gift for former governor Ruth Mason. 		
Action:	What:	Who:	When:
AGENDA ITEM 5	GOVERNING BODY MEMBERSHIP		
Discussion:	<p>5.1 – Governing Body Committee/ToR Re-structure 2023/24</p> <ul style="list-style-type: none"> AL asked all governors if the new proposed ToRs could be approved. All governors agreed by a show of hands. <p>Resolved – ToR formally approved, from September 23, the 2 committees will be known as Resources and Curriculum.</p> <p>5.2 – Election of Chair of Governors</p> <ul style="list-style-type: none"> GL advised the Governors that as AL’s term of office was due to expire and she intends to only remain for another year, AL did not wish to be included in the nominations for Chair of Governors. GL asked for nominations. JL nominated himself and MJ nominated herself to stand as a Co-Chair of Governors if another governor would stand with her. JL advised he would. GL therefore asked MJ & JL to leave the room so a discussion and voting could take place. MJ & JL left the meeting. A discussion took place regarding the pros and cons of having a shared Chair role. It was agreed by all governors that currently Co-Chairs would not be beneficial for the school. It was agreed AL would speak to JL to clarify he was still willing to stand and ask MJ if she was willing to stand independently. AL advised JL still willing to stand and MJ would withdraw her nomination. JL & MJ returned to the meeting. <p>The Clerk requested a show of hands for JL as Chair of Governors, and this was unanimous. Decision: that JL was unanimously elected Chair of Governors.</p> <p>5.3 – Election of Vice Chair of Governors</p> <p>AL nominated MJ as Co-vice Chair of Governors. LT seconded MJ. The Clerk requested a show of hands for MJ as Co-vice Chair of Governors, and this was unanimous. Decision: that MJ was unanimously elected as Co-vice Chair of Governors.</p>		

	<p>MD nominated MW as Co-vice Chair of Governors. TS seconded MW. The Clerk requested a show of hands for MW as Co-vice Chair of Governors, and this was unanimous. Decision: that MW was unanimously elected as Co-vice Chair of Governors.</p> <p>5.4 – Election of Committee Chairs and Vice Chairs</p> <p>MJ nominated MD as Chair of the Resources Committee. MW seconded MD. The Clerk requested a show of hands for MD as Chair of the Resources Committee, and this was unanimous. Decision: that MD was unanimously elected as Chair of the Resources Committee.</p> <p>AL nominated JM as Chair of the Curriculum Committee. MD seconded JM. The Clerk requested a show of hands for JM as Chair of the Curriculum Committee, and this was unanimous. Decision: that JM was unanimously elected as Chair of the Curriculum Committee.</p> <ul style="list-style-type: none"> • It was agreed that vice- chairs for the committees would be suspended until governor vacancies were filled. <p>5.5 – Vacancies</p> <ul style="list-style-type: none"> • AL advised we currently have 3 vacancies, discussions had taken place with 5 individuals regarding taking on the role, 2 are current parents and 1 will be a parent in September. Skills audits had been issued. 1 candidate has advised that she would not be able to commit to the role, AL asked if TS or LT would speak with the candidate to explain the time commitment required. • MJ & JG advised a parent of a year 6 pupil may be interested in joining the GB, however again she is unsure of the time commitment involved. • MJ confirmed she would like to remain as a governor after her parent governor term of office expires in December. • It was agreed that parent governor elections would be conducted during the Autumn term. <p>5.6 – Link Governor meetings – Format 2023/24</p> <ul style="list-style-type: none"> • JG confirmed he would like the format to remain the same for the next academic year, he advised the feedback from staff was positive and asked governors their thoughts • All governors agreed the format was working well. A discussion took place as to whether the governors should change subjects. It was agreed to remain as this year and review again for 2024/25 • JG reminded all governors to ensure reports are written and sent to GL for circulation and filing. 		
Action:	What:	Who:	When:
	Arrange for Parent Governor elections	GL	31/10/2023
AGENDA ITEM 6	GOVERNOR DEVELOPMENT - TRAINING REQUIRED/ATTENDED		
Discussion:	<p>6.1 - Safeguarding Training – 30 October 23</p> <ul style="list-style-type: none"> • AL confirmed all governors would be required to undertake this training. <p>6.2 - Skills Matrix Analysis</p> <ul style="list-style-type: none"> • GL advised MJ’s skills audit was still outstanding, could this be completed by the end of July. 		

	<ul style="list-style-type: none"> GL will advise recommended training for completion in the next academic year based on knowledge gaps tailored to each governor. This training will be in place of the governor development meeting. 		
Action:	What:	Who:	When:
	Complete Skills Audit	MJ	31/07/2023
AGENDA ITEM 7	HEADTEACHER'S REPORT		
Report:	<p>The headteachers report had been circulated prior to the meeting and no questions had been raised in advance.</p> <p>MD asked if the dates of the bushcraft residential should be 2024 not 2023? JG confirmed this was a typo.</p> <p>JL on the contextual information could we have the last 3 years going forward, so we can spot any trends? JG advised he would add this in going forward.</p> <p>MD what are the numbers coming into reception in September. JG advised only 19 would be joining, there had been 3 on the waiting list, however the process within the admissions team at the council means that if a parent accepts the 2nd place because the 1st choice is full then they come off the waiting list, therefore when we had some places declined (going to private school and not moving to the area) those that were previously waiting are no longer on the list.</p>		
Action:	What:	Who:	When:
	Keep 3 years data in the report going forward	JG	Sept 2023
AGENDA ITEM 8	PLANNED RESIDENTIAL VISITS 2023/24		
Report:	<ul style="list-style-type: none"> Year 6 – Robins Wood (Wrexham) 13th to 15th September 23 - JL to attend. Years 3,4 & 5 – Bushcraft Company, Castle Howard, Yorkshire 1st to 3rd May 2024 – MW to attend. <p>AL asked if the parent meetings would be re-introduced advising the content etc of the trip? JG advised comprehensive packs would be issued to parents.</p> <p>MJ advised the Form C is sometimes issued too soon, as parents cannot really authorise participation before they know what the children will be involved in. JG agreed and advised that the form will be issued about 5 days before the trip as it needs to be current information.</p> <p>MJ advised the Form C still had Cheshire Council on it and perhaps there is an up to date version. JG will arrange to use the latest form.</p>		
Action:	What:	Who:	When:
	Obtain latest version of Form C from CWAC	JG	Sept 2023
AGENDA ITEM 9	APPOINTMENT OF EXTERNAL ADVISOR 2023/24		
Report:	<ul style="list-style-type: none"> AL confirmed Susan Walters re appointed. This will be reviewed again in 2024/25. 		
Action:	What:	Who:	When:
AGENDA ITEM 10	COMMITTEES		
Discussion:	<p>10.1– Committee A</p> <p>10.1.1- Matters arising from part one minutes 22/05/23</p> <ul style="list-style-type: none"> There were no matters arising. <p>MW suggested we make a note of any finances which we feel would be advantageous being part of an academy.</p> <p>10.1.2 - Approve part one minutes 22/05/23</p> <ul style="list-style-type: none"> AL asked if part one minutes could be approved. 		

	<ul style="list-style-type: none"> All governors agreed by a show of hands. <p>Resolved – Part one minutes formally approved.</p> <p>10.2 – Committee B</p> <p>10.2.1- Matters arising from part one minutes 12/06/23</p> <ul style="list-style-type: none"> LT raised CB was noted as KB in the minutes in point 7. <p>10.2.2 - Approve part one minutes 12/06/23</p> <ul style="list-style-type: none"> AL asked if part one minutes could be approved. All governors agreed by a show of hands. <p>Resolved – Part one minutes formally approved.</p>																																														
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	Capture finances	JG/DS	Throughout 23/24																																												
	Update errors in the minutes	GL	21/07/2023																																												
AGENDA ITEM 11	PROCEDURES / POLICIES FOR REVIEW / APPROVAL																																														
Discussion:	<ul style="list-style-type: none"> Instrument of Government AL asked if anyone had any queries regarding the Instrument of Government. A discussion took place regarding the numbers and the need to ensure the balance of parent and co-opted governors is correct. It was agreed the Instrument of Government was still relevant and valid. <p>MW suggested all governors check their bios on the website and update if necessary.</p>																																														
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	Check/update individual bios on website	All governors	25/09/2023																																												
AGENDA ITEM 12	ANY OTHER BUSINESS																																														
Discussion:	12.1– Date of future meetings																																														
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End of part one meeting. Part 2 minutes reported separately.