

MINUTES OF THE FULL GOVERNING BODY MEETING PART ONE ASHTON HAYES PRIMARY SCHOOL	
Date	4th December 2023 at 5pm
Venue	Ashton Hayes Primary School
Present:	James Lutton - Chair of governors (co-opted) Mary Jefferson – Vice-chair of Governor (Co-opted governor) Jon Gilbert - Headteacher Jess Deighton – Co-opted governor Matt Denman – Parent governor (Resources Committee Chair) Dani Fray – Staff governor Ann Lowry – Co-opted governor Jack Mellor – Co-opted governor (Curriculum Committee Chair) Tracy Snell – Parent governor – via Teams Liz Tombs – Co-opted governor Amy Whitmore – Parent governor
Apologies:	Martin Willis
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:

- **Leadership & Strategy Minutes – 25th September 2023**
- **Resources Committee Minutes- 9th October 2023**
- **Curriculum Committee Minutes- 6th November 2023**
- **Headteacher’s Report**
- **Policies – School Staff Disciplinary Policy, Children With Medical Needs Who Cannot Attend School, Pay, Admissions, First Aid**

School development priorities

1	To improve writing outcomes for all children by implementing the agreed approach to teaching writing.
2	Sustain the school’s approach to conscious discipline to ensure a consistency of approach across the school
3	To develop approaches to teaching creativity to support children’s wellbeing and positive attitudes to learning
4	Develop leaders’ ability and confidence in observing teaching and learning, feeding back effectively, to ensure that sequenced knowledge is delivered consistently and effectively.
5	Ensure that important knowledge is identified in preparation for learning at KS1

AGENDA ITEM 1	WELCOME & APOLOGIES FOR ABSENCE
Discussion:	JL welcomed everyone to the meeting and apologies were accepted from Martin Willis.
AGENDA ITEM 2	GOVERNING BODY MEMBERSHIP
Discussion:	2.1 – Membership Updates <ul style="list-style-type: none"> • JL welcomed Amy Whitmore to the board as a new parent governor. 2.2 - Declaration of pecuniary, personal, educational interests <ul style="list-style-type: none"> • None declared.

	<p>2.3 – Governor Vacancies</p> <p>2.3.1 Election of new co-opted member – Jessica Deighton</p> <ul style="list-style-type: none"> • JL invited JD to introduce herself and explain what experience she could give to the board. • JL asked JD to leave then meeting whilst the board considered her application. • AL proposed and MD seconded. <p>Decision – JD appointed as a co-opted governor for a 4-year term.</p> <ul style="list-style-type: none"> • JD returned to the meeting and JL welcomed her to the board as a co-opted governor. <p>2.3.2 Election of Mary Jefferson to co-opted governor.</p> <ul style="list-style-type: none"> • JL asked for any objections to appointing MJ as a co-opted governor, following the expiring of her parent governor term. <p>Decision – MJ appointed as a co-opted governor for a 4-year term.</p> <p>2.4 – Pay Panel - Elect members</p> <ul style="list-style-type: none"> • JL explained the need for a Pay Panel and proposed MD as Chair of the panel with AL & AW as members. • All governors agreed by show of hands. <p>Decision – MD appointed as Pay Panel Chair and AL & AW as Pay Panel members.</p>
AGENDA ITEM 3	APPROVAL OF THE L&S MINUTES AND PART 1 RESOURCES AND CURRICULUM COMMITTEE MINUTES
Discussion:	<p>3.1 - Matters arising from L&S meeting 25/09/23 and approval of minutes</p> <ul style="list-style-type: none"> • No matters were arising. • JL asked if the minutes could be approved. • All governors agreed by a show of hands. <p>Resolved – Minutes formally approved.</p> <p>3.2 – Approve minutes from part 1 Resources Committee meeting 09/10/23</p> <ul style="list-style-type: none"> • JL asked if part one minutes could be approved. • All governors agreed by a show of hands. <p>Resolved – Part one minutes formally approved.</p> <p>3.3 - Approve minutes from part 1 Curriculum Committee meeting 06/11/23</p> <ul style="list-style-type: none"> • JL asked if part one minutes could be approved. • All governors agreed by a show of hands. <p>Resolved – Part one minutes formally approved.</p>
AGENDA ITEM 4	CHAIR’S ACTION
Discussion:	<ul style="list-style-type: none"> • JL advised nothing to report.
AGENDA ITEM 5	HEADTEACHER’S REPORT
Discussion:	<ul style="list-style-type: none"> • JL advised that the report was a slimmed down version as most of what is reported is covered during the 3 governor meetings and asked if everyone had any questions regarding the report’s content or format. <p>AL asked if anymore children had started. JG advised 3 would be starting after Christmas.</p> <p>MD asked if we were starting an advertising campaign. JG advised a marketing colleague of JL would be supporting.</p> <ul style="list-style-type: none"> • A discussion took place regarding how best to market the school and if the school could collaborate with any local nurseries.

	<p>5.1 - Safeguarding update</p> <ul style="list-style-type: none"> • JM confirmed there were no safeguarding concerns. <p>AL advised the safeguarding training talked about private Facebook accounts and did everyone know how to do this.</p> <p>JG confirmed that all staff and governor accounts should be private and he would issue guidance on how to do this.</p> <p>JD asked if there was any guidance around using X (formally Twitter)</p> <p>JG confirmed we no longer use that platform.</p> <p>AW suggested deleting the account or making reference to the Facebook account.</p> <p>5.2 - Senior Leader/Deputy – Annual review</p> <ul style="list-style-type: none"> • JG confirmed the current structure is fulfilling all the requirements. 		
Action:	What:	Who:	When:
	Issue guidance on how to make Facebook private	JG	31/01/2024
AGENDA ITEM 6	PROCEDURES / POLICIES FOR REVIEW/APPROVAL		
Discussion:	<p>6.1 – School Staff Disciplinary Policy</p> <ul style="list-style-type: none"> • JL asked if the policy could be approved. • All governors agreed by a show of hands. <p>Resolved – School Staff Disciplinary Policy formally approved.</p> <p>6.2 - Children With Medical Needs Who Cannot Attend School Policy</p> <ul style="list-style-type: none"> • JL asked if the policy could be approved. • All governors agreed by a show of hands. <p>Resolved – Children With Medical Needs Who Cannot Attend School Policy formally approved.</p> <p>6.3 – Pay Policy</p> <ul style="list-style-type: none"> • JL asked if the policy could be approved. • All governors agreed by a show of hands. <p>Resolved – Pay Policy formally approved.</p> <p>6.4 – Admissions Policy</p> <ul style="list-style-type: none"> • JL asked if the policy could be approved. • All governors agreed by a show of hands. <p>Resolved – Admissions Policy formally approved.</p> <p>6.5 - First Aid Policy</p> <p>LT asked if in section 10.1 regarding updating the allergy form should it be more specific than periodically.</p> <p>JG agreed to change it to at least annually or as required.</p> <p>JL asked if there needed to be any reference regarding controlled drugs.</p> <p>JG agreed to add in a paragraph within 7.2 as per the findings from the H&S audit.</p> <ul style="list-style-type: none"> • JL asked if the policy could be approved. • All governors agreed by a show of hands. <p>Resolved – First Aid Policy formally approved.</p>		
Action:	What:	Who:	When:
	Make changes to First Aid Policy	JG	31/01/2024
AGENDA ITEM 7	GOVERNOR DEVELOPMENT - TRAINING REQUIRED/ATTENDED		
Report:	<p>7.1 - Safer Recruitment</p> <ul style="list-style-type: none"> • JL clarified if MJ was still interested in undertaking the training. • MJ confirmed she is. GL to arrange with DS to get the training booked. 		

	7.2 - KCSiE – Confirm all have read and understood <ul style="list-style-type: none"> All governors verbally confirmed they had read and understood part one of KCSiE. With the exception of the 2 new governors, AW & JD. GL to send the document to them for review. 7.3 – Governor training plan <ul style="list-style-type: none"> GL to issue training plan based on Skills Audit. 		
Action:	What:	Who:	When:
	Book MJ onto Safer Recruitment training via DS	GL	31/01/2024
	Send KCSiE document to AW & JD	GL	31/01/2024
	Issue training plan	GL	31/01/2024
AGENDA ITEM 8	ANY OTHER BUSINESS		
Report:	8.1 – Date of next meeting <ul style="list-style-type: none"> Resources Committee – Monday 22/01/24 Curriculum Committee – Monday 05/02/24 Full Governors – Monday 18/03/24 		

SUMMARY OF ACTIONS			
Action:	What:	Who:	When:
Item 5	Issue guidance on how to make Facebook private	JG	31/01/2024
Item 6	Make changes to First Aid Policy	JG	31/01/2024
Item 7	Book MJ onto Safer Recruitment training via DS	GL	31/01/2024
Item 7	Send KCSiE document to AW & JD	GL	31/01/2024
Item 7	Issue training plan	GL	31/01/2024

End of part one meeting. Part 2 minutes reported separately.