

MINUTES OF THE FULL GOVERNING BODY MEETING – Part one

Date	18 th March 2024 at 5pm		
Venue	Ashton Hayes Primary School		
Present:	James Lutton	Chair of governors (Parent governor)	17/03/2028
	Mary Jefferson	Vice-chair (Co-opted governor)	03/12/2027
	Martin Willis	Vice-chair (LA governor)	01/09/2024
	Jon Gilbert	Headteacher	N/A
	Jess Deighton	Co-opted governor	03/12/2027
	Matt Denman	Parent governor	31/03/2024
	Dani Fray	Staff governor	31/08/2026
	Ann Lowry	Co-opted governor	01/09/2027
	Jack Mellor	Co-opted governor	31/05/2024
	Tracy Snell	Parent governor	30/06/2026
	Liz Toombs	Co-opted governor	01/09/2026
	Matt Vickers	Co-opted governor	17/03/2028
	Amy Whitmore	Parent governor	17/10/2027
Apologies:			
Absent:			
In attendance:	Gianna Loparco (GL)	Clerk	N/A

*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:

- **FGB minutes – 4th December 2023**
- **Resources committee minutes- 22nd January 2024**
- **Curriculum committee minutes – 5th February 2024**
- **SFVS Document**
- **Headteachers Report**
- **Instrument of Government**
- **Schools Benchmarking**
- **Policies - Governing Body Statement of Behaviour Principles, SEND Policy & H&S Policy**
- **Budget**

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. There were no apologies for absence.
AGENDA ITEM 2	DECLARATION OF INTERESTS
Discussion:	2.1 –Governors are required to declare any interests in relation to the following: Declaration of pecuniary, personal, educational interests, related party transactions <ul style="list-style-type: none"> • No declarations received.

AGENDA ITEM 3	GOVERNING BODY MEMBERSHIP		
Discussion:	<p>3.1 - Membership Updates/Vacancies</p> <p>3.1.1 - Parent governor vacancy</p> <ul style="list-style-type: none"> JL advised that no nominations had been received. GL advised that it was possible for the GB to appoint someone into this role and suggested as JL is a parent he moves into this role which would create a vacancy for another co-opted governor. JL asked governors if they agreed with the suggestion. All governors approved. <p>Decision – JL appointed as a parent governor for a 4-year term.</p> <p>3.1.2 - Upcoming vacancies</p> <ul style="list-style-type: none"> JL advised MV was willing to join the GB as a co-opted governor and invited MV to introduce himself and explain what experience he could give to the board. JL asked MV to leave then meeting whilst the board considered his application. MD proposed and MJ seconded. <p>Decision – MV appointed as a co-opted governor for a 4-year term.</p> <ul style="list-style-type: none"> MV returned to the meeting and JL welcomed him to the board as a co-opted governor. MD's term of office is about to expire and therefore a new parent governor election would take place. JL advised that JM's term of office would expire before the next FGB and Curriculum committee and asked if the GB would consider another 4-year term All governors agreed and JL asked if JM was willing to remain as co-opted governor. JM agreed. <p>Decision – JM re-appointed as a co-opted governor for a 4-year term.</p> <p>3.1.3 - LA governor re-appointment</p> <ul style="list-style-type: none"> JL advised MW's term of office would expire at the end of the academic year and asked MD if he was willing to continue in this role. MW agreed, GL to arrange for paperwork to be sent to MW. <p>3.2 – Review Instrument of Government</p> <ul style="list-style-type: none"> Instrument of government review and no changes required. 		
Action:	What:	Who:	When:
	Arrange new parent governor election	GL	15/04/2024
	Send LA governor paperwork to MW	GL	15/04/2024
AGENDA ITEM 4	MINUTES OF FGB AUTUMN TERM		
Discussion:	<p>4.1 – Matters arising from minutes</p> <ul style="list-style-type: none"> No matters were arising. <p>4.2 – Approve minutes from FGB 04/12/23 – part one</p> <ul style="list-style-type: none"> JL asked if the part one minutes could be approved. All governors agreed by a show of hands. <p>Resolved – Part one minutes formally approved.</p>		
AGENDA ITEM 5	RESOURCES COMMITTEE		
Discussion:	<p>5.1 – Matters arising from minutes</p> <ul style="list-style-type: none"> No matters were arising. <p>5.2 – Approve minutes from Resources committee meeting 22/01/24 – part one</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>5.3 – Approve SFVS</p> <ul style="list-style-type: none"> JL asked if the SFVS could be approved. All governors agreed by a show of hands. <p>Resolved – SFVS formally approved.</p> <p>5.4 – Approve Budget</p> <ul style="list-style-type: none"> MD advised a deficit budget mainly due rising staff costs, received block funding was increased by 2%, however salaries increased by 6%, there is a plan to submit to the LA to reduce the deficit over time. A discussion took place regarding the budget and its potential impact. MD advised there has been numerous meetings and many versions, prior to agreeing on this budget and the prime focus was a "children first" budget. JL asked if the budget could be approved. All governors agreed by a show of hands. <p>Resolved – Budget formally approved.</p>		
AGENDA ITEM 6	CURRICULUM COMMITTEE		
Discussion:	<p>6.1 – Matters arising from minutes</p> <ul style="list-style-type: none"> No matters were arising. <p>6.2 – Approve minutes from the Curriculum committee meeting 05/02/24</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>6.3 – PTFA Update</p> <ul style="list-style-type: none"> JM provided an update from the PTFA - Governor's Update - March 2024.docx <p>MJ advised Mouldsworth parish council have a poor fund that we may be able to obtain some money from.</p> <p>6.4 – Link Governor meetings – Key Points</p> <ul style="list-style-type: none"> LT advised she had attended a SEND meeting - SEND Meeting Spring Term.docx JL reminded everyone to ensure they have the meetings, complete the report and send to GL. 		
Action:	What:	Who:	When:
	Send report template to all governors	GL	15/04/2024
AGENDA ITEM 7	CHAIR'S ACTION		
Report:	<ul style="list-style-type: none"> Nothing to report 		
AGENDA ITEM 8	HEADTEACHER'S REPORT		
Report:	<p>8.1 – Head Teachers Report</p> <p>MW commented that the pupil numbers are a little higher than originally anticipated. AL how many expected to start in September.</p> <p>JG advised there are 11 first choices but 45 applications in total with second and third choices. We will find out in April.</p> <p>8.2 – Schools Benchmarking</p> <ul style="list-style-type: none"> No comments regarding benchmarking. 		
AGENDA ITEM 9	SAFEGUARDING		
Report:	9.1 - Safeguarding		

	<ul style="list-style-type: none"> • JM has done L3 training. • JL advised the new governors to undertake basic training via the NGA website. GI to send the link. 		
Action:	What:	Who:	When:
	Send Safeguarding course link	GL	15/04/2024
AGENDA ITEM 10	PROCEDURES / POLICIES FOR REVIEW/APPROVAL		
Report:	<p>10.1– Governing Body Statement of Behaviour Principles</p> <ul style="list-style-type: none"> • JD had issued some comments just prior to the meeting regarding this policy. • JG to review and clarify by the end of the week. • JL asked on this basis are the governors happy for it to be approved. • All governors agreed by a show of hands. <p>Resolved – Governing Body Statement of Behaviour Principles formally approved.</p> <p>10.2 – SEND Policy</p> <ul style="list-style-type: none"> • JD had issued some comments just prior to the meeting regarding this policy. • JG to review and clarify by the end of the week. • JL asked on this basis are the governors happy for it to be approved. • All governors agreed by a show of hands. <p>Resolved – DSEND Policy formally approved</p> <p>10.3 – H&S 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 – H&S Policy formally approved.</p> <p>10.4 – Premises Management Documents</p> <ul style="list-style-type: none"> • JL advised these documents will be reviewed at the next H&S audit on 8th May 24. 		
AGENDA ITEM 11	GOVERNOR DEVELOPMENT - TRAINING REQUIRED/ATTENDED		
Report:	<p>11.1 – Training taken</p> <ul style="list-style-type: none"> • JL reminded all governors to email copies of certificates to GL once any training completed. • GL to issue passwords to new governors <p>11.2 – Schools Bulletin</p> <p>11.3 – Governance Handbook</p> <ul style="list-style-type: none"> • Link to the new guidance https://www.gov.uk/guidance/governance-in-maintained-schools 		
Action:	What:	Who:	When:
	Issue NGA password to new governor	GL	15/04/2024
AGENDA ITEM 12	ANY OTHER BUSINESS		
Report:	<p>12.1 – Local Living Wage</p> <ul style="list-style-type: none"> • JL advised the LLW had just increased and asked governors if they were happy to pass this increase onto the staff affected. • All governors agreed by a show of hands. <p>Decision – LLW to be implemented to all affected staff.</p> <ul style="list-style-type: none"> • <p>12.2– Dates of next meetings</p> <ul style="list-style-type: none"> • Resources Committee – Monday 20/05/24 • Curriculum Committee – Monday 10/06/24 • Full Governors – Monday 08/07/24 		

Action:	What:	Who:	When:
	Send Safeguarding course link	GL	15/04/2024

SUMMARY OF ACTIONS

Action:	What:	Who:	When:
Item 3	Arrange new parent governor election	GL	15/04/2024
Item 3	Send LA governor paperwork to MW	GL	15/04/2024
Item 6	Send report template to all governors	GL	15/04/2024
Item 9	Send Safeguarding course link	GL	15/04/2024
Item 11	Issue NGA password to new governor	GL	15/04/2024

End of part one meeting. MD gave his apologies for part 2 and left the meeting.

Part 2 minutes reported separately.