

MINUTES OF THE FULL GOVERNING BODY MEETING – Part one

Date	8 th July 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) – Via Teams	01/09/2024
	Jon Gilbert	Headteacher	N/A
	Jess Deighton	Co-opted governor	03/12/2027
	Matt Denman	Parent governor	28/04/2028
	Dani Fray	Staff governor	31/08/2026
	Ann Lowry	Co-opted governor	01/09/2027
	Tracy Snell	Parent governor – Via Teams (part)	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:	Jack Mellor	Co-opted governor	31/05/2024
Absent:			
In attendance:	Ceri Bacchus	SENDCo	N/A
	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***

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. Apologies were received and accepted for Jack Mellor.
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	SEND
Discussion:	Ceri Bacchus went through the report - SEND Report.pdf MW asked if top up funding continues each year with the child. CB advised it didn't, it must be applied for annually though it is usually only given for 2 years. AL asked what SALT was CB confirmed Speech and Language Therapy AL asked if it was related to Covid

CB replied partly, though it is also due to the upbringing, children spend a lot of time on their own on a device.

- CB praised Kelley Barlow for her fabulous work on ELSA and also confirmed that we have obtain outreach support from Dee Banks School.

MJ asked does the outreach support always come from Dee Banks
 CB advised it depends on the specific need.

- CB talked through some templates she had adopted from Alvanley & Manley school to help streamline the process.

AW asked at what point do the parents get involved.
 CB advised at point 4 but is can be earlier if required.

MJ asked if TAF support is still received from the LA
 JG confirmed not any longer, there is an advisor at the LA but no real support is provided.

- CB explained in September she would be conducting some research into Self Regulating Emotions.

JD commented she would be interested to know the findings of the research.
AL asked if there is already something similar in place with pegs.
 CB advised there was, but the approach was not consistent across the school.

- CB commented that funds would be appreciated for Dyslexia training. JG to raise this at the next FAVP meeting.

AL asked if the number with Dyslexia was increasing.
 JG commented it could be down to better diagnosing and CB commented more requests are being received for screening by parents.

- CB thanked the support she had received from LT during the year and the continued support of JG for providing the assistance of Hannah Binns to cover most of the administrative tasks.

JG thanked CB for all her efforts in the role over the years.
All governors wholeheartedly agreed.
MW asked if 1.5 days is enough for the school to meet the demand.
 CB advised she felt it was manageable now she has the support of HB.
JL asked if the trend continues what do we need to do?
 CB advised probably increase the time.

CB left the meeting at 17:45

Action:	What:	Who:	When:
	Raise joint Dyslexia training at next FAVP	JG	30/09/2024

AGENDA ITEM 4

GOVERNING BODY MEMBERSHIP

Discussion:

4.1 - Membership Updates/Vacancies

- LA governor re-appointment – Confirmation that the LA approved MW application to remain as the LA governor.
- JL confirmed governor approval received at last FGB.

Decision – MW appointed as LA governor for a 4-year term.

4.2 - Election of Chair of Governors

- MD Proposed JL
- AL & MW seconded

Decision – JL re-appointed as Chair of Governors, to be reviewed annually.

4.3 – Election of Vice Chair of Governors

- JL asked if MJ & MW were willing to remain as vice-chairs
- Both agreed.
- JL asked if everyone agreed.
- All governors agreed

Decision – MJ & MW re-appointed as Vice-chairs of Governors, to be reviewed annually.

	<p>4.4 – Election of Committee Chairs</p> <ul style="list-style-type: none"> JL asked if MD was willing to remain as Chair of Resources committee and confirmed that JM had confirmed he would remain as Chair of the Curriculum committee. MD agreed. JL asked if everyone agreed. All governors agreed <p>Decision – MD & JM re-appointed as Chairs of Resources and Curriculum committees respectively, to be reviewed annually.</p> <p>4.5 – Link Governors</p> <ul style="list-style-type: none"> JL advised all governors that the previous meetings and follow up reports had not consistently been completed, mainly due to agreeing dates with the subject leads. JG advised Wednesdays at 2pm would be good for the subject leads. All governors agreed. It was agreed that link governor roles would be re-assigned from Chair of committees to the new governors and are as follows <p>MV – Maths and Music. AL – MFL and Computing JD – Outdoor learning AW - RE</p> <p>4.6 – Code of Practice</p> <ul style="list-style-type: none"> JL reminded all governors re their strategic role and asked if the Code of Practice could be approved. All governors agreed <p>Resolved – Code of practice approved.</p>		
Action:	What:	Who:	When:
	Issue meeting dates for Link Governor meetings	JG	23/07/2024
AGENDA ITEM 5	MINUTES OF FGB SPRING TERM - PART ONE		
Discussion:	<p>5.1 – Matters arising and outstanding actions from minutes</p> <ul style="list-style-type: none"> AL confirmed that Mouldsworth Parish council donated £1,000. <p>MJ advised there is a possibility of obtaining more funds from the local councillor too.</p> <p>JL advised he knew the councillor and would approach him for more information.</p> <p>AL asked if a letter of thanks had been sent to the parish council.</p> <p>JG confirmed it had.</p> <p>5.2 – Approve minutes from FGB 18/03/24 & 28/05/24 – 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>		
Action:	What:	Who:	When:
	Speak to local councillor re potential donation	JL	23/07/2024
AGENDA ITEM 6	RESOURCES COMMITTEE – PART ONE		
Discussion:	<p>6.1 – Matters arising and outstanding actions from minutes</p> <ul style="list-style-type: none"> No matters arising or outstanding actions. <p>6.2 – Approve minutes from Resources committee meeting 20/05/24 – 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>6.3 – Budget update</p> <ul style="list-style-type: none"> JL advised that notification from the LA had still not been received regarding the budget. A letter had been sent advising the LA that we were adopting the budget as presented. <p>5.4 – Approve School Fund</p> <ul style="list-style-type: none"> MD advised he had reviewed the school fund audit report and was happy to approve this. JL asked if all agreed. All governors agreed. <p>Resolved – School Fund formally approved.</p>		
AGENDA ITEM 7	CURRICULUM COMMITTEE – PART ONE		
Discussion:	<p>7.1 – Matters arising and outstanding actions from minutes</p> <ul style="list-style-type: none"> No matters were arising or actions outstanding. <p>7.2 – 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>TS gave her apologies and left the meeting at 18:35</p>		
AGENDA ITEM 8	HEADTEACHER’S REPORT		
Report:	<p>Head Teachers Report</p> <p>AW asked if the numbers for reception were still at 13. JG confirmed they were.</p> <ul style="list-style-type: none"> JG advised there was an additional child joining in year 2 and the total number for the school will be 131. <p>MW asked if nationally the numbers are lower. JG confirmed that they are declining, one of the biggest factors is lack of siblings.</p> <p>DF advised that one of the new reception children had looked at 7 schools and choose Ashton because it made her feel the happiest when she visited.</p> <p>JL commented it was the first time he had seen bullying on the report and asked if JG would brief the governors on the incident.</p> <p>A discussion took place regarding the incident, resulting in actions to carry out a review of</p> <ol style="list-style-type: none"> whether the process in dealing with the incident followed policy and a review of the policy and whether it remains fit for purpose 		
Action:	What:	Who:	When:
	Conduct a review of Bullying Policy and policy implementation around the specific incident.	JD/MV & AL	23/09/2024
AGENDA ITEM 9	SAFEGUARDING		
Report:	<p>9.1 - Single Central Record</p> <ul style="list-style-type: none"> JL confirmed he had signed the Single Central Record. <p>MJ asked if this included any taxi drivers that the school JG to confirm with CWaC.</p> <ul style="list-style-type: none"> A discussion took place regarding DBS checks for 3rd party providers. MJ advised she would share a document related to this. <p>9.2 – Safeguarding report.</p> <ul style="list-style-type: none"> No report available – JM to send to GL for circulating. 		
Action:	What:	Who:	When:
	Check with CWaC re taxi DBS	JG	05/09/2024

	Send DBS information re 3 rd parties	MJ	23/07/2024
	Send GL Safeguarding report	JM	23/07/2024
AGENDA ITEM 10	PLANNED RESIDENTIAL VISITS 2024-25		
Report:	<ul style="list-style-type: none"> Year 6 to Robin Wood on 13th to 15th September JG advised nothing had been confirmed regarding any other residentials, however a year 4/5 trip in May would be likely. Further information to be advised at the Autumn FGB JL asked if the Year 6 residential could be approved. All governors agreed by a show of hands. <p>Resolved – year 6 residential formally approved.</p>		
AGENDA ITEM 11	APPOINTMENT OF EXTERNAL ADVISOR 2024-25		
Report:	<ul style="list-style-type: none"> JG confirmed Susan Walters has remained as the external advisor in line with previous discussions. It is recognised that Susan Walters has been the advisor for several years now and that this would be reviewed again next year. JG advised he would send the latest report to all governors. 		
Action:	What:	Who:	When:
	Circulate latest report.	JG	05/09/2024
AGENDA ITEM 12	GOVERNOR DEVELOPMENT - TRAINING REQUIRED/ATTENDED		
Report:	<p>12.1 – Update from governors on training attended.</p> <ul style="list-style-type: none"> JL advised we would look to arrange a training session for governors based on the gaps in knowledge. <p>12.2 - Skills Matrix</p> <ul style="list-style-type: none"> GL advised this would be issued to all governors for completion over the summer. 		
Action:	What:	Who:	When:
	Look at possible dates for training session	JL	05/09/2024
	Issue Skills Matrix	GL	23/07/2024
AGENDA ITEM 13	PROCEDURES / POLICIES FOR REVIEW / APPROVAL		
Report:	<p>H&S policy AL raised a query re point 8.3 JG advised the training had been received JL raised a query re point 6, how is this conveyed. JG advised this is covered in PHSE teachings. JL raised a query re point 36, re workplace environment and stress management and asked if a Staff Wellbeing policy should be introduced. JG agreed.</p> <ul style="list-style-type: none"> JL asked on this basis are the governors happy for it to be approved. All governors agreed by a show of hands. <p>Resolved – Health and Safety policy formally approved.</p>		
AGENDA ITEM 14	CHAIRS ACTION		
Report:	<ul style="list-style-type: none"> Nothing to report 		
AGENDA ITEM 15	ANY OTHER BUSINESS		

Report:	Dates of 2024-25 meetings																																															
	<ul style="list-style-type: none"> A discussion took place regarding the dates proposed. JM had advised he will be unable to attend the meetings at 5pm due to changes at work. He is happy to continue as a governor if this change can be adopted. All governor's agreed JM is a great asset to the governing body and agreed to accommodate a change in time for FGB and change of day for Curriculum Committee meetings. 																																															
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SUMMARY OF ACTIONS			
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Item 3	Raise joint Dyslexia training at next FAVP	JG	30/09/2024
Item 4	Issue meeting dates for Link Governor meetings	JG	23/07/2024
Item 5	Speak to local councillor re potential donation	JL	23/07/2024
Item 8	Conduct a review of Bullying Policy and policy implementation around the specific incident.	JD/MV & AL	23/09/2024
Item 9	Check with CWaC re taxi DBS	JG	05/09/2024
Item 9	Send DBS information re 3 rd parties	MJ	23/07/2024
Item 9	Send GL Safeguarding report	JM	23/07/2024
Item 11	Circulate latest report.	JG	05/09/2024
Item 12	Look at possible dates for training session	JL	05/09/2024
Item 12	Issue Skills Matrix	GL	23/07/2024

End of part one meeting.

Part 2 minutes reported separately.