

MINUTES OF THE FULL GOVERNING BODY MEETING – Part one			
Date	20 th March 2025 at 5.30pm		
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
	Jon Gilbert	Headteacher	N/A
	Jess Deighton	Co-opted governor	03/12/2027
	Dani Fray	Staff governor	31/08/2026
	Ann Lowry	Co-opted governor – via Teams	01/09/2027
	Tracy Snell	Parent governor	30/06/2026
	Liz Toombs (ET)	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	17/03/2028
	Louise Trasatti (LT)	Parent governor	04/11/2028
	Martin Willis	Vice-chair (LA governor)	01/09/2028
Absent:			
In Attendance:	Gianna Loparco (GL)	Clerk	N/A
	Martin Bell	Observer – Headteacher designate (April 2025)	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 ensuring that basic skills are applied routinely into writing.
2	Develop the use of play-leaders and of mentoring strategies across the school
3	To develop approaches to teaching creativity to support children's wellbeing and positive attitudes to learning
4	Further develop the role of the senior leadership team in strategic and operational direction.
5	To ensure that the teaching of reading and phonics prepares all children effectively for their next steps in education.

AGENDA ITEM 1	WELCOME & APOLOGIES FOR ABSENCE
Discussion:	JL welcomed everyone to the meeting, including Headteacher designate Martin Bell as an observer. Apologies received and accepted from Jack Mellor, Louise Trasatti and Martin Willis.
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 No declarations received.
AGENDA ITEM 3	GOVERNING BODY MEMBERSHIP
Discussion:	3.1 - Membership Updates/Vacancies MV advised with regret he would be resigning as a governor following this meeting and thanked the board for their welcome and support in the short time he has served.

	- JL stated MV would be greatly missed and whilst he has been a governor for just over a year, his impact has been significant and thanked him for his services. - All governors agreed and wished him well for the future. - JL asked if there were any other members of the high school that may be interested in joining the board. MV advised he would ask the question and JG also advised he would speak with the Headteacher. 3.2 – Review Instrument of Government - JL asked governors if they had any comments re the Instrument of Government - There were none. - JL asked about exploring the possibility again of moving to a flat structure in the future as there is still duplication of topics. - The response from governors was positive and it will therefore be tabled at the Summer FGB for a vote.		
Action:	What:	Who:	When:
3.1	Liaise with head at Helsby High for potential co-opted governor	JG	By 04/04/25
3.2	Add flat structure to Summer agenda	GL	By 14/06/25
AGENDA ITEM 4	MINUTES OF FGB AUTUMN TERM – PART ONE		
Discussion:	4.1 - Matters arising from part 1 FGB 08/07/24 - A discussion took place regarding the revised Bullying policy. MJ asked re point 11.3 in the policy, if the wording could be amended slightly to include ongoing monitoring. JG agreed AW asked how often the children are educated about what bullying is. JG advised this is done in specific sessions for example during anti-bullying week, however the word is challenged when used to ensure understanding. 4.2 - Outstanding actions - Item 12.1 Autumn FGB – AL asked if the parent survey had been issued. JG advised it hadn't. It was agreed that this would be issued by the new head as part of his communications to parents in the Summer term. JD volunteered to support the survey creation if required. - Item 4.2 Autumn FGB – Safeguarding policy re Taxis – Still outstanding. MJ to action. - Item 11 Summer FGB – Ongoing action, report not yet issued. - Item 12.1 Summer FGB – This is still outstanding, TS advised she would co-ordinate. - Item 12.2 Summer FGB – Skill matrix still outstanding for AL & DF - Item 7 Autumn FGB - Zones of regulation resources – Still outstanding JD - Item 10.2 Autumn FGB – Read KCSiE, still outstanding MW & LT 4.3 – Approve minutes - JL asked if the part one minutes could be approved. - All governors agreed by a show of hands. Resolved – Part one minutes formally approved 4.4 – Approve minutes from ratification meeting - JL asked if the minutes could be approved. - All governors agreed by a show of hands. Resolved – Ratification minutes formally approved		
Action:	What:	Who:	When:
4.1	Review wording on section 11.3 on bullying policy	JG	By 04/04/25
4.2	Issue survey to parents	MB	By 24/05/25

AGENDA ITEM 5	RESOURCES COMMITTEE
Discussion:	5.1 – Matters arising from part 1 Resources Committee meeting 27/01/25 • No matters arising 5.2 – Approval of minutes • JL asked if the part one minutes could be approved. • All governors agreed by a show of hands. Resolved – Part one minutes formally approved 5.3 – Approve SFVS • MJ advised there are 2 questions where we cannot answer “yes” too, however there is justification should the LA query. • JL asked if the SFVS could be approved. • All governors agreed by a show of hands. Resolved – SFVS formally approved 5.4 – Approve budget • MJ advised the finance officer at the LA stated we are not the worse school in terms of deficit. • JL advised Forest Tots has been a great advertisement for the school and already one parent who is outside the area, has confirmed they would be applying for a 2026 place in reception. • JG advised the numbers indicate we will be full for September 25 at 22 children. MV asked if the -£65k would change once the year end has been closed off. MJ confirmed it could change. • JL asked if the budget could be approved. • All governors agreed by a show of hands. Resolved – Budget formally approved 5.5 – Decision on Legal Insurance – There is no time limit with the CWaC legal cover • JG advised he had subsequently found out that the hours are capped at 15. • A discussion took place regarding the pros and cons of not taking the buyback service and ultimately the new head will make the decision when in situ – operational decision to be made by the HT. 5.6 - Schools Benchmarking • JG advised the high spend on premises was due to the toilet refurbishment. MV commented the figures quoted on the report are historical and whilst there is some correlation to other similar schools, it is impossible to compare exactly as each school may record the expenditure differently. JL asked if any local comparisons are done within the FAVSP schools JG advised there wasn't
AGENDA ITEM 6	CURRICULUM COMMITTEE
Discussion:	6.1 – Matters arising from part 1 Curriculum committee meeting 04/02/25 • No matters arising. 6.2 – Approval of minutes • JL asked if the part one minutes could be approved. • All governors agreed by a show of hands. Resolved – Part one minutes formally approved

	6.3 – PTFA Update - No update, carried forward to Summer FGB. 6.4 – Link Governor meetings – Key Points - All governors agreed the new format and structure was working well. MJ thanked all staff for their time at the meetings.
AGENDA ITEM 7	HEADTEACHER'S REPORT
Discussion:	7.1 – To receive Headteachers report JL asked if there were any question relating to the report. MW asked when the deadline was for application for reception places in September JG advised 31/01/2025, the numbers are looking positive for the intake. MJ asked if the 3 leavers from the PP & SEND were from the Yr6 leavers. JG advised 1 moved to Wales and 2 were from Yr6 MJ queries the SEND info as it didn't match the provision map in the SEND report. JG advised the SEND figures in the HT report are actual, however the provision map are who we are providing additional support. MW asked are we still able to provide the support JG confirmed yes, but not as 1:2:1
AGENDA ITEM 8	SAFEGUARDING
Update:	8.1 - To receive an update on any issues or areas of focus. JG advised he had not met with JM as yet but there were no issues to report and the procedures remain effective.
AGENDA ITEM 9	PROCEDURES / POLICIES FOR REVIEW/APPROVAL
Report:	9.1– Statement of Behaviour Principles 9.2 – Children with health needs who cannot attend school Policy 9.3 – Supporting Children with medical conditions Policy - JL asked the governors if they were happy for the above policies to be approved. - All governors agreed by a show of hands. Resolved – Statement of Behaviour Principle, Children with Health needs who cannot attend school and Supporting children with medical needs policies formally approved. 9.4 – Premises Management Documents - JL advised these will get picked up during the next H&S audit in the summer.
AGENDA ITEM 10	GOVERNOR DEVELOPMENT - TRAINING REQUIRED/ATTENDED
Update:	10.1 – Training taken - Safer recruitment – MV - New governor training – AW - NGA Chairs course – JL 10.2 – Schools Bulletin - Circulated with the agenda, all governors encouraged to read the relevant sections. 10.3 – Governor networks - JL advised he is looking to set up a Chairs network group with the FAVSP schools, this will also support succession planning.

AGENDA ITEM 11	CHAIR'S ACTION
Update:	No chairs action had taken place.
AGENDA ITEM 12	ANY OTHER BUSINESS
Report:	12.1– Dates of next meetings - Resources Committee – Monday 19/05/25 - Curriculum Committee – Tuesday 24/06/25 - Full Governors – Thursday 10/07/25 - As this would be the last meeting for JG, JL thanked him for all his work at the school during his 8 years, both as deputy head and headteacher and wished his well in his new role as headteacher of Cherry Grove. – This was echoed by all governors.

SUMMARY OF ACTIONS			
Action:	What:	Who:	When:
3.1	Liaise with head at Helsby High for potential co-opted governor	JG	By 04/04/25
3.2	Add flat structure to Summer agenda	GL	By 14/06/25
4.1	Review wording on section 11.3 on bullying policy	JG	By 04/04/25
4.2	Issue survey to parents	MB	By 24/05/25
4.2	Review safeguarding policy for section on school taxis	MJ	By 14/06/25
4.2	Action item 11 from FGB Summer Circulate latest SIP report.	JG	By 04/04/25
4.2	Action item 12.1 from FGB Summer arrange date for governor training	TS	By 24/05/25
4.2	Action item 12.2 from FGB Summer complete skills matrix and issue to GL	AL & DF	By 24/05/25
4.2	Action item 7 Autumn FGB Investigate if there are any resources that could be shared	JD	By 24/05/25
4.2	Item 10.2 Autumn FGB Read KCSiE	MW & LT	By 24/05/25

End of part one meeting.

Part 2 minutes reported separately.