MINUTES OF THE FULL GOVERNING BODY MEETING – Part one			
Date	**17th July 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
	Martin Willis	Vice-chair (LA governor)	01/09/2028
	Martin Bell	Headteacher	N/A
	Jess Deighton	Co-opted governor	03/12/2027
	Ann Lowry	Co-opted governor – via Teams	01/09/2027
	Tracy Snell	Parent governor	30/06/2026
	Louise Trasatti (LT)	Parent governor	04/11/2028
Apologies:	Dani Fray	Staff governor	31/08/2026
	Jack Mellor	Co-opted governor	17/03/2028
	Liz Toombs (ET)	Co-opted governor	01/09/2026
	Amy Whitmore	Parent governor	17/10/2027
Absent:			
In Attendance:	Gianna Loparco (GL)	Clerk	N/A
	Ceri Bacchus	SENDCo - part	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, Apologies received and accepted from Dani Fray, Jack Mellor, Liz Toombs and Amy Whitmore.
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	**SEND**
Update:	3.1 –Send Update • Ceri Bacchus provided a comprehensive SEND update including information on funding. There will be a child returning in September who will require additional assistance. She is working with the OT and waiting on SEN team to do an assessment for reasonable adjustments. CB also advised that there has been a rise in parental engagement with the SENCO around behaviour management in the home setting

	MW asked what percentage CB advised about 5% **MW asked if there was any trend in any class** CB advised no it is across the school but parents of pupils transitioning to high school want to ensure their child's needs are effectively communicated to their next setting CB advised her SENDCO time will increase from 1 day to 1.5 days, she will hold SENDCO surgery and have more time to observe in the classroom. **AL asked if CB feels this is sufficient** CB commented she feels very well supported by MB and we have been allocated a SEN advisory office at CWaC, so waiting times should hopefully reduce. CB advised she is looking forward to returning in September. **MW asked is a letter for recognition could be sent to Mrs Evans for her additional and very much appreciated support** All governors agreed and JL advised he would send this. **JL asked what the biggest challenge over the next 12-24 months will be** CB advised TA staffing is reduced and this is a particular challenge **AL asked if Hannah Binns is still supporting with administration of SEND matters** CB commented yes. CB advised Mrs Collins had been appointed ELSA role **MW asked if there is any specific kit that is required** CB said yes there is a list of requirements **All governors thanked CB for the comprehensive report and her dedication to the role**. MB reiterated this and commented CB is very passionate and leads the team well. CB then left the meeting.
AGENDA ITEM 4	**GOVERNING BODY MEMBERSHIP**
Discussion:	4.1 - Membership Updates/Vacancies • Co-opted governor vacancy – MB advised he is still in discussion with the Headteacher at Helsby High, with the view for their new business manager to join as an Ashton Hayes governor. 4.2 – Structure for 2025-26 • JL confirmed as agreed in the last FGB that we will move to the flat structure from September, there will be a Leadership and Strategy meeting mid-September then 2 FGB meetings a term. Dates to be confirmed. 4.3 - Election of Chair of Governors • GL asked for any nominations. • MW nominated JL • AL & MJ seconded • JL confirmed he would be happy to continue as Chair. **Decision** – JL re-appointed as Chair of Governors, to be reviewed annually 4.4 – 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 4.5 – Link Governors • GL outlined a change in link governor roles for the coming year and it was agreed that appointments into the roles would take place at the L & S meeting in

	September, however, governors are to think about which of the following roles they may be best suited to. SEND Safeguarding Finance H&S Attendance & Wellbeing Curriculum / Quality of Education School Data & Pupil/Sports Premium EYFS 4.6 – Approve Code of Conduct– Governors Code of Practice 2025_26.pdf • JL asked if all governors agreed with the code of conduct. **MJ commented she had read them in detail and highlighted to governors the Nolan principles and felt they are a good reminder of what governors stand for.** JL suggested they also be added to the agendas for future meetings. Resolved – Code of Conduct approved.

Action:	**What:**	**Who:**	**When:**
	Add Nolan Principles onto future agendas	GL	Ongoing

AGENDA ITEM 5	**MINUTES OF FGB AUTUMN TERM – PART ONE**
Discussion:	5.1 - Matters arising and outstanding actions from part 1 FGB 20/3/25 • No outstanding actions or matters arising. 5.2 – 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
AGENDA ITEM 6	**RESOURCES COMMITTEE**
Discussion:	6.1 – Matters arising and outstanding actions from part 1 Resources Committee meeting 19/05/25 • No outstanding actions or 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 – Budget Update • MB confirmed there had been no change from what was presented and discussed at the resources committee meeting. Providing the wrap around care is a success, the school should have a healthy in year surplus next year. It was noted the success of the wraparound care was very important to the school going forward and needed to be supported. 6.4 – Approve School Fund • MB asked for this to be carried forward to the first FGB of the new year. 6.5 – Failure to prevent Fraud • MB advised there is new legislation regarding preventing fraud. He will be attending a training course in September and will advise more once the training has been received. **MW commented we should check the school policies and ensure we are seeking guidance for IT Security regarding phishing emails.**

AGENDA ITEM 7	CURRICULUM COMMITTEE
Discussion:	7.1 – Matters arising and outstanding actions from part 1 Curriculum committee meeting 24/06/25 • No outstanding actions or matters arising. **AL commented they were a very positive read** 7.2 – 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 7.3 – Data • MB talked through the headline figures from the report provided. **MW asked if we have the previous year's data for comparison** MB advised yes, this will be shared at the next FGB **TS commented that governors knew this cohort might face particular challenges and asked if we could also see the accompanying data relating to progression across the year.** MB advised he will provide greater detail of all performance in the new year. **MJ commented, that many prospective parents seek figures prior to considering applications for their children so context to any variations is really important** **AL asked if parents had fed back in relation to data.** MB advised there had been a couple of instances of feedback, one parent particularly mentioned about writing data standards as they still have a child in a younger class. Some of the reports were a surprise to parents, however MB advised he had also received some very positive comments. **MW commented that the key point now is for governors to support MB on the strategy going forward.** **TS commented she has noted staff being complimentary about MB regarding giving support and direction.** **JL commented MB is already investing in the children from reception** **MW commented the newsletter is a great addition.** **All governors agreed and thanked MB for his contribution in his first term.** 7.4 – Swimming **JL asked MB if we are fulfilling the curriculum requirement on this.** MB advised that no swimming had been booked for this half term, he therefore arranged for 3 children, who did not meet the required standards, to be taken to Christleton High School to ensure they had the opportunity to meet the criteria. **MW asked how MB decided which children needed to go.** MB advised it was based on pool lessons last year. **MW asked what the plan was for swimming next year.** MB advised the pool had been booked to come on site again. **JL commented we need to ensure there are no barriers to the children swimming.**
AGENDA ITEM 8	**HEADTEACHER'S REPORT**
Discussion:	8.1 – To receive Headteachers report • MB went through the report and asked if there were any questions. **JL commented the performance of The Lion King was incredible a great opportunity for teamwork, discipline and gives the children confidence, thanks to all the teachers for their efforts. It is also a great advertisement for the school.** **MB agreed and commented that we are lucky to have Mrs Fray to lead the production. However there needs to be a balance of this over PE.**

	MB agreed and praised all the children for their wonderful performances. Discussion took place regarding Tea and Tissues for the new starters and MB agreed this would be able to take place again. **JL asked the reason for the children leaving the school.** MB advised they moved out of the area. **JL commented it would be beneficial to have a tracker on which high schools the year 6 children go to and have gone in previous years.** **MJ congratulated MB for a fantastic 1st term as head**. **AL commented the staff are inspired to teach**.
AGENDA ITEM 9	**SAFEGUARDING**
Update:	9.1 - Single Central Record • JL advised this this is updated and reviewed termly. 9.2 – Safeguarding report • Nothing of concern to report. **JL reminded all that safeguarding is all our responsibility and asked if any safeguarding refresher training was needed.** MB didn't think any was due, this is managed by Mrs Stubbs.
AGENDA ITEM 10	**PLANNED RESIDENTIAL VISITS 2025-26**
Report:	• MB advised the plan for the residentials to take place in Summer term. Year 6 Conway Year 4 PGL • MB advised there will not be a residential for year 2 but we will be looking to have an elongated stay at school, where they stay till after tea etc. The feedback from parents was mixed with half saying they would prefer residentials to be every other year. **Discussion took place regarding costs and JD asked if there are any funds that can be used to support parents.** MB advised support for costs is only available if the child receives pupil premium, however all trips including day trips will be booked by September, giving notice to parents and enables them to start paying in instalments if required. • JL asked if the residentials could be approved. • All governors agreed by a show of hands. **Resolved** – Residentials formally approved
AGENDA ITEM 11	**APPOINTMENT OF EXTERNAL ADVISOR 2025-26**
Information:	• MB advised he and JL had discussed this there were 2 possible candidates, and the preference was to use Kelly Butler. She has a specialising in EYFS and is more local. • JL asked if the appointment of the new external provider could be approved. • All governors agreed by a show of hands. **Resolved** – Kelly Butler appointed as new external advisor. • MB provided a summary from the last report from Susan Walters on 26/6 and how there needs to be some school development around writing and the curriculum needs addressing. JL commented there needs to be a mechanism to monitor the SIP recommendations and actions. To be added as an agenda item on next FGB agenda.

Action:	**What:**	**Who:**	**When:**
	Add SIP monitoring recommendations as agenda item on FGBs	GL	Ongoing
AGENDA ITEM 12	**GOVERNOR DEVELOPMENT - TRAINING REQUIRED/ATTENDED**		
Discussion:	12.1 – Update from governors on training attended. • JL advised training will be a focus for the Leadership and Strategy meeting in September. Potential to partner with Edsential for training. • Governance guide update emailed from NGA – All governors to review section on Procurement nga-procurement-guide-20250130.pdf		
Action:	**What:**	**Who:**	**When:**
	Review Procurement guide	All	Ongoing
AGENDA ITEM 13	**PROCEDURES / POLICIES FOR REVIEW/APPROVAL**		
Report:	13.1 - H&S – No changes 13.2 – Premises Management – Document needs to be developed. 13.3 – SEND – No changes 13.4 – Pay – Not yet released • JL asked if the H&S and SEND policies could be approved. • All governors agreed by a show of hands. **Resolved** – H&S and SEND policies formally approved		
AGENDA ITEM 14	**CHAIR'S ACTION**		
Update:	• No chairs action had taken place.		
AGENDA ITEM 15	**ANY OTHER BUSINESS**		
Report:	15.1- PTFA update • MB apologised that he did not have an update from the PTFA. 15.2 – Ashton Owls • MB advised all was ready in place for September and parents will receive some communication regarding how to book.		

SUMMARY OF ACTIONS			
Action:	**What:**	**Who:**	**When:**
Item 4.6	Add Nolan Principles onto future agendas	GL	Ongoing
Item 11	Add SIP monitoring recommendations as agenda item on FGBs	GL	Ongoing
Item 12	Review Procurement guide	All	Ongoing

End of part one meeting.

Part 2 minutes reported separately.