

MINUTES OF THE FULL GOVERNING BODY MEETING – Part one			
Date	28 th November 2024 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
	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	01/09/2027
	Jack Mellor	Co-opted governor	17/03/2028
	Tracy Snell	Parent governor	30/06/2026
	Louise Trasatti	Parent governor	04/11/2028
	Liz Toombs	Co-opted governor	01/09/2026
	Matt Vickers	Co-opted governor	17/03/2028
Apologies:	Amy Whitmore	Parent governor	17/10/2027
Absent:			
	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 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 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	GOVERNING BODY MEMBERSHIP
Discussion:	3.1 – Current Membership 3.1.1 – Headteacher resignation, agree HT recruitment panel - JL requested that thanks to JG be minuted from all governors for his 4 years of service as headteacher. - JL advised the dates for headteacher recruitment and asked for 3 volunteers to join him on the recruitment panel. - AL & MV confirmed they would be available. LT & MJ advised they would confirm in the morning.

	- LT advised she would be available to assist with the show arounds of prospective candidates. MW commented that as only one more governor is needed, if both LT & MJ were available that he suggested the preference should be LT as a new parent governor should be on the panel. <i>Post meeting – LT confirmed availability and panel appointed.</i> 3.2 – Committee Membership 3.2.1 – Resources Committee - Confirmation that MJ would move over to Resources as chair. 3.2.2 - Curriculum Committee - LT to join the curriculum committee. 3.2.3 – Agree Pay panel - Pay panel members agreed as AL, AW & JD 3.3 – Link Governor Groups - JG advised the Autumn meetings had all been undertaken, except for the one between MW & Mr Morris. It is hoped that this will be completed by the end of the term. - JG advised he would issue dates again to all governors for the Spring term reviews. He suggested that TS attend school to conduct the English review and would let her know the date.		
Action:	What:	Who:	When:
	Issue meeting dates for Link Governor meetings	JG	20/12/2024
AGENDA ITEM 4	MINUTES OF FGB SUMMER TERM – PART ONE		
Discussion:	4.1 - Matters arising from part 1 FGB 08/07/24 - No matters arising. 4.2 - Outstanding actions - Item 3 – JG confirmed this had been discussed but no dates had been agreed. - Item 5.1 – JL advised this had been passed the application form to JG, JG to check and chase the local councillor for an update. - Item 9.1 – JG confirmed CWaC held records of taxi DBSs - Item 11 – Ongoing action, report not yet issued. - Item 12.1 – This is still outstanding, TS advised she would co-ordinate. - Item 12.2 – Skill matrix still outstanding for AL, DF & JM MW asked who is accountable MV advised the LA were MJ commented, the teacher needs to check the id etc when releasing a child, she advised she would review the section in the policy and feedback to JG. 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		
Action:	What:	Who:	When:
	Obtain update from local councillor re donation	JG	20/03/2025
	Review safeguarding policy for section on school taxis	MJ	20/03/2025
AGENDA ITEM 5	L&S MINUTES AND PART 1 COMMITTEE MINUTES		
Discussion:	5.1 – Matters arising from part 1 L&S meeting 23/09/24 No matters arising 5.2 – Outstanding actions AL asked re item 7.1 if the school had a separate Cyber Bullying policy and if not should we have one.		

	JG advised that there was not a separate policy but would look to expand on the wording re cyber bullying in the existing policies. 5.3 - 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 5.4 – Matters arising from part 1 Resources Committee meeting 07/10/24 - No matters arising 5.5 – 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 5.6 - Matters arising from part 1 Curriculum Committee meeting 22/10/24 - No matters arising 5.7 – 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		
Action:	What:	Who:	When:
	Review sections in policies on Cyber Bullying	JG	20/03/2025
AGENDA ITEM 6	HEADTEACHER'S REPORT		
Discussion:	6.1 – 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 6.2 - Safeguarding update - JM advised he had met with JG and there are no ongoing concerns, his meeting also involved a walk-around at breaktime. - JM also advised that the SCiE team had conducted a voluntary health check with a positive outcome.		
AGENDA ITEM 7	SEND		
Discussion:	SEND update MJ celebrated the free autism training and commented it was very positive that CB is receiving the additional support. LT advised CB seemed happy. - LT advised the drop-in session was a good success. - JG advised there is a plan to arrange more drop-in sessions with specific themes, e.g. bedtime. MW suggested obtaining anonymised testimonials JG thought it would be a good idea but suggested that after the ones on specific themes. - LT asked if JD had any resources on the Zones of Regulation. - JD advised she would investigate it.		
Action:	What:	Who:	When:

	Investigate if there are any resources that could be shared	JD	04/02/2025
AGENDA ITEM 8	FEEDBACK ON BULLYING POLICY REVIEW		
Update:	- MV confirmed that the working party had completed the review of the policy and advised that. - The policy was followed. - The review of the policy deemed that it was fit for purpose however there was a recommendation that the policy is amended to be more explicit and remove the ambiguity re the threshold of bullying. It was agreed that as the policy was due to annual review this recommendation be included.		
AGENDA ITEM 9	PROCEDURES / POLICIES FOR REVIEW/APPROVAL		
Report:	9.1– School Staff Disciplinary Policy MJ queried section 3.1, she thought it was not clear enough and there was some ambiguity around when dismissal would take place, also 2.4 of section 4, could it be clarified who is allowed to speak. MV stated that if this is a CWaC policy then it will have gone through the unions and HR, if anything is to change it would be wise to refer it back to CWaC. JG confirmed he would review the policy and refer it to HR for comment prior to circulating to all governors. - Policy approval to be carried forward to Spring FGB 9.2- Children With Medical Needs Who Cannot Attend School Policy - JG advised there had been no changes to the policy. 9.3– Pay - JG advised the policy was still pending from CWaC.		
Action:	What:	Who:	When:
	Review School Staff Disciplinary policy and check any changes with HR	JG	20/03/2025
AGENDA ITEM 10	GOVERNOR DEVELOPMENT - TRAINING REQUIRED/ATTENDED		
Update:	10.1 - Safer Recruitment - JG, MV & AL all have Safer Recruitment Training 10.2 - KCSiE – Confirm all have read and understood - All governors except MW, AL & LT – action carried forward to Spring FGB 10.3 – Governor training plan - MW advised he had completed the Head Teacher Appraisal training.		
Action:	What:	Who:	When:
	Read KCSiE	MW, AL & LT	20/03/2025
AGENDA ITEM 11	CHAIR'S ACTION		
Update:	No chairs action had taken place.		
AGENDA ITEM 12	ANY OTHER BUSINESS		
Report:	12.1 – Communication - Internal and external – JL asked when was the last time we had a parent survey - JG advised 2022 MW suggested something on communication would be good, though from a governor perspective it is much better. - JG asked how the school could make it clear on the channels for contacting school. MV explained the new process and email footers used at Helsby High School		

	JG to send a reminder email to parents that the admin email is the one to contact. - JL wanted to advise all governors about the EV charger that has been installed and expressed thanks to ZAP and the Ashton Hayes Energy Company. MW comments a curbing stone may need to be placed in front of it. 12.2– Date of next meetings - Resources Committee – Monday 20/01/25 – May need to be changed due to HT recruitment. - Curriculum Committee – Tuesday 04/02/25 - Full Governors – Thursday 20/03/25		
Action:	What:	Who:	When:
	Send reminder re address to contact	JG	20/03/2025

SUMMARY OF ACTIONS

Action:	What:	Who:	When:
Item 3	Issue meeting dates for Link Governor meetings	JG	30/09/2024
Item 4.2	Obtain update from local councillor re donation	JG	20/03/2025
Item 4.2	Review safeguarding policy for section on school taxis	MJ	20/03/2025
Item 4.2	Action item 11 from FGB Summer Circulate latest report.	JG	31/01/2025
Item 4.2	Action item 12.1 from FGB arrange date for governor training	TS	31/01/2025
Item 4.2	Complete skills matrix and issue to GL	AL, DF & JM	31/01/2025
Item 5.2	Review sections in policies on Cyber Bullying	JG	20/03/2025
Item 7	Investigate if there are any resources that could be shared	JD	04/02/2025
Item 9.1	Review School Staff Disciplinary policy and check any changes with HR	JG	20/03/2025
Item 10.2	Read KCSiE	MW, AL & LT	20/03/2025
Item 12.1	Send reminder re address to contact	JG	20/03/2025

End of part one meeting.

Part 2 minutes reported separately.