



MINUTES OF THE FULL GOVERNING BODY MEETING – Part one

Date	23 rd October 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 Bell	Headteacher	N/A
	Jess Deighton	Co-opted governor	03/12/2027
	Ann Lowry	Co-opted governor	01/09/2027
	Liz Toombs (ET)	Co-opted governor	01/09/2026
	Louise Trasatti (LT)	Parent governor	04/11/2028
	Amy Whitmore	Parent governor	17/10/2027
Apologies:	Dani Fray	Staff governor	31/08/2026
	Jack Mellor	Co-opted governor	17/03/2028
	Martin Willis	Vice-chair (LA governor)	01/09/2028
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

School development priorities

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AGENDA ITEM 1	WELCOME & APOLOGIES FOR ABSENCE
Discussion:	JL welcomed everyone to the meeting, Apologies received and accepted from Dani Fray, Jack Mellor and Martin Willis
AGENDA ITEM 2	DECLARATION OF INTERESTS
Discussion:	<ul style="list-style-type: none"> • No declarations received.
AGENDA ITEM 3	GOVERNING BODY MEMBERSHIP
Discussion:	<p>3.1 - Membership Updates/Vacancies</p> <ul style="list-style-type: none"> • Parent vacancy – GL advised there had been no applicants. A discussion took place and it was agreed that the vacancy will be re-advertised after Christmas. • Co-opted vacancy – Still hopeful for a member of Helsby High School SLT but this will be reviewed after Christmas. <p>3.2 – Election of Pay Panel members</p> <ul style="list-style-type: none"> • AL, AW & JD agreed to remain on the pay panel. • All governors agreed <p>Decision - AL, AW & JD to serve on pay panel for another year.</p> <p>3.3 – Election of HTPM members</p>

	<ul style="list-style-type: none"> A discussion took place, and it was agreed that MJ, MW & ET remain as members of the HTPM panel for another year, for continuity following the change in school improvement partner. This will be reviewed again next year. <p>Decision - MJ, MW & ET to serve on HTPM panel for another year</p> <p>3.4 – Review Instrument of Government</p> <ul style="list-style-type: none"> A discussion took place regarding the term of office for the staff governor, as DF term of office expires at the end of the school year, whether it would be beneficial to set the term of office to two years going forward, this would enable more staff to participate in school governance and gain valuable governance experience for their professional growth. <p>Decision – All governors agreed – GL to liaise with the LA.</p>		
Action:	What:	Who:	When:
	Liaise with LA to regarding reconstituting	GL	By 30/11/2025
AGENDA ITEM 4	PART ONE MINUTES OF FGB 17/07/25 & L&S MINUTES 18/09/25		
Update:	<p>4.1 – Matters arising FGB</p> <ul style="list-style-type: none"> There were no matters arising. <p>4.2 – Outstanding actions FGB</p> <ul style="list-style-type: none"> There were no outstanding actions. <p>4.3 – Approve part one minutes</p> <ul style="list-style-type: none"> MJ suggested some wording changes, all agreed. 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> <p>4.4 – Matters arising L&S Meeting</p> <ul style="list-style-type: none"> There were no matters arising. <p>4.3 – Outstanding actions L&S Meeting</p> <ul style="list-style-type: none"> There were no outstanding actions – 2 actions not due until Feb 2026 <p>4.4 – Approve L&S minutes</p> <ul style="list-style-type: none"> JD clarified a statement she made. JL asked if the L&S minutes could be approved. All governors agreed by a show of hands. <p>Resolved – L&S minutes formally approved</p>		
AGENDA ITEM 5	FINANCE		
Discussion:	<p>5.1 - To receive an update on any issues or areas of focus</p> <ul style="list-style-type: none"> MB advised there is little change to the budget figures, they have been upgraded to reflect changes in Ashton Owls, expenditure is a little higher. MB advised the school is on track to reduce the deficit over the next 3 years. 		
AGENDA ITEM 6	HEALTH & SAFETY AND PREMISES		
Information:	<p>6.1 - To receive an update on any issues or areas of focus</p> <ul style="list-style-type: none"> JL advised the audit had taken place and there were no material issues of concern raised. MB advised the audit report had just been received but he had not yet reviewed it. 		
AGENDA ITEM 7	HEADTEACHER'S REPORT		
Information:	<ul style="list-style-type: none"> MB asked if governors had any questions relating the report. <p>AL asked how the open days had been received</p>		

MB advised very positive, over 20 families, great feedback from the parents about our children. The school will remain in communication with families inviting them to various events taking place.

AW asked how the open days are being advertised

MB stated through Facebook, the banners outside school etc.

AL commented it would be beneficial to post it on the New Mums of Chester Facebook page.

AW suggested asking Ashton House Nursery to communicate it to their families.

JL asked how the engagement with the new SIP was

MB commented it was very positive; he has had two sessions with her focusing on developing the school improvement priorities and the EYFS strategy.

7.1- Safeguarding

- No concerns or issues. MB advised CPOMS not being used effectively. MB to conduct refresher training to all staff.

JL asked if we have any vulnerable children

MB advised it depends on what you class as vulnerable

MJ asked what the definition is of vulnerable

MB advised it is for staff to determine the parameters. MB agreed to include these figures in future HT reports

AL asked if governors would be invited to the Safeguarding refresher training

MB confirmed yes.

7.2 – Attendance

- No overall concerns, school attendance currently at 97.2% compared to national average of 95.4%

7.3 - Behaviour

- No major concerns and no exclusions. Behaviour for learning generally very good, some low level issues at lunchtime is being addressed

7.4 – Pupil Welfare

- No concerns to note.

7.5 - Data

MJ thanked MB for the presentation of data, however commented it did not give a positive read.

MB advised there is a pattern

JD commented the data will always be variable due to the class sizes.

MJ asked how we maintain staff moral considering the poor data performance.

MB advised that staff work hard and do their best, we are re-focusing their hard work on the things that matter. Our aim is to get into the top 5% of schools nationally.

AL asked how summer babies catch up

JD commented data shows they never catch up and there tends to be more SEN requirements.

AL asked if this is why Ofsted are concentrating on EYFS

MB did not think so, he commented they want children to do the best and have the best start in education as they can.

AW asked if the results would be better if we had a pre-school

MB stated no, there are lots of factors which could affect a child's progress.

AW asked if we are hitting the mark on a day-to-day basis but just falling short during exams.

MB said no, the teaching has not been focused on the "right" teaching

MJ commented this becomes apparent when they transition to high school

MB reiterated it is not the teachers; they work really hard, the leadership direction needs changing

AGENDA ITEM 8	SCHOOL IMPROVEMENT PLAN REVIEW		
Information:	8.1 – To receive an update on the 2025-26 priorities <ul style="list-style-type: none"> • MB asked if there were any queries relating to the road map shared with the agenda. <p>MJ queried there was no reference to SEND or early interventions MB agreed there isn't currently, but it would be added</p> <p>AL asked if staff were looking forward to the new direction MB advised yes, it has been very well received, especially spellings and writing, staff are generally enthusiastic about the CPD opportunities</p> <p>JD commented relating to personal development, should the language change to have a balance on wellbeing and to re-word British cultures to be more inclusive. MB agreed and advised it will be changed</p>		
AGENDA ITEM 9	PROCEDURES / POLICIES FOR REVIEW / APPROVAL		
Discussion:	9.1 – Admission Policy – No changes 9.2 – Capability Policy – No changes 9.3 – Safeguarding Policy 9.4 – Behaviour Policy – No changes 9.5 - Governor Allowances Policy – No changes <ul style="list-style-type: none"> • JL asked if the Safeguarding policy could be approved. • All governors agreed by a show of hands. <p>Resolved – Safeguarding policy formally approved</p>		
AGENDA ITEM 10	GOVERNOR TRAINING		
	10.1 – Training platforms/membership - NGA/Edsential/Governor Hub <ul style="list-style-type: none"> • JL advised the subscription to the NGA was due to expire and asked governors if they used it regularly to support the renewal. He also advised that Edsential had a training subscription which was a mix between online and face to face training modules. • A discussion took place, and the agreement was JL to circulate the Edsential information and to agree at the next meeting which platform to subscribe to, the NGA subscription could lapse and be re-instated if this is the preferred choice. 		
Action	What	Who	When
	Circulate the Edsential training programme	JL	By 04/12/2025
AGENDA ITEM 11	CHAIR'S ACTION		
Discussion:	There were no Chair's actions to report.		
AGENDA ITEM 12	DATES OF FUTURE MEETINGS		
Discussion:	<ul style="list-style-type: none"> • Autumn 2 – FGB – Thursday 4th December 2025 at 5.30pm • Spring 1 – FGB – Thursday 5th February 2026 at 5.30pm • Spring 2 – FGB – Thursday 26th March 2026 at 5.30pm • Summer 1 – FGB – Thursday 7th May 2026 at 5.30pm • Summer 2 – FGB – Thursday 16th July 2026 at 5.30pm 		

SUMMARY OF ACTIONS

Action:	What:	Who:	When:
Item 3.4	Liase with LA to regarding reconstituting	GL	By 30/11/2025
Item 10.1	Circulate the Edsential training programme	JL	By 04/12/2025
Item			

End of part one meeting. Part Two minutes reported separately.