



## MINUTES OF THE FULL GOVERNING BODY MEETING – Part one

<b>Date</b>	5 <sup>th</sup> February 2026 at 5.30pm		
<b>Venue</b>	Ashton Hayes Primary School		
<b>Present:</b>	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 – joined via Teams	04/11/2028
	Amy Whitmore	Parent governor	17/10/2027
<b>Apologies:</b>	Dani Fray	Staff governor	31/08/2026
	Martin Willis	Vice-chair (LA governor)	01/09/2028
<b>Absent:</b>			
<b>In Attendance:</b>	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	Quality of Education – Phonics standards raised to exceed national average
2	Quality of Education – KS2 Reading, Writing, Maths, GPS standards to be raised to be at least national average in 2026 and above national average by 2028
3	Leadership and Management - Staff CPD is aligned with key school priorities
4	Leadership and Management - Budget deficit is eliminated and school maintains a sustained and balanced budget
5	Leadership and Management - The leadership structure of the school is fit for purpose and is effective in driving standards up

<b>AGENDA ITEM 1</b>	<b>WELCOME &amp; APOLOGIES FOR ABSENCE</b>
<b>Discussion:</b>	JL welcomed everyone to the meeting, Apologies received and accepted from Dani Fray and Martin Willis
<b>AGENDA ITEM 2</b>	<b>DECLARATION OF INTERESTS</b>
<b>Discussion:</b>	<ul style="list-style-type: none"> <li>• No declarations received.</li> </ul>
<b>AGENDA ITEM 3</b>	<b>GOVERNING BODY MEMBERSHIP</b>
<b>Discussion:</b>	3.1 - Membership Updates/Vacancies <ul style="list-style-type: none"> <li>• Parent governor vacancy               <ul style="list-style-type: none"> <li>• Limited interest so far, closing date is Monday 9/2. Governors agreed to extend closing date by one week. MB to add it to the newsletter.</li> </ul> </li> <li>• Co-opted vacancy               <ul style="list-style-type: none"> <li>• JL advised there may be some interest from a teacher at HHS, he has sent some additional information to her and is awaiting a response.</li> <li>• Draft advert and short social media post written, JL shared with governors and asked for any suggestions to improve the advert, he will look to get it advertised over half term.</li> </ul> </li> <li>• Appoint JD as safeguarding governor</li> </ul>

	<ul style="list-style-type: none"> <li>JD formally appointed as Safeguarding governor, to be reviewed in 6 months.</li> </ul> <p>3.2 – Approve Instrument of Government</p> <ul style="list-style-type: none"> <li>JL asked if the Instrument of Government could be approved.</li> <li>All governors agreed by a show of hands.</li> </ul> <p><b>Resolved</b> – Instrument of Government formally approved</p>		
<b>Action:</b>	<b>What:</b>	<b>Who:</b>	<b>When:</b>
	Add parent vacancy to the school newsletter	MB	By 06/02/26
	Advertise co-opted vacancy locally	JL	By 13/02/26
<b>AGENDA ITEM 4</b>	<b>PART ONE MINUTES OF FGB 04/12/25</b>		
<b>Update:</b>	<p>4.1 – Matters arising FGB</p> <p><b>AL asked why there has been a rise in dyslexia cases</b> MB advised because we are more aware</p> <p><b>AW asked is it parents that have raised them</b> MB advised no, they have been raised by teachers during the SENDCo surgeries.</p> <p>4.2 – Outstanding actions FGB</p> <ul style="list-style-type: none"> <li>There were no outstanding actions.</li> </ul> <p>4.3 – Approve part one minutes</p> <ul style="list-style-type: none"> <li>JL asked if the part one minutes could be approved.</li> <li>All governors agreed by a show of hands.</li> </ul> <p><b>Resolved</b> – Part one minutes formally approved</p> <p>4.4 – EGM Outcome</p> <ul style="list-style-type: none"> <li>JL advised there had been an EGM to discuss a confidential matter and all governors had approved the proposal.</li> </ul>		
<b>AGENDA ITEM 5</b>	<b>FINANCE</b>		
<b>Discussion:</b>	<p>5.1 - To receive an update on any issues or areas of focus</p> <ul style="list-style-type: none"> <li>MB advised the budget was linked to the new proposed structure changes and the new pupil numbers from September 26. The applications have now closed, and we have 14 first choice and approx. 20 second choices, it is likely we will pick up some of those second-choice places.</li> <li>MB advised there had been enquires from 2 families for 3 children to move to the school, he will update more next meeting.</li> </ul> <p><b>AW asked if the intention was to keep a pure reception class again for 2026</b> MB advised ideally.</p> <p>5.2 – SFVS &amp; Financial Scheme of Delegation</p> <ul style="list-style-type: none"> <li>MB advised a date had been set for MJ to review the SFVS with the DS, ready for full approval at the next FGB and submission to the LA by the end of March.</li> </ul>		
<b>AGENDA ITEM 6</b>	<b>DATA</b>		
<b>Information:</b>	<p>6.1 – Pupil Progress – a brief overview for governors.</p> <ul style="list-style-type: none"> <li>MB advised he is conducting pupil progress reports with each class teacher.</li> <li>MB advised he has not shared any figures due to not having a robust assessment policy. He is working on creating one.</li> <li>EYFS is ok, working with DF and the SIP to improve our curriculum offering.</li> <li>Maths No Problem is good, however we do not subscribe to the assessment element, which would provide exact details of where each child is at. Cost is approx. £900.</li> </ul> <p><b>AW asked what the current maths review tell us</b> MB advised it just provides summary data</p> <p><b>AL asked if all staff are onboard with the new assessments</b> MB advised they are not aware of them yet</p>		

	<p><b>AW asked how much will you share with parents</b>  MB advised it will be communicated to parents with recommendations on how their child can be supported at home, there will also be a 6-week review. We do not want parents to find out their child is not at expected level at parents' evenings or through year end reports.</p> <p><b>AL asked if there are any fun reading challenges that could be sent home</b>  MB advised this will happen but is not the immediate priority</p> <p><b>AL asked if external listeners still come into school</b>  MB advised they did and one person in particular has been excellent and really worked with the teacher to improve the children's reading.</p> <p><b>JL asked if there is anything the governors can do to help get more volunteers.</b>  MB advised there will be, he has a vision for volunteers, but it will likely not launch until the new school year.</p>
<b>AGENDA ITEM 7</b>	<b>HEADTEACHER'S REPORT</b>
<b>Information:</b>	<p>7.1- Safeguarding</p> <ul style="list-style-type: none"> <li>No safeguarding concerns.</li> </ul> <p>7.2 – Attendance</p> <ul style="list-style-type: none"> <li>MB advised he was happy with the progress being made</li> </ul> <p>7.3 - Behaviour</p> <ul style="list-style-type: none"> <li>MB advised there has been an improvement with playground behaviour, the clam club has helped with this.</li> </ul> <p><b>JD asked what calm club was</b>  MB advised it is a classroom that can be used at lunchtime and has books, puzzles, chess, colouring etc that the children can use if they don't want to play or be outside. MB runs the club at the moment and therefore if he is not available the club doesn't take place.</p> <p><b>MJ commented this is good as it will help with the transition to high school enrichment clubs</b></p> <p>7.4 – Pupil Welfare</p> <ul style="list-style-type: none"> <li>MB advised there were no issues, ELSA sessions are going well where needed, however there are not many requiring the additional support.</li> </ul> <p>7.5 - Review of 1<sup>st</sup> Term of Ashton Owls</p> <ul style="list-style-type: none"> <li>MB advised it was going very well, there is good uptake of places in the mornings, with steady numbers in the afternoons, numbers are higher the earlier in the week, with very low numbers on a Friday.</li> </ul> <p><b>JD asked if you could delve into who is coming and who isn't and sending them to Ashton House club.</b>  MB said he hadn't look at that detail, but it was a good suggestion</p> <p><b>AW asked why the after school running club was free.</b>  MB stated it was something that was in place prior to Ashton Owls, MB asked governors what they thought would be palatable to parents if this started to have a fee attached,</p> <p><b>Governors thought it was good to have a balance of some free afterschool activities</b></p> <p><b>ET asked what was Jay's official role in Ashton Owls</b>  MB advised he was the Deputy Ashton Owls Manager and Sports Coach and now completing a level 5 PE Coach. He has successfully completed a sensory circuit training course which is now delivered in the morning sessions, which supports the children well, ahead of their school day</p>
<b>AGENDA ITEM 8</b>	<b>SCHOOL IMPROVEMENT PLAN REVIEW</b>
<b>Information:</b>	<p>8.1 – To receive an update on the 2025-26 priorities</p> <ul style="list-style-type: none"> <li>MB advised he will provide a full update at the Spring 2 meeting but gave a summary of what was happening.</li> <li>Phonics is being taught with more confidence</li> </ul>

	<ul style="list-style-type: none"> <li>• Reading interventions are now happening</li> <li>• Biggest priority at the moment is improving the writing curriculum, there have been 4-5 staff meetings purely on training staff on the new scheme, staff have fully embraced the scheme</li> <li>• Knowledge organisers and end of unit quizzes are a work in progress but improving.</li> <li>• WM is developing a scheme for PHSE and Science which will then form the basis of future schemes.</li> </ul> <p>LT left the meeting at 7pm</p>		
<b>AGENDA ITEM 9</b>	<b>PROCEDURES / POLICIES FOR REVIEW / APPROVAL</b>		
<b>Discussion:</b>	<p>9.1 – Charging Lettings &amp; Remissions Policy -</p> <p>9.2 – Complaints Policy &amp; Procedure -</p> <p>9.3 – Equality Duty Policy –</p> <ul style="list-style-type: none"> <li>• All policies were carried forward to the next meeting.</li> </ul>		
<b>AGENDA ITEM 10</b>	<b>GOVERNOR TRAINING</b>		
	<p>10.1 – Training platforms update -Edesential – governor access.</p> <ul style="list-style-type: none"> <li>• JL advised we are now signed up with Edsential, however because we have joined mid-year, any training needs to be booked through DS at present.</li> </ul> <p>10.2 – Training plan</p> <ul style="list-style-type: none"> <li>• JL talked through some suitable training for governors, he will share the dates and suggested governor attendance post meeting.</li> </ul> <p>10.3 – School Bulletin - <a href="#">SchoolBulletin</a> <a href="#">School Bulletin January 2026.pdf</a></p> <ul style="list-style-type: none"> <li>• For information, no queries re the Schools Bulletin.</li> </ul> <p>10.4 – School Bulletin Survey</p> <ul style="list-style-type: none"> <li>• JL advised he would complete the survey on behalf of the board.</li> </ul>		
<b>Action</b>	<b>What</b>	<b>Who</b>	<b>When</b>
	Share dates of training with governors	JL	By 14/02/26
	Complete schools bulletin survey	JL	By 06/02/26
<b>AGENDA ITEM 11</b>	<b>CHAIR'S ACTION AND CORRESPONDANCE</b>		
<b>Discussion:</b>	<p>There were no Chair's actions to report.</p> <ul style="list-style-type: none"> <li>• JL advised he had received an anonymous complaint, the complaints policy states if a complaint is anonymous then it is not deemed a policy compliant complaint and therefore no action JL had reviewed the complaint and deemed there were no grounds for the complaint anyway.</li> </ul>		
<b>AGENDA ITEM 12</b>	<b>DATES OF FUTURE MEETINGS</b>		
<b>Discussion:</b>	<ul style="list-style-type: none"> <li>• Spring 2 – FGB – Thursday 26<sup>th</sup> March 2026 at 5.30pm</li> <li>• Summer 1 – FGB – Thursday 7<sup>th</sup> May 2026 at 5.30pm</li> <li>• Summer 2 – FGB – Thursday 16<sup>th</sup> July 2026 at 5.30pm</li> </ul>		

#### SUMMARY OF ACTIONS

<b>Action:</b>	<b>What:</b>	<b>Who:</b>	<b>When:</b>
L&S Item 5.3	Create templates and role specs.	GL	By 05/02/26
Item 3.1	Add parent vacancy to the school newsletter	MB	By 06/02/26
Item 3.1	Advertise co-opted vacancy locally	JL	By 13/02/26

Item 10.2	Share dates of training with governors	JL	By 14/02/26
Item 10.4	Complete schools bulletin survey	JL	By 06/02/26

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