



MINUTES OF THE FULL GOVERNING BODY MEETING – Part one

Date	4 th December 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
	Dani Fray	Staff governor	31/08/2026
	Ann Lowry	Co-opted governor	01/09/2027
	Liz Toombs (ET)	Co-opted governor	01/09/2026
Apologies:	Jess Deighton	Co-opted governor	03/12/2027
	Louise Trasatti (LT)	Parent governor	04/11/2028
	Amy Whitmore	Parent governor	17/10/2027
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

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

AGENDA ITEM 1	WELCOME & APOLOGIES FOR ABSENCE
Discussion:	JL welcomed everyone to the meeting, Apologies received and accepted from Jess Deighton, Louise Trasatti and Amy Whitmore
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"> • JL advised Jack Mellor had resigned from the governing body with immediate effect. JL asked it to be minuted the governing body's thanks to Jack for all his commitment during his role as co-opted governor. • Parent vacancy – to be re-advertised in the Spring term. • Co-opted vacancy – Still hopeful for a member of Helsby High School SLT but this will be reviewed after Christmas. In the light of JM resignation we will now have 2 vacancies in this category, we will advertise both and share within our networks on LinkedIn, local noticeboards and through the parish newsletters. MB advised he would also circulate to other FAVSP schools to see if there are any staff members willing to join.

Action:	What:	Who:	When:
	Communicate with other FAVSP schools re co-opted vacancy	MB	By 31/01/26
	Advertise co-opted vacancy locally	JL	By 31/01/26
AGENDA ITEM 4	PART ONE MINUTES OF FGB 23/10/25		
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"> • 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>		
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 are no changes to the budget figures since the last meeting. 		
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 circulated the audit report and advised actions would be undertaken in the new year. <p>AL asked if the tree by the entrance is still ok MB advised all the actions from the tree audit were completed.</p>		
AGENDA ITEM 7	HEADTEACHER'S REPORT - VERBAL UPDATE		
Information:	<ul style="list-style-type: none"> • MB advised governors of all the activities and trips that had taken place since the last meeting. • DF advised the thinking behind the drawing club; it is to bring the awe and wonder to writing expectations and the positive impact has already been seen. • MB advised the 2nd phonics consultation had taken place, it was a positive visit and will be returning in Jan/Feb. <p>MW asked if this was just for EYFS MB advised also KS1.</p> <ul style="list-style-type: none"> • MB advised interventions are now in place following assessments and the 2ns SENDCo surgery went well. <p>MW asked how the children are taking to the tests MB advised, very positively, they seem to like the tests.</p> <ul style="list-style-type: none"> • MB advised all staff performance management had been carried out who the exception of one member of staff, this will be completed next week. <p>7.1- Safeguarding</p> <ul style="list-style-type: none"> • MB to deliver CPOMS training to all staff during the inset day. <p>MW asked if that was for reporting and recording, who is expected to enter onto the system MB advised anyone should enter concerns on the system, it is then reviewed by the safeguarding team. Once we are using the system properly, we will be able to see any patterns emerging.</p>		

	<ul style="list-style-type: none"> • MB advised there had been a safeguarding near miss. The gate in the playground had not been locked after the start of school and wasn't picked up until lunchtime. MB will be reviewing the risk assessment and procedure. <p>JL advised we will need a new safeguarding governor now JM has resigned and will contact JD initially to see if she was willing to take this role. GL to check with DS re governor safeguarding training.</p> <p>7.2 – Attendance</p> <ul style="list-style-type: none"> • No overall concerns, school attendance currently at 96.8% compared to new DofE target of 96.7% • No persistent absenteeism. <p>7.3 - Behaviour</p> <ul style="list-style-type: none"> • No major concerns and no exclusions. Behaviour for learning generally very good, some low level issues at lunchtime as reported at the last meeting. We have introduced a calm club, where children can come inside and read or play board games and we have introduced separate focus areas in the playground. <p>7.4 – Pupil Welfare</p> <ul style="list-style-type: none"> • MB advised lots of children presenting with Dyslexia. MB is looking at training and how to complete the forms for funding. <p>AL asked how children are assessed for dyslexia. MB talked through the process that should be followed and this will be trained and briefed to all staff in January.</p> <p>MW asked if it was a case that we don't spot the signs or that we are a small school, and the SENDCo is just advised rather than following a process. MB advised it was the latter.</p> <p>AL asked if the SENDCo thought dyslexia was an area of concern. MB advised, yes, it is probably our biggest SEND need.</p> <p>MW asked if this numeracy related as well. MB advised no, the primary focus is on writing</p> <p>AL asked if the solution is a one size fits all MB stated no, there are lots of different solutions dependant on the nature of the dyslexia.</p> <p>AL asked if the children from Ashton House Nursery come with EHCPs DF advised not really, they only tend to pick up on the obvious issues.</p> <p>MJ commented her and ET had a good review session with the SENDCo and the information provided was of quality and very comprehensive.</p>		
Action:	What:	Who:	When:
	Contact JD re safeguarding governor role	JL	By 31/01/26
	Check re governor safeguarding training	GL	By 31/01/26
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"> • No update provided. 		
AGENDA ITEM 9	PROCEDURES / POLICIES FOR REVIEW / APPROVAL		
Discussion:	9.1 – School Exclusion Policy - suspension and permanent exclusion_October_2024_(002).docx 9.2 – Staff discipline & Conduct Policy - 2025 - 11 School Staff Disciplinary Policy.doc 9.3 - Grievance Policy - Grievance Policy.doc 9.4 - Fraud Risk Assessment and Policy - Fraud Risk Assessment.docx & Anti-Fraud and Corruption Policy 2025.docx <ul style="list-style-type: none"> • A discussion took place over a few queries on some of the policies and how governors need to implement them and a query who the SBM is for the school: Mrs Stubbs. 		

	<p>MW asked if we could revert back to allocating certain policies to governors for them to review rather than having to read them all. This was agreed by all.</p> <ul style="list-style-type: none"> • JL asked if the above policies could be approved. • All governors agreed by a show of hands. <p>Resolved – All policies formally approved</p>		
AGENDA ITEM 10	GOVERNOR TRAINING		
	<p>10.1 – Training platforms/membership - NGA/Edsential/Governor Hub</p> <ul style="list-style-type: none"> • Discussion took place regarding the information previously circulated by JL on the different options. • Agreement to go with Edsential. MB to liaise with DS to get set up. 		
Action	What	Who	When
	Sign up to the Edsential training programme	MB	By 31/01/26
AGENDA ITEM 11	CHAIR'S ACTION		
Discussion:	There were no Chair's actions to report.		
AGENDA ITEM 12	AOB & DATES OF FUTURE MEETINGS		
Discussion:	<ul style="list-style-type: none"> • MB advised the HTPM had been conducted and it was very good. The new SIP was very positive and had a fresh perspective. • 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:
L&S Item 5.3	Create templates and role specs.	GL	By 05/02/26
L&S Item 6.1	Arrange group training sessions	GL & JL	By 05/02/26
Item 3.1	Communicate with other FAVSP schools re co-opted vacancy	MB	By 31/01/26
Item 3.1	Advertise co-opted vacancy locally	JL	By 31/01/26
Item 7.1	Contact JD re safeguarding governor role	JL	By 31/01/26
Item 7.1	Check re governor safeguarding training	GL	By 31/01/26

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