MINUTES OF THE FULL GOVERNING BOARD (LEADERSHIP AND MANAGEMENT) AT HAVANNAH PRIMARY SCHOOL ON 16TH JUNE 2026

Governors Present:	John Sherwood (JS)	Chair
	Stef Williams (SW)	Headteacher
	Ann Holland (AH)	
	Bryony Milbourne (BM)	(*Left the meeting at 6pm*)
	Olivia-Paige Everill (OPE)	
	Andrea Frost (AF)	
	Matthew Bradley (MB)	
	Melissa Santos (MS)	
	Rachael Melville (RM)	(*Left the meeting at 6pm*)
	Zara Bruton (ZB)	
Also in attendance:	Sophie Slater-Baynes (SSB)	Deputy Headteacher, SENDCo (*Left the meeting at 5pm*)
	Debra Ball (DB)	School Business Manager *(Joined the meeting at 5:10pm)*
	Ashton Yates (CLERK)	Clerk to Governors

PART ONE: NON-CONFIDENTIAL BUSINESS

The meeting started at 4:12pm

Items were taken out of agenda order and have been recorded in the order of discussion.

		Actions
1	**APOLOGIES AND ANY OTHER BUSINESS** Governors were welcomed to the meeting by the Chair, John Sherwood (JS). Apologies had been **received and accepted** from Maria Wilson (MW) and Kathryn Bennett (KB). There were no items of additional business raised for discussion at the end of the meeting.	
2	**CONFLICTS OF INTEREST** No conflict of interest with the business of the meeting was noted.	

3	**MEMBERSHIP** a) The following changes were received to the membership of the board of governors: • The election of Zara Bruton (ZB) as a Parent Governor with a term of office from 11.05.26 to 10.05.30. The Chair welcomed ZB to the meeting. b) Governors noted there are no current vacancies in accordance with the constitution. c) Governors noted that there are two terms of office due to expire before the next meeting: • John Sherwood's (JS) term of office ends on 31.08.26. Governors unanimously reappointed JS as a Co-opted governor with a term of office from 01.09.26 to 31.08.30. • Kath Bennett's term of office ends on 31.08.26. KB confirmed prior to the meeting that she will resign from the board at the end of her term of office, having served as a governor for eight years. Governors expressed their sincere thanks to KB for her longstanding commitment and dedication to the role, recognising the contribution she has made to the board and to the school during her tenure. d) SW confirmed that criminal record checks for new governors are complete. e) SW confirmed that Section 128 checks and DBS checks are complete for all governors. f) SW confirmed that governor details are up to date on GIAS and the school website. ZB confirmed that she has completed and submitted a pen portrait for inclusion on the school website.	
4	**PART ONE MINUTES AND MATTERS ARISING** a) The Part One Minutes of the FGB Leadership and Management focus meeting on 12th March 2026 were **confirmed** as a true and accurate record. The Chair signed a copy of the minutes, which were retained by the school. b) Governors reviewed the action log, and the following actions were discussed: <u>Matters arising from the meeting on 13th March 2026:</u> **Item 4** – The tracking of policies for governors to review and approve is ongoing. It was recommended that a policy tracker be implemented for the next	

	academic year, and it was agreed that governors would prioritise statutory policies. This remains an ongoing action. **Item 6** – Governors were informed that attendance letters are issued to parents, and a copy of an attendance letter template had been shared via GovernorHub prior to the meeting. SW highlighted the importance of also recognising positive attendance, and she informed governors that communication is to be sent to parents of pupils in the 'green' category to acknowledge good attendance. ***Q: Do you send the same positive communications to all parents?*** *A: Communications regarding attendance are issued on an individual basis.* ***Q: What is the tone of the amber and red letters?*** *A: The tone of these letters is set out by the Local Authority (LA) and they are supportive.* SW informed governors of the following points relating to attendance: • A general communication is issued to parents to reinforce the importance of attendance. • The school uses an internal red, amber and green rating system, which is not shared with parents. • Parents are informed of their child's attendance within individual pupil reports. • The school meets with the LA on a termly basis, providing a list of pupils who are concerns, and meetings are held with parents where required. Governors were informed that the school has commenced the use of Arbor for administrative systems. From September 2026, parents will be asked to access the Arbor app, which will include attendance updates. ***Q: Will Arbor supersede School Spider or ClassDojo?*** *A: Arbor will not replace School Spider (the school's website platform).* *A decision has not yet been made regarding ClassDojo. It was noted that ClassDojo is effective as a whole-school communication tool, whereas Arbor provides more tailored information specific to individual pupils.* ***Q: Is there a licence fee or subscription for Arbor?*** *A: The system has been purchased by the school and there will be no fee to parents.* Governors were informed that data collection can also be managed through Arbor, including communication with separated parents. From a parental perspective, Arbor is expected to streamline communication and reduce complexity, with the intention that communications will transition away from email. It was acknowledged that a transition period will be required to allow	**MW/SW/ Clerk**

	existing contracts to conclude, with the aim that all systems, including payments, will be fully integrated into Arbor over time. There were no further questions and this action was closed. **Item 9** – Maria Wilson was nominated as the Wellbeing Link Governor. <u>Matters arising from the meeting on 5th May 2026:</u> **Item 14** – The Chair confirmed that the Governance Statement had been completed and shared with the Headteacher (HT). **ACTION:** JS/SW to share the Governance Statement with the Full Governing Board for approval and upload to the school website following approval. **Item 16** – A copy of the new Allergy Policy had been shared via GovernorHub prior to the meeting. ***Q: Is there a clear distinction in the policy between the responsibilities of the school and the Parent Teacher Association (PTA)?*** *A: Governors were informed that there have been changes to procedures relating to allergies, including restrictions on what the PTA can provide or sell at events. Within school, there are clear allergy lists in place, including information displayed in the kitchen. However, at PTA events, there is an increased risk where food may be provided without full certainty of ingredients. As a result, many PTAs are moving away from serving food. It was confirmed that discussions have taken place with the PTA regarding these changes.* Governors discussed PTA events and it was noted that food could be provided if ingredients are clearly stated. The general consensus is to avoid the associated risks. Governors were informed that the policy had been written prior to the Health and Safety (H&S) inspection and that allergy guidance had previously been included within the Medicines and First Aid Policy. ***Q: What happens when teachers hold end-of-term parties and bring in food?*** *A: Governors were informed that this practice may no longer be permissible in its current form. While staff are aware of pupils' allergies, there is an increased risk where food is brought in from home, particularly where ingredients are unknown. Pre-packaged items present less risk due to clear labelling; however, homemade items carry greater uncertainty.*	**JS/SW**

	Item 17 – Governors confirmed that the presentation on the new Ofsted framework, delivered to the Headteacher (HT), had not yet been uploaded to GovernorHub. The action is to be carried forward. The Clerk agreed to share a GovernorHub article outlining the most recent updates to the Ofsted inspection documents for 2026–2027. **ACTION:** Share a GovernorHub article outlining the most recent updates to the Ofsted inspection framework (2026-27). **Item 18** – It was confirmed that the Health and Safety Policy had been amended and that a Local Authority (LA) Health and Safety inspection had taken place in June 2026. The Whistleblowing Policy had also been updated. Both updated policies had been uploaded to GovernorHub prior to the meeting for approval under agenda item 14. **Item 20** – Governors agreed that the date of the Pupil Voice governor activity will be Wednesday 24th June 2026 at 9:30am. ***Q: What should governors expect for this activity?*** *A: Governors were informed that they will initially meet together in the Headteacher's (HT) office before dividing into groups of three to undertake pupil voice activities with pupils. Governors will then reconvene at the end of the session to share feedback.* Governors were informed that the previous pupil voice activity focused on History, and it was agreed that the upcoming session would focus on inclusion. It was suggested that a representative cross-section of pupils be identified, including pupils who reflect the school's inclusion priorities, in line with Ofsted approaches. **ACTION:** SW to provide governors with an agenda and list of prompt questions for the pupil voice activity. All other actions relating to the meeting were confirmed as completed and were closed.	**SW** **Clerk** **SW**
5	**CHAIR'S ACTION** There were no Chair's actions to report.	
6	**PART ONE REPORTS FROM GOVERNORS WITH SPECIAL RESPONSIBILITIES** a) Maria Wilson was elected Wellbeing Link Governor under agenda item 4. It was confirmed that MW is also PP Link Governor. b) The following reports from Link Governors were received:	

	SATS Monitoring (MW) SW provided a verbal update on behalf of MW. Eaton Bank had undertaken a SATs monitoring visit, during which JS and MW had also attended, alongside the Local Authority (LA). SW had requested written reports as evidence of the monitoring undertaken; JS's report had been uploaded to GovernorHub. The focus of the visit was on Key Stage 2 (KS2) SATs. Governors were informed that the LA had also conducted a monitoring visit in the previous week in relation to the phonics screening check. It was confirmed that both visits were thorough and robust. Health and Safety (JS) Governors were informed that JS had uploaded a Health and Safety report to GovernorHub prior to the meeting, which was very positive. Further details were included in the HT report, including the LA Health and Safety inspection conducted by LA Health and Safety inspector, Kim Broomfield. It was confirmed that actions identified during the inspection were minimal and had been completed within the same week. The school achieved 100% compliance as recorded in the report. Governors were informed that Castle Green Homes had donated funding for railway sleepers installed on the school grounds. **ACTION:** JS to write to Castle Green Homes to thank them for their contribution to the school. ***Clerk's Post-Meeting Note:*** *Castle Green Homes will visit the school on 2nd July 2026 to photograph the completed sleeper installation that was funded through their donation.* ***Q: Why were the sleepers required? Is there an issue with the playground?*** *A: Governors were informed that the sleepers had been installed to address issues with mud being brought onto the playground.* Governors were informed that a grant application will be submitted for hedging along the school premises. Governors also noted that there continue to be ongoing challenges relating to trees and drainage. Sustainability (JS) Governors were informed that the HT had attended an East Cheshire Association of Primary Headteachers (eCAPH) meeting and had established a sustainability group, which SW will be involved in. JS highlighted that the school needs to further develop its approach to waste management and recycling, noting that plastic, metal and glass had previously been disposed of in the same bin. The HT confirmed that the school now has dedicated bins in place, including clearly labelled external bins for different waste streams. ***Q: Is there a Sustainability Policy?*** *A: It was confirmed that a Sustainability Policy is available on GovernorHub. The Department for Education (DfE) recommends that schools also produce a*	**JS**

	Climate Action Plan. Governors were informed that initial steps towards this had already been implemented. ***Q: Are sustainability and climate education integrated within the curriculum?*** *A: Yes; these themes are incorporated into Personal, Social, Health and Economic (PSHE) education and Geography. Governors were informed that practice is currently ahead of policy. The PTA has supported initiatives such as funding new bins. The school also promotes sustainability through themed days and enrichment activities, for example marking events such as Sir David Attenborough's birthday.* RM highlighted her knowledge of and interest in sustainability and nominated herself as Sustainability Link Governor. JS agreed to step down from the role and governors appointed RM the Sustainability Link Governor. It was agreed that RM would share relevant templates with the HT and work collaboratively to develop a Climate Action Plan and update the Sustainability Policy. **ACTION:** RM to share the Climate Action Plan template with SW. SW and RM to complete the Climate Action Plan and update the Sustainability Policy accordingly. <u>Safeguarding</u> Governors discussed the Safeguarding Link Governor role, noting that KB's resignation would create a vacancy. SW nominated MS to undertake this role, and MS agreed to accept the appointment.	**SW/RM**
8	**PART ONE HEADTEACHER'S REPORT THOUGH THE LENS OF INCLUSION** A copy of the Headteacher's report was shared via GovernorHub prior to the meeting. *SSB left the meeting at 5pm.* The following matters were discussed: <u>Attendance</u> JS raised a query prior to the meeting seeking clarification regarding the school being ranked 20th out of 21 similar schools, whilst also being described as "remaining significantly above comparable schools." SW clarified that, although the school is ranked 20th out of 21 schools, the differences in figures between schools are minimal, with only one data point showing a notable variance. SW emphasised that attendance remains a strength of the school and confirmed that a meeting had taken place with the LA Attendance Officer on the day of the FGB meeting. Governors were directed to review the attendance report available on GovernorHub, particularly the bandings and percentages. It was confirmed that any pupil attendance below 90% is classified as persistent absence within a sliding scale. SW confirmed that two pupils with severe absence have now left the school, having required specialist provision.	

	Governors were informed that, although some absence figures appear high, this is due to pupils with attendance just below 90% (for example, 89% or 88%) being included. There are no cases of Emotional Based School Avoidance (EBSA). It was also noted that two pupils requiring access to specialist provision had significantly impacted the data. ***Q: Where does the 17.1% figure come from, given that overall attendance is 96.1%?*** *A: Governors were informed that the 17.1% relates to the proportion of pupils falling below the 90% threshold for persistent absence. This includes all pupils within that category.* ***Q: Is the figure higher than the average across Cheshire East (CE), and is this due to a higher level of Special Educational Needs and Disabilities (SEND) at Havannah?*** *A: Governors were informed that, while SEND attendance compares positively overall, two pupils with attendance between 40–50% had a disproportionate impact on the data and were only enrolled at the school for a limited period.* *DB joined the meeting at 5:10pm.* ***Q: Is this year-to-date (YTD) data?*** *A: Yes. SW also confirmed that the two pupils with severe absence left the school at May half-term.* Governors were informed that one remaining pupil with attendance concerns is leaving the school this year. ***Q: Are there any themes by year group or circumstance relating to persistent or severe absence?*** *A: No consistent themes have been identified and the school also does not currently have any cases of EBSA.* ***Q: What are the main reasons for absence? Are these linked to holidays?*** *A: Some absences relate to holidays but this is not always the primary driver. Other factors include illness and social care circumstances. Where pupils are under social care, attendance is monitored through Child Protection Plans or School Improvement Plans (SIPs), with oversight from social care services.* Governors were informed that Years 4, 5 and 6 are currently focus cohorts. ***Q: Why have these year groups been identified?*** *A: This is cohort-dependent. For example, Year 3 attendance data had been significantly affected by one pupil with attendance below 40%; this pupil has now left the school. Year 3 also has the highest level of SEND.* Governors acknowledged that, overall, there are many positives within the attendance data. ***Q: Is there an attendance improvement plan in place?*** *A: The school meets with the LA on a termly basis and implements a range of strategies, including letters, telephone calls and meetings with parents. Actions are determined according to the level of absence.* Governors were informed that Department for Education (DfE) comparison data highlights the importance of attendance bandings. It was noted that small	

	fluctuations, such as one week of absence, can significantly affect placement within these bands. Many pupils are just below the 90% threshold, and targeted conversations are held with these families. ***Q: Can data be adjusted to account for pupils transitioning out of the school?*** *A: The system resets in September and does not allow filtering for pupils who have left.* Governors were informed that pupils on part-time timetables are still recorded within attendance data, even where absence is authorised, which can also impact figures. <u>Mobile Phones</u> Governors discussed recent government announcements regarding a ban on social media use for under-16s. ***Q: Will the school implement a smartphone policy?*** *A: The HT confirmed that a policy had been drafted. The school already operates a no-phone policy during the school day. It was noted that the impact is greater for secondary settings; however, all schools are required to have a policy. Some schools have introduced measures such as pouches or "brick phone" approaches, which allow basic communication but restrict internet access.* ***Q: How will this work for pupils travelling to and from school independently?*** *A: Phones are collected and stored securely during the school day. Only Year 5 and Year 6 pupils are permitted to bring phones to school. Devices are secured in the office and returned at the end of the day.* Governors discussed the challenges posed by parental expectations regarding mobile phone use and the need to build parental confidence. The HT informed governors that a parental charter is available, enabling parents and pupils to commit collectively to delaying smartphone use, thereby reducing peer pressure. It was noted that parental engagement remains challenging, although many parents support restrictions. SW informed governors that the Cheshire Police and Crime Commissioner (PCC), has committed up to £150,000 funding to support schools in introducing lockable mobile phone pouches. The majority of Cheshire East secondary schools have adopted similar approaches, with full implementation expected from September 2026. Governors noted that restricting phone use supports safeguarding by increasing awareness of pupil wellbeing and behaviour. **ACTION:** SW to upload the slides from the eCAPH presentation on mobile phones to GovernorHub. <u>Pre-school</u> Governors discussed the pre-school and pupil numbers. ***Q: Are numbers decreasing?*** *A: Governors were informed that birth rates are declining, which is reflected locally across the Macclesfield area. SW confirmed that the pre-school has*	**SW**

	historically been full but due to high demand, some families were unable to secure places at age three and instead enrolled their children in alternative settings. This has resulted in larger cohorts transitioning into Reception from other providers, creating the appearance of lower pre-school numbers. It was noted that numbers have fluctuated previously but have recovered over time. Three prospective families have visited the setting during the current week. ***Q: Is it widely known that Havannah operates a pre-school?*** *A: Governors were informed that further promotion of the pre-school is required. Current strategies include distributing promotional materials to local venues such as gyms and play centres, increasing social media presence, and exploring the use of external signage. DB confirmed that discussions are ongoing with relevant staff. It was also noted that the school is listed on the Cheshire East (CE) childcare providers' website.* **ACTION:** SW to explore methods of marketing the pre-school, including the use of social media and local news. Governors were informed that a Stay and Play session and Open Evening are scheduled for 6th July. Governors discussed demand for two-year-old provision and were informed that, although there is significant demand, the school does not currently have the resources or funding to accommodate this provision. The pre-school operates on a term-time basis from age three. It was noted that the Reception cohort is oversubscribed, with 67 applications for 30 places in September 2026, and that priority is given to families within the local area. Governors were informed that numbers typically increase by September and further increase during the spring term once children transition into the school. ***Q: Are waiting lists maintained?*** *A: Yes; the school maintains a waiting list and contacts families when places become available.*	**SW**
7	**FINANCIAL MATTERS** The following documents were uploaded to GovernorHub prior to the meeting: • Budget Figures Summer Term 2026 • School Fund Audit 2025-26 • ChESS Agreed SLAs 2026-27 <u>Final Budget 2026-27</u> The budget summary is as follows: Outturn (2025/26): Cumulative Position -£219,987 | In-Year -£104,679 Year 1 (2026/27): Cumulative Position -£356,297 | In-Year -£136,310 Year 2 (2027/28): Cumulative Position -£448,021 | In-Year -£91,724 Year 3 (2028/29): Cumulative Position -£631,076 | In-Year -£183,055 Governors noted that the submission of a deficit budget cannot be undertaken and **agreed** to sanction the completion of a Failure to Set a Balanced Budget	

	form accompanied by a scenarios document which SW will present to Governors at the first FGB in the Autumn Term. **ACTION** – SW and DB to complete and submit the 'Failure to Submit a Balanced Budget' return. **Clerk's Post-Meeting Note:** The Notification of Failure to Submit a Balanced Budget was signed by the Chair and submitted to the Local Authority on 30th June 2026. DB highlighted that Cheshire East (CE) Finance has increased the cost of its services by over £600, representing a 12.6% increase. It was confirmed that the school has challenged this increase. ***Q: Dave Riddick suggested that the school needs to achieve savings of £300,000 per year. How will this be achieved?*** *A: Governors were informed that the proposal is to reduce the deficit over a five-year period. A detailed plan could not be developed until the financial figures were confirmed. As these are now available, the school will need to produce a structured plan outlining how the deficit will be reduced. Initial modelling had considered a one-year approach but a longer-term strategy is required.* **ACTION:** Governors to form a working party to continue to review Dave Riddick's recommendations and cost-saving strategies. <u>Staffing Structure for 2026-27</u> SW informed governors that staffing would be reviewed under Part Two for reasons of confidentiality. ***Q: What are the total numbers of teaching and non-teaching staff?*** *A: Governors were informed that this information would be discussed under Part Two. It was noted that some changes to staffing are planned from September 2026.* ***Q: What is the current position regarding the secondment?*** *A: Governors were informed that this matter would be discussed under Part Two for reasons of confidentiality.* <u>Annual Contracts and Purchases to the School (ChESS)</u> Governors discussed the completion of the purchase of annual contracts. ***Q: What is the reason for the Cheshire East Services for Schools (ChESS) overspend?*** *A: Governors were informed that the overspend relates primarily to Occupational Health, which had an advised increase of 10%. Some service costs had increased, while others had not. It was also noted that no Legal Services had*	**SW/DB** **All Govs**

been purchased for 2026-27, as these can be accessed on an ad hoc basis. DB confirmed that membership of the National Governance Association (NGA) at Gold level had also been included.

Q: Does the school purchase the Cheshire East (CE) Communications Service?
A: Governors were informed that this service is accessed on an ad hoc basis when required and is not currently purchased as a standing contract.

Q: What is the £1.3k extended school funding that has not been received?
A: Governors were informed that this relates to capping pupil numbers at a certain point, which affected the level of funding received.

Q: Why was there a £9.8k overspend on services and supplies in the previous year?
A: Governors were informed that this overspend relates to costs associated with door security, drainage works and a replacement canopy, which collectively contributed to the variance.

Governors **approved** the ChESS purchases for 2026-27.

Unofficial School Fund
Governors discussed the annual accounts of the Unofficial School Fund.

Q: How much money is held in the Unofficial School Fund account, and what is it used for?
A: Governors were informed that the balance at the end of March this year was £9,300. The account facilitates the management of income from school trips, meals, events, commission from school photographs, tax-free and tax-credit childcare payments, and income from placements. Funds are subsequently transferred to the main school fund, enabling monitoring and control of expenditure.

Q: Does the account generate interest?
A: No; the account does not currently generate interest and has only been in place for the past two years.

Governors **approved** the Unofficial School Fund audit certificate.

Sports Grant Funding
Governors were informed that the PE and Sport Premium (Sports Grant) in its current form is likely to cease in Spring 2027. The school currently receives two six-monthly payments and funding has been used to employ sports providers, upskill staff and purchase outdoor play equipment. It was noted that some funding remains to be utilised.

	Historically, the school has experienced a deficit in PE and sports and any carry-forward funding is typically allocated to the following year. The school intends to pay sports providers in advance where possible. Governors were informed that a replacement funding stream is anticipated, focused on PE partnerships between schools rather than external providers. This will include upskilling staff, providing additional swimming provision and access to specialist coaches. ***Q: What is the current level of overspend?*** *A: Governors were informed that the overspend is approximately £11,000.* ***Q: If Year 6 pupils are required to swim 25 metres, is their secondary school notified if they are unable to do so?*** *A: SW informed governors that primary schools track a pupil's swimming ability at the end of Year 6; however, this information is not routinely transferred to secondary schools.* Governors discussed recent concerns highlighted nationally regarding water safety. ***Q: Are primary schools responsible for ensuring pupils can swim?*** *A: Yes; swimming is a statutory requirement of the National Curriculum. Pupils typically commence swimming in Years 4 and 5, with additional provision in Year 6 for those who have not reached the expected standard of 25 metres. It was also confirmed that water safety forms a key part of the curriculum.* ***Q: What is the annual Sports Grant income?*** *A: Governors were informed that the funding is allocated on a per-pupil basis, with the school receiving approximately £18,000 per annum.* <u>Section 175 Safeguarding Audit</u> A copy of the Section 175 Safeguarding Audit had been shared via GovernorHub prior to the meeting. Governors **confirmed** the completion of the Section 175 Safeguarding audit. <u>Pupil Premium</u> A copy of the Pupil Premium (PP) report for governors dated June 2026 was shared via GovernorHub prior to the meeting. SW highlighted that the following six challenges for the school in relation to Pupil Premium (PP) are outlined in the report: • Improve the phonic knowledge of KS1 • Improve spelling in KS2 • Writing quality and stamina • Regular reading • Improve Social, Emotional and Mental Health	

	• Improve attendance There were no further questions. *BM and RM left at 6pm*	
9	**HEALTH AND SAFETY** Governors noted that Health and Safety was discussed under agenda item 6.	
10	**CATERING UPDATE** DB informed governors that catering is performing well. It was noted that costs have exceeded initial expectations but this has been broadly offset by funding, leaving the position largely in line with projections. ***Q: Have the costs of meals increased?*** *A: Yes; the current meal price is £3.20 and aligns with local schools.*	
11	**CONFIRMATION OF TERM DATES FOR 2027-28** DB and SW confirmed that the 2027–2028 term dates have been published on the school website. ***Q: Have there been any complaints regarding the May Bank Holiday arrangements?*** *A: No complaints have been received. It was noted that the school's term dates are currently out of alignment with some local schools, although this is not uncommon.* ***Q: What was the reason for moving to a two-week May half term?*** *A: Governors were informed that the move to a two-week half term was originally intended to support families, particularly following the introduction of penalty notices. However, this arrangement has presented challenges, as families have tended to avoid taking holidays during the Havannah half term due to penalty notices issued by Eaton Bank High School, instead taking holidays during Eaton Bank's break. The school has therefore decided to revert to a one-week May half term to align more closely with Eaton Bank from the 2027–2028 academic year.*	
12	**CLERK'S UPDATE** A copy of the Summer Term 2026 Director's Report was shared via GovernorHub prior to the meeting. The Clerk provided the following verbal update to governors: • The Governors' Conference 2026 is scheduled for Friday 16th October at Cranage Hall and at least one place is free per school. • Cheshire East published its Best Start in Life Local Plan (March 2026) and new Family Hubs & Healthy Babies statutory guidance. • Boards must ensure EYFS provision is high quality, compliant and sustainable, informed by recent funding and statutory changes. • Schools are encouraged to access Thinking Differently for Disadvantaged Learners.	
13	**GOVERNOR TRAINING AND DEVELOPMENT** a) Governors discussed recent training undertaken by governors.	

	JS noted an invitation to attend a Standing Advisory Council on Religious Education (SACRE) session at Eaton Bank, organised by Jo Carter on behalf of CE. Governors also noted the recent update from DB regarding The National College and the development of a governor training plan. ***Q: Are the training resources all video-based?*** *A: Yes; the majority of resources are video-based.* Governors noted some accessibility challenges, particularly for those with hearing difficulties. Governors were informed that the school may consider moving to an alternative provider, such as SHUTE, which offers a similar service at a lower cost. DB confirmed that a meeting is scheduled with this provider. **ACTION:** New governors to ensure they have completed Safeguarding, Prevent, Cyber Security and Induction training. b) Governors did not review governor attendance for the 2025–2026 academic year. c) Governors did not discuss or agree training priorities for the 2026–2027 academic year.	**AF/ZB**
14	**SCHOOL POLICIES** Governors noted that the Special Educational Needs and Disabilities (SEND) Policy and the Governor Allowance Policy had not been included in the policy folder on GovernorHub and had therefore not been reviewed. ***Q: Has the SEND Policy been adopted from Cheshire East (CE)?*** *A: SW confirmed that the SEND Policy is not a CE model policy.* Governors were informed that there are no significant changes at present but that the policy will be reviewed and re-written in September to reflect updates made during the summer term. **ACTION** – SW to include the SEND and Governor Allowance Policies in the pre-approval folder on GovernorHub for approval at the next FGB. The following Policies were shared and reviewed via GovernorHub prior to the meeting: • Health and safety • Whistleblowing • Intimate Care Policy • Risk Assessment Policy • RSE Policy • Staff Wellbeing Policy Governors **approved** the policies.	**SW**

	A copy of the Allergy Policy had also been uploaded to GovernorHub and discussed under agenda item 4. Governors **approved** the new Allergy Policy.	
15	**NOMINATIONS FOR CHAIR** It was confirmed that nominations for the position of Chair will take place in September 2026.	
16	**NOMINATIONS FOR VICE CHAIR** MW self-nominated for the position of Vice Chair for 2026-27.	
19	**MEETINGS** Governors agreed to move all meetings to an earlier start time of 3:30pm to better accommodate childcare needs. Governors agreed that the Governor Development Session will take place on Wednesday 23rd September at 9:30am. **ACTION** – Clerk to change meeting timings to 3:30pm and add the Governor Development Session date to the proposed meeting dates document on GovernorHub. The meeting dates and times for 2026-27 were confirmed as follows: **Autumn Term** FGB 1 (T&L focus) Tuesday 6th October 2026, 3:30pm FGB 2 (L&M focus) Thursday 12th November 2026, 3:30pm Pay Committee Monday 2nd November 2026, **2pm** **Spring Term** FGB 3 (T&L focus) Tuesday 26th January 2027, 3:30pm FGB 4 (L&M focus) Thursday 11th March 2027, 3:30pm **Summer Term** FGB 5 (T&L focus) Tuesday 4th May 2027, 3:30pm FGB 6 (L&M focus) Tuesday 15th June 2027, 3:30pm **Governor Development Session:** Wednesday 23rd September 2026, 9:30am ***Q: When will the SATs results be available?*** *A: Governors were informed that the results will be available in the first week of July 2026.*	**Clerk**
20	**ANY OTHER BUSINESS** There were no items of additional business raised for discussion.	
21	**IMPACT STATEMENT** Governors helped to move the school forward in this meeting by: • Appointing new Link Governors for safeguarding and sustainability. • Reviewing and approving key policies, including the Mobile Phone Policy and Allergy Policy. • Providing appropriate challenge in relation to attendance data, trends and financial matters.	

	• Agreeing dates for the Pupil Voice activity and Governor Development Session.	

The SBM, OPE left the meeting at 6:26pm and the Part One meeting moved to Part Two.

……. Chair

…… Date