

**MINUTES  
OF THE FULL GOVERNING BODY MEETING,  
PART ONE  
ASHTON HAYES PRIMARY SCHOOL**

<b>Date</b>	<b>20<sup>th</sup> March 2023 at 5pm</b>
<b>Venue</b>	<b>Ashton Hayes Primary School</b>
<b>Present:</b>	Ann Lowry - Chair of governors (co-opted) Martin Willis – Vice-chair of Governor (LA governor) Jon Gilbert - Headteacher Matt Denman – Parent governor (Sub A Chair) Dani Fray – Staff governor James Lutton – Co-opted governor Tracy Snell – Parent governor Liz Tombs – Co-opted governor
<b>Apologies:</b>	Jack Mellor – Co-opted governor
<b>Absent:</b>	Mary Jefferson – Vice-chair of Governor (Parent governor)
<b>In attendance:</b>	Gianna Loparco (GL) – Clerk

*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***

Documents sent ahead of the meeting or tabled:

- **FGB minutes – 5th December 2022**
- **Committee A Minutes- 23rd January 2023**
- **Committee B Minutes- 6th February 2023**
- **Headteacher’s Report**
- **SFVS Document**
- **Governing Body Statement of Behaviour Principles Policy**

**School development priorities**

1	To support teachers, develop a wide range of teaching strategies which have the greatest impact upon improving outcomes for all pupils.
2	Embed the school’s approach to conscious discipline to ensure a consistency of approach across the school.
3	Ensure the best possible opportunities to enhance the spiritual, moral, social and cultural development of all pupils.
4	Implement a rigorous cycle of development, where leaders model, instruct and support colleagues to improve.
5	To further develop an environment that supports the intent of an ambitious, coherently planned and sequenced curriculum that is rich in opportunity, language and investigation.

<b>AGENDA ITEM 1</b>	<b>WELCOME &amp; APOLOGIES FOR ABSENCE</b>
<b>Discussion:</b>	AL chaired the meeting and welcomed everybody. Apologies for absence were received and accepted for Jack Mellor.
<b>AGENDA ITEM 2</b>	<b>GOVERNING BODY MEMBERSHIP</b>
<b>Discussion:</b>	2.1 – Membership Updates <ul style="list-style-type: none"> <li>• AL confirmed no new governors had been appointed or resigned, however Ruth Mason’s term off office had now expired.</li> </ul> 2.2 - Governors are required to declare any interests in relation to the following: <ul style="list-style-type: none"> <li>• No declarations were received.</li> </ul> 2.3 – Governor Vacancies

	<ul style="list-style-type: none"> <li>AL advised a positive response to the advert had been received, with 3 applicants, one is already a parent, one a parent of a child at Ashton House Nursery and one without any connections to the school.</li> <li>There are also a number of governors who's term of office expires in September, this along with RM's term expiring, means that we will need to review the constitution. It was agreed by all governors that this would be reviewed and discussed along with succession planning at the governors development evening on 15/05.</li> <li>There are some discrepancies relating to the expiry dates on GIAS and the governing boards records. GL &amp; JG to investigate this.</li> </ul>		
<b>Action:</b>	<b>What:</b>	<b>Who:</b>	<b>When:</b>
	Investigate discrepancies re terms of office	JG/GL	By 15/05/23
<b>AGENDA ITEM 3</b>	<b>MINUTES OF FGB AUTUMN TERM</b>		
<b>Discussion:</b>	<p>3.1 – Matters arising from FGB Autumn term and approval of minutes</p> <ul style="list-style-type: none"> <li>Governing board self-evaluation to be completed at L&amp;S meeting in Sept 23.</li> <li>JG advised he would provide a template format for the link governor meetings, to be saved in SharePoint for all to review.</li> <li>SIP partner – JG to ask other heads who they use, and MW to contact Susan Walters.</li> </ul> <p><b>MW asked does the SIP Partner show as a separate cost in the budget.</b> MD advised it is not a separate cost.</p> <ul style="list-style-type: none"> <li>Academisation – There will be a presentation on 17/4 @ 10am to FAVSP heads regarding academisation, MW unable to attend with JG, as MJ was absent from the meeting, JL volunteered to attend.</li> <li>AL asked if minutes could be approved.</li> <li>All governors agreed by a show of hands.</li> </ul> <p><b>Resolved</b> – Minutes formally approved.</p>		
<b>Action:</b>	<b>What:</b>	<b>Who:</b>	<b>When:</b>
	Speak to other heads re SIP Partner	JG	By 22/05/23
	Speak with Susan Walters	MW	By 22/05/23
	Add Self Evaluation to L&S Meeting	GL	Sept 23
<b>AGENDA ITEM 4</b>	<b>MINUTES OF COMMITTEE A</b>		
<b>Discussion:</b>	<p>4.1 - Matters arising from minutes</p> <ul style="list-style-type: none"> <li>MD advised that PTFA had been encouraged to research if Gift Aid could be applied.</li> <li>Potholes – MD advised he would make a formal complaint to the council. JL advised he would contact Elite Servicing to see if they could assist.</li> </ul> <p>4.2 – Approve minutes from the Sub A meeting 23/01/23</p> <ul style="list-style-type: none"> <li>MD asked if minutes could be approved.</li> <li>All governors agreed by a show of hands.</li> </ul> <p><b>Resolved</b> – Minutes formally approved.</p> <p>4.3 – Update/approve SFVS</p> <ul style="list-style-type: none"> <li>SFVS discussed.</li> <li>MD asked if SFVS could be approved.</li> <li>All governors agreed by a show of hands.</li> </ul> <p><b>Resolved</b> – SFVS formally approved.</p> <p>4.4 – Update/Approve Budget</p> <ul style="list-style-type: none"> <li>MD shared the budget and advised showing a small surplus.</li> <li>MD asked if budget could be approved.</li> <li>All governors agreed by a show of hands.</li> </ul> <p><b>Resolved</b> – Budget formally approved</p> <p>4.5 – Premises, Toilets &amp; WiFi</p> <ul style="list-style-type: none"> <li>JG confirmed the toilets would finally be refurbished during the Easter holidays. £15k has been funded by the PTFA.</li> <li>JG advised the new WiFi access points had been installed over the February half term and during the Easter holidays the new server cabinet will be replaced.</li> </ul>		
<b>Action:</b>	<b>What:</b>	<b>Who:</b>	<b>When:</b>

	Make formal complaint re potholes	MD	By 22/05/23
	Contact Elite Servicing	JL	By 22/05/23
<b>AGENDA ITEM 5</b>	<b>MINUTES OF COMMITTEE B</b>		
<b>Discussion:</b>	<p>5.1 - Matters arising from minutes</p> <ul style="list-style-type: none"> <li>GL to send the RSE policy to MW for info as the link governor.</li> <li>JG advised that the school would not be taking part in the NELI programme.</li> </ul> <p><b>AL asked what the uptake was like on the teacher led clubs.</b> JG advised it was disappointingly low, he advised he would issue the information to parents again. <b>MW suggested posting the information on the schools Facebook page, as some parents may miss an email but see these notifications.</b></p> <p>5.2 – Approve minutes from the Sub B meeting 06/02/23</p> <ul style="list-style-type: none"> <li>TS asked if minutes could be approved.</li> <li>All governors agreed by a show of hands.</li> </ul> <p><b>Resolved</b> – Minutes formally approved.</p> <p>5.3 – PTFA Update – JG</p> <ul style="list-style-type: none"> <li>The PTFA have raised £6,287.60 since September which was acknowledged by all governors as being a fantastic achievement, this figure is without the Quiz night money. JG advised they set a 2023 fundraising challenge for all children to raise £20.23, the children have risen to the occasion and so far, raised approx. £1,200.</li> <li>Lots of events planned at the start of the year. Fairy Gardens, Easter Fair, Spring Café, Tea Towel for the coronation.</li> </ul> <p>5.4 – Link Governor meetings – Key Points</p> <ul style="list-style-type: none"> <li>AL advised link governor meetings to be held ideally by the end of this term or within a few weeks of the new term.</li> </ul>		
<b>Action:</b>	<b>What:</b>	<b>Who:</b>	<b>When:</b>
<b>AGENDA ITEM 6</b>	<b>CHAIR'S ACTION</b>		
<b>Discussion:</b>	<p>Chair or Vice Chair to report back on any emergency actions taken on behalf of the governing body since last meeting.</p> <ul style="list-style-type: none"> <li>None to report.</li> </ul>		
<b>Action:</b>	<b>What:</b>	<b>Who:</b>	<b>When:</b>
<b>AGENDA ITEM 7</b>	<b>HEADTEACHER'S REPORT</b>		
<b>Discussion:</b>	<p>7.1 – Headteachers Report</p> <ul style="list-style-type: none"> <li>JG advised he attended an excellent headteachers conference over 4 days, it was a great networking event with 40 other heads, lots of discussion on academisation.</li> <li>No questions were raised relating to the report.</li> </ul> <p>7.2 – Schools Bulletin</p> <ul style="list-style-type: none"> <li>JG confirmed this has been issued to all.</li> </ul>		
<b>Action:</b>	<b>What:</b>	<b>Who:</b>	<b>When:</b>
<b>AGENDA ITEM 8</b>	<b>SAFEGUARDING</b>		
<b>Discussion:</b>	<p>8.1 – Safeguarding</p> <ul style="list-style-type: none"> <li>JG advised Level 1 Safeguarding will take place on 30/10/23, DS has a list of all training previously completed and will send to GL</li> </ul>		
<b>Action:</b>	<b>What:</b>	<b>Who:</b>	<b>When:</b>
	Review training list once received from DS	GL	By 15/05/23

<b>AGENDA ITEM 9</b>	<b>PROCEDURES / POLICIES FOR REVIEW/APPROVAL</b>		
<b>Discussion:</b>	<p>9.1 – Governing Body Statement of Behaviour Principles</p> <ul style="list-style-type: none"> <li>• LT queried Sanctions section and how the school uses consequences.</li> <li>• AL queried the Rewards section, could this be removed.</li> <li>• TS questioned whether the Sanctions and Rewards section could be reworded based on Conscious Discipline.</li> </ul> <p><b>AL asked if the Home-schooling Agreement was used.</b> JG confirmed it was.</p>		
<b>Action:</b>	<b>What:</b>	<b>Who:</b>	<b>When:</b>
	Make changes in relation to Conscious Discipline	JG	By 10/07/23
<b>AGENDA ITEM 10</b>	<b>GOVERNOR DEVELOPMENT - TRAINING REQUIRED/ATTENDED</b>		
<b>Discussion:</b>	<p>10.1 – Training taken</p> <ul style="list-style-type: none"> <li>• GL advised she had passed the NGA Level 3 Certificate in Clerking for School and Academy Governing Boards.</li> </ul> <p>10.2 – Date of next Governor Development Meeting – 15/05/23</p> <ul style="list-style-type: none"> <li>• Academisation</li> <li>• Succession planning</li> <li>• Flat structure</li> <li>• 3yr Governor Development Plan</li> </ul> <p>10.3 – Metacognitive Training Overview – D Fray</p> <ul style="list-style-type: none"> <li>• DF gave an overview of the training she is taking along with JGa</li> <li>• Essentially it is about teaching children to think about their thinking, it is an intense course and they have created a 3 year implementation plan, which will involve asking 3 questions at the beginning and end of each lesson.</li> <li>• Basics should be embedded after the 3 years.</li> </ul> <p><b>TS asked if the concept ties in with the journalling.</b> DF confirmed it did and also Conscious Discipline. <b>TS asked will it be focused on specific subjects.</b> DF advised that it would be across all subjects.</p>		
<b>Action:</b>	<b>What:</b>	<b>Who:</b>	<b>When:</b>
<b>AGENDA ITEM 11</b>	<b>ANY OTHER BUSINESS</b>		
<b>Discussion:</b>	<p>11.1– Date of next meetings</p> <ul style="list-style-type: none"> <li>• Volunteer day – Sunday 26/03/23</li> <li>• Committee A – Monday 22/05/23</li> <li>• Committee B – Monday 12/06/23</li> <li>• Full Governors – Monday 10/07/23</li> </ul> <p>11.2 – Strike Action</p> <ul style="list-style-type: none"> <li>• AL Thanked JG and the staff for remaining open during the recent strikes and also for holding the Snow Day, when lots of other schools had closed.</li> </ul> <p>AL thanked everyone for their attendance and participation.</p>		
<b>Action:</b>	<b>What:</b>	<b>Who:</b>	<b>When:</b>

End of Part One meeting, Part Two minutes reported separately.