

Full Governing Body Meeting Minutes

Date: 1 December 2025

Time: 3:29 PM – 4:52 PM

Location: Escleyside Hall

Chair: Peter Claridge

Clerk: Mark Hollowood

Attended: Louise Crocker, Rebecca Cook, Gemma Rowland, Cheryl Hall, Rhodri Flanagan, Victoria Churchward, Kristan Pritchard, Peter Claridge, Mark Hollowood

1. Welcome and Apologies

- No formal apologies received.
- One governor absent due to family illness.

2. Approval of Previous Minutes

- Previous minutes approved.

3. Matters Arising

- Discussion on previous attempt to use AI for transcription; noted as time-consuming.
- Agreement to continue exploring AI summarisation for future meetings.

4. Governor Matters

- Governor Visits Strategy: Governor presented a draft visit plan aligned with Ofsted criteria and SDP priorities.
- Proposal: Four structured visits per year (reduced from six).
- First visit scheduled for 14 January 2026, focus on SEND.
- Governors to volunteer for two visits each; names to be added to Teams folder.
- Action: Governor and Head to refine visit template and link to SDP/action plan.
- Documentation: Agreed to save governor visit evidence and email updates in Teams for Ofsted readiness.

5. Chair's Report

- Reported back from recent Chairs briefing meeting attended.
- Martyn's Law: New requirements for gatherings over 100 people; risk assessments and evacuation plans needed.
- Council guidance and webinars forthcoming.
- Recruitment: Efforts ongoing to appoint new governors; consider boosting social media in January.

6. Headteacher's Report

- Pupil Numbers: 61 enrolled; preschool nearly full.
- Attendance: Lowest percentage recorded; impacted by illness and flexi-schooling.
- LA advisor supportive of current strategies.
- Safeguarding: Busy period with low-level cases.
- Training: Recent left-handed handwriting training well received.
- Staffing: No vacancies; STP under review for simplification.

7. Committee Updates

- Curriculum Committee: Focus on SDP refinement and attendance monitoring.
- Finance Committee: Fire safety audit identified issues (emergency lighting, fire detection not in every classroom).
- Budget on track; agency staff costs noted.
- Discussion on headteacher workload and well-being.
- Action: Model proposals for sustainable working hours.

8. Staff Well-being

- Acknowledged current challenges; mostly personal, not school-related.
- Planned informal staff time and social event before Christmas.
- Governors reiterated duty to support staff and leadership well-being.

9. Policies

- Pay Policy- Ratified.
- Reviewed: Complaints Policy (minor changes noted).

- Health & Safety Policy- Approved

10. Any Other Business

- HSE inspections possible; asbestos and fire safety noted.
- Ofsted update: Emphasis on school context and governor role in improvement planning.

Action Log

Action	Responsible	Deadline
Refine governor visit template and link to SDP	Rodri & Louise	Before 14 Jan 2026
Circulate Health & Safety Policy for comment	Mark Hollowood	Within 1 week
Boost social media for governor recruitment	Head	January 2026
Create finance models for Head teacher hours	Mark Hollowood	January 2026