

MICHAELCHURCH ESCLEY PRIMARY SCHOOL

Full Governing Body Meeting Minutes

Date: 9 February 2026

Time: 3:10 PM – 4:42 PM

Location: Online (Microsoft Teams)

Chair: Peter Claridge

Clerk: Mark Hollowood

Attended:

Peter Claridge, Louise Crocker, Rhodri Flanagan, Cheryl Hall, Geoff Holder, Kristan, Gemma Rowland, Mark Hollowood

1. Welcome and Apologies

The Chair welcomed all attendees. Apologies from Victoria Churchward and prospective new governor rejected invite to meeting.

2. Approval of Previous Minutes

Previous minutes were approved.

3. Matters Arising

No separate matters arising; items covered within agenda discussions.

4. Governor Matters – Learning Walk Review (SEND & Inclusion)

Strengths included strong inclusive practice and SEN provision. Areas to refine: clearer focus for visits, pre/post briefings. Actions agreed including Lead Governor, pre-visit meeting, template development.

5. Chair's Report

Chair highlighted alignment with Ofsted expectations, refinement of governor visit processes, and importance of governor visibility in school.

6. Headteacher's Report

Roll: 63 (now 62). Attendance affected by illness and flexi-schooling. Increase in SEN identification. Safeguarding developments including anticipated Looked After Children and one pupil in Alternative Provision.

7. Committee Updates

Curriculum: Reviewed IEPs, inclusion, science curriculum updates. Finance: Budget on track; emergency lighting actions required; headteacher pay review pending; need for formal committee chair.

See minutes for more details.

8. PTA & Parental Engagement

PTA currently inactive. Kristan organising Bingo & Auction event (6 March). ParentPay iPad fund at £107.

9. Staff Well-being

Support staff expressed difficulty finding time to discuss personal issues due to limited breaks. Governors noted duty to support staff well-being. Positive announcement: Bex welcomed baby Poppy.

10. Policies

All circulated policies approved and ratified.

11. Any Other Business

Discussion on repeated closures (weather/septic tank failure). Governors satisfied closures were necessary for safety.

Action Log

Action	Responsible	Deadline
Appoint Lead Governor for each learning walk	Governors	Ongoing
Arrange pre-visit Teams meeting	Lead Governor	Before each visit
Update visit templates and expectations document	Rhodri	Before next learning walk
Review statutory Parent Governor election process	Peter Claridge	Next FGB
Provide wellbeing framework examples	Kristan	Next FGB
Share due diligence paperwork (Alternative Provision)	Louise	ASAP
Formalise emergency notification procedures	Finance Committee	Next Finance Meeting
Review Link Governor structure	Governors	September 2026
Confirm insurance outcome re septic tank replacement	Mark	When available