

MICHAELCHURCH ESCLEY PRIMARY SCHOOL

Full Governing Body Meeting Minutes

Date: 23 March 2026

Location: School & 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.Attendance

Apologies V Churchward

2. Approval of Previous Minutes

Minutes from 3 February 2026 approved without amendments.

3. Matters Arising

- Learning walks: Governors to sign up; templates to be updated.
- Governor election process reviewed.
- Emergency notification procedures discussed (septic tank issue).
- Wellbeing framework examples provided by Governor.

4. School Visit Feedback

Feedback from Learning Walk Language & Communication Focus

Governors visited all classes including preschool. Key strengths noted:

- Clear progression in communication and reading from EYFS to Year 6.
- High-quality learning environments with strong consistency.
- Staff engagement excellent; no negative feedback received.
- Preschool provision strong; early literacy practices embedded.

Recommendations:

- Maintain vertical focus in future learning walks.
- Link outcomes directly to SDP and staff development meetings.
- Limit walk groups to two governors plus a leader for efficiency.

5. Governor Matters

- Two potential new governors identified, discussion on suitability and induction.
- DBS checks: Some governors require updated checks.
- Governor visibility: Pen portraits and website/foyer display to be updated.
- PTA fundraising: Bingo night raised £3,216. Need to develop ongoing events and volunteer recruitment.

6. Training

- Ofsted training arranged for 29 April for 3 Governors
- New governor induction scheduled for 29 May.

7. Headteacher's Report

- 62 pupils on roll. Attendance slightly lower due to flexi-schooling and alternative provision.
- Safeguarding stable; LAC pupils expected but did not enroll.
- SDP updates planned for next academic year.
- Local authority visits detailed with positive feedback.

8. Ofsted Governance Review

Governors reviewed inspection toolkit, expected and strong standards for leadership and governance. Key discussion points:

- Need to better evidence strengths through structured documentation.
- Importance of routine follow-up on actions (e.g., bus incident review).
- Consideration of community engagement and parental relationships.
- Need to refresh the school vision and ethos in the next review cycle.

A working group with 3 Governors, headteacher and deputy head to meet post-training.

9. Committee Updates

Curriculum Committee:

- Attendance communication improving.
- IT upgrades ongoing; monitoring systems to be implemented.
- Subject leader reporting to be done via committee meetings.

Finance Committee:

- Septic tank temporary solution costly; new tank to be installed by council.
- Budget stable; five-year plan now required to be submitted with no deficit in any years .

10. Staff Wellbeing

Positive overall. Cake Day to be arranged.

11. AOB

- Car park to receive scalping with council work on septic tank but cannot be resurfaced due to costs.
- Governors to approach two potential new governors each.

12. Confidential Item

- Headteacher additional working time approved: 0.5 day per fortnight, with flexibility for extra overtime if needed during Ofsted cycle.

Meeting closed at 5:24pm.

Action List

1. Governors to sign up for learning walks (All).
2. Visit templates to be updated (RF).
3. Review governor induction policy and expectations (Chair).
4. Update governor pen portraits and display (All governors; Head to coordinate).
5. Issue/complete DBS checks (SBM/ relevant governors).
6. Schedule Governor–Staff Cake Day (Head & staff).
7. Arrange Ofsted evidence mapping meeting (Head, Deputy, 2 Governors).
8. Pupil Premium monitoring follow-up with adviser (Head).
9. Cybersecurity demo/report to be scheduled in autumn term (SBM).
10. Governors to approach two potential governor candidates each (All).