

Full Governing Body (FGB) Meeting Minutes

School: Michaelchurch Escley Primary and Preschool

Date: 18 May 2026

Time: 3:34pm – 4:57pm

Location: School

1. Present

Peter Claridge (Chair)

Mark Hollowood (Clerk / SBM)

Gemma Rowland (Staff Governor)

Tor Churchward (Parent Governor)

Oliver Cook (Governor)

Cheryl Hall (Co-opted Governor)

Louise Crocker (Head)

2. Apologies

Rhodri Flanagan

Geoff Holder

3. Declarations of Interest

None declared.

4. Minutes of Previous Meeting

The minutes of the meeting held on 23 March 2026 were reviewed.

Resolved: The minutes were approved as an accurate record.

5. Matters Arising

Septic tank issue resolved; governors noted thanks to staff.

Learning walk completed with positive outcomes.

Bingo fundraising event raised approximately £3,200.

DBS checks ongoing for governors.

6. Action Log

Learning walk coverage – one remaining slot outstanding.

Governor induction policy – updated and uploaded.

Governor pen portraits – still outstanding for some members.

Governor/staff cake day scheduled for 10 June.

Cyber security report deferred to Autumn term.

Ofsted preparation meeting to be arranged.

7. School Visit Feedback

Governors received detailed verbal feedback on recent visits.

High levels of student engagement observed across all key stages.

Clear progression evident particularly in Early Years and KS1.

Strong collaboration and pupil confidence noted.

Teachers reported minimal additional workload as a result of visits.

Action: Written report to be completed and stored for Ofsted evidence.

8. Governor Matters

Appointment: Oliver Cook proposed, seconded and unanimously approved as co-opted governor.

Training: Induction and safeguarding training to be completed.

Feedback: Agreed to circulate parent questionnaire and consider wider stakeholder feedback.

9. Headteacher Report

Two new pupils admitted and settled well.

Attendance improved; adjusted figure approx. 95–96% when flexi-schooling excluded.

SEND: 9 pupils receiving support, including one EHCP.

Safeguarding: No concerns reported.

Staff training progressing across multiple areas.

School Development Plan to align with new Ofsted framework.

10. Budget Approval

Budget considered following Finance Committee review.

Forecast shows small deficit (~£7k in year 5).

Impact of septic tank costs (~£17–18k) noted.

Resolved: Budget approved.

11. Committee Reports (See minutes for full details)

Finance: Budget and septic tank costs discussed.

Health and Safety: Emergency lighting upgraded.

Curriculum: PSHE/RSE compliant; music identified as priority.

Action: Publish music development plan on website.

12. Staff Wellbeing

Staff morale reported as positive.

Governor/staff engagement event (cake day) confirmed.

13. Policies

Behaviour Principles approved.

Data Protection policy ratified.

Exclusions and Medical policies updated and noted.

14. Any Other Business

Governor vacancies ongoing; further recruitment planned.

Parent governor election process to be reviewed for compliance.

15. Summary of Actions

- Complete outstanding learning walk coverage.
- Ensure all governor pen portraits are submitted.
- Complete and store written school visit report for Ofsted evidence.
- Arrange Ofsted preparation meeting.
- Governors to complete induction and safeguarding training.
- Circulate parent questionnaire and review stakeholder feedback.
- Publish music development plan on the school website.
- Complete remaining DBS checks for governors.
- Hold governor/staff cake day on 10 June.
- Review parent governor election process for compliance.