

Full Governing Body Meeting Minutes

Michaelchurch Escley Primary School

Meeting: Full Governing Body Meeting

Date: 6 July 2026

Time: 2:30pm – 5:08pm

Venue: School / Teams Hybrid Meeting

Chair: Geoff (Vice Chair, acting Chair)

Clerk: Mark Hollowood

1. Present

- Geoff (Acting Chair)
- Louise (Headteacher)
- Mark
- Cheryl
- Rhodri Flanagan
- Oliver Cooke (new governor)
- Kristan
- Gemma (part attendance)

2. Apologies

- Peter (Chair of Governors)

3. Declaration of Interests

No new declarations of interest were made.

4. Staff Wellbeing and Premises

Governors discussed concerns regarding high temperatures within the preschool building and the impact on staff and children's wellbeing. Existing fans had been redistributed around the school, however temperatures remained challenging.

The Headteacher reported that additional fans had been ordered but were awaiting delivery. Governors agreed that a longer-term solution should be investigated, including the feasibility and costs of installing air conditioning within the preschool building.

Resolved:

- The wellbeing and safety of pupils and staff remain a priority.

- The School Business Manager to investigate air conditioning options and associated costs for consideration within future budget planning.
- Temporary portable air conditioning units were offered by a governor and will be explored if required.

Action: SBM to investigate air conditioning options and report back to governors.

5. Minutes of Previous Meeting

The minutes of the previous Full Governing Body meeting were reviewed.

Governors confirmed the minutes as a true and accurate record.

Resolved: Minutes approved and signed.

Matters Arising

The governing body reviewed progress against actions from the previous meeting.

Completed actions included:

- Learning walks completed and reports submitted.
- Safeguarding and governance actions progressing appropriately.

Outstanding actions include:

- Final learning walk.
 - Autumn term Ofsted preparation meeting.
 - Publication of the Music Development Plan on the school website.
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6. Governor Matters

New Governor Induction

Governors welcomed Oliver Cooke to the governing body.

The newly drafted Governor Induction Policy was discussed. Governors noted the benefits of a more structured induction process, ensuring safeguarding training, DBS checks, references and mandatory governance requirements are completed at an early stage.

Amendments agreed:

- References to become a mandatory part of the recruitment process for prospective governors.
- Clarification that individual governor inductions will be reviewed after six months.
- Policy review cycle amended to every two years.

Resolved: Governor Induction Policy approved subject to the agreed amendments.

Action: Clerk to update the policy and develop a simple governor reference form.

Governor Recruitment

Update provided regarding a prospective governor who remains interested but has not yet attended an induction visit. This will be revisited in September.

7. Headteacher's Report

The Headteacher presented her report.

Pupil Numbers

- Current roll: 64 pupils.
- Projected roll in September: 68 pupils.
- School remains close to capacity whilst maintaining its small-school ethos.

Attendance

Attendance remains a strength.

Governors noted:

- Attendance is significantly affected by a small number of flexi-school arrangements and exceptional attendance circumstances.
- Adjusted attendance figures would be approximately 95%.

The Local Authority attendance adviser expressed satisfaction with the school's attendance profile.

Safeguarding

Governors were informed of several safeguarding matters requiring significant leadership time. Appropriate procedures continue to be followed.

Staff Development

Staff continue to engage in professional development, including Early Years qualifications and safeguarding updates.

School Development Plan (SDP)

The Headteacher reported substantial work is underway to redesign the SDP in line with the developing Ofsted toolkit and self-evaluation framework. Completion is expected prior to the start of the autumn term.

Governors acknowledged the significant amount of work involved.

End of Year Outcomes

Early Years

- 6 of 8 pupils achieved a Good Level of Development (75%).
- Outcomes are expected to remain above national averages.

Phonics Screening

Year 1:

- 9 of 11 pupils achieved the expected standard.
- One absent pupil would likely have achieved the standard.
- One pupil continues to have additional learning needs.

Year 2 Retakes:

- 2 of 3 pupils achieved the expected standard.

Multiplication Check

Outstanding outcomes were reported:

- 5 pupils achieved full marks (25/25).
- 12 of 13 pupils scored above 20 marks.
- School average: 23.5.
- National average approximately 21.

Governors congratulated staff and pupils on the strong outcomes.

8. Curriculum Committee Report

A report was provided from the Curriculum Committee.

Governors noted:

- Behaviour policy review completed.
- Work continues on the Self Evaluation Form (SEF) and School Development Plan.
- Staff wellbeing continues to be monitored carefully.

Discussion took place regarding future governor learning walks and ensuring stronger links between:

- School Development Plan priorities.
- Governor monitoring activities.
- Subject leadership accountability.

Governors agreed that future learning walks should have greater strategic focus linked directly to SDP priorities.

9. Finance Committee Report

The Chair of Finance presented a report from the meeting held on 22 June 2026.

Site and Premises

Governors received updates on:

- Door and window replacement works.
- Site condition survey completion.
- Continued monitoring of window replacement needs.
- Fire alarm incident resolution.
- IT infrastructure improvements.
- New CCTV system implementation.

Therapy Dog

A risk assessment has been completed regarding the introduction of a trained wellbeing dog into school.

Appropriate insurance arrangements are in place.

Budget

Governors noted that detailed budget reporting was delayed due to the start of the new financial cycle and some IT issues and will be reviewed in September.

Staff Pay Progression

Finance Committee recommended progression of the School Business Manager up the relevant pay scale following review. The school business manager will move onto 08HC point 25 on April 1st 2027.

Governors agreed that the recommendation was justified and reflected the scope and value of the role.

Resolved: Pay progression approved.

10. Policies

Behaviour Principles Statement

Following review through the Curriculum Committee, the revised Behaviour Principles Statement was presented.

Resolved: Approved.

Teacher Appraisal Policy

Updated Local Authority model policy presented.

Resolved: Ratified.

Governor Allowances Policy

Resolved: Approved.

Charging and Remissions Policy

Resolved: Approved.

11. Governor Monitoring and Learning Walks

Governors reflected positively on the introduction of themed learning walks during the year.

Discussion focused on ensuring:

- Monitoring activities align directly with SDP priorities.
- Governors provide appropriate challenge.
- Staff have opportunities to explain and evidence school improvement.

Governors agreed that link governor roles and monitoring arrangements should be reviewed at the first autumn term meeting.

Action: Review governor link roles and learning walk programme at September FGB.

12. Autumn Term Governance Planning

Governors agreed to arrange a dedicated session before the first autumn Full Governing Body meeting to:

- Review the School Development Plan.
- Consider monitoring priorities.
- Agree governor learning walks.
- Strengthen governor understanding of school improvement priorities.

A governor WhatsApp group will also be established to assist communication and meeting arrangements.

Action: Arrange SDP planning session for September.

13. Any Other Business

- Governors thanked Kristan for her long and valued service to the governing body.
 - Recognition was given to the significant contribution she has made through her local authority knowledge and support.
 - Governors expressed appreciation for her commitment over many years.
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14. Date of Next Meeting

September 2026 (date to be confirmed).

The meeting closed at **5:08pm**.

Action Summary

Action	Responsibility
Investigate air conditioning options for preschool	SBM

Update Governor Induction Policy and create reference form	Clerk
Publish Music Development Plan on website	Head
Arrange autumn Ofsted/governance preparation session	Chair & Clerk
Review governor link roles and learning walk structure	Governing Body
Organise SDP planning session before September FGB	Clerk/Chair
Establish governor WhatsApp group	Governors