



Moor First School

Minutes of the Meeting of the Full Governing Board held at Moor First School on Thursday 16th October 2025 at 5.00p.m.

1. **Welcome:** Mr M Stubbs (MST) as a Co-opted Governor

2. **Attendance:** Mrs V Atherton (VA) (Headteacher), Mr M Dodd (MD), Mr J Garvey (JG) (Chair), Miss R Gould (RG), Mrs C Smith (CS), Mr M Sutcliffe (MS)

In attendance:

Mrs N Kirby (NK), Clerk to the Governors.

3. Apologies:

Resolved - That apologies for absence be received and accepted from Mr M Chapman (MC), Mr A Steventon (AS), Mrs V Wood (VW)

4. **Election of Chair (COG)**-JG stood nominated, seconded by MS and all governors agreed

5. **Election of Vice Chair (VCOG)**-CS was nominated, seconded by JG and all governors agreed

6. FGB Matters

a) Membership: 1 Co-opted required, letter sent to all parents/carers-replies required by Friday 24th October 2025. **Since the meeting school has received an application for 1 person and all governors emailed the details on 25/10/2026.** MD term of office ends 28/02/2026.- an advert to go to parents after 28/2/2026, on Spring's agenda.

Governors' Term of Office	
Name	End of term
MC	25/10/2027
MS	17/10/2028
CS	25/10/2027
JG	01/02/2027
MD	28/02/2026
RG	01/05/2027
VW	12/10/2026
VA	01/01/2028
AS	12/02/2029
MST	19/07/2029

positions of COG and VCOG are elected annually	
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b) Confidentiality:-reminder that everything discussed is confidential

c) Register of Interests:-anyone to declare if they need to leave during certain discussions-nothing to declare

d) Declaration of Interest Business and Pecuniary including Related Party Transactions:- these will be loaded onto GovernorHub-if possible try and complete and sign before the meeting. NK emailed governors that had not signed on 25/10/2025

e) Code of Conduct:- annually-will be put onto GovernorHub-at the meeting everyone to sign to say they have read and understood it. All in attendance signed at the meeting-emailed sent by NK on 25/10/2025 to governors who were not present at the meeting and had not signed on GovernorHub

7. Minutes of the Previous Meeting

Resolved - That the Minutes of the Local Governing Board meeting held on Thursday 22nd May 2025 was accepted and agreed by all governors.

That the Minutes, Agenda and all reports and other papers considered at the meeting be made available for inspection.

8. Matters Arising from the Previous Meeting

Actions from Summer 2025 Meeting
Acceptable use agreement-governors signed at the meeting-NK emailed to MD,MC 16/02/2025 and 6/5/2025. Awaiting MC-NK put on GovernorHub to be signed-NK emailed MC 29/09/2025-NK to look into. NK emailed a copy to MC on 26/10/2025
Governors to discuss ways to simplify the presentation of the agenda-AS to make a template and email to NK-update please-AS emailed to NK 22 nd May. Agreed NK, JG,AS & VA to look at for Autumn meeting-to Discuss- agreed at meeting that agenda did not require altering.
Embedding the Whole School Approach to Mental Health- JG to email VA if any programmes to train staff in mental health first aid-VA investigated but nothing at present. JG chasing as confirmed there is something with Woodhouse, VA stated received interest by a member of staff-JG to talk to district council as VA stated cost to school could be £800plus, which has not been budgeted for. Ongoing action for JG
Data Retention Schedule required-AD looking into-VA emailed AD and she has confirmed that she will look into. AD emailed to VA and NK-NK(DPO) and VA to arrange a meeting to

look at data removal as appropriate-actioned. School are paying £219.50 to be disposed of. Next time Biddulph MAT stated we could use them. NK & VA actioned a data cleanse and bags ready for pick up by Ash Waste.
Governor Role for AS to be discussed at the next meeting-VA producing list of job roles and descriptions-due to resignations put on Autumn agenda-to discuss-AS assigned Cyber Security-as not present at meeting NK emailed on 26/10/2025 to inform him.
Governor crib sheet-JG stressed this to be read by all governors and to 100% know the school's ethos and values-All governors to have read it. All governors present agreed it had been read.
Report on annual audit-Safeguarding audit part 1 is completed, due date for completion of part 2 is end of July 2025- completed
Governor training both face to face and on-line training events. Impact?-National College-VA sent link to all Governors-actioned. VA sent reminders to all gobs not completed them. Nk emailed MC 30/09/25 to check he is up to date with safeguarding level 1.
Governors agreed that MC would be a Trust governor and also be on the Pay committee-NK to notify Miss L Derricott (LD) to amend website and NK to email VA and office copies of previous letters for governors. Two co-opted governors are required. Also, to amend companies House. -NK emailed LD 26/5/2025-LD actioned
1 dinner lady is leaving in July. Advert went out, only 1 applicant that didn't meet part of the safer recruitment stipulations. Teaching Assistants and Inclusion Support were asked, but they declined for various reasons. VA and LD may have to take on this role for the time being. JG also commented that the LA were looking at school to try and make a saving of about £3500. JG confirmed this would have to be re-visited in September 2025.-1 dinner lady employed. 1 TA 15 mins for 4 days. A further advert to go live Oct/Nov
Health & Safety - VA also to complete asbestos plan. VA and MC to action.- actioned
Governors to write off bad debts - £477.18. there was a query of £23 with Creative Learning Partnership Trust (CLPT), should it be contrad? VA to investigate- actioned and confirmed written off
Academisation-VA has prepared a letter to be sent to CFLP-sending to JG-may require sub committee. JG to keep Governors informed.- actioned

9. Review of Committee Structure

a) Committee Structure-Pay Committee plus require a working committee for 2year old business case. **Members JG, VA, Mrs O'Neill (EO), JG requested Governors to let him know if anyone else wished to be on it.**

c) Membership of committees-VA, CS, MC, MS-Pay committee. Which is to be kept at half-termly meetings. 2year old business case as above. **JG requested a working group regarding academisation. It was agreed JG, VA, RG.**

d) Nominated Link Governors-General review of Governor roles based on skills-see SEND/PP Governor role description-Governor hub. Governors agreed: -
MST-SEND (compliance), GDPR/Data retention and HR.
AS-Cyber Security

As AS and MC not present at meeting NK sent them an email on 26/10/2025 of changes.

10. Reports

a) Chair's and Vice Chair's actions:

Chair-Power to Act (PTA): Pupil Premium (PP), Business Continuity Plan, Sports Premium (SP), Staff code of Conduct.

Chair-Ofsted recommendations going forward. Final year of Little Wandle support and taking on Maths Mastery

Chair thanked all staff for hard work, especially during OFSTED. JG to email staff.

Licence deficit, this is an outstanding issue, still growing, but slowed down, answer is to increase pupil numbers, so prepared Early Years in advance of 2year provision.

Excellent support form MAT (Children First Learning Partnership (CFLP)). They supported with OFSTED and offering free support for training and Headteacher performance development.

Chair requested that Governors visit school where possible and support after school events.

Resolved: Above policies and papers received and accepted by all Governors

b) Sub-Committee Report:

Pay Committee- in confidential appendix
MST will be joining the pay committee-NK to ask Miss Derricott (LD) to add to website- emailed 26/10/2025 and NK on GovernorHub-actioned

c) Nominated/Link Governors' reports

JG-attendance, on GovernorHub. JG stated attendance in very good place. VA- letters already started to be sent for late attendances.

RG-on GovernorHub. Another glowing feedback from Little Wandle visit.

CS-on GovernorHub. **JG-refers to action plan in place, does this related to 22 recommendations?** CS-yes and will revisit VA to go through again.

JG-does school need to address in line with RSE guidance? VA-already actioned.

Resolved – There were no issues and all reports were received and accepted by all Governors

11. Headteacher's Report-on GovernorHub

- Staffing changes for the autumn term
- Numbers on role- any surprises?
- Attendance data: include vulnerable groups & National comparisons

- Assessment outcomes- EYFS results, year 1 and 2 phonics results, MTC & comparisons to national/regional data (all on website)
- Safeguarding (including filtering & monitoring) - if not a separate item
- SEND – plans and provisions
- Wellbeing strategy update- staff and pupils
- Update of SIEP-post Ofsted, new priorities, will be a document to full governors.
- Pupil Premium and Sports Premium funding
- CPD plan for the year
- Policy update and review plan for 2025/26

VA commented trying to align the HT report with the CFLP. JG agreed it was concise.

Resolved – There were no issues and all reports were received and accepted by all Governors

Policies:

Safeguarding
Whistleblowing
AI
Parent Code of Conduct
Behaviour Curriculum
Home School Agreement
Mental Health and wellbeing

Resolved – That the reports and policies were received and accepted by all Governors

12. Safeguarding Updates-for information

- a) Update to safeguarding documents – absorb KCSIE 2025 (GIP 1.4.1.1)
- b) DBS Identity Checks – updates for Nov 2025 (GIP 1.4.1.2)
- c) EYFS nutritional requirements (Primary Only) (GIP 1.4.1.3)
- d) Protective Security & Critical Incidents – preparing for Martyn’s Law (GIP 1.1.3.1 & 1.4.2.1 & 1.1.4.1) **JG-MC as link governor to make sure school is following criteria regarding Martyn’s law**
- e) Plan for the Safeguarding annual audit for 2025/26 including on-going internal audit process and training needs- **JG questioning as and when this happens?** VA- dealt with by VA, VW and CS as per deadlines.

13. Strategic Leadership-(for info)-new scheme of delegation

- a) Relevant tasks from the Strategy General advice for the Autumn term – eg. skills audit (GIP 1.1.1)
- b) Updated governance handbooks/guides as per the Academy Trust Governance Guide updates
- c) Policy review and update – Maintained School Governance Guide (GIP 3.1.1)
- d) Ofsted Updates – preparing for the November launch – the new framework (GIP 1.1.2.1)
- e) Governance – external review (GIP 1.1.3.2)-JG questioned if this requires actioning.- JG, VA, NK to look into.

Resolved: New scheme of delegation approved by all governors at the meeting.

14. Finance Accountability-(for info)

- a) Teacher's Pay Award, Support Staff Pay Award (GIP 1.2.1.1 & 1.2.2.1)
- b) Updated information on DfE's funding strategies:
 - i) Sports Premium (Primary Only) (GIP 1.2.3.8)
 - ii) Pupil Premium (GIP 1.2.2.5)
- c) Finance Accountability & controls- any updates – consistent Financial Reporting (GIP 1.2.1.3)
- d) Reducing Fraud (GIP 1.2.3.6)
- e) Free Schools meals for households receiving Universal Credit (GIP 1.2.1.2)
- f) Ratification of new budget- this was ratified at Summer's full governors

15. Teaching and Learning-(for info)

- a) Curriculum updates – Relationships and Sex Education (GIP 1.3.1.1 & 1.3.3.1)
- b) EYFS update (Primary Only) (GIP 1.3.3.9)
- c) Staffordshire Updates – RE (GIP 1.3.2.5) and Supporting EAL (GIP 1.3.3.10)-**JG questioned compliant in RE?** VA=yes

16. Staffing and HR-(for info)

- a) Employment Relations (Flexible Working) Act 2023 (GIP 1.5.1.1)

17. Health & Safety-(for info)-October Health and Safety Assessment to be completed.

- a) Staffordshire School Update – Asbestos (GIP 1.6.1.1)

MC to do a premises walk on 04/11/2025

18. Additional information-(for info)

- a) Staffordshire School Update – Admissions Arrangements (GIP 1.7.1.1)-on website
- b) School Census (GIP 1.7.2.1)
- c) Early Years Census (Primary Only) (GIP 1.7.2.2)

19. Training:

- a) Governor training, both face to face and on-line training events. Plan for 2025/26- MST is booked on Governor 1 and 2, Nov and Dec.

20. Reflection:

Governors congratulated JG for a well chaired meeting. They all congratulated VA for leading the school so well! It was agreed that the staff had pulled together and were truly working as a team especially after the difficulty of the last two years.

It was also agreed that the Governing Board appeared more effective.

21. AOB:

Must be submitted prior to the meeting

Academisation-Mrs Abigail Rourke (AR) CEO–Children First Learning Partnership (CFLP) to attend 5.00pm-**Mrs Rourke gave her apologies-see confidential appendix**

VA-earrings- **there was a discussion regarding whether the policy should change and allow the wearing of stud earrings in school. All Governors present agreed that the policy stands and that they can only be worn for the 6 weeks healing period (which a letter is sent home to parents) and parents are encouraged for ears to be pierced at the beginning of the 6 weeks holiday. MD and RG to check policy for wording. NK to email families.**

Published Admission number (PAN)- **see confidential appendix**

RG-questions-strategic challenge-**Governors received these prior to the meeting attached to the link governor report and all answers covered through the meeting and via the SIEP.**

The following are questions submitted to the Chair on 6/10/2025 and sent to the Headteacher and Clerk and have been answered during the course of this meeting.

- Please could governors receive a full update at the meeting regards the request to join Children First Learning Partnership, where we now stand with regards to joining a trust, and what kind of support we are receiving.
- What has been the impact of severing ties with CLPT? (Are we still paying anything to them? Do we still receive any kind of support from them or has that now formally ended?)
- What is happening regards on-site wraparound provision? Will this happen? What are the obstacles?
- Please could we also have a full update on 2-year-old provision and where we are now with that plan.

Ratification of INSET days

INSET dates 2026/2027 to be agreed by all Governors:-

1st and 2nd September 2026

2nd November 2026

22nd February 2027 (Flexi)

7th June 2027

Finish 21st July 2027

Resolved-all Governors present agreed the INSET days

22. Confidentiality (Part 2 minutes)

Certain items indicated within the minutes are on the confidential appendix.

23. Date and time of future meetings:

Pay Committee-With Libby	11/11/2025	1.00pm
Pay committee (this has been emailed to committee since full governors' meeting)	16/12/2025	1.00pm
Pay Committee	27/01/2026	1.00pm
Full Governors	05/02/2026	5.00pm

Meeting finish time – 6:47pm

Chair

Date

