



## Moor First School

### Minutes of the Meeting of the Full Governing Board held in the School on Thursday 5<sup>th</sup> February 2026 at 5.00p.m.

1. **Welcome:** Clare Stewart (CLS) to the Governing Board

2. **Attendance:** Mrs V Atherton (VA) (Headteacher), Mr J Garvey (JG) (Chair), Miss R Gould (RG), Mrs C Stewart (CLS), Mr M Stubbs (MST), Mr M Sutcliffe (MS), Mrs V Wood (VW).

**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 M Dodd (MD), Mrs C Smith (CS)**

4. **Governing Board (GB) Matters**

a) **Membership- Governors wished to thank MD for everything he had done for the Governors and the school. School has already advertised for a parent governor, given an extension for advert. AS had sent in his resignation to the Clerk and Chair from immediate effect. Governors wished to thank him for his time as Governor. NK seeking advice from Entrust regarding advertising for a new Co-opted Governor, (see actions)-All governors agreed all SEND link Governor roles were to be passed to CST, whilst still liaising with present Governors. MST would take on parent feedbacks/surveys. JG would take on business continuity plan and MC AI and cyber security.**

b) Confidentiality

c) Register of Business Interests-**any Gov require to declare any part of the agenda-nothing declared**

d) Declaration of Interest Business and Pecuniary including related Party Transactions-**up to date**

e) Code of Conduct-**all Governors have confirmed read-Govs to sign Governor Suitability Declaration on GovernorHub.**

#### Membership

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
MST	19/07/2029
CLS	19/11/2029
positions of COG and VCOG are elected annually	

## 5. Minutes of the Previous Meeting

**Resolved - That the Minutes of the Local Governing Board meeting held on Thursday 16<sup>th</sup> October 2025 was agreed by the governors.**

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

## 6. Matters Arising from the Previous Meeting

<p><b>Actions from Autumn 2025 full Governors' meeting</b></p> <p>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. Co-opted elected by Govs via email. Parent Governor to Action-<b>advertised and extended closing date.</b></p> <p>Committee Structure- require a working group 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-<b>no additional Governor.</b></p> <p>Chair thanked all staff for hard work, especially during OFSTED. JG to email staff-<b>JG visited school and personally thanked staff.</b></p> <p>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. <b>Ongoing action for JG-on Health and Safety action plan through Children's First Learning Partnership (CFLP). VA looking into whether CFLP could provide this.</b></p> <p>Acceptable use agreement-governors to be signed by MC-NK emailed MC a copy on 26/10/2025-actioned and completed-Emailed CLS to read and sign. <b>Actioned and completed.</b></p>
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Advert to go live Oct/Nov for another dinner lady- <b>appointed new dinner lady.</b>
MST will be joining the pay committee-NK emailed 26/10/2025 Miss Derricott (LD) to add to website- <b>actioned.</b>
Governance – external review (GIP 1.1.3.2)-JG questioned if this requires actioning.-JG, VA, NK to look into- <b>not required.</b>
Health & Safety-(for info)-October Health and Safety Assessment to be completed.- MC to do a premises walk on 04/11/2025-completed, awaiting report. <b>NK to email MC.</b>
Confidential minutes-PAN-VA to action-to action after 31/1/26, then VA to respond to the Local Authority (LA)- <b>VA actioned this and the LA have confirmed the change.</b>

## 7. Reports

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

**Power to act (p-t-a) by Chair on the following:-**

**Sports premium**

**Pupil Premium**

b) Sub-Committee reports-Pay Committee (verbal)-pay committee meeting had to be postponed-JG concerned that when was the draft budget to be presented to the full Governors. VA-, but there is a meeting on 17/03/2026 and an additional meeting with Libby. 22/4/2026 VA and Miss Derricott (LD) to look at the budget with CFLP. To be presented at pay committee on 5<sup>th</sup> May, to be with the LA by 22<sup>nd</sup> May 2026.

c) Nominated/Link Governors reports-Cheryl Smith (CS)- Safeguarding, Behaviour. Unable to produce a report as absent. Rikki Gould (RG)-Quality of Education, on GovernorHub. Mark Chapman (MC)-Health and Safety, no report at the meeting due to being absent. JG was pleased that phonics was hitting National Targets , but year 4 times tables wasn't. VA and VW explained that the scores were improving and times tables are a daily focus.

**Resolved – There were no issues and all reports were received and accepted by all Governors. NK chasing any reports that Governors though should have been presented.**

## 8. Headteacher's Report

School Development Plan-VA has meeting with Clare Hodgson on 06/02/2026. VA-after Summer there is no more support from Little Wandle, VA and VW main target is Reception, which VW will be rigorously monitoring.  
Annual Health and Safety Report

## Inspection Data Summary Report (IDSR)

### **Policies:**

Alcohol and Substance Misuse

Allergen and Anaphylaxis

Restrictive Physical Intervention-**defer until Full Governors meeting in May.**

Accessibility Policy and Plan

Admissions Policy-**JG stated it gives 3 year old admissions and not 2 year old, (states after 3<sup>rd</sup> birthday),** VA and LD to look into.

Charges and Remissions

**JG questioned whether school requires further marketing, flyers, social media to improve admissions.-VA explained all this already in place. Playgroup will be attending twice a month instead of once after April.**

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

### **9. Safeguarding Updates-for info-CS**

- a) Children missing education: statutory guidance for local authorities and schools (GIP 1.4.1.1)
- b) Cyber Security for Schools (GIP 1.4.2.1)
- c) Safer Internet Day – February 2026 (GIP 1.4.2.2)-**school timetabled for 10/2/26**
- d) Review the whole school approach to mental health/well-being-**document on GovernorHub**
- e) Plan for the Safeguarding annual audit for 2025/26 including on-going internal audit process and training needs-stage 1 to be completed by May 2026. **Training is up to date-CLS completed level 1 Jan 2025 and holds 2 and 3 as was DLS**

### **10. Strategic Leadership-for info-JG-**JG wants all Governors to read Martyn's Law****

- a) Relevant tasks from the Strategy General advice for the Spring term (GIP 1.1.1)-all that is applicable has been completed
- b) Updated governance handbooks/guides as per Maintained School Governance Guide (GIP 3.1.1)
- c) Data Protection in Schools (1.1.3.1)-MST to look at the toolkit.
- d) SEND
- e) Attendance (GIP 1.3.3.2 Primary)
- f) Exclusions
- g) Complaints received (outcomes & learning)
- h) Maintained Schools Information Request Form (GIP 3.1.2) Staffordshire Schools

## 11. Finance Accountability-for info-Pay Committee

Always read in conjunction with your Terms of Reference

- a) Variances against current budget – checks and actions
- b) Budget- 2026/27 – progress to date-Pay Committee meeting March and May to finalise**
- c) National Funding Formulas – consideration for budgeting (GIP 1.2.2.2 Primary)
- d) Updated information on DfE's funding strategies:
  - i) Sports Premium (Primary Only) (GIP 1.2.2.1)-on website
  - ii) Pupil Premium (GIP 1.2.1.1)-on website
- e) Budget Information regarding de-delegation (GIP 3.2.1) Staffordshire Schools-

## 12. Teaching and Learning-for info- RG

- a) DfE response to the Curriculum and Assessment Review (GIP 1.3.1.1)-RG-Spring 2028 there is to be a new curriculum-no immediate action required**
- b) Review of 2025 Assessment Outcomes (GIP 1.3.2.6 EYFS, 1.3.2.7 KS2, 1.3.2.5 KS4, 1,3,2,6 Post 16)
- c) Generative artificial intelligence (AI) and data protection in schools (GIP 1.3.2.4 Primary,1.3.2.3)-MST
- d) SEND update
- e) Focus on professional learning (GIP 1.3.2.8 Primary)
- f) Co-curricular Music (GIP 1.3.2.8) and RE (GIP 1.3.2.9) Staffordshire Schools

## 13. Staffing & HR-for info-Pay Committee-MST

- a) Staffing and employment: guidance for schools (GIP 1.5.2.1)
- b) Strategic workforce planning for schools and trusts (GIP 1.5.2.4)

## 14. Health and Safety-for info-MC

- a) Radiation Protection in Schools (GIP 1.6.2.2)
- b) Reducing incidents of finger trapping in schools (GIP 1.6.2.3) Staffordshire Schools-**JG are there any recent hazards?**-VA-no, there is a weekly report

## 15. Additional Information

- a) School Census (GIP 1.7.3.1)
- b) School Workforce Census (GIP 1.7.3.2)

## 16. Training

- a) Governor training - Plan for 2025/26 -**CLS booked on Governor part 1 and 2. MS and CS emailed 8/1/26 with dates for safer recruitment-NK sent further email 18/1/26-CS confirmed June date. MS wants booking on 16/06/2026. VA to action.**
- b) Any dissemination from courses attended to date?

**17. Reflection**

**MS feels that governors have benefitted from the clarity on the 2 year old provision and the MAT status.**

**18. AOB-updates on the following: -  
2-year-old business case update  
Academisation**

**19. Confidentiality (Part 2 of minutes)**

Items to be included are sections under AOB

**20. Date and time of 2025/26 meetings including committee meetings if known.**

**Pay Committee Tuesday 5<sup>th</sup> May at 1.00pm  
Full Governors Thursday 14<sup>th</sup> Mat at 5,00pm**

**Meeting finish time**

6.28pm

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**Chair**

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**Date**

