

Maulden Lower School Board of Governor
Minutes of a Meeting held on Tuesday 2nd December 2025 between 6.45pm and 8.30pm

Governors Present		Apologies		
Mrs K Dwyer	Head Teacher	Mr R Bashforth	Parent Governor	
Mr K Ashby	Parent Governor	Mr C Field	Co-opted Governor	
Mr J Pestell (Chair)	Co-opted Governor	Mrs H Cohen	Staff Governor	
Mr J Andrews	Co-opted Governor	Mrs S Hillson	Assistant Head	
Mrs T Simms	Co-opted Governor			
Also Present		Ms S Butcher	Clerk	
Governor attendance this meeting		67%		
Governor attendance averaged YTD		72%		
See appendix for individual Governor attendance				
	Action/Decision/Summary of discussion	Appx #	Action owned by	Action due by (date)
1.	Welcome All governors and guests present were welcomed.			
2.	To receive any apologies and to decide whether to give consent for absence Apologies received from RB and accepted. No apologies received from CF.			
3.	Confidentiality, Corporate responsibility, strategic focus reminder The Chair reminded all present that matters discussed within the Governing Board meetings are confidential. The board has a corporate responsibility to the school and should maintain a strategic focus.			
4.	Declarations of interest in any agenda items There were no declarations of interest in items on this evening's agenda.			
5.	To agree the order of business of this evening's meeting Order of business agreed.			
6.	Receive any correspondence No correspondence received.			
7.	To agree the minutes of previous meeting and to discuss any action points or matters arising not dealt with elsewhere on the agenda The minutes of 7 th October 2025 were agreed by all present. Approved minutes will be uploaded to Governor Hub for signed approval.			
Operational Reports				
8i.	Finance, Premises & Personnel i. Outturn/Revised Budget. Figures based on September qtr end. Any significant variances to initial budget discussed Q – Why is there an increase in other staff? A - Additional MDSAs required, previously covered by TAs but they are now needed to support children with additional needs. Q – Why are grounds maintenance costs higher spend year to date than previously? A – Bedford Borough used to invoice quarterly, this year they invoiced for the full year in April. Outturn agreed for submission to Central Bedfordshire Council.			
8ii.	Safeguarding Matters Face to face audit being carried out by Central Bedfordshire Council so s175 not required. Safeguarding governor visit booked for 17 th December.			
Strategic Role				
9.	Board of Governor Vacancies 1 vacancy for an LA governor. 2 Co-opted Governor vacancies. Action - Vacancies to be advertised on school newsletter.		SBM	Jan 2026
10.	Governor Training Update			

Signed.....

Dated.....

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	All governors reminded if they wish to attend training it needs to be booked via the Clerk. Training information uploaded onto Governor Hub. Action – Ask at clerk update re Panel Training		Clerk	Apr 2026
Accountability Role				
11.	Head Teacher Report Attendance data shared with parents during consultations. Q – SEND needs high in Y3, does this correlate with higher absence? A – In some but not all cases. 1 behaviour incident. Parents have been met with and consequences implemented in accordance with Behaviour Policy. Q – Has a date been agreed for the Early Years outdoor works? A – Yes, work to begin 19/01/2026 Q – Are pre-school numbers lower than previous year? A – Yes, Jan 25 we were full, we still have sessions available in Jan 26 ii. Head teacher discussed progress to targets as per the report. Phonics screening and projection on track to be at least at National level. Y3 has high level SEND needs with 24% of pupils. Children being supported. Q – Is there a risk that by spending a lot of time with cusp children that the children on target will fall behind? A – No, additional TA support in class so all children are catered for. Push on problem solving and times tables in maths in KS2. Times tables test in Y4 is carried out on laptops so the children also need laptop and not just tablet skills.			
12.	Governor Monitoring Visits to School Safeguarding visit booked 17/12/25 Attendance visit booked 10/12/25 Curriculum – Maths 12/12/25 Writing 12/01/26			
Other Board of Governors Business				
13.	DPO Report i. Instructions for governor email login not working. IT services to reset passwords.			
14.	Statutory Policy Review i. Teachers Pay and Conditions 2025 ii. Behaviour Policy iii. SEND Policy All Policies agreed with no changes.			
15.	Round Table i. IT equipment for disposal and write off agreed ii. Cluster update meeting attended by Chair and head teacher. KD has been appointed chair of cluster group. School needs an AI policy and an AI champion.			
16.	Confirm date of next meeting: 10/02/2026 at 18.45 Maulden Lower School		ALL to note	

The meeting closed at 20:30

Appendix 1 – Individual Governor Attendance

Governor		% attendance
Mr C Field	Co-opted Governor	33

Signed.....

Dated.....

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Mrs K Dwyer	Head Teacher	100
Mr J Pestell (Chair)	Co-opted Governor	100
Mrs T Simms	Co-opted Governor	67
Mr J Andrews	Co-opted Governor	100
Mr R Bashforth	Parent Governor	33
Mr K Ashby	Parent Governor	100
Mrs S Hillson	Assistant Head	67
Mrs H Cohen	Staff Governor	67

Signed.....

Dated.....