

Maulden Lower School Board of Governor
Minutes of a Meeting held on Tuesday 21st October 2025 between 6.45pm and 8.30pm

Governors Present		Apologies		
Mrs K Dwyer	Head Teacher	Mr R Bashforth	Parent Governor	
Mrs S Hillson	Assistant Head			
Mr K Ashby	Parent Governor			
Mr J Pestell (Chair)	Co-opted Governor			
Mr J Andrews	Co-opted Governor			
Mrs T Simms	Co-opted Governor			
Mr C Field	Co-opted Governor			
Mrs H Cohen	Staff Governor			
Also Present		Ms S Butcher	Clerk	
Governor attendance this meeting		83%		
Governor attendance averaged YTD		75%		
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.			
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 evenings 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 16 th September 2025 were agreed by all present			
Operational Reports				
8i.	Finance, Premises & Personnel i. Due to low number of members in Governing Board at present FPP will be amalgamated with FGB with finance working parties used for key documents. ii. September Qtr End discussed. Q – Has any money been received for the free breakfast club provision yet? A – No money received for those attending since April. Due December Q – MDSA expenditure higher than budgeted, why is this? A – MDSA recruited to relieved pressure on other staff that have been covering adhoc. Budget to be adjusted Q – Why is grounds maintenance higher than previous years? A – This year paid all up front rather than spread throughout the year. iii. Finance Manual agreed. iv. Annual H&S audit reviewed. Invacuation objective to be included as a separate item on the audit. Suggestion made that 2 lockdown drills held per academic year. Fire Risk Assessment quotes very high for a small school. As we are low risk we will keep our updated current one.			

Signed.....

Dated.....

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	Q – Who has been on Therapeutic Thinking training and how is it used in school? A – SLT and SENDCo have all been on the LA training and this has been rolled out to all staff during September inset day. It is a form or restorative practice which is reflected in the schools values and ethos and the language used in school.			
8ii.	Safeguarding Matters Q – What are the levels of social care/child protection? A – Early Help, Early Help Plus, Child in Need, Child Protection Q – Do all staff undertake Prevent training? A – Yes			
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	Nov 2025
10.	Governor Training Update All governors reminded if they wish to attend training it needs to be booked via the Clerk. Training information uploaded onto Governor Hub. Action – Email CBC re Panel Training		Clerk	Nov 2025
Accountability Role				
11.	Head Teacher Report Slight increase in the number of children registered as Pupil Premium. Q – Do you know the families eligible for FSM who have not applied to the LA? A – Families are automatically applied in pre-school but the families have to reapply when they start in Reception, it does not automatically re-enrol them. School reminds all parents annually to apply and reminders via newsletter. Q – Can pupil premium money be used to fund pre-school and wrap around care places? A – At the discretion of the school and the needs of the family as to how pupil premium spent. Attendance for September good. Raising the profile on attendance by inclusion in newsletter, parents evenings and letters to parents.			
12.	Governor Monitoring Visits to School Visits to be arranged.			
Other Board of Governors Business				
13.	DPO Report i. Filtering and monitoring in place and reviewed with IT support company.			
14.	Statutory Policy Review i. TOR ii. ECT Policy iii. Fire Risk Assessment iv. Letting Policy All Policies agreed with no changes.			
15.	Round Table i. 3 to 2 tier update from head teacher. CBC will be holding a follow up meeting next term ii. MAT update – still exploring all options.			
16.	Confirm date of next meeting: 25/11/2025 at 18.45 Maulden Lower School		ALL to note	

The meeting closed at 20:30

Signed.....

Dated.....

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Appendix 1 – Individual Governor Attendance

Governor		% attendance
Mr C Field	Co-opted Governor	50
Mrs K Dwyer	Head Teacher	100
Mr J Pestell (Chair)	Co-opted Governor	100
Mrs T Simms	Co-opted Governor	50
Mr J Andrews	Co-opted Governor	100
Mr R Bashforth	Parent Governor	50
Mr K Ashby	Parent Governor	100
Mrs S Hillson	Assistant Head	100
Mrs H Cohen	Staff Governor	100

Signed.....

Dated.....