

Stanwix School – Full Trustee Meeting
12th December 2023 – 5.30pm

Present: Kuldip McMullan, Catherine Briggs, Elizabeth Mallinson (Chair), Karen Robertson, Jen Barry, Lee Carson
Also present: Ellie Graham (Clerk)

	Item		Action
1	Welcome / Apologies	Apologies were received from KH, TL & MJ	
2	Declarations of Interest Governors to declare particular interests, financial or otherwise, in any of the agenda items discussed at the meeting (and update register if needed)	None	
3	Minutes of Full Governors meeting a. Confirm whether minutes are a true and accurate record of previous meetings, including committee meetings where appropriate b. Address matters arising from the minutes Report on any action taken by the chair or vice-chair on behalf of the board since the last meeting	A. The minutes were agreed as a true record, no matters arising proposed by LC, Seconded by CB. B. CB- have staff received a thank you for social media posts from TL? KM- no he has not been in school as of yet. CB- have letters been sent out to parents of persistent absentees? KM- I have seen the parents to speak to in person. EM- actions completed. EM & KM had a quick catch up before tonight's meeting; nothing new to report on finances.	
4	Policy Review a. Policy tracker update Approve any new or revised policies	Policy reviews are ongoing; no new or revised policies at the moment.	
5	Head Teacher's Report Headteacher to present report and governors to respond with prepared questions.	KM- another child is joining in year 4. CB- more children in year 1 would be beneficial because of the low numbers. KM- had a meeting with a parent who works at Cumberland Infirmary- there are parents who would like to	

		send their children to Stanwix but cannot arrange transport. KM- It would be a good idea if a group of parents could arrange transport between themselves, eg. Minibus. KM- attendance has dipped due to a lot of illness. KM- children are currently working on manners and respect in school. JB- children were well behaved for the Christmas fair. EM to attend some future school council meetings. Looking at the quality of education- a big issue for KS2 children is their writing. KM- our staff have been moderating children's writing at other primary schools in the area to see what we can learn. The consensus from staff was that different schools have different standards and standards at Stanwix are higher. KR- do staff present examples of children's work at meetings? KM- yes. KM- JR (literacy co-ordinator) carried out writing moderation throughout the year groups- an action plan following this will be shared in January. We are practicing finger gym and working on motor skills s some children struggle with motor skills. KM- children are currently working on mental maths to improve maths grades. JB- estimated £2900 raised from Christmas fair for FOSS.	EM to attend some future school council meetings.
6	Term Dates 2024 – 2025 Update and discussion from CB, MJ & EM	CB, MJ & EM met to discuss the 2024 – 25 term dates. CB – school asked for parent views on the two-week May Half Term. It was agreed that EM, CB and MJ would review the responses as they don't have children at Stanwix and therefore impartial. We were surprised by the number of responses. CB- the number of responses were quite balanced for those in favour of the two-week break and those not. The reasons that parents provided for wanting the one-week break were quite striking: stress, pressure, inconvenience	

		and detrimental effects on family life caused by the two-week break. LC- what proportion of parents replied? CB- around a 3rd of our parents. KM- overall, there is no drastic change to attendance with the two-week break. CB- a few parents questioned quality of education on the extra days in school as a result of the two-week break, brought up revision time for SATs and children being given enough time to prepare for their phonics test. EM- we need a vote on this. JB- pupil numbers have decreased since we introduced the two-week break. The feedback for those in favour of one-week break is more impactful than those in favour of the two weeks. KR- what is the overall staff consensus on the holidays? KM- mixed. CB- those in favour of the two-week break provided reasons such as: they felt it was a more balanced term, benefit for their own mental health and cheaper family holidays. EM- a decision has been made- having considered all views, we are to revert back to one week in 2024-25. CB- it is important to thank everyone for their contributions and opinions. CB to prepare information on this to send round to staff and parents. KM- when is the right time to inform staff & parents? EM & CB- after Christmas.	CB to prepare information on this to send round to staff and parents.
7	Governor Development Report on any training undertaken and training needs still to be addressed	CB attended online training on governance- the training mainly focused on the role of the clerk. Governors are now employing professional clerks. KM- LA are bringing training out for governors. We could ask school improvement officer to come in to see governors- would not be classed as training but good practice. EM- see what the council brings forward. EM- agenda item for February.	Governor training to be added as an agenda item in February.
9	Pupil Premium a. Update on Pupil Premium b. Update on Service Children	CB- We need to know how PP funding is being spent and the impact it has had. KM- the impact is that children make progress in interventions. CB- is there anything to demonstrate this? KM- this progress is hard to measure.	

	Update on Armed Forces Children	Children with social and emotional needs go to 'ELSA' sessions in school to gain confidence. Social and emotional go to ELSA and gained confidence. KM- I could ask AW to do a report on the impact of ELSA sessions, but information is to be kept confidential. CB- whole purpose of pupil premium is to bridge that gap on progress. Children who attend residential show progress. JB- PP & inclusion should be separate items on the agenda. CB- at least once a year for update. JB- inclusion is a much wider topic than PP. JB- inclusion is a much wider topic than pp-would be good to have a piece on inclusion to show progress. KM- as far as sport is concerned- it is hard to be inclusive. Parents do not see us as an inclusive school. KR- there are often children being selected from other year groups rather than the year groups that are taking part in tournaments/competitions. JB- we should have opportunities for those children who are less academic- give them the opportunity to represent the school. Report to be presented in next governors meeting on the outcomes of our PP funding and work.	Report to be presented in next governors meeting on the outcomes of our PP funding and work.
10	Attendance Update on attendance	No update.	
11	Feedback from Governor Meetings a. FSP committee (including a budget update) (update on People Plan) TAC committee	KM- our management accounts sheet is very similar to last time as year end accounts have not yet been completed. KM- We have recently had the boiler serviced and electrical work carried out- which is not going to be every year. CB- it will be great to see the figures once Sage has been year-ended. TAC committee- EM- JB struggling with time to be on committee. EM- anyone else who would like to chair curriculum? KR to join the committee.	
12	Safeguarding Update Update from KM	KM- no major incidents or serious case reviews. Incidents are uploaded onto CPOMS and DSL's review what is uploaded at weekly meeting.	

		EM- Make sure any incidents are noted down as it reflects everyone in the school.	
13	Budget Monitoring Update from KM / MS	Confidential Item.	
14	Future Meetings	KM to let staff know dates on the upcoming process. Date for next full governors meeting to be arranged.	

Minutes approved by

Elizabeth Mallinson

Chair of Governors

Elizabeth Mallinson