

Stanwix School – Full Trustee Meeting
11th December 2024 – 6pm (Teams)

Present: Sarah Nuttall (SN- Headteacher), Elizabeth Mallinson (EM- Chair), Tom Little (TL), Michael Johnson (MJ), Catherine Briggs (CB), Karen Robertson (KR), Paul Nedved (PN), Michael Routledge (MR), Jon McGuckin (JM)
 Also present: Ellie Graham (EG- Clerk), Darren Glynn (DG- Upcoming HT)

	Item		Action
1	Welcome / Apologies	Apologies were received from NH & JB DG was formally introduced to governors as upcoming Headteacher	
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)	DG is a governor at another school in Carlisle	
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 c. Report on any action taken by the chair or vice-chair on behalf of the board since the last meeting	Full Minutes 11.11.24- agreed as a true record, no matters arising. Proposed by PN, seconded by KR. Confidential Minutes 11.11.24- agreed as a true record, no matters arising. Proposed by SN, seconded by KR. 2 governors required to attend Safeguarding training- to see SN.	
4	Chairman briefing and update	Committee places have been allocated and information has been circulated to govs. Chairs of each committee to inform EM when they are holding meetings so we can set Full Governors dates for the rest of the academic year. EM has been in school this term observing phonics and taking part in History lessons- will continue to be present in school next term. CB, JB & EM have met regularly to go through school budget/staffing with input from DG.	

		As the committees have now changed, terms of reference are to be updated.	
5	Head Teacher's Report December 2024	SN- school has been busy this term covering the SBM role, work on data and assessment. Local Authority is starting fines for unauthorised absences. Gofs to be prepared that this fining process is starting in the Spring term. EM thanked SN & VJ for work on staff morale. New parking deterrent signs positioned on school entrances school seem to be working well.	
6	Safeguarding Report December 2024	KR attended one of the weekly safeguarding meetings, along with our DSL (Designated Safeguarding Lead) and Deputy DSL's. School has made one home visit regarding absence. VJ now completed L3 safeguarding training-DSL. KR- staff are provided ongoing safeguarding training, there is a weekly safeguarding meeting and CPOMS is used to log incidents/concerns. MJ- Do staff know who to go to with concerns? SN- We have DSL's in school, a local community police officer contact and agencies such as social services. Contact numbers for external agencies are displayed around school.	
7	Health & Safety Report December 2024	SN is working through the feedback from our Health & Safety audit- a case of actioning recommendations from the auditors. We are compliant in Health & Safety.	
8	School Development Plan 2024-25	SN worked with subject leaders so they have their say in curriculum goals in the school development plan. There is a section for governors evaluation- if any governors would like to contribute anything to the school development plan, please let SN know. JM- A lot of the success criteria in the plan is unmeasurable- do we need something we can measure against? School development plan has been handed over to DG who is going to evaluate this in the new year.	
9	Policy Review	Whistleblowing Policy 2024-25 was formally approved by governors.	

		Time off Work Guidance was formally approved by governors. Executive Pay Policy 2024-25 was formally approved by governors.	
10	Leadership Transition	In order to support leadership, VJ, MH and SN have set calendar of leadership action. DG planning to work flexibly with VJ in the Spring Term.	
11	Finance Matters a. October management accounts (CB) b. Scheme of delegation for review and approval (CB)	a. Confidential item b. Scheme of delegation was formally approved by governors. Dodds are currently auditing year-end accounts. EM thanked CB for work on budget and management accounts. CB updated governors on the review of governance and financial management review from DfE- CB had to pull together advanced information. SN, JB & CB attended the follow-up meeting held by Alyson Culley.	
12	Risk register for review and approval	Risk register was reviewed and formally approved by governors.	
13	School Budget and Organisation for 2025-26	Confidential item	
14	Governor Vacancies a. Clerk to Governors vacancy b. Staff Governor vacancy	a. Clerk to Governors vacancy- closing date was 09/12/24 and we have had no applications. Governors discussed the idea of advertising wider-geographically for remote working. b. KH handed in her notice as Staff Governor-formally resigned 28/11/24. This position is currently being advertised amongst staff- closing date 16/12/24.	
15	Any Other Business a. Positive PR from Stanwix b. New governor committee information	a. TL- The deadline for Sept 25 reception applications is 15/01/24- fast approaching. Good timing for a positive PR push to advertise to prospective parents. Good idea to look into paid Facebook advertisements & advertising with local businesses. b. New governor committee information has been circulated to governors.	

		School minibus- A discussion took place that we have received 2 bids for the minibus at scrap value (one from TL). TL then temporarily left the meeting. CB clarified with ESFA that it would not be a conflict of interest for TL to purchase the minibus. TL put in first bid and matched the price of the second bid. Governors formally agreed that bid from TL was accepted. TL re-joined the meeting. EM thanked SN & VJ for hard work this term. CB to get in touch with governors and set FSP dates in January. Preference for Full Governors meetings is a Wednesday night via Teams.	
16	Future meetings	Governors meeting Wednesday 18th December @ 5:30pm with Mike Kirsopp from Dodds to go through audit.	