

Stanwix School - Full Trustees Meeting

15 January 2025 17.30 (in School)

Attendees: Elizabeth Mallinson, Michael Johnson, Jennifer Barry, Karen Robertson, Michael Routledge, Jon McGuckian, Nigel Hebson, Sarah Nuttall, Vicky Jenner and Darren Glynn

1. Welcome and Apologies

Apologies were received from Paul Nadved and Tom Little

2. Declarations of interest

- Darren is a headteacher at the Beaconside School and school governor at Richard Rose Morton Academy in Carlisle

3. Minutes of Full Governors meeting 11 December 2024

Sarah Nuttall noted correction of wording needed under item 6 to change *KR meets with SN for weekly safeguarding meeting* to *KR attended one of the weekly safeguarding meetings*

Subject to the above amendment, the minutes and confidential minutes were accepted as a true record.

Main minutes - Proposed: Michael, Seconded Karen

Confidential minutes – Proposed: Sarah, Seconded: Michael.

4. CONFIDENTIAL ITEM

5. Head Teachers Report:

Vicky referred trustees to the report that had been circulated in advance and highlighted the following areas:

- there has been lots of collaboration with Darren since his appointment.
- Curriculum: Work has been carried out on the Curriculum Monitoring and Evaluation Plan. Sarah extend an open invitation to any governor who would like to come into school to observe.
- Attendance: a lot of work on has been carried out on pupil attendance. Vicky explained that there are two levels of letters:
 - Level 2 to say attendance has dipped below 90% - 28 level 2 letters have been sent out.
 - Level 3 saying a Level 2 was sent last term and since then the child's attendance has dipped or improved – 10 Level 3 letters sent out. Catherine asked about the response to the letters. Vicky and Sarah explained that on the whole they had been positively received. The DfE unauthorised absence letter was not well received by some parents.

SN noted that it was also important to focus on the 20 – 25% of pupils with 90% - 96% absence.

Jen asked about high absence in pupil premium children and what work was being undertaken to address this. Sarah explained that they are working with this

group to break barriers to attendance. Have done home visits for children who haven't been in school seen since 20 December.

Jen asked for a sense of the reasons for absence. Sarah and Vicky estimated a 60:40 split being holiday:other reasons from the letters sent.

Darren noted that Westmorland and Furness Council had been clear in their rules on unauthorised absence and were issuing fixed penalty notices. DfE guidance states that local authorities should not be disadvantaging children in other Local Authorities by not following DfE guidance.

Vicky attended an attendance briefing from the DfE and they will be running governor sessions. Vicky will share the dates when confirmed.

- **Confidential discussion**

6. Safeguarding:

In her capacity as safeguarding governor, Karen gave an update on safeguarding drawing particular attention to the following:

- Staff have been briefed on the new government bill that puts in an additional level
- The inset day in January included a 90 minute training session on attachment and trauma
- All Safeguarding documentation has been updated to show Vicky as the DSL.

7. CONFIDENTIAL ITEM

8. School Banking

Vicky requested trustee approval to remove Kuldip McMullan and Ian Murphy as bank signatories/remove them from the bank mandate for all accounts held with the Cumberland. This was unanimously approved.

Action: Vicky to contact the Cumberland to request the removal.

9. AOB

- Mike R reported that he is working up a terms of reference for the T&A committee. He noted that he would normally expect the SEND report to go to the T&A committed prior to full trustees so the governor responsible for SEND should probably be a member of the committee.
- The next T&A Committee meeting is Tuesday 18 March
- Liz reported that there had been two applications for staff governors (to be guests at the recommendation of the DfE). The merits of having one or two staff governors was discussed. It was agreed that one was the preference so will have to be decided by staff election.
- **Mike reminded the board of the need to set out difference between Members and Trustees and their respective roles and responsibilities.** Darren noted that, per the Academy Trust Handbook, there should be three to five Members (preferably five) with

less than 25% of the Members also being a Trustee. **Darren suggested that an independent review of governance should be a priority once he starts in post.**

10. Future meetings

Next full governors meeting: Liz asked Vicky to look at the school calendar for potential dates (ideally on Wednesdays) for full trustee meetings for the rest of the year with one meeting a month. FSP committee meetings will then be set to align with these.

Meeting closed 19:00