

Stanwix School – Full Trustee Meeting
6th November 2023 – 5.30pm

Present: Kuldip McMullan, Catherine Briggs, Elizabeth Mallinson (Chair), Tom Little, Michael Johnson, Karen Robertson, Lee Carson

Also present: Ian Murphy (Deputy Head), Ellie Graham (Clerk), Megan Stokoe (Guest), Kelly Hand (Guest)

	Item		Action
1	Welcome / Apologies	Apologies were received from JB	
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	EG to check who has not completed DOI forms.
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 from the meeting of 26 September 2023 were agreed as a true record proposed by LC. Seconded by MJ. B. No matters arising. EG to send minutes of previous meeting out with agenda in future. LC to continue to have weekly safeguarding meeting and regular meeting with KM and EM.	EG to send minutes out with agenda in future. LC-weekly safeguarding meeting and regular meeting with KM and EM.
5	Policy Review a. Policy tracker update Approve any new or revised policies	A. EM has been into school to meet with KM and review policies. EG collated list of policies.	
6	Head Teacher's Report Headteacher to present report and governors to respond with prepared questions.	We currently have 390 pupils on roll. We had a good uptake on our Reception open day. Office collected contact info for all that came to the open day so we are able to keep in touch. KM to visit 'Tots Group' at St Michaels Church to introduce herself to more prospective parents.	

	EM- thank you to all SLT and staff for effort put into the open day. IM & TL organised a 'Stay & Play' session on 21st November to give children and prospective parents a taste of the school. EM- there is a perception that Stanwix is full. MJ- we need to make parents aware that this is not the case. TL- Facebook is working well- we should praise staff for this. EM- thank you should be sent around all staff for Facebook posts. IM- it helps that teachers can now login and post on Facebook themselves. KM- a lot of positive feedback from parents regarding our Facebook page. TL & EG looked at and trialled paid advertisements- successful and good reach so far. KM- a child in year 6 has joined Stanwix. H&S update- audit scheduled for March 2024. KM in touch with Local Authority to arrange governor training. EM- reminded all governors read KCSIE. KM- this has been sent round- main changes on the document are to be more vigilant on attendance and online activity. Staffing update- performance management meetings have been completed- now looking at what CPD staff need. CA and LC to return from maternity leave in coming weeks. Claire Armstrong has dropped one day a week. Attendance- KM- there are a couple of children on our radar that we are monitoring. KM- we need a decision made on whether we go ahead with the 2-week break in May for coming years. EM- suggested that we tell parents we are reviewing the holidays and ask their opinion. LC- are we going to decide based on these opinions? MJ- we could say that it isn't a vote. MJ- why are we asking for parents' opinions? CB- because SH noted in her final meeting that parents do not apply for school places at Stanwix because of the two-week break.	Thank you to be sent round to staff for Facebook posts. Governors to read and sign KCSIE on Governor Hub.
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	KR- other schools don't change holidays to improve attendance. Why do we have to do this? MS- we could create a survey on the PA Connect app to send out to staff and parents. LC- survey must have some influence on decision otherwise there is no point. EM- a message should go in the weekly newsletter to say we are reviewing the term dates. MJ- give people the attendance figures and invite any feedback. TL- only those in favour will come forward. EM- we will welcome any comments. KM- form to be created and sent out with notice on Friday's newsletter. EM- are we all in agreement? Yes. School council- looking at new wet play equipment and asked FOSS to host a stall at the Christmas Fair. EM- any progress on combining our school council with other schools? KM- this will be next term. KM- children with EHCPs are going out of class with support assistants leaving teachers on own with class. KM & AS looking at creating support group and taking groups of children with EHCPs out of class meaning teachers can work with children working at a similar level. Data- IM- been looking at Fisher Family Trust (FFT) estimates. Data is looking much more positive. Thank you to those who have watched the FFT presentation video. CB- thanked IM for preparing this. IM- we don't currently have data for the KS1 cohort as year 1 don't have attainment figures from Reception. Year 2 children were working at a lower level in Reception due to Covid. IM has been completing monitoring- there is no major concern about teaching through the year groups. The quality of teaching has been excellent. IM- Year 2 data will be an anomaly that goes through the school. We will just have to try our best to catch them up. When these children get to year 6 and sit their SATs, we could still get good figures from a progress point of view. MJ- continue intensive monitoring. How can we ensure that the year 2 data cohort is a 'blip'? IM- both monitoring data and assessment data points towards this being an anomaly.	EG & MS to create survey on the PA Connect app and send out on Friday.
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		IM- year 6 data is not too far off the threshold- is not a problem at this stage in the year. EM- we can now put key indicators in place- even if children do not get to national level, we can evidence that they have improved significantly. KM- we still have to push for attainment. CB- when we get progression, attainment follows. IM- every school is on a SATs push- the more we monitor progress the less last-minute panic. KM- schools are now teaching children to the SATs. KR- other schools doing this for GCSEs. CB- Covid catch-up funding could be an option? KM- a lot of rules and regulations around this.	
6	Governor Development Report on any training undertaken and training needs still to be addressed	KM in touch with Local Authority to arrange governor training.	
7	Pupil Premium a. Update on Pupil Premium b. Update on Service Children Update on Armed Forces Children	a. No changes. Same figures as last meeting. b. No changes.	
9	Attendance Update on attendance	KM to review attendance and send letter to those parents whose children have persistent absence.	KM to send attendance letters to persistent absentees.
10	Feedback from Governor Meetings a. FSP committee b. T&A committee Comms & engagement committee	a. CB- a lot of time has been spent by governors preparing the People Plan and we are keen to roll out to staff. CB- Plans for repairs/maintenance- Reception external school gates on high priority to be updated. Discussed the proposal for development of the Early Years outside area. If any of this work qualifies as capital, it does not come out of the revenue budget. CB to contact Mike at Dodds Accounting for opinion on if any of the work would qualify as capital. KM- A lot of laptops we have in school are not working so most of the capital funding in budget will need allocated to new laptops for staff. Most of our funding is in general reserves (as opposed to restricted) so we could make a transfer to capital if considered an appropriate investment and subject to there being sufficient revenue funding.	

	KM: MS working alongside KM to cancel subscriptions that are not needed. MS is also following up paperwork from FOSS for items their committee agreed to fund to ensure all is on file. CB reported she had a walk round school to get an insight into what maintenance/repair jobs need done. CB- we should have a rolling maintenance plan with a list of jobs that need completed. MJ- money should be set aside for this in the budget, so that we are actively working on improvements. MJ- helpful to have parents who can give a helping hand or offer maintenance/repair services, but it is a difficult time to ask parents for monetary donations. KR- parents may have free time to help school out. The 'Give A Day' campaign is very successful. CB- even small jobs such as plastic drain pipes need replacing. EM- CB to resend the rolling maintenance plan round to governors and restart the premises working group. KM- we have had several contractors/companies look at the railings by Reception and all quotes cost a lot of money. The railings and gate must be stripped down, primed, undercoated and painted. MJ- the starting point for this is to approve how much we can spend. TL- what are your views on this matter from working in other schools? IM- We cannot factor this in annually, as it is a job that rarely needs done. LC- we need to collate the rolling maintenance plan and look at what jobs need prioritised. KM to ask David for prices on certain maintenance jobs. KM- KH's husband to deliver our first aid training to staff free of charge which saved a significant cost. EM- this is an example of people helping school within their remit. EM- Could do this through 'Give a Day'. The feedback on this scheme has been very good. IM- David is able to tick off a lot of jobs on the rolling maintenance plan. KM- we could not create an official budget sheet for this meeting as the budget was not signed off. EM- official budget sheet to be handed round to governors at next meeting.	CB to re-send rolling maintenance plan to governors and to restart the premises working group in school. Official budget sheet to be handed round to governors at next meeting.
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		KM- is the teachers' pay rise factored into our budget? CB- AE did add this into the budget but we did not yet know about the exact amount of the pay reward for non-teaching staff at the time of submission. This has since been agreed at £1925 (plus employer's NI and pension). CB- we have £17000 in the grounds and maintenance budget. Once the rolling maintenance plan is in operation for a few years, we reduce the likelihood of lots of jobs needing to be completed at once. EM- we should apply for a 'landfill tax' grant from the council, as this is granted for environmental matters. CB- thank you to MS for the draft management accounts. It was noted that there is still some work to do on the opening balances. The management accounts are to be presented at every meeting. CB- next column on the budget sheet should be the forecast for the remainder of the year- look at how we can better utilise the money. EM- if we are not going to spend it, then we are able to move to other things such as maintenance/repairs. KM looking at quotes from cleaning companies. TL- our school Facebook page has reached 10.9k interactions, meaning engagement is up 700%. Very rewarding to see. TL met with EG regarding Facebook marketing and paid advertising. Feedback on subject meetings- TL met with IB. EM to meet AC on coming Friday for science meeting. MJ to arrange maths meeting.	
11	Future Meetings	Dates to be arranged for curriculum and full governors. CB- Dodds Accounting coming into school in December to present the year end accounts and audit report. EM- we will wait to hear from the auditors on timings as to when we arrange our next full governors meeting. TL- we should reduce the time taken on HT report by it being circulating to governors in advance of the next meeting in future.	

		Finance meeting arranged for Monday 27th November at 5:30pm.	
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Minutes approved by

Elizabeth Mallinson

Chair of Governors

Elizabeth Mallinson