

Minutes of Stanwix School Full Trustees Meeting 26 March 2025 7.00pm (held via Teams)

Attendees: Jen Barry Jill Blain Catherine Briggs Darren Glynn Vicky Jenner Michael Johnson	Tom Little Elizabeth Mallinson (Chair) Jon McGuckin Paul Nadved Mike Routledge
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1	Welcome/apologies Apologies: Karen Robertson
2	Declarations of interest None other than those declared on the trustee register of interest Darren Glynn declared he is the current head teacher at Beaconside School and a governor at Richard Rose Morton School.
3	Approve minutes The minutes of the following meetings were confirmed as a true and accurate record with no matters arising: • Full Trustees Meeting Wednesday 26 February • Extraordinary Meeting Full Trustees Meeting 11 March
4	Chairman briefing and update Elizabeth Mallinson (EM) extended thanks to governors who have been in touch on various items. EM reported that she had visited other MATs and there are common challenges being faced across all schools. EM put on record thanks to Sarah Nuttall, Vicky Jenner and Darren Glynn for the huge amount of work done by Sarah during her time as interim head teacher and consultant head, Vicky in her acting head role and to Darren during his transition period. EM has received positive feedback from parents and thanked all staff for their dedication.
5	Acting Head Teacher's report The report was circulated to trustees in advance of the meeting and Vicky (VJ) noted that there was nothing in addition to raise. She noted the attendance report also circulated in advance. EM noted that the more relaxed format of World Book Day had gone down very well with the majority of parents. Paul (PN) asked if the fixed penalty notices in relation to unauthorised pupil absence would be in line with the Cumberland Council policy. Vicky confirmed it was. She explained that any cases that meet criteria have to be submitted to the Local Authority and it is then then the Local Authority that issues the fine if they deem it appropriate. To date Stanwix has submitted three instances and the feedback from the Local Authority was that the paperwork submitted was in line with Cumberland policy.
6	Safeguarding update VJ updated on the following:

	• <<Confidential information>> • The school is moving forward with filtering and monitoring. A random check done on the new system today. • Sarah, Vicky and Ellie did a full check of Single Central Record • There is a new Designated Safeguarding Lead (DSL) network that Vicky will join for summer term • The Local Authority is offering free supervision but CSP have asked for their own training • There are just 12 actions remaining on audit action plan. EM passed on her thanks to Sarah, Vicky and Karen for all the work on this.
7	Policy review The following policies were circulated in advance of the meeting: • <i>Overarching Safeguarding Statement (optional but good practice)</i> • <i>Admissions policy 26/27</i> • <i>Allegations against staff 25/27</i> • <i>Missing Child procedures 25/28</i> DG thanked PN for sending the following questions in advance: Q: please clarify if we have firstly a policy for the use or otherwise of mobile phones through the school day by pupils? • VJ confirmed that Is on online procedures policy and all parents sign up to this. Q: Should this feature in the overarching safeguarding statement and the school website? I noticed there was comprehensive advice on e-safety on the school website. • There should be a reference with more specific guidance on school approach being referenced as being found in behaviour policy. Q: Off site visits. Do we have children that go home for school lunch and if so, how is this monitored? • No children go home for lunch and there are no children in alternative provision but both would need risk assessed and ongoing vigilance. Q: With regard to missing children report, who would be regarded as the “Visit Leader” as not clear in report ? Which policy? • Visit leader would be the named person in charge of the visit. Q: Do we have an Educational Visits Coordinator as referenced as part of H&S policy? • Yes- Jill Blain and soon Melissa Harkins will be working closely with her to develop the educational visits offer but Jill will retain Educational Visits Coordinator and responsibilities associated. Jen asked about staff training re. Missing Child procedures. DG said they are likely to have inset training on this including what happens if a child goes missing. After Easter they will be implementing a staffing briefing agenda which will include policy updates. This will give time staff to read, digest and ask questions about policies. Will put policies on a cycle. Mike (MRo) asked if there is a clear statement of where the school’s policies are from and if they are adopted or adapted (for example from Cumberland Council policies)? DG will look at that in the next round of policy reviews.

	Jen noted that for the HR policies and procedures it would be useful to list all the HR policies that Cumberland Council have and she would be happy to do this.
8	Finance matters • Catherine (CB) reported the Finance, Staffing and Audit Committee met on 11 March. • The February management accounts are being finalised and will be circulated shortly. • The contract register is being updated and will be shared Finance, Staffing and Audit Committee at their next meeting • CONFIDENTIAL ITEM re. Specific contracts recorded in Confidential Minutes • The school is introducing a central order system • Summer spending will focus on both assessment and health and safety actions. DG will bring some recommendations to trustees on utilisation of capital funding. Priorities may include developing the early years area and computers.
9	Governance • Clerk update: Darren has obtained two quotes for an agency clerks. Will review versus the cost of employing a clerk. • Independent review of governance. The last review of governance commissioned by the school was 2022. DG has obtained three quotes all below £3,000. The NGA £3,000 is the highest, Chris Forrest £2,000 and Nathan Jeremiah of EPI Consulting quoted £4,000 (in total) for both the review of governance and internal scrutiny work. It was agreed to invite EPI Consulting to proceed with the review of governance but the scope of the next piece of internal scrutiny work needed to be finalised by the Audit Committee at its next meeting before any engagement for that work.
10.	Staffing and leadership model update • The leadership model document was circulated in advance of the meeting. DG: the senior leadership team have reviewed leadership roles and responsibilities. VJ: it was a really useful process to go through as a team. DG noted that leadership will need to continue to ask about workload and wellbeing. • Staffing class allocation conversations will start next term. • DG recently met with Early Years and Year 6.
	Any other business • Mike R: asked about the process for committee meeting minutes. EM: they go to committee members for approval and then full governors for information. • DG: Vision and values – has discussed with Jen who has shared the background and the People Plan previously drafted by Jen and Tom. DG would like to start working on this as soon as possible. His suggestion was that senior leadership consults with staff, parents and staff and then in September come back with a clear direction of travel. Will hold a twilight session with staff. • EM: two parents and another member of the school community had been in touch about the school not attending this year's Carlisle Music and Drama Festival. DG will look at this for next year alongside review of all the events Stanwix attends. • EM: wished all staff and trustees a good Easter

Meeting closed: 9.00pm