

Minutes of Stanwix School Full Trustees Meeting 14 May 2025 5.30pm (held at Stanwix School)

Attendees: Jen Barry Jill Blain Catherine Briggs Darren Glynn Vicky Jenner Michael Johnson	Tom Little Elizabeth Mallinson (Chair) Jon McGuckin Paul Nadved Karen Robertson
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1	Welcome/apologies Apologies received from: Mike Routledge
2	Declarations of interest None other than those declared on the trustee register of interest and Darren Glynn declared he is 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 March 2025 Proposed: Tom, Seconded: Paul
4	Chairman briefing and update Liz Mallinson (EM) reported that she has been in school. Liz and Jen attended the inset session on vision and values.
5	Vision and values Darren Glynn (DG) updated on vision and values. An inset session took place for staff and was opened up to all staff. DG is currently analysing the outputs from the session. Second phase: pupil voice which is now done. Third phase is small parent focus group of c. 13 parents to ask for their input and will then ask a wider sample for input through forms. The headline theme coming out of the sessions so far is honesty. Next steps: parent focus group next half term with trustee input in same half term prior to coming back to staff in September. Agreed that a trustee session would be good followed by presentation of collated information from all sessions to the final full trustees meeting of the academic year prior to launch in September. DG to send out the personal values. DG is receiving coaching from a consultant who has worked on vision and values. Paul (PN) flagged that some of the data on the website needs updating – more the operational rather than the legal requirements.
6	Head Teacher Report The report was circulated prior to the meeting. DG updated on the following: DG proposed that he produces a report in this format once a term.

	• Jen Barry (JB) asked about the staff attendance data. DG working with School Business Manager to improve the accuracy of data in this area that will then provide a baseline. Currently, one potential long term absence. • JB raised the governance plan produced by Michael setting out the timing of key items that trustees need to review. JB to share with DG. • EM asked to add Pupil Premium to the report. • Pupil Premium sits in Vicky's (VJ) areas of responsibility. Have one year plan in place and are developing a three year plan. Pupil Premium will be a separate agenda item at the next meeting.
7	Safeguarding and attendance update VJ updated on the following: CONFIDENTIAL ITEM included in confidential minutes Attendance: • VJ has spent time at Beaconside School to look at best practice on attendance. • Attendance newsletter has gone to all parents and is celebrated in newsletter • Year to date persistent absence is at 13% - slight improvement from the 15% last time. • Still high levels in Free School Meals cohort but again slight improvement. • Rolling out attendance action plans in place for those with below 80% attendance. • Karen asked if there is a correlation between absence and those out of catchment. VJ confirmed there is. • The school has made one further referral for term time absence since Easter and more are expected in the next few weeks. VJ and DG confirmed that the school is following the school's attendance policy which reflects latest DfE guidance. • DG updated that they are looking at ways to resolve the gap around following up absences that are not in that persistent absence group.
8	Health and safety update • DG referred to the Health and Safety Management Plan circulated in advance of the meeting. The intention is that it will come to governors once a term. DG and Megan Stokoe meet regularly to review and focus on specific aspects. Most recently reviewed the fire action plan. • Paul is coming into school in June to review on behalf of Trustees and will carry out spot checks. • Electrical work from the report recommendations were completed over Easter • New fire doors budgeted for. • Fire drill planned soon. • April asbestos survey completed – no urgent actions • Are transitioning some Health and Safety responsibilities to the site manager and school business manager with spot checks from DG. • JB asked if the emergency plan comes under this plan. The current emergency plan policy will be an agenda item at the next meeting for review.
9	Policy review. DG updated: • Emergency plan policy will come to next trustees meeting • Offsite visits policy to come to trustees in September along with the updated policy schedule which sets the timing for each policy to up updated, reviewed and approved.

10	Finance matters • April 2025 management accounts: • This year's budget is based on an in year deficit of £17,000 and carried forward reserves of £134,000. The April management accounts project an in year deficit of £26,000 and carried forward reserves of £125,000. The negative movement of £9,000 is due to some unexpected invoices relating to the prior year. • However, the April projection includes investment in both the property and assessment which DG has built into the budget: £5,000 on assessment and £9,500 on property repairs and maintenance from revenue funding and £29,000 from capital funding including £9,000 investment towards developing the Early Years outdoor area to enhance the offer for current and prospective children. • Catering is showing an overspend reflecting the Orian price increase. • Still looking at spend of £93,000 on agency staff. Senior leadership are meeting again to look at ways to reduce this both this year and next. • JB asked about the cost of agency compared to permanent staff and if there is a case for having a bank of zero hours staff. DG said they are refining processes around where sourcing supply from and ensuring approval from DG or VJ. • MJ asked about insurance for staff absence. DG: currently looking at this with Megan. • Megan has been working with the utilities suppliers and the school may be due a £6,000 refund. CONFIDENTIAL ITEM included in confidential minutes
11	Committee meetings and link visits • Finance committee Item deferred • Health and safety link visit Item deferred
12	Governance Clerk update: Item deferred Finance review: Item deferred Governance review: Item deferred Member organisation: Item deferred
13.	CONFIDENTIAL ITEM included in confidential minutes
	Any other business • None

Meeting closed: 7.45pm