

Stanwix School – Full Governors Meeting

Tuesday 4th October 2022 – 5.30pm

Present: Shelley Hayward (Chair), Kuldip McMullan, Catherine Briggs, Michael Johnston, Tom Little

Also Present: Megan Stokoe, Imogen Bibby

Item		Action
1. Welcome / Apologies	Apologies were received from LC and KH.	
2. Declarations of Interest	None.	
3. Minutes of Full Governors meeting	The minutes were agreed as a true record; proposed by CB, seconded by IB.	
	Item 5 Governors discussed the Staff Absence Policy. The policy will be circulated and brought to the next meeting to be agreed. SH asked if KM had met with Claire with regards to HR. Claire is going to produce a version of the values and will send to SLT for this to be discussed in small groups. The values will then be amended as necessary and KM will run a staff meeting on this. SH asked when this would be, KM confirmed this would be before half term. KM is meeting with some staff members and the school caretaker to put together a works schedule for maintenance within school. There is a list of jobs ready, but this needs to be prioritised and costed. SC is willing to meet with EM regarding the Audit Committee. Future dates are included in the agenda.	
4. Discuss External Review of Governance action plan	TL presented the Governance Action plan. 1a. Following the meeting with Chris, there will be a session to plan the changes going forward.	

	1b. Discussed the clarity of roles within the trustee board. 2a. The use of the governor hub portal, improvement of minutes. This was agreed as progressing. 2b. Monitor of governor visits form has been devised. KM is working on the governor visit policy. CB asked if all Trustee visits should be recorded on a shared Excel document. It was agreed that it wasn't necessary. 2c. Covered in improvement of minutes. 3a. TL commented that it must be made clear. CB confirmed that this is clear in the 3-year budget plan. It was agreed to have a standing agenda item for the budget review to be recorded and minuted. 4a. Recording evidence of meetings will be completed on GovernorHub. 5a. KM & CB have drafted the Scheme of Delegation. This will be discussed with Chris as the planning session. 5b. Sub-committees will have Terms of Reference. 6a. Plan to share workload across the trustee roles, look at availability for all members/trustees. 6b. Clerking – done. 6c. Done. 6d. Skills audit – item discussed later in the meeting. 7a. Complaints – KM has paper copy. 7b. Published Schools Info. 7c&d. Covered. 8b. TL will start to put a plan together. 9a. TL is speaking to a prospective new trustee. KM asked how many trustees are needed once the members are in place. SH said this will be decided once more trustees have been appointed.	
5. Policy Review	This item will be kept on the agenda to review policies as needed. MJ is collating the tracker for this. Terms of reference should be included.	

	The newest version of Keeping Children Safe in Education will be sent out to governors. CB has shared a webinar for this on the Governor Hub. KM will hold a staff meeting to discuss the changes. Level 1 Safeguarding training has been arranged for staff & governors.	MS to send out training dates.
6. School Improvement Plan	KM – A lot of things are currently being worked on, main SIP target is for reading and leadership. FR is looking into the development of the behaviour policy, this will be discussed at staff meeting and points collated. KM discussed building the respect amongst the children and MDS. KM discussed the placement of MDS in year groups, some are more suited to others. Trustees discussed the use of playground equipment at lunch times. This is something that is being looked into by School Council and equipment is going to be given to each year group. TL asked if there was any training available to support MDS. KM said only games training is available, the relationship between children and MDS seems to have broken down. KM is going to discuss this at a meeting with MDS tomorrow. TL raised the subject of mental health and the positive effect this has on behaviour. TL offered help to KM with mental health support in school going forward.	
7. Head Teachers Report	Children receiving UFSM do not remember to apply for FSM. A reminder will be sent out about this. Class numbers need updated. CB reported that the funds for Ukrainian children in school should be sorted this week. EG is updating the school Facebook page. KM will remind staff to send EG posts/photos. After discussion, it was agreed that KM & EG will pull	Megan to update numbers.

	together Facebook posts for the week on a Friday. Trustees discussed the decrease in pupils on roll over the past few years. It was agreed that this would be discussed at a later date in line with the correct financial information. Megan will print the reports for finance committee. The Deputy Head position has been advertised again.	
8. Committee Trustee Reports/Updates	FSP committee are planning a meeting. Committees will remain the same as the last academic year. The audit committee must direct the internal scrutiny. CB will discuss this at the next FSP meeting. SC will be asked to do the internal scrutiny.	
9. Governor development	CB has undertaken Safeguarding training. The link to Prevent Training will be sent out for trustees to complete. Staff will also be completing this training. Another trustee is required to attend the Safer Recruitment training. *Complete skills audit?	
10. Board Review & Membership Matters	The current 2 trustee vacancies will be followed up with parents who have volunteered. SH will be stepping down as the Chair of Trustees. LC asked if anyone would be willing to take over the role of Chair of T&A committee. The Trustee Board Code of Conduct was agreed and trustees are asked to read and confirm this on Governor Hub.	Trustees to read and confirm the Code of Conduct on Governor Hub.

11. Future Meeting Dates & Meeting Close	Thursday 9 th February 2023	
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