

Stanwix School Governance Board meeting 10th September 2025, 5:30pm, at Stanwix School

Attendees – Darren Glynn (DG - Head Teacher), Vicky Jenner (VJ Deputy Head), Jill Blain (JBI – Teacher representative), Michael Johnson (MJ), Jen Barry (JB), Tom Little (TL), Jon McGuckin(JM), Angela Miller (AM), Lynsey Batchelor (LB), Fiona Manuel(FM), Bev Kent (BK), Susan Milburn (SM), Sarah Nutall (SN – via Teams), Lyn Marriott (LM Governance Professional)

Apologies – Karen Robertson

ACTIONS IN YELLOW			
	Item	Discussion	Action
1	Welcome, introductions and apologies	DG welcomed the group to this introductory meeting, including 6 new Trustees. Introductions took place with all Trustees outlining “why” they chose to put themselves forward for the role of Trustee at Stanwix school, linking to one of the new school’s values of belonging. Each attendee contributed in turn, outlining their personal reasons. Strong themes from the introduction included: • wanting to make a difference • ensuring the children get the best education and the best experience • utilising their mix of professional skills- (ranging from marketing, culture, HR, Legal, Education, Procurement, School finance, HMI, previous headships, engineering, local government, SEN) • excited for Stanwix’s future; culture, values • passionate about SEN Passion and personal connection to this school in particular DG shared a presentation which was shared with staff at the recent Inset, focusing on children at the heart of everything we do, outlining our newly agreed vision, values of: Joy; Belonging; Ambition and Kindness and our aim of Together we learn/grow/thrive. Video shared showing all highlights and celebrated practice from last academic year and reiterated that our “why” helps when times get tough, reminds us of why we’re here and focuses our actions. JB thanked people for responding to the request to recruit new trustees, outlining that DG and JB had met with all trustees and stated we had a “power house” of people , skills and experience and looks forward to the future.	
2	Governance Structure and Schedule for 2025	DG shared draft Annual governance workplan which is still being worked on with a Governance Consultant, Nathan Jeremiah- this will be finalised by the October meeting and outlines our yearly governance requirements and	

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		schedule of policy review across the year in line with the Academy trust handbook. Governance structure of our MAT shared, confirming members have now been separated from Trustees. Members are to hold Trustees to account and 2 sub trustee committees: Educational & Standards Committee and Finance, Estates, Staffing and Audit Committee. DG stated the advice received is that as accounts are less than £50M a separate audit committee is not required. Following today's meeting and committee membership being finalised, dates will be shared for the full year. TOR to be agreed at next meeting providing clarity of which committee items will report to. DG acknowledged and thanked SN for the work that she undertook in her headship position last year which focused on compliance. The work now being undertaken, builds on this. SN outlined the importance of continuing to reach out to other schools and making connections. MJ stated that as a MAT of 1, Stanwix needs to comply with the full requirements of multi academy trusts despite being one school. Our Governance Consultant will also undertaking the internal audit. He will also attend the next meeting to provide some training and further support. Scheme of Delegation (SoD) to be considered at future meeting –there is finance Scheme of Delegation in place already that will be reviewed alongside a wider SOD. DG raised there may be some items that come to Committee meetings that may not be required in the future. Whilst we are developing SoD, he will err on side of caution and bring items where there is no set delegation.	LM DG
3	Governor training and skills audit	DG shared a training document which outlined formal and informal training for Trustees.	

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		JB shared the intention to use Governor Hub going forward as a forum to keep our documents / updates etc. There is training and training records linked to Governor Hub as well as the National College training to be available for Trustee Development Trustees to log their training on Governor Hub or can send to LM who can log on their behalf. Priority training for Trustees – Safeguarding and mandatory training in Academy Trust handbook. Training focus at the next meeting with NJ. LM to keep track of relevant updates from the DFE and provide short updates at future meetings on this and the ATH. Requested all Trustees to undertake Skills Audit (attached to agenda and in paper format) and return to LM by 25/9/25, either via email or drop paper form into school. Training will be tailored based on this. JB – stated the academy trust handbook states the articles of association to be reviewed every 7 years, only members can review them and asked for the content to be reviewed ahead of the 1st member meeting of the academic year. JB/DG/Nathan meeting to best reflect handbook and guidance with ToR and Articles of Association.	Trustees JB/ DG/ NJ
4	Declarations of interest	All completed in the meeting thank you. LM to process.	LM
5	Previous minutes b. Address matters arising c. Report on any action taken	Minutes agreed. Trustee Meeting 9.7.25 minutes confirmed as a true and accurate record. Proposed : JB Seconded: TL Discussion relating to items from these previous Minutes:	

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		Item 7 – Fiona queried why Safeguarding wasn't a standing item – she would expect it even if it's to confirm there are no issues. DG advised it is an item within each Chair report. All agreed that it would be added as a separate standing item due to it's importance. SN raised computing under item 8 and asked how school were addressing the gap. DG shared it is being built into the long term plan, including funding, for resource and hardware. Wider discussions relating to skills gaps. JB asked what risk is – DG replied his workload as he is doing more hands on work in relation to IT to ensure the current gap is filled. Governance structure discussed and going forward curriculum discussion to be addressed in the right Committee meeting with the committee Chair to report back to full board. Item 14 – it was noted that VJ is working on a sustainable robust plan re Pupil Premium.	LM
6	Elections – Chair, Vice Chair, Committee Chairs, Company Secretary	LM requested nominations for – <u>Chair -</u> DG nominated JB, no other nominations. JB shared she was committed to doing our best for the children and work in a collaborative way. JB said she would bring a mix of skills and knowledge, work collaboratively and utilise people's skills and expertise. <i>A show of hands and JB was voted in unanimously.</i> <u>Vice Chair –</u> TL put himself forward, no other nominations. TL said he was committed as a Governor and in a position to contribute more. He has worked to shape the culture and vision and is more than happy to continue this as Vice Chair. <i>A show of hands and TL was voted in unanimously.</i> <u>Curriculum Committee Chair –</u>	

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		DG nominated SN due to her previous work within the school and her passion for the curriculum. <i>A show of hands and SN was voted in unanimously, SN accepted.</i> <u>Audit/staffing/finance/estates Committee Chair</u> SM said she was happy to take the role with guidance and support with it being her first year. <i>A show of hands and SM was voted in unanimously</i> <u>Company Secretary</u> – DG nominated LM, including being the link with Companies House. <i>All in agreement.</i> MJ asked if members are on Companies House – DG answered no. Following the meeting tonight and appointments, CH will be amended within 14 days. Update both accounts of GIAS (school acc and academy account). Confirmed we don't need a local governing body due to size. TL gave apologies and left the meeting 18:50. Governance structure was discussed, with membership to committees agreed based on skills and experience. It was noted that Paul Nedved has resigned. Membership of Committees: FESA: SM (chair) MJ AM BK JM Education and Standards	LM LM
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		SN (chair) LB FM KR Link trustees agreed: H&S- JR proposed Safeguarding - in place KR SEND – LB proposed All agreed. Members AGM will be at end of Dec/Jan to check accounts and progress. DG talked through the members. 3 proposed members. 3 is the minimum requirement, recommendation is 5 so would be advantageous to recruit 1 or 2 more. DG suggested that Chair and Vice Chair to attend at least 3 Committee meetings to govern flexibly.	
7	Vision, Strategy and Risk	DG talked through Vision and values for the new Trustees. These are now in place. Supporting V&V, 1 and 3 yr plan will come to board in Oct following internal approval. JB gave overview that the vision is where we want to be, evaluation is where we are now and the plans are the strategy that outline how we will achieve. Trustee monitoring, challenging and risk feed through it all. Draft Terms of Reference (ToR) – shared under appendix 2 item 8. For information and comment. JB and DG undertaking further work with Nathan Jerimiah. Overview: We need to ensure that the committees understand it and feeds through to governance. Discussion around requirements and training. Final ToR to be presented at October Meeting. MJ said it is a living doc – can refine it based on our needs. Board report – will come 3 times a year from DG	DG DG/ JB

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		Risk register –acknowledgment of good challenge from trustees last year on RR, work being undertaken to align risks with SEF and 1/3 year plan. Work will build on DfE compliance and auditing process. NJ will do internal audits and actions will be shared at future meetings.	DG
8	Governance updates	Discussed as above.	
9	Policies	Policies – work being undertaken to identify a policy reviewing schedule, look at prioritisation and staggering those that haven't got specific times for review. Acknowledgement there are a lot to review in Sept/Oct. Discussion around wanting to ensure that policies are reviewed appropriately. FM challenge: how do you check staff understand policies? VJ fed back that for Safeguarding there is a fortnightly activity and quiz to check understanding. Fiona responded that it was good to hear this and that it is a priority, it reflects new changes and that staff understanding is being checked. DG also stated that Inset days will be structured to provide time for staff to gain understanding. Weave into staff meetings. LB commented that Teachers have responsibility to read/learn. Specific Policies: <u>School site hire/lettings</u> – discussion around safeguarding / security, costs and scope and practicality of our site. Also, opportunities for increased revenue and positive community engagement. BK also suggested speaking to other schools. Agreed further research needed before approval. All to send any questions and thoughts to DG. DG and SM to discuss and Kim Allen to be consulted. Appraisal/pay policy –DG advised Stanwix would adopt recommendations and accept 4% and continue fixed pay scales/appraisal cycle not performance related pay. To do otherwise would have a detrimental effect on staff	DG DG / SM

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		wellbeing and relationship with them and Unions. The increase is within budget. JB –raised as an Academy, we require an Executive Pay policy, and ours includes HT pay. Within this pay policy, HT pay is in scope and therefore we need to ensure that the 2 policies align. It was acknowledged it was appropriate for JB to review Executive policy as chair to ensure the content is in line with pay policy. This will be in draft until member approval. Notwithstanding the alignment above, approval granted for pay policy. DG to share with staff. All agreed. Appraisal meetings will start with staff to meet 31/10 deadline. Will be in line with vision/values etc. Governors required for DG appraisal. JB to action. Emergency plan – An emergency plan is in place. A review is required and ongoing work needed to ensure continuously embedded. Trustee scrutiny around aspects of the plan and infrastructure in the school along with the support needed. DG to obtain Kim Allen resource to support next steps. JM will undertake a site walk and combined Trustee and H&S visit. Site walk of premises to check security and sufficient RA in place. DG asked VJ to look at it with a view to a draft coming to next meeting.	JB DG JB DG JM/ DG VJ
10	Any other business	1. Confidential item Meeting closed at 20:25	