

GUILDEN SUTTON CHURCH OF ENGLAND PRIMARY SCHOOL
Arrowcroft Road, Guilden Sutton, CH3 7ES

A meeting of the Governing Body of Guilden Sutton CE Primary School held on Tuesday 21st March 2023 at 5pm.

Members of the Governing Body

Name	Category of Governor	End Date	Designated Role	Present
Rev Heather Carty	Foundation (Ex Officio)	N/A		A
Mrs Elizabeth Owen	Foundation DBE	20.05.2024		Y
Mrs Alex Stairmand	Foundation PCC	13.09.2023		Y
Mrs Sheena Bayton	LA	27.06.2026	Chair of Governors	Y
Mr Derek Hughes	Co-opted 2-year term	28.06.2023		Y
Mr Alan Killalee	Co-opted 2-year term	14.03.2024		Y
Vacancy	Co-opted 2-year term			
Mr Craig Brannigan	Parent	07.10.2023		A
Mrs Emma Neal	Parent	12.10.2024		Y
Mrs Sophie Bennett	Parent	14.06.2025		Y – from 17.39
Mr Anthony Parker	Parent	06.06.2026		Y – to 18.03
Ms Charlotte Williams	Parent	21.10.2026	Vice Chair	Y
Mrs Amanda Sconce	Staff	04.05.2024		Y
Mrs Theresa Rainford	Headteacher	N/A	Headteacher	Y
Nicola Bowyer			Clerk to Governors	N/A

1. WELCOME AND OPENING PRAYERS

Everyone was welcomed to the meeting and the prayer was led by Ms Williams.

2. NEIL DIXON, CDAT REPRESENTATIVE:

The Governors welcomed Neil Dixon who talked to governors about Chester Diocesan Academies Trust and highlighted the following points:

- CDAT was set up in 2013 to cater for schools that were looking to academise.
- It was set up for schools in Ofsted categories as they wanted to make sure they were set up with a church trust for schools to go to when they did not have one to go to.
- The Trust has grown now and has a number of schools in different regions.
- Neil joined in 2019 and was a headteacher for 13 years.

Q: What is your Role?

A: Chief executive.

- Structure mirrors the current structure.
 - Members at the top
 - Local governing bodies
 - Chief Executive then alongside sit the teachers – they find it important because they want to have somebody to oversee at various levels.

Q: How many schools do you have at the minute?

A: 12 schools – 2 joining in May - 11 more in the pipeline.

- Maximum is 35 schools. Heading in that direction.
- Aim is to have clusters of 5 or 6 over a number of different areas.

Q: What is the current Geographical area?

A: All over Cheshire –two are on the Wirral. The two that are joining are one in Warrington and the other just outside Chester.

- Picture in the end is to have Stockport – All areas of Cheshire – Wirral clusters, over the next 4-5 years.
- They work on Three basic pillars –
 - 1. Strong, clear Christian ethos
 - 2. All schools buy into the concept of collaboration rather than isolation; they can learn from other schools that have been successful and they can work together
 - 3. Best possible Education – this means being open not just data and numbers driven, they aim to give them a rounded education in all areas.
- What they are not –
 - Corporate, there will not be any branding changes, each school needs to retain their identity, there is not a one size fits all, they have to be treated as a sole entity, they do not make all schools a copy of each other.
 - Can offer support if something is not working but they do not have a corporate approach.
- Benefits –
 - Regular support where they can offer a service where they will run things for them if needed,
 - Offer great opportunities for staff – Run nationwide qualifications, have staff leading NPQS which offers opportunities for all that want it but do not force anybody into it.
 - They can offer all the basic services as an employer which they can offer responsive, quick support and help when needed.

Q: If you currently have a business manager in your school will that job still be there?

A: Yes, you can keep them – if you would like to keep them – we understand that the school would not like to lose them.

Q: Is there a mix of different schools with different Ofsted ratings?

A: Yes, there is a mix of different schools, but they aim to keep around with a 3 to 1 ratio. They do not cherry pick the outstanding schools.

- Finance
Normal Budget Is calculated in the same way – It comes via the trust rather than local authority – take and a management fee capped at 5%, pays for all the services.

You also get all pupil premium, sports premium, SEN funding – the way the budget done is the same – It is the school’s budget to look after – your reserves are yours to use. Works through scheme delegation which can be found on website.

- Governance –
 - Converts on mass and becomes your local governing body.
 - Structure has to mirror your status when it comes across – you will still have 25% foundation governors and also community governors.
 - Provided with an annual academy planner. But the Chair, Clerk and Head will set the agendas.
- Process –
 - Starts with conversations with other schools and other academy trusts.
 - Once you decide to become one you will be asked to pass the formal consultation from the body, once this is passed the conversion process will begin.
 - This will consist of various different stages taking 8 months in total. Will then be ready for conversion grant to be released. It is £25,000 for this – the trust will cover any other further costs which has increased.
 - The entire process will take 15 months all together – advantage is that things can be built into this because they can see what is coming so they are prepared for schools to come onboard.

Q: How long do we have for CDAT to make decisions?

The Governors thanked Mr Dixon for his time – it was concluded that a second meeting with further information may be needed in future. Mr Dixon withdrew from the meeting.

3. **APOLOGIES:**

Apologies were presented for Rev Heather Carty and Mr Craig Brannigan.

Mr Anthony Parker gave apologies and withdrew from the meeting at 18:03.

RESOLVED: that the apologies be accepted.

4. **DECLARATIONS OF INTERESTS:**

Governors were invited to declare any pecuniary or conflicts of interest.

RESOLVED: Emma Neal is employed by CDAT.

5. **MEMBERSHIP:**

Mrs Sophie Bennett joined the meeting 17:39

Governors considered Mr Derek Hughes' term of office. He withdrew from the meeting for a short while.

RESOLVED: that Mr Hughes be reappointed as a co-opted Governor.

Mr Hughes re-joined the meeting and was advised of his re-appointment.

Governors were advised that Mr Mark Paterson does not wish to remain as a governor due to commitments and health issues. An offer of associate membership was made.

RESOLVED: that Mr Mark Paterson be appointed as an associate member.

Governors noted that there is a vacancy for a co-opted governor. It was suggested that a parent could potentially take on the role and asked if anyone has any suggestions. Governors considered that they needed to be mindful of having too many parents. It was noted that the skill set is important.

Q: What skills does the person in question have?

A: Finance and corporate management.

Q: What is the other option?

A: We have a vacancy kept open.

Q: Do we have any other vacancies

A: Yes, there was one other.

It was discussed whether membership can be too strong in terms of parents – is it okay to have a balanced mix. It was agreed that it is important to make sure that they are all acting as governors regardless of background.

RESOLVED: that the person in question be invited as co-opted governor

6. MINUTES OF LAST MEETING:

The Part One minutes of the full Governing Body meeting held on 8th November 2022 were presented, having been circulated prior to the meeting.

RESOLVED: that the Part One minutes of the full Governing Body meeting held on 8th November 2022 be approved as an accurate record.

7. MATTERS ARISING:

- There were no matters arising from the previous meeting.
- The following actions from the previous meeting were discussed:

Min Ref	Action	Assigned & Date	Outcome
Item 4	The co-opted governor vacancy will be addressed in the new year	Headteacher Spring 2023	Completed and agreed

Item 9	Headteacher to send out the newsletters etc via email to the prospective parents.	Headteacher	Completed – on going process
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8. FINANCE MATTERS

The Headteacher outlined that the budget plan is evolving constantly and has now changed again. It was concluded that they have a face-to-face meeting with Christine because things are changing.

Q: Does this include DFE spend

A: Yes

Q: What do you suggest we do as I have concerns about this?

A: We report back after conversations and have a new meeting.

ACTION: Budget to be signed off by 31st March 2023 by governors by email.

9. School Financial Value Standard (SFVS).

The SFVS was presented having been completed by Governors.

RESOLVED: that the SFVS be approved.

10. SCHOOL STRATEGIC DEVELOPMENT PLAN (SSDP)

Governors reviewed the SSDP, which was circulated prior to the meeting, in line with the draft budget. It was noted that it been updated within the last half term.

11. COMMITTEE MEETINGS AND/OR REPORTS FROM GOVERNORS WITH SPECIAL RESPONSIBILITIES

The Part One minutes or reports of Committee Meetings held since the last termly meeting were presented having been circulated prior to the meeting:

- Education Committee (07.02.23) approved.
- Resources Committee (28.02.23) approved.

RESOLVED: that the minutes presented be approved.

To receive any recommendations from the Chairs of the Committees requiring FGB approval. Approved

12. HEADTEACHER'S REPORT: Part 1

The Headteacher presented her report, which had been circulated prior to the meeting. Governors were invited to ask any questions.

The Training weekend was discussed and that it was the best yet.

13. POLICIES

To note all policies approved in committee and consider any policies needing full Governing Body approval.

- **Education Committee Approved (07.02.23):**
 - Reading

- E-Safety
- Data Protection
- Lone Working
- Anti-Bullying
- Behaviour
- Behaviour Written Statement
- Homework
- Marking

- **Resources Committee Approved (28.02.23)**
 - Whistleblowing
 - Gifts, Hospitality and Anti-bribery
 - Anti-fraud and Corruption Strategy
 - Business Continuity Plan
 - Asset Management
 - Critical Incident Management Plan
 - Legionella
 - Safer Recruitment
 - Educational Visits
 - Menopause
 - Equality and Diversity
 - Equality Objectives Action Plan
 - Restraint Guidance
 - Early Career Teacher (ECT)
 - Exclusions

RESOLVED: that the all the policies listed were approved.

Governors were advised that all the policies would be on the website.

14. BULLETINS:

Governors noted that the School Bulletin and the Diocesan newsletter had been circulated.

15. GOVERNOR TRAINING AND VISITS:

- Review and plan to meet governors' training needs.
- To record any training undertaken by governors since the last Governing Body meeting.

Mrs Bennett and Mr Parker have completed Roles and Responsibilities training.

Mrs Bayton has completed Safer recruitment, an Autism Awareness information workshop, and Cheshire Young Carers training.

Mrs Owen has completed Cheshire Young Carers training.

ACTION: Phonics Reading – to be added to list.

ACTION: Members to send any up-to-date training done so they are on record.

16. CORRESPONDENCE TO THE CHAIR OF GOVERNORS AND URGENT ACTION BY THE CHAIR SINCE THE LAST MEETING:

The Chair confirmed that there was nothing to report under this item.

17. DATE AND TIME OF NEXT MEETINGS:

To confirm the next full Governing Body meeting date.

Summer Term 2023

Tuesday 4th July at 5pm

Signed:  Date: 04/07/202

