



Guilden Sutton Church of England Primary School

Love and Justice for All

MINUTES OF THE FULL GOVERNING BODY MEETING – Part one			
Date	19 th March 2024 at 5pm		
Venue	Guilden Sutton C of E Primary School		
Present:	Anthony Parker (AP)	Chair of Governors (Parent governor)	06.06.2026
	Charlotte Williams (CW)	Vice Chair (Parent)	21.10.2028
	Theresa Rainford (TR)	Headteacher	N/A
	Sarah Batchelor (SBat)	Foundation Governor	26.09.2027
	Sheena Bayton (SBay)	LA governor	27.06.2026
	Sophie Bennett (SBen)	Parent governor	14.06.2025
	Rev. Heather Carty (HC)	Foundation governor	N/A
	Derek Hughes (DH)	Co-opted governor	28.06.2025
	Alan Killalee (AK)	Co-opted governor	18.03.2026
	Emma Neal (EN)	Parent governor	12.10.2024
	Mark Paterson (MP)	Associate Member	20.11.2025
	Rob Pilborow (RP)	Co-opted governor	20.03.2025
	Amanda Sconce (AS)	Staff governor	18.03.2028
	Apologies:	Craig Brannigan (CB)	Parent governor
Absent:			
In attendance:	Gianna Loparco (GL)	Clerk	N/A

*For all sets of minutes and backing papers it is taken that all will have been pre-read and coverage should be limited to: • **comment** • **clarify** • **challenge***

Documents sent ahead of the meeting or tabled:

- **FGB Minutes 211123**
- **Education Committee Minutes 060224**
- **Resources Committee Minutes 270224**
- **HT Report**
- **SFVS**
- **SSDP & SES**
- **MIFP**
- **Policy – Behaviour Written Statement**

School development priorities

1	To further refine and enhance writing throughout the whole school
2	To inform all stakeholders of the SIAMS Framework so that it embodies the whole school vision allowing all to articulate it confidently
3	To inform all stakeholders of the Ofsted Framework (including Grade Descriptors) in preparation for impending inspection.
4	To further strengthen the SLT structure.

AGENDA ITEM 1	RURAL CHURCH SCHOOLS ACADAMIES TRUST PRESENTATION
Information:	<p>A Presentation was given by Nicola Badger on the Rural Church School Academies Trust followed by Q&A RCSAT presentation- 19.3.24 (1).pptx</p> <p>Q – How do the members, directors and trustees interweave? A – There are 2 layers, the chair of the board of directors sits on the members committee and the chairs of the local LGCs sit on the members committee so there is 2-way communication. The directors also visit the schools.</p> <p>Q – What are the directors’ responsibilities legally? A – Legally they are the same as a trustee, the RCSAT opted to call the trustees directors, they are in essence the same. The directors are listed at companies house. Their</p>

	<p>responsibilities are listed in the Scheme of Delegation https://www.rcsat.cheshire.sch.uk/page/scheme-of-delegation/52964</p> <p>Q – How would distance compare as we are quite a way away and how do you define rural?</p> <p>A – The distance isn't an issue, and Guilden Sutton is a similar size village to Bunbury, we don't look at schools within city centres as they serve very different communities with different needs.</p> <p>Q – You have been an academy since 2017, why only 3 schools so far?</p> <p>A – The background is Bunbury had a no notice inspection related to safeguarding in 2015 and overnight went to inadequate, the school was without a head and deputy, therefore worked closely with St Oswald's, utilising the head teacher, a soft federation was initially formed before formally becoming an academy. Warmingham joined the academy because they were at risk of closure due to the size of the school. The trust are selective over which schools can join preserving the characteristics of a rural church school.</p> <p>Q – Is the income stream the same and what happens if you don't meet the budget?</p> <p>A – Yes the income is the same, you just bypass the LA, the directors and members have to have a balanced budget and probably take a closer interest than the LA, the finances are run like a business.</p> <p>Q – How does the role of Pastoral Manager work, is that role spread equally across the schools?</p> <p>A – Yes at the moment, though as the trust grows, they would look to appoint deputies at local levels.</p> <p>Q – Would the school have to change their vision?</p> <p>A – No, the vision is unique to you and you wouldn't be expected to change.</p> <p>No further questions were raised and Nicola Badger left at 17:50</p> <p>A further discussion took place regarding what were the next steps for the school. TR advised that we were just gathering intelligence on what trusts were out there and that we were not looking at this in great detail at the moment. As and when we decide to look at joining an academy, we would form a working party and define our criteria, perform due diligence etc.</p>
AGENDA ITEM 2	GOVERNORS' PRAYER
Discussion:	Rev HC to led the prayer.
AGENDA ITEM 3	WELCOME AND APOLOGIES FOR ABSENCE
Discussion:	<ul style="list-style-type: none"> • AP opened the meeting, welcomed everyone and reflected on the sad passing of Libby Owen, who will be greatly missed. • Apologies received and accepted from Craig Branigan
AGENDA ITEM 4	DECLARATION OF INTEREST
Discussion:	No declarations received.
AGENDA ITEM 5	GOVERNING BODY MEMBERSHIP
Discussion:	<p>5.1 – Current and Future Membership</p> <ul style="list-style-type: none"> • Re-appoint AK as co-opted governor. • AP confirmed that AK was willing to be co-opted for another term. • SBay proposed AK and CW seconded. • AP asked governors to give a show of hands for this re-appointment • All governors agreed. <p>Decision – AK appointed as co-opted governor for another 2-year term</p> <ul style="list-style-type: none"> • TR advised that staff had re-elected AS as staff governor for another 4-year term. • HC confirmed that the Diocese was in the process of appointing a Foundation governor – to replace Libby Owen following her passing.

	<ul style="list-style-type: none"> AP advised that EN has tendered her resignation and that this would be her last governor meeting. AP thanked EN for her support and contribution to the governing body. <p>5.2 – Allocated Roles</p> <ul style="list-style-type: none"> Headteacher’s Performance Management – Rob Pilbrow nominated. AP asked governors to give a show of hands for this appointment. All governors agreed. Decision – RP appointed to HTPM panel. AP advised we have a link governor role for Music and asked for everyone to consider the role. <p>5.3 – Review Instrument of Government</p> <ul style="list-style-type: none"> Instrument of Government reviewed, and no changes required.
AGENDA ITEM 6	MINUTES, MATTERS ARISING, OUTSTANDING ACTION – PART ONE
Discussion:	<p>6.1 - Matters arising from FGB meeting 21/11/2024</p> <ul style="list-style-type: none"> No matters were arising. <p>6.2 - Approval of minutes</p> <ul style="list-style-type: none"> AP asked if part one minutes could be approved. All governors agreed. <p>Resolved – Part one minutes formally approved.</p>
AGENDA ITEM 7	BUSINESS MATTERS
Discussion:	<p>7.1 – Approval of Budget</p> <ul style="list-style-type: none"> TR advised that the final carry forward figure will be nearer £20k once all calculations are made next week. <p>SBay asked if there was any big expenditure that we currently know off due. TR advised nothing planned.</p> <ul style="list-style-type: none"> AP asked if the budget could be approved. All governors agreed. <p>Resolved – Budget formally approved.</p> <p>7.2 – Approval of SFVS</p> <ul style="list-style-type: none"> AP asked if the SFVS could be approved. All governors agreed. <p>Resolved – SFVS formally approved.</p> <p>7.3 – Approval of Manual of Internal Financial Procedures.</p> <ul style="list-style-type: none"> AP asked if the MIFP could be approved. All governors agreed. <p>Resolved – MIFP formally approved.</p> <p>MP commented for info the nuance of contracts that go over a 12-month period that may across the total contract period be more that TR’s delegated authority of £5k.</p>
AGENDA ITEM 8	COMMITTEE MINUTES, MATTERS ARISING, OUTSTANDING ACTIONS – PART ONE
Discussion:	<p>8.1 - Matters arising from part one Education Committee meeting 06/02/2024</p> <ul style="list-style-type: none"> No matters were arising. <p>8.2 - Approval of minutes</p> <ul style="list-style-type: none"> AP asked if part one minutes could be approved. All governors agreed. <p>Resolved – Part one minutes formally approved.</p> <p>8.3 - Matters arising from part one Resources Committee meeting 27/02/2024</p>

	<ul style="list-style-type: none"> No matters were arising. <p>8.4 - Approval of minutes</p> <ul style="list-style-type: none"> AP asked if part one minutes could be approved. All governors agreed. <p>Resolved – Part one minutes formally approved.</p>
AGENDA ITEM 9	HEADTEACHER'S REPORT – PART ONE
Discussion:	<ul style="list-style-type: none"> TR asked if anyone had any questions or queries with the report. <p>CW commented that the report format is good, and all the information is available.</p> <ul style="list-style-type: none"> TR advised there is another show around for year one. <p>CW commented that this may bring challenges as they are coming from a different setting with potentially different schemes, expectations of behaviour, quality and quantity of work, outcomes etc.</p> <p>SBay asked when do we get the final numbers for reception CW advised the 16/4</p> <ul style="list-style-type: none"> TR advised the results from the communication survey was positive and the feedback was in favour of keeping the blogs and newsletters. Results of all parent surveys are published on the school website. <p>AS commented that teachers put a lot of effort into the blogs and were previously concerned that nobody read them, so it is brilliant that their efforts are appreciated and read.</p>
AGENDA ITEM 10	SCHOOL DEVELOPMENT PLAN (SSDP) & SELF EVALUATION SUMMARY (SES)
Discussion:	<ul style="list-style-type: none"> TR asked the SSDP and SES would be circulated for every FGB and are a snapshot of progress so far and what has been achieved. TR advised all staff are party to the reports.
AGENDA ITEM 11	PROCEDURES / POLICIES FOR REVIEW/APPROVAL
Information:	<p>Agreed at Education Committee – 06/02/2024 Exclusion Anti-bullying Equality and Diversity including Action Plan</p> <p>Agreed at Resources Committee – 27/02/2024 Whistleblowing Gifts and Hospitality Anti-bribery Anti-fraud and corruption GDPR Acceptable Use</p> <p>To be agreed at FGB</p> <ul style="list-style-type: none"> Behaviour Written Statement AP asked if the Behaviour Written Statement could be approved. All governors agreed. Resolved – Behaviour Written Statement approved. <p>SBay asked if the Nut aware policy covered all allergies. TR advised there is the Allergens and Anaphylactic policy which is a medical need policy and covers all allergies. However there is a constant reminder in the newsletter regarding nuts, the children are really aware and read the backs of packages.</p>

	S Bay asked if this is covered during health week. TR confirmed it is.		
AGENDA ITEM 12	BULLETINS		
Discussion:	<ul style="list-style-type: none"> • Bulletins were sent with the agenda. • No comments or queries were made regarding the bulletins. 		
AGENDA ITEM 13	GOVERNOR DEVELOPMENT - TRAINING REQUIRED/ATTENDED		
Update:	<ul style="list-style-type: none"> • AP advised he had attended for following training courses. <ul style="list-style-type: none"> • Headteachers Wellbeing. • Prevent training. • L3 Safeguarding training. • TR asked, in light of EN resignation, would AP take over as Safeguarding governor. AP agreed. • TR to send email to all governors still to complete the Prevent training. • Link to the latest government guidance for governance in maintained schools https://www.gov.uk/guidance/governance-in-maintained-schools 		
Action:	What:	Who:	When:
	Email governors re Prevent training	TR	By 31/03/2024
AGENDA ITEM 14	CHAIR'S ACTION		
Information:	<ul style="list-style-type: none"> • Nothing to report 		
AGENDA ITEM 15	DATE AND TIME OFF NEXT MEETING		
Information:	<ul style="list-style-type: none"> • Summer – 09/07/2024 at 5pm 		

SUMMARY OF ACTIONS			
Action:	What:	Who:	When:
Item 13	Email governors re Prevent training	TR	By 31/03/2024

End of part one meeting. CW gave her apologies for part two and left the meeting. Part two minutes reported separately.