

Guilden Sutton Church of England Primary School



'Love and Justice for All'

'And what does the Lord require of you? To act justly and to love mercy and to walk humbly with your God.'

Micah 6:8.

Through the teachings of Jesus all can flourish spiritually, emotionally and academically throughout life, living out love and justice for all.

MINUTES OF THE FULL GOVERNING BODY MEETING – Part one			
Date	1st April 2025 at 5pm		
Venue	Guilden Sutton C of E Primary School		
Present:	Anthony Parker	Chair of Governors (Parent governor)	06.06.2026
	Charlotte Williams	Vice Chair (Parent)	21.10.2028
	Theresa Rainford	Headteacher	N/A
	Vicky Briggs	Parent governor	16.10.2028
	Joanne Hawkins	Co-opted governor	25.11.2026
	Derek Hughes	Co-opted governor	26.06.2027
	Matthew Owen	Foundation Governor	13.01.2029
	Mark Paterson	Associate Member	TBA
	Rob Pilbrow	Co-opted Governor	31/03/2027
	Amanda Sconce	Staff governor	18.03.2028
	Rebekah Tittle	Parent governor	11.03.2029
Apologies:	Sheena Bayton	Foundation governor	24.09.2028
	Sophie Bennett	Parent governor	14.06.2025
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***

School development priorities

1	To further enhance and refine whole-school pedagogy across the curriculum
2	To manage a deficit budget
3	To embed the new diocesan agreed R.E. syllabus throughout the school.
4	To inform all stakeholders of the S.I.A.M.S. Framework so that it embodies the whole school vision allowing all to articulate it confidently.

AGENDA ITEM 1	GOVERNORS' PRAYER
Information:	AP led the prayer
AGENDA ITEM 2	WELCOME AND APOLOGIES FOR ABSENCE
Discussion:	<ul style="list-style-type: none"> AP opened the meeting and welcomed everyone, and introduced the two new governors, Matthew Owen and Rebekah Tittle. Apologies received and accepted from Sheena Bayton and Sophie Bennett
AGENDA ITEM 3	DECLARATION OF INTEREST
Discussion:	<ul style="list-style-type: none"> No declarations received.

AGENDA ITEM 4	GOVERNING BODY MEMBERSHIP
Discussion:	<p>4.1 – Current and Future Membership</p> <p>4.1.1 Re-appoint R Pilbrow as co-opted governor.</p> <ul style="list-style-type: none"> • AP asked all governors if they agreed that RP be appointed as co-opted governor for a further 2-year term. • All governors agreed <p>Decision – Rob Pilbrow appointed as a co-opted governor, for a 2-year term, expiring 31/03/27.</p> <p>4.1.2 S Bennett term of office expires 14/06/25 – For information.</p> <p>4.1.3 D Hughes term of office expires 27/06/25</p> <ul style="list-style-type: none"> • AP asked all governors if they agreed that DH be appointed as co-opted governor for a further 2-year term at the end of his current tenure. • All governors agreed <p>Decision – Derek Hughes appointed as a co-opted governor, for a 2-year term, expiring 26/06/27</p> <p>4.1.4 Update Skills Matrix for Matthew and Rebekah - For information.</p> <p>4.1.5 Elect Chair of Resources Committee – J Hawkins</p> <ul style="list-style-type: none"> • AP advised as Craig Brannigan had resigned from the governing body, and we needed to appoint a new Chair of the resources committee, Joanne Hawkins had volunteered. • AP asked if governors approved this appointment • All governors agreed <p>Decision – Joanne Hawkins appointed as Chair of resources committee.</p> <ul style="list-style-type: none"> • AP thanked Craig for all his support and dedication as a governor. <p>4.1.6 Updated list of committee members - For information</p> <p>4.2 – Review Instrument of Government</p> <ul style="list-style-type: none"> • AP asked all governor if changes were needed to our constitution. • All agreed, none required.
AGENDA ITEM 5	MINUTES, MATTERS ARISING, OUTSTANDING ACTION – PART ONE
Discussion:	<p>5.1 - Matters arising from FGB meeting 26/11/24</p> <ul style="list-style-type: none"> • TR advised action from previous meeting, regarding survey numbers. 66% responded, that is 136 children, 60 from KS1 and 76 from KS2 • AP advised he has chased for the additional funds for SEND provision. <p>5.2 - 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 6	BUSINESS MATTERS
Discussion:	<p>6.1 – Approval of Budget</p> <ul style="list-style-type: none"> • AP advised further improvements had been made since the resources committee meeting in March with the deficit for 2024/25 now down to only £3k and a projected carry forward of £415 and a balanced budget forecast for 2025/26. This was a significant achievement from all concerned. <p>DH thanked everyone and commented that the staff have worked very hard to achieve this.</p>

	<p>CW re-iterated thanks and commented that the curriculum had not narrowed because of the deficit, well done to all.</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>RT asked when did the budget need to be submitted. AP advised 31/03/25, however we had received permission to submit today due to the FGB meeting date change.</p> <p>6.2 – Approval of SFVS</p> <ul style="list-style-type: none"> • AP advised further updates made to the SFVS since the resources committee meeting. • AP asked if the SFVS could be approved. • All governors agreed. <p>Resolved – SFVS formally approved</p> <p>6.3 – Approval of Manual of Internal Financial Procedures</p> <ul style="list-style-type: none"> • AP explained the manual is a document used to remain compliant and forms the basis of who can make decision and purchases at each level. <p>JH asked if all staff who are involved in financial affairs of the school have read the document. TR confirmed yes, herself, Lyndsey Taylor and Caroline Lloyd.</p> <p>RT queried the decision on dismissal payments only being one governor. TR advised she would investigate this.</p> <p>RT queried the discrepancy between staff members listed in the manual and what is showing on the website. TR advised she would investigate this, Mrs Lloyd was in the process of updating the website, so may be a timing issue.</p> <p>RT queried the bank account change for the Trustees, it is still showing as Lloyds TR to arrange for it to be amended.</p>		
Action:	What:	Who:	When:
	Investigate dismissal payments on MIFP	TR	By 09/07/25
	Investigate staff list discrepancy between MIFP and website	TR	By 09/07/25
	Amend Trustee's bank details in MIFP	TR	By 09/07/25
AGENDA ITEM 7	COMMITTEE MINUTES, MATTERS ARISING – PART ONE		
Discussion:	<p>7.1 – Matters arising from part one Education Committee meeting 11/02/2025</p> <ul style="list-style-type: none"> • No matters were arising. <p>7.2 - 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>7.3 - Matters arising from part one Resources Committee meeting 04/03/2025</p> <ul style="list-style-type: none"> • MP advised he had completed his action to audit the shed. <p>7.4 - 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 8	HEADTEACHER'S REPORT – PART ONE		
Discussion:	<ul style="list-style-type: none"> • The Headteachers Report was reviewed and discussed in detail. TR asked if anyone had any questions or queries with the report. 		

	<p>MO asked what PRIME was TR advised it was the system used to record a first aid incident that is more severe than a bump to the head, that could potentially require further medical treatment. The acronym stood for Primary Response In Medical Emergencies AP asked how the new recycling requirements were going TR confirmed ok, it is refinement of what currently happens.</p> <p>The governors thanked TR for the comprehensive nature of the report and were assured on progress to date.</p>
AGENDA ITEM 9	SCHOOL DEVELOPMENT PLAN (SSDP), SES & SIAMS SES
Discussion:	<p>9.1 – SSDP</p> <ul style="list-style-type: none"> TR explained the SSDP was reviewed every term and asked if anyone had any questions or queries with the report. <p>CW commented the template is very good and thorough. VB echoed CW comments re the layout and commented everything is on schedule.</p> <p>9.2 – SES</p> <ul style="list-style-type: none"> TR explained this is a document to evaluate where we think we are. <p>9.3 – SIAMS SES</p> <ul style="list-style-type: none"> TR advised the school had been notified that we were not on the list for a 25/26 audit, so therefore it will likely happen in the 26/27 school year. The SIAMS SES is a live document, it is not the final version. A bullet pointed more concise version will be created using AI as a 'crib sheet' for staff and governors. <p>9.4 – SIAMS/Vision/Spirituality Update</p> <ul style="list-style-type: none"> TR gave a presentation on the above - FGB 1.04.25.pptx <p>TR asked MO if he knew what would happen regarding the Year 6 leavers in terms of their Church visit. MO advised discussions are happening at the Church to ensure the school can continue to attend. He also advised that the appointment for the replacement Vicar could be around 9-12 months and had asked for the school to be involved with the appointment. TR thanked MP for this update.</p>
AGENDA ITEM 10	PROCEDURES / POLICIES FOR REVIEW/APPROVAL
Discussion:	<p>Agreed at Education Committee – 05/02/2024</p> <p>Behaviour Behaviour Written Statement Exclusion Spirituality</p> <p>Whistleblowing Gifts, Hospitality and Anti Bribery Anti-fraud and corruption GDPR Acceptable Use</p> <ul style="list-style-type: none"> AP asked if the above policies could be approved. All governors agreed. <p>Resolved – Whistleblowing, Gifts, Hospitality and Anti Bribery, Anti-fraud and corruption, GDPR and Acceptable Use policies formally approved.</p> <p>Pay Policy</p> <ul style="list-style-type: none"> TR advised the pay policy has still not been finalised. A workshop has been arranged on 1/5/25 to review the policy with HR.

	<ul style="list-style-type: none"> A discussion took place regarding the new bill that in progress to entice and retain teachers and how it the bands will work as the main scale currently does, therefore progression to UPS will not need to be evidenced. TR advised she would update further at the next FGB, following the workshop. R Tittle offered to come to be another pair of ears when the workshop takes place.
AGENDA ITEM 11	BULLETINS
Information:	11.1 - Diocese - https://chesterdbec.co.uk/news 11.2 - Schools Bulletin - SchoolBulletin_School Bulletin February 2025.docx
AGENDA ITEM 12	GOVERNOR DEVELOPMENT - TRAINING REQUIRED/ATTENDED
Information:	Lyndsey Taylor and Theresa Rainford will continue to cascade any appropriate CPD and keep a log on the central server. <ul style="list-style-type: none"> Presentation and summary notes by JH on Implications of Children's Wellbeing and Schools Bill - Summary notes from Implications of Children's Wellbeing and Schools Bill.pdf & CWGA 18 March.pptx TR thanked JH for her comprehensive notes.
AGENDA ITEM 13	CHAIR'S ACTION
Discussion:	<ul style="list-style-type: none"> There were no chair's actions.
AGENDA ITEM 14	ANY OTHER BUSINESS
Discussion:	14.1 – Academisation <ul style="list-style-type: none"> Discussion took place on academisation and how there would be no benefit currently to join one. It was therefore agreed to remain as is. Academisation will remain as a standing item going forward on the summer term FGB agenda from 2025-26. 14.2 - Trustees buying a shed to create a 'Reading Shed'. <ul style="list-style-type: none"> TR shared proposals for a "Reading Shed" from the Trustees and asked governors if there were any concerns/issue as to why it could not proceed. TR asked MP if you would support the Trustees with the project moving forward – to which he agreed. <p>RP asked if there were any requirements for a specific capacity and would it be used for class work. TR advised no, it would be used at break and lunch times, it may be able to be utilised for small reading groups or for ELSA provision.</p> <p>DH asked if it would require planning permission. TR advised it would be within the permitted development.</p> <ul style="list-style-type: none"> There were no overwhelming concerns to the proposal. TR to give the Trustees the go ahead. 14.3 - GS2 <ul style="list-style-type: none"> TR advised GS2 have a potential grant of £9000 from the LA if they remain open later, until 5.30pm <p>CW asked are we sure that the times fit the needs of our parents. TR confirmed yes, parents were surveyed last year.</p> <p>DH asked if the school would incur any costs with the proposal TR advised no, we will be able to increase the rent to GS2.</p> 14.4 - Subject Link Governor meetings <ul style="list-style-type: none"> TR confirmed the document is a prompt for governors on what questions to ask when you meet your link expert.

	<ul style="list-style-type: none"> TR advised all governors of the invitation to attend the opening of the new courtyard area. Guilden Sutton C Of E primary school Social Value v2 (1).pdf This will be held on 1st May 25 between 3pm and 5.30pm
AGENDA ITEM 15	DATE AND TIME OFF NEXT MEETING
Discussion:	Summer – 08/07/2024 at 5pm

SUMMARY OF ACTIONS			
Action:	What:	Who:	When:
Item 6.3	Investigate dismissal payments on MIFP	TR	By 09/07/25
Item 6.3	Investigate staff list discrepancy between MIFP and website	TR	By 09/07/25
Item 6.3	Amend Trustee's bank details in MIFP	TR	By 09/07/25

End of part one meeting. Part two minutes reported separately.