

**The Federated Governing Body of Barrow and Duddon St Peters C of E Primary  
Schools  
held on  
Tuesday 8<sup>th</sup> July 2025, 4:15pm  
at Barrow CE Primary School**

**NON-CONFIDENTIAL MINUTES**

**Membership of the Governing Board**

<b>Name</b>	<b>Governor category</b>	<b>Present</b>
Stephen Bell [SB]	LA Governor	Y
Matt Denton [MD]	Parent Governor	Y
Adam Friend [AF]	Foundation Ex-officio	Y
Rachael Goodwin [RG]	Staff Governor	Y from 4:25pm
Paul Hudson [PH]	Headteacher	Y
Rev. Julian Osborne [JO]	Foundation Ex-officio	Y
<b>In attendance</b>		
Heather Rowland	Clerk and Chair for this meeting.	

The number of governors required for the meeting to be quorate was 3.

Number of governors present: 6

Quorum met: Yes

The meeting was chaired by the clerk. The Chair would be elected at the first full meeting of the board.

**1. WELCOME AND APOLOGIES**

The Chair welcomed governors to the meeting.

There were no apologies.

**2. DECLARATION OF PECUNIARY INTEREST**

AF and PH declared that they personally knew some of the nominees for co-opted governor.

There were no other declarations of interest pecuniary or otherwise, in relation to the business of the meeting.

**3. CONSTITUTION OF THE GOVERNING BODY**

Governors confirmed receipt of the Instrument of Governance made by order of the LA on 26th June 2025 and approved by the Diocese to take effect from 1st September 2025.

**4. MEMBERSHIP OF THE GOVERNING BODY**

a.) Parent governor elections: There were two vacancies for parent governor. The closing date had been 2nd July, and one nomination had been received.

Matt Denton had been appointed as parent governor for a 4-year term of office commencing 1st September 2025.

Elections for the other parent governor vacancy would be held in the autumn term.

**ACTION: Arrange parent governor election in autumn term.**

b.) Staff governor election: There was one vacancy for staff governor. The closing date for nominations had been 2<sup>nd</sup> July, and one nomination had been received.

Rachael Goodwin had been appointed as staff governor for a 4-year term of office commencing 1<sup>st</sup> September 2025.

c.) Foundation governor: There was one application for the third foundation governor vacancy. The application was being supported by AF and JO and would be submitted to the Diocese.

d.) LA governor: SB was seeking confirmation from CWAC that he could continue as the LA governor on the new federated body.

**ACTION: SB to confirm that he can continue as LA governor**

e.) Co-opted governors: There were 5 vacancies for co-opted governors. Applications had been received from Paul Rossington, Liz Smith, and Julia Tillotson.

*RG joined the meeting at 4:25pm*

Claire Entwistle was in the middle of submitting an application and there had been an expression of interest from Sandra Smith.

Paul Rossington, Julia Tillotson and Sandra Smith had previously sat on Barrow's governing body, Liz Smith and Claire Entwistle had previously sat on Duddon's governing body.

Governors reflected on their own skills and experience and identified gaps and areas that could be strengthened. These were primarily HR, finance, law and safeguarding, and governors were satisfied that applicants had experience and skills in those areas.

Claire Entwistle was a member of teaching staff at Duddon. RG the elected staff governor was a member of staff at Barrow. The regulations allowed for only one elected staff governor, but governors agreed that it would be helpful to have another staff member as a co-opted governor to begin with.

To avoid all the governing body ending their terms of office on the same date it was suggested staggering them by initially appointing some of the co-opted governors for 3 years. The elected staff governor and co-opted staff governors' term of office would be the same.

AF proposed that the five applicants be appointed as co-opted governors, and SB seconded.

**RESOLVED:** Governors agreed unanimously to appoint the following as co-opted governors commencing 1st September 2005:

Claire Entwistle (4-year term of office)

Julia Tillotson (4-year term of office)

Paul Rossington (3-year term of office)

Liz Smith (3-year term of office)

Sandra Smith (3-year term of office)

**ACTION: Clerk to write to the co-opted governors with confirmation of their appointments.**

## **5. ANY OTHER BUSINESS**

Appointment of clerk: PH proposed appointing Edsential Governor Services to provide clerking services to the federated board.

**RESOLVED:** Governors resolved to appoint Edsential Governor Services.

**6.DATE OF NEXT MEETING**

Governors agreed to hold the first full governing board meeting on:  
Tuesday 16<sup>th</sup> September 2025, 4.30pm at Duddon St Peter’s Primary School.

The Chair, Vice-Chair and committees would be appointed at that meeting.

There being no other business the meeting ended at 4:55pm.

I confirm the minutes have been approved as a true and accurate record of the meeting by the full governing body.

Signed:..... Chair of Governors

Date: 16<sup>th</sup> September 2025

**ACTION LOG FROM THE MEETING**

<b>Item</b>	<b>Action</b>	<b>When</b>	<b>Who</b>
4	Arrange parent governor election	Autumn term	Headteacher
4	Seek confirmation that can continue as LA governor	ASAP	SB
4	Write to newly appointed co-opt governors	ASAP	Clerk

See Appendix below for full governing body membership from 1<sup>st</sup> September 2025.

## APPENDIX

### The Federated Governing Body of Barrow and Duddon St Peters C of E Primary Schools

#### Membership from 1st September 2025

<b>Name</b>	<b>Governor category</b>	<b>End of tenure</b>
Stephen Bell	LA	tbc by LA
Matt Denton	Parent	31/08/2029
Claire Entwistle	Co-opted	31/08/2029
Adam Friend	Foundation Ex-officio	N/A
Rachael Goodwin	Staff	31/08/2029
Paul Hudson	Headteacher	N/A
Rev. Julian Osborne	Foundation Ex-officio	N/A
Paul Rossington	Co-opted	31/08/2028 [3-years]
Liz Smith	Co-opted	31/08/2028 [3 years]
Sandra Smith	Co-opted	31/08/2028 [3 years]
Julia Tillotson	Co-opted	31/08/2029
Vacancy	Parent	
Vacancy	Foundation	