

The Federated Governing Body of Barrow and Duddon St Peters C of E Primary Schools
Meeting held on
Tuesday 16th September 2025, 4:30pm
at Duddon St Peter's CE Primary School

Membership of the Governing Board

Name	Governor category	End of tenure	Present
Matt Denton [MD]	Parent	31/08/2029	Y
Claire Entwistle [CE]	Co-opted	31/08/2029	Y
Adam Friend [AF]	Foundation Ex-officio	N/A	Y
Rachael Goodwin [RG]	Staff	31/08/2029	Y
Paul Hudson	Headteacher	N/A	Y
Rev. Julian Osborne [JO]	Foundation Ex-officio	N/A	A
Katie Pierce [KP]	Foundation	31/08/2029	Y
Paul Rossington [PR]	Co-opted	31/08/2028	A
Liz Smith [LS]	Co-opted	31/08/2028	Y
Sandra Smith [SS]	Co-opted	31/08/2028	A
Julia Tillotson [JT]	Co-opted	31/08/2029	Y
Vacancy	Parent		
In attendance			
Stephen Bell	Observer pending appointment as LA governor		Y
Heather Rowland	Clerk		Y

The number of governors required for the meeting to be quorate is 6

Number of governors present: 9

Quorate met: Yes

NON-CONFIDENTIAL MINUTES

The Clerk took the Chair for the first three items.

1. WELCOME AND APOLOGIES

Governors were welcomed to the first full governing board meeting of the new federated body which came into effect on 1st September 2025.

Apologies had been received from Julian Osborne, Paul Rossington, and Sandra Smith.

RESOLVED: Governors resolved to accept the apologies.

2. DECLARATIONS OF PECUNIARY INTEREST

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

b.) Governors would complete the annual declarations of interest form when the new GovernorHub account had been created.

ACTION: Governors to complete declarations of interest on GovernorHub

3. ELECTION OF CHAIR

Julia Tillotson was nominated for the role of Chair, and the nomination was seconded by Adam Friend.

RESOLVED: Governors unanimously elected Julia Tillotson as Chair of Governors for a 1-year term of office.

JT took the Chair for the rest of the meeting.

4. ELECTION OF VICE CHAIR

AF nominated Katie Pierce for Vice Chair. The nomination was seconded by JT.

RESOLVED: Governors unanimously elected Katie Pierce as Vice Chair of Governors for a 1-year term of office.

5. INSTRUMENT OF GOVERNMENT

Governors ratified the Instrument of Government for the new Federated Governing Body of Barrow and Duddon St Peters CofE Primary Schools.

6. INTRODUCTIONS

JT who had been Chair of Governors at Barrow, KP who had been Chair of Governors at Duddon and the Headteacher introduced each school.

There were many similarities between the schools. Both were small village schools with a family feel in Victorian buildings with modern extensions. Pupil numbers at both remained low with falling numbers in Reception as the larger year groups moved onto high school. Barrow currently had 48 on roll and Duddon had 65. At Duddon the school had been restructured to reflect falling numbers and Nursery, Reception, Y1 and Y2 were now one unit. Falling numbers impacted on finances and both schools had seen a drop in income. Staff numbers were small, but all staff were dedicated and worked hard. As CofE schools faith was integral to the ethos of both.

The challenges for both schools were managing tight budgets and being careful with money, keeping up with changes to Ofsted, and making sure to meet SIAM inspection requirements. Barrow was expecting inspections from both this year. Barrow had been able to carry out some repairs and improvements in recent years and had been hailed as an example of how a small school can make significant improvements in a short amount of time. Both schools would like to make alterations and improvements to their buildings and outdoor spaces.

The new governing body had lots of specialist skills, and governors were looking forward to getting to know each other and working as a team.

There would be opportunities for governors to visit both schools and make some learning visits.

SB joined the meeting at 4:45pm

7. MEMBERSHIP/CONSTITUTION OF THE GOVERNING BODY

a.) Katie Pierce had been appointed Foundation governor by the Diocese.

Stephen Bell's application to continue as LA governor would not be confirmed until the LA School Governor Panel met on 14 October.

Elections for the parent governor vacancy would be arranged this term. It would be advertised at both schools.

ACTION: HT to arrange parent governor election

In accordance with statutory requirements:

b.) Governors discussed the committee structure for the new governing body and agreed to create a Resources Committee which would include finance, health and safety and premises, and a Teaching, Learning and Safeguarding Committee.

On the suggestion of AF, it was agreed to form a Steering Committee initially for one year, which would look at areas that arched across both schools, such as the school vision, SEF, SDP and SIAMS. It was noted that Barrow was due to have a SIAMS inspection this year and Duddon at some time in the future.

RESOLVED: Governors resolved to create the following committees:

- Resources
- Teaching, Learning and Safeguarding
- Steering Committee

Each committee would meet termly.

The membership of the Resources Committee was agreed as:

- Matt Denton
- Julian Osborne
- Katie Pierce
- Paul Rossington
- Julia Tillotson
- Stephen Bell (subject to confirmation of appointment as LA governor)

RESOLVED: Governors resolved to appoint Paul Rossington as Chair of the committee for 12 months

The membership of the Teaching, Learning and Safeguarding Committee was agreed as:

- Claire Entwistle
- Rachael Goodwin
- Liz Smith
- Sandra Smith
- Julia Tillotson

RESOLVED: Governors resolved to appoint Liz Smith and Sandra Smith as Co-Chairs of the committee for 12 months.

The membership of the Steering Group was agreed as:

- Adam Friend
- Katie Pierce
- Liz Smith
- Julia Tillotson

This would be core group, but other governors would be able to attend the meetings.

RESOLVED: Governors resolved to appoint Adam Friend as Chair of the committee.

RESOLVED: Governors resolved to appoint Julia Tillotson and Katie Pierce as the Head Teacher Performance Management Committee.

It was agreed a Pay Committee would be appointed only if required.

The Terms of Reference for each of the committees would be brought to the next full governing body meeting for approval.

ACTION: Committee Terms of Reference to be approved at the next FGB

c.) After discussion Governors appointed the following link roles and responsibilities for 2025/26:

Role	Governor
EYFS	Adam Friend
Health & Safety and Premises	Stephen Bell
Mental Health & Wellbeing	Julian Osborne
Pupil Premium	Matt Denton
Sports Premium	Matt Denton
Safeguarding	Sandra Smith
SEND	Liz Smith

d.) Governors reviewed and agreed the Governor Code of Conduct.

e.) Governors were reminded to confirm they had read and understood the updated statutory guidance *Keeping Children Safe in Education (KCSIE), September 2025*.

The Clerk would circulate a link once the new GovernorHub account had been created.

ACTION: Governors to confirm on GovernorHub they have read and understood KCSiE 2025

f.) MD would check that information on the websites of both schools was up to date and compliant.

ACTION: MD to check that school websites were up to date and compliant.

The Headteacher confirmed that the SBM had updated the information on GIAS for Barrow CofE Primary School. Information for Duddon St Peter's CofE Primary School needed updating.

ACTION: Update information about Duddon on GIAS

g.) Governors would carry out a skills audit using the Skills Effectiveness tool on Governorhub once the new account was created.

ACTION: All governors to complete the Effectiveness tool on GovernorHub

8. MINUTES OF LAST MEETING

a.) Governors reviewed the minutes of the Full Governing Board meeting held on 8th July 2025. It was noted that Rachael Goodwin's name had been mis-spelt.

RESOLVED: Governors resolved to approve the minutes of the meeting subject to the correction noted above.

b.) The minutes of the meeting of the Full Governing Board of Barrow CofE Primary School on 25th June 2025 were reviewed by Barrow governors who were present. One correction was noted.

RESOLVED: Governors resolved to approve the minutes as an accurate record of the meeting, subject to one correction.

The minutes of the meeting of the Full Governing Board of Duddon St Peter's CofE Primary School on 23rd June 2025 were approved by Duddon governors who were present.

RESOLVED: Governors resolved to approve the minutes as an accurate record of the meeting.

9. MATTERS ARISING

Actions from the previous meetings were reviewed:

From FGB meeting, 8 th July 2025				
Item	Action	When	Who	Outcome
4	Arrange parent governor election	Autumn term	HT	Outstanding
4	Seek confirmation that can continue as LA governor	ASAP	SB	In progress
4	Write to newly appointed co-opt governors	ASAP	Clerk	Completed

From Duddon FGB, 23 rd June 2025				
Item	Action	When	Who	Outcome
5	SIAMS Working Group to meet before next FGB	New FGB	AF	To be actioned by New Steering Group
5	Start future FGB meetings with a prayer	New FGB	All	Will start from the next meeting.
8	Send out letter to parents about attendance	ASAP	Chair	Outstanding and will do for both schools
15	Update the Governors Finance Procedures before approval by governors	Next FGB	LS	Completed

Matters arising from Barrow FGB, 25th June 2025:

7.iii. Organise a schedule of monitoring visits and learning walks: JT would organise a learning walk at both schools.

ACTION: JT to organise a learning walk at both schools

Governors discussed arranging monitoring visits which should ideally take place termly.

7.iv. HT to carry out Pupil Voice - *outstanding*

It was suggested that the Teaching, Learning and Safeguarding Committee add the new Ofsted framework to the agenda of its next meeting.

ACTION: Add new Ofsted framework to agenda of next Teaching, Learning & Safeguarding Committee.

10. CORRESPONDENCE TO THE CHAIR OF GOVERNORS/CHAIRS ACTIONS

Neither the Chair from the previous Barrow governing board or Duddon governing board had taken any action on behalf of the respective governing boards.

11. SCHOOL DEVELOPMENT PLAN (SDP)

The Headteacher summarised the draft SDP 2025/26 for each school. Some amendments were made after he had met with staff.

Barrow was expecting a further Ofsted visit and its SDP included progress in the priorities identified after the last Ofsted inspection.

Both SDPs included implementation of the new writing framework, because both schools had scored below national average in writing. Curriculum focus at Duddon would be on computing and maths. A Leadership and Management priority for both schools was the implementation of a new jointly federated governing body.

Q. Will the new computer subject lead be across both schools?

A. The computer lead at Barrow has given some training at Duddon. At the moment I would prefer to keep the separate roles at each school and perhaps see how things are after the first year of federation and once Barrow has had its Ofsted visit. At the moment I think each school is under such a lot of pressure and needs to focus on its own areas.

JT noted there could also be employment issues to be aware of.

ACTION: HT to upload the SDPs to GovernorHub

12. SELF EVALUATION FORM (SEF)

The Headteacher summarised the SEF 2025/26 for Barrow and the SEF 2025/26 for Duddon which was shared in the meeting.

ACTION: HT to upload the SEFs to GovernorHub

13. FINANCE

a.) The Headteacher shared the updated mid-year budget reports for each school. The 3-year plan had been updated, and the projected end of year figures were as follows:

Duddon:

2025/26: projected c/f of £21,539

2026/27: projected c/f of £6,530

2027/28: projected deficit of -£22,869

In the current year £41,000 of the budget was directly linked to 6 children with EHCPs.

Barrow

2025/26: projected c/f of £29,831

2026/27: projected c/f of £21,891

2026/27: projected deficit of -£18,316

In the current year £27,000 of the budget was directly linked to 3 children with EHCPs.

Although both schools were forecast to have in-year surpluses at the end of 2025/26 and 2026/27, deficits were forecast for 2027/28.

The Headteacher confirmed that Kristy Gomery would continue to be the LA Finance Officer for both schools.

c.) There were no financial items requiring FGB approval.

d.) Governors were reminded to start completing the School Financial Value Statements (SFVS) returns.

14. POLICIES

Each school had its own policies. LS maintained policies at Duddon and JT maintained policies at Barrow. After discussion governors agreed to continue maintaining separate policies for the time being and consider each one as it came up for review. Statutory policies should be kept up to date. The statutory policies for Safeguarding and Child Protection and Equality policy at Barrow were due for review.

CE suggested dividing the policies between the relevant committees. It was also suggested to look at how other federated schools manage their policies and if they have shared policies.

ACTION: Upload the policies of both schools to the new GovernorHub account

ACTION: JT and LS to make a list of each school's policies, divide them between the committees where possible or FGB, and send the list to the committee Chair's for each committee to start looking at.

15. GOVERNORHUB

Governors agreed to the creation of a GovernorHub for the federated governing body through Edsential. All the documents on the two existing accounts would be archived and still accessible on the new account.

ACTION: Clerk to liaise with the School Business Manager at Barrow on setting up a new GovernorHub account

16. CLERKS UPDATE/LA BULLETIN

The Clerk drew Governor's attention to several items in the latest CWAC School's Bulletin (September 2025).

17. FGB MEETING DATES 2025/26

The dates and times of FGB meetings for 2025/26 were confirmed as:

Tuesday 25 November 2025, 4:30pm at Barrow

Thursday 26 March 2026, 4:30pm at Duddon

Thursday 2 July 2026, 4:30pm at Barrow

The committees would meet in the first half of the term.

The Resources Committee dates would be confirmed once the HT had arranged the termly Budget Review meetings with the LA Finance Officer.

ACTION: HT to arrange termly Budget Review meetings with the LA Finance Officer and liaise with the Clerk to arrange the Resources Committee dates.

18. GOVERNOR IMPACT

Governors reflected on how the decisions made during the meeting impacted on school improvement. The new federated governing body had met in full for the first time. A lot had been covered and discussed, and the board looked forward to improving things for both schools.

ACTION LOG FROM THE MEETING

Item	Action	Who	When
2b	Complete declaration of interests on GovernorHub	All	ASAP
7a	Arrange parent governor election	HT	By next FGB
7b	Terms of Reference for the Resources Committee, Teaching, Learning & Safeguarding Committee and Steering Committee to be approved	All	Next FGB
7e	Confirm have read KCSiE 2025 on GovernorHub	All	ASAP
7f	Update information about Duddon on GIAS	HT	ASAP
7f	Check that both school websites are up to date and compliant	MD	ASAP
7g	Complete Effectiveness tool on Governorhub	All	By next FGB
9	In future start FGB meetings with a prayer	All	Next FGB
9	Send out letter about attendance to parents at both schools	HT	ASAP
9	Organise a learning walk at both schools	Chair	By next FGB
9	Teaching, Learning & Safeguarding Committee to add the new Ofsted Framework to the agenda of its next meeting	LS	Next T, L&S Committee meeting

11	Upload the SDP for Barrow and the SDP for Duddon to GovernorHub	HT	ASAP
12	Upload the SEF for Barrow and the SEF for Duddon to GovernorHub	HT	ASAP
14	Upload policies of both schools to GovernorHub		
14	Make a list of each school's policies, divide them between the committees where possible or FGB, and send the list to the committee Chair's for each committee to start looking at.	JT for Barrow; LS for Duddon	By next FGB
15	Liaise with the SBM at Barrow on setting up a new GovernorHub account	Clerk	ASAP
17.	Arrange termly Budget Review meetings with the LA Finance Officer, and liaise with the Clerk to arrange Resources Committee dates	HT	ASAP

There being no other business meeting ended at 6:45pm with a prayer following Part 2 business.

I confirm the minutes have been approved by the Full Governing Board as an accurate record of the meeting.

Signed: Chair of Governors

Date: 25th November 2025