

# 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.*

<b>MINUTES OF THE FULL GOVERNING BODY MEETING – Part one</b>			
<b>Date</b>	<b>1<sup>st</sup> December 2025 at 5pm</b>		
<b>Venue</b>	<b>Guilden Sutton C of E Primary School</b>		
<b>Present:</b>	Anthony Parker	Chair of Governors (Parent governor)	06.06.2026
	Charlotte Williams	Vice Chair (Parent)	21.10.2028
	Theresa Rainford	Headteacher	N/A
	Sheena Bayton	Foundation governor	24.09.2028
	Vicky Briggs	Parent governor	16.10.2028
	Joanne Hawkins	Co-opted governor	25.11.2026
	Matthew Owen	Foundation Governor	13.01.2029
	Mark Paterson	Associate Member	TBA
	Amanda Sconce	Staff governor	18.03.2028
<b>Apologies:</b>	Rebekah Tittle	Parent governor	11.03.2029
	Derek Hughes	Co-opted governor	26.06.2027
	Rob Pilbrow	Co-opted Governor	31/03/2027
<b>Absent:</b>			
<b>In attendance:</b>	Gianna Loparco (GL)	Clerk	N/A
	Ros Doak	Year 4 teacher and RE lead	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 continue to embed school's agreed pedagogy with focus on Assessment for Learning (AFL), 'Active Learning' and Oracy.
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 continue managing the school budget effectively in order to sustain the high-quality education provided to all children.

<b>AGENDA ITEM 1</b>	<b>GOVERNORS' PRAYER</b>
<b>Information:</b>	AP led the prayer
<b>AGENDA ITEM 2</b>	<b>WELCOME AND APOLOGIES FOR ABSENCE</b>
<b>Discussion:</b>	<ul style="list-style-type: none"> <li>AP opened the meeting and welcomed everyone.</li> <li>Apologies received and accepted from Derek Hughes and Rob Pilbrow</li> </ul>
<b>AGENDA ITEM 3</b>	<b>SIAMS UPDATE</b>
<b>Discussion:</b>	<ul style="list-style-type: none"> <li>Presentation by Miss Doak - <a href="#">FGB 1st December.pptx</a></li> </ul>

	<p><b>CW asked if the role of governor during the SIAMS inspection was the same as for Ofsted in that we triangulate the information.</b>  TR advised yes, she will share some standard questions nearer the time.  <b>MP suggested having a credit card size aide memoire</b>  TR agreed it would be a good idea</p>
<b>AGENDA ITEM 4</b>	<b>DECLARATION OF INTEREST</b>
<b>Presentation</b>	No declarations received.
<b>AGENDA ITEM 5</b>	<b>GOVERNING BODY MEMBERSHIP</b>
<b>Discussion:</b>	<p>5.1 – Current and Future Membership</p> <ul style="list-style-type: none"> <li>• Parent governor vacancy – to be re-advertised in the Spring term.</li> <li>• LA governor vacancy.</li> <li>• Foundation governor vacancy</li> </ul> <p><b>MO advised the appointment of the new Vicar not likely till June/July.</b></p> <ul style="list-style-type: none"> <li>• Re-appoint Mark Paterson as an Associate Member <ul style="list-style-type: none"> <li>• AP asked if any governors had objection to another 2-year term for MP</li> <li>• All governors agreed.</li> </ul> </li> </ul> <p><b>Decision:</b> MP term of office expires 30/11/2027</p> <ul style="list-style-type: none"> <li>• Subject Link Governor Updates - <a href="#">SUBJECT LINK GOVERNOR 25-26.docx</a> – For information.</li> </ul>
<b>AGENDA ITEM 6</b>	<b>MINUTES, MATTERS ARISING, OUTSTANDING ACTION – PART ONE</b>
<b>Discussion:</b>	<p>6.1 - Matters arising from FGB meeting 08/07/25</p> <ul style="list-style-type: none"> <li>• No matters arising.</li> </ul> <p>6.2 – Outstanding Actions</p> <ul style="list-style-type: none"> <li>• TR advised actions from previous meeting had been completed.</li> </ul> <p>6.3 - Approval of minutes</p> <ul style="list-style-type: none"> <li>• AP asked if part one minutes could be approved.</li> <li>• All governors agreed.</li> </ul> <p><b>Resolved</b> – Part one minutes formally approved.</p>
<b>AGENDA ITEM 7</b>	<b>BUSINESS MATTERS</b>
<b>Discussion:</b>	<p>7.1 – Approve Terms of Reference (Education &amp; Resources)</p> <ul style="list-style-type: none"> <li>• AP asked if the ToRs could be approved.</li> <li>• All governors agreed.</li> </ul> <p><b>Resolved</b> – ToRs formally approved.</p> <p>7.2 – Approve 2026-2027 Term dates</p> <ul style="list-style-type: none"> <li>• AP asked if the 2026/27 term dates could be approved.</li> <li>• All governors agreed.</li> </ul> <p><b>Resolved</b> – Term dates formally approved</p>
<b>AGENDA ITEM 8</b>	<b>COMMITTEE MINUTES, MATTERS ARISING – PART ONE</b>
<b>Discussion:</b>	<p>8.1 – Matters arising from part one Education Committee meeting 06/10/2025</p> <ul style="list-style-type: none"> <li>• No matters arising.</li> </ul> <p>8.2 - Approval of minutes</p> <ul style="list-style-type: none"> <li>• AP asked if part one minutes could be approved.</li> <li>• All governors agreed.</li> </ul> <p><b>Resolved</b> – Part one minutes formally approved.</p>

	<p>8.3 - Matters arising from part one Resources Committee meeting 10/11/2025</p> <ul style="list-style-type: none"> <li>No matters arising.</li> </ul> <p>8.4 - Approval of minutes</p> <ul style="list-style-type: none"> <li>AP asked if part one minutes could be approved.</li> <li>All governors agreed.</li> </ul> <p><b>Resolved</b> – Part one minutes formally approved.</p>		
<b>AGENDA ITEM 9</b>	<b>HEADTEACHER'S REPORT – PART ONE</b>		
<b>Discussion:</b>	<ul style="list-style-type: none"> <li>The Headteachers Report was reviewed and discussed in detail. TR asked if anyone had any questions or queries with the report and if there were any items missing that governors would like to see.</li> </ul> <p><b>MP questioned what we are doing about the statement “The current system is not working well for all”</b> TR advised this was a generic statement made at a HT conference and the reason there is a new curriculum coming out. It does not apply to us at Guilden Sutton as our performance is above national average for all children.</p> <p><b>CW advised governors to be aware that there has been communication to parents re pupil premium.</b> <b>JH asked if TR could speak with parents about pupil premium if they advised they are unable to afford trips.</b> TR confirmed no child would miss out, communications to parents re the pupil premium criteria happen every half term. It is about knowing the children and having a good relationship with the parents. It was noted that in some cases parents were ‘time poor’ and this situation could lead to children becoming vulnerable. TR agreed, we understand our children and it is important that not all disadvantaged children are classed as under-achieving and that is not the case in our school.</p> <p><b>AP thanked TR for arranging the visit and presentation re Cyber safety, it was excellent.</b> TR advised he would be returning again next year.</p> <ul style="list-style-type: none"> <li>TR confirmed the latest financial position and advised show arounds had not been as busy as previous years. We are also still hoping to get the backdated funds relating to the SEN children who left last year.</li> <li>TR advised a proposal to offer the school to CEPD for holiday clubs had been created.</li> </ul> <p><b>CW asked what are the implications in terms of potential expense increases for cleaning and caretaking etc.</b> TR advised CEPD used the school for 3 days at the end of the summer term and cleaned everything.</p> <p><b>JH commented about being fair to GS2</b> <b>CW suggested offering GS2 first refusal of the space during the holidays.</b> TR agreed and advised she would liaise with them,</p> <ul style="list-style-type: none"> <li>TR asked if there were any queries relating to the SIP visit.</li> </ul> <p><b>AP commented it was very positive</b> TR advised the focus for next visit will be the new curriculum and ISDR documents.</p> <p>The governors thanked TR for the comprehensive nature of the report and were assured on progress to date.</p>		
<b>Action:</b>	<b>What:</b>	<b>Who:</b>	<b>When:</b>
	Speak to GS2 re first refusal of holiday club offer	TR	By 23/03/26
<b>AGENDA ITEM 10</b>	<b>SCHOOL DEVELOPMENT PLAN (SSDP), SES &amp; SIAMS SES</b>		
<b>Discussion:</b>	10.1 – SSDP		

	<ul style="list-style-type: none"> <li>• TR explained the SSDP was reviewed every term and asked if anyone had any questions or queries with the report.</li> <li>• No questions or queries were raised</li> </ul> <p>10.2 – SES</p> <ul style="list-style-type: none"> <li>• TR explained this is a document to evaluate where we think we are, it is not different to the last one circulated just minor updates made on a termly basis.</li> </ul> <p><b>CW asked if this had been done based on the new Ofsted framework</b> TR advised no, it was based on the old framework, Paet of HT objective is to fully understand the new framework and will update the document in Sept 26 against the new framework</p> <p>10.3 – SIAMS SES</p> <ul style="list-style-type: none"> <li>• The SIAMS SES is a live document, it is not the final version but a working document.</li> </ul> <p><b>MP asked when we are due to be inspected.</b> TR advised it is expected in the Autumn 26 term</p>
<p><b>AGENDA ITEM 11</b></p>	<p><b>PROCEDURES / POLICIES FOR REVIEW/APPROVAL</b></p>
<p><b>Update:</b></p>	<p><b>Agreed at Education Committee – 06/10/2025</b> Allegations Against Adults Punctuality and Attendance</p> <p><b>Agreed at Resources Committee – 10/11/2025</b> Charging and Remissions Head Bump Procedure Pupil Premium Statement of Intent Pupil Premium Complaints &amp; Managing Serial Complaints Staff Appraisal Medical and Health Needs</p> <p><b>To be agreed at FGB</b> SEND - <a href="#">SEND Policy 2025 - 2026.docx</a> SEND Information Report - <a href="#">SEN Information Report 2025 - 2026.docx</a> Health &amp; Safety - <a href="#">Health &amp; Safety Policy.doc</a> Safeguarding - <a href="#">Safeguarding &amp; Child Protection Policy 2025 - 2026.doc</a> Critical Incident Plan - <a href="#">Critical Incident Management Plan September 2025.doc</a> e-Safety - <a href="#">E-Safety Policy NEW 25-26 (AI and password additions).doc</a> Pay - <a href="#">DRAFT AGREED MODEL SCHOOL PAY POLICY 25.26.docx</a> Staff Code of Conduct including Acceptable Use - <a href="#">Staff Code of Conduct inc Acceptable use policy 2025-2026 - no changes.doc</a></p> <ul style="list-style-type: none"> <li>• Governors pointed out a few typos and the need to remove a retired teacher from the first aider list along with change of link governor names on the SEND policy.</li> </ul> <p><b>SB asked what are the H&amp;S implications of School Street for the school</b> TR advised there shouldn't be any implications, if any accident/incident happens outside of school premises it will be the LA who are responsible. However any incidents should reduce with the scheme. The expectation is the scheme will be implemented Feb/Mar.</p> <p><b>AP asked how do we test the Critical Incident Plan, in terms of who to contact who etc.</b> TR advised the school practices the fire and lockdown drills.</p> <ul style="list-style-type: none"> <li>• Discussion took place regarding who would communicate to the media and whether having a governor WhatsApp group would be beneficial.</li> </ul>

	<ul style="list-style-type: none"> <li>TR advised she would liaise with CWAC re communications and media and that her and AP would review the policy in the new year and streamline where possible.</li> <li>AP asked if based on the above, could the policies could be approved.</li> <li>All governors agreed.</li> </ul> <p><b>Resolved</b> – SEND, H&amp;S, Safeguarding, Pay and Staff Code of Conduct Policies formally approved.</p>		
<b>Action:</b>	<b>What:</b>	<b>Who:</b>	<b>When:</b>
	Liaise with CWAC re media communications	TR	By 23/03/26
	Review and streamline where possible Critical Incident Plan	TR & AP	By 23/03/26
<b>AGENDA ITEM 12</b>	<b>BULLETINS</b>		
<b>Information:</b>	12.1 - Diocese - <a href="https://chesterdbbe.co.uk/news">https://chesterdbbe.co.uk/news</a> 12.2 - Schools Bulletin - <a href="#">SchoolBulletin_School BulletinNovember 2025.pdf</a>		
<b>AGENDA ITEM 13</b>	<b>GOVERNOR DEVELOPMENT - TRAINING REQUIRED/ATTENDED</b>		
<b>Discussion:</b>	13.1 - Reminder to send training attended to Lyndsey Taylor <ul style="list-style-type: none"> <li>TR advised JH had attended some H&amp;S training and that the annual Safeguarding – Basic Awareness training event for staff and governors would take place on 14/1/26, 3.30pm – 6.00pm</li> </ul>		
<b>AGENDA ITEM 14</b>	<b>CHAIR'S ACTION</b>		
<b>Information:</b>	<ul style="list-style-type: none"> <li>There were no chair's actions.</li> </ul>		
<b>AGENDA ITEM 15</b>	<b>DATE AND TIME OFF NEXT MEETING</b>		
<b>Information:</b>	Autumn – <b>Monday</b> 23/03/26 at 5pm  Link to all 2025-26 meetings - <a href="#">Schedule of Meetings 2025 - 2026.docx</a>		

<b>SUMMARY OF ACTIONS</b>			
<b>Action:</b>	<b>What:</b>	<b>Who:</b>	<b>When:</b>
Item 9	Speak to GS2 re first refusal of holiday club offer	TR	By 23/03/26
Item 11	Liaise with CWAC re media communications	TR	By 23/03/26
Item 11	Review and streamline where possible Critical Incident Plan	TR & AP	By 23/03/26

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