

## Shap C of E School

### Full Governing Body Meeting Minutes Wednesday 22 September 2021 at 6.30pm Blended Meeting

#### 1. Opening Prayer

The meeting opened at 18.45 with a prayer led by Katie Chappell

#### 2. Attendance

Steve Gee, Julie Graham, Katie Chappell, Pauline Harron, Simon Bullock (SBu), Sarah Bruce (SBr), Vicki Capstick

#### Present

Siobhan Beck (Clerk)

#### 3. Apologies for Absence

Val Sowerby, Rib Williams, Becky Grace, apologies were accepted by the Governors present

#### Absent

Richard Lendon

#### 4. Declaration of Interests

KC Item 15 Recruitment of Headteacher

#### 5. Welcome to New Governor

Sarah Bruce was welcomed to the meeting and to the Governing Board

#### 6. Approval of the minutes of the last meeting 12 May 2021

It was reported that all actions have been completed. The minutes were approved by the Governors present.

#### 7. Matters arising from 12 May 2021

*Link Role Vacancies*

See Item 14

#### 8. Headteacher Report

The Report was circulated as a paper with the Agenda for the Governors to read through before the meeting.

SG asked for a more detailed explanation of the tables showing the results as result of COVID.

The number on roll is looking really healthy, need to check the school is within the legal limits for class sizes.

KC advised the meeting that there was not been a requirement to submit any data for the last academic year, the school chose to submit the EYFS data. She went through how to read the tables, highlighting that with the small cohorts in the school each child accounted for a high proportion of the percentages (that is for all the data not just the EYFS). The data shows that the EYFS children were not significantly affected by the periods of home learning. The data will be used to inform planning, targeting and focus.

KC highlighted that there is different terminology for KS1 and 2, again she went through the data to explain what it meant and what the school is doing with this data moving forward. It was noted that the KS2 pupils have left the school.

SBr asked for clarification on which the year groups are represented in the data, KC informed that it is Y2 for KS1 and Y6 for KS2, she also clarified that throughout the year the reporting is for each year group but at the end of the year it is the end of Key Stages.

Targets for Y3 have been made based on the data from KS1, working to move them all up a level from where they are now.

SG asked about KS1 figures, does the school have strategies to help these children. KC replied that this a baseline to work from, VC and AI are looking at whether there is a need to change the way they teach, to enable more targeting, there may be a need to go back to the KS1 curriculum for some areas to teach that first before moving onto KS2 work. A method called Precision Teaching is being used. VC added that things that have been done in the past need to be changed, more targeted teaching to differentiate the curriculum for each child. The KS1 data is comparable with that nationwide.

JG highlighted to the meeting that the Educational Standards Committee will be monitoring these figures to keep Governors up to date and everything on track.

This data along with that from PIRA and PUMA has been used to create a Provision map that is an overview of all children with identified needs, and the support strategies that are allocated to them. This is constantly adapted.

KC highlighted that the absence requests for holidays have been rising.

A School Conditions Allocations (SCA) bid is being put together, this is funding from the Diocese that is targeted towards keeping school buildings safe and in good working order. The bid is to include creating a holding area outside the existing office area, next to the Helvellyn classroom, visitors can be let in and be in there before being let into the main body of the school. A larger school office to allow two people to work at the same time. The Headteacher could then potentially move into the current office. Toilets for Kidsty Pike, there is a need for provision closer to the classroom.

The staffing restructure is proving successful, and Abbie Gorst and Angela Idle are happy within their new roles.

KC flagged up the Fundraising that has been carried out by Jill Bawden and Sarah Bruce through FOSS; thanks were extended to them for all their hard work.

JG asked about numbers on roll, are we classed as a different school when we reach 100 on roll. KC confirmed that once at 100 pupils we would be classed as a big small school.

## **9. COVID Update**

The Governors were updated with the measures that are currently in place at the school through the Headteachers Report which was circulated with the papers before the meeting.

There has been one case in the school which appears to be an isolated incident.

It is not going to be possible to invite the parents to the upcoming harvest festival.

## **10. ICT Update**

The first item under discussion has been recorded in a set of Confidential minutes and has been circulated and filed accordingly.

The staff have signed up for EdTech training, this will be half an hour to be attached to staff meetings, with ideas to help with teaching and assessments. KC asked for volunteers from the Governors to help with the digital strategy training which will be provided by EdTech, on four Tuesdays in January.

JG informed the meeting about Richard Morris who is not a governor, he has been a parent governor in the past, and he works in IT. He was approached to assist with the updating of ICT in the school as an IT literate person to help KC.

#### 11. SIAMS

KC informed the meeting that this was meant to take place a couple of years ago around the time of the start of the pandemic. The school will get one week's notice, the schedule of inspection has been tweaked to make allowances for the impact of lockdowns and COVID. It will not include looking at data, the focus will be more about the progress and what is going on in the classroom. KC has completed a SIAMS SEF, she asked all the governors to read through this document, a summary of two sides of A4 needs to be written to summarise this document. She went through the timeline of what will happen during the inspection. PH is going to be available in the school and KC asked if other governors could also make themselves available, if they are needed. Where there is not enough evidence that is what they will be coming into the school to look for. KC outlined the core question which needs to be answered by the inspection, how effective is the school's distinctive Christian vision established and promoted by leadership at all levels, in enabling pupils and adults to flourish. SG commented that the leadership that KC brings to the school is one of harmony, she is open to ideas, she brings people on board to be involved and engaged as part of the leadership of the school, and hoped that this is flagged up on the day of the inspection, it is evident in the feel of the school, it is evident when you talk to the staff. JG felt that this comes across in the whole school environment, whether it is support for children on the SEN register, the well being and emotional impact of returning to school after lockdowns or celebrating any achievement not just the academic ones. PH has provided evidence with reports from school visits she has undertaken.

KC asked all governors to read the SIAMS SEF document.

**Action: All Governors**

#### 12. Policies

*Child Protection,*

KC informed the meeting that this policy includes a comprehensive framework that has been adapted from a Kym Allen policy to bring it in line in the school. The policy was approved by the Governors present.

*Teachers Pay,*

JG asked for clarification about pay increments. This policy needs to be updated after review by the unions in October/November time. SG suggested that once the updates have been published that it be taken to the Finance and Staffing meeting for re-writing/discussion with recommendation taken to the following Full Governing Body Meeting. To be deferred to a later meeting

*Register of Business Interests*

Some Governors still need to respond in respect of their entry on the register, Clerk to chase.

**Action: Clerk**

*Terms of Reference*

This was approved by the Governor present.

**Action: Clerk to put on website**

*Governor Attendance*

This document has already been published on the website, it was shared as a paper prior to the meeting for Governors to check and approve, it was approved by all Governors present.

*Instrument of Governance*

This was reviewed and approved by the Governors present for another year.

#### 13. Committee Minutes and Link Governor Reports

Minutes for the following three committees were circulated with the papers before the meeting for Governors to read through.

*Premises and Health and Safety 9 June 2021*

No comments or questions asked.

*Finance and Staffing 23 June 2021*

It was noted that this committee needs another member

*Educational Standards 07 September 2021*

JG informed the meeting that this committee will be, going forward, the forum for monitoring the data which will form part of the overall monitoring of the **impact** of teaching and learning by evaluating the intention and implementation of the curriculum and the attainment and progress of our children

*Link Governors*

Health and Safety Link Governors are currently both vacancies SG agreed to take up one of these roles, JG asked for another Governor to come forward to take on the other role

An IT link governor needs to be appointed as this is a current vacancy.

SG highlighted that Link Governor roles are good for learning and growing as a governor, you don't need to be specialist to take on a link governor role.

JG informed the meeting that the link governor report form has been amended, it was sent out to governors as part of the papers for the meeting. It has been linked into the SDP targets for this year. JG suggested a training/discussion session to included guidance for link governors on conducting meetings and completing the report form, training for all governors on navigating and using TEAMS and the NGA training which is free until April next year.

**Action: JG to organise a date and circulate to governors**

**14. Recruitment and Staffing**

*Headteacher Recruitment*

KC left the meeting 8.05pm.

This matter has been recorded in the Confidential Minutes for this meeting and circulated and filled accordingly.

KC returned to meeting at 8.15pm

*Governor Vacancies*

There is a current PCC vacancy which is in hand

**15. Governor Training**

Mentioned under Item 14. Please send your certificates to Clerk, Clerk to resend the information to all Governors how to access the NGA training.

**Action: Clerk**

**16. SDP Update**

KC shared the plan at the meeting, she informed that names have been added with the Staff initials, Link Governors and subcommittee members. KC asked all governors to read it.

**Action: All Governors**

Last year the priority 5 was a governor item this is no longer an SDP priority for the governors. KC suggested that the SDP should be added as an agenda item for all the sub committees to enable focus on the areas that each committee is responsible for.

**Action: Clerk**

**17. Correspondence**

This item has been recorded on a separate set of Confidential minutes and has been filed accordingly.

JG highlighted to the meeting that there is a clear policy of how to communicate with the school and for governors to direct parents to the right avenue for communicating what they need to if they are approached in their capacity as a governor.

**18. AOB**

The governors were reminded of confidentiality especially for Items 10, 14 and 17

**19. Date of Next Meeting**

Wednesday 01 December 2021 at 6.30pm

Meeting Closed at 20.30