

Shap C of E School

Full Governing Body Meeting Minutes

Wednesday 01 December 2021

at 6.30pm via Microsoft Teams

1. Opening Prayer

The meeting opened at 18.35 with a prayer led by Pauline Harron

2. Attendance

Steve Gee, Julie Graham, Katie Chappell, Pauline Harron, Val Sowerby, Sarah Bruce, Vicki Capstick

Present

Siobhan Beck (Clerk)

3. Apologies for Absence

Richard Lendon, Simon Bullock, Becky Grace, Rib Williams

The apologies were accepted by the Governors present.

4. Declaration of Interests

No Interests were declared by the Governors present.

5. Approval of the minutes of the last meeting 22 September 2021, the Extra-Ordinary Meeting 19 October 2021, the Extra-Ordinary Meeting 23 November 2021

The minutes of all three of these meetings were approved by the Governors present

6. Matters arising from 22 September 2021, Extra- Ordinary Meeting 19 October 2021, Extra-Ordinary Meeting 23 November 2021

There were no matters arising from any of these three meetings

7. Election of Chair and Vice Chair

SG offered to stand for another year as Chair, KC nominated SG, PH seconded, the appointment was approved by the Governors present, Julie Graham offered to stand for another year as Vice Chair, SG nominated JG and seconded by KC, the appointment was approved by the Governors present.

Both these appointments are for one year. It was noted that if any Governor was interested in taking on the role as a Vice Chair for a year to gain experience this would be valuable to the individual governor and the Board as whole to ensure succession within the Leadership Team.

SG also offered if any Governor would like to shadow him to see what being a Chair involves, please contact him to arrange.

8. Headteacher Report

KC went through the report highlighting any changes since the report was written, the number on roll has risen, a child joined the school this week. The child was discussed in the meeting and has been recorded in Confidential Minutes for this meeting and filed accordingly.

The school has received School Led tutoring funding which needs to be spent, the school has to pay for 30% of costs. Some children have been identified to receive this; staffing arrangements are still to be sorted. An advert will be placed in the staff room, the tutor will be paid £18 an hour and will need to attend training. The tutoring will start after February half term 2022 to enable the required training to take place.

The school residential for Yr3/4 through Kingswood has quite a few takers, 19 out of 22. Y5/6 are going to Edinburgh, Abbie Gorst is organising

The SCA bid has now been completed and applied for. If the bid is turned down there will be a need to think about doing the work some other way to ensure continued security in the school.

Safeguarding

KC screen shared a report that she had written for the Governors. The report outlined training that the staff have completed. All the Governors have now read KCSIE.

A situation was discussed at the meeting and recorded in the Confidential Minutes

Julie Graham 22 March 2022

KC explained that the safeguarding lead is a big job, she has been looking at ways to help with the administration of the required paperwork and explained the CPOMS system that the school could use to help manage all the paperwork. The system manages all data securely, preserving data in an easy and accessible way, when it needs to be sent to a new school it makes the process so much easier to do and ensures confidentiality. KC has signed up to start using from January 2022 onwards.

9. COVID Update

The school continues to have robust measures in place. Three CO2 devices have been installed. Cumbria County Council are being cautious, masks are currently being worn in public and communal spaces. Staff attendance has been impacted. Enhanced measures are in place for parents and siblings, the requirements are for five days without a positive test following a positive test with the family unit. JG thanked all the staff for working so hard to make sure the ensure that the pupils are being considered and the school family are keeping safe.

10. Budget Report

KC updated the meeting the photocopiers have now been changed and CPOMS has been purchased (see Item 8). Supply costs are continuing at high levels as there is always a member of staff needing to take time off.

The Entrust Bursar Laura Rose has left, her replacement has been confirmed as Janice Shannon.

KC is discussing her future staffing requirements with SG on Friday 03rd. It may be necessary to have an extra meeting with the bursar and the finance committee.

11. SIAMS

KC asked all the governors to read the SEF summary document. Three schools have now been inspected in the area. The lines of inquiry for the inspection are given to a school during a phone call the week before an inspection, when a School is also informed of the date. The lines of inquiry are anything that the inspectors have not been able to deduce from the SEF, website and other documents submitted. In other schools this had been about mental health, well being and character development. Ruth from NISCU and Rev Fran have agreed to come into the school on the date of the inspection. KC mentioned that governors will be need to attend but that can be arranged once the date is known. KC has been asked whether the school has a church school development plan. It has been suggested that KC adds a section as appendices to the current SDP an RE and Collective worship action plan.

12. Policies

Teachers Pay

Complaints Procedure

Procedure for Managing Serial and Unreasonable Communication

Admissions

Whistleblowing

Governors Code of Conduct

All the above policies were circulated to the governors as papers with the agenda for this meeting, they were all adopted by the Governors present.

13. Committees and Link Governors

Clerking Committee Meetings

The Clerk put forward a proposal for clerking committee meetings that she would arrange the admin prior to the meeting to ensure the agenda includes all that it needs to. A governor would record the minutes as the meeting and supply to the Clerk for circulation to the rest of the Board. This was agreed by the Governors present to implement going forward.

Premises and Health and Safety 19 October 2021

Action points are still on going

Asbestos and Legionella were the major item. Legionella has been picked up as an advisory for the capped pipes, clarification to be sort as to why this is a cause for concern. Asbestos needs discussing, this now needs to be removed following the recent inspection and report, the cost is £10 000. Concerns were raised over why it needs removing now when previous reports have not suggested this is likely to be a requirement any time soon. It was also suggested that it was established what is necessary and what is advisory in terms of asbestos removal.

Action: KC

Finance and Staffing 9 November 2021

No updates since the meeting. It was reported that the Devolved Formula Capital (DFC) fund is healthy, If the SCA bid is not successful, for work to improve the security of the school entrance area, it may be possible to put a reduced plan in place and use the DFC funding. It was noted that if DFC is to be used to fund this project, then the governors are liable to pay 10% of the costs so it may be necessary for the Governors to do some fundraising.

Link Governor Reports

There were no Link Governor reports for this meeting

Link Governor Vacancies

The Safeguarding link governor role needs discussing to decide whether it should be shared by two governors, there is a lot of work for this role. KC and JG to meet to discuss.

Action: KC and JG

14. Recruitment and Staffing

Governor Vacancies

PCC governor still a vacancy, all governors asked to consider if they know someone who lives in the parish who could join the board, being an active church goer is not a requirement.

There is also a vacancy on the board for a co-opted governor.

KC added that it would be good to have all sections of the local community represented on the board.

15. Governor Training

The Clerk mentioned that several Governors have attended training since the last meeting, all the training

JG mentioned some finance webinars that she went on and were quite useful. They are being run again in December and January. There will be access to resources. Finance committee members will be sent a link. JG to share the link.

Action: JG

KC mentioned some training being provided by Phil Badam at Edtech to help the school put together a digital strategy for the school, KC and VC are attending, KC asked if any governors could attend. The sessions are to be held 1-2.30pm on Teams each Tuesday afternoons of 18/01, 25/01 and 01/02 and 08/02. VS offered to attend; JG also offered if not working.

16. SFVS

JG went through the requirements of the document and what is recorded in the meeting

17. Charity Commission Return

JG informed the meeting that this has been submitted.

18. 100 Club

There are still several numbers which are not taken. VS suggested putting something on FB. KC mentioned doing something else to raise money for the Governors, possibly School Lottery, is and online weekly draw which has a good return and is simple to set up. VC runs it at Orton School and informed the meeting how it runs, there is an update FB each week to update with the winner, it's all on line, you sign up for a direct debit, easier to administrate, more tickets you sell more money is raised. It was suggested to trial the School Lottery in the new year. JG suggested that maybe the 100 club could be wound down over the next year, or to allow payments for 100 club to go online. Finance committee to carry this forward.

Action: Finance Committee

19. Correspondence

No correspondence has been received

20. AOB

The current Scheme of Delegation was screen shared with the governors present, Names were changed in Item J Julie Hunter and KC. A key box has been bought for lettings to access a key for the school, all members of staff have a key, any names that were involved with lettings to be taken off. JG to give updated document to Sarah Caton and compare with new GST document to see if there are any details that have been missed off.

Action: JG

KC brought up a uniform policy as the school does not currently have one. JG asked if schools must have one now, KC replied that it is not a requirement but feels that the school should have a policy. JG suggested Ed Standards to be added to agenda for next meeting.

Action: Educational Standards Committee

21. Date of Next Meetings

Educational Standards Committee Tuesday 11 January 2022 3.30pm

Premises, Buildings, Health and Safety Committee Tuesday 8 February 2022 3.30pm

Full Governing Body Meeting Wednesday 2 March 2022 6.30pm

Finance and Staffing Committee Tuesday 22 March 2022 3.30pm

Educational Standards Committee Tuesday 26 April 2022 3.30pm

Full Governing Body Meeting Wednesday 18 May 2022 6.30pm

Premises, Buildings, Health and Safety Committee Tuesday 14 June 2022 3.30pm

Staff and Governor SDP Meeting Wednesday 29 June 2022 5 – 6.30pm

The meeting closed at 20.15.