

Shap C of E School
Full Governing Body Meeting Minutes
Wednesday 22 March 2022 (postponed from 02 March 2022)
at 6.30pm
Blended Meeting

1 Opening Prayer

The meeting opened at 18.38 with a prayer led by Katie Chappell

2 Attendance

In Person: Julie Graham, Katie Chappell, Pauline Harron

Via Zoom: Vicki Capstick and Rib Williams

Present

Siobhan Beck (Clerk)

3 Apologies for Absence

Steve Gee, Val Sowerby, Sarah Bruce, Simon Bullock, Becky Grace

The apologies were accepted by the Governors present

4 Declaration of Interests

None were declared by the Governors present

5 Approval of the minutes of the last meeting 01 December 2021

The minutes were approved by the Governors present

6 Matters arising from 01 December 2021

KC reported that C-Poms is now installed but not up and running yet. An update on the situation with the Asbestos is recorded in item 9 in these minutes. VS, VC and KC all attended the Edtech training to help the school write a digital Strategy.

7 Headteacher Report

The Headteachers Report was provided to all Governors as a paper with the agenda prior to this meeting. The following was noted at the meeting:

The numbers in Catbells have exceeded 30 in the afternoons, a few staffing changes, just for the summer term, have been necessary to accommodate that. KC reported that numbers should go down again in September. JG thanked the staff for being flexible to accommodate the extra children.

RW asked about what provision is being made for SEND children, and how they are coping with the higher noise levels with the extra number. KC responded that one child has struggled with the noise, Michelle Deighton (MD) is working with a small group including children who struggle to work with the noise levels. A referral to the Area SENDCo about supporting these children has been made. KC also noted that utilising the outdoor area in the summer term make it easier to separate into smaller groups.

Chloe Kendal, Jenny Turner and Shannon Crisp are running seven hours of school led tutoring a week, now that they have all completed their diploma. This is currently one-hour sessions of English and Maths, groups of two to five children. Is all running smoothly. VC commented that the impact of this is being felt in the classroom as these children are much more confident. The tutors are feeding back from these sessions to the class teachers.

KC as SENDCo is attending Thrive training to be a lead Practitioner in Mental Health. MD is attending BUSS training to work with children who have had childhood trauma VS, VC, KC attend the EdTech training, given them lots of good ideas to develop the digital strategy. Time has been set aside to implement what has been learnt. Data analysis is looking positive. KS2 is good.

No entries have been made in the behaviour book since the last Full Governing Body meeting

A decision has been made for families to be invited to the easter service at St Michaels on the last day of term, Ruth from Niscu is leading the service.

Attendance was at 94.7%.

Enrichment gifted and talented programme has started up again.

CDC is going to close this was in the premises minutes circulated to governors prior to the meeting. Andrea has been offered space in the school to continue to work from here until September.

The focus of the INSET day at the beginning of the year was White Rose maths.

JG commented that the HT report data was really easy to read and make sense of this time, she thanked everyone in the school for their hard work.

KC mentioned a letter from CASH that was emailed to Governors on she requested that everyone read it as parts of it do apply to the school. A copy of the letter is available in the Files for the FGB on Teams in the Folder, Documents for the Governors to Read. JG highlighted that Governors understand that things are far from normal right now and the school has their full support. RW mentioned there is a need for an appropriate pace of change that allows KC to rest too. JG spoke as parent that she really appreciates all that is happening in the school.

Action: All Governors

The possibility of one FGB meeting a term was put forward as a way of reducing the work load for KC. This was agreed by the Governors present to be a workable way for the Governors going forward.

KC mentioned that David Salmon is retiring and Lindsay Slater is taking over as the General Advisor for the School.

Safeguarding

CPOMS is now installed. A lot more safeguarding concerns being raised. The systems in place were fine but CPOMS is more secure and efficient. The next INSET day will focus on that. RW asked if it is being used, KC reported that it is not being used yet it, is all set up and ready to go. RW mentioned that her school has been using it for a year, KC asked if RW would talk through how she uses it.

Action: KC and RW

8 COVID Update

A letter updating the parents with the latest guidelines was sent out at the end of February. KC reported that cases in the school are low, there had been nine cases in the School in March to the date of this meeting this is low numbers compared to some schools in the cluster. Cases in schools in the cluster are the worst they have ever been.

9 Budget Report

KC reported that the budget is healthy. The budget meeting is on Tuesday 26 April in the morning Janice is going to train JH managing the budget in the afternoon. There is a Finance committee meeting on the afternoon of the 26 April.

KC updated the meeting with regard to the asbestos in the boiler shed, removal of this is far more expensive than encapsulation. KC also reported that both boilers ceased working, after being checked boiler one is now beyond repair and boiler two needs repair work, it has had two temporary repairs. Devolved Formula Capital (DFC) can be used for repairs, three quotes are needed before work can go ahead. The work needed to get the boilers fully functioning has been split into two jobs, approval has been given for the repair work to be complete without going through due process due to the urgent nature of the work, Cumbria Mechanicals have been approved to complete the work, which totals £4212.43, the governors amount will be £421.20. The repair work can take place without the asbestos encapsulation taking place, the building consultant will now be dealing with this and will get three quotes for encapsulation. The boilers should last for five years once they have been repaired. The council are looking a greener energy for all schools, it is hoped that some funding will be available for that. In three years time we could look at School Conditions Allocations (SCA) bid, could be put in the SDP in three years time. KC reported that DFC currently stands at £10,269.51 with more due in April of approximately £5,967.08.

10 SIAMS

The inspection was held on Wednesday 9 March. There were five lines of inquiry which were very broad.

KC has fed back to the diocese that the children have not spoken to strangers much in the past two years.

RW asked if the Governors could write to the diocese with feedback. KC responded that there may be the opportunity to once the report has been supplied. It was felt that the questions were not appropriate for the age groups they were addressed. RW suggested the Governors ask the children questions, as part of their visits in school, to get them used to talking about what they are learning in school.

It was suggested during the inspection that there should be an Agenda item for the Full Governing Body meetings on Church School matters, it was agreed that this would be a sub heading under the standing item Head Teachers Report.

Action: Clerk

11 Policies

The policies were provided to all Governors as a paper with the agenda prior to this meeting:
SEND Policy and Local Offer
Supporting Pupils with Medical Conditions (including Intimate Care)
The policies were adopted by the Governors present.

12 Committees and Link Governors

Educational Standards 11 January 2022

JG highlighted that Link Governor Reports have not been happening as it has not been possible for so long. JG mentioned about Governors being linked to one member of staff and talk to them about all their areas of responsibility. RW commented that it has been a balance between not doing it and not wanting to use up valuable time. Needs to be less onerous with an agreed area for discussion. JG suggested that staff were consulted to find out their preference, one governor linked to each member of staff, or governors linked to subject areas. RW suggested a form to complete for ideas/feedback. KC suggested that at the staff meeting at the beginning of the year the curriculum and teacher monitoring included governor monitoring and how the governors fit in with that during the year and a timetable can be drawn up for the following year. It was suggested by KC that monitoring should be a SDP priority for 2022/3. VC commented that it would be better to have one governor for all a teacher's subjects rather than several governors meeting them about each one.

Action: Governors to continue with current arrangements over the summer term, with a review taking place in academic year 2022-23 when 'Monitoring ' will be an SDP priority.

Premises and Health and Safety 22 February 2021

No questions or comments were made about these minutes

Premises and Finance Committees Proposal

JG talked through what has been discussed so far citing the TOR which were drawn up as a paper for this meeting. Two chairs have been suggested one for Finance and one for Premises side of things. This was agreed by the Governors present. A new Resources Committee will be convened from September 2022.

Link Governor Reports

None since the last meeting

Link Governor Vacancies

None currently

13 Recruitment and Staffing

Governor Vacancies

Clerk updated the meeting on the Ex-officio vacancy. There are currently two PCC and a Co-opted Governor vacancies. It was suggested that a notice could be placed in Shap Today to recruit for these three vacancies from the wider village community.

Action: KC to liaise with Julie Hunter regarding advert

14 Governor Training

Digital Strategy training as mentioned in Item 7

15 Correspondence

GST Newsletter which mentions that the subscription to NGA Training is to be extended for another year from April. Clerk to circulate the Newsletter.

Action: Clerk

CASH letter mentioned in Item 7

16 AOB

Signatories on School Fund Account need to be amended now that Sarah Caton no longer works at the school. It was reported that the bank requires a set of Minutes to be sent to confirm approval of a change of signatories. Julie Hunter was approved, as a signatory on the School Fund Account to replace Sarah Caton, by all the Governors present. Katie Chappell as new Headteacher was approved, as a signatory on the School Fund Account to replace Anne Maud by all the Governors present., Julie Hunter to be given a copy of the draft minutes from this meeting to pass onto the bank.

Action: Clerk

It was noted that the Nat West Governor Accounts the address for correspondence is now correct but Elizabeth Grose is still named on all statements received this year. It was suggested that the name should be changed to the Chair of Governors, or Clerk to Governors or similar to prevent it having to be changed each time there was a change on the Governing Board.

Action: JG

17 Date of Next Meetings

Finance and Staffing Committee Tuesday 26 April 2022 3.30pm

Educational Standards Committee Tuesday 10 May 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 3.30 – 5.30pm

Please note changes to Committee meetings dates and the times for SDP meeting which have changed to what was originally published.

Meeting closed at 20.20