

**Shap C of E School**  
**Full Governing Body Meeting Minutes**  
**Wednesday 25 May 2022**  
**at 6.30pm**  
**Blended Meeting**

**1. Opening Prayer**

The meeting opened at 18.30 with a prayer led by KC. The meeting was recorded, with the recording started at 18.34. Julie Graham chaired as Steve Gee sent his apologies.

**2. Attendance**

Julie Graham, Katie Chappell, Pauline Harron, Simon Bullock, Val Sowerby, Rib Williams (from 18:37), Sarah Bruce (Minutes), Vicki Capstick

**3. Apologies for Absence**

Siobhan Beck (Clerk), Becky Grace, Steve Gee

**4. Declaration of Interests**

None

**5. Approval of the minutes of the last meeting 22 March 2022**

The minutes were approved by the Governors present

**6. Matters arising from 22 March 2022**

*Feedback to Diocese following SIAMS*

KC will feed back to the Director of Education about some issues with the inspection. This hasn't happened yet due to the change of Director of Education, but KC will follow up shortly. We are currently the only school in Cumbria that the inspector has visited, so the short delay may mean this will also allow her to have visited other schools, to help protect our anonymity.

*Shap Today Advert for Governor Vacancies*

Clerk to lead on this and confirm the wording with JH to submit to Shap Today.

**Action: Clerk**

**7. Headteacher Report**

KC noted that the tutoring is going very well and would like to carry this on although there has been no confirmation of funding for next year yet – it is expected to be 60% of the funding compared to this year and will be confirmed in July.

KC talked through the data section of the report. She noted that the “gifted and talented” network is up and running again, with activities and events for the children to go to. The CDC room development is on the school development plan – JG asked that if anyone has any contacts for designing the layout of the area to let the governors know. VS will pass on a contact from her client list who is an interior designer. KC and the premises committee will do a walkaround and compile a list of everything that needs doing across the school

Noted the key comments from the SIAMS report – very pleased with the comments around collective worship time and curriculum, especially around fitting the curriculum to individuals.

**8. Church School Matters (including SIAMS update)**

The school has started going back to St Michael's Church for worship. Areas to develop from the report are not daunting and should be straightforward to work on and address.

## 9. Budget Report

All have read the report and no comments – all happy to approve.

KC noted some amendments following a discussion with Julie Hunter. This included the ongoing review of school lunch charges following the second rise in charges recently. Also revising nursery hours downwards, as well as noting that some support staff are connected to specific pupils and their contracts will end as the pupil moves on. KC noted that the year end positive balance is partly down to a change in the management structure. RW noted that there should still be provision made for succession planning, especially if staff are interested in moving up/developing – KC confirmed that this was always discussed in appraisal sessions. JG noted that with no assistant head, there still needs to be the opportunity to delegate tasks and responsibilities to help the Head role – and that this can help with progression/development of existing staff.

KC noted that now the budget has been approved, the internal recruitment can now take place for the Year 5/6 role – one of the governors will be part of the recruitment panel.

## 10. Policies

### *GDPR*

This is in the process of being checked so is for information only at this stage. This will be brought to the next meeting

### *Freedom of Information publication Scheme*

This has been checked and was approved by the Governors present.

### *Data Protection*

This is in the process of being checked so is for information only at this stage. This will be brought to the next meeting

### *Equality information and Objectives*

This is in the process of being checked so is for information only at this stage. This will be brought to the next meeting

### *School uniforms policy*

VC spoke regarding this and the work that she has been doing with the School Council on this. They have decided to keep the different nursery uniforms. They want to ensure we are sustainable and so wanted to make sure it's still ok for anyone who has the "old" logo uniforms to wear them. Aim to get the policy out to coincide with the next uniform swap day in June – VC will make sure that the input of the school council is reflected in the communications about the policy and will add into the policy that it has been developed with the School Council and Educational Standards committee. All present agreed to the policy. The policy will be in place from September.

## 11. Committees and Link Governors

### *Finance and Staffing 28 April 2022*

No comments on the report. There was further discussion around the school lunch charges increase and the longer-term option for bringing lunch provision in house.

### *Educational Standards 11 May 2022*

No comments

### *Link Governor Reports*

Nothing to raise

### *Link Governor Vacancies*

Nothing to raise at this meeting

## 12. Recruitment and Staffing

### *Governor Vacancies*

KC noted that there are 2 PCC vacancies at the moment although there has been the recent recruitment of Fran Parkinson as a governor. JG and KC noted that she would remain in place even when a new Reverend was recruited into Shap

### *DBS Check*

PH noted that if your role remains the same, you don't need to have your DBS renewed every 3 years.

**13. Governor Training**

JG noted that RW has now done the recruitment training. JG also flagged up the online training that is available – book through Clerk and let her know when you have completed any training. VS and FP have both done the Introduction to School Governors training – VS commented that it was a useful and interesting course. VS noted that there is a Diocese conference at the Roundthorn Hotel on the 16<sup>th</sup> June.

**14. Correspondence**

None

**15. AOB**

None

**16. Date of Next Meetings**

KC noted that there would be one School Development Planning meeting, one Educational Standards meeting and one Resources meeting plus 3 full governing body meeting next year. JG noted that the next School Development Planning meeting is 29<sup>th</sup> June, at 3.30pm – could all please confirm their attendance, or apologies, to KC as soon as possible.

The meeting finished at 19:36