

**Shap C of E School**

**Full Governing Body Meeting Minutes**

**Wednesday 15 March 2023**

**at 6.30pm**

**Face to Face**

**1. Opening Prayer**

The meeting opened at 18.40 with a prayer led by FP

**2. Attendance**

Steve Gee, Julie Graham, Katie Chappell, Fran Parkinson, Simon Bullock, Becky Grace, Vicki Capstick, Sarah Bruce

**Present:** Siobhan Beck (Clerk)

**3. Apologies for Absence**

Rib Williams, Val Sowerby, Pauline Harron

The apologies for absence were accepted by the Governors present.

**4. Declaration of Interests**

JG for Item 12.1

**5. Approval of the minutes of the last Full Governing Body Meeting 19 October 2022**

The minutes were approved by the Governors present

Correction for Item 7 Jill Bawden not Borden

**6. Matters arising from the last Full Governing Body Meeting 19 October 2022**

**6.1. Governor Vacancies in Shap Today**

Clerk updated the Governors an article has been drafted and will be finalised pending the return and collation of all the Skills Audit, Clerk reminded all to return completed Skills Audit to Clerk: Action: **All Governors**

**6.2. Attendance Letters for Parents**

The letter was circulated to all Governors. JG asked whether families taking holidays in term time is it still and issue, KC reported that there are still families doing this but there are less are doing it now, 11 families have had holidays not agreed in term time. The letters have started to create a change now, as it known that it is not allowed. BG asked what happens if the parents report the child is ill then when the child returns to school, they say that they have been away, KC responded that the school have to record what is initially reported. SG asked what was the initial reaction to the letters. KC responded that it was not all positive



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but highlighted that when a child is absent from school a lot with illness, the school can ask if the parents need to investigate that further, the school is held to account when absence is high and illness is marked as an absence. SBU commented that as a parent it is strange metric that if you have an illness your child is marked as absent.

### 6.3. Governors in Newsletter

It was noted that the mention of Governors in the newsletter has stopped. KC asked SG to be in the newsletter this week, followed by a different Governor each week, KC asked all Governors to let Clerk know any updates to their Bio on the website as she will use that in the newsletter.

## 7. Headteacher Report

The Headteacher Report was circulated to the Governors as a paper with the Agenda for the meeting.

JG commented that figures are nearly 100, KC responded that after Easter there will be 100 on roll.

FP thanked KC for outlining all the acronyms.

FP asked about behaviour and whether the recent incidents been resolved. KC explained that the school was now using C-POMS an online recording system which can be done from laptops and tablets, previously all recording was on paper. The ease of recording is increasing the number of incidents being recorded, which can help to show a chronology. JG commented that is more accurate picture. JG asked if living in harmony is helping with a particular group, SG asked if the incidents are happening just at school or outside, in classrooms it is fine, playtime and out of school / youth club is the time when incidents happen.

There is a play therapy trainee in School.

SEN – all children who are not working at the expected level, identified every term and are identified on the provision map and the support strategies are actioned.

KC signposted to pupil premium and how that is being used, more adults to support the children

Website is being given a refresh, moving things around so they are easier to find, a more uniform site with a specific curriculum, section, condensing individual subject pages.

JG asked what are Ever Six? KC it is those pupils who have been receiving free school meals but are no longer entitled to them, they continue to receive funding for the following 6 years.

BG asked about phonics testing, if not working at expected level what support are they getting? KC interventions at first if they don't pass a second time then this might indicate a learning difficulty, depending on the need they might have one to one precision or teaching spelling using a different method.

Staff Development has been great this term, enrichment is looking good. KC asked if anyone knows a science educator that can come in and work with the school.

Staff meetings have been bringing variation this term by using the diocese a bit and the cluster group for SEND support and ideas.



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## 7.1. Safeguarding

The school is maintaining good links with Karen Dakin PCSO, KC completed the IOSH training, risk assessments in regard to the use of contractors need looking at, fire drills are going well, the shelter and lockdown procedures were talked through, BG talked about what has worked at her school.

BG asked how long does a CPP last, does the child stay on after the plan has expired? KC responded that the plan would be on C-POMS and the information will move with the child if they move schools. There has been no further actions from recent referrals.

## 8. Single Centre Record

JG explained what the SCR is for the Governors present. It has to be checked once a year by the Safeguarding Governors guidance on what to check has come from Kym Allen. JG confirmed that she has checked the SCR on 10 March 2023 and all up to date.

## 9. Church School Matters

Worship council is meeting trying to get them to be more influential in their classes, NISCU has been in to work with the worship council on some new prayers Ruth is going to come and do it again. Ruth also did a session on the Lord's Prayer, SBr asked what the session involved, KC responded that the session was looking at the words and the meaning of it, rather than parroting it. FP suggested doing some work during Thine Kingdom Come week in May. BG asked if it something they have to do, KC mentioned that it is not something that they should do. BG asked that if there is focus on it that the version being used in school is sent home. KC asked if FP would do some more spirituality focus in school. FP mentioned that it is not teaching the children it is bringing it out of them. The school is not going to the St Michael's Church this Easter, the children requested creative church session, there is going to be two separate easter celebrations, EYFS and KS1 will focus on a rotation of Easter themed activities KS2 on creating a cross symbol hammering wood and nails. SG asked if Stephen Tudway role is defined, FP outlined this role. KC mentioned that the children were often quiet around clergy, maybe the children find the uniform imposing.

## 10. Budget Report

KC mentioned that you can't carry over more than 8%. Expenditure has been low. Asbestos has been sorted. Lunches are getting sorted, budgets have been put together, food costs, salaries, new payment apps, parent pay, courses, maintenance, cleaning, uniform, decreasing the cost to parents to £2.50, the more lunches the school can sell the better. Already had a request from another school to make their lunches for them. SBr asked if there had been any feedback from parents yet, KC responded the only information that has been sent out so far is details for parent pay. JG suggested letting things settle with the new system before sending out photos, taster sessions, etc to encourage more parents to take up school lunches.

The budget is healthy and in balance. DFC is mostly spent on sorting the asbestos. A new source of funding is available Additional School Capital Funding (ASCF) for energy saving methods efficiencies in schools. A SCA bid has been submitted again for the improvements to the area by the office KC suggested that the school is not likely we will get it, think about using the ASCF money for building a porch. SBr commented that Shap Swimming pool have been offered a free energy audit could ask if the same company could do one for the School too. A few ring fenced grants have been received, small schools, reading, food poverty grant spent it on snacks for tutees, and Morrisons vouchers used for food technology, Ukrainian families grant has been used for adult support for those children.



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## 11. Ofsted

KC went through a self-assessment document that the staff had completed related to the key notes from the Ofsted criteria more green than last time this was completed. BG asked what areas the schools would come out outstanding, Kc thought SEND and curriculum.

FP suggested a session to discuss what needs to know. JG suggested incorporating questions to link governor meetings give the staff practice on answering questions.

KC and Clerk to organise a date for a session. **Action: KC and Clerk**

## 12. Policies

These policies were circulated to all Governors prior to the meeting.

- 12.1. SEND Policy and Local Offer
- 12.2. Supporting Pupils with Medical Conditions (including Intimate Care)

They were both approved by the Governors present

## 13. Committees

### 13.1. Educational Standards 17 January 2023

It was noted that Clerk has made available all the Link Governor Reports on the Full Governing Body Teams Channel in a folder Link Governor Reports.

### 13.2. Resources 28 February 2023

JG highlighted that during the walk around School, the entrance area plans were discussed to consider what could be done if the SCA bid is not successful, gates have policies, but they need to be more robust. Blencathra outdoor space needs working on. Pond plans are ongoing. Music area is getting tidied up. Decorating lots been done, Blencathra and the Hall are next for decorating, boiler is currently running smoothly although the heating is on when it should not be, Cumbrian mechanicals are still yet to come thermostat is likely to be in the wrong place, legionella check identified that temperatures were a bit lower than it should be on a Monday morning, due to boiler being turned off at weekends perhaps.. Governor funds are all healthy. Lettings rates have been put up.

## 14. Recruitment and Staffing

All Teaching Staff appraisals have been completed, including HT appraisal

### 14.1. Staff Recruitment

KS2 teacher recruitment completed, and a new teacher has been appointed, Sophie Heron. Maternity cover for Chloe Kendal needs to be sorted, SG asked when she is leaving, KC confirmed in June need to cover all her roles. KC reported that figures are going to be tight for lunchtimes, Shannon Crisp will be leaving at end of the school year as her contract is for a child in Y6. BG asked when do ECHP start? KC responded that it can start from birth or put in place in nursery.

SBr mentioned that allowing the school council to be involved in the recruitment process was really good.



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## 14.2. Governor Vacancies

KC mentioned three people who would be suitable to approach. SG to approach the first name suggested. **Action: SG**

## 15. Governor Training

It was proposed to set up some drop in sessions to find out about the NGA Learning link which has been made available to Governors for another year. **Action: Clerk**

## 16. Parent Survey Results

KC shared a document with the results at the meeting. KC highlighted the key points from each section. SG explained went to find the time when staff are not overloaded or not pushed enough, challenge and support balance of.

JG mentioned about starting times for meetings FGB being earlier. A staff well-being survey needs to be carried out. Action: ?

## 17. Storing Governor Papers

Clerk informed the meeting that she had been finding out what to do with the old Governor minutes and records which were stored in the school. The GST has advised that school needs to keep records in school for six years, papers from before that it was suggested being archived in the County Archives. The Governors present approved Clerk organising for the papers over six years old in school to be archived. **Action: Clerk**

## 18. Correspondence

Governors have had a letter about NEU members in the School.

## 19. AOB

There was no AOB.

## 20. Date of Next Meetings

Resources Committee Meeting Tuesday 04 May at 4pm

Full Governing Body Meeting Wednesday 24 May at 6.30pm

Educational Standards Meeting Tuesday 13 June at 4pm

School Development Plan Meeting Wednesday 28 June

Meeting ended at 21.03



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