

Shap C of E School
Full Governing Body Meeting Minutes

Wednesday 24 May 2023

at 6.30pm

Face to Face

1. Opening Prayer

The meeting was opened at 18.42 with a prayer led by Fran Parkinson

2. Attendance

Julie Graham, Katie Chappell, Fran Parkinson, Pauline Harron, Val Sowerby, Becky Grace, Rib Williams, Vicki Capstick

Present

Siobhan Beck (Clerk)

3. Apologies for Absence

Sarah Bruce, Simon Bullock, Steve Gee

4. Declaration of Interests

There were no declarations of interest.

5. Approval of the minutes of the last Full Governing Body Meeting 15 March 2023

The minutes were approved by the Governors present.



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6. Matters arising from the last Full Governing Body Meeting 15 March 2023

KC provided the meeting with an update on Staffing, SC contract comes to end at the end of the summer term, she has been offered hours in Catbells since the last meeting.

7. Headteacher Report

KC highlighted that the early years data has come in, it is the final data for the year. JG asked if it effected the numbers, KC confirmed it doesn't. KC shared the data with the meeting. VK has been to a moderation meeting and all her judgements were in line with what is expected. The Educational Standards Committee will look at the data in more detail at the meeting on 13 June.

The C-Poms data was hard to read in the report, KC shared a larger version of it at the meeting. KC reported that she has had a meeting with David Hodgkiss, he asked KC what are you proud of in school, KC responded behaviour. KC to go through the C-Poms data in more detail with JG. RW asked if KC was happy with C-Poms, KC responded that she went through it with David Hodgkiss, categories need refining to make it clearer when reporting, KC has changed the reporting on some categories limiting staff to specific ones, KC will report on those that are restricted. RW responded it sound a like there is a training need on using C-Poms and how to categorise reporting. KC mentioned that the school is now using C-Poms to record First Aid incidents and School Support Plans the latter will only be possible if there is a Special needs section, this needs checking, it is hoped that reports from external agencies can also be added too. This will allow the school to keep all records in one place and then when children move to another school it can all move with them. JG commented that if it is secure then there is no reason to not use if for as much recording as possible. KC commented that who has permission to access what will need to be considered as a part of any of these suggested changes.

KC asked if there any questions from the report. JG asked if the school tutoring funding is being increased for next year. KC responded predicted funding for schools is 25% (down from 50%) with school making up the 75% contributions. VW commented that the tutoring is working really well for her child, KC has spoken to SC about parents contributing towards 75% of the tutoring, JG commented that it would depend on the finances of individual families. BG responded that you can use PP funding for it, KC responded that PP funding is all allocated to staffing, educational visits, residentials and after school clubs. VS commented that she would be happy to pay for it, adding that she would rather pay for it now rather than when her child is older when it is likely to more expensive.

FP asked, noting current attendance levels, who would make up an attendance panel if that is needed, KC responded that it would be made up of herself and Governors but is hoping it will not come to that and added that making sure the tone of each letter is relevant to the child circumstances. RW commented that using percentages might mean that they don't understand the effect of that and what those actually mean in terms of the time missed, it was suggested that the number of school weeks/part weeks might be easier for parents to understand. JG asked when does the LA get involved, KC responded that they would get involved if there is no improvement following an attendance panel. KC further commented that it is the same few families.



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7.1. Safeguarding

JG reported that she checked the SCR on the 23/05/2023, RW asked do all Governors appear on the SCR? All governors and visitors to school, Governor Safeguarding Training Records needs to be on there, JH to become a deputy safeguarding lead and will receive the appropriate training for this role. A system to be formalised for cover when Lowther School/KC are away from their schools on residential to support deputies. JG asked about her viewing the SCR, if you are not happy with the answers from KC or JH then JG can ask to look at it. It was noted that SCR to be added to FGB Agendas for future meetings. **Action: Clerk**

8. Church School Matters

KC informed the meeting that the SCA has been turned down again and updated the meeting on the situation with Blackburn Diocese. A new bid will go in in November. FP asked what the bid is for, KC responded that it is for a holding area for visitors to the school, currently the front door allows access to the whole school, this is a safeguarding issue and the office is vulnerable too in relation to data protection. The current office would become toilets for Kidsty Pike class as the children in this class currently have to walk right through the school to access toilets.

KC reported that she has been invited to join a multi school project with other Cumbrian Church of England schools to support children making the transition to secondary school. JG commented that it will be really positive and enable the children to recognise others even if they are not in the same class. A one year project is proposed around the theme of journeys for the current Y4s from September when they are Y5.

PH has completed a collective worship audit, FP has carried out a spirituality audit in school, this will be shared with staff at a future staff meeting, and a discussion about how elements of spirituality in the school can be recorded in the future.

KC going to an Annual Conference for School Leaders which is looking at Flourishing Leaders, Flourishing Schools, Flourishing Diocese, asked for Governor to attend with KC, some children from the school are performing at the end. RW commented that spirituality seems to be finding its place in school now after the SIAMS report mentioned it and there was worry about it being in school. FP commented that the SIAMS report mentioned that they wanted evidence and that is the difficulty. KC commented that it is good to have FP leading on this.

9. Budget Report

KC screen shared the year end figures. JG thanked all those involved for their hard work throughout the year to keep the budget in balance. Costs have gone up. 13% increase on supplies and services, unfunded 5% pay rise, % fuel bill increases. The changes of use for the CDC area have to grant funded as there is no money in the budget to fund the ongoing work needed.



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VS asked about year three and why it was so much less, KC responded that in the third year, we are having to estimate pupil numbers, some of whom may not have been born yet! Many of the figures are based on estimates, and we are conservative in our guessing. KC need to look at the children in the catchment area to encourage them to attend the school, there is the possibility that some of the children in Bampton are going to Yanwath School

The Governors present approved the budget

10. Ofsted

David Hodgkiss is helping KC to prepare, working with HJ for English and AG for Maths, VK and VS will get help with deep dives in Art and D.T, book scrutiny on art will form part of that. JG and RW commented that is really positive. KC and PH are doing a book scrutiny on RE.

KC reminded the Governors about the Governors Ofsted Preparation meeting 15 June 5.30pm in School.

BG asked how much contact the Ofsted Inspectors will have with the children, KC responded that that will depend on the initial phone call, some areas that might be looked at are reading with lowest 20%, some observations of lessons, pupil voice conversations. KC suggested that Link Governors talk to the children to get them used to talking to people about what they are learning. RW commented that her school chose the subjects they wanted to deep dive into.

11. Policies

- 11.1. GDPR Privacy Notices
- 11.2. Freedom of Information Publication Scheme
- 11.3. Online Safety/Social Networking
- 11.4. Single Equality Statement
- 11.5. Data Protection

JG asked what were the new sections in these policies. KC explained how she updates policies, looking at Kym Allen for their updates, if it is relevant to the school, then make changes. The first full page details the updates. RW asked about Action Plan as it is blank. The Governors present approved these policies.

12. Committees

- 12.1. **Resources 19 May 2023**

It was highlighted that the Kym Allen Governor Allowances Policy has now been adopted as it was more comprehensive, a copy is in files on the FGB Team for your reference.



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The change to School lunches in house has been really positive, the contents of packed lunch will be looked at next.

The Environment Agency has contacted the school about their consultation of a flooding alleviation scheme, which they are proposing creating a small lake in the school grounds. RW mentioned that this might effect the Schools' Health and Safety rating.

KC advised that we have a small school pond, built in outdoor ed, and responded that it will have a metal mesh over it which will allow for pond dipping but not a child to fall in.

13. Recruitment and Staffing

13.1. Staff Recruitment

KC reported that bringing the School cook in house is working really well. SH, the new 3/4 teacher has started, she is really enthusiastic, currently focusing on class teacher role and will be taking over subject leader role soon. The PPA for maternity cover for TA will be utilising supply services from the LA. AG has been appointed Primary Maths Master for NNW, PPA supply might cover her time out for delivering that. KC really proud of her.

VS provided an update on FoSS. There will be Co-Chairs for the coming year, need a new Secretary, there has been lots of support for events.

13.2. Staff Well Being Survey

Governors need to carry out a staff well being survey, it is an appendices in the policy. KC suggested putting it into a Microsoft Form. Responses will be sent to SG who will then share a precis of results. Survey should be anonymised. **Action: SG**

RW asked if there were plans to do a pupil survey, KC responded that pupils to be asked for the SEF in autumn term.

BG commented that her school had a wellbeing meeting as part of their Ofsted Inspection, the inspectors asked how have you seen that wellbeing has been addressed, anything to demonstrate that there are actions. KC asked to part of the process to review this prior to an inspection, JG commented that if Governors work out what needs to be addressed and ask KC what could be done to address that.



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It was commented that the survey needs to be sent out soon, back before end of term, JG suggested varying the timing each year so it is truer reflection.

13.3. Governor Vacancies

It was reported that the person discussed in the last meeting was approached and is not available to be a governor. There remains two Foundation Governor vacancies and one Co-opted Governor vacancy on the board.

14. Governor Training

KC offered for PH to do Level 1 Safeguarding in school. JG reminded everyone about the NGA Learning Link.

15. Correspondence

There was not correspondence to report.

16. AOB

KC informed the meeting about anti-social behaviour that has been taking place on school grounds after school and has resulted in an injury. KC has contacted families and not had a positive response. The school has been advised that not to accept liability for this taking place on their land. PCSO has been contacted.

17. Date of Next Meetings

Ed Standards 13 June 2023

Ofsted Preparation Meeting Thursday 15 June

Staff and Governor SDP Meeting Wednesday 28 June



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Meeting closed at 20.45

A handwritten signature in black ink that reads "Stephen S. Gee". The signature is written in a cursive style with a horizontal line underlining the name.

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