

Shap C of E School
Full Governing Body Meeting Minutes
Thursday 06 February

1. Opening Prayer

The meeting was opened at 18.11 with a prayer led by Katie Chappell

2. Attendance

Steve Gee, Katie Chappell, Julie Graham, Alun Hurd, Stacy Lewis-Wrobel, Vanessa Yerbes-Ballesteros, Jane Corrie, Vicki Capstick, Val Sowerby, Pauline Harron, Dorothy McColm, Rib Williams.

Present: Siobhan Beck (Acting Clerk), David Salmon (General Advisor, Learning Improvement Service, Cumbria Children's Service)

Absent: Richard Lendon

3. Apologies for Absence

None recorded

4. Declarations of Interest

Item 17: David Salmon

5. Minutes of the Last Meeting and Matters Arising

Item 20 All governors present agreed with what was written in the minutes. Steve Gee was formally appointed as Chair and Julie Graham as Vice Chair until the September meeting when another election will be held.

The governor code of contact signatory form was circulated and signed by those who were not present at the last meeting.

The minutes were agreed to and signed.

6. Correspondence

All the Governors were made aware of correspondence from Kym Allan, that was circulated to all governors prior to this meeting, regarding letters being sent to Governors, particularly female, of an unpleasant nature.

7. School Budget

The next School Budget meeting, in April 2020, is to be attended by Capita.

KC highlighted that there is a small amount of overspend relating to covering for support staff illness, first aid training and replacement of a door by Catbells. The Governors thanked the staff for their hard work to keep within the budget. RW asked about insurance for support staff cover, it is not held by the school which is why the budget has gone over. DS raised that LSS might be a better option for employing support staff as they would provide a replacement with no extra charges.

The hire costs of the school hall were discussed, the prices have been the same for the last three years. It is not widely advertised as most nights it is busy. It was felt that it was important not to price out the groups that currently use it and that it would be best practice to raise the prices up by a small amount every couple of years rather than a big raise less often. This is to be discussed at the next budget meeting 28th April 2020 .

8. Head Teachers Report including Safeguarding

KC went through the data and highlighted the issues within the figures, it was thought this was due, in part, to the way the tests are administered within different classes e.g. 1:1/small groups/whole class, and the children's ability to complete the tests within the allotted time. How the data is put together was explained to governors who were not familiar with it, it was explained that the tests are tools for the teachers to keep track of the children's progress. The data will be gone into in more details at the educational standards meetings, which any governor is welcome to attend. DS highlighted that progress is more important than attainment, that teachers should be held to account relating to progress made.

KC went through Enrichment there has been a friendship week with a focus on living in harmony.

18.36 Alun Hurd joined the meeting

A project to focus on english transition for Y6 with Y7 at UCC has been a great success, this will continue throughout the year and culminate with a visit by staff to see current Y6 pupils once they have started Y7 at UCC.

A running track team has been developed with a great team from the community

Safeguarding there has been prevent training, mini police. KC alerted Governors to a safeguarding issued relating to Young Voices event. There had been issues at Young Voices 2019 with adults drinking alcohol, a reminder was issued to all who attend this year that this is not permitted. Unfortunately, some photographs of parents drinking alcohol at this year's event were posted on Social Media; KC had to request that this post was removed

There were no questions from Governors present

9. SEND Update

KC detailed about a child who has recently joined the school and has settled well, the school is receiving financial support. DS explained the virtual school system in response to questions about what it is.

KC and RW have met about SEN a report which is to be available for the next meeting. More able children were discussed and need to be included in the educational standards meetings making sure they are minuted.

DS highlighted the importance of the language to be used, support strategy rather than interventions, when talking to parents about how their child is progressing and any assistance they are being given.

10. SIAMS Update

The Self Evaluation Form and Understanding Christianity training have both been completed. The Christian values did not match our updated Christian vision, with the help of Ruth Evans (NISCU) the children picked Christian values that met the vision, there are now six values which will be published. They should be the basis of everyones work in the school. AH praised the work that has gone into the preparations.

11. Health and Safety Update

The sun shelter is deteriorating. Decorating will be taking place in half term. We are electrically compliant. There is a pot hole in car park, the premises committee is aware of this as per the school condition report and are monitoring repairs needed. **Action:** VS agreed to talk to Jenkinson's about timber and tarmac.

12. Parents Questionnaire

It was agreed that the actual questions should be put together with input from staff and fed back to governors through the Educational Standards Committee. The questions should be reviewed each year. It will not be given out at parents evening, as has been the case in the past, it is to be sent out separately. An online questionnaire was suggested.

13. Governor Training

Diocese training is available to all governors.

Governor Support Team Training to be arranged for all the governors. This training will be arranged at dates that allow for inclusion of all new governors and to open up to other local school governors. DS stated that dates need to be arranged in consideration of Governor Support Team availability. **Action:** KC to agree dates with Kellie Fricker. **Action:** SG to see if other schools would be interested in cluster training at his next Chairs meeting

SG has been to a meeting with Chairs of local schools, sharing best practice, handling data, etc. SG will share possible training dates with his chair group, once the dates have been confirmed.

JG talked about SharePoint, a web based sharing platform, it can be set up so that it is only accessible to governors, it is possible to create different sections for say committees etc. JG will look at setting up and then passing on what she has learnt.

14. Link Governor Reports

A reminder to all governors to manage and maintain the links that they are responsible for, there is a set form to use if governors need to use it.

15. School Development Plan

Priority five, the governors area of the website needs more work. Raising the profile and what governors do was discussed, a regular addition to the newsletter and coming into worship time and saying who you are were suggested.

16. Headteacher Appraisal

KC needs her annual appraisal, a group needs to be convened, a minimum of two governors and an independent advisor, DS informed the meeting that he can do this. JG has attended the relevant training. Please volunteer to JG if you would like to part of the panel. It needs to be completed as soon as possible.

Action: JG

19.20 DS left the meeting

17. Governor Removal Discussion

JG outlined the process that has to be followed. This is a confidential item, any minutes will only be given to the governors present, this was agreed by the governors present. The decision is not to be made at this meeting, if the matter is to be taken further a meeting would be held after 14 days.

18. Any Other Business

VYB informed the governors that she would not be standing as a governor after the end of her term of office in April.

Meeting closed at 21.06pm

Date of the next meeting:

Full Governing Body Meeting Wednesday 13 May at 6pm