

Shap C of E School
Full Governing Body Meeting Minutes
15 November 2023
6.30pm

1. Opening Prayer

The meeting opened at 18.41 with a prayer led by Fran Parkinson

2. Attendance

Steve Gee, Julie Graham, Katie Chappell, Fran Parkinson, Pauline Harron, Simon Bullock, Becky Grace, Sarah Bruce

Present

Siobhan Beck (Clerk)

3. Apologies for Absence

Rib Williams, Val Sowerby, Pauline Harron

The apologies were accepted by the Governors present.

4. Declaration of Interests

KC declared an interest in Items 15.3 and 16.3

5. Election of Chair and Vice Chair

SG informed the meeting that he will stand as Chair for another year but would like to stand down this time next year. SG left the room and was duly elected by the Governors present



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JG put herself forward for Vice Chair. JG left the room and was duly elected by the Governors present.

Clerk to write to all Governors about succession, mentioning the possibility of Co-Chairs.

6. Code of Conduct

This was circulated as a paper with the Agenda. It was approved by the Governors present.

7. Approval of the minutes of the last Full Governing Body Meeting 24 May 2023

The minutes were approved by the Governors present.

8. Matters arising from the last Full Governing Body Meeting 24 May 2023

KC updated the meeting regarding Tutoring this has started, maths this term, 8.30-9.00am each morning. This is aimed at children just working below, looked at attainment and potential to decide who is eligible for tutoring. There are two groups one group on Mon, Wed, Fri mornings the other on Tuesday and Thursday mornings. KC reported that the Y3/4 teachers can see the benefit of these interventions.

It has been decided that SEND will not be included in CPOMS as only specific members of staff have access to the system but all need access to those records.

The Diocese Multi School Project is up and running for the Y5 Children

School has a sign for the play equipment.

BG noted that UCC uses CPOMS for SEND and looks at that information for Y7s.

9. Headteacher Report



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EIP – Education Inclusion Programme has been set up with Sandgate School to support the school staff assisting a pupil in the school, this has been very useful. The programme is helping with writing plans with next step targets. All of the SENCo went to Cumberland Council following the LGR, there are none in W&F currently so there is no support available, currently recruiting a new team. JG recommended still submitting referrals.

KC has talked the SDP through with David Hodgkiss, it needs updating with the SCA bid, he has suggested condensing the two personal development targets into one.

KC reported that she has spent a day with each Teacher as part of ongoing wellbeing support. The day was spent focusing on subject leadership as well as completing their appraisals as part of ongoing wellbeing support. BG commented that she had a link governor meeting with VC and that was discussed, she could see the impact of that time.

9.1. Safeguarding including SCR

KC reported that all staff are up to date with their training.

The school is going to invest in Digigreet, a signing in system, it costs £80 a year. SG asked if that is to replace the book as you come in? KC yes, it will all be on the ipad which can be taken outside when there is a fire alarm, for example.

JH has created a new lanyard, new system, green lanyards are fully DBS checked, red are not.

SCR was checked on the 13 November 2023, this now includes information on students on placements, outdoor ed teacher, supply teachers, volunteer readers, zumba teacher, very thorough, it has been sent to Kym Allen for an audit. FP asked if the volunteers have to have references? KC responded that they do not.

9.2. Attendance Procedures

There has been a new policy from Westmorland & Furness council, when the attendance drops below the set levels for that to come into place, the inclusion officer at the council takes it further not the school,. FP asked what is a fixed penalty? KC responded that it is a fine. Attendance texts are now going out to parents each Friday.



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9.3. Filtering and Monitoring

This was the major change to the KCSIE for 2023, KC went through the changes. Filtering and monitoring that the council is providing was not compliant, this is in the process of being sorted to make it meet the new requirements. New features, search term emails and blocked site emails – the monitoring will be an email alert sent to the office.

Cache certificates will be installed on all machines, School has always filtered but just not monitored. The charges for this upgraded service will be the same.

SG thanked KC for standing her ground and getting a good deal for the school

Attendance – JG asked if there has been any come back on the new system, KC asked for clarification on the numbers.

10. Single Central Record

Covered on Item 9.1 to include in that going forward

11. Church School Matters

SCA bid has been submitted again.

Multi School project had two sessions with NISCU, a Carlise cathedral day and camp for Y5 children is going ahead.

Worship Council has been elected

A youth group is being set up in the school hall for KS2 children, Reverend Stephen Tudway looking at the PCC's employing a youth worker to cover the schools in his area.

11.1. Academisation Strategy



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A paper was share with the Governors with the Agenda, recent changes are that not all schools need to be in a MAT but they do need to be part of a family of schools. KC noted that the school works collaboratively in the Cluster, which includes eleven local schools. All church schools are advised to plan for long term sustainability and flourishing and how formal or informal collaboration may support this.

FP expressed concerns about the governorship of academisation, that the appointments would not be diverse and a reflection of the community if all made by the diocese. SBU it would be as not inclusive or diverse as the school is currently. JG concerned that the school would lose its individual identity. No need to make a decision now, FP good to hear what you think about it. BG no way out, what happens if you want to get out. JG would there be a financial penalty – buy your way out. JG good collaboration with other schools, do we need to at this stage.

The peer to peer group is now four schools, Lowther, Shap, St Catherines and Brunswick. SBU suggested is it worth documenting the benefits of the cluster working, KC to talk to the cluster about writing a report to update governors to share at all meetings.

12. Budget Report

Summary statement was shared as a paper before the meeting with the Agenda. Tutoring has now been funded as well as new laptops for the staff and the school. Teachers Pay award – budgeted higher than needed, not as big an amount to find.

School meals – 2/3 take up, costs are less than Orion

Bursar has advised to let things settle with the LGR, year end balance change slightly due to funding that came in for Ukranian family. Year end balances are healthy. JH is working with the business managers in the cluster they are sharing information on good procurement contacts, asking for help, this has reflected in the budget.

The Governors present approved the budget.

13. Ofsted

KC suggested doing a planning session in the Spring to possibly included NGA training on preparing for the Ofsted inspections. KC indicated that a possible weakness is pupil voice talking about what they do in school. BG asked how could that be organised to support improvement? KC to prepare a list of questions that are about school, not



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the curriculum, these could be asked by the Link Governors. SBU asked if there is a structure of the organisation with who is responsible for what. **Action: KC**

Clerk to arrange a date for a planning session. **Action: Clerk**

14. Fundraising Working Party

The Governors need to raise funds to match funding for the SCA bid. 100 Club is to be closed and replaced with a School Lottery, SBr talked through the Garfield Weston Foundation and will put a bid in on behalf of the Governors, she is also looking at other possibilities for grants.

JG asked about the Community Enterprise could we ask them? KC consider in the future, the school is currently applying for support for residential.

Signed up for the school lottery, £1 a week, £4.34 a month averaged over 12 months, prizes will depend on the amount of tickets sold, all the admin is sorted for the school including the Direct Debit monthly or yearly, once it is set up it will run itself. JH to contact all members of the current 100 Club. Posters to be put up, paper letters to be sent out to parent with a QR code. Winners will be put in the Newsletter and on the website.

KC any ideas for other fundraising or grants that could be applied for please speak up.

15. Policies

15.1. Child Protection Policy

This was circulated as a paper with the Agenda. This has been updated with latest KCSIE updates, it was agreed by the Governors present.

15.2. Contractors in School

This was circulated as a paper with the Agenda. This has been updated with latest KCSIE updates, it was agreed by the Governors present.



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15.3. Teachers Pay

This was circulated as a paper with the Agenda. This had been signed off by Resources Committee it was agreed by Governors present

15.4. Admissions

This was circulated as a paper with the Agenda. There were no changes, it was agreed by the Governors present.

15.5. Whistleblowing

This policy was not available for the meeting as it is awaiting updates from the Local Authority following the LGR

15.6. Register of Business Interests

This was circulated at the beginning of the meeting for Governors to sign their entry, to be sent to those Governors who sent their Apologies for them to complete. Document to be published on the website when all the data has been collected. **Action: Clerk**

15.7. Governor Attendance

This was circulated as a paper with the Agenda, it was for information for the Governors and has already been published on the website.

15.8. Instrument of Governance

This was circulated as a paper with the Agenda. SG reminded everyone to read as it is a reflection of community. The Governors present agreed that this should continue to be adopted.

FP asked if there is a record that the staff have read all the policies, KC sends to all staff with notes on what to read/look at after all meetings.

16. Committees

16.1. Resources Committee 10 October 2023

16.1.1. Cleaning Contract

Currently through Orion, KC shared the costs with the Governors present, £28,659.95 current, expected to increase by 6% contract is 01.04.23 to 31.03.24. BG can we bring in house, JG a lot of work to bring in house with catering recently carried out. Not the right time to doing in house. open to other contractor. Need to consider TUPE, KC has since found out that they would have to take on the cleaner just not necessarily in the school. Going out to tender. Looking at costs of doing this in house, setting up costs. Orion visited the school and said it all looks clean, but the school is not clean. SBU asked what the current contract involves Orion manages the Janitor for an hour a day and the Cleaner for four hours a day may be difficult to find a company that can do both.



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16.1.2. Budget Approval

See Item 12

16.1.3. Fundraising

See Item 14

16.1.4. SCA Bid

See Item

16.2. Educational Standards 17 October 2023

VC delivered a science subject lead. Good for those that are not link governors in subjects to hear about what is going on in the school.

16.2.1. Attendance

See Item 9.2

16.3. Headteachers Appraisal Panel

KC left the meeting at 20.32.

JG and PH completed KC appraisal, one member of the panel has to be HT appraisal trained, they went over KC objectives all linked into SDP, JG reported that KC achieved them, with good evidence, the panel provided feedback, Carla Weild is the independent advisor talks through the objectives with KC first, then with the panel, a good chance to see the huge volume of work that has been completed. The Panel suggested that the pay increment is awarded the budget was set with this in mind so the school is covered financially, the pay award is back dated to the start of September.

Three new objectives have been set which are linked to the SDP, a meeting to be arranged half way through the year, beginning of summer term/end of spring if she needs support. The Panel asked KC for feedback on Governors and what more support they could give KC, she has asked that they are involved in school, assisting with preparation or Ofsted, asking questions in governor meetings to demonstrate engagement and challenge. FP



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asked how are the objectives are set, KC suggests objectives with Carla Wield first, then Carla discusses with the Panel and they are linked to the SDP.

Governors present agreed to the pay increment award

KC returned to the meeting at 20.52

17. Staffing

17.1. Staff Well Being Survey

SG sent circulated a survey to all staff nine responses were returned , BG asked how many staff are there. KC responded that there are 14. The responses indicated that the workload was big there had been lots of changes, an overhaul of curriculum, subject leadership, it is a Time of upheaval. Responses indicated lots of support, they were positive, staff are under strain but feeling supported. FP asked what do we do with the information. KC already started to address some of the issues, day with each subject lead. KC communication has been streamlined just using Teams with the occasional email when things needing forwarding, WhatsApp group has been closed. Absence procedures have been shared again with staff so they know what to do when they are off, not about keeping tabs on them, it is about supporting them and being able to plan. Ofsted looming feels like a big pressure, will be glad when it has been completed. Staff now have a morning off every month on top of their usual PPA time, lack of finance, other agencies. FP asked if the staff appreciated the opportunity to complete a survey? KC responded that yes, they had. FP asked will this be annual? KC responded yes; it is an annual survey. Kym Allen offers a managing well being session which KC is going to book.

18. Governors

18.1. Vacancies

HJ to be the Staff Governor. BG to ask three people to be a PCC/Opted Governor. **Action: BG**

18.2. Training

All Governors were reminded about reading KCSIE and completing the online Safeguarding training and to let Clerk know when you have done both.

Governors were reminded that the online NGA training is still available, Ofsted training to be done as a board next term.



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19. Correspondence

There was no Correspondence to report.

20. AOB

Health and Safety Inspection to be carried out with KC, SBr and SBU, need to set a date for next term. SBU agreed to take on the responsibility for Health and Safety.

21. Date of Next Meetings

Tuesday 23 January Educational Standards Committee at 4pm

Tuesday 27 February Resources at 4pm

Tuesday 26 March Full Governing Body Meeting at 6.00pm - **Please note change of day/date**

Tuesday 30 April Educational Standards Committee at 4pm

Tuesday 21 May Resources at 4pm

Tuesday 21 May Full Governing Body Meeting at 5.30pm to ratify Budget

Tuesday 19 June Full Governing Body Meeting at 6.00pm

Meeting Closed at 21.15



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