

**Shap C of E School**  
**Full Governing Body Meeting Agenda**  
**26 March 2024 at 6pm**

**1. Opening Prayer**

The meeting opened at 18.07 with a prayer led by Katie Chappell

**2. Attendance**

Steve Gee, Julie Graham, Katie Chappell, Simon Bullock, Becky Grace, Rib Williams, Sarah Bruce, Helen Jackson, Becky Redmayne

**3. Apologies for Absence**

Fran Parkinson, Pauline Harron

The apologies were accepted by the Governors present

**4. Declaration of Interests**

There were no declarations of interest.

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

The following correction was noted for Item 9.

All 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, this should read:

All the SEND specialists 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.



Chair of Governors  
19 June 2024

The minutes were accepted by the Governors present

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

Digigreet has now been purchased but is yet to be set up.

The Youth Group is now up and running

Questions for Ofsted regarding areas that are not subject areas are yet to be put together. **Action: KC**

School Lottery is now up and running.

Cleaning contract is all sorted.

## 7. Governor Organisation

### 7.1. Vacancies

KC and SG have had a strategy meeting. There are currently three vacancies on the board (2 Foundation Governors and 1 Co-opted Governor). FP has verbally informed KC that she will be standing down at the end of the term. She was the Ex-officio Governor in the absence of an incumbent, Steven Tudway who has since been appointed incumbent is currently on six school governing boards, the church has recruited a Young Minister, and it is to be suggested that she is invited to be the Ex-Officio Governor a Governor. FP is the Governor responsible for monitoring PE and Music , KC has approached someone who may be suitable but they are not available. KC has approached someone for the art monitoring role that Val Sowerby previously held but they are not available at the moment.

18.20 SG joined the meeting

BR was welcomed to the meeting and the governing board, she introduced herself and her background in social work and her safeguarding experience.



Chair of Governors  
19 June 2024

Richard Hancock has been approached, he has Steve's number but not been in touch, SG to follow up. **Action: SG**

## **7.2. Training and Development**

Clerk informed the meeting that the local authority have extended the availability of the NGA Learning Link online training for another year to April 2025.

Clerk reminded the meeting about the Chair training being offered by the Local Authority in May, SBU confirmed he is attending.

KC reminded the meeting about the SIAMS training 08 May to learn about the new framework.

## **7.3. Chair of Governors from September 2024**

JG asked SBU to feedback on the Chairs training at the next meeting. **Action: SBU**

Clerk to produce a paper for the next meeting regarding Co-Chairs of Governors. **Action: Clerk**

## **8. Questions arising from Committee Minutes**

### **8.1. Educational Standards 23 January 2024**

There were no questions arising from these minutes.

### **8.2. Resources 27 February 2024**

RW asked about the front entrance project and where the application is at, KC updated the meeting, will find out in April. If this is not successful the plan is for the key doors to be fobbed and a different policy for deliveries etc to be put together to prevent them having to come into school, to be covered in section 13.4. BG asked why the front door is not to be fobbed, KC responded that it is not a main entrance and is used by staff with keys, not used as an entrance by pupils.



Chair of Governors  
19 June 2024

BG asked if we need a lockdown procedure? KC responded that the school has one and talked through it and how it works, needs to be tested termly.

SBr talked through the grants that she has applied for in respect of the front entrance project.

## 9. Fundraising Working Party

The meeting was informed that the 100 Club is now closed, and the school lottery is running well.

JG asked for ideas for fundraising adding that we need to make sure it is joined up with other grants that have been applied for. A one-off big fundraiser was suggested but wait to see how the grant bidding goes before organising. HJ asked if it is worth engaging with Jill Bawden, JG suggested that she has already done a lot for the school, but noted it is important to check with her before approaching organisations in case she has already done so.

## 10. Ofsted

### 10.1. Ofsted and Safeguarding Webinar

JG attended an Ofsted safeguarding webinar, she has put a document in the papers for this meeting, broad range of evidence, what is reasonable and realistic, 99% of schools inspected have been effective, explain what they need in initial call, some of the things that were discussed were, no need to prep material, governors need to assure themselves that safeguarding is effective, is the SCR checked regularly, safer recruitment training, dealing with allegations against staff, how SEND is incorporated into the safeguarding policies, what is an effective/ineffective school, two other documents in the papers with the meeting, flagged up those things that they are looking into, child on child abuse stats useful for familiarisation for link governors.

KC talked about Prevent, government online training to be completed in April, link to be provided to complete that. **Action: Clerk**

KC will be refining the SEF for after Easter to include questionnaires from Staff and Parents.



Chair of Governors  
19 June 2024

## **11. Policies**

### **11.1. Terms of Reference**

This was circulated as a paper with the Agenda prior to the meeting.

It was noted that the Clerk role responsibility for governors' area of the school website needs to be added to the document.

The Governors present approved the document with the addition of the above.

### **11.2. SEND Policy and Local Offer**

This was circulated as a paper with the Agenda prior to the meeting.

KC highlighted the changes.

The Governors present approved the document.

### **11.3. Supporting Pupils with Medical Conditions**


This was circulated as a paper with the Agenda prior to the meeting.

KC highlighted the changes.

The Governors present approved the document.

### **11.4. Complaints Procedure**

This was circulated as a paper with the Agenda prior to the meeting.



Chair of Governors  
19 June 2024

This is a brand new policy from Kym Allen. SG asked if it covers vexatious communication. KC responded that yes that is included.

KC talked through the time periods for dealing with complaints.

SBr asked about FOI request being 21 days should it be the same.

The Governors present approved the document.

#### **11.5. Procedure for Managing Serial and Unreasonable Communication**

The meeting was informed that this procedure has now been archived and the procedure has now been added to the Complaints Procedure.

### **12. Church School Matters**

#### **12.1. SIAMS Training**

This was covered in Item 7.2. the new inspection framework was shared in the papers folder for this meeting there are no longer strands now questions.

Paul Rose is coming in to school to do some outdoor spirituality, Laura Watson has been in to look at RE with KC, she is going to come again in September to support with new RE sacred document.

### **13. Questions arising from Headteacher Report**

The Headteacher Report was circulated as a paper with the Agenda.

It was noted that Attendance is up, KC went through the unauthorised absences from the start of year until now and how these compare to last year. RW commented that it will be interesting to see if this is reflected in the results.



Chair of Governors  
19 June 2024

SBr asked about the enrichment for gifted and talented and if the one mentioned in the report was the only one, KC explained that that opportunity was part of the enrichment cluster which is the new name for gifted & talented. KC to change this on future reports to reflect that.

JG are the LA providing support for persistent attendance offenders to support them as well as enforce, KC responded that a representative from the LA attend a heads cluster meeting to talk through the procedures, majority of the long-term absences in school are illness.

### **13.1. Safeguarding**

An update was provided in the Headteacher Report, there were no questions regarding this aspect of the report.

### **13.2. Single Central Record**

KC informed the meeting that new staff have been added in new staff, this was last checked 22 March 2024. Staff have been informed about the Single Central Record, what information is stored and why.

### **13.3. Filtering and Monitoring**

KC informed the meeting that currently the alerts into the office are general and work is ongoing to get this to be laptop specific

### **13.4. Budget and Finances**

The plans for the entrance project submission and Plan B if that is turned down were discussed in Item 8.2.

The contract with Orian concludes at the end of this term, Bulloughs have been contracted to start after Easter, this contract includes increasing hours for both the caretaker and cleaners.

The school is working hard to reduce the hours the heating is on, need to get the thermostat moved to a more realistic place, the bill for last month was reduced by a third on last year.



Chair of Governors  
19 June 2024

The next Bursar budget meeting is in April

19.25 SBU left the meeting

**13.4.1. SFVS**

This was circulated as a paper, along with a second paper showing financial benchmarking with comparable schools, with the Agenda prior to the meeting.

It was noted from the benchmarking document that the school is performing really well against these schools, energy costs are higher, administrative costs are lower than other schools.

The Governors present approved the SFVS document.

**13.5. Staffing**

KC informed the meeting that a request for flexible working hours has been received, KC went through how the hours will be covered in the school noting that all support staff have to be treated as permanent staff as have been employed by the school for more than four years despite fixed term contracts.

Midday supervisors have now been appointed.

Emma Daley is to be kept to provide outdoor education, currently sports funding pays for that.

**13.6. Attendance Procedures**

This was covered in Item 13

**14. Correspondence**

There was no correspondence to present.



Chair of Governors  
19 June 2024



## **15. AOB**

Administration of Medicines Procedures was shared as a paper with the Agenda and was approved by the governors present. All support staff are getting trained to administer medicines on the next Inset day, people are not trained can sign as a witness.

## **16. Date of Next Meeting**

SIAM Training Wednesday 8 May

Full Governing Body Meeting 19 June at 6pm

Staff and Governors SDP Planning Meeting Wednesday 3 July 3.30 - 5.30pm

The meeting closed at 19.43



Chair of Governors  
19 June 2024