

Shap C of E School
Full Governing Body Meeting Minutes
19 June 2024 at 6pm

1. Opening Prayer

The meeting opened at 18.16 with a prayer led by KC

2. Attendance

Steve Gee, Julie Graham, Katie Chappell, Pauline Harron, Rebecca Redmayne, Helen Jackson

Online: Simon Bullock, Rib Williams, Sarah Bruce

3. Apologies for Absence

Becky Grace, Fran Parkinson

The apologies were accepted by the Governors present.

4. Declaration of Interests

There were declarations of interests.

5. Approval of the minutes of the Full Governing Body Meeting 26 March 2024 and the Full Governing Body Budget Approval Meeting 21 May 2024

The following amendments were noted to the Minutes of the Full Governing Body Meeting 26 March 2024

Item 7 Robert Hancock not Richard.

Item 12.1 it is not RE sacred curriculum but Cumbria SACRE curriculum document, SACRE is Standing Advisory Council on Religious Education.

There were no amendments to the Full Governing Body Budget Approval Meeting 21 May 2024.

Both sets of minutes were approved by the Governors present

6. Matters arising from the last Full Governing Body Meeting 26 March 2024 and the Full Governing Body Budget Approval Meeting 21 May 2024



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Matters Arising from the Full Governing Body Meeting 26 March 2024
KC going to ask David Hodgkiss for advice on questions the Governors on the Resources committee can ask children as preparation for Ofsted. This will be fed back to next Resources Committee meeting.

Matters Arising from the Full Governing Body Budget Approval Meeting 21 May 2024
Caretaker hours have been increased by half an hour to an hour and half a day.

It was noted that the Period 13 tabs are still not available.

7. Governor Organisation

7.1. Vacancies

There are three vacancies on the Board two PCC and 1 Co-opted Governors.

PH informed the meeting that she will not be renewing her term of office which runs out in September 2025. She has asked to stand down from the two committees she is a member of from September this year.

SBu to speak to two people who were identified as potential Governors. **Action: SBu**

Clerk updated the meeting with where things are at with the new Ex-Officio Governor. FP is leaving at the end of term, Ruth Hutchins who has recently been appointed as the Growing Young Minister for the parish has agreed to take this on.

It was suggested that RH takes on PH's governor responsibilities of RE and Collective Worship. This would leave Music and PE not covered.

RW mentioned that at her school they have link governors attached to areas of the SDP rather than subjects/teachers.

It was decided that the priority is to fill the two PCC Governor vacancies before considering the Co-opted Governor vacancy.

7.2. Training and Development

Capita is offering training courses on HR and Recruitment. JG and KC are attending the Safer Recruitment Refresher Course on 3 July.

7.3. Committee Membership

RH to be asked to join the Ed Standards Committee

Of the two people identified one to be asked to join the Ed Standards the other Resources.

7.4. Governor Responsibilities



RR to take on Art/DT and Early Years

RH to be asked to take on RE/Collective Worship and joining the Educational Standards

Music/PE - a vacancy for now.

7.5. Chair of Governors from September 2024

SG will have been Chair for 6 years by September.

Clerk reminded the meeting that it is a legal requirement for a Board to have a Chair and outlined how Co-Chairs could work as a model, defining the Chair role and then splitting those roles, the Board would approve. You would still need to have a Vice Chair with a Co-Chair model.

SG reminded the meeting that he is happy to remain on the board to provide support to the incoming Chair(s).

SBu informed the meeting that he had attended some training offered by the GST and is happy to put himself forward as Chair.

JG suggested options for Co-chairs and Co-Vice Chairs, the Co-Vice Chairs could then form part of succession planning for Chair in the future, a less onerous way to take on a role.

JG and SG to put together a document of their roles as Chair and Vice Chair respectively to be given to Clerk for distribution to all on the board.

7.6. Staff Wellbeing Survey

The survey last year was carried out in June 2023. It was agreed to do this late in the Autumn term 2024 in early November, to help gain a picture of whether particular terms effect staff wellbeing.

8. Questions arising from Committee Minutes

8.1. Educational Standards 30 April 2024

There were no questions arising from these minutes.

8.2. Resources 21 May 2024

Fairshare Scheme update, W&F are going to subsidise this so the £1.50 cost per crate will not apply to school.

JH is currently looking at setting up a QR code for paying, as the amounts will be different each time she needs to go into the bank to sort. The governors discussed card readers and asked if JH could investigate as well. **Action: KC/JH**



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SBU updated on where things are at with the Filtration system is at, quotes are looking expensive, £1200 per unit on one quote and £800 on other, costs will add up if they are installed in all classrooms, he suggested fundraising for one and trying it out, noting that it would be hard to choose which classroom would be the beneficiary of that. SBU to create a summary of costs on a spreadsheet. It was noted that the set up costs are high they have low running costs, the more expensive unit is likely to be quieter.

SBU updated on where things are at with EV Charging the company who is offering a grant to install is using this as a springboard to sell other products. It was noted that it is not the fastest type of charger, the same as the one in the village car park.

Robert Goodman is offering solar panel installations for schools, start the process with a free power usage survey and then look at crowd sourcing to install, SBU is not sure how the crowd sourcing works. SBU noted that it might be worth trying to link into a project that is installing panels near the Church and to see if they can provide something to the community too.

SG asked about the location of the sharing shed. KC responded that it is going to be sited near the container, this will mean that access will be more limited, likely to be before and after school, and weekends.

9. Fundraising Working Party

SBr updated the meeting on the Garfield Weston Foundation grant application which was not successful, the project was not what they would normally fund. It was part of the school function. SBr is looking at other rural grant leads. The Shap Community Enterprise application to go in for the August meeting, she is suggesting ask for £5000 now and in a year as the project is over two years. It is hoped that it won't look like we are relying on them applying in that way. JG mentioned that it is the Governors asking for the money not the school.

KC mentioned that some members of the committee of the SCE think that schools have lots of money, it is worth stressing in the application that this is not the reality. The school receives funding for capital projects but the governors always have a responsibility to fund 10%.

The School Lottery is providing a steady income, the summer raffle is likely to raise around £1000.

SBU is looking into whether it would possible to host a Three Rings of Shap, a fell race which was popular in the past, if this goes ahead it would be Summer 2025, it is important that the event makes money not just break even. SG suggested approaching



Wayne Walls. SBr mentioned that the company Alan works for does event tracking could ask them if they would do it for free.

Governors were reminded that they need to raise £9000 for this Autumn and a further £9000 for when the project is completed likely to be April 2025.

SBu is it possible to ask companies to provide materials instead of money. SBr responded that companies are often willing to offer something that is small for them but is big for us, offering them a package in return and making it attractive to an organisation is worth considering as is approaching/targeting the right companies. SBr suggested liaising with Jill to establish what she has asked for recently, so we are not double approaching or asking people who have previously said no. It was suggested that a document be put together with what needs to be raised, what plans are in place already, to help make a plan, it needs to include who is doing what.

KC to send some dates around for a meeting. Clerk informed the meeting that it is possible to have other members of the community involved, the working party does not need a Terms of Reference or Agendas and Minutes.

10. Ofsted

KC reminded all to look at the question and answers from the session earlier in the year and to be familiar with the SEF and SDP. JG asked if the inspections are being paused whilst we are in election period. KC they are still inspecting but not reporting. KC the school is 8th in the county. DH is coming in to school to see staff and to offer support. KC informed the meeting that she is not worried about it.

KC asked Governors to ask questions of pupils, particularly those Governors who are not Link Governors, to get them used to answering questions.

11. SEF

In the folder of Papers for this meeting and in its own folder on FGB Team, please read and familiarise yourself with progress.

12. Pupil Survey

Nothing to report at this meeting

13. Policies

13.1. GDPR Privacy Notices

This was shared as a paper with the Agenda.

Gerrard Barr has updated this.

This was accepted by the Governors present.

13.2. Freedom of Information Publication Scheme

This was shared as a paper with the Agenda.



KC asked if all the links work? JG confirmed that they do.
This was accepted by the Governors present.

13.3. Single Equality Statement

This has been deferred to the Autumn Term

13.4. Online Safety

This was shared as a paper with the Agenda.
It is a Kym Allen policy.
This was accepted by the Governors present.

13.5. Admissions Policy

This was shared as a paper with the Agenda.
The paragraph about attendance at church being a priority for admission has
been removed on instruction from the Diocese.

This was accepted by the Governors present.

14. Church School Matters

A Growing Young Minister has been appointed, Church in the Barn have hosted a football tournament, FP and KC went to Diocese conference. Laura Watson is reviewing the curriculum. SIAMS training has taken place. Cool Christians club is up and running on Mondays. Y5 residential is taking place soon as part of the Diocese initiative for that cohort across the county.

15. Questions arising from Headteacher Report

15.1. Safeguarding

JG asked if domestic violence be changed to domestic abuse as that is the current wording used, KC responded that it is a C-POMS category and will ask if it can be changed. **Action: KC**

15.2. Single Central Record

This was last checked on 18 June 2024

15.3. Filtering and Monitoring



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There were no issues to report. Work is ongoing to make all devices used in school KCSIE compliant, filtering is fine monitoring is still not sorted, Cumbria CiCT are sorting as part of their contract. Teachers are currently monitoring in classrooms and JH gets a report when there is an issue but cannot currently pin point which machine has been used.

15.4. Budget and Finances

It was noted that there are children moving out of the area and will be leaving the school. There are currently houses for sale in the village, a discussion was had about approaching estate agents to give them the school information including a link to the website, or flyers through doors of houses for sale. KC noted that there is a cluster agreement not to poach children out of catchment. KC asked if there is a parish plan for the village will there be more house building in the village.

15.5. Staffing

There was nothing to report.

15.6. Attendance Figures

It was noted that these are up again.

16. Correspondence

Nothing to report

17. AOB

RW asked about an ongoing situation in the school. KC responded that the situation has gone quiet. The family will be getting external support, waiting for it to come through. Families who raised this seemed to have become more tolerant, possibly realising that their complaints are not in line with the school vision of tolerance and compassion, or they have come to term with differences of opinions.

JG would like an invite to Teams Calendar.

18. Date of Next Meetings

It was noted that the dates for the meetings next year was shared as paper with the Agenda.

Wednesday 3 July 3.30 - 5pm SDP Meeting

Fundraising Working Party TBC



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Tuesday 24 September Ed Standards 4pm

Tuesday 15 October Resources 4pm

Wednesday 20 November Full Governing Body 6pm

The meeting closed at 20.13

A handwritten signature in black ink, reading "Stephen S. Gee". The signature is written in a cursive style with a horizontal line under the first name.

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