

Shap C of E School
Full Governing Body Meeting Minutes
20 November 2024 at 6pm

1. Opening Prayer

The meeting opened 18.15 at with a prayer led by RH

2. Attendance

Steve Gee, Julie Graham, Katie Chappell, Ruth Hutchings, Pauline Harron, Simon Bullock (online until 18.31 then face to face from 18.36) , Becky Redmayne, Becky Grace, Rib Williams (Online), Sarah Bruce and Helen Jackson

Present

Siobhan Beck (Clerk)

3. Apologies for Absence

Rob Hancock

The apologies were accepted by the Governors present.

4. Declaration of Interests

KC declared an interest in Items 8.5, 9.3 and 12.4

HJ declared an interest in Items 8.5 and 12.4

5. Election of Chair and Vice Chair

SB put himself forward for the role of Chair, his appointment as Chair was approved by the Governors present.

KC thanked SG for all his support and hard work over the many years that he has been Chair, and for the support he gave when she was appointed Acting Head, during COVID and then as Head. KC presented SG with a thank you gift.

JG put herself forward as Vice Chair, SBr offered to Co-Vice Chair with JG, both these appointments were approved by the Governors present.

6. Approval of the minutes of the Full Governing Body Meeting 19 June 2024

The minutes were approved by the Governors present.

7. Matters arising from the last Full Governing Body Meeting 19 June 2024



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KC updated the meeting on the following points from the last Meeting.

8.2 The QR code is in hand, JH is looking in to it along with a card reader.

15.1 KC has been in contact with CPoms regarding the out of date use of the wording domestic violence and could it be changed to domestic abuse

18.25 PH joined the meeting.

8. Governor Organisation

8.1. Vacancies

The appointment of Rob Hancock as a Foundation Governor was confirmed on the 15 November his appointment is from 27 September.

There are still two vacancies on the board, one Foundation and the Co-opted Governor.

RH to think about someone for the PCC vacancy. **Action: RH**

It was decided, after discussion by the Governors present, that the priority is to fill the PCC Governor vacancy first and then think about the Co-opted Governor Vacancy.

8.2. Training and Development

Governors were reminded about completing the mandatory annual Safeguarding Training Level 1 or NGA and reading KCSIE. Please can certificates be submitted to the Clerk for training records.

Action: SG, JG, RHu, PH, RHa, BG and RW

SBu has signed up to LA training on Resources Management.

18.31 SBu left the meeting online

8.3. Committee Membership

The Governors present made the decision after a short discussion to leave this as it is for now.

8.4. Governor Responsibilities

BG offered to be the Link Governor for Music/PE. Stephen Burke to be asked to an Associate Member of Educational Standards and ultimately take on the Link Governor role for Music/PE as well. **Action: KC**



18.36 SBu joined the meeting face to face

RW and BG offered to support BR and RH in their Link Governors role, dates to be arranged for them to shadow meetings to see the process. RW and BG are doing 26 November, BG and RH to liaise over a date. **Action: BG and RH**

RH to be the Link Governor for Modern Foreign Languages along with RE/Collective Worship.

8.5. Staff Wellbeing Survey

18.43 KC and HJ left the meeting. SG informed the meeting that this has been sent out and KC has supplied a link to the results which are anonymised. The results will include free text.

JG asked what was done with the results last time, SG responded that there was Chair and HT held a discussion about what support needs to be put in place and how do we need to do that. The purpose of the survey is to check that all is ok. If HT is managing effectively should not be any surprises.

JG suggested she SBu, SBr and SG to get together to look at the results. SBr needs to be given access to results individually. Results to be brought forward to next meeting. **Action: JG, SBu, SBr and SG**

BG asked who wrote the survey? JG responded that it is one that has been used for a while. BG commented that some of the results will be obvious they are a teacher.

19.02 HJ returned to the meeting and Item 9.3 was then discussed

9. Committee Matters

9.1. Questions arising from Educational Standards Meeting Minutes 24 September 2024

There were no questions regarding these minutes.

9.2. Questions arising from Resources Meeting Minutes 15 October 2024

There were no questions regarding these minutes.

There needs to be a change of signatory on the Nat West Account with PH standing down in September SG to be added as a signatory along with JG and KC

9.3. Headteacher Appraisal Panel

JG informed the meeting that this took place on 12 November. David Salmon, the External Advisor, was really impressed with the changes in the school. He noted that it was well organised. KCs' targets are not shared. Last year, they were in line with SDP all three were and more, talked about through more support for KC and her development as a Head, thankful for the amazing job she has done. The targets for this year are in line with the SDP the panel were happy that KC is working within the head teacher standards, suggested a pay increment for her, this was agreed by the Governors present.



It was noted that another Governor is needed on the panel, as PH is leaving the board in September. It was noted that one Governor on the panel has to have done the training.

If anyone is interested, they could attend the panel for the mid year review in March/April time 2025. RW expressed an interest in joining.

JG to let JH know about pay increment.

19.17 KC returned to the meeting and Items 9.1 and 9.2 were discussed before continuing to 9.4

9.4. Fundraising Working Party

The first payment has been made.

A hamper has been put in the Greyhound, buckets are out BR to collect, it was noted that the buckets were too big for some places
KC thanked SBr for the grant from SCE for £5000.

Parish council could not give funding but were happy to support the school in any way that they can.

SBu is working on the letters to go out to businesses, this will happen soon. The amount to be fundraised has been changed to replenish the amount in the accounts at the same time.

KC thanked everyone for all their support.

10. Finances

10.1. Budget Report

Paper on the Questions that JG had resulting from the meeting of the October Budget Meeting was shared with the Agenda prior to the meeting. The meeting in October was successful, KC extended a thank you to JH and JG,

The school has a new contract for gas, new VOIP calls package,

The budget is out of deficit for the third year for now,

It was noted that there is a need to keep numbers up to ensure the money is coming in.



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JG extended a massive thank you to JH and KC for all their hard work and a thank you to staff for being conscientious with resources. There was a query on the value of reserves for last year, Y13 tabs have only just been made available, so may get a letter regarding this as 0.49% over.

BG asked what does Grade A to B mean in relation to support staff , KC responded that it is a support staff pay grade.

10.2. Budget Approval Letter

This needs to be shared with Governors. **Action: KC**

10.3. Liaising with Parish Council regarding Pupil Numbers

JG attended a Parish Council meeting, brought to their attention that school would be better funded if more children were in the school and asked if that could be considered for planning application, not about changing the village make up. She reported that the Council are very aware of it and are bearing it in mind for planning applications.

BG explained how the planning system works, the Parish Council reject not approve. BR added that local development plans is when you need get involved with the process.

KC informed the meeting that future plans in the LA is that they are looking at schools in the W&F area to decide which will remain open. Isobel Boulter has been invited to the next Head Cluster to discuss this.

10.4. Schools Financial Values Statement

JG has created a folder in Teams today with two documents a draft copy of the SFVS and a checklist for completing the statement, this is due at the end of March 2025. Governors were asked to read through the documents and consider any points for inclusion and give to JG. This is the document of governor oversight and where improvements are needed. There is also a Benchmarking tool on the school website, this looks at how the school is performing against other schools in the country usually comparable with the only exception staffing levels and costs.



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11. SDP

This was shared as a paper with the Agenda prior to the meeting along with a blank copy of the latest monitoring report form which has been updated to include the targets for this year.

KC informed the meeting that this has been streamlined since Ofsted. There are now three targets, Refining the curriculum from EYFS to Y6, Identify and address gaps in assessment, Developing oracy across the school.

KC and HJ have been on oracy training day today, they are going to arrange a visit with a school in the cluster who have already been working on this and see how they do it. All staff have at least two of the targets as their appraisal targets.

SBr commented that Oracy is a great skill for life

SG added that refining the curriculum should lead to it being finished and completed at the end of the year.

KC talked through the stages for each of the three years. A target in the SDP first year is planning, second is embedding and then third year is refining over the three years. Oracy is new this year, it is hoped the other two targets would be completed this year.

KC has updated the monitoring report form in papers, this needs to be put in the relevant folder in the Educational Standards Team.

Action: Clerk

12. Policies

12.1. Single Equality Statement

Three documents were circulated as papers with the Agenda prior to the meeting, Equality Objectives Action Plan, Equality Objectives and PSED Statement for the website.

The statement was agreed by the Governors present.

12.2. Behaviour Principles Written Statement

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

This was agreed by the Governors present.

12.3. Safeguarding and Child Protection Policy

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

It was noted that the school has adopted the W&F Policy.

This was agreed by the Governors present.



12.4. Teachers Pay Policy

The policy along with Joint Union Advice on pay were circulated as papers with the Agenda prior to the meeting

19.42 HJ and KC left the meeting

The latest 5.5% pay award, a funded pay rise, was discussed by the Governors present. It was noted that the policy included advice about moving up pay increments but this already happens in Shap School.

The pay award was agreed by Governors present.

19.46 HJ and KC returned to the meeting

12.5. Attendance Policy

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

It was noted that this is a W&F policy.

This was agreed by the Governors present.

12.6. Whistleblowing Policy

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

It was noted that this is a W&F policy.

This was agreed by the Governors present.

12.7. Terms of Reference

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

It was noted at the meeting that the following amendments needs to be made to the Terms of Reference:

Rob Hancock to be added to the document now that his appointment is confirmed

Management of the Governor area of the Website needs adding to the Clerk role.

Chair and Vice Chairs needs amending with the new appointments

Action: Clerk

Agreed by Governors present with the above changes in place



12.8. Register of Business Interests

The individual declarations were handed out at the meeting for checking, amending and signing.

Clerk to chase those not present at the meeting and to collate the Register for publication on the website.

Action: Clerk

12.9. Governor Attendance

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

SBr noted that her record is not correct as she attended 6/7 meetings in total.

This document was for information and will be amended by Clerk and published on the website.

Action: Clerk

13. Church School Matters

RH thanked the school community for working with the church and being so supportive. There is a new member in the ministry team Chris Smith as a Curate, a new Vicar. The benefice has been given a grant to link church, home and school, Shap School will be the main school link with other schools.

CC Club is working really well, Y7 children are coming too, the club is mostly Y5 and 6 but it is great to host it in the school.

BG commented that pupils at UCC from the village talk about it in school.

KC added that she is working with Laura Watson on the RE curriculum introducing an interdisciplinary approach, working on more humanism element

SG does this meet the criteria for this curriculum? KC responded yes we need a range of world views and faiths need to be covered in the Curriculum.

14. Questions arising from Headteacher Report

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

JG asked if school tutoring is still meeting needs. KC responded that the school is continuing with the 8.30am session the additional support is really making a difference.

Pupil Premium children have now started attending a toast club using bread from Fairshare.



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The first fixed penalty notice has been sent out, it was noted that there may be another one. The meeting was reminded that this is for unauthorised absence.

The school has practiced a lockdown. SG asked how did it go. KC responded it went well. BG added about the importance of doing it on different days each times each time to ensure part time staff are aware of the process.

A document recording the latest SCR checks was shared as a paper with the Agenda prior to the meeting.

15. Correspondence

There was no correspondence to report.

16. AOB

KC asked the Governors present if they could put up posters as part of the Marketing package that the school has had put together. The Prospectus has been done, and the website has been updated.

There are four posters, they need to be rotated at each venue that Governors are responsible for.

The following was agreed at the meeting:

SBu Bampton Mardale Inn and Stores

RH – Church & Shap Charity Shop

HJ – Birchwood Cafe

BG – Fire Station, Playgroup/Old Courthouse and Parish Council Noticeboard

BR – Greyhound Inn



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SG – Shap Chippy

JG – Shap Wells Hotel

PH – Paper Shop

SBr took a few prospectuses for the Estate Agents in Penrith

20.16 RW left the meeting

17. Date of Next Meeting

Educational Standards Committee Meeting Tuesday 28 January 2025 at 4pm

Resources Committee Meeting Tuesday 11 March 2025 at 4pm

Full Governing Board Wednesday 02 April 2025 at 6pm

Educational Standards Committee Meeting Tuesday 30 April 2025 at 4pm

Resources Committee Meeting Tuesday 30 May 2025 at 4pm

Full Governing Body Meeting Wednesday 30 May 2025 at 6pm (Blended – one Agenda item to Ratify Budget)

Full Governing Body Meeting Wednesday 02 July 2025 at 6pm

The meeting closed at 20.18



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