

Shap C of E School
Full Governing Body Meeting Minutes
Tuesday 25 March at 6pm

1. Opening Prayer

The meeting opened at 18.07 with a prayer led by KC

2. Attendance

Simon Bullock (online), Julie Graham (Chair), Katie Chappell, Ruth Hutchings, Rob Hancock, Becky Redmayne, Becky Grace, Rib Williams (online), Helen Jackson

Present

Siobhan Beck (Clerk)

3. Apologies for Absence

Steve Gee, Pauline Harron, Sarah Bruce,

4. Declaration of Interests

HJ Declared an interest in 10.1

There were no other declarations of interest

5. Welcome to Rob Hancock

Rob was welcomed to the meeting and the Governing Board.

6. Approval of the minutes of the Full Governing Body Meeting 20 November 2024

The minutes were approved by the Governors present.

It was noted that the Staff Wellbeing survey is from the Kym Allen Staff Well Being Policy as an appendix.

7. Matters arising from the last Full Governing Body Meeting 20 November 2024

7.1. Action Points Updates

PCC Vacancy the new vicar, Chris Smith, is interested in joining the Governors as part of his ongoing training he is moving into the vicarage and is a specialist in music. RHu to contact him and sort his appointment as a Governor with the Diocese. **Action: RHu**

18.16 BR joined meeting

Governors were reminded that they need to send Safeguarding Certificates to Clerk, Action: **RHu, RHa and RW**



Approaching Stephen Burke to join the Educational Standards Committee as a Music Link Governor will now not take place as Chris Smith to take on that role when he is appointed.

It was noted that the New Link Governors shadowing others as part of their training has been completed.

Clerk informed the meeting that the Terms of Reference has been updated and is the Terms of Reference Folder in the FGB Team on Teams, the Register of Business Interests has been completed and published on the School Website, the Governor Attendance Register has also been published on the school website.

7.2. Nat West Signatories

JG to sort mandate with SG still waiting to hear back from Nat West about combining the accounts, will chase this. **Action: JG**

7.3. Headteacher Appraisal Panel – New Member from September

JG and PH are the current members of the panel, PH is retiring from the board at the end of the Summer term so the panel needs a new member or members from September, BG and RHan offered to join the panel, they are to be included in the April review.

7.4. Budget Approval Letter

A copy of the letter was included in the Papers that were circulated with the Agenda, this letter is for information for Governors.

18.23 Item 10 was discussed next

18.23 HJ left meeting

8. Governor Organisation

Returned to this Item at 18.46 after having discussed Item 10)

8.1. Vacancies

Clerk informed the meeting that SBr will not be standing for another term of office when her term expires in July 2025

Clerk to write to RW again to ascertain her plans as her term of office expires in September 2025. **Action: Clerk**

It was noted that both SBr and RW are Parent Governors their vacancies to be advertised after Easter.

8.2. Training and Development

Safeguarding Certificates still need to be provided by some Governors, this was discussed in Item 7.1.

Clerk to sort Training for RHa as a new Governor to support their learning of the role. **Action: Clerk**



8.3. Staff Wellbeing Survey Results

JG, SBU and SBr to link with SG, to discuss the results and any actions that need to be taken, this is to be brought forward to the next meeting. **Action: SG, SBU, JG and SBr**

9. Committee Matters

9.1. Questions arising from Educational Standards Meeting Minutes 28 January 2025

9.1.1. Attendance Update

The attendance is currently on 94.97%

Chicken pox has been through the school which has had an effect on attendance.

A child is currently attending once a week their attendance is 53%.

JG asked if the LA is aware of that? KC responded yes they are.

KC informed the meeting about 12 families who take holidays in term times, this effects 18 children, between 2 and 20 sessions, it was noted that there are two sessions is a day.

RHu asked if that is that is comparable to other schools. KC responded that she will look at that for next time. **Action: KC**

Persistent absentees there are nine children, of these there are three families where this is due to holidays in term time

Two families have been fined by LA. It was noted that the Attendance officer is off sick at the moment with stress.

9.2. Questions arising from Resources Meeting Minutes 11 March 2025

It was noted that the Data Protection Officer has viewed the Data Protection Policy and said it is publishable.

9.2.1. Fundraising and Grants

GoFundMe payment has been released to FoSS, Clerk to give bank details to SBr or JH, the payments will be made automatically in the future. **Action: Clerk**

KC updated the meeting on the overspend on the Front Entrance Project, it is related to an electric cable, Governor costs are now £19,365, First invoice £8000 has been paid of £8000. Future fundraisers are the chocolate quiz, Catbells and Kidsty pike doing a sponsored event, suggested doing another summer raffle this raised £1800 last year. The school is being used by the event organisers for events Northern and Lake Traverse charging £980 for the use of various parts of the school including the kitchen. the Lakes Traverse finishes in Shap, the Northern Traverse finishes in the NE. KC is hoping they will do want to make use of the school every year KC suggested that if they do to put fees up incrementally each year.

It was noted that the second invoice could be due in January 2026.

FareShare is raising a good income it has subsidised the Beamish trip by £5 a child.



The school has received a £1000 household support fund to target vulnerable children, the decision was made to have a £100 morrisons delivery for ten weeks, the school is directing those that need it to access this food.

BR informed the meeting that the Buckets have not been very successful.

RHu to talk to JH about card machines for use in the FareShare shed. **Action: RHu**

10. Finances

18.23 this Item was discussed after Item 7
HJ left the meeting

10.1. Budget Update

This item was recorded in a separate set of Confidential Minutes.

18.36 HJ returned to the meeting

10.2. SFVS

This was shared as a Paper with the Agenda prior to the meeting.

The Schools Financial Values Statement is a checklist for Governors to complete on the financial management of the school.

Q24 need to change to 10%

KC thanked JG for all her hard work.

The SFVS was approved by the Governors present with the above amendment in place.

JH to submit by 31 March.

10.3. Benchmarking

This was shared as a Paper with the Agenda prior to the meeting.

Benchmarking is included in the SFVS. It is information provided by the DfE comparing financial spending at Shap School to other similar schools.

18.43 RHu joined the meeting



It was noted that the overspend on educational supplies is skewed by the Nest development, all this spending was covered by grants.

Utilities are high, it was noted that contracts have been changed but it is not reflected in this data.

ICT spending is high as all staff laptops were replaced.

KC and JH look at any areas that the School scores a high grading to see what has raised that.

JG commented that it is useful for setting priorities.

KC to ask at Cluster meeting how other school use this data.

18.46 RW left meeting

18.46 Item 8 was discussed next.

11. SDP

This was shared as a Paper with the Agenda prior to the meeting.

KC provided a verbal update on where work is at with the areas. Curriculum leaders are working on their curriculum areas. Assessment currently creating a feedback policy and working on retrieval. Just starting work on Oracy.

12. Safeguarding

This was shared as a Paper with the Agenda prior to the meeting

12.1. Single Central Record

A record of changes since the last meeting was shared as Paper with the Agenda prior to the meeting.



12.2. Filtering and Monitoring

A Paper showing how Filtering and Monitoring is reported was shared with the Agenda prior to the meeting.

KC explained to RHan the filtering and monitoring requirement for schools.

The notification reports pick out key words for filtering, there was one notification in February and one in March. RHan asked if the school had to purchase a monitoring system? Kc responded that the LA provided a system, JH gets the notifications. The system in place is KCSIE compliant.

12.3. Safeguarding Audit

This was provided as a Paper with the Agenda prior to the meeting.

An NSPCC audit was used to complete this. Many of the areas that came up as needing improvement were related to issues that do not affect the school currently such as partially or not doing steps to stop children being excluded, supporting asylum seekers children lots were due to not having those children in the school so there is not a current need to have those measures in place.

The audit did not pick anything major.

JG is going to do domestic abuse training with staff to help them to support children in the school who are victims of this. Not sure if I have minuted this correctly?

13. Stakeholder Surveys

PH has completed a School Lunch survey, younger children happy to ask for extra food, TM is loving her role and knows children and able to meet individual children's needs. She has a good knowledge of allergies and nutrition is always considered when planning menus. She has extra time to deep clean three times a year.

A Questionnaire to Parents on School Lunches to be put together and sent out.

13.1. Parent Survey

KC explained the SEF and SDP to RHan. SEF is completed in January, staff looked at criteria in the Ofsted framework to complete and internal review, A send simple questionnaire was sent out to families along with Pupil Voice at February half term, eight responses were received, this will be sent out again to obtain more feedback.

The SEF will also include data from staff and Governors.

13.2. Pupil Survey

This was discussed in Item 13.1

14. Policies

14.1. SEND Policy and Local Offer

This was shared as a Paper with the Agenda prior to the meeting.



KC informed the meeting of the changes to this Policy it has been review and streamlined, Ofsted quotes have been included.

This Policy and Offer were approved by the Governors present.

14.2. Supporting Pupils with Medical Conditions

This was shared as a Paper with the Agenda prior to the meeting

KC informed the meeting that dealing with anaphylaxis has been added to this procedure.

This procedure was approved by the Governors present.

14.3. Administration of Medicines Procedure

Six papers on the Administration of Medicines Procedures were shared as Papers with the Agenda prior to the meeting.

It was noted that there were no changes.

These procedures were all approved by the Governors present.

14.4. Complaints Procedure

This was shared as a Paper with the Agenda prior to the meeting.

KC noted to the meeting that SBu has been added to this document as the new Chair of Governors.

This procedure was approved by the Governors present.

15. Church School Matters

RHu informed the meeting that a new Curate is starting soon Chris Smith, he is a Vicar in training and will live in Shap Vicarage. There will be a welcome service on Saturday 05 April. He will come into school to do collective worship.

There will be an Easter Experience for school next week, the children will go up to the church to do activities.

KC informed the meeting of the plans in relation to SIAMs. RHu and KC are going to look through the last report, in particular summary of positives and areas to develop, in conjunction with the new framework they will look at foci for Governor meetings across the year from September. **Action: RHu and KC**

16. Questions arising from Headteacher Report

This discussion was recorded and filed in the Confidential Minutes.

BR asked if the is the football fridays are helping, KC responded that the student teacher is taking the children out to do that too so now it is taking place three days a week.

Healthy and Safety Audit has been completed there is not lots of work to remedy the findings, some clutter to sort, staff training to put in place, the audit results to come to next Resources meeting. **Action: KC**



17. Correspondence

There was no correspondence to record.

18. AOB

There was no other business.

19. Date of Next Meetings

Full Governing Body Meeting (to ratify Budget) 13 May 6pm
Educational Standards Committee Meeting Tuesday 10 June at 4pm
School Development Plan Wednesday 18 June 3.30-5.30
Full Governing Body Meeting Wednesday 02 July 2025

Meeting closed at 20.18



Vice Chair of Governors
02 July 2025