

**Shap C of E School**  
**Full Governing Body Meeting Agenda**  
**Tuesday 02 July 2025 at 6pm**

**1. Opening Prayer**

The meeting opened at 18.08 with a prayer led by RHu

**2. Attendance**

Julie Graham, Katie Chappell, Ruth Hutchings, Pauline Harron, Rob Hancock, Steve Gee, Becky Redmayne, Becky Grace, Rib Williams, Sarah Bruce, Helen Jackson

**3. Apologies**

Simon Bullock

**4. Declaration of Interests**

There were no declarations of interest.

**5. Approval of the minutes of the Full Governing Body Meeting 25 March 2025 and 13 May 2025**

The minutes from both meetings were approved by the Governors present.

**6. Matters arising from the last Full Governing Body Meeting 25 March 2025 and 13 May 2025**

**6.1. Action Points Updates**

Arranging the appointment of Chris Smith as a Foundation PCC Governing with Diocese Clerk to now action. **Action: Clerk**

Safeguarding Certificates are still required from RHu and RHa. **Action: RHu and RHa**

Clerk has provided details for New Governor training Clerk to RHa.

RHu still to talk to JH about Card Machines RHu, RHu confirmed that she would send information to JH. **Action: RHu**

JG confirmed that the SFVS was submitted by the end of March.

KC confirmed that the H&S Inspection Framework went to Resources Committee meeting, and the inspection has now taken place.

KC confirmed that she and RHa met to discuss the SIAMs framework chat, this discussion was taken to the SDP meeting held on 18 June see Item 10.

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Chair of Governors  
08 September 2025

KC has looked at hand dryers including pricing up the electrics but has not received a quote yet, RW mentioned considering the level of noise for those that are affected by loud noises. KC responded that has been considered.

KC has spoken to the LA about provision for two year olds in school, expensive to provide, need a minimum of ten, currently considering extending after school provision until 6pm, funding is available to support that.

## **6.2. Nat West Signatories**

JG has chased this but there was no further information to provide.

## **6.3. School Lunch Questionnaire to Parents**

PH suggested including questions such as are they happy with it, do they think it is good value, asking the Parents that do not arrange this for their children and why. JG suggested including Teresa in drafting of the questionnaire as she may have questions that she would like answers to. KC to sort with JG. **Action: KC and JG**

BR suggested a tasting session for those that do not currently arrange school lunches and/or one free credit on parent pay to try it. KC added that it could be that parent pay is a barrier to adoption.

## **7. Governor Organisation**

### **7.1. Vacancies**

There will be two Parent vacancies in September, Clerk has written to all parents but there have been no expressions of interest.

18.27 SBr joined the meeting.

BG mentioned someone that is interested to fill Parent vacancy, BG to put them in touch with the Clerk.

There is also currently three other vacancies, one for a Co-opted Governor and two PCC Governors, HJ and Chris Smith (new Curate) to be put forward to fill these two vacancies. **Action: Clerk**

KC informed the meeting that AG has agreed to take on the Staff Governor role and will start in September.

The Governors present extended a huge thank you to PH, HJ, RW and SBr for all their hard work as Governors, they will be missed.

### **7.2. Training and Development**

BG has completed the Headteacher Appraisal Training on Learning Link, she commented that the training was dull, Clerk to feedback to GST. **Action: Clerk**

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Chair of Governors  
08 September 2025

### **7.3. Succession**

A Paper was circulated with the Agenda prior to the meeting, this outlined a model for the board to consider ensuring continued succession for the roles of Chair and Vice Chair.

An extra Full Governing Body meeting is to be held every September to enable the board to plan their year ahead, succession to be considered as part of that planning.

### **7.4. Governing Board Health Check**

Governors to complete a Health check and return to Clerk. The responses to be collated in time for the first September meeting. **Action: Clerk**

### **7.5. Skills Audit**

Governors to complete the Skills Audit and return to Clerk. The responses to be collated in time for the first September meeting. **Action: Clerk**

### **7.6. Staff Wellbeing Survey Results**

A Paper with the results was added by SBu at the last minute as a document. Governors read this at the meeting and were asked to read it in detail after the meeting

JG asked how many surveys were completed, KC responded nine out of twenty.

The results are positive, comments/results included good support network, time pressures, restraints on budget, no one feeling that they are being asked too much of, some need more preparation time, feel consulted, have control over how they teach, feeling valued.

Some not satisfied with communication methods used in school, KC responded that any one method does not suit everyone. HJ commented that KC has worked really hard on this, there is no communication scheduled in out of work hours, KC school does not use WhatsApp anymore.

Managing individual children's needs and who needs to know is difficult, confidentiality need to be considered. KC explained how CPoms works and who can access that, and how that process works to ensure that members of staff who need to know are alerted to information. HJ added that staff also get updates on Teams where that is needed.

JG explained how communication works as a Parent and how positive it is. KC commented that the parents do not respond to communication as parents, going to suggest giving a thumbs up when read things.

JG to speak to SBr about a follow up, letter thanking for completing and a precis with results. JG asked SG if he had done one before. SG responded that he has and suggested including an encouragement to those that did not complete to do it next time. **Action: JG, SBr and SG**

The Governors present thanked KC for her hard work and the positive results.

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Chair of Governors  
08 September 2025

### **7.7. LA Governor Approval**

The Governors present approved this appointment for the next four years.

### **7.8. Confidentiality**

Governors were reminded of the importance of not discussing anything outside of the meeting, as everything discussed is confidential.

## **8. Committee Matters**

### **8.1. Questions arising from Resources Meeting Minutes 13 May 2025**

SBr updated the meeting that the school was not successful with the application to the Jamie Oliver Award but it is worth doing again. KC asked SBr for the application as a record. **Action: KC and SBr**

### **8.2. Questions arising from Educational Standards Meeting Minutes 10 June 2025**

There were no questions arising from these minutes.

KC informed the meeting that she observed poor cutlery skills on the residential.

## **9. Finances**

### **9.1. Budget Update - Budget Approval Letter**

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

JG asked about the money that was queried. KC responded that future deficits have been noted. The school has to fund the teachers pay award of 1%, three extra pupils have enrolled with the school, ED hours have been increased to work with an EHCP, cover PPA for ECT teacher with extra outdoor ed for EYFS every Friday. Two successful EHCPs have also been received for Y6s.

### **9.2. Recruitment**

KC informed the meeting that a new appointment has been made since the budget was set, the pay scale for the new appointment is lower than predicted.

### **9.3. Funding for after 6pm hours**

KC informed the meeting that the school is looking at how funding for after school care after 6pm works, and whether this will be beneficial.

19.10 SBr left the meeting

## **10. SDP**

A paper was shared with the Agenda prior to the meeting which details the draft priorities, spiritual development, creativity, computing curriculum.

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Chair of Governors  
08 September 2025

Spirituality is to be linked to SIAMS.

KC asked Governors if there was anything to be added to let her have any comments. **Action: All Governors**

### **11. Safeguarding**

KC updated the meeting with where the two current referrals are at currently. KC has created a Safeguarding channel on teams, with governor and staff.

Supporting victims of domestic abuse has been identified as a training need, this will take place next year, JG will be delivering this as part of her work role.

The Early Help officer is excellent, and has provided excellent support, advising and signposting. JG asked if that can it help with Designated Safeguarding Lead (DSL) support, KC responded that a school can ask for supervision from the LA on cases that are beyond DSL knowledge.

#### **11.1. Single Central Record**

A paper was shared with the Agenda prior to the meeting outlining the changes since the last meeting.

KC confirmed that RHan details are not up to date.

#### **11.2. Filtering and Monitoring**

KC updated the meeting that reporting has been slightly refined it now includes the date, the specific device and what has been searched for. A Teams Channel has been created, and reports are uploaded, these are shared with the relevant staff to allow them to investigate it, follow up is documented.

### **12. Policies**

#### **12.1. Attendance Policy**

This was shared as a paper with the agenda prior to the meeting.

It was noted that the School adopted the W&F policy in the Autumn this is a refined version to reflect the School Vision and Values, Church School Values and the current SIAMs framework.

It was approved by the Governors present.

#### **12.2. FOI Publication Scheme**

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

It was noted that the Prospectus has been added.

This was approved by the Governors present

### **13. Church School Matters**

A Paper was shared with the Agenda prior to the meeting  
Vision in action.



Chair of Governors  
08 September 2025

JG asked about the bible passages that were relevant to the vision. HJ everything aligns to the current vision.

Reflections in school

CC Club

Community and Church links, NisCu ceilidh,

Updating the Link Governing Monitoring report form to add spirituality.

RHu is joining the residential.

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

JG asked about the projected number on roll for September. KC responded that ten are leaving, three are starting in September which will bring total on roll to 78. There is currently 1 new starter for Nursery in January and 5 in April.

BR commented that it is positive that behaviour has improved. KC responded that the children being outside consistently makes such a difference, there is also support in place which is working.

Y6s are nervous about secondary school.

AG, VC and KC did their team teach training on behaviour management, the school were given a free place for hosting the session. The training included a session on manual handling. RW commented that manual handling is about what the adults are doing, it is not about controlling the child, KC responded that it was good training, it was reassuring to know that the school is doing the right thing.

BR asked if any governor support is needed with attendance. KC responded that the Halved the number of unauthorised absences has halved, she is aware that parents are finding ways to get round the new system but the numbers are reducing. KC is alerting families if they are going to get penalty notices. JG asked what support is provided by the LA, KC responded that it is patchy there are currently vacancies on that team.

#### **15. Correspondence**

A grant monitoring form has been received from Second Chance BG to sort with SBr along with a letter of thanks. **Action: BG and SBr**

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

The dates of the meetings for next year will be shared with Governors. **Action: Clerk**

Meeting closed at 19.51

*SJ Bullock*

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