

Shap C of E School
Full Governing Body Meeting Minutes
Monday 08 September 2025 at 6pm

1. Opening Prayer

The meeting opened at 18.02 with a prayer led by RH

2. Attendance

Katie Chappell, Ruth Hutchings, Simon Bullock, Becky Redmayne, Abbie Gorst

Present

Siobhan Beck (Clerk)

3. Apologies

Steve Gee, Julie Graham, Becky Grace

Absent

Rob Hancock

4. Declaration of Interests

There were no Declarations of Interests

5. Election of Chair and Vice Chairs

SB informed the meeting that he was happy to stand as Chair for another year. The meeting was not quorate to elect SB, so this was deferred to the next meeting along with the election of two Vice Chairs. All Governors on the board are asked to consider themselves for this role. **Action: All Governors**

6. Approval of the minutes of the Full Governing Body Meeting 02 July 2025

The minutes were approved by the Governors present

7. Matters arising from the last Full Governing Body Meeting 02 July 2025

KC informed the meeting that number on roll is up on the last meeting and is now 82 from 72.

7.1. Action Points Updates

Clerk confirmed that the appointment of Chris Smith and Helen Jackson to the Governing Board is with the PCC and Diocese for administrating.

RHu confirmed that she has sent information to JH regarding Card Machines.

The Second Chance Monitoring Form needs to be confirmed that it has been completed and returned, Sarah Bruce offered to help with this at the last FGB meeting. **Action: BG**

7.2. Nat West Signatories

Deferred to next meeting as JG was not present and is sorting this. **Action: JG**

7.3. School Lunch Questionnaire to Parents

This is to be progressed this term, JG and KC need to meet to sort. **Action: JG and KC**

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Chair of Governors
23 October 2025

8. Governor Organisation

8.1. Vacancies

The five current vacancies on the board were discussed with the following outcomes.

SB to arrange a meeting to talk to a parent who has expressed an interest, the other vacancy to be advertised in early 2026, this is to allow time for other new Governors to settle in and to mitigate the need to advertise for two parents Governors at the same time in the future. **Action: SB**

Clerk has progressed the two current Foundation PCC vacancies to the PCC who will sort this with the Diocese, it is hoped that Chris Smith Curate and Helen Jackson will be able to join the board in time for the next FGB meeting.

KC is going to talk to a Parish Councillor about the current Co-opted Governor vacancy and if they do not want to be a full Governor the option to join the Resources Committee as an Associate Member. **Action: KC**

8.2. Training and Development

8.2.1. Safeguarding Training

All Governors need to have a current Safeguarding Certificate in place by the end of September. It was agreed by the Governors present that if Certificates run out in the Summer term that those Governors complete training in September 2026 to bring all Governors in line to renew at the same time.

All Governors need to complete Safeguarding training and return a certificate to Clerk by the end of September. **Action: RHu, SG, SB, RHa, JG, BR and BG**

Clerk to email details of where and how to complete this training. **Action: Clerk**

8.2.2. KCSIE

This was shared as a Paper with the Agenda, Governors need to read Part One and Two. Governors need to confirm to Clerk when they have read this. **Action: RHu, SG, SB, RHa, JG, BR and BG**

8.3. Succession

A paper was shared with a potential model of Succession with the Agenda prior to the meeting. The Governors present discussed this model and agreed that it would be good to implement this. All Governors are asked to read this and consider for the next meeting when Chair and Vice Chair appointments will be made. **Action: All Governors**

RHu agreed to take on the responsibilities of SEND Governor.

BR agreed to share the responsibilities for Safeguarding with JG.

Clerk to chase RHa about Chairing the Resources committee. **Action: RHa**

The Educational Standards Committee needs a Chair, Clerk to sort this before the first committee meeting of this term.

8.4. Committee Membership

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Chair of Governors
23 October 2025

It was agreed that AG would join the Educational Standards Committee, if Chris Smith is successful with being appointed to Board, he will be asked to join the Resources Committee and again Helen Jackson is successful with being appointed she will be asked to join the Educational Standards Committee.

8.5. Governor Responsibilities

SEND and Safeguarding Responsibilities were agreed as per Item 8.3.

Helen Jackson to be asked to be the Link Governor for English if her appointed to the Board goes through successfully.

RHa to be asked if he would take on IT, this responsibility would be both as a curriculum subject and supporting IT in the school. **Action: Clerk**

8.6. Governing Board Health Check

This was emailed to Governors in August, Clerk to send a reminder to Governors who have yet to complete, results to be compiled and returned to the next Full Governors meeting. **Action: Clerk and Action: SG, RHa, JG, BR and BG**

8.7. Skills Audit

This was emailed to Governors in August, Clerk to send a reminder to Governors who have yet to complete, results to be compiled and returned to the next Full Governors meeting. **Action: Clerk and Action: RHu, RHa, JG, BR and BG**

8.8. Stakeholder Surveys 2025-26

School Lunch Survey see Item 7.3

Parent Survey to be sent out in October/November to allow input into SEF written in January. Governors are asked to consider any thoughts about changes that could be made to this to encourage more responses.

Staff Well Being Survey to be sent out Spring 2026 – SBU to check when this went out in 2025.

9. Visit Schedules

Link Governors were reminded that they need to arrange a meeting each term and reports need to be sent to Clerk. **Action: All Link Governors**

H&S Check to take place in Spring 2026 before May in time for the budget

Governors are also encouraged to come into school for a day each term, to observe, talk to children, to support the children in gaining confidence in talking to others. Link Governors to talk to children about their link subject(s). **Action: All Governors**

10. Policies

10.1. Instrument of Governance

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

This was agreed by the Governors present

10.2. Code of Conduct

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

S.J. Bullock

Chair of Governors
23 October 2025

RHu suggested amending the sentence regarding confidentiality to everything is confidential unless deemed otherwise.

This was agreed by the Governors present with the above amendment in place. **Action: Clerk**

10.3. Terms of Reference

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

Clerk responsibilities need to include the Governors area of the Website and the management of Microsoft Teams for Governors. **Action: Clerk**

The responsibilities of the Ed Standards committee will need updating to reflect changes in OFSTED. **Action: KC/Clerk**

The approval of the Terms of Reference was deferred to the next meeting.

10.4. Register of Business Interests

The individual declarations were signed by the Governors present, Clerk to sort with those Governors who were not. **Action: Clerk**

Once all the declarations have been signed the register will be updated and published on the website. **Action: Clerk**

10.5. Governor Attendance Register

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

Clerk informed the meeting that this would be published on the website.

This was agreed by the Governors present

11. Correspondence

There was no correspondence.

12. Date of Next Meetings

A discussion was held about the change of date to Monday and the effect that has had on the membership of the board. The Governors present agreed that the day needed to be changed to ensure that current members could remain on the board. Thursday was proposed as the new day.

Meeting closed at 18.56

After the meeting closed, Clerk and KC changed the dates for the meeting this term as follows:

Thursday 09 October 2025, 5.30pm, Resources Committee

Thursday 23 October 2025, 6pm, Full Governing Body

S.J. Bullock

Chair of Governors
23 October 2025

Thursday 13 November 2025, 5.30pm, Educational Standards Committee

Thursday 12 February 2026, 5.30pm, Resources Committee

Thursday 05 March 2026, 5.30pm, Educational Standards Committee

Thursday 19 March 2026, 6pm, Full Governing Body

Thursday 14 May 2026, 5.30pm, Resources Committee

Thursday 14 May 2026, 6.45pm, Full Governing Body Budget Ratification

Thursday 04 June 2026, 6pm, Full Governing Body

Thursday 25 June 2026, 5.30pm., Educational Standards Committee

Wednesday 01 July 2026, 3.30 -5.30pm SDP Planning Meeting

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Chair of Governors
23 October 2025