

Shap C of E School
Full Governing Body Meeting Agenda
Thursday 23 October 2025 at 6pm

1. Opening Prayer

The meeting opened at 18.06 with a prayer led by RH

2. Welcome New Governors

Martin McGowan and Helen Jackson were welcomed to the meeting and to the Governing Board by the Governors present

3. Attendance

Katie Chappell, Ruth Hutchings, Steve Gee, Simon Bullock, Julie Graham, Becky Redmayne, Martin McGowan, Becky Grace, Abbie Gorst, Helen Jackson

4. Apologies

Rob Hancock

5. Declaration of Interests

KC declared an Interest in Item 11.2

6. Election of Chair and Vice Chairs

SB put himself forward as Chair of Governors. SB was duly elected by the remaining Governors present as Chair of Governors for a period of one year.

JG put herself forward as a Vice Chair of Governors and was duly elected by the remaining Governors present as a Vice Chair of Governors for a period of one year.

BG put herself forward as a Vice Chair of Governors and was duly elected by the remaining Governors present as a Vice Chair of Governors for a period of one year.

7. Approval of the minutes of the Full Governing Body Meeting 08 September 2025

It was noted for the minutes that the number on roll is now 84 up from 82.

The minutes were approved by the Governors present

8. Matters arising from the last Full Governing Body Meeting 08 September 2025

8.1. Action Points Updates

Second Chance Monitoring Form – BG had spoken to SBr who assured her this has been completed. KC confirmed that this was not the case. BG to sort a letter of Thanks and the Monitoring Form. **Action: BG**

Parish Councillor Potential Governor – KC met with Nick Capron, Parish Councillor, was an Ofsted Inspector, he is interested in joining the Resources Committee Meeting as an Associate Member, SB to get in touch to follow this up. **Action: SB**



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Code of Conduct – Clerk confirmed to the meeting that the Code of Conduct has been published on the school website.

Governor Attendance – Clerk confirmed to the meeting the Attendance Register for 2024-2025 has been published on the school website.

Register of Business Interests – the remaining Declarations of Business Interests for the Governors who had yet to sign theirs for this year were signed by the Governors present. Clerk to sort the Register for publishing on the website. **Action: Clerk**

8.2. Nat West Signatories

JG updated the meeting with where this is now at, details have been submitted to add SG. JG has not heard anything since the Resources meeting. **Action: JG**

8.3. School Lunch Questionnaire to Parents

KC and JG to meet to discuss to arrange a date. Items to consider is how to encourage more take up, taster sampler evenings and a free school lunch were suggested at the meeting. **Action: KC and JG**

9. A Vision for a New Trust – Charlotte Tudway, Diocese Director of Education

This item was recorded in Confidential Minutes and filed accordingly.

Questions to Clerk by the end of January for meeting as follow up in the Spring with Charlotte Tudway. **Action: All Governors.**

KC to organise a meeting with Charlotte in the Spring **Action: KC**

10. Governor Organisation

10.1. Vacancies

Chris Smith and Helen Jackson appointments were confirmed this week. Clerk to send out welcome packs. **Action: Clerk**

Parent Governor vacancy to be looked at filling after Christmas this decision was made so that there are not two Parent Governor vacancies to be filled at the same time in the future.

Co-opted Governor Vacancy KC to ask Nick Capron if he is interested. **Action: KC**

10.2. Training and Development

10.2.1. Safeguarding Training

A reminder to Governors that they need to complete the NGA Safeguarding Training or Level 1 and provide a copy of their certificate to Clerk. **Action: RHu, SG, SB, JG, BG and MM**

10.2.2. KCSIE

All Governors present confirmed that they had read Part One and Two of KCSIE 2026. Clerk to check with Rob Hancock that he has read this. **Action: Clerk**

10.3. Succession

JG to put together a role description for Vice Chair to enable future succession on the board. **Action: JG**

10.4. Committee Membership



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The following was agreed by the Governors present following a discussion.

HJ to join the Educational Standards Committee

CS to be asked to join the Resources Committee

MM to join the Resources Committee

Clerk to update the website and the Terms of Reference. **Action: Clerk**

10.5. Governor Responsibilities

BG has kindly agreed to Chair the Educational Standards Committee

BR will share the Safeguarding Link role with JG.

RHu has taken on SEND Link role

HJ has taken on English Link Governor role

CS to be asked to take on Music Link Governor role

10.6. Governing Board Health Check

It was decided to carry this forward to the next meeting, the document to be emailed again to all Governors who have yet to complete this. **Action: Clerk**

10.7. Skills Audit

The document to be shared with Governors who have yet to complete. This will give an indication to Clerk where skills are needing support and training and can highlight specific training for individuals. **Action: Clerk**

11. Committee Matters

11.1. Questions arising from Resources Meeting Minutes 06 October 2025

There were no questions arising from these minutes.

19.45 KC left the meeting

11.2. Headteacher Appraisal Panel

JG updated the meeting, David Salmon, KC and JG met on 14 October, looked at the SEF and KC's objectives, all were met, some from SDP are still work in progress, KC worked hard on MPQEL, recommendation for pay award, back dated to September. It was noted that this award would put KC at the top of her pay scale, new objectives for the coming year have been set in line with the SDP. Governors present agreed to the pay award.

Q - BG - is there nowhere to move above the new pay award?

A - JG - no this would put KC at the top of her pay scale.

JG noted that if anyone else wants to join the Panel then need to do the training on the NGA.

19.50 KC returned to the meeting

12. Finances

12.1. Budget Update

A meeting has been held with the Bursar, Jack. The school needs to resubmit the budget by the end of the month with a balanced three year plan.



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There has been an increase in numbers of roll since the last budget was submitted.

Pay awards have been partially funded,

Staffing is 93% of budget, benchmarking shows this to be in the middle.

DFC is to be used for ICT which reduces the ICT spending for this year.

There has been an increase in donations from the sharing shed.

Looking at wrap around care costs these haven't increased in years, going to steadily increase rather than occasional larger increases.

Q- BG - why is a Y2 student more than a Y3?

Reply - KC - the years refer to the years in the budget not the year in school.

Q- BR - are you going to increase the offer to 6pm for those parents who cannot make it for the current finish time and are not using the after school club at all?

Reply - KC = we are applying for funding to open it 8am – 6pm.

KC informed the meeting that she is in conversation with the early years team about provision for two year olds. Funding can be applied for for work that needs to be done to alter premises to make it suitable, the bid needs to be in for the end of November.

Q - BG - has that provision not been difficult at Hackthorpe?

Reply - KC – that was in relation to taking on a private nursery so more complicated.

Q - BG – is the plan to keep nursery and reception together?

Reply - KC – the two rooms would be 2 and 3 year olds and 4 and 5 year olds.

School needs to attract more lettings like Northern Traverse

Lettings costs to have an annual gradual increase in the cost per hour.

The recovery plan submission has included a plan for restructure in the third year. Any restructure has to consider that numbers in KS1 and Early years cannot go above 30 which make restructuring hard and future growth difficult. It includes taking cleaning and caretaking in house and Bursar predictions on funding for free school meals, early years, whole school funding and PP.

Q - JG – is the recovery plan in line with vision and values,

Reply – KC- no it isn't.

KC noted that expenditure cannot be reduced anymore, the budget can only be balanced with and increase income through more pupils, lettings and the sharing shed.

Q - BR - what is happening to the groups who use the village hall whilst it is being refurbished.

20.09 MM left the meeting

Q - BG - mentioned Lowther Parish Hall who have a bouncy castle for children's parties.

Reply – KC – would need to look at insurance for that.



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20.10 MM returned to the meeting

The Governors present approved the budget

12.2. Budget Approval Letter

It was noted at the meeting that this letter has now been superseded by the need for a recovery plan which is now to be submitted following approval in the last item.

12.3. SFVS

The meeting was reminded that this is due at the end of March 2025,

A copy of the document was provided as a paper with the Agenda prior to the meeting. JG asked all governors to have a look through all the questions and let her know if there are any amendments to be made by end of January. **Action: All Governors**

13. SDP

The latest copy of the SDP was provided as a Paper with the Agenda prior to the meeting.

KC suggested changing the time frame for the School Development Plan as it often needs changing in the Autumn currently a meeting is held in July, the planning is informed by the SEF completed in January, and the July data comes in, proposing changing to a SDP planning meeting in first week of September then get the document live by October, the date for 2026 to be re-arranged. **Action: KC**

KC reminded the meeting of the three areas in the plan for this year, Spiritual Development, Maths And Writing

The first meeting for talk for writing has been held, covering KS1, a session for KS2 will be held at a later date. This links into the new writing framework which came out over the summer.

The LA has asked all schools to carry out a gap analysis of the SATs and PUMA papers as part of improvement of Maths across all schools in the local authority area. Maths monitoring needs to be looked at.

14. Safeguarding

A Summary of Safeguarding was provided as a paper with the Agenda prior to the meeting. It was noted that there have been incidents out of school. Early Help support is great. KC recently attended a Safeguarding conference in Penrith, there were four really good speakers,

14.1. Single Central Record

A Paper noting the changes on the record was shared with the Agenda prior to the meeting.

RHa still to sort documents for DBS with JH. **Action: RHa**

14.2. Filtering and Monitoring

KC informed the meeting that a Teams Channel has been created for Filtering & Monitoring. The system to monitor this produces a report which are flagged up on this channel. Recent reports have shown minor issues of logging in as general rather than individual names. Reports have to be uploaded to this channel as the monitoring system deletes them after a week.



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15. Policies

15.1. Terms of Reference

This will need to be updated with the decisions in Items 10.4 and 10.5 and the new Ofsted Framework.

Action: Clerk

15.2. Behaviour Principles Written Statement

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

The Governors present approved the statement.

15.3. Teachers Pay Policy

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

It was noted at the meeting that this is a LA policy.

The Governors present approved the policy.

15.4. Admissions Policy

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

It was noted at the meeting that this is a LA policy.

The Governors present approved the policy.

16. New Ofsted Framework

It was noted for the meeting that Leadership and Governance are in the new framework, governor monitoring needs to be reviewed in relation to this new framework to embed that before the next inspection which is likely to be in 2028.

It was suggested that the Governing Body has an item at the beginning of the agenda covering governor knowledge which is also a component of the new framework.

Clerk to email the new framework to all Governors. **Action: Clerk**

17. Church School Matters

17.1. New SIAMS Framework

KC noted to the meeting that this is more of a priority than Ofsted as it is likely that this inspection will be first.

SIAMS could be 2026 or 27 closer to Ofsted than in the past

A question from the framework will be looked at for the next FGB meeting.

17.2. Spiritual Development INSET

Papers shared with Agenda prior to the meeting

17.3. Spiritual Development Draft Statement

Papers shared with the Agenda prior to the meeting

RHu noted to the meeting that Ruth Houston has commented that this statement is an outstanding document.



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18. PE and Sports Premium Spending and Impact Report

KC informed the meeting that there is a new reporting tool introduced for summer July 2025 a copy of the report was shared as a paper with the Agenda prior to the meeting

There were questions arising from the report.

19. Questions arising from Headteacher Report

BR commented that the Attendance figures are really good

KC commented that families have worked out what they need to do to avoid paying fines, no longer applying for five days off together.

Q - BG - has anyone been prosecuted yet

A - KC - Two families have.

20. Correspondence

There was no correspondence to report.

21. Date of Next Meetings

Thursday 19 March at 6pm

Thursday 14 May at 6.45pm (Budget Ratification)

Thursday 04 June at 6pm

Meeting closed at 20.53



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