Shap C of E School

Full Governing Body Meeting Minutes

Thursday 19 March 2026 at 6pm

1. **Opening Prayer**
   The meeting opened at 18.05 with a prayer led by CS

2. **Welcome New Governor**
   SB welcomed CS to the meeting and the Governing Board as a new Foundation Governor.

3. **Attendance**
   Katie Chappell, Ruth Hutchings, Simon Bullock (Chair), Chris Smith, Helen Jackson, Julie Graham, Becky Redmayne (online), Martin McGowan, Becky Grace, Abbie Gorst

   Present
   Siobhan Beck (Clerk)

4. **Apologies**
   Steve Gee

   Absent
   Rob Hancock

5. **Declaration of Interests**
   KC declared an Interest in Item 9 and 10.3

6. **Approval of the minutes of the Full Governing Body Meeting 23 October 2025**
   The minutes were approved by the Governors present.

7. **Matters arising from the last Full Governing Body Meeting 23 October 2025**
   7.1. Action Points Updates
   Second Chance Monitoring Form – BG confirmed this has been sorted with the Second Chance charity

   Parish Councillor Potential Governor – see Item 8.2

   Register of Business Interests – this is still outstanding Rob Hancock still to sign. **Action: Clerk**

   7.2. Nat West Signatories
   JG updated the meeting that this remains ongoing JG has received information from SG which will put into the system once again for processing.

   A discussion was held about the length of time, and the amount of time has been spent trying to sort this, it has been an Agenda item for five years now and Nat West do not seem to be able to sort. There are signatories on this account who are no longer Governors and the statements are still addressed to a Governor who left the board over five years ago. It was agreed by the Governors present that Lonsdale Foundation Trust to be asked at their next meeting if the account could be closed. **Action: JG**

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JG was thanked for all her time and effort trying to get this sorted

7.3. School Lunch Questionnaire to Parents
JG and KC need to meet to sort. **Action: JG and KC**

8. Governor Organisation

8.1. Vacancies
Clerk informed the meeting that the Board has a Parent Governor Vacancy. It was noted that a letter sent last year only had one response for two vacancies. It was decided to wait to recruit for the second vacancy to allow time between appointments.

SB to ask Kay Lord if she is interested. **Action: SB**

8.2. Approval of Co-opted Governor
KC noted to the board that Nick is a member of the Parish council, he used to be a Headteacher and an Ofsted Inspector.

The Governors present approved the appointment of Nick Capron.

Clerk to confirm appointment with Nick and send out a Welcome Pack. **Action: Clerk**

8.3. Training and Development

8.3.1. Safeguarding Training
There are still a few Governors who have yet to provide their Safeguarding training certificate **Action: RHu, SG and MM**

8.3.2. KCSIE
All Governors present confirmed that they had read Part One and Two. Clerk to update training records. **Action: Clerk**

8.4. Succession
JG will commit to another year as Vice Chair will need to do a handover in the next year
RHu offered to take Vice Chair role on in the future

8.5. Committee Membership
It was noted that the Headteacher Appraisal Panel needs third member, HJ offered to take that on. Clerk to find the NGA training module for HJ to complete. **Action: Clerk**

BG noted to the meeting that she is going to be working full time so will be difficult to be a member of the panel next year. If BG to leave the panel then a third new member to be appointed in September 2027.

Nick Capron to be asked to join Resources Committee meeting. **Action: Clerk**

8.6. Governor Responsibilities
CS agreed to do Music governor monitoring to liaise with BG to observe one of her meetings
MM agreed to take on the IT governor monitoring

Health and Safety is a large area of responsibility, Nick Capron to be asked to support SB. **Action: Clerk**

8.7. Governing Board Health Check

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It was noted that no more checks have been received, it was agreed to do this again and the form to be sent out again to all Governors to be completed by the end of summer 2026. **Action: Clerk**

8.8. Skills Audit

It was noted that no more audits have been received, it was agreed to do this again and the form to be sent out again to all Governors to be completed by the end of summer 2026. **Action: Clerk**

8.9. Communications review - IT, notifications, feedback

SB talked through how the board can improve communication, there followed a discussion and it was agreed that Clerk would message through Chat on Teams prior to each meeting, a week before when the email is sent and again the day before. **Action: Clerk**

9. **Future Plans**

The first part of this discussion was recorded and filed accordingly in a set of Confidential Minutes, the draft minutes were distributed only to those Governors in attendance at this meeting.

ASC

Hours to be extended until 6pm, school has funding to cover, SC to cover, if no take up it could be used as her planning time, looking at how the time will be utilised for the ASC.

MM knowing that homework is done would be great speaking as a parent

2 year old provision

The figures for this have been looked at it again, the school needs 10 to make it viable, looking at building grants that are currently available if you need to change the school layout to provide this provision.

The school has been approached by Parish Council about a proposed hydroelectric power project in Shap, it would be able to heat the pool, the hall and the school.

10. Committee Matters

10.1. Questions arising from Resources Meeting Minutes 12 February 2026

There were no minutes, the meeting could not take place as not quorate

10.2. Questions arising from Educational Standards Minutes 05 March 2026

The minutes were provided as a paper with the Agenda prior to the meeting.
Link Governor Monitoring Report Form, JG to provide updated form. **Action: JG**

10.3. Headteacher Appraisal Panel

There were no updates for this meeting.

11. Finances

11.1. Budget Update

A Paper with current figures was provided with the Agenda prior to the meeting,
It was noted that the figures are now such that it will be possible to carry over a surplus this year which will help the figures for the second and third year, this gives the school some security.

Hand driers to be installed to reduce hand towel cost,
The playground will have some upgrades.

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The variances were noted. Staffing costs were greater with VC leaving and her replacement came into school alongside the supply teacher, the underspend on the entrance hall is for items not paid for yet as snagging list has items still outstanding, there has also been income received and not paid out yet.

11.2. Budget Approval Letter

There was no letter for the Budget revision sent in October

11.3. SFVS

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

This is a document with 30 questions for Governors JG has completed, it was noted that two new Teachers need to be added. JG was thanked for her hard work on the document by the Governors present. JG to update and submit to LA. **Action: JG**

11.4. Benchmarking

A paper with Benchmarking figures was provided with Agenda prior to the meeting

It was noted that the costs were high for Catering staff and supplies compared to the other schools benchmarked against. The decision to take the catering in house has improved the menu and the quality compared to the previous external provider, extended provision is catered for, the fixed costs have been higher in the past year due to the need to replace catering equipment.

Q - HJ - proportionally how many have school dinners?

A - KC - 65% currently on average not all children have school dinners every day.

Q - SB – Have the educational supplies been reviewed

A – KC – yes looking at that

SB asked if the Governors could have an overall summary of this spending. **Action: KC**

12. SDP

This was shared as a Paper with the Agenda prior to the meeting.
Kc noted to the meeting that this document is reviewed each term to update progress
JG commented that it is good to see how areas are progressing.

Spiritual Development
A pathway for each is now in place half term
The Spiritual tree is now completed
The Outdoor Education teacher has identified how she can feed into the pathways with her work with the children.

Maths
AG has created an improved tracking system
AG noted to the meeting that the 8.30-9 Tutoring is being used to work on areas for improvement and the impact of that can be seen in the Spring Term data.

Writing

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Looking through the writing framework, training by the author Tim Mills has been attended, audits have been completed and now creating action plans out of that.

Q - SB - is there an AI policy for the school
A - KC - attending conference put on Agenda for next meeting. **Action: Clerk**

13. SEF

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

The document has been re-written and is now aligned with the new Ofsted framework.

The Staff have looked at Ofsted descriptor grids, noted the expected standard and create notes for each, looked ADSR for results and pulled this together into the SEF,

Children's voice asked two questions what do you like about school, what could we do better,

Staff and Governor voice was also two questions.

Governors to read and consider what they would like to add to the SEF next time, being aware of where we the school is at, with a future Ofsted inspection in mind and where the school needs to improve,

KC asked Governor to raise this in the governor monitoring meetings. **Action: All Governors**

RHu thanked KC for all her hard work pulling the document together.

14. Safeguarding

There were no Safeguarding issues to update the Governors with.

14.1. Single Central Record

Q - JG - have you checked the SCR
A - KC – yes all are staff are on; it was noted that RHa still has an outstanding task to provide an original copy of his DBS. **Action: RHa**

Q - JG - Anyone not on recorded on the SCR who should be,
A - KC - no it is all up to date.

14.2. Filtering and Monitoring

KC informed the meeting that there was nothing to report this week. It was noted that was the situation for the past few weeks.

15. Policies

15.1. SEND Policy and Local Offer

This was provided as a Paper with the Agenda prior to the meeting.
It was noted that the SEND policy has changed this is now using the LA format.

Both were approved by Governors present

15.2. Supporting Pupils with Medical Conditions (including Intimate Care)

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

It was noted that there is more wording around dealing with allergies, updates were provided by Kym Allen.

This was approved by Governors present

15.3. Administration of Medicines Procedures

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

It was noted that additions to this policy were clinical medicine cabinets in the staff room, and changes to the giving out of over the counter medicine

This was approved by Governors present

15.4. Tutoring Procedures

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

It was noted that these procedures were discussed at the recent Educational Standards Committee meeting.

The procedures are for members of staff providing private tutoring in their own time outside of their contracted school hours. It is not school led tutoring. There is a differentiation between Teachers and Support Staff offering this tutoring, that was added after discussion at the recent Educational Standards committee meeting. It is a protocol to cover the school and the tutor.

Q - MM - have any members of staff asked if they can do this?
A - KC - only a support staff member they work at two school and their other school do not allow, not taken that stance, spoken with HR who informed Kc that there is no reason they cannot provide tutoring to pupils in the school they work at, but a procedure should be in place to protect the school and the individual.

JG commented that the procedure needs make it very clear where the boundaries are and that all tutoring services provided are in line with the procedure.

KC commented that there needs to be awareness that a child could be given less support in the classroom as the individual knows that they will be tutoring externally.

MM school should supporting all children such that they do not need extra support, the QEGS test would be different as it does not impact the curriculum.

JG it is good to have it very clear procedure as it provides a safety net and oversight.

Q - BG – what would the situation be in the event of parent complaining to school that their child still not to standard but paid for private tutoring,

A - KC - would not be our issue as it is not a contract with school

Q - MM - what is the definition of outside the school day

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A - KC – it would depend on the member of staff and their contracted hours.

To be added to the Terms of Reference for Educational Standards and the Policy Review Schedule for next year for review. **Action: Clerk**

The Procedure was approved by Governors present

16. New Ofsted Framework

16.1. Governor Peer Support Network Meeting including Ofsted update

BG provided a verbal report at the meeting having watched a recording from this meeting.
The main points to come out of that meeting were:

The new grading scale looks very different, very focused on teacher wellbeing and enjoyment for all involved, specifics on governors and their role, there will no longer be a one word statement.

Key points of inspection will be:
Inclusion - enrichment is not the privilege of
Attendance and behaviour – how Governors are monitoring
Leadership and governance – how governors ensuring the school is inclusive

Understanding the school unique concept
Their driven by akin about the context of the school what makes us different our ethos, all singing from the same sheet why that is unique about us

Wellbeing and workload of staff - how governors are monitoring and examples of how governors are doing that.

How the inspection will be since last time

How the governors would be involved.

Nominee role, can nominate someone who is not teaching staff to be part of the inspection

How we including parents, keeping children in school.

How are we monitoring attendance and making sure

Educational toolkits should be familiar with this, and how staff are inputting it

KC can tell Governors what they are likely to be looking for.

SEND, LAC seems to be pretty similar

Inclusion – enrichment was not the privilege of the few irrespective of race, abilities need to demonstrate that it is not happening

Link to what an expected standard school would look like

Q - JG - could you provide your notes from the session

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A - BG - to send to Clerk to put on Teams. **Action: BG**

16.2. Ofsted letter for Parents from Carlisle Diocese

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

Cluster has paid for a document that provides support for the inspection

Q - RHu - has letter gone to parents
A - KC - yes

17. Church School Matters

It was noted that this needs to be moved up the Agenda. **Action: Clerk**

17.1. Spiritual Development

This was covered in item 12

17.2. SIAMS Preparation

It was noted at the meeting that a list will be published in the summer term to notify who is in the window for inspection for the next year.

The Inspection criteria was provided as papers with the Agenda prior to the meeting.

KC suggested holding meetings to discuss each question, if in the window

Q - SB - is monitoring something we need to work on
A - KC – Monitoring is good now, reports are being filed each term, Staff have changed the way they are monitoring too.

JG noted that discussion sessions will be useful for all. KC added that the SEF will feed into that too

Meeting dates, if needed to be put into calendar of dates when they are decided next term. **Action: KC and Clerk**

18. Questions arising from Headteacher Report

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

The current prospectus was discussed as there are a few houses for sale in the village, an electronic version to be sent to estate agents. **Action: KC**

More copies to be sent to playgroup. **Action: BG**

19. Correspondence

There was not correspondence to report.

20. Date of Next Meeting

Thursday 14 May at 6.45pm

Thursday 04 June at 6pm

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The meeting closed at 20.35

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