

Shap C of E School
Full Governing Body Meeting Minutes
Thursday 04 June 2026 at 6pm

1. Opening Prayer

The meeting opened at 18.08 with a prayer led by CS

2. Attendance

Katie Chappell, Ruth Hutchings (SEND Governor), Simon Bullock (Chair), Rob Hancock, Chris Smith, Julie Graham (Safeguarding Governor), Becky Redmayne (Safeguarding Governor), Martin McGowan, Becky Grace, Abbie Gorst, Nick Capron

Present

Siobhan Beck (Clerk)

3. Apologies

Steve Gee, Helen Jackson

The apologies were accepted by the Governors present

4. Declaration of Interests

There were no declarations of interest in items on the Agenda

5. Approval of the minutes of the Full Governing Body Meeting 19 March and 14 May 2026

The minutes were approved by the Governors present

6. Matters arising from the last Full Governing Body Meeting 19 March and 14 May 2026

6.1. Action Points Updates

Register of Business Interests - Clerk noted to the meeting that this has now been published on the website.

6.2. School Lunch Questionnaire to Parents

Deferred to the next meeting. **Action: KC and JG**

6.3. Summary of Educational Supplies Spending

A paper was shared with the Agenda prior to the meeting. Governors were reminded that this was requested at the last FGB meeting as the Benchmarking report indicated that this was high for the school. It was noted that each LA collates their budgets in different ways so we may not be benchmarked against the exact same spending.

General purchase and repairs it was noted that JH puts grants into this pot however sharing shed income comes in and is put into a separate line, whereas the spending of this money is taken out of this and other areas of the budget.

Governor Question - Where are the other schools located that the school is benchmarked against


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Answer – They are the same square footage and have similar levels of SEND and PP, they are not necessarily same age of building though.

SB thanked JH for producing the report and noted that it highlights how detailed the accounting is.

7. Governor Organisation

7.1. Vacancies

There is still a Parent Governor Vacancy SB to speak to a Parent discussed at the meeting. **Action: SB**

7.2. Training and Development

7.2.1. Diocese online training relating to SIAMS. Tuesday 07 July, 4-5.30

[Preparing for a SIAMS Inspection \(July\) Tickets | TryBooking United Kingdom\](#)

This is free Carlisle Diocese training.

Governors were asked to attend the above training in preparation for the SIAMs inspection which is expected to take place in the next academic year. **Action: All Governors**

7.2.2. SIAMS training with Ruth Houston and school staff: Wednesday 09 September, 3.30-4.45

KC noted to the meeting that Ruth Houston Senior Schools Advisor for Carlisle Diocese, works closely with the School and is a SIAMs inspector. This meeting is open to Governors and is being held in the staff meeting.

Governor Question - Do we need to inform KC if we can attend?

Answer - Yes please

7.2.3. Safeguarding Training

NC was reminded that their safeguarding certificate needs to be sent to Clerk. **Action: NC**

7.2.4. KCSIE

All governors have confirmed that they have read this now.

7.3. Succession

It was decided that there was a good plan in place currently so there was no need for discussion at this meeting.

A reminder of the Plan is that RHu is going to put herself forward as a Vice Chair next year. A new Chair was appointed to the Educational Standards Committee in September 2025.

7.4. Committee Membership

There are no changes that needed to be made.

7.5. Governor Responsibilities

These are all covered at the moment so there is no need to make any changes.

7.6. Health and Safety Induction for Governors

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

This will be sent to New Governors as part of their Welcome Pack going forward.



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The Governors present agreed to accept this document.

7.7. Governing Board Health Check and Skills Audit

These were provided as an attachment to the invitation email for this meeting. Governors were reminded that they need to be completed and returned Clerk by the end of the month. **Action: All Governors**

It was noted that these are useful tools for the board to establish where knowledge is strong and where it needs improvement. It identifies training needs which can then be supported. It is not a measure of failure but a tool for improvement. A copy of the GHBC with suggested evidence has been provided to support governors completing this document.

7.8. Communications review

All working fine, Clerk to share her electronic calendar with all. Invitations for meeting to be sent through TEAMS.

7.9. GoFund Me Account

It was agreed by the Governors present to leave the account as it is for now.

Governor present suggest that this could be used for the Reading Room project

Governor Question - does the school receive information about local funds and grants.

Answer – Yes.

8. Future Plans

A paper was shared with the Agenda prior to the meeting. This is a response from Charlotte Tudway on where things are at with the Diocese.

All the discussion for this items was recorded in a set of Confidential Minutes and filed accordingly.

It was agreed by the Governors Present to set up a Working Party, BG, NC, SB, KC and AG to be members a meeting needs be arranged. **Action: Members of the Working Party**

9. Committee Matters

9.1. Questions arising from Resources Meeting Minutes 14 May 2026

Clerk updated the meeting with an Action Point from these Minutes relating to Governor Funds.

It was noted the Balance on Barclays Account at 5 May was £13 324, there is £11 000 to pay for the Front Entrance Project and £554 for IT which leaves a balance of £1770, the Governor 10% for the door project is £2790 so approximately 1000 short. It was further noted that the lottery raises about £2000 a year.

10. Church School Matters

10.1. Spiritual Development

A paper was provided with the Agenda prior to the meeting.

Governor comment – it is good to see the progression that is taking place.



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Staff are really engaged. Older children are really taking in the pathways approach; the younger children will need more time.

Pathway this term is Activists, the sequence will be repeated next year.

KC asked the Governors to keep up to date with the model and how it fits in to the school. The school has a really strong team supporting the school, Methodist Church have been in, Church in the Barn have a strong connection.

Children wanted to know about globally Christianity, 15 Americans came in the school and talked to the children about their connection with religion, the children asked lots of really good questions.

CC club is still going strong, older children are still attending having moved on to Secondary school.

Half term madness was successful, there were 40 children in attendance some with parents.

Andi Taylor from NiSCu has started working with the school, working on prayer with a prayer box.

Ruth Hutchings has been in to complete a pupil voice on collective worship and noted that the school is known to National teams as the school's work is so positive.

10.2. SIAMS IQ1 – Governors to Prepare Answers/Evidence

IQ1: How does the school's theologically rooted Christian vision enable pupils and adults to flourish?

The above question was sent to Governors with the Papers prior to the meeting for them to consider. The following are the notes made during the meeting. These will be collated by KC into one document for Governors in preparation for a future SIAMS Inspection.

	Impact of Provision	Sources of Evidence
a) How is the Christian vision expressed, for example through policies and character education/values that are faithful to the Anglican/Methodist foundation of the school	Everyday experience, collaborate, vision considered with policies, behaviour, outdoor provision Visits to St Michaels church – whole school, classes	Link Governor Reports AG suggested Pupil Voice for all Governors Budget Meeting Notes from Governors Vision and Values meetings in September Recruitment process Behaviour policy – restorative justice Worship plans
b) What other strategies might leaders employ to ensure that the theologically rooted Christian vision is living	Worship Time Spirituality Pathways Linking to other churches Curriculum design SDP staff and governors	



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reality that enables pupils and adults to flourish		
c) How do leaders know that the theologically rooted Christian vision is a living reality that enables pupils and adults to flourish	Budget, visits, trips, worship time, involved in creation of SDP Reports back from trips Buddy system in school Play leaders Worship councillors Work in art drawing and sharing Children know how to react with each other in a kind and caring manner Displays show the impact Vulnerable children reporting Stars of the week award/Soaring awards	Newsletter, Feedback from trips In Children's art books Displays around the school Headteachers report Newsletter
d) How does the vision of the trust resonate with the school's theologically rooted Christian vision in a way that enhances the work of the school and its Christian foundation	Maintained Diocese School Partners that the school works with. Church of England vision	

Areas for Development

Strengthen governor knowledge

Evidencing systems in all areas of Curriculum

Wider understanding of Christianity as a global faith

BG will the parents get the questions?

KC yes could do that but would have to work with the answers but would pick the questions that are best for parents to answer.

11. Finances

11.1. Budget Update

A paper was provided with the Agenda prior to the meeting.

The following was noted:

The Number on roll has changed

Funding has been applied for for Early years inclusion

Looking at reducing staffing hours, one member of staff on Mat leave end of autumn term, staff to be moved to support in early years.


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Sports funding has now been confirmed that this will stop at end of August. This funding is currently used for outdoor education, which allows time for Leadership and for prep time for ECT, lunchtime staff in play leader capacity, subsidising sports clubs, broader PE curriculum. There has been a promise that other funding will become available to replace this. School will need to make a decision by October

Governor Question - who has cancelled it

Answer – The government, they have been threatening to remove this funding for about 10 years

Governor Question - how much has was this worth to the school

Answer - £17 000

12. SDP

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

Maths – the following updates were noted since the last meeting

Work is ongoing for SATs; this relies on maths fluency running through the school. This is the focus of the maths afternoon for Parents/Guardians. Maths fluency is knowing your number bonds and timetables.

A book scrutiny has been completed; maths lessons have been observed.

Spring Maths Data – improved from Autumn, making progress with reasoning and the arithmetic.

Viv Lloyd from NCETM has been supporting new staff.

Writing – the following updates were noted since the last meeting

The writing framework has now been published. Some of the audits have been completed, one of the outcomes for these will become an SDP Priority for next year.

ELS Phonics training for children who have moved up from EYFS that have not quite got their phonics embedded. Looking at a spelling system that embeds with ELS

13. Safeguarding

13.1. Single Central Record

Governor Question – has the SCR been checked since the last Full Governing Body Meeting in March.

Answer – Yes

Governor Question – Has there been any changes since the last FGB meeting.

Answer – No

13.2. Filtering and Monitoring

KC gave an oral report at meeting.

The same system is still in place with weekly reports of blocked website searches, JH compiles and gives to staff who then action. There are one or two reports a week and are usually in Hevellyn (Y5/6 class) and when the child clicks on a picture for a project which is from a site that has been blocked.

It was noted that reporting to the Link Governor (MM) needs to be put into place. **Action: KC**



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14. Policies

14.1. Attendance Policy

A paper was provided with the Agenda prior to the meeting.

It was noted that this is based on a W&F policy which has not been updated for this year

This policy was accepted by the Governors present.

14.2. Surveillance Camera Procedures

A paper was provided with the Agenda prior to the meeting.

It was noted that there were minor changes to broken links in these procedures.

These procedures were accepted by the Governors present.

14.3. Data Protection Policy

A paper was provided with the Agenda prior to the meeting.

It was noted that this is a Kym Allen policy

AI has been added into this policy.

Governor Question - asked about the length of this policy and does all the contents need to be included, who is the audience

Answer - it was noted that if the school changed this they would no longer be able to ask Kym Allen for advice on these areas. The school uses Kym Allen for the areas that school does not have the expertise in.

This policy was accepted by the Governors present.

14.4. Privacy Notices

A paper was provided with the Agenda prior to the meeting.

Governor Question – Is there a system in place for removing documents

Answer - JH does this

Governor Question – is there an audit of that system.

Answer – no but this needs to be put into place. **Action: KC**

These notices were accepted by the Governors present.

14.5. AI Policy

It was noted that this has now been added to the Data Protection Policy so school will not have a separate policy now.

15. Questions arising from Headteacher Report

A paper was provided with the Agenda prior to the meeting.



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Now in the headings of Ofsted.

Holidays – Attendance – consistently high, are the parents playing the system? It is 97.6% the report was run before may half term when many families were off.

Reduction in the numbers that are taking holidays.

MM – are the 4 days at the end of the terms?

KC – yes

BR – weekly text messages on attendance

KC – may not be working as moved to Arbor will look into that

NC – Y4 Maths – why do think going to weaker than hoped in times tables test

AG – lots of SEND and

KC - class has had a tricky time – lots of changes in staff, member of staff leaving, supply and now new teacher

BG are you ready for that in Y5

MM will the Y3 be supported

AG data is stronger for them, partly environmental and the children for the Y4s, being doing work with the class to support to work with the children

BG can children be given more time if they need it

KC yes SH is looking into that

Further Questions and their answers were recorded in a separate set of confidential minutes and filed accordingly.

16. Correspondence

There was no Correspondence to report at this meeting.

17. Dates of Next Meetings

The dates for the meetings for next year were provided as a paper with the Agenda.

Ed Standards Subcommittee – Thursday 25 June 5.30pm

Staff and Governors SDP Meeting - Wednesday 02 September 5.30-6.30pm

FGB (Housekeeping) Wednesday 02 September - 5.30-6.30pm

SIAMS Meeting (for Staff and Governors) - 09 September 3.30 - 5.30pm

Resources Subcommittee – Thursday 22 October 5.30pm

Meeting closed at 20.45



Julie Graham
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