

**MINUTES OF THE MEETING OF THE FULL GOVERNING BOARD
OF SOUTHPROP C OF E SCHOOL
HELD AT THE SCHOOL AT 6.15 PM
ON MONDAY 23 SEPTEMBER 2024**

PRESENT	Megan Davis Shelly Davis Judith Giles Dale Hall Stuart Harwood-Hope Martin Raikes	Headteacher Staff Governor Chair of Governors Parent Governor Co-opted Governor Parent Governor
IN ATTENDANCE	Danny Scrivener Charlotte Taft	Associate Member Clerk
CONSENT TO ABSENCE	Andrew Cinnamond Jennie Tipple	Foundation Governor

THE MEETING WAS DECLARED QUORATE

0140 **APOLOGIES AND WELCOME**

Governors were welcomed to the first meeting of the new academic year and introductions were made.

APPOINTMENT OF CLERK

- 0141 **RESOLVED:** That Attingham Education be appointed as the Clerk to the Governing Board for the 2024/25 academic year.

APPOINTMENT OF CO-OPTED GOVERNORS

- 0142 **RESOLVED:** That Stuart Harwood-Hope and Jennie Tipple be appointed to the role of Co-Opted Governor with immediate effect.

DECLARATIONS OF INTEREST/CONFIDENTIALITY/CODE OF CONDUCT

Governors' attention was drawn to Paragraph 1 of the Schedule relating to Regulation 16 of the School Governance (Procedures) (England) Regulations 2013 "restrictions on persons taking part in proceedings of the Governing Body or its committees".

Governors were advised that if a person had any interest in a contract, proposed contract or matter under consideration, s/he should disclose the fact and take no part in the consideration, discussion or vote in respect of the contract or matter and withdraw from the meeting.

There were no declarations of interest.

Governors were reminded that care should be taken to ensure that they were aware of agenda items of a confidential nature. In addition, they were advised to ensure that minutes of their meetings did not include information of a confidential nature as, once approved, these become public documents.

The Clerk requested that Governors consider if any items were of a confidential nature. Governors were advised that these items should be considered in private.

Governors were requested to complete the Register of Business Interest declaration on GovernorHub form for the 2024/25 academic year. Governors were advised that there was now a requirement for any changes to Business Interests should be reported as soon as possible and that, if they were aware of any amendments, Governors should update their record on GovernorHub and alert the Clerk that there had been a change.

The Clerk stressed that accurate email addresses for Governors were essential to ensure that they received meeting papers and other communication and requested that any changes to details were notified to the Clerk or Attingham Education. Governors were also reminded that they were able to check and update their own details on GovernorHub. Governors considered whether contact details should be shared amongst the Board.

Governors had received the Southrop Code of Conduct (Annex 1) prior to their meeting.

- 0143 **RESOLVED:** That the Code of Conduct be approved for the 2024/25 Academic Year.

ELECTION OF CHAIR AND VICE CHAIR 2024/25

Governors considered the length of office for the Chair and Vice Chair.

- 0144(a) **RESOLVED:** That the term of office for positions of Chair and Vice Chair be one year.

[JUDITH GILES LEFT THE MEETING AT THIS POINT]

- 0144(b) **RESOLVED** That Judith Giles be elected as Chair until the first meeting of the autumn term 2025/26.

[JUDITH GILES RETURNED TO THE MEETING AT THIS POINT AND ASSUMED THE ROLE OF THE CHAIR]

The Chair thanked Governors for the appointment and noted that due to the length of time that the role had been held by the same person it felt appropriate to note that now there were new Governors this would be the last term.

The appointment of a Vice Chair was deferred to the next meeting with Governors asked to give consideration to nominating themselves.

0145 **ANY OTHER BUSINESS**

There were no items of Any Other Business.

MINUTES OF THE PREVIOUS MEETING OR MEETINGS

- 0146 **RESOLVED:** That the minutes of the previous meeting held on 15 July 2024 be approved as a correct record.

0147 **MATTERS ARISING FROM THE MINUTES**

There were no matters arising from the minutes.

0148 **MEMBERSHIP OF THE GOVERNING BOARD**

Governors reviewed the constitution of the Board based on the Instrument of Government. It was considered that the Board was of an appropriate size and range of positions

Governors were informed that there were until confirmation was received from the Local Authority of the appointment of Danny Scriven, there remained one vacancy on the Governing Board.

The Clerk reported that the following terms of office were due to come to an end before the date of the next meeting:

Judith Giles – 31 October 2024

The Clerk added that there were no attendance issues to report.

COMMITTEE TERMS OF REFERENCE 2024/25

Governors considered the terms of reference which had been circulated prior to the meeting regarding the delegation of Governing Board functions to committees, together with suggested terms of reference. Governors noted that,

although the report suggested committee names, the committee names used by the Governing Board could differ, but the terms of reference could still be used.

- 0149 **RESOLVED:**
- i) That the terms of reference for Committees, as detailed in Annex 1 – Annex 5 be approved for use until the first meeting of the 2025/26 academic year;
 - ii) That the quorum for each committee be set at three Governors with the exception of the panel for the Headteacher's Appraisal which will be set at two Governors;

COMMITTEE MEMBERSHIP

Governors considered membership of Committees including the need to ensure quoracy at meetings and the avoidance of conflicts of interest.

- 0150 **RESOLVED:**
- i) That the membership of committees detailed in Appendix 1, be approved for the use until the first meeting of the 2025/26 academic year;
 - ii) That the membership of ad hoc Committees be set as any three Governors without a declaration of interest.
 - iii) That the membership of appeals committees be set as any three Governors without a declaration of interest and without prior knowledge of the issue being considered;

0151 **URGENT ACTION TAKEN BY THE CHAIR**

There were no actions to be reported.

REPORT OF THE HEADTEACHER

Governors had received the Report of the Headteacher along with the School Development Plan (Appendix 3) and Self-Evaluation Framework (Appendix 4) in advance of the meeting.

The Headteacher shared that there were currently 37 children on roll with two potential additional children due to look around the school that week.

The Headteacher shared that there was a significant drive this academic year to address attendance issues with the school currently at 90.2%. The school

had suffered from a sickness bug at the start of term which had caused most children to have at least two days of absence.

Any absences were followed up by the Headteacher whilst being particularly mindful that the DfE could follow up any child with a period of unauthorised absence. **A Governor asked whether lates were included in Attendance data** and the Headteacher explained five minutes slippage had been given for those late.

Governors were provided with an overview of the professional development undertaken by staff and were reassured that defib and resus training had been undertaken. The Headteacher shared that staff feedback was sought to determine the impact of the training, and a **Governor asked whether that would be followed up for accuracy** and it was confirmed that it was as there was no point to training without it having benefit.

There were no complaints or exclusions that currently required reporting.

It was noted for Governors that the first budget meeting would be held on 3 October.

Read, Write Inc training had been delivered to all staff and the English Hub had also spent time at the school to implement and action plan that would then be revisited in seven weeks.

A curriculum audit had been undertaken and the report just received. **A Governor asked whether it was a beneficial experience** and the Headteacher shared how the day had been exceptionally busy for staff.

Baseline data had been added to insight and an introductory session to the system would be held for Governors.

Governors received an overview of staffing throughout the school.

Work had been undertaken on the school values to tie in with Christian Distinctiveness however the Headteacher reported the vision was due to be finalised.

The Chair felt knowledge of Governors availability during the school day would be beneficial.

A Governor asked whether they were able to market the school elsewhere and it was confirmed that could be done.

The School Improvement Plan had been shared in advance of the meeting and it was noted that was the main point of reference for Governors in monitoring.

0152 **RESOLVED:** That the report of the Headteacher (Appendix 2) be adopted.

0153 **SAFEGUARDING**

0153(a) **S175 Audit**

The Headteacher informed Governors that within Warwickshire Local Authority the Section 175 Safeguarding Audit was a continuous monitoring document and was available for viewing during a monitoring visit.

0153(b) **Keeping Children Safe In Education Updates – September 2024**

Governors had received a copy of the report from Attingham Education on Keeping Children Safe in Education Updates – September 2024 (Appendix 5) prior to the meeting.

Governors noted that they should identify and assign a member of the SLT and a Governor to ensure that the school was meeting the DfE's Filtering and Monitoring standards were met and the roles of responsibilities of staff and third parties, for example, external service providers.

0153(c) **Training**

The Headteacher confirmed that all staff members had received Statutory Training in Keeping Children Safe in Education.

0153(d) **Online Safety, filtering and monitoring**

This was noted a key focus of KCSIE.

0153(e) **Policy Updates**

This matter would be covered in a later agenda item.

0154 **FINANCE**

There was nothing to be noted on this matter however a Governor was invited to attend the meetings to take the lead on finances.

0155 **STRATEGIC DIRECTION AND THE SDP**

This item had been covered within the Headteacher report.

0156 **STRATEGIC DIRECTION: MAT**

The Chair shared that investigation had commenced to determine what options existed should the school wish to join a MAT. It was noted that as a church school there were only 5 options within Gloucester that they were permitted to join.

A selection of questions had been developed and sent out to each of the five MATS all of whom had now replied. The Chair proposed a meeting for Governors to then narrow down the selection further. A Governor asked

whether this was something that the school had to undertake and the Headteacher provided an overview to the background and the benefits to which the Chair added it was felt that there was a responsibility to consider the options to ensure the school did not lose options.

A meeting for Governors was proposed for 6.15 on Monday 7 October.

0157 **PUPIL PREMIUM STRATEGY 2024/25**

This item would be carried forward to the next meeting.

0158 **ARRANGEMENTS FOR THE APPRAISAL(S) OF THE HEADTEACHER/HEAD OF SCHOOL/STAFF**

Governors noted that Helen Sowden had been appointed as external advisor.

0159 **NATIONAL TUTORING PROGRAMME**

The school had not accessed this programme.

0160 **RECOVERY PREMIUM**

Governors noted that the current academic year was the final year of Recovery Premium funding. Schools should have spent all of the grant received during 2023/24, any unspent funds would be clawed back.

0161 **MUSIC DEVELOPMENT PLAN**

The Headteacher confirmed that work had commenced on the Music Development Plan.

POLICIES

Governors had received copies of the following policies in advance of the meeting:

- Child Protection and Safeguarding Policy (Appendix 6)
- Complaints Procedure (Appendix 7)
- Health Safety and Welfare Policy (Appendix 8)
- Pay Policy (Appendix 9)
- Positive Relationship and Behaviour Policy (Appendix 10)
- SEND Policy (Appendix 11)
- Staff Code of Conduct (Appendix 12)
- Supporting Children with Medical Needs (Appendix 13)

0162 **RESOLVED:** That the policies detailed above be approved.

0163 **RISK REGISTER**

The risk register had been approved at the previous meeting.

0164 **GIFTS AND HOSPITALITY REGISTER**

There was a nil return.

0165 **AUDITED SCHOOL FUND ACCOUNTS FOR THE YEAR ENDED XXX**

This item would be carried forward to the next meeting.

0166 **GOVERNOR TRAINING AND DEVELOPMENT**

The Chair shared that there was a considerable amount of training that was required following the GCC Governance Review.

It was agreed that the dates to the GCC Effective Governance Course would be circulated to Governors.

A governor asked how it would determine whether Governors were sufficiently trained, and it was noted that the skills audit was used to measure the individual and collective strength of the board.

0167 **SKILLS AUDIT**

Governors noted that the skills audit had been circulated prior to the meeting. The Clerk advised that the skills audit should be returned as soon as possible for analysis.

0168 **CHAIR'S CORRESPONDENCE**

The Chair reported that no correspondence had been received since the previous meeting which they considered necessary to draw to the attention of Governors.

0169 **ONLINE INFORMATION ABOUT GOVERNORS**

Governors were reminded of the need to provide up-to-date information on the Get Information About Schools (GIAS) website. This could only be updated via the school administration team. Governors noted that their names would be accessible to the public along with an indication of any particular roles, such as Chair. Information about the categories of Governors and term of office would be recorded but would not be available publicly. Email addresses for Governors

were also now required but these would not be shared publicly and would usually be used to circulate governance updates.

Governors were also reminded of the need to include information regarding governance arrangements on the School website. This should include names, Governor category, terms of office, committee membership, positions, pecuniary interests, and attendance at meetings. Details of any Governors who had left the Governing Board in the previous twelve months should also be included.

0170 **SCHOOL WEBSITE**

The Clerk outlined that information was available from the gov.uk site to indicate the information which should appear on the School website. Governors were reminded that OfSTED would scrutinise the School website prior to an inspection.

All schools are required to include details of any staff employed with a salary of over £100,000. In addition, the School website should also display a link to School's report on the DfE Benchmarking website.

DATES OF FUTURE MEETINGS

- 0171 **RESOLVED** That the future meetings of the Governing Board would be held at 6.15pm on the following dates:
- 13 November 2024
 - 13 January 2025
 - 3 March 2025
 - 19 May 2025
 - 30 June 2025

Signed 
(Chair of Full Governing Board)

Date: 13 November 2024

SPSFGB230924

Final Audit Report

2025-04-13

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