

**MINUTES OF THE MEETING OF THE FULL GOVERNING BOARD
OF SOUTHPROP C OF E SCHOOL
HELD AT THE SCHOOL AT 6.15 PM
ON WEDNESDAY 13 NOVEMBER 2024**

PRESENT	Andrew Cinnamond	
	Megan Davies	- Headteacher
	Shelley Davis	
	Judith Giles	- Chair
	Dale Hall	
	Stuart Harwood-Hope	online
	Cassandra Patten	
	Danny Scrivener	
	Jennie Tipple	

IN ATTENDANCE	Emma Shorey	- Clerk (online)
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THE MEETING WAS DECLARED QUORATE

0172 **APOLOGIES AND WELCOME**

Governors were welcomed to this meeting of the full governing board.

0173 **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.

0174 **ELECTION OF CHAIR AND VICE-CHAIR**

Governors were informed that Judith Giles would be resigning as Chair after this meeting. Dale Hall volunteered to stand as Chair.

(DALE HALL LEFT THE MEETING AT THIS POINT)

- 0174(a) **RESOLVED:** That Dale Hall be elected as Chair until the second meeting of the autumn term 2025/6.

(DALE HALL RETURNED TO THE MEETING AT THIS POINT)

Discussion was had concerning the role of Vice-Chair.

- 0174(b) **RESOLVED:** That there be a rolling Vice-Chair role to be taken by CP, DS, SHH and JD.

0175 **APPOINTMENT OF LOCAL AUTHORITY GOVERNOR – DANNY SCRIVENER**

RESOLVED: That Danny Scrivener be appointed to the role of Local Authority Governor with immediate effect.

0176 **SAFEGUARDING**

Governors had received the Safeguarding report from the Headteacher prior to the meeting.

A Governor asked what was being done to keep staff safe and were there any sanctions for bad behaviour by parents.

The Headteacher explained that they followed the Code of Conduct for Parents and could ban them from site, but it was something to monitor. The Headteacher would continue to put messages in the Newsletter to remind parents of expectations of behaviour in and around school.

0177 **STRATEGIC DIRECTION AND THE SIP/SDP**

Governors had received the papers prior to the meeting and the Headteacher highlighted key points. **A Governor asked what was Restorative Practice** which the Headteacher explained. **A Governor asked about funding for an NVQ course** and the Headteacher confirmed that it was a free course. **A Governor asked about KS2 spelling issues** and the Headteacher confirmed that this was being picked up through staff training, activities with TAs and teacher planning.

The Headteacher encouraged Governors to take part in learning walks and to link those with items on the SDP. Governors should be familiar with the SDP in readiness for an OFSTED inspection.

ACTION: The Headteacher will produce suggested dates and templates for Governor learning walks.

The Headteacher provided an update on the Vision statement. The Headteacher reported that the Vision statement has been changed to “Giving wings to fly.” **A Governor asked how the logo and vision statement would be updated throughout the school, for example on uniforms.** The Headteacher confirmed that this would be a gradual process. There would be a launch day on 10 January 2025 and parents would be informed of the new Vision before that date.

0178 **PUPIL PREMIUM STRATEGY 2024/5**

RESOLVED: This has been updated on the website.

ACTION: CP to attend PP training.

0179 **POLICIES**

The Headteacher reported that 61 draft policies were now on the school website. Governors need to formulate a plan for approving policies going forward.

ACTION: Headteacher to update those policies that have been approved on the website.

ACTION: Headteacher and Chair to agree plan for approving policies.

0180 **RISK REGISTER**

This was not updated.

0181 **HEADTEACHER’S REPORT**

The Headteacher’s report had been circulated in advance of the meeting. The Headteacher reported that four families had attended a recent Open Day. There would be a Finance Meeting on 4 December which a Governor should attend.

ACTION: DS to attend Finance Meeting 4/12/24.

SD reported on the Read Write Inc Phonics scheme which was producing good results. SD was also training other members of staff to carry out the intervention. **A Governor asked how an EHCP was linking in with Read Write Ink.** SD confirmed that it was being adapted for them.

0182 **GIFTS AND HOSPITALITY REGISTER (SCHOOL STAFF)**

There was a nil return.

0183 **MAT INVESTIGATIONS**

DH provided an update on the process of looking for a suitable MAT to join. A scoring system had been produced to rate possible candidates which was

shared with Governors. The Headteacher advised that the new Government had removed the £25k funding available for schools converting to academies which would make the process more difficult financially. Governors agreed to approach the top three scoring MATs to find out more information.

ACTION: JT to approach top three scoring MATs and report back to Governors.

MINUTES OF THE PREVIOUS MEETING OR MEETINGS

0184 **RESOLVED:** That the minutes of the previous meeting held on 23 September 2024 be approved as a correct record.

0185 **MATTERS ARISING FROM THE MINUTES**

There were no matters arising from the minutes.

0186 **ANY OTHER BUSINESS**

CP forward from the PTA a request for clarification on how the Governors wished to proceed with the possible purchase of the school minibus. Governors discussed the pros and cons of purchasing the existing minibus or buying a new one on a lease arrangement.

ACTION: CP to inform PTA that they should begin fundraising to purchase the existing minibus for both school and community use.

MEMBERSHIP OF THE GOVERNING BOARD

Governors were informed that there were no vacancies, terms of Office approaching an end or attendance concerns. Governors would be attending Roles and Responsibilities training later in the term. The Clerk reported that some Governors had now completed their Skills Audit but would confirm those that were still outstanding by the end of the week.

ACTION: Clerk to confirm which Skills Audits are outstanding.

0187 **RESOLVED:** That JT be added to the Pay Committee.

0188 **LINK GOVERNORS**

The Chair confirmed the statutory Governor roles that needed to be filled and these were agreed as:-

Safeguarding Governor	AC
SEND Governor	SHH
Looked after Children	CPP

ACTION: CP to undertake LAC Governor training.

0189 **URGENT ACTION TAKEN BY THE CHAIR**

There were no actions to be reported.

0190 **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.

DATES OF FUTURE MEETINGS

0191 **RESOLVED** That the future meetings of the Governing Board would be held at 6.15 pm on the following dates:

- 15 January 2025
- 12 March 2025
- 21 May 2025
- 2 July 2025

Meeting ended at 20:45

Signed 

(Chair of Full Governing Board)

Date: 15 January 2025

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Final Audit Report

2025-03-10

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