

**MINUTES OF THE MEETING OF THE FULL GOVERNING BOARD OF
SOUTHROP C OF E SCHOOL HELD AT THE SCHOOL AT 6.15 PM ON
WEDNESDAY 12 MARCH 2025**

PRESENT	Megan Davies	-	Headteacher
	Shelley Davis		
	Gareth Griffith		
	Dale Hall	-	Chair
	Stuart Harwood-Hope		
	Cassandra Patten		
	Danny Scrivener		
	Jennie Tipple		
IN ATTENDANCE	Emma Shorey	-	Clerk

The meeting was declared quorate.

0215 WELCOME AND APOLOGIES

Governors were welcomed to the meeting.

0216 DECLARATIONS OF INTEREST AND CONFIDENTIALITY

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. Governors noted that any updates to their business interests should be published on the school website.

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.

0217 HEADTEACHER'S REPORT

Governors had received a copy of the Headteacher's Report in advance of the meeting (Paper 3.1)

Attention was drawn to the following salient points:

SEND

There were 11 SEND children, four with an EHCP, which accounted for 27.5% of the school population. **The Chair asked if the school expected any of the seven children to receive a EHCP** and the Headteacher replied that this would not necessarily follow. There had been a SEND Review led by Helen Sowden of Gloucestershire County Council and they were awaiting the report.

Support was in place for Y6 child currently going through mediation and tribunal for a SEND place when moving to Secondary education. The Headteacher commented that if the child did not receive a place, they would recommend that they remained at the school, but this would affect funding later on in the child's education. **A Governor asked if there was a sufficient paper trail surrounding this case** and the Headteacher confirmed that there was.

Attendance

The Headteacher highlighted a pattern of poor attendance before and after holiday periods. **A Governor asked if there was a reason for this** and the Headteacher advised that they had spoken with parents and were monitoring the situation.

School Development Plan (SDS)

The SDS stated that 75% of Y1 children should pass the Phonics Screen Check, however it was looking likely that this would be 50%, particularly as one child had an EHCP. **A Governor asked if support had been put in place for the children who were predicted not to pass** and the Headteacher confirmed that it had been.

Leadership and Management

The Headteacher and Chair had met with Joanna Buckland from North Cotswold Schools Federation. Both felt the meeting had gone well and the MAT would be a good match for the school. The Chair confirmed that they would be meeting the other MATs on the shortlist to review their options further.

Building and Maintenance

The Headteacher shared concerns around the security of the site. There would be a Lockdown practice after Easter and the front door and intercom systems would be upgraded. **A Governor asked if the Council would assist with funding for enhanced security** and the Headteacher replied that she had spoken with them, and they confirmed that they would provide 50/50 match funding.

Christian Distinctiveness

Action: Headteacher and GG to meet to discuss along with SIAMS.

Marketing

The Headteacher reported that there had been conversations with the PTA regarding their role in helping with the marketing of the school. There was a need for clarity, whether the school were asking for PTA assistance or parent assistance. It was agreed that the Headteacher should request a copy of the PTA Constitution. **A Governor commented that it would be useful to have a Governor presence at PTA meetings but that they were usually held in the daytime when it was difficult to attend.** There was discussion regarding a donation towards the purchase of the school minibus by Lechlade Lions of £1k and whether they should be invited to add their logo to the vehicle.

ACTION: CP to ask Lechlade Lions whether they would like their logo on the minibus.

ACTION: The Headteacher to request a copy of the PTA constitution.

Finance

The Headteacher reported that there would be a surplus of £800 at the end of the financial year, but there was a projected deficit of £33K next year. The Headteacher shared three options to reduce expenditure:

- TA changes – possibility of one TA redundancy. This would have to be discussed with HR.
- Join Swan class together in mornings where there were currently two teachers.
- Headteacher to increase teaching hours from one day a week to two.

A Governor asked for the hours of work for TAs and associated costings.

ACTION: The Headteacher to produce a report on TA hours and costings for the next meeting.

0218 SAFEGUARDING

The Headteacher reported that there had been no cases referred or requests for information since the last meeting. **A Governor asked what Early Help was** and the Headteacher replied that it was a service provided by the Council to support families.

0219 POLICIES

The Chair reported that all policies that were on the school website as draft needed to be reviewed and approved.

ACTION: Headteacher to put Policies for approval in the next meeting folder for review.

0220 **HEADTEACHER PERFORMANCE MANAGEMENT MID-YEAR REVIEW**

The Chair reported that this meeting had taken place, and they were satisfied with progress.

0221 **RISK REGISTER**

It was agreed that the Risk Register should be a standing item on the agenda. **A Governor asked what the risk to the school of issues with the drains would be** and the Headteacher replied that this was a risk they were aware of as they would have to close the school if the drains overflowed.

0222 **GIFTS AND HOSPITALITY REGISTER (SCHOOL STAFF)**

None to report.

MINUTES OF THE PREVIOUS MEETING

0223 **RESOLVED:** That the minutes of the previous meeting held on 15 January 2025, be approved as a correct record.

MATTERS ARISING

0224(a) **Governor Roles (Minute No. 0195)**

The Chair had reviewed the IOG regarding the setting up of a Pay Appeal committee and there was not a reference to such a matter. The Clerk confirmed that she would investigate the formation of such a committee and report back at the next meeting.

ACTION: Clerk to investigate Pay Appeal committee structure.

0224(b) **Policies (Minute No. 0199)**

The Headteacher shared Paper 9.2 Monitoring Timetable with Governors which laid out a plan for Governor visits.

ACTION: The Headteacher to file this on GovernorHub and liaise with Governors over school visits.

0224(c) **Pupil Premium Training (Minute No. 02059b)**

CP had attended training.

0224(d) **MAT Investigations (Minute No. 0205(e))**

Chair and Headteacher had met with North Cotswold MAT and would arrange a meeting with Severn MAT.

0224(e) Skills Audit (Minute No. 0205(g))

ACTION: SHH to complete Skills Audit.

0224(f) Governor Training (Minute No. 0205(h))

ACTION: JT to complete SCR training and CP to complete LAC training.
Chair to follow up on date for Data training.

0224(g) Any Other Business – Minibus (Minute No. 0206)

ACTION: Letter regarding sponsorship for the minibus had been sent by the Headteacher to Andrew Cinnamond and was now with GG. GG to approach sponsors for maintenance funding.

0224(h) Membership of the Governing Board (Minute No. 0207)

The Headteacher had approached the Diocese for help with finding a Foundation Governor and had not received a reply.

ACTION: Headteacher to follow up request to diocese regarding Foundation Governor.

0226 **ANY OTHER BUSINESS**Schools Financial Value Standard checklist (SFVS)

Governors had received a copy of the SFVS prior to the meeting (Paper 10.1.)

The Chair gave a verbal summary of the report, and the following amendments were requested:

- Point 9 to be amended
- Point 10 – budget to be provided to Governors two weeks prior to a meeting for approval
- Point 11 – to review costings when receive them from LA and determine if there were sufficient number of options
- Point 16 – change to yes
- Point 18 – include to look at available benchmarking data
- Point 19 – change to no

RESOLVED: That the SFVS checklist be approved subject to the above amendments.

0226 **MEMBERSHIP OF THE GOVERNING BOARD**

The Clerk reported the following vacancies:

- Foundation Governor

This had been discussed earlier in the meeting.

There were no terms of office approaching their end.

There were no attendance concerns to be reported.

The Chair reported that he and CP had attended Aspiring Chair training, and that Finance training had been booked.

0227 **LINK GOVERNOR REPORTS**

None to report.

0228 **URGENT ACTION TAKEN BY THE CHAIR**

None to report.

0229 **CHAIR'S CORRESPONDENCE**

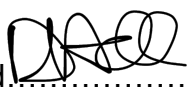
There was no correspondence to be reported.

DATES OF FUTURE MEETINGS

0230 **RESOLVED:** That the next meeting of the Governing Board be held at the School at 6.15pm on:

21 May 2025

2 July 2025

Signed 
(Chair of full Governing Board)

Date: 21 May 2025

SPSFGB120325

Final Audit Report

2025-09-30

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