

**MINUTES OF THE MEETING OF THE FULL GOVERNING BOARD OF
SOUTHROP C OF E SCHOOL HELD AT THE SCHOOL AT 6.15PM ON
WEDNESDAY 15 JANUARY 2025**

PRESENT	Andrew	
	Cinnamond	
	Megan Davies	- Headteacher
	Shelley Davis	
	Dale Hall	- Chair
	Danny Scrivener	
	Jennie Tipple	
IN ATTENDANCE	Emma Shorey	- Clerk (online)
CONSENT TO ABSENCE	Cassandra Patten	- Vice Chair
	Stuart Harwood-	
	Hope	

The meeting was declared quorate.

0192 **WELCOME AND APOLOGIES**

Governors were welcomed to the meeting.

0193 **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.

VICE CHAIR ROLE APPOINT

The Chair confirmed that he had spoken with CP and she would like to stand as Vice Chair.

- 0194 **RESOLVED** That Cassandra Patten be elected as Vice Chair until the first Meeting of the autumn term 2025/26.

0195 **ALLOCATE GOVERNOR ROLES ALIGNED TO SDP. ALLOCATE KS GOVERNOR ROLES**

(JT entered the meeting online)

The Head proposed Governors be allocated roles in line with the School Development Plan. The following were agreed:

Quality of Education	Jennie Tipple
Behaviour and Attitudes	Shelley Davis and Stuart Harwood Hope
Personal Development	Danny Scrivener
Leadership and Management	Dale Hall
Safeguarding	Jennie Tipple
Developing Nursery	Shelley Davis
Minibus	Cassandra Patten
Looked After Children and Pupil Premium	Cassandra Patten
Governor Training & Development	
And Buildings (Premises & H&S)	Dale Hall
Finance	Danny Scrivener
SEND	Stuart Harwood Hope
Staff Welfare	Andrew Cinnamon (Gareth Griffiths to cover when Andrew Cinnamon on sabbatical)

The Head proposed that Governors be allocated to specific year groups. The following were agreed:

EYFS	Dale Hall
Y1-2	Jennie Tipple
Y3-4	Danny Scrivener
Y5-6	Andrew Cinnamon and Gareth Griffiths (when Andrew Cinnamon on sabbatical)

The following committee memberships were agreed:

Christian Ethos	Andrew Cinnamon, Megan Davies, Jennie Tipple
Pay	Jennie Tipple, Stuart Harwood Hope, Megan Davies, Dale Hall
Headteacher's Pay	Dale Hall, Danny Scrivener, Stuart Harwood Hope
Headteacher's Appraisal	Dale Hall, Stuart Harwood Hope, Danny Scrivener

- RESOLVED:** That the above Link Governors and committee memberships be in place.

Action – Chair to review IOG in relation to Pay Appeal Committee

0196

HEADTEACHER'S REPORT

Governors had received a copy of the Headteacher's Report in advance of the meeting (Paper 5.1).

Attention was drawn to the following salient points:

- **Attendance**
Attendance was at 95% with the national average being 92.7%. There had been recent interest of four children to possibly join the school. There had been an improvement in the attendance of two children whose attendance had been below 90%. One family had taken unauthorised absence for one month. The Head had spoken with County about this and would follow up with the parents on their return. **A Governor asked if there was a cultural or religious reason for this absence.** The Head reported that there was not. Work had been sent to the parents for the child to complete while they were absent from school. **A Governor asked if this would be viewed as assisting the absence.** The Head commented that it was vital that the child was still supported in their learning, particularly in phonics and reading.
- **Safeguarding and Behaviour**
The Head reported that there were no children currently on the Child in Need register. There had been six incidences of concern, with one child being responsible for four of these. **A Governor asked if there was an action plan for this child.** The Head confirmed that they were waiting for the child's EHCP but also, they were new to the school and it was also the weeks just before Christmas. **A Governor asked if they could be given an update on this child in the future.** The Head commented that as it was a small school they had to be careful not to identify the child, but it would be appropriate for the Safeguarding and SEN Governors to speak with the Head to ensure that strategies are working. **A Governor asked for more information on the eating issue.** The Head reported that there had been concern for one child possibly having disordered eating. The parents had been spoken with, but it was agreed not to highlight this with the child as it could make matters worse.
- **Teaching and Learning**
The Head reported on a recent Peer Review visit from the Powells School and Siddington School. The focus was on writing as this had been highlighted in the Ofsted report, with particular focus on pedagogy and planning. There had been a walk around the school and a book look with Y5-6. The Y5-6 were amazing and were able to discuss their writing. The visit highlighted that there was an issue in Y2 where there could be too many writing styles employed.
- **General**
The Head reported that a child had won a local library competition. **A Governor commented that this should be used as a marketing opportunity to encourage more children to attend the school.**

0197 **SAFEGUARDING**

This was covered in the Headteacher's report.

0198 **FINANCE**

The Head would meet with DS shortly to update the SFVS.

0199 **POLICIES**

- Child Protection and Safeguarding – JT
- Pay -SHH
- SEND - SHH
- Staff Code of Conduct - DH
- Supporting Children with Medical Needs - CP
- Policy Review

Governors had received a copy of the policies in advance of the meeting (Papers 9.1 -9.6). It was agreed that certain Governors would review these policies (as allocated above) but they would be approved at the next FGB meeting.

Action: Head to upload document detailing which policies need to be reviewed.

0200 **RISK REGISTER**

Governors had received a copy of the Risk Register (Paper 10.1) in advance of the meeting. The Chair proposed that SSW04 be escalated in terms of risk and should include child abduction. The Chair proposed that there should also be included a risk relating to a changing political environment and the long-term sustainability of the school.

Action: Head and Chair to discuss the Risk Register in their next meeting.

Action: Governors to email Chair with any suggestions for risks to be included.

0201 **GIFTS AND HOSPITALITY REGISTER (SCHOOL STAFF)**

There was a nil return.

0202 **SOUTHROP 175 YEARS!**

The Head reported on a recent meeting regarding the planned celebration for 175-year anniversary of the school. There would be an event on 27 June to include an afternoon tea and evening event. The Head asked for a Governor to join this committee and AC agreed to join. **A Governor commented that this event would be useful in promoting the school.**

0203 **HEADTEACHER PERFORMANCE MANAGEMENT MID-YEAR REVIEW**

Action: Chair to forward documentation to Head and arrange a meeting date.

MINUTES OF THE PREVIOUS MEETING

- 0204 **RESOLVED:** That the minutes of the previous meeting held on 13 November be approved.

MATTERS ARISING FROM THE MINUTES

- 0205(a) Governor learning walks – Minute No. 0177

Action: Head will adjust templates subject to revised Governor roles.

- 0205(b) Pupil Premium training – Minute No. 0178

Action: CP to confirm whether had attended training.

- 0205(c) Policies – Minute No. 0179

Head has updated website and will provide information on policy update schedule.

- 0205(d) Finance Meeting – Minute No. 0181

DS attended Finance Meeting 4/12/24.

- 0205(e) MAT investigations - Minute No. 0183

This was ongoing.

Action: JT to approach North Cotswold, Severn and Corinium and arrange a meeting.

- 0205(f) Minibus – Minute No. 0186

Completed.

- 0205(g) Skills Audit – Minute No. 0187

Action: SHH and SD to complete Skills Audit.

- 0205(h) Governor Training – Minute No. 0188

Action: CP to confirm whether had attended LAC training.

ANY OTHER BUSINESS. UPDATE FROM GOVERNOR VISITS

Minibus – The Head proposed using the School Fund, currently standing at approximately £15,000, to purchase the minibus, approximately £16,300. This would be reimbursed by the PTA, and the Head would continue to apply for grants. **A**

Governor asked if they could request a discount. The Head agreed that they should try to negotiate a lower price.

ACTION: Head to provide AC with a letter regarding the minibus to share with possible donors.

0206 **RESOLVED:** That the minibus be purchased using the School Funds account.

0207 **MEMBERSHIP OF THE GOVERNING BOARD**

ACTION: Chair to explore possible Foundation Governors with PCC.

0208 **URGENT ACTION TAKEN BY THE CHAIR**

None to report.

0209 **Data protection**

None to report.

0210 **GOVERNOR TRAINING**

ACTION: Data training date to be set in May.

0211 **CHAIR'S CORRESPONDENCE**

None to report

0212 **SUCCESSION PLANNING**

This would be considered in the future as Governors were new to roles.

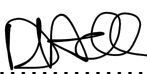
0213 **CLIMATE CHANGE AND SUSTAINABILITY**

Nothing to report.

0214 **DATES OF FUTURE MEETINGS**

Governors confirmed that future meetings would be held at the school at 6.15 pm on:

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

Signed 
(Chair of Full Governing Board)

Date 12 March 2025

The meeting closed at 8:00pm

SPSFGB150125

Final Audit Report

2025-05-19

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