

‘Inspiring the individuals of today, for a better society tomorrow’

**Minutes for the Shiphay Local Standards Virtual Board Meeting
Tuesday 14th October 2025**

Present: Kate Lee (Head of School), Elizabeth Guppy (Chair) Charlotte Carruthers (Vice Chair), Kane Fowler

In Attendance: Louise Silvey (Clerk)

Apologies: Debbie Weible, Tracey Lawrence

Autumn 01	Welcome Gill Wheeler (resigned)	Clerk
Autumn 02	To receive and sanction any apologies for absence. Apologies received and sanctioned for	Sanctioned DW, TL
Autumn 03	To declare you are in a secure and confidential environment to continue with an online meeting	All declared
Autumn 04	Elect Chair and Vice Chair EG stood as chair. All governors agreed to appointment by show of hands CC stood as vice chair. All governors agreed to appointment by show of hands	EG appointed CC appointed
Autumn 05	To declare and discuss any business interests that may be applicable in accordance with the Governance Handbook March 2019 <i>‘conflicts of interests do not just relate to financial benefits but can arise where an individual’s personal or family interests and/or loyalties conflict with those of the governing body’.</i> No new declarations or amendments to current declarations	No declarations
Autumn 06	To receive agree and sanction Minutes of the Meeting for the LSB Meeting Tuesday 4th February 2025 Agreed and electronically as an accurate record	Minutes agreed
Autumn 07	To discuss any Matters Arising from the LSB Meeting Tuesday 4th February 2025 Actions: A1 - KF and TL to undertake meetings before the end of the school year and forward report. Complete. A2 - All governors agree meeting dates for academic year 25/26 with link	Chair

	<p>roles. Carried forward.</p> <p>A3 - All governors acknowledge policy updates. Complete.</p> <p>A4 - LS to share LSB meeting date schedule 25/26 with governor. Complete.</p>	
Autumn 08	<p>Agree to adhere to:</p> <ul style="list-style-type: none"> • the LSB Code of Conduct and Terms of Reference, click to read and confirm • the Tasks delegated in the Scheme of Delegation to the LSB by the trustees • Read and sign the new KCSiE. Click to read and confirm • Update your Business Declarations. Click to declare and confirm 	All
Autumn 09	<p>To discuss any queries that may arise from the Head of School's Report, to include:</p> <p>Update on Safeguarding, CLA, SEND & Pupil Premium Health & Safety/ Accident reporting Pupil & Staff wellbeing Attendance</p> <p>School Development Priorities 25/26</p> <p>Achievement Developing fluency in maths Development of writing Ensuring data in line with or above national in all statutory data</p> <p>Developing Teaching Development of continuous provision in KS1 Coaching to impact (all staff) Introduction of 'classroom excellence' to embed Teach Like a Champion (TLAC) strategies, including SEND</p> <p>Curriculum Development of writing Develop fluency in maths Embed trust wide non negotiables for UC subjects including assessment</p> <p>Inclusion Introduction of 'classroom excellence' to embed Teach Like a Champion (TLAC) strategies, including SEND</p> <p>Behaviour and Attitudes Develop lunchtime provision</p> <p>Personal Development & Wellbeing To ensure that the provision for developing aspiration for futures, roles and careers remains high</p> <p>Leadership, management and governance To develop middle leaders in order to distribute leadership</p> <p>Attendance To maintain and systems and processes around managing attendance</p> <p>EYFS</p>	Chair

	<p>Teaching, Learning and Assessment</p> <ul style="list-style-type: none"> • Maths will be a key focus on the school development plan for 25/26. Focus on fluency and automaticity. There will be a re-launch of mastering number in KS2 • Writing attainment and progress across the school will be a key focus on the school development plan for 25/26. Focus will be on staff subject knowledge • Spelling will be a key focus on the school development plan for 25/26. Spelling Shed will be used. <p>Safeguarding & Behaviour Incidents</p> <ul style="list-style-type: none"> • Due to a serious breach of the school's behaviour policy, a pupil has been permanently excluded. • CC asked how the children and staff involved were following the incident. All children had returned to school. • KF asked how the school planned to communicate with parents to advise about the exclusion. KF commented that communication to parents over the weekend following the incident may have helped to keep control of information being shared. KL advised that an email has been drafted and will be sent imminently. • KF asked whether staff received deflection training and offered support in this area. 	
<p>Autumn 10</p>	<p>Standards Committee update, focus for Monitoring Visit:</p> <p>All agreed the following focus areas for the upcoming monitoring visit</p> <ul style="list-style-type: none"> • Classroom excellence • Year 5 mixed groups • Year 1 / 2 - SEND and bottom 20% • Lunchtime provision 	
<p>Autumn 11</p>	<p>Governor Link Roles & SATs update</p> <ul style="list-style-type: none"> • Safeguarding Link Governor – to provide termly update to Safeguarding Link Trustee (Paul Garside) • H&S Link Governors – to provide termly update to FAR Committee • SEN Link Governor – to provide termly update to SEN Trustee (Pippa Bennett) • Online Safety Link Governor – to provide update to FGB meeting. <p>Governors to provide a short summary of termly contact (Summer term 2025)</p> <p>25/26 link roles</p> <p>EG - Health & Safety CC - SEND TL - Safeguarding KF - Online Safety DW - PP & Sports Premium</p>	

	All governors to complete an Autumn term visit with their link role and send their report to LS	A1
Autumn 12	Acknowledge Policy updates Intimate Care	
Autumn 13	Mandatory Training - Governors Level 2 Child Protection training/refresher. The trust would like to deliver this as a face to face training session. LS asked governors which day would be best to attend a 2 hour training course in the evening. Governors all agreed Thursday is the best day. LS to feedback to FS. Await update from FS. All governors to complete face to face Level 2 Child Protection training. Date tbc. PREVENT – every 2 years. This will be online training. All governors to complete PREVENT training (if applicable). FS to send a link.	A2 A3
Autumn 14	AOB Agree dates for LSB meetings and monitoring visits – see RET meeting calendar Next monitoring visit: Monday 24th November 2025 25/26 monitoring visits: Wednesday 28th January 2026 and Thursday 4 June 2026 AGM: Monday 26th January 2025 Date of next LSB meetings: Thursday 12th February 2026 @ 6pm and Thursday	

Actions:

- A1 - All governors to complete an Autumn term visit with their link role and send their report to LS
- A2 - All governors to complete face to face Level 2 Child Protection training. Date tbc.
- A3 - All governors to complete online PREVENT training (if applicable). FS to send a link.

Chair Signature: Elizabeth Guppy

Date: 10th February 2026