

**The Federation of Church Schools of Shalfleet and Yarmouth
Governors Business Meeting**

Meeting of Full Governors	Term: Summer Term 2015
Place: Shalfleet Primary School	Date: <u>Tuesday, 19th May 2015</u> 4.30 to 8.00 pm
<p>Present:</p> <p>Mrs Beryl Miller (Headteacher) joined the meeting at 5.05 pm</p> <p>Mr David Bevington (Foundation Governor) left at 6.40 pm</p> <p>Mrs Carla Bradshaw (Chair & LA Governor)</p> <p>Mrs Debs Downer (Vice Chair & Co-opted)</p> <p>Mrs Tina Griffith (Foundation Governor)</p> <p>Mrs Karma Leyland (Co-opted Governor) left the meeting at 7.40 pm</p> <p>Mrs Debbie Munn (Parent Governor)</p> <p>Mrs Sylvia Smith (Staff Governor)</p> <p>Mr Mark Webber (Foundation Governor)</p> <p>Mrs Caroline Weeks (Foundation Governor)</p> <p>Mrs Sarah Woodburn (Co-opted Governor) joined the meeting at 5.10 pm</p> <p>Mrs Carole McFarlane (Associate Member)</p> <p><i>In attendance</i> Mrs Elizabeth Grainger (Deputy Head) joined the meeting at 5.10 pm</p> <p><i>In attendance</i> Junior Leadership Team joined meeting from 4.30 to 5.05 pm</p> <p>Thor - Yr 5, Shalfleet</p> <p>George - Yr 4, Shalfleet</p> <p>Luke - Yr 6, Shalfleet</p> <p>Emily - Yr 5, Shalfleet</p> <p>Jerick - Yr 5, Yarmouth</p> <p>RJ - Year 3, Yarmouth</p> <p>Toby - Year 1, Yarmouth</p> <p>Daisy - year 1, Yarmouth</p> <p>Beth - Year 1, Yarmouth</p> <p>Minutes taken by Clerk Mrs Jane Lewis (Clerk)</p>	<p>Absent:</p> <p>Mrs Erin Lashmar (Parent Governor)</p> <p>Mrs Claire Oulton (Associate Member)</p> <p>Alfie, Becky, Emma, Jack, Millie, Noah, Rory, Rosie, Tom.</p>
Key: <u>Challenge</u> Action , Decision , Support , Ring-fenced , FDP link	Distribution: All Governors JLT Minutes to JLT

Signed by Chair

The meeting was quorate. Attended by 11 Governors at the start of the meeting. 1 Governor arrived at 5.00 pm, 1 Governor arrived at 5.10 pm, 1 Governor left at 6.40 pm and one left at 7.40 pm. (Number needed for quorum: 6 Governors)

The meeting was chaired by Carla Bradshaw and started at 4.30 pm. David Bevington opened the meeting with a prayer.

Item	Minutes	Action	Date
3.1	Welcome to Junior Leadership Team Apologies were received from Erin Lashmar (child care), and Claire Oulton (work).		
3.2	Order of Business As on the Agenda		
3.3	Declarations of Interest Sylvia Smith, Sarah Woodburn and Debbie Munn are members of the staff at Shalfleet and Yarmouth and Beryl Miller is the Headteacher. Carole McFarlane is employed at the 6 th Form, Carisbrooke College. Carla Bradshaw is School Business Manager to 4 other Island schools. Where there may be a conflict of interest as determined by the Chair or Governors, they wish to be excluded from those discussions.		
3.4	Junior Leadership Group <u>After school clubs</u> – JLT stated that some children attend the clubs but do not join in or mess around, disrupting the clubs, particularly at Shalfleet It was suggested by Governors that the JLT speak to the whole school about this during collective worship. The JLT asked if they could have some input into the timetable for after school clubs as they found it hard to attend all the clubs they would like. It was suggested by Governors that this be arranged with admin staff for next term. Fun and sports clubs were enjoyed at Yarmouth. <u>Outside areas</u> – <i>Shalfleet</i> Chain and log missing on parallel bars, dirt mound and tyres on slope get very slippery (could tyres be flattened)? Too many pupils playing on tyres by the dip. It was suggested by Governors that the JLT speak to the whole school about this during collective worship. Could the Astroturf be extended, as it is very popular? Governors suggested that the JLT draw a plan of how they would like their playground with proposals. Q Why is the willow sculpture there if pupils cannot play by it? A The Chair did not know but would look into this. <i>Yarmouth</i> – slide broken (Mr Nelson fixing this). <u>Nepal fundraising</u> – Yarmouth have already had a big cake sale and Shalfleet are having a pyjama day to raise funds. The Chair thanked the pupils for being so caring and raising money. <u>Next years Year 6 testing</u> – <i>What will be tests be like?</i> The Chair stated that the teachers don't know yet, however they will probably be very similar to the SATs but with a different name. Pupils and parents will be told as soon as the School has information.	JLT Head JLT JLT Chair	asap Next term asap asap asap

<p>Any Other Business</p>	<p><u>Lunchtimes</u> – Pupils had complaints about dirty cutlery and trays at Shalfleet. The dishwashing machine will be checked. Portion sizes at Shalfleet were large for small children and often small at the end of the queue. More choice of salad would be appreciated. System of serving meals now being trialled. Pupils at Yarmouth would like more choice of menus and no sudden changes which confused pupils. To be discussed with caterers.</p> <p><u>School funding</u> – JLT are interested to see how the money is spent in school and whether they can have any say in the spending? The Chair said that a summary will be produced to explain funding to the pupils.</p> <p>BM joined the meeting at 5 pm LG joined the meeting at 5.05 pm</p> <p><u>New teachers at Yarmouth</u> – Pupils wanted to know if Mrs Banks was coming back? The Headteacher advised that she was and there would be an extra class next year, so the class structures might change.</p> <p><u>Toilets</u> It was reported that the toilets at Shalfleet do not flush properly and taps were sometimes left on. Governors suggested that the JLT mention this problem in collective worship and make up some signs for the toilets.</p> <p>The Chair suggested that the JLT meet prior to the next FGM to discuss their actions and proposals.</p> <p>The Governors thanked the pupils for their attendance and thanked their parents for bringing them.</p> <p>The JLT left the meeting at 5.10 pm</p>	<p>Head</p> <p>SBM</p> <p>Chair</p> <p>JLT</p> <p>SS/GW</p>	<p>asap</p> <p>asap</p> <p>asap</p> <p>asap</p> <p>before next FGM</p>
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<p>3.5</p>	<p>SW joined the meeting at 5.10 pm The meeting commenced again at 5.25 pm. The Chair welcome Mark Webber (Foundation Governor) and Lizzie Grainger (Deputy Head) to the meeting. Minutes of the last FGMs 24/3, (20/4, – Confidential) The Minutes of all meetings were agreed and signed by the Chair.</p> <p>Matters arising from FGM 24/3 (see attached Action Sheets). (29.2.14) Mission Statement now complete – to be forwarded to Clerk to send to all Governor and approve at next FGM. (10.2.15) Non-attendance Policy. The Chair suggested that Governors reconsider the school buying in to the SLA for EWO. A discussion took place and it was stated that the support of an EWO was beneficial if fines were involved, but general support had been poor. Governors asked if a better payment package could be secured for the Federation as it was considered that the current cost was not value for money. Cost for this SLA is not included in the budget. Head/SBM to contact Jackie Boxx. Comments from Head’s Report att. All other actions completed or in hand.</p>	<p>SS</p> <p>Head/ SBM</p>	<p>July FGM</p> <p>Asap</p>
<p>3.6</p>	<p>GOVERNING BODY AND DEVELOPMENT</p>		
	<p>Membership Mark Webber had been appointed as Foundation Governor for St. James, Yarmouth. There is still a vacancy for a Foundation Governor representing Thorley and an ex-officio Foundation Governor for Yarmouth. <u>Website</u> – The Clerk reported that, from September, websites must publish all Governors’ relevant business interests and any other educational establishments where they are governors. Also any relationships between governors and members of school staff, including spouses, partners and relatives. An email will be sent to all Governors asking for the details they wish to be added to the website. (This is a statutory requirement). Development CB and KL– Conference. An interesting day with speakers from the LA, discussing progress, Ofsted, discussing procedures and NGA, looking at visions and measuring impact. DD – Support & Challenge. Useful session KL – Health & Safety. Very helpful CB – Complaints. Useful, but not suitable for really complex complaints. The need to tightly follow the complaints procedure was emphasised, as well as someone to specifically deal with the process.</p>	<p>Clerk</p>	<p>Asap</p>

3.7	<p><u>Future Development</u> Behaviour, Attendance and Exclusions 2/9/16 June Safeguarding 16/6 Development for aspiring Chairs 27/6 Governor Forum 29/6 Induction 17/7</p> <p><u>Report from Chair</u> A meeting had taken place with Diocese to discuss the future of C of E Church schools on the Island. The Diocese thanked all Governors for their support in the past. It was stated that, following the Government’s decision to speed up the process of conversion of schools requiring ‘Special Measures’ and increased focus on schools requiring improvement to convert to academies, the Diocese asked schools to consider for all Church schools to become academies. Options included a multi academy trusts and an umbrella trust or close collaboration with a teaching school (mainland based). There would be a consultative process and schools should explore the possibilities and consider their visions for the future. Future pupil numbers would play a vital role in the process. (pupil forecasts attached).</p> <p>A lengthy discussion took place on the points raised by the Chair. Governors felt that their vision for the future needed to be revisited. Questions were asked on whether the government could close schools with low pupil numbers? It is not easy to close a school as the LA found during the re-organisation. Secretary of State has special powers, but the school would need to be failing badly. It is even harder to close Voluntary Aided School such as Yarmouth Further meetings will be held between schools and the Diocese.</p>		
	<p>Leadership Report – LG attachments</p> <p>Mrs Lizzie Grainger presented her proposals for the leadership of the Federation. It was proposed that a School Leader be appointed for each school on a one year TLR3 contract, rather than an Acting Deputy Head. The leadership structure for the Federation would consist of Acting Headteacher, 2 School Leaders (TLRs) and 1 SLT. This would give continuity and stability to the school during the transition period until a substantive Head is appointed.</p> <p>Governors discussed the proposals, staffing structure and costings at length.</p> <p><i>Q Can the member of the SLT, currently on maternity leave, apply for the posts?</i></p> <p>A Yes, but as they intend to return to school on a part time basis, it could be difficult, even on a job share. The proposal is that they will remain as a Senior Leader, below the School Leaders.</p> <p><i>Q Can Job Descriptions be changed whilst member of staff on</i></p>		

<p>maternity leave? A This need to be checked with HR <i>Q What will happen to the Duty Lead role?(unpaid)</i> A This has worked well in the past, but will need adjusting. LG to check details of all posts with HR. <i>Q More definition is needed on accountability and this should be included in the Job Description. Systems needs to be identical in each school.</i> A This will be addressed <i>Q How much time will TLRs need out of class?</i> A 1 ½ days per week (currently 1 day). This will be covered by teaching staff.</p> <p>DB left the meeting at 6.40 pm. The Governors agreed with the proposals and plans for support for the Acting Headteacher.</p> <p>Deputy Head to speak to Shalfleet Staff and Head to speak to Yarmouth Staff. Parents to be advised after appointments.</p> <p>The Headteacher and Governors congratulated Mrs Grainger on her appointment to the NPQH course.</p> <p>3.8 Federation Development Plan Postponed until next FGM</p> <p>3.9 Self Evaluation Form Attachments Comments on Teaching and Learning provided by Governors, to be added to SEF.</p>	<p>Deputy Head asap</p> <p>Deputy Head asap</p> <p>Deputy Head asap</p> <p>Head / Clerk Head July FGM asap</p>	<p>asap</p> <p>asap</p> <p>asap</p> <p>July FGM</p> <p>asap</p>
<p>3.10</p>	<p>Portfolio Holders Reports</p>	
	<p>Finance 15/4, 18/5 attached, with 3 year budget predictions and SBM Report. <u>Budget</u> The 3 year Budget Plan was recommended to the Full Governors for approval. This was discussed and agreed by all Governors present. <u>Staffing</u> One member of the Teaching Staff has offered her resignation and one member of Staff has an interview elsewhere. The one year staffing structure proposed by LG was recommended to the Full Governors. Other staffing changes to permanent contracts were also recommended. They were all agreed by all Governors present. <u>IT</u> The upgrading of wireless in both schools was recommended, to be paid from the Shalfleet budget. This was agreed by all Governors. More information on the Broadband contract has been requested. <u>Yarmouth Building Works</u> It was recommended that Elmstone Design be employed for the</p>	

<p>Challenge</p> <p>Challenge</p> <p>FDP</p>	<p>building work on the new classroom.. Governors agreed. Chair to speak to Diocese and inform Elmstone Design.</p> <p>Standards (CW/TG) 28/4 attached Addition to report – page 3 progress. School Forum Representative for that class had been “informed that JC was supporting the low ability pupils and there was the possibility of a 4 class structure next year”.</p> <p><i>Q Why were the Year 3 results at both schools lower than expected?</i> A This could be due to the introduction of the new curriculum, highlighting gaps in some areas. Interventions were in place to improve this.</p> <p><i>Q How are more able pupils recorded on the data sheets?</i> A They are shown under “secure” and “secure plus”. In Numeracy, they are unable to be moved to next year’s curriculum, but the staff must provide learning opportunities to deepen thinking and understanding, allowing a mastery of the subject. However within literacy pupils can progress to the next year’s curriculum. The New Curriculum does provide higher level of challenge in all areas.</p> <p><i>Q Will experiences gained on extended projects be carried forward to next year’s pupils?</i> A Yes, pupils enjoy seeing the projects which they will be doing in the future.</p> <p>Inclusion (CW) 20/4 Attached with additional comments (Clarified - statement regarding reduced costs for school trips to be removed from website and brochure)</p> <p>Staffing (DD) 21/4 Attached with comments</p> <p>Policies (DD) 21/4 Attached Policies to be reviewed each term will be identified prior to that term. Clerk to check on Scheme of Delegation, whether agreed policies can be signed by DD or Policy Holder. The Head thanked DD and JL for the work they had done on Policies this term.</p> <p>Other reports SIAMS (Church Group) (DB) 6/5 attached with comments. Inspection due on 10 /6 at Yarmouth. Pay Committee took place on 22/4 Confidential</p> <p>Governor Visits <u>Maths</u> (CW) Attached Visit was enjoyable and Head appreciated comments made by Governor, following the visit. It was suggested that no more than one Governor visit should be</p>	<p>Chair</p> <p>Clerk</p>	<p>asap</p> <p>Asap</p>
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	<p>made in a week, as it could be disruptive to the class. Assessments and Interventions postponed – to be completed asap</p> <p>Curriculum Lead and Staff Reports Attendance – next FGM Letters had been sent out from Yarmouth. Literacy – held over to next FGM Inclusion – held over to next FGM</p> <p>3.11 Policies and documents to ratify See attached list of all Policies reviewed and agreed this term. Statutory Policies below were agreed by the Full Governing Body. Admissions Shalfleet & Yarmouth (change of date for Yarmouth) Disciplinary Inclusion</p> <p>3.12 Any Other Business Pizza Van Request for Pizza Van to be sited by gates for one evening per week during the summer was granted. Key to be given to Penny and Tim West for access. Yarmouth Building Work update (attachments) £190, 000 of funding has been secured, including £20,000 needed from the School. Elmstone Design will be acting as Contract Managers at a cost of 6% of the contract. It is hoped that the work will commence during the school holidays, but it is unlikely that it will be completed by the start of term. Chair and Headteacher to write to local businesses/trust to raise awareness and possibly funding. TG to provide contacts. <i>Q Can Yarmouth afford £20,000 of funding?</i> A No not from budget and so fundraising is required. <i>Q Are grants available from outside agencies?</i> A Difficult as the school is voluntary aided but possible. <i>Q Can the school be used as a Community asset?</i> A Not as its main use, as it will be needed as a classroom</p> <p>KL left the meeting at 7.40 pm</p> <p>Head’s Report Safeguarding Audit to be audited on the 10th July 2015 SIAMS Inspection Foundation Governors required to attend. MW to meet with Head prior to the Inspection on 10/6. Shalfleet parent – situation ongoing. CCTV cameras being installed in Reception and car park. Decision not to ban parent from premises as this could inflame the situation. Carefully document all incidents and complete risk assessment. SATs have gone well at both schools.</p>	<p>Govs</p> <p>SW/PB</p> <p>Clerk Clerk</p> <p>SW</p> <p>TG</p> <p>Found. Govs. MW</p> <p>Head</p>	<p>asap</p> <p>July FGM</p> <p>July FGM</p> <p>July FGM</p> <p>When applicable</p> <p>asap</p> <p>10/6</p> <p>Asap</p> <p>Asap</p>
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<p>3.13</p> <p>3.14</p>	<p>Staffing interviews taking place for three applicants this week.</p> <p>Pupil Behaviour 2 Parents from different classes have said that their children are unhappy due to bullying/unkind behaviour. This is being monitored.</p> <p>Out of school cyber-bullying is taking place via a game for older children. Governors suggested that a general comment be sent to parents at both schools. Any member of staff who is given information that a pupil might be watching inappropriate DVDs/ computer games, should complete a Cause for Concern form.</p> <p>Ofsted Inspection at Little Stars was very good. Well done to SG and her Staff, also to GW for NQT support and monitoring and NJ as NQT.</p> <p>CW left the meeting at 8.00 pm</p> <p>Confidential items – None</p> <p>Date of next meeting – Tues. 7th July 6 – 8 pm at Shalfleet</p>	<p>Head</p>	<p>asap</p>
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The meeting closed at 8.10 pm.