

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

Meeting of Full Governors	Term: Summer Term 2015
Place: Shalfleet Primary School	Date: <u>Tuesday, 7th July 2015</u> 6.00 to 9.00 pm
<p>Present:</p> <p>Mrs Beryl Miller (Headteacher) Mr David Bevington (Foundation Governor) Mrs Carla Bradshaw (Chair & LA Governor) Mrs Debs Downer (Vice Chair & Co-opted) Mrs Tina Griffith (Foundation Governor) Mrs Erin Lashmar (Parent Governor) joined the meeting at 6.10 pm Mrs Karma Leyland (Co-opted Governor) Mrs Sylvia Smith (Staff Governor) Mr Mark Webber (Foundation Governor) Mrs Sarah Woodburn (Co-opted Governor) Mrs Carole McFarlane (Associate Member)</p> <p><i>In attendance</i></p> <p>Mrs Elizabeth Grainger (Deputy Head) Mrs Sam May (Bursar) Mr Stuart Cooke (Staff) Mr Mark Flanders (IT) Minutes taken by Clerk Mrs Jane Lewis</p>	<p>Absent:</p> <p>Mrs Debbie Munn (Parent Governor) Mrs Caroline Weeks (Foundation Governor) Mrs Claire Oulton (Associate Member)</p>
<p>Key: <i>Challenge</i> Action, Decision, Support, Ring-fenced, FDP link</p>	<p>Distribution: All Governors Confidential Item to DB, CB, DD, TG, EL, KL, SS, MW, SW, CM</p>

The meeting was quorate. Attended by 9 Governors at the start of the meeting. 1 Governor arrived at 6.10 pm, 1 Governor left at 8.30 pm. (Number needed for quorum: 6 Governors)

The meeting was chaired by Carla Bradshaw.
David Bevington opened the meeting with a prayer.

Item	Minutes	Action	Date
3.15	Apologies were received from Erin Lashmar (late), Claire Oulton (work), Caroline Weeks (mainland) and Debbie Munn (personal).		
3.16	Order of Business As on the Agenda, AOB – Nansag support		

Signed

3.17	<p>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 6th 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. (Sam May, Lizzie Grainger and Stuart Cooke are employed by the Federation and Mark Flanders is an IT consultant).</p>		
3.18	<p>Minutes of the last FGM 15/5 The Minutes of the meeting were agreed and signed by the Chair.</p> <p>Matters arising from FGM 15/5 (see attached Action Sheets). Other items covered on Agenda</p> <p>EL joined the meeting at 6.10 pm</p>		
3.19	<p>Federation IT requirements (Attachments) SBM advised that some adjustments needed to be made to the total cost. Budget does not cover new television screens.</p> <p><i>Q Why is only Shalfleet getting ipads?</i> A Yarmouth already have them, with a MacBook to control the ipads. Ipads are used mainly for research and the use of ‘apps’ and laptops for wordprocessing and other applications.</p> <p><i>Q Could the rota for computer use be online, rather than purchasing a whiteboard for display?</i> A Some Staff have less IT skills and we are taking it one step at a time. Google forms might be used in the future.</p> <p><i>Q How long does the charge last?</i> A Ipads last all day and laptops last 4-6 hours but as long as they are plugged in between uses they will last sufficiently long for each class to have good use. They would be charged whilst on the storage trolley, during the day and over night.</p> <p><i>Q Are any IOW schools leading the way in IT technology?</i> A Several are quite advanced, but none are “flying” as far as we are aware.</p> <p><i>Q Were other quotes for equipment considered?</i> A Yes, but very little in it. Some companies wanted to install their own products at a greater cost.</p> <p><i>Q Does the preschool use any IT equipment?</i> A Yes, 8 or 9 unit of varied IT equipment with their own network point. Training will be needed by all Staff and consideration is being given on how to organise this best.</p> <p><u>Future updates of IT</u> The recognised lifespan for laptops is 3 years and funding should be earmarked for this on an annual basis to have a</p>		

	<p>replacement programme. <u>Immediate needs</u> (see Finance Minutes 3/7) Two whiteboards at Shalfleet and one at Yarmouth (£3,210 each). Whiteboards cannot be fixed to walls of mobile classrooms so trolley (£750) or electronic stand (£680) needed. <i>Q Will all teaching areas then have their own screens?</i> A No, it is planned to make rolling purchases. Those without screens at present do have white boards although of varying quality. Four more are needed at Shalfleet and three at Yarmouth. Whiteboards are being maintained and lamps replaced as needed. All Governors agreed to the purchase of three additional whiteboards, making total spend of IT approx. £35,000. Governors will consider the purchase of further IT equipment during the year. Old equipment will be recycled within the Federation if it is in working order. <i>Q Will blinds be needed for the television screens?</i> A No, there is very little external reflection. <i>Q Has advice on energy conservation been considered?</i> A Not yet, but grants are available and on the ‘to do list’. <i>Q How will the impact of the purchase of this IT equipment be shown?</i> A It is needed to teach the new curriculum and enrich the education experience of the pupils. The use will be monitored and a governor visit will take place to discuss with pupils and staff.</p> <p>Thanks were given to SM, SC and MF for their work on this and attending the meeting. SM, SC and MF left the meeting at 6.40 pm.</p>		
3.20	GOVERNING BODY AND DEVELOPMENT		
	<p>BM and LG left the meeting at 6.40 pm <u>Headteacher Appointment</u> - see Confidential Minutes BM and LG rejoined the meeting at 7.05 pm</p> <p><u>Succession</u> The Chair asked Governors to consider their roles in the Governing Body, with regard to the position of Chair and their responsibilities next year. The post of Chair will be elected at the first Full Governors’ Meeting in September. Dates for Governors’ meetings, PH meetings and Governor visits will be added to the Google Calendar.</p> <p><u>Development Day 26/6 attachments</u> This was attended by Staff and several Governors. The morning session dealt with results from the wellbeing survey and views how well the schools had done this year and how to improve. A values activity was linked to the Chimp</p>		

3.21	<p>Management system. Staff and Governors appreciated the openness shown and praised LG for leading the session. The afternoon session included a briefing on the new curriculum and assessment. LG reported that the information gained from the whole day would be input to the FDP . It was hoped to develop learning partners who shared values across the Federation and there would be 2 meetings in the Autumn term to moderate the new curriculum.</p> <p>Staff valued the Governors attendance on the day.</p> <p><u>Diocese/Academy meetings</u> The Chair reported that several meetings had been held with the Diocese regarding the future of the IOW Church schools. The Diocese Trust was no longer pushing the schools to adopt the Academy model as it appeared exclusive to the Diocese rather than inclusive. The Catholic Church differed in this opinion.</p> <p><u>IOW schools</u> The impact of more schools becoming academies has unintentional consequences for other schools and leads to less funding available through the local authority.</p> <p><i>Q Governors asked what is the benefit to pupils?</i> <i>Q How many schools are flourishing as Academies?</i> A The answers to both questions was unknown, although many schools are successful at federations. Further collaboration is needed for primary schools to safeguard their futures and alternatives should be considered.</p> <p><i>Q Could Shalfleet and Yarmouth combine to become one school with 2 form entry?</i> A This has been considered before and there are insufficient pupils numbers at present to fill the schools in the area with the current PAN.</p> <p>Q: Could the schools become one school and operate an ‘infant/junior’ model. A: <i>This has been considered in the past but thought not to be very practical.</i></p> <p>A lengthy discussion took place and it was suggested that the Governors consult with the Parent community. This will be considered after the appointment of a new Headteacher. Governors were asked to think about alternatives for the future of the Federation over the summer.</p> <p><u>Ofsted</u> Documents had been sent out to all Governors regarding the changes in Inspections from September. The effect of these changes on the SEF will be discussed at the first Full Governors’ meeting in September.</p> <p><u>IOW Governor Forum</u> (Minutes attached) The Chair commented that unfortunately, not all schools were involved in the Governor Forum, but that as a group it was interesting and becoming more questioning and supportive of</p>	Chair/ Clerk	Sept FGM
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<p>Pupil Premium</p>	<p>each other. Anyone wishing to attend with the Chair is more than welcome.</p> <p>Federation Development Plan Attached This was updated in June and will be updated again next week. Further comments: <u>Assessment without levels</u> – a great deal of work taken place across the Federation. Now moving up to next level with termly checks to ensure that key point indicators are not missing. “Mastery” is considered to be “secure plus.” <i>Q Should all pupils be expected to reach” mastery”?</i> A No, all pupils should be secure in their own objectives. “Mastery” is a deeper understanding and ability to apply skills learnt across different areas. There is now a 2 year cycle in the curriculum. <i>Q Could there be an advantage to teachers keeping their pupils for 2 years? A possibility</i> <i>Q Is there support for Y2 and Y6 staff to catch up with new curriculum and assessment?</i> A Yes, training has already taken place and they have already been involved with all staff in the move to assessment without levels. <i>Q Will there be a different structure to the end of year, Key Stage, assessments?</i> A This is not known yet. There will probably be another form of SATs and support will continue. Self organised ‘Moderating’ is taking place with Hunnyhill Primary School. <u>SPAG</u> – results show a marked improvement due to heightened expectations, use of progress booklets and constant revising. <u>Closing the gap</u> – BM and LG to spend day on data. Work in progress linking progress to Pupil Premium funding for interventions and morning groups. Staff and Parents are happy with the work taking place. <u>Monitoring of new curriculum</u> - this has been quite successful and staff are now looking at ways to improve. <u>Improving outcome for high achievers</u> (Level 6) This is good but it was felt that even more could be done. (Solo Taxonomy – levels of learning) <u>Focus for next FDP</u> Writing, progress over Key Stage 2, progress for high achievers, learning environment and display, learning leaders group (SSmith leading), child friendly FDP and SEF <i>Q How can the FDP be monitored?</i> A Open to suggestions <u>Website</u> Work needed on website in making parents aware of its contents. It was suggested that the web is mentioned in all newsletters. Discussion took place on how to get parents to interact with web – quizzes/games suggested.</p>		
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<p>3.22</p>	<p><u>Portfolio Holders Reports</u> Community 23/6 (DM) attached Logo discussed in previous FGB meetings. Suggested that Yarmouth have a new logo and Shalfleet update their's if necessary. Further discussion next term.</p> <p>Finance 3/7 Bursar's Report attached. Full report to next FGM.</p> <p>Premises 29/6 (KL) attached <u>Shalfleet</u> - Hand driers (see also Finance Report) Governor commented that driers can be very noisy and cause a distraction. They also encourage pupils to talk louder. Pupils are using more hand towels because it is difficult to pull out one at a time.</p> <p>Policies 18/5 (DD) attached Inclusion 30/6 (CW) attached EYFS 3/7 (CB) attached Acronyms to be added to Reports where necessary. EHCP Educational Health Care Plan GLD Good Level of Development SIAMS Inspection taken place at Yarmouth, but Report not yet received. Christian ethos was good. Inspection due at Shalfleet.</p> <p><u>Curriculum Lead and Staff Reports</u> Attendance (SW/PB) attached Attendance Policy now updated. SW reported that it was at first thought that the EWO would not send out fixed penalty letters if pupils were on holiday and not ill. However, after further enquiry it has been found that the EWO service will still process all fines, with money going to the LA. Should a fixed penalty go to court, the schools would have a cost of £400.</p> <p>Literacy (LG) attached SPAG Spelling, Punctuation and Grammar</p> <p>Inclusion (JC) attached CAF Common Assessment Framework TAF Team around family IEP Independent Education Plan LAC Looked After Child ADRC Autism Diagnostic Research Centre ASD Autistic Spectrum Disorder Meeting to be arranged between Inclusion Manager and Head, hours increased to 2 ¾ days per week next term. <i>Q Clarification requested of SEN (Special Educational Needs) and AEN (Additional Educational Needs). All staff and governors need to understand which children are in which group to monitor correctly?</i> A Yes, being reviewed and discussed with staff. <i>Comments on email attached.</i></p>	<p>Head</p> <p>Clerk</p> <p>PHs/Clerk</p>	<p>Autumn Term</p> <p>Sept FGM</p> <p>When necessary</p>
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<p>3.23</p>	<p>PE (PB) attached Governors impressed with the amount of sport now taking place across the Federation. PB and DI reported that some events were limited due to FA rules. The profile of PE in school should be raised, perhaps with a regular Sports Newsletter. <i>Q Is there a PE curriculum and are all Staff confident in teaching this?</i> A Yes staff are confident in teaching PE and support is in place should someone need support. It is no longer a statutory requirement but schools try to keep 2 hours per week.</p> <p>Little Stars Preschool (SG) attached Governors appreciated the information given in the report and thanked SG. <u>Preschool registration</u> The Chair advised Governors that an email had been received stating that following a new small business law) Ofsted were no longer responsible for governor led preschools (children over 2) and they must be regulated by the DfE. This could affect the number of pupils on roll as it is a different statutory provider. (If babies attend the preschool, it must still be registered with Ofsted). More clarification is needed from the DfE before forms are completed.</p> <p>Headteacher's Report and SATs results attached Additional comments: Both schools are growing in numbers, possibly 3 more at Shalfleet and 1 more at Yarmouth for September. Interviews for Support Staff had taken place recently with very good applicants (one still to interview). Shalfleet Reception am. Tanya Heymore Year 2 Sharon Moran/Teresa Gerty, Heather Year 4 Sharon Moran Yarmouth Reception Ann Bristowe 25 hours Year 6 Joanne Mathews All TAs to work with SEN pupils, none with funding at present. <i>Q With the profile of SEN rising, do we need to increase teaching skills across the Federation and do core teachers need more CPD?</i> A Some staff have appropriate skills and the Inclusion Manager has specialist knowledge, however there is a vast range of special needs. Chair to clarify 3% threshold for funding with LA. A long discussion took place on comments made by parents in the school playground regarding the diversity of pupils from different backgrounds in the school. The Chair would comment on this in end of year letter to Parents. Report on behaviour to be produced for September. Parents say that lunchtimes are much calmer and quieter in Yarmouth since- lunchtimes split.</p>	<p>Chair</p> <p>Chair</p> <p>Head</p>	<p>asap</p> <p>before end of term. Sept.</p>
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<p>3.24</p> <p>3.25</p> <p>3.26</p> <p>3.27</p>	<p><i>Questions raised by email attached with replies.</i></p> <p>CM left the meeting at 8.30 pm.</p> <p>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. Health & Safety Allegations of Abuse Inclusion</p> <p>Any Other Business NANSAG (Ningwood and Shalfleet Action Group) It was reported that a member of NANSAG felt that that Federation was not supporting them anymore. KL had attended some meetings in the past, but it was inappropriate to attend every one (every 2 weeks). It was known what support was requested. KL to discuss with Chair and contact NANSAG.</p> <p>Confidential items – see item 3.20</p> <p>Date of next meeting – Weds. 16th September 2015 6 – 8 pm at Yarmouth</p> <p>The meeting closed at 8.55 pm</p>	<p>KL</p>	<p>asap</p>
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