

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

<b>Meeting of Full Governors</b>	<b>Term: Spring Term 2016</b>
<b>Place: Yarmouth Primary School</b>	<b>Date: Tuesday, 2nd February 2016 4.30 to 8.10 pm</b>
<p>Present:</p> <p>Mrs Lizzie Grainger (Acting Headteacher)  Mrs Carla Bradshaw - Chair (LA Governor)  LG and CB joined the meeting at 4.45 pm  Mrs Krista Bratton (Parent Governor)  Mrs Debs Downer (Co-opted)  Mrs Karma Leyland (Co-opted)  Mrs Debbie Munn (Parent Governor) joined the meeting at 4.40 pm and left at 7.05 pm.  Mrs Sylvia Smith (Staff Governor) joined the meeting at 4.40 pm  Mrs Caroline Weeks (Foundation Governor) joined the meeting at 6 pm.</p> <p>In Attendance:  Mrs Jane Lewis (Clerk)</p> <p><i>In attendance</i>  <b>Junior Leadership Team joined meeting from 4.30 to 5.05 pm</b>  Lisa Randall Yr 4 Yarmouth  Serena Yr 4 Shalfleet</p>	<p>Absent:</p> <p>Mr David Bevington (Foundation Governor)  Mrs Tina Griffith (Foundation Governor)  Mr Mark Webber (Foundation Governor)  Mrs Sarah Woodburn (Staff Governor)  Mrs Carole McFarlane (Associate Member)  Mrs Claire Oulton (Associate Member)</p> <p>Lily-Mae Cross Yr 6 Shalfleet  Sebastian</p>
<p><b>Key:</b> <i>Challenge</i> <b>Action</b>, <b>Decision</b>, <b>Support</b>, <b>Ring-fenced</b>, FDP link</p>	<p><b>Distribution: All Confidential Minutes to Govs. attending meeting.</b>  <b>JLT Minutes only to JLT</b></p>

The meeting was quorate. Attended by 7 Governors plus 1 Governor joined the meeting at 6 pm and 1 Governor left at 7.05pm.  
(Number needed for quorum: 6 Governors)

The meeting commenced at 4.40 pm.

<b>Item</b>	<b>Minutes</b>	<b>Action</b>	<b>Date</b>
2.1	<p><b>Welcome and Apologies</b>  Apologies were received from C Oulton and D Bevington, (work commitments), M Webber and T Griffith (holidays), S Woodburn (daughter's birthday) and</p>		

Signed ..... Date .....

	C McFarlane (family illness). Lily-Mae and Sebastian		
2.2	<b>Order of Business and items for AOB</b> Additional items Item 2.6 DfE/LA – Academies, Funding, Safeguarding Item 2.8 PH Reports – Staffing and Policies Item 2.9 Lead Reports – Inclusion Item 2.10 Policies – Photographic Images (non-stat)		
2.3	<b>Declarations of Interest</b> Sylvia Smith, and Debbie Munn are members of the Staff at Shalfleet and Yarmouth and Lizzie Grainger is the Acting Headteacher. Carla Bradshaw is School Business Manager to 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.		
2.4	<b>Junior Leadership Team</b> The Vice Chair welcomed members of the JLT and introduced herself. The JLT are elected each year and can be re-elected. <i>Q KL asked how ideas from each year were progressed, especially if there was a complete change of the JLT?</i> A SS replied that the pupils considered items discussed last year and how to follow them through. <b>Minutes of the last meeting 2.5.15 and matters arising.</b> The Minutes of the last meeting were discussed. <u>Comments:</u> <u>After school clubs</u> <i>Q Has the situation regarding disruptive pupils in clubs improved?</i> Yes, cookery, jogging and zumba clubs are very popular. Input to the timetable has been difficult due to the scheduling with club providers. Feedback taken from children and incorporated where possible. <u>Outside areas</u> Plans of outside areas at both schools had been drawn up but the new build at Yarmouth had halted progression. Some costings had been done for Astroturf. Details to be submitted to Finance meeting for consideration. <i>Q Could the Astroturf be cleaned as it was very muddy?</i> <i>A Cleaning details might be in the documents handed over by contractor upon installation. SBM to check.</i> The Prayer Garden at Shalfleet was being used as a play area – <i>could it be moved elsewhere?</i> <i>The JLT were asked to send their ideas and plans to the Governing Body to discuss at a future meeting.</i> A shed had been ordered for Yarmouth to store all the PE equipment plus some new items. This would free the PE cupboard in the Hall which was overflowing. Pupils asked for footballs specifically for PE and playtime. The JLT also asked if they could have a small budget to buy new items? CB and LG joined the meeting at 4.45 pm. <i>The Chair and School Business Manager will consider this when the budget for this year is received.</i>	SS SBM Head JLT  Chair/SBM	asap asap asap asap  March

	<p>It was suggested the JLT ask Yr 6 if a cake sale could be held to raise funds for the JLT. Other suggestions were a plant sale from the newly established Garden Club or a donation from the PTFA.</p> <p>Willow Sculpture Shalfleet– This is out of action due to the sap being an attraction for wasps. <b>A decision needs to be made before the end of February, as to whether to keep the willow which needs a lot of attention and will soon start to grow again.</b></p> <p><b>DM asked if the hedge around the garden at Yarmouth could be reduced to provide a Prayer Garden?</b></p> <p><u>Year 6 testing</u> Information is given to pupils as soon as it is available and teacher give answers to pupils queries. Parent meetings had been held and information has been sent to Parents. Sadly meetings have not been well attended. <b>It was suggested that a video might be made and placed on website. HT indicated ‘lego clip on SOLO Taxonomy’ is to be placed on website.</b></p> <p><u>Lunchtimes</u> There were still complaints about dirty cutlery and inconsistent portion sizes, particularly with jacket potatoes. However the JLT said that the meals were good and they liked the fish and chips and sausages. Salad was good and there was more choice. No trial of the service system had taken place (yet).</p> <p><u>Water Fountain</u> Pupils in Yr 6 had written to the Governors requesting a water fountain at Shalfleet, similar to the one at Yarmouth. A concern was raised about leakage, but this happens when pupils do not use the fountain properly.</p> <p><b><i>Q Governors asked if the water fountain could be linked to Aqua-aid/Water-aid to support water provision in other countries?</i></b> A This will be investigated. It was considered that the School Hall might be the best place for the water fountain. <b>The Chair will reply to Yr 6 to thank them for their letters.</b></p> <p><u>Road traffic at Shalfleet</u> There were still concerns about the traffic on the main road. A traffic survey is due to take place very soon, to monitor the traffic and speeds.</p> <p><b>The Chair thanked the Junior Leadership Team for their work last term and for attending the meeting.</b> They were asked what they liked best about being part of the team and they replied that they liked improving the school and being able to go into the Staffroom and sit on the comfy chairs.</p> <p><b>The Junior Leadership Team left the meeting at 5.25 pm.</b></p>	<p>JLT/Head/ KL/SBM</p> <p>SBM</p> <p>Head</p> <p>SBM</p> <p>Chair</p>	<p>End of Feb</p> <p>asap</p> <p>asap</p> <p>asap</p> <p>asap</p>
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<p>2.5</p> <p>2.6</p> <p>Pupil Premium</p>	<p><b>The Full Governors' Business Meeting continued at 6 pm.</b> A prayer supplied by DB was read by DD.</p> <p><b>Minutes of the last meeting 2.12.15 and matters arising</b> The Minutes of the last meeting were agreed and signed by the Chair. There were no confidential Minutes. Action Sheet (attached) Most actions had been completed with some being held over until later in the term – see updated sheet (LG to remind). 20.10.15 Governors - <b>CB had contacted a possible Foundation Governor for Thorley and will be speaking to him on his return from holiday.</b></p> <p><b>Governing Body Business</b> The Acting Headteacher left the meeting at 6.15 pm.</p> <p><b><u>Confidential – Headteacher Appointment Process</u></b> – see separate sheet.</p> <p>The Acting Headteacher returned to the meeting at 6.25 pm.</p> <p>The Chair reported that letters had been received from Sam Gyimah, Parliamentary Under Secretary of State for Childcare and Education and Andrew Turner, MP for IOW, stating that the funding for Weston pupils had been dealt with as a priority and the application to vary the pupils numbers at both schools, due to the intake of Weston pupils, had been approved.</p> <p><b>The Chair thanked all members of Staff for their hard work last term and the Acting Headteacher agreed to pass this on.</b></p> <p>Letters had been received from Yr 6 pupils at Shalfleet requesting a water fountain at their school. This was discussed whilst the JLT were in attendance. The Chair will thank the pupils on behalf of the Governors.</p> <p><b><u>Development Courses</u></b> – KB to attend Induction and Holding Leaders to Account in February. CB attended Prevent and Safeguarding in February and IOW Govs. Forum. <i>Q Is the Safeguarding linked to the way in which Pupil Premium is spent?</i> A Yes, Pupil Premium is now tailored to individual pupil's needs and 'SMSC' is included in all aspects of the curriculum. <b>SS to supply Governors with an audit tool to review this.</b></p>	<p>Head</p> <p>CB</p> <p>SS</p>	<p>asap</p> <p>March</p> <p>asap</p>
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	<p><u>DfE/LA matters</u> – LA communication attached The Chair reported that Ofsted do not consider that “closing the gap” is improving on the IOW and in-school comparisons will be made during Inspections. Safeguarding is also back high up on the agenda.</p> <p><u>Academies</u> (email attached) The Chair attended a Catholic Diocesan Academy Conference where the Diocese felt that all schools would become academies and schools should start to consider their options for the future. SW and SMB to attend a meeting on academies in place of LG.</p> <p><u>School Forum</u> The Chair reported that the lump funding would be cut by £4,500 to pay for additional SEN costs. There would be no contingency funding for primaries and no cap on funding, but still MFG protection to minus 1.5% and new Funding Formula confirmed for 2017.</p> <p><u>IOW Governors’ Forum</u> 11/1 The Chair stated that this was less well attended than usual, with a speaker on federations from Hampshire Governor Services. CB asked about federations with more than 2 schools and the speaker would be making further enquiries.</p> <p><u>Building Works</u> Yarmouth have applied for Stage 2 of its building programme to extend Y5/6 classroom and provide additional space for interventions. Q: car parking is currently reduced due to building works; what is future plan? It is hoped that the grassed area can be re-claimed following the building process.</p>		
2.7 FDP links	<p><b>Headteacher’s Report</b> – preliminary Report distributed before meeting, Updated FDP attached. Additional comments raised: <i>All Governors appreciated the comprehensive staffing list given in the Report.</i> <i>Q Are all the job shares working successfully?</i> A Yes, DI is hoping to return to Shalfleet after Easter in a voluntary phased capacity. A request for a short term part-time return is being considered. September Admissions are looking very good with 35 parents choosing Shalfleet as a first choice and 17 choosing Yarmouth. Second choices are a reversal of this.</p> <p>Attendance – the lower figure of 95.15% at Shalfleet is due to a large number of illnesses, no other specific concerns.</p> <p>DM left the meeting at 7.05 pm.</p>		

	<p><u>Measure of Progress and Evaluation of Intervention sheet</u> attached.</p> <p><i>Q</i> <i>Governors asked if the inconsistencies of interventions in the classrooms had been addressed?</i></p> <p>A The Head reported that all classes were now being given extra support at some time during the day.</p> <p><i>Q</i> <i>Is there enough space for these interventions to take place?</i></p> <p>A Space is very tight. A feasibility and suitability survey has taken place by the LA - report with Finance Minutes.</p> <p>Safeguarding – all Staff are now undertaking Prevent training.</p> <p>New Curriculum and Assessment meeting for Parents was sadly not well attended. A further meeting will be held next term.</p> <p><u>Voluntary Contributions letter</u> (attached)</p> <p>It was suggested that differentiation be made in the letters for both schools as Yarmouth is Voluntary Aided and Shalfleet is Voluntary Controlled schools. It was also suggested that the amount be reduced to £30 per family and the letter be sent out at the start of the summer term. The Governors agreed to the letter in principle and asked that it be sent to Parents of both schools. <b>Any further comments to be sent to LG.</b></p> <p><i>Q</i> <i>Governors asked whether an article had been written for Village Talk to continue to engage with the local community?</i></p> <p>A Not yet, but a good idea.</p> <p><b>Health &amp; Safety – no issues</b></p> <p>Photographic Images Policy (attached)</p> <p>This had been amended in light of recent issues.</p> <p>Logo - <b>Governors thanked SC for his suggestion for the new logo at Yarmouth.</b> After some discussion, it was suggested that the rigging be simplified and a different font used. The date could also be added in white to the ship’s hull.</p>	Governors	asap
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2.8 FDP links	<p><b>Portfolio Holders' Reports</b>  <u>Community (DD)</u> 22/1 attached  Terms of Reference for Parent Forum updated. <b>To be forwarded to Clerk.</b></p> <p><u>Finance (CB)</u> 21/1 attached</p> <p><u>Inclusion (CW)</u> 19/1 attached.  Free School Meal Day – it was suggested that a letter be sent to new parents to raise the profile of free school meals (Pupil Premium). <b>Cooks at the schools to visit a school where very good meals are provided.</b></p> <p><u>Standards (TG)</u> 1 data attached  Meeting taken place with MW to look at progress.  <b>Governors appreciated that a great deal of work is taking place.</b> Year 1 are doing particularly well, but the picture gets wider further up the school, due to the introduction of the new curriculum. LG is encouraging Staff to “control the controllable” as full details on results of new assessment system are still to come out. Easter school boosters (mornings only) will be taking place at Shalfleet.</p> <p><u>Premises (KL)</u> 12/11 attached  There is a great need for additional space at both schools. Yr 5 unit at Shalfleet is not fit for purpose. <b>Actions in PH report.</b></p> <p><u>SIAMS (DB)</u> 20/1 attached</p>	DM	Asap
2.9	<p><b>Governor Visits</b></p> <ul style="list-style-type: none"> <li>• Inclusion walk (CW) attached</li> <li>• Writing workshops (CW) - brilliant, very focussed with pupils writing a story and acting it out. New exciting opportunity for pupils. Well done to all staff.</li> <li>• Maths workshop (CW) – great fun doing unusual maths.</li> <li>• Pastoral (CW) – pupils like the chat room, very lucky to have TC who has good links with Weston pupils.</li> <li>• Communicake at Yarmouth (MW,CW,TG,DB)</li> <li>• To take place 3 times per year at each school</li> <li>• PHSE/SMSC still to take place. Letter on social media sent to Parents with good response.</li> <li>• EYFS (CB)</li> </ul> <p><b>Reports requested from CW for writing, maths and pastoral, highlighting impact.</b></p>	Head	Asap
Sports	<p><b>Curriculum Lead Reports attached</b>  <u>Science (LG)</u> attached. <b>Governors requested to be kept informed of resources audit and attached needs.</b>  <u>PE (PB)</u> attached</p>	CW	asap
		LG/Head	asap

funding	<i>Q Governors would like the Report to show the impact of provision. KB to visit PB and discuss</i>	Head/PB KB	Next report asap
Pupil Premium	<u>Inclusion</u> (JC) attached. Governors felt that the Report for the FGB is very detailed and possibly too operational; good for use/discussion with PH. High level report to FGB more appropriate. <i>Governors suggested a report on a specific area of inclusion to improve their knowledge would be a good idea.</i>	Head/JC	Next report
2.10	<p><b>Policies and Documents</b></p> <p>Statutory            Teachers Pay Policy                                  Inclusion Policy</p> <p>Non- statutory    Photographic Images Policy</p> <p><i>Governors agreed the above policies.</i> The Chair asked that all Safeguarding Policies be cross-referenced.</p>		
2.11	<p><b>Any Other Business</b></p> <p>The Archdeacon will be visiting the school on 25 February to discuss the retirement of ex-officio Governor and support to schools.</p>		
2.12	SFVS – DD and SBM will be preparing the SFVS next week.		
2.13	<p>Confidential Item See Item 2.6 on separate sheet</p> <p>Date of next meeting 24<sup>th</sup> March at 6 pm at Shalfleet.</p> <p>The meeting closed at 8.10 pm.</p>		