

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

<b>Meeting of Full Governors</b>	<b>Term: Autumn Term 2015</b>
<b>Place: Shalfleet Primary School</b>	<b>Date: Wednesday, 2nd December 2015 6.00 to 8.10 pm</b>
<p>Present:</p> <p>Mrs Lizzie Grainger (Acting Headteacher)  Mr David Bevington (Foundation Governor)  Mrs Carla Bradshaw - Chair (LA Governor)  Mrs Krista Bratton (Parent Governor)  Mrs Tina Griffith (Foundation Governor)  Mrs Debbie Munn (Parent Governor)  Mrs Sylvia Smith (Staff Governor)  Mr Mark Webber (Foundation Governor)  Mrs Caroline Weeks (Foundation Governor)  Mrs Carole McFarlane (Associate Member)</p> <p>In Attendance:</p> <p>Mrs Sam May (School Business Manager) left the meeting at 6.20 pm  Mrs Jane Lewis (Clerk)</p>	<p>Absent:</p> <p>Mrs Debs Downer (Co-opted)  Mrs Karma Leyland (Co-opted)  Mrs Sarah Woodburn (Staff Governor)  Mrs Claire Oulton (Associate Member)</p>
<b>Key: Challenge Action, Decision, Support, Ring-fenced, FDP link</b>	<b>Distribution: All</b>

The meeting was quorate. Attended by 9 Governors and 1 Associate Member  
(Number needed for quorum: 6 Governors)

David Bevington opened the meeting with a poem called the Coming and a prayer at 6.00 pm.

<b>Item</b>	<b>Minutes</b>	<b>Action</b>	<b>Date</b>
1.26	<p><b>Welcome and Apologies</b></p> <p>The Chair welcome Krista Bratton to the meeting as Parent Governor for Yarmouth.  Apologies were received from C Oulton and K Leyland , (work commitments), D.Downer (sickness) and S Woodburn (daughter ill).  Agreed that apologies be accepted.</p>		
1.27	<p><b>Order of Business and items for AOB</b></p> <p>As the revised Agenda – Item 1.29a Mid Year Budget</p>		
1.28	<p><b>Declarations of Interest</b></p> <p>Sylvia Smith, Sarah Woodburn and Debbie Munn are members of the Staff at Shalfleet and Yarmouth and</p>		

Signed .....

	<p>Lizzie Grainger is the Acting Headteacher. Carole McFarlane is employed at the 6<sup>th</sup> Form, Carisbrooke College. 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.</p>		
1.29a	<p><b>Presentation of mid year budgets (attached)</b>  The budgets for Shalfleet School and Yarmouth School had been discussed at the Finance Committee (meeting 19/11) and recommended to the Governing Body.</p> <p>The Chair stated that a letter had been sent to our MP regarding the funding for pupils admitted to the schools from Weston School, after the census date. This had been passed to Sam Gyimah, Parliamentary Under Secretary of State for Childcare and Education. A reply had been received advising that the funding would arrive in due course, so a further letter had been sent asking for a more definite timescale. An email had now been received stating that the schools could assume additional funding for Weston pupils from April 2016 rather than April 2017 for budget calculations (attached).</p> <p>The SBM advised that the budgets would improve when the additional funding arrives.  <u>Yarmouth</u> - the SEN funding shown in the budget is now correct and Pupil Premium has increased. Expected costs include approx. £3,500 for necessary maintenance work on trees. Reorganising the carpark will not be considered until the building work is completed. Staffing costs have increased due to the extra pupils admitted. No extra spending should be necessary for IT in the near future.</p> <p><u>The Budget for Yarmouth was approved unanimously by the Governing Body and signed by the Chair and Acting Headteacher.</u></p> <p><u>Shalfleet</u> - There is a small increase in funding. There is an expected deficit of £38,000 at the end of this year, however there is still a healthy carry forward.</p> <p><u>The Budget for Shalfleet was approved unanimously by the Governing Body and signed by the Chair and Acting Headteacher.</u></p> <p>The Chair advised that the mid year Budget would need to be agreed by 30/11 in future, so Governors' Meetings may have to change to accommodate this.</p>		

<p>1.29</p> <p>1.30</p>	<p>The School Business Manager left the meeting at 6.20 pm.  <b>Minutes of the last meeting 20.10.15 plus confidential Item.</b>  The Minutes were agreed as a true representation and were signed by the Chair.  <b>Matters arising from Minutes of 20.10.15</b>  Most actions completed, see Action sheets attached.</p> <p><b>Governing Body Business</b>  Krista Bratton had been appointed as Parent Governor for Yarmouth following a request sent to all Parents. (A further nomination was received after the closing date).  DM was advised that her term of office as Parent Governor would not end when her daughter leaves the school.  Governors were asked to use the school email addresses as soon as possible. <b>Clerk to send out addresses and instructions.</b></p> <p><u>Development</u>  Headteacher’s Performance Management – MW, TG, good training. LA have confirmed no HTPM necessary this year as LG is Acting Head.  Ofsted Briefing – TG, CB, good, Ofsted looking more at effectiveness of Governors, ie what difference do they make. Schools being given more responsibility, particularly with regard to the ‘Prevent’ duty. Ofsted phone call will indicate lines of enquiry based on Raise on Line and SEF. Inspections of one day unless the inspector feels the school’s rating could go up or down – additional inspector called in. Yarmouth in 3<sup>rd</sup> Ofsted year after February. Schools could both be due for Inspections next year given the prevalence to inspect Federations together.  Claire Nerval is going to be the Safeguarding Awareness Officer and several members of staff will be booked onto the Prevent training in January.  More Able pupils – CW, very interesting training  Induction – KB attending in new year.</p> <p><u>DfE/LA matters</u>  LA consultation on term dates next year. <b>This was discussed briefly by Governors who decided to delegate the decision to the Headteacher.</b> It was considered that it was beneficial to end term nearer to Christmas and return to school later in January and to end the summer term earlier. <b>The Governors would support the Head’s decision.</b></p>	<p>Clerk</p> <p>Head</p>	<p>asap</p> <p>By 11/12</p>
<p>1.31 FDP link</p>	<p><b>Headteacher’s Report</b> – preliminary Report distributed before meeting, full Report received 7.12.15. (both attached)  Comments raised:  <i>Admissions</i> - Governors expressed their concerns that the schools may be forced to take additional pupils as some classes are already above the PAN (Shalfleet 24,</p>		

	<p>Yarmouth 15). Shalfleet is particularly vulnerable with single year groups and a PAN of 24. Suitability surveys requested and confirmed for both schools in the New Year. Governors asked if these surveys were to an Island or national standard? National.</p> <p>The Chair had spoken to the Diocese regarding the huge impact of additional pupils from Weston School and a meeting had been held with Elmstone Design to consider ways to improve the use of existing buildings with minor alterations at Yarmouth in particular, report to follow.</p> <p><i>Staffing</i> – Yarmouth. Governors asked whether an additional HLTA or teacher would be more effective? The Head replied that a good HLTA would be able to take inventions for small groups which would be very beneficial. There had been two applicants for the post so far. If no suitable applicants were found, then a teacher would be considered.</p> <p><i>Interventions</i> – A review of the effectiveness of inventions would take place after Christmas, <b>MW and CW invited to attend</b>. JC to produce report on rates of progress and effectiveness inventions.</p> <p><b>LG and SC to arrange a workshop for Governors and Parents on solo taxonomy (the development of a child with no cap on ability).</b></p> <p><i>Marking</i> – very good but some inconsistency. <b>Staff meeting to be held next term on impact of feedback.</b></p> <p><i>Raise on Line/Inspection Dashboard/FFT Dashboard</i> <b>Governors to be invited to Staff meeting on FFT.</b></p> <p>Governors confirmed they had reviewed the Inspection Dashboard which indicated the focus of the FDP to be correct.</p> <p><b>The Chair thanked the Headteacher for her Report.</b></p>	<p>Head/MW/ CW</p> <p>Head/SC</p> <p>Head</p> <p>Head</p>	<p>January</p> <p>Spring Term</p> <p>Spring term</p> <p>Spring term</p>
<p>1.32 FDP links</p>	<p><b>Portfolio Holder’s Reports</b></p> <p><b>Community (DD) 27/11</b> attached</p> <p>Emails with comments re. logo attached. A discussion took place on possible logos. A member of staff is creating a design for a new banner and it was suggested they liaise with DM and consider a new logo for Yarmouth. This will need to be in place from October 2016 and will be gradually phased into the uniform.</p> <p><b>Finance (CB) 19/11</b> and additional sheet and email attached.</p> <p><b>Inclusion (CW) 11/11</b> Send Offer and Pupil Passport attached. A room at Yarmouth is to be provided where the existing Library is similar to the Chat room at Shalfleet. This is to support ELSA work (emotional literacy). CW attended More Able workshop on Literacy and Maths and found that children had a brilliant time and were very engaged. Fun event with good outcomes for children. <b>The Chair commended JC on the amount of work undertaken this term.</b></p> <p><b>Standards (TG) 9/11</b> attached</p>		<p>Next</p>

1.33	<p><b>Premises (KL) 12/11 pending</b>  <u>SIAMS</u> and Inspection Report DB) 11/11 attached with letter of congratulations from Diocese. . The Chair commented that the school needed to consider a successor to lead RE in the Federation. Perhaps a member of Staff could shadow the existing Lead and Staff could consider the Christian ethos in a Staff Meeting.</p> <p><b>Governor Visits</b>  Intervention, Assessment, Standards, Inclusion, More Able Workshops, Pastoral (dealing with non-academic issues).  <b>These have taken place or will do so shortly – reports needed.</b></p> <p><b>Curriculum Lead Reports attached</b>  <u>Attendance</u> Shalfleet now have a very efficient system of recording of absences.  <u>RE (NB/SS)</u> NB requested extra resources – some have now been received from Weston. Resources can be shared across the Federation. There may be a grant available from the Diocese and there could be artefacts held in the local community. <b>NB to advise Head on what is needed</b>  <u>EYFS (CN)</u> A very good, clear Report. It was noted that both schools scored low in the EYFS baseline assessment, however the EYFS meeting was later this week to look at outcomes/moderation, etc as this was a first.  <u>Little Stars Preschool, FDP and SEF (SG)</u> The Report had been completed earlier in the term and some issues had been resolved. SG is now happier in her role and very involved in moving the Preschool forward with GW. <b>Governors asked for a table showing projected numbers for next year (admissions and leavers).</b> The planned Open Day has now been cancelled as Little Stars is full.  <u>Events/Trips (MM)</u>  Governors mentioned that the visit by a bronze medal gymnast had been very popular and inspiring. <b>A video was taken and is available for the website.</b> A visit to the Literary Festival at Cowes had also been very popular.  <i>Q Governors asked that the objectives and outcomes of events and trips be recorded in the Report.</i></p> <p><b>Other Reports attached</b>  Pay Committee – Confidential  <b>The Governors agreed unanimously to accept the Headteacher’s recommendations.</b></p>	<p>KL</p> <p>Governors</p> <p>NB</p> <p>SG</p> <p>DM</p>	<p>FGM</p> <p>Spring term</p> <p>asap</p> <p>Next FGM</p> <p>asap</p>
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1.34	<p><b>Policies / Documents to ratify</b></p> <p><u>Charging</u>  <i>Q</i> Governors raised a question on why Yarmouth Parents so far had not been asked for standard voluntary contributions to a building fund as indicated on the Charging Policy?  A lengthy discussion took place on whether Parents should be asked to contribute.  Comments raised: The Chair stated that in the past, Yarmouth had sufficient funds and it had not been necessary to ask for Parental contributions.  Many Parents give their time freely to school activities and may object to being asked for funding.  If contributions are requested, they should be for the whole Federation and not for one particular School and be paid via Tucasi.  Should contributions be requested by pupil or family?  What do other VA/VC schools do?  Would a timebank be more appropriate, where Parents could donate a skill or time to help the Federation?  <b>It was agreed that more research and discussion was needed on this subject. It is a sensitive issue and requests must be pitched carefully, possibly providing for a “Fabric Fund”.</b>  <b>It was agreed not to change the Charging Policy at the present time.</b></p> <p><u>Statutory</u> Admission – Yarmouth and Shalfleet  Charging  <b>Still to be updated:</b>  <b>Teachers Pay.</b>  <b>Child Protection / Safeguarding</b></p> <p>Non-statutory  Allegations against other pupils  Educational Visits  Emergency plans  School Fund Audit – Yarmouth  Security</p> <p><u>Policies ratified by Governors</u></p> <p>A list of Little Stars Policies had been received by the Clerk.  <b>These will be reviewed with the Federation policies.</b></p>	Chair/Head	asap
1.35	<p><b>Any Other Business</b></p> <p>Federation App – being produced by SC. Meeting held with Governors to show use of the app and ask for comments. Governors had passed on comments and SC hopes to complete for the app for the new year.</p>	SBM	asap
		Head/DD/SG	When appropriate

	<p>Yarmouth Fundraising – Yarmouth Town Council have agreed to give the school £1,000. Kevin Shaw giving a talk on Samuel Pepys, with wine and cheese at Yarmouth School next week.</p>		
<p><b>1.36</b></p>	<p>Confidential items - None</p>		
<p><b>1.37</b></p>	<p><b>Date of Next Meeting</b>  Full Governors' Meeting –, 2<sup>nd</sup> February 2016  JLT at 4.30 pm at Yarmouth</p> <p>Apologies from MW  The meeting ended at 8.10 pm.</p>		