

**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: Yarmouth Primary School</b>	<b>Date: Tuesday, 20th October 2015 6.00 to 8.10 pm</b>
Present: Mrs Lizzie Grainger (Acting Headteacher) Mr David Bevington (Foundation Governor) left the meeting at 7.15 pm Mrs Carla Bradshaw - Chair (LA Governor) Mrs Debs Downer (Co-opted) Mrs Tina Griffith (Foundation Governor) Mrs Sylvia Smith (Staff Governor) Mr Mark Webber (Foundation Governor) Mrs Caroline Weeks (Foundation Governor) Mrs Sarah Woodburn (Staff Governor)	Absent: Mrs Karma Leyland (Co-opted) Mrs Debbie Munn (Parent Governor) Mrs Carole McFarlane (Associate Member) Mrs Claire Oulton (Associate Member)  In Attendance: Mrs Jane Lewis (Clerk)
<b>Key: Challenge Action, Decision, Support, Ring-fenced, FDP link</b>	<b>Distribution: All Confidential items distributed to those attending meeting.</b>

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

David Bevington opened the meeting with a prayer at 6.10 pm.

<b>Item</b>	<b>Minutes</b>	<b>Action</b>	<b>Date</b>
1.13	<b>Apologies</b> Apologies were received from C Oulton (work commitments), D.Munn (sickness) and C McFarlane. No apologies were received from K Leyland. <i>Agreed that apologies be accepted.</i>		
1.14	<b>Order of Business and items for AOB</b> As the Agenda, AOB – Yarmouth Buildng Work and fundraising		
1.15	<b>Declarations of Interest</b> Sylvia Smith, Sarah Woodburn and Debbie Munn are members of the staff at Shalfleet and Yarmouth and 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.		

Signed .....

1.16	<b>Minutes of the last meetings 7.7.15 (one confidential) and 23.9.15 (two confidential)</b> The Minutes were agreed as a true representation and were signed by the Chair. <b>Matters arising from Minutes of 7.7.15 and 23.9.15.</b> All actions completed, see Action sheets attached.		
1.17               FDP link	<b>Governing Body Business</b> LG left the meeting at 6.15 pm <b>Confidential item (1)</b> (see separate sheet) LG returned to the meeting at 6.28 pm  <u>Membership and skills analysis.</u> See Clerk’s Report, attached. Erin Lashmar has resigned from the Governing Body, leaving a vacancy for a Parent Governor at Yarmouth. This will be advertised after half term. New recommendations received at the Clerks briefing state that the skills and experience required from new Governors should be included in the letter to Parents. A possible Foundation Governor, representing Thorley has been identified and will be contacted. MW will take over as Safeguarding Portfolio Holder. The Pay Committee will consist of CB, KL and DD. Appeals Panel will consist of TG, CW and MW. All skills analysis forms have now been completed and added to the matrix. List of courses distributed and Governors encouraged to take courses in areas where they are less knowledgeable – i.e. finance, data and SN. <u>Development</u> list of courses booked attached. <u>Governor Forum Minutes</u> attached <u>Clerks briefing</u> brief report attached <u>DfE/LA matters</u> (FFT aspire) attached MW and TG to consider the FFT in detail. Raise on Line due out today.	CW	asap
1.18 FDP link	<b>Headteacher’s Report</b> <u>Staffing</u> – GW now overseeing the Little Stars preschool. Teaching observations by members of the Senior Management team have been taking place, as well as Performance Management meetings. One member of Staff taking maternity leave from 20 <sup>th</sup> November, earlier than expected; cover has been arranged at Shalfleet. NB to cover at Yarmouth to maintain stability but may need to support for senior leadership role. Data collections were being undertaken by all Staff and a common data tracking system with diagnostic sheet of specific vulnerable groups had been produced by SC. <u>Little Stars</u> – meetings held between GW and SG and progress being made. Following advice, Preschool pupils will not be added to the school register and census just yet. Investigations continuing as original form may not have been completed correctly. <u>Weston School</u> - 20 pupils will be joining Yarmouth from Weston and 6 joining Shalfleet. These will be admitted throughout the autumn term. There are 3 appeals at Yarmouth, due to the year groups being full. One additional child has substantial needs		

	<p>which Yarmouth does not have the resources for at present.  <i>Q Who decides the outcome of Appeals?</i>  <i>A An Independent Panel will review statements made by the Acting Headeacher and Parents at a meeting, attended by the LG and TG.</i>  A spreadsheet had been produced showing that 48 pupils had joined the school in the last two years (excluding reception pupils). A comprehensive spreadsheet had also been produced showing data for new pupils compared with existing pupils.  A meeting had been held by HT/SLT and Governors with Yarmouth parents. They were advised of the admission of pupils from Weston and actions being taken by the schools to accommodate these children. Comments were raised by parents and progress was being made to resolve any issues, with behaviour management systems reinforced. (Powerpoint from meeting attached).  <i>Q Had all parents from Weston now applied for places for their children?</i>  <i>A This was unknown, but pupils would mostly be joining the West Wight Schools.</i>  TC would be employed for 2 days per week across the Federation and funding was ring-fenced for this.  Information on funding for the new pupils was still not available. As they had missed the census, funding would not normally be available until march 2017. The Chair had written to the IOW MP and the Diocese and was awaiting replies. <b>The Chair planned to contact Elmstone Design to consider the effective use of space in school for additional pupils.</b>  <i>Q Is there any more Early Years Funding?</i>  <i>A No, this is only available for two year olds.</i>  Some resources would be available from Weston, but many more would be needed.  <u>Support</u>  Beryl Miller had been into school to support LG with moderation. Meetings had been held with Claire Oulton and Mark Webber and Ian Troupe was due to visit <b>(TG and MW to attend meeting).</b>  LG attending an aspiring leaders course as well as NPQH.  <b>LG thanked all Governors for their support this term.</b>  <u>SIAMS Inspection</u> had recently taken place at Shalfleet and went really well. SS had received a glowing report and there was nothing to improve other than to consider succession.</p>	<p>CB</p> <p>TG/MW</p>	<p>asap</p>
<p>1.19</p>	<p><b>Portfolio Holder's Reports</b>  <u>Community and website audit</u> DD) 9/10 attached  <u>Finance</u> (CB) 15/9 and additional update sheet attached.  Shalfleet – cumulative cfwd £69,485  Yarmouth - cumulative cfwd £6,813  Figures looking better than expected, although funding for additional pupils from Weston school was needed.  Additional spending had taken place on IT. Work now scheduled to take place at Yarmouth during half term.  Donated income from Old Gaffers would likely be reduced if the event becomes bi-annual which needs to be taken into consideration discussed for future events.  <u>Inclusion</u> (CW) 16/9 attached</p>		

<p>FDP links</p> <p><i>Pupil premium</i></p> <p>FDP link</p>	<p><u>Standards</u> (TG) 14/9 attached  <u>Safeguarding</u> action plan, July attached</p> <p><b>Governor Visits</b>  EYFS follow up, July attached</p> <p><b>Curriculum Lead Reports attached</b>  Maths evaluation/next steps Shalfleet FS/KS1 October  Maths Yarmouth September (GW)  Computing evaluation/next steps  Computing focus/objectives  Literacy October (LB)  Literacy action plan – writing  Inclusion October (JC)  <i>Q Please could the colours in pie charts be standardised?</i>  <i>Q Who can Tracey Castle turn to for support?</i>  A LG replied that TC can speak to her and it was suggested that the Education Psychologist (Juliet Powell) might be contacted.  <b>LG to speak to TC and arrange support if required.</b></p> <p><b>Other Reports</b> attached  SIAMS monitoring (July)  Pupil Premium (2014-15)</p> <p><i>Q Questions were raised on the following reports: See attached.</i>  <i>Inclusion</i>  <i>Computing</i>  <i>Maths</i>  <i>Safeguarding Action Plan</i></p> <p><i>A See attached sheet from Headteacher</i></p> <p>The Chair thanked Staff for the very clear reports. It was requested that the Reports include the names of the members of Staff who produced them.</p> <p>DB left the meeting at 7.15 pm.</p>	<p>JC</p> <p>LG</p>	<p>Next report</p> <p>asap</p>
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1.21	<p><b>Policies / Documents to ratify</b></p> <p>Statutory Teachers Pay, agreed in principle, some minor changes to be made.  Child Protection / Safeguarding  Teacher’s Capability  Teacher’s Appraisal</p> <p>Non-statutory  IOW Fair Access Protocol  Allegations against other pupils  Yarmouth Fun Club  Safer Recruitment  Security and the playground  Emergency plans  Governor protocol</p> <p>Policies ratified by Governors</p> <p>To be reviewed – Charging needs some amendment, Teachers Pay and Child Protection pending.</p>	CB/SBM	asap
1.22 FDP link	<p><b>Federation Development Plan and School Evaluation</b></p> <p>Attached</p> <p>Governors thanked LG for a very concise and clear FDP.  <i>Q</i> Governors need to consider how this will be monitored?  <i>A</i> Governors need to link visits to school with relevant items in the FDP. Suggestions made:</p> <ul style="list-style-type: none"> <li>• PHSE – shadow TG working in chat room (CS and FN to develop this at Yarmouth.  Attend PHSE awareness days (incl. British Values)</li> <li>• Inclusion – Attend meeting with JC and TC discussing interventions and Special Needs. Look at pupil passports and assessment booklets – are they effective?</li> <li>• Look at big questions and links to planning.</li> <li>• Standards – Attend data meeting &amp; work scrutiny.  Review standards for Writing and Maths as per FDP.</li> <li>• EYFS – visit linked to action plan</li> <li>• Pupil interviews with focus on More Able and Pupils taking ownership of their learning, working walls, PSHE</li> <li>• Reports on special events such as More Able Workshops, etc.</li> </ul> <p>Governors to focus on effectiveness of the work in particular with regard to new children having joined the Federation recently.  <b>LG to slot visits into planner and advise Clerk.</b>  The FDP and SEF were approved by Governors.</p>	LG/Clerk	Asap
1.23	<p><b>Governor SEF</b></p> <p>Governors SEF changed to include items mentioned in the new Ofsted Inspection Booklet (pages 32 – 59) Replies had been received from Governors on suggestions for the completion of the SEF. <b>Clerk to co-ordinate and produce this year’s SEF.</b>  It was agreed that the Governing Body should aim to keep up the high standards set in the past.</p>	Clerk	asap

1.24	<p><b>Any Other Business</b></p> <p><u>Yarmouth Building Work</u>  Planning permission had just been received for the new classroom and building work will commence as soon as possible .  £5,000 has been raised so far, with promises of additional funding from Yarmouth residents. It was suggested that both Yarmouth and Shalfleet Schools register for Giftaid to increase monies raised.</p> <p><u>Consultations</u>  Questionnaires had been received from Hampshire LA on the quality of their services and admission policies.  It is expected that a further questionnaire will be sent out to IOW schools.</p> <p><u>Traffic</u>  It was reported that another child had almost been involved in an accident on the main road. <b>KL to report this to the Highways Dept.</b></p> <p>Confidential items - None</p>	KL	asap
1.25	<p><b>Date of Next Meeting</b>  Full Governors' Meeting – Wednesday, 2<sup>nd</sup> Decemberr 2015  6 pm at Shalfleet</p>		
1.26	<p>The meeting ended at 810 pm.</p>		