

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

Meeting of Full Governors	Term: Autumn Term 2015
Place: Shalfleet Primary School	Date: Wednesday, 23rd September 2015 6.00 to 9.10 pm
Present: Mrs Lizzie Grainger (Acting Headteacher) Mrs Carla Bradshaw (LA Governor) Mrs Debs Downer (Co-opted) Mrs Karma Leyland (Co-opted) Mrs Debbie Munn (Parent Governor) Mrs Sylvia Smith (Staff Governor) Mr Mark Webber (Foundation Governor) Mrs Caroline Weeks (Foundation Governor) Mrs Sarah Woodburn (Staff Governor) Mrs Carole McFarlane (Associate Member)	Absent: Mr David Bevington (Foundation Governor) Mrs Tina Griffith (Foundation Governor) Mrs Erin Lashmar (Parent Governor) Mrs Claire Oulton (Associate Member) In Attendance: Mrs Jane Lewis (Clerk)
Key: Challenge Action, Decision, Support, Ring-fenced, FDP link	Distribution: All Confidential items distributed to those attending meeting.

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

The Clerk, Jane Lewis, opened the meeting which started at 6.05 pm and welcomed all Governors,
Carla Bradshaw opened the meeting with a prayer.

Item	Minutes	Action	Date
1.1	Apologies Apologies were received from D Bevington and C Oulton (work commitments), T Griffith and E Lashmar. <i>Agreed that apologies be accepted.</i>		
1.2	Agreement of Term of Office for Chair, Vice Chair and Treasurer The Clerk advised Governors that it was necessary to appoint a Chair, Vice Chair and Treasurer at the first FGM of the academic year and to agree a term of office. <i>It was agreed by all Governors that the Terms of Office for Chair, Vice Chair and Treasurer should be one year.</i>		

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1.3	<p>Election of Chair One nomination received for Carla Bradshaw. The nominee was asked to leave the room whilst their nomination was discussed. The Governors were unanimous in their decision to ask Carla Bradshaw to continue as Chair. The Clerk asked Carla Bradshaw if she was willing to accept the post and chair the remainder of the meeting. Carla Bradshaw accepted and suggested that Governors seriously consider succession arrangements for the future..</p> <p>Election of Vice Chair No nominations were received. Debs Downer decided to stand down due to other commitments and briefly explained the role. It was agreed to appoint 2 Vice Chairs for this year and Karma Leyland and Mark Webber agreed to stand. The Governors were unanimous in agreeing these appointments.</p> <p>Election of Treasurer for Yarmouth School The role of Treasurer was discussed. Clerk to contact SBM to check whether DM is a signatory for the Yarmouth’s devolved funding from the Diocese. DM to continue as Treasurer. All Governor in favour.</p> <p>LG left the meeting at 6.20</p>	Clerk	asap
1.4	<p>Confidential item (1) (see separate sheet)</p>		
1.4a	<p>LG returned to the meeting at 6.28 pm</p> <p>Chair’s Report <u>Finance</u> A meeting took place last week to discuss decisions made at the end of last term and implications for the budget. Some clarity had been gained, but exact balances are not yet certain. Improvements to IT at both schools were within approved additional expenditure, however there were increases in the Staffing expenses – Shalfleet £8000 and Yarmouth £14000. The figures for SEN were also not clear. Yarmouth should receive additional funding due to the large number of SEN pupils, but no exact details confirmed yet.</p> <p>The Clerk advised that the Report from the meeting would be available shortly, however there had been several emails since the meeting, explaining the figures and an additional Report had been produced by the School Business Manager. The Chair advised that the Reports would be held until the correct figures were established.</p> <p>Budgets were getting tighter and it was possible that Yarmouth would have a negative figure by the end of the financial year. The School Business Manager was working hard at producing figures but may need more support in the future.</p> <p>Governors aware that finances are tight and looking forward to a</p>		

	Staff to improve their ability to deal with pupils with SEN. TG has successfully started a chat room at Shalfeet and it is planned to do the same at Yarmouth.		
1.5	Ratification of Instrument of Government (Attached) There were no changes to the Instrument and it was agreed by all Governors present.		
1.6	Membership of Governing Body (Attached) There are 2 vacancies for Foundation Governors at present. It was hoped that one of these might be filled but this had not happened. It was reported that DB would be retiring from his post at Vicar at St Michael's Church, Shalfeet next June and a replacement would be sought. Associate Members are usually appointed on a yearly Term of Office and can attend any meetings, however, they cannot not vote at Full Governors' Meetings. Other voting rights would be agreed prior to a meeting, but excluded staffing, admissions and finance. It was proposed to appoint Carole McFarlane and Claire Oulton as Associate Members for a further one year from 23.9.15. This was agreed by all Governors present. Business Interest Forms, Code of Conduct Forms and Suitability Declaration Forms These were passed to all Governors to complete. Single Central Record The Headteacher confirmed that this was up to date with Ofsted requirements. Skills Analysis Forms NGA Skills forms were passed to Governors who had not completed them. The Clerk will check all forms for gaps in knowledge and experience and advise on training opportunities.		
1.7	Portfolio Holders and Committees Community & Marketing - Debbie Munn EYFS - Carla Bradshaw / Erin Lashmar Finance - Carla Bradshaw/Carole McFarlane Inclusion - Caroline Weeks Policies - Debs Downer Premises/H&S - Karma Leyland LS Preschool - Tina Griffith / Erin Lashmar Safeguarding - Erin Lashmar / Mark Webber Staffing - Debs Downer Standards - Tina Griffith / Mark Webber Development - Clerk LE Preschool meetings Carla Bradshaw / Sylvia Smith Pay Committee Karma Leyland / Carla Bradshaw / Erin Lashmar Appeals Committee Debs Downer / Caroline Weeks / Debbie Munn Clerk to check if DM allowed on Appeals Com. as Staff Headteacher's Performance Management Debs Downer / Tina Griffith / Mark Webber	Clerk	asap
		Clerk	asap

Signed.....

	<p>SIAMS David Bevington / Tina Griffith</p> <p>Policy Holders were better organised last year and the structure was working well.</p> <p>Comments: Policies - Policies for review need to be sent to the relevant PH each term (Clerk). PHs to read policies before school visits and consider whether policies are effective and record this in their reports. Governors to understand the differences between policies and procedures. Staffing - There is a considerable overlap in reviewing staffing between the Staffing and Finance meetings and also the Headteacher's Reports. It was agreed that a record should be made that a Staffing meeting had taken place, but details of the meeting are only necessary if relevant decisions are made.</p>	Clerk PHs	Each term Each term
1.8	<p>Documents to ratify</p> <p>Terms of Reference for Policyholders Community & Marketing EYFS Inclusion Policies to be amended Premises Roles & Responsibilities inc. Finance Safeguarding Staffing Standards Preschool ToR needed</p> <p>Pay Committee</p> <p>Scheme of Delegation to be amended to include 2 Vice Chairs Governors Standing Orders Governors Code of Conduct Governors Allowance Mission Statement</p> <p>To be reviewed – Governor Protocol and visits (partly covered by Code of Conduct)</p>	Policy PH/Clerk PH Preschool Clerk Policy PH	Asap asap asap Asap
1.9	<p>Governor SEF and Skills Analysis To be discussed at next FGM. Governors SEF changed to include items mentioned in the new Ofsted Inspection Booklet (pages 32 – 59) Governors to review and send comments to Chair / Clerk by 13th October. Clerk to check skills analysis forms for gaps of knowledge and experience where training would be beneficial.</p>	Clerk Govs / Clerk	Next FGM Next FGM

Signed.....

<p>1.10</p> <p>FDP link</p>	<p>Headteacher's Verbal Report (Written report attached) The Headteacher reported that all school teams were working well, especially the leadership team. Staff and parents have been very positive and receptive.</p> <p>Data Reports were discussed at the Standards meeting on 14/9 and will be circulated with these Minutes.</p> <p>Additional comments <u>Attendance</u> – Targets kept same as last year as actual attendance slightly below. <i>Q Are there any problems with parents keeping pupils away from school intentionally?</i> A No, some parents taking unauthorised holidays and claiming that they are educational. More requests at Shalfleet. <u>SEF/FDP</u> - Format changed for both, to be sent out shortly, and agreed at next FGM. Main areas of focus: Writing Learning Culture Maths Closing the Gap These are highlighted around the school on kite symbols, with the tails showing how the goals will be achieved. <i>Q Do the Parents understand the kite symbols?</i> A Not yet, but they will do! <i>Q Do new entrants bring work from their previous schools?</i> A Some do, attainments can be obtained from websites. A baseline assessment is done for all new entrants. <u>Learning Leaders Group</u> – Pupils to produce their own FDP and SEF and take part in observations. <i>Q How will other pupils be engaged?</i> A The Leaders Group will report back and discuss results with other pupils. <u>Little Stars Preschool</u> – A meeting has taken place with SG and GW regarding the changes due to new registration and they are fully supportive. Thanks were offered to SW for her support in setting up new admin. procedures for admissions. <i>Q Is there any flexibility for parents to change their children's hours of attendance?</i> A Contracts are signed for the hours of attendance, however, emergencies can be coped with. <i>Q Do Preschool pupils need to be added to Sims (school computer admin. system) before the school census takes place?</i> A Yes, it would be advisable. <i>Q Will SG's contract change?</i> A Possibly, this will be carefully managed. <i>Q Will the change affect GW role?</i> A GW now a curriculum driver, mentor and shared Maths lead. A review of her role will take place later in the year.</p> <p>Confidential Item (2) see separate sheet</p> <p><u>SEN</u> – New entrants at Yarmouth needed extra support,</p>		

	<p>particularly Year 1 child who has not attended school before.</p> <p><u>Support Package</u> – A number of meetings had been arranged with mentors and advisors, some of which had now taken place and many in the diary.</p> <p><i>Q Governors asked if the previous Headteacher would still be coming in to give support? Funding included in budget.</i></p> <p>A BM, previous Headteacher, is still in France at present, so no meetings have been arranged. There was concern that support from BM is necessary and appropriate but not in place.</p> <p>LG stated that BM had offered to support as and when required with no fixed arrangement. On her return, LG will contact BM and meetings will be arranged as necessary.</p> <p>All events are now recorded on the Google calendar. Joint PTFA meetings starting to take place.</p>		
<p>1.11</p>	<p>Any Other Business</p> <p><u>Governor Training</u> List of courses circulated. Training already undertaken: Safer Recruitment, 18/9 - KL, TG good Issues raised – induction for new staff and volunteers Exit interviews for staff Understanding Data 22/9 – SS, CW good, raise on line not relevant for much longer. Assessment based on looking at books rather than assessing teachers performance. IOW Governors Forum KL to attend in place of CB. Gifted and Talented 1/10 CW to attend.</p> <p><u>Yarmouth Building Work</u> Fund raising letters sent to Yarmouth and some funding received. CB needs plans from SBM</p> <p><u>Church SEF</u> completed ready for SIAMS Inspection. Governor support needed for Inspection.</p> <p>Date of Next Meeting Full Governors’ Meeting – Tuesday, 20th October 2015 6 pm at Yarmouth</p> <p>The meeting ended at 9.10 pm.</p>	<p>SBM</p>	<p>asap</p>

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