



**Full Governing Body Meeting Minutes  
The Federation of Church Schools of Shalfleet and Yarmouth**

<b>Date and time</b>	Monday 27 <sup>th</sup> May 2019, 10 am to 1.30pm
<b>Venue</b>	Shalfleet Primary School.
<b>Governors</b>	Mrs Lizzie Grainger (Headteacher) Mrs Carla Bradshaw (LA Governor) Mrs Debs Downer (Co-opted Governor) Mrs Sylvia Smith (Staff Governor) Mrs Krista Bratton (Parent Governor) Mrs Sarah Woodburn (Staff Governor) Mrs Laura Homes (Parent Governor) Mr Stephen Holland (Co-opted Governor)
<b>Quorum</b>	The meeting is quorate, attended by 8 Governors. A quorum is 6 Governors.
<b>Attendees</b>	Mr Mark Webber (Foundation Governor – to be reappointed) Mrs Vikki Plumley (Finance Manager) Archdeacon Peter Leonard (Portsmouth and the Isle of Wight) Mrs Katie Riley (Clerk)
<b>Vacancies</b>	1 Foundation Governor
<b>Key</b>	FDP – Federation Development Plan SEF – School Evaluation Form <u>Challenge</u> Action, Decision, Support, Ring-fenced, FDP link
<b>Distribution:</b>	All Confidential Minutes to Governors attending meeting.

The meeting commenced at 10.15 am with a prayer from Archdeacon Peter Leonard.

It was agreed to change the order of business so that the LA West Wight School Places consultation and Little Explorers follow immediately after 1.61 to enable the Finance Manager to also contribute.

**1.58 Apologies**

- Apologies received from Foundation Governors Reverend Clive Todd, Mrs Caroline Weeks and Mrs Tina Griffith. Reverend Leisa Potter and Mrs Debbie Munn (Associate Governor) were absent.

**1.59 Declarations of interests**

- None

Signed .....  ..... Date .17-7-2019.....

### 1.60 Minutes of the last meeting 18/3/19 and matters arising (see action sheet)

- Minutes from the FGB meeting held on 18/3/19 are duly accepted as an accurate and true record of the meeting by the governors
- Some governors still to complete various safeguarding training

#### Action 1: Clerk to email governors concerned with training required

- LH and TG have collated child questionnaires for Yarmouth, Shalfleet still to do. Every child feels safe and happy with the exception of year 3 and 4 but the children were able to cite why. The children say they are not actually scared but they are exposed to frequent incidents through the behaviour of one of their peers. This is being addressed, training has been put in place to support the child and incidents are reducing with less exclusions. Sensory resources have been bought through the virtual school funding which will continue to be tapped into while it is available, however the head warned that the SGO is not thought to go through and in which case the virtual school will step away. The Head has a meeting with the virtual school after half term and Governors in full support of escalating this case further if need be.
- Q Governors asked if anyone can be brought in to help the children affected which will be considered by SLT and it was agreed it will be worthwhile conducting a further survey with these children covering this one aspect.

#### Action 2: LH to email outcomes from questionnaires to governors

- MW to obtain signature from the church and send completed forms back to the diocese for his re-appointment as Foundation Governor
- CB has reviewed the governor self-evaluation and considers that the GB is doing all the things it said it would. Therefore, instead of an action plan, it was proposed at next meeting to evidence what has been done throughout the year
- Pay committee meeting has not happened but the Head confirmed now that the budget is set, this can be done.
- The Head reported that she has planned a development day on 3<sup>rd</sup> June for staff at Yarmouth which Shalfleet staff will join, and will be sharing the progress of the curriculum.

### 1.61 Approve 3-year budget

- FM presented the proposed three-year budget for both schools (see attached) and **governors thanked her for her work and appreciation of how much work there was in producing this.** The Head highlighted that there have been 2 significant staff absences throughout this year and the budget accounts for various staffing movements between the two schools. Shalfleet has a b/f figure of £6970 but adjustments for VAT have not yet been made by the LA and so it is thought this figure could well increase as has happened at Yarmouth by approximately £10K. Pension and sports grants have been included only until their expiration in 2020. Q Governors asked if teachers will be able to pick up from the current sports coach (solely funded by the sports grant) as there could be an additional CPD requirement should this funding stop. Potential pay rises for all staff have been included within the budget. Learning resources were discussed at length with the portfolio holder and forest schools have been removed beyond the current 2/3-year agreement. The hope is they will continue but will need to be funded another way in conjunction with the community. Q Governors questioned the level of insurance for staff absence and FM confirmed that the policy is due for renewal in September and will be looked at. It



was proposed that 5 days waiting will be sufficient and that it is just long-term cover that is necessary.

Q Governors questioned whether the Federation has bought into the training package from Hampshire and whether it has been tied into the FDP? Yes, a bundle has been chosen for both schools, focused on standards in year 2 and 6 and supporting attachment disorder. A lot of maths training is free through the maths hub. The Head reported an additional development day has been planned for the new year when staff will be allocated half a day to complete their safeguarding. Support staff have recently participated in attachment disorder training driving a whole school approach and more expertise focused around the intervention menu. Q Is there anything on ASD? Much has been covered through attachment disorder training recently. TC's time has been increased by half a day which will take a lot of pressure off the Head and IM. There is lots of CPD around curriculum which is very much what the Head would like to develop and giving members of staff the opportunity and time to step up on duty up until Christmas will create capacity to do this. Thereafter the possibility of a temporary TR3 post is being proposed. Governors supported that release time is an important element of CPD to look at other schools. It was reported that visits to Hordle have been valuable this year but expensive. It was suggested to also look at Halterworth Community Primary School which may be more accessible and should also provide a rich learning experience. The Head reported that she has changed staff meetings recently to have a curriculum focus.

Q are there only 12 pupil premium children at Yarmouth? Yes, but this continues to be questioned. A letter is being sent out to all new children for September with a form to complete and return. Apprentice to be employed from November 2020. Much has been invested in her and it was reported what an asset she has become to the school.

**Portfolio Holder happy to recommend the budget and governors happy to approve. Thank you and well done was extended again to the FM for her work.** A copy of the budget was signed at the meeting which will be scanned and sent to the LA.

## 1.62 Governing body business

- LA West Wight Schools Consultation

A discussion was had following recent meetings within the local community and questionnaire feedback from parents at both schools within the Federation regarding the LA consultation and preferred option within the Council's consultation paper. Although at first sight the proposal appeared to have potential it does not address shortfall in pupil numbers in the West Wight in the longer term. New build information has revealed that only a refurb of a block has been identified for the All Saints site and data regarding the 81 children at All Saints has revealed only 50% are working to ARE, none are above. 50% are below ARE and will require significant extra help, 12 with identified SEN and 2 with an EHCP. With no additional funds and given the LA needs to close a school to address falling pupil numbers, natural dispersal of the children between the remaining 4 schools would seem to be the best solution for all children, despite losing the allocated refurb funding from the government.

**Action 3: Governors to review MW's draft letter based around the needs of children at All Saints and to meet again on Friday to finalise the GB's response.**



Governors wished to express their recognition for what a difficult time it has been during the last 2/3 weeks especially for the Head. The Head echoed this recognition for everyone and thanked everyone for their support.

- Little Explorers  
Governors considered the proposal for Little Explorers to come under the Federation sooner rather than later. Mrs Carla Bradshaw and Laura Homes (as members of the management committee) left the room whilst a vote took place amongst the remaining 6 governors resulting in unanimous approval for the proposal to take over Little Explorers as soon as possible.

**Action 4: A meeting to be set up with the manager and management committee as soon as possible with a proposal for the manager to remain in post until retirement.**

- Membership  
1 foundation vacancy remains. MW's Foundation Governor reappointment is in progress
- Development courses and reports  
MW has completed Level 3 safeguarding; TG has completed Assessment in the Primary Curriculum, and the Clerk has completed the new Hampshire Governor Hub webinar
- DfE/LA matters  
SEN review is still underway and now the SOS Outreach programme has extended to Christmas; DfE have now announced teachers' pension grant but only till August 2020, same as for teachers pay grant. Sports funding is also expected to finish in 2020 with last payment expected in May; therefore, to reach a balanced budget for 2020/21 is very difficult if you don't have significant carry forward from previous year. Changes to funding will not be announced until governments 'spending review' comes to an end. Focus should be for balanced budget in 19/20 with very little or no in-year deficit.

### **1.63 Headteacher's Report**

- Staffing update
- Staffing plan for September 19/20
- Update on attendance figures (pupils and staff) – report circulated

### **1.64 Reports from Staff**

- Inclusion - deferred
- Maths - deferred
- Literacy - deferred

### **1.65 Portfolio Holder reports and actions**

- Staffing, Polices and Standards minutes have been circulated prior to the meeting. No further questions at this meeting.

### **1.66 Adopt Policies**

- The following Polices are approved:

*Statutory*  
Capability Procedure for teachers and support staff

Signed .....  ..... Date .17-7-2019.....

Charging and remissions  
Behaviour/peer on peer abuse  
Safeguarding and Child Protection

*Non-Statutory*

Fair Access & Exclusion  
Marking and Feedback  
Little Stars Charging  
Fun Club Yarmouth  
Allegations against other children  
Inclusion  
Debt recovery  
Emails  
Support Staff Appraisal

Action 5: Still to complete by the end of the summer:


Wellbeing  
Finance  
Teaching and Learning  
Volunteer guidelines  
Pay  
Management of drugs

**1.67 Any other business**

**1.68 Date of next meeting**

- 5pm Wednesday 17<sup>th</sup> July at Yarmouth

The meeting closed at 1.30pm.

Signed .....  ..... Date .17-7-2019.....