 

**Full Governing Body Meeting Minutes**

**The Federation of Church Schools of Shalfleet and Yarmouth**

**Date and time Thursday, 18th July2019, 5.00 pm – 8.40 pm**

**Venue** **Yarmouth Primary School.**

**Governors Mrs Carla Bradshaw (LA Governor)**

**Mrs Krista Bratton (Parent Governor)**

**Mrs Lizzie Grainger (Headteacher)**

**Mrs Debs Downer (Co-opted Governor)**

**Mrs Tina Griffith (Foundation Governor)**

**Mr Stephen Holland (Co-opted Governor)**

**Mrs Laura Homes (Parent Governor)**

**Mrs Sylvia Smith (Staff Governor)**

**Mrs Caroline Weeks (Foundation Governor)**

**Mrs Sarah Woodburn (Co-opted Governor)**

**Reverend Leisa Potter (Foundation Governor)**

**Mrs Sarah Woodburn (Staff Governor)**

**Mr Mark Webber (Foundation Governor)**

**Quorum** The meeting is quorate, attended by 13 Governors.

A quorum is 6 Governors

**Vacancies** 1 Foundation Governor

**Key** FDP – Federation Development Plan

SEF – School Evaluation Form

*Challenge*  Action, Decision, Support, Ring-fenced, FDP link

**Distribution** All

Confidential Minutes to Governors attending meeting

The meeting commenced at 5pm with a prayer from the Headteacher

1.70 **Apologies**

* Apologies received from Mrs Debbie Munn (Associate Governor)
* Reverend Clive Todd (Foundation Governor) were absent

1.71 **Meet the JLT and Learning Leaders**

* All agreed to postpone the JLT and noted that suggestions were taken on board.

1.72 **Minutes of the last meeting 21.11.18 and matters arising (see action sheet)**

* Minutes of the last Standards meeting were agreed.

1.73 **Update on priorities for 18/19**

**JLT actions**

* Science Club – Sylvia Smith confirmed that a STEM club was now in place at Shalfleet, not yet at Yarmouth
* Gymnastics – Joe McCormack to establish a club
* Knitting Club – Tina Griffith agreed to start this.

**Shalfleet**

* The quiet area at Shalfleet is now complete and Debbie Munn is in the process of making a ‘pebble’ area. The garden area is now established and looking lovely.
* Yarmouth
* Tina Griffith agreed to water the secret garden area
* An outdoor Collective Worship area was discussed for Shalfleet. Leisa Potter agreed to look into this.

**Worship at Shalfleet Church**

* Debbie Downer asked if the child led, worship could be held at Calbourne Church and further afield? Tina suggested handing this to Sophia to action.
* Leadership to consider the journey times for trips. Elizabeth Grainger has looked into this and current journey times are acceptable. This information is to be conveyed to parents.

**Sports**

* It was discussed for Joe McCormack to organise more cross-country events. For the Hampshire Games, Joe selected less athletic children, which really inspired and lifted moral. Carla Bradshaw suggested Archery as an after school club or part of the PE lessons.

**Opportunities**

* Various opportunities have been arranged for the children, these include Science, Sports, Space Camp and Astronomy.

**Library Monitors**

* This action is still outstanding.

**School Pet**

* Pros and cons discussed.

**Lunchtimes**

* The lunchtime routine needs sharpening, this has been actioned.

**Worship**

* Young Leaders in Worship was discussed. Leisa Potter will speak to the Archdeacon to promote this idea. Both schools could establish a worship group (Worship Leadership Group) and could be done so through the JLT. It was suggested that JLT could become Portfolio Holders. Leisa mentioned that she may be able to obtain resources and next term she would bring in a creative box to tie in with outdoor worship.
* Final Star meetings will be held in September.
  1. **AOB**

**Headteachers review:** This will be completed during the school holidays

**Headteacher report –** The Headteacher explained how successful this year had been. We have achieved high EYFS at Shalfleet, slightly lower at Yarmouth. Phonics is in line with the national average. KS1 results are also above average at both schools, we are spot on with targets. KS2, 100% of children reached target at Yarmouth. At Shalfleet, we saw in outcomes of 83% in SPAG. The learning principles will be published on the website but will be as follows:

1. Progression Maps – skills and knowledge
2. Local studies
3. Environmental impact

The governor’s congratulated the Headteacher and asked for this to be passed on to all staff. The Chair asked if it was worthwhile to make our top line visible to all ‘Here are our values and this is how we are going to deliver them’ in the learning principles document. The HT would review and went on to say how pleased she was with the progress children have made ‘Closing the Gap’.

The Chair expressed special thanks to the SENDCo for her absolute commitment to children, the virtual school etc. She is the person who drives this and has driven training.

The Chair discussed pupil questionnaires and whether the children in Blue Class felt better. Perhaps a revisit to ascertain would be advisable. Action 1. HT to review children’s well-being in Blue Class. The HT went on to explain that during the holidays, the SENDCo sends all LAC children a card, just to keep in touch.

Sarah Woodburn left the meeting at 6.20pm

1.75 **Declarations of interests**

No new interests declared

* 1. **Minutes of the last meeting 27.5.19 and matters arising (see action sheet)**

Minutes of last meeting were agreed and signed

* 1. **Governing body business**

**Membership**

Membership of GB agreed, LP has now been appointed and MW re-appointed.

**Development courses and reports**

Governor training was discussed and agreed that the Clerk would email training links to all governors.

**DfE/LA matters**

DFE/LA – LA are pushing out many policies which are unchecked with schools. SH is taking back to the LA. CB indicates that some were not appropriate for school staff but would cause problems if we did not accept them. CB reported on the NAHT meeting she attended regarding funding for IOW Education. Brian Pope and Paul Brading were present however it was felt engagement was distant. There is ‘No money’ was the general response. CB explained that many ‘outstanding’ schools became ‘teaching schools’ and presently receive more funding to support other schools, however currently there are none on the IW. There was much talk about 3 billion interim funding coming for one year. Hants are now deemed outstanding in all areas of children’s services and as two Education Ministers are Hants MP’s, some hope that they will listen to the messages but that is not guaranteed.

**Governor SEF review**

Governors SEF review to be updated next year.

**LA West Wight Schools Consultation**

The Governor’s thanked MW for his notes on the Cabinet meeting. MW and LH found it sterile. Around 30 people from Yarmouth Community attended with written questions read out, to be answered by pre-written responses. Stock answers were disappointing, Stuart Hutchinson’s response sent to MW will be sent to governors. Vote went 8-1 for proposal. CB suggested watching the meeting via YouTube. JW asked three times about legal basis for increasing Yarmouth’s PAN, however, they did not know the answer. Our MP thinks that SEND is ‘over diagnosed’ on the Island and invited CB and MW to meet him in Cowes. MW met with him and gave a brief history but the MP supports the LA proposal. CB has written to the Diocese for clarification on the following:

Can the LA be the proposer of the move and what is the legal basis for change of PAN, etc. We are awaiting an answer.

The Diocese have issued a press release indicating they are committed to supporting the community with next steps; they acknowledge the difficulties but also say they understand the need for the reduction of school places in West Wight. They have confirmed they support the LA’s long term strategy.

The governor’s need to remain focused on the school and the children. Elizabeth Grainger thanked LP for being professional and caring.

Governors discussed the different categories of governor. Technically Foundation Governor’s should represent the Diocesan view, LA Governors represent the LA view, etc. However governors do not necessarily need to vote in alignment with that view. CB reminded all that there is now a Statutory Consultation and that we have a decision to make re our opposition based on welfare of children not being taken into account. MW stated that we need to remain distanced in order to have negotiating position at the end. We must remind them that we are a 2-11 school; we will not compromise on that.

DD expressed the need to look to ‘what if’s’ and how we can best serve the children.

Rev LP stated that we must not give up our bargaining power and we do not trust the LA, everything needs to be in black and white.

Governors then shared their personal views

Governors agreed not to make any statements over the summer at this stage and that there may be a need to meet during the holidays to receive updates on the latest situation. It was agreed to communicate via email. Final response to the consultation would be decided at a later date prior to the end of the consultation period.

LG thanked the governors for their support over the year.

**Little Explorers**

Little Explorers update – the LE Management Committee meeting has taken place and approved to take forward. BS and EG are to call Ofsted and Charities Commission to clarify the position by October half term. DD asked if a letter would go out to parents. EG agreed to do this with LH. Action: EG/LH to send letter to LE parents

Governors voted to take on Little Explorers and expand the age range at Shalfleet pending the formal EGM for Little Explorers; 4 weeks’ notice will be given for this meeting.

1.78 **Headteacher’s Report**

* Staffing update
* Staffing plan for September 19/20
* Update on attendance figures (pupils and staff)
* Outcomes of staff questionnaires
* Agree staffing structure for coming year
* KS2 outcomes (as available)
* Review progress/evaluate FDP and highlight areas of focus for 2020-21

Headteachers report – We received the substance earlier in the meeting and HT agreed to email the statistics later.

HT explained that there would be no change to the core aspects of the FDP and it would be renewed more regularly to shape our journey. The SEF will also be looked at for relevance under new Ofsted headings e.g. looking more at capacities of middle leaders, SH offered to help.

* 1. **Report on Single Central Record** – not discussed at this meeting.
  2. **Reports from Staff**
* Computing
* Safeguarding
* EYFS
* Health and Safety
  1. **Final STAR meeting reports and actions**

All meetings have taken place and governors commented on how well this process worked this year and wish to continue for next year. HT and governors to review time table and agree STAR teams at start of next academic year.

* 1. **Portfolio Holder reports and actions**

Finance, Staffing & Policies and Standards & Inclusion reports had been received and agreed.

* 1. **Adopt Policies**

*Statutory*

Pay

*Non-Statutory*

Wellbeing

Finance

Teaching and Learning

Volunteer guidelines

Management of drugs

1.84 Any other business – no AOB

1.85 Date of next meeting tbc