



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

**Date and time**            Wednesday, 4<sup>th</sup> December 2019, 6 pm to 9 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)**

**Quorum**                    The meeting is quorate, attended by 11 Governors.  
A quorum is 6 Governors.

**Attendees**                Mrs Sheila Caws (Clerk)

**Vacancies**                2 Foundation Governors

**Key**                         CPOMS – Child Protection on One Management System  
Challenge    Action, Decision, Support, Ring-fenced, FDP link

**Distribution:**            All  
Confidential Minutes to Governors attending meeting.

A leaflet was shown that had been distributed locally by Friends of Yarmouth School, which supported the idea of moving Shalfleet School instead of Yarmouth. It was noted that several members of the community had indicated to the school that they felt intimidated and not able to voice their opinion.

The meeting commenced at 6 pm with a welcome from the Chair.


**1.28 Declarations of interests on items forming the agenda**

- None. Mrs Bradshaw interests have been updated as she is no longer SBM for the Catholic Primary Schools.
- It was noted that the Governors' attendance list needs updating.
- Governors are encouraged to use Google Drive instead of email attachments

Action: CB to discuss the Google Drive with MF

Action: Clerk to update the attendance list

**1.29 Minutes of the last meetings from 2.10.19 and 28.11.19 and matters arising (see action sheets)**

Signed .....  ..... Date .....5/2/2020.....

- Minutes from FGB meetings held on 2.10.19 and 28.11.19 are agreed and signed  
**Action: CB to redact the minutes as appropriate prior to them being put on the website.**

Q why is there no provision for insurance for supply teachers? There is cover in place against the absence of teachers and supply teachers are rarely used as the HLTAs step up.  
Q do we insure against using supply teachers? No, the insurance against the absence of regular teachers is used instead. Most classes have an HTLA who takes over if the teacher is off but it does leave them without support. This would not be a long term arrangement.

### 1.30 Governing Body business

#### Membership

- There are currently vacancies for two Foundation and one Parent Governor. The closing date for applications for the Parent vacancy was December 2<sup>nd</sup> and three applications were received. The ballot papers have gone out and should be returned by December 16<sup>th</sup>. If papers are returned without following the correct procedure they may not be counted. All the applicants will be invited to the count. Suitability of candidates was discussed. All candidates will be met with and made aware of the role of a governor, in particular in a Federation, Code of Conduct and the Nolan principles.

**Action: CB to enquire on parent governor suitability**

**Action: CB to organise meeting with parent governor candidates**

- Consideration was given to the needs of the Freshwater community to have Governor representation should the move to Freshwater take place. This can only be reviewed after a decision is made in January.
- A brief discussion was had on the merits of VC vs VA school and the issues around a mixed VA/VC Federation.

#### Development courses and reports

- Several online courses have been sent out to various people for completion. Mrs Woodburn aims for all to be completed around the same time to avoid chasing individuals at different dates. Mrs Woodburn requested that everyone attend the L2 Safeguarding Training on the development day next year. The use of a Google training calendar was suggested.

**Action: SW to set up the Google training calendar**

- The ICFP (Integrated Curriculum and Financial Planning) course is a way of looking at how to plan the timetable/curriculum to fit in with the finances.

**Action: HT, SW and VP will meet to discuss the possibilities**

#### DfE/LA matters

- There is a big drive on workloads from the DfE and a work reduction toolkit is available from them covering marking, wellbeing and employment. The staff questionnaire will be sent out in the New Year. The HT acknowledged the need to continue to look at work load and well-being of staff. Several initiatives are in place.
- New Relationships and Sex Education guidance from the Government is clear that we have to work with our parent community on the content of our Curriculum. We are awaiting some guidance from the Diocese but this will be addressed in the New Year.

**Action: HT look at RSE curriculum and consultation with parents**

#### LA West Wight Schools Consultation

- Following the meeting with the Town Council in November, the Chair was handed a letter by the Mayor of Yarmouth. This was a pre-action letter from the Keeping Yarmouth School in Yarmouth Campaign. Copies of the letter were sent to the LA and the Diocese. The Diocese confirmed they would speak to their legal team and support the school. The law firm is drawing up an initial response which will be circulated prior to it being sent. A short reply explaining their view on the letter was received from the LA.
- Q if the Governors instruct the lawyers then do the Governors have to pay? Any invoices sent to the Governors will be forwarded to the Diocese. **Governors agreed to take up the offer of legal support from the Diocese as well as any financial support towards costs.**



- The Chair had a meeting with the Chair of Governors of All Saints where concerns for the future were aired by the latter.
- A decision is required as to when the Governors will meet to make their decision following the IWC Cabinet meeting on January 9<sup>th</sup> and the deadline for applying for places in primary schools on January 15<sup>th</sup>.

The meeting will be held on Monday, January 13<sup>th</sup> 2020 at 4.30pm in Yarmouth.

Action: CB will speak to the lawyers as to whether the Governors should have a copy of the LA's decision in writing before the meeting on the 13<sup>th</sup>.

Q will the new Parent Governor be in post by then?

Action: CB will check if this is the case or not.

- The Chair did not attend the Governors' Forum but subjects covered included co-chairing, growing leaders, SEN children and safeguarding.
- The Governors' Conference will be held on April 2<sup>nd</sup> 2019 at the New Holmwood Hotel from 9.30-1.00.
- An additional training session on staff selection and recruitment will be held soon.

### Little Explorers

- The OfSTED report is not yet available but the visit had been a positive experience. Key questions asked on Safeguarding and Prevent as expected. Focus on critical thinking skills, CPD and increased use of outdoors for baby room.
- In terms of the transfer of assets, it was suggested that the Little Stars could act as the local charity.

Governor SEF review – postponed

7.45pm – Revd Leisa Potter left the meeting

### 1.31 Headteacher's Report

HT circulated a written report prior to the meeting (see attached) and highlighted the following for Governors attention:

#### Section 1 – Contextual Information

- Shalfleet - five more children have joined the school and two more are coming from the mainland after Christmas, so there are now 186 on roll.
- Yarmouth - one child has left.
- SEN/Disadvantaged children: Professionals meeting will be held next week for one of the children. Governors concerned about support for children and are prepared to write to Director of Children's Services should the need arise.

Action :CW will attend the meeting and HT to report back on next steps

- Island Learning Centre – children in attendance for a longer period should come off the school role. HT is discussing the situation with HT at ILC.
- Another child is making progress and the hours of attendance have been increased significantly.

#### Section 2 – Outcomes for Pupils

- The Governors have looked at the ISDR reports and recognised that there are no specific outcomes for either school. The FFT reports were also noted. HT confirmed FFT is used in discussion with teaching staff on predicted outcomes for children.

#### Section 3 – Teaching, Learning and Assessment

- Monitoring – the subject reports are succinct and detailed. Devolved leadership is working well. The quality of the reports is good but the distinction between general observations about the subject and specific focuses through the Federation Development Plan needs to be made

Q are the methods transferable between schools? HT to find out.

Action: HT to ask if the same methods are used in both schools.

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Date .....5/2/2020.....

Q is it possible to look at electronic homework for YR 6? This would start the preparation for secondary school as the homework is very different. HT will investigate.

Action: HT to look into the provision of electronic homework for Y6.

- The monitoring timetable is in place and all lesson observations have been done bar one. The vast majority of lessons seen have been of good standard within the observed lessons.

7.50pm - Caroline Weeks left the meeting

- Maths TRG (Teachers Research Group) – Shalfleet hosted the first session in Maths Mastery and the session was well-attended by parents and children. This will improve parental understanding of new ways of teaching maths and how this can be supported at home. The impact on outcomes for children is starting to come through in the data.

Well done to all involved in the TRG session.

- The moderation planned with the West Wight Schools did not happen due to too much activity elsewhere.
- The Inspire Talk with Danny Briggs (England Cricket player) was fantastic with the children asking lots of questions. The next session will be on February 14<sup>th</sup> with Earl Carpenter (*Les Miserables, Phantom of the Opera*).

Section 4 – Personal Development, Behaviour and Welfare

- Safeguarding - Information is revisited regularly to ensure it is up to date and staff have full awareness of overall policy but also specific issues.
- CB liked the format of the report, which she thought was very strong.
  - HT has handed over producing the safeguarding bulletins to Tracy Castle as part of her new job role. A request was made for less acronyms.

Action: HT will ask for an explanation of the acronyms.

- CPOMS (Child Protection Online Monitoring and Safeguarding = software) is excellent and the information is immediate as everything is in one place. It is also possible to see who has read it.

Q Has the use of paper records stopped? Yes – reference is made to previous relevant paper records if they are on the system. Attendance and behaviour are also recorded on it. This system is helping to reduce workload.

Well done to Tracy Castle and HT for introducing this system; keeping children safe and reducing workload.

Q has it improved outcomes and is there a threshold for what is reported? Yes – whilst there has not been an increase in referrals the actions are quicker.

Q is it confidential? Yes – there are different levels of access and also, once something has been ticked as read it disappears.

- **FDP/SEF (see attached)**
- Attendance – Some support staff are on long-term sick leave. Occupational Health Referrals are made to support governors with next steps. Alternative offers such as a phased return are considered as appropriate.

Q What is the impact on the children? At present a certain amount of juggling with the staff has kept the situation under control with some supply teaching assistants at Yarmouth, one of whom can be in place until May. Children currently not negatively affected.

Q do staff have the right to refuse occupational health? Yes they can but it is in their own interests to avail themselves of the help on offer. OH is offered in a supportive fashion.

Section 5 – Leadership and Management

- Staffing – One of our DHT will be going on maternity leave shortly and appropriate cover has been secured. Maternity cover will also be required for one class teacher and there is the possibility if someone recommended by another HT.
- Admin Assistant has resigned from Yarmouth as she has a new job working with the Police. An advert has been placed for a replacement.

Congratulations to Admin Assistant on her new job.

Signed .....



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- Curriculum – a huge amount of work has been done on the curriculum by two of the teachers. There are now eight Learning Principles plus subject programmes. The system is more streamlined with less workload because as much as possible is cross-curricular. The aim is to launch the complete reorganisation for the Summer term. A request was made for these teachers to make a presentation to the Governors.

Action: HT to ask LR and SC to make a presentation to the Governors on the curriculum..  
 Congratulations to LR and SC for finding the time to undertake this project and keeping on top of their classroom responsibilities.

- Wellbeing – HT is aware that additional pressure is placed on remaining members of staff if someone is off long term.
- A Wellbeing Group has been set up, which led to an increase of issues reported, however HT aware this needed to come out. An action plan for emotional support is now in place for staff although it has been explained to all that no one is a trained psychologist, no one is responsible for how others feel and everyone has a responsibility to themselves.
- There are practises in place to make sure that everyone is clear about their day-to-day job. The big issue is cover, especially for sickness.
- Inspiration and thought for the future are encouraged – Admin Assistant being an excellent example.
- The LA SEND review OfSTED at Yarmouth went well. An area survey will take place to look at crossovers and pro-activity. There was talk of how the whole Island supports SEN and the fact that the specialist provision on the Island, whilst good, is insufficient.
- Links with parents – suggestions have been made such as a Federation Jackanory on the website, where staff and others read stories for the children.
- Another suggestion was a Christmas Bake-off.
- Church Life of the School – the Revd Clive Todd has been to a science meeting and a request has gone out to both Vicars to join in.
- Both schools will have a Christingle Service on the 6<sup>th</sup> December, although Shalfleet's will not be in the Church for logistical reasons. The Chair of Governors said that she was looking forward to the festive season with the children.

The Head Teacher was thanked for her report.

**1.32 Receive the Health and Safety Audit**

The audits were undertaken earlier in the year. Need to retime the FGB agenda with the visits.

**1.33 Review specific premises/H&S needs**

A five-year electrical report is due on Shalfleet in the Spring term. SBM has actioned this.

**1.34 Reports from staff**

HT has circulated the reports on computing, safeguarding and EYFS. The literacy support (where required) families receive from the Inclusion Team is very good.

**1.35 Feedback from STAR meetings and actions**

- Inclusion meeting: Some hours of support have been given to the SENCo to cope with workload. It was noted though that the SENCo role is to advice, class teachers retain overall responsibility for the children in their class.
- Outstanding star meetings need to take place to ascertain initial impact albeit informal conversations with Governors have been taking place.


**1.36 Portfolio Holder reports and actions**

Reports read and accepted. No further questions.

**1.37 Adopt policies**

There are no policies ready to be adopted at this meeting.

- Protection of biometric information of children in schools – written and ready to circulate because it is a statutory policy but no such information is held.
- Newly qualified teachers – to be updated

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- Children with health needs who cannot attend school – none in school at present or on the roll. There was a suggestion that it was therefore unnecessary.
- Designated teacher for LAC and previously LAC – updated.
- Equality information (public sector equality duty) statement for publication – not yet written.
- Performance Management and Teacher’s Appraisal – this will require a huge amount of work but the LA have pushed through the requirement and so it will be written shortly
- Teachers’ Pay Policy – also requiring a lot of work. This has been adopted by the LA despite a lack of meaningful consultation. The Federation has its own Pay Policy in place already. A separate meeting was suggested in order to combine the two.
- Curriculum – this has been combined with Teaching and Learning.

Action: SC will look for Equality Information policies in other schools.

Action: policies to be passed at a future meeting.


**1.38 Any other business**

- A meeting on the consultation and decision has been arranged for January 13<sup>th</sup> at 4.30pm in Yarmouth.

**1.39 Date of next meeting**

- Full Governors’ Meeting Wednesday 5th February 2020 at 6.00pm at Shalfleet.

The meeting closed at 9.00 pm.

Signed .....  ..... Date .....5/2/2020.....