



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

<b>Date and time</b>	Thursday, 20 <sup>th</sup> May 2020, 6.14pm-7.47pm
<b>Venue</b>	On-line
<b>Governors</b>	<b>Mrs Carla Bradshaw (Foundation Governor)</b> <b>Mrs Lizzie Grainger (Headteacher) <i>joined the meeting at 6.20pm</i></b> <b>Mrs Debs Downer (Co-opted Governor)</b> <b>Mr Neil Gartell (Parent Governor) <i>left the meeting at 6.27pm</i></b> <b>Mrs Tina Griffith (Foundation Governor)</b> <b>Mr Stephen Holland (Co-opted Governor)</b> <b>Mrs Laura Homes (Parent Governor)</b> <b>Mrs Sylvia Smith (Staff Governor) <i>left the meeting at 6.38pm</i></b> <b>Mrs Caroline Weeks (Foundation Governor)</b> <b>Mrs Sarah Woodburn (Co-opted Governor)</b> <b>Revd Leisa Potter (Foundation Governor)</b>
<b>Quorum</b>	The meeting is quorate, attended by 11 Governors. A quorum is 6 Governors.
<b>Attendees</b>	Mrs Sheila Caws (Clerk)
<b>Vacancies</b>	LA Governor 2 Foundation Governors
<b>Key</b>	<u>Challenge</u> Action, Decision, Support, Ring-fenced, FDP link
<b>Distribution:</b>	All Confidential Minutes to Governors attending meeting.

The meeting commenced at 6.14pm with an opening prayer from LP.

**1.89 Apologies**

- None

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

- None

**1.91 Minutes of the last meetings 5.2.2020, 20.2.2020, 23.3.2020, 23.4.2020 and matters arising**

- Minutes from FGB meetings held on 5.2.2020, 20.2.2020, 23.3.2020 and 23.4.2020 are agreed and signed.

**Action: CB to redact the minutes and put them on the website**

- The curriculum booklet for all children is now on the planner for the next stage.
- All actions are completed or ongoing.

**1.92 Governing Body business**

**LA update**

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- The LA's on-line training provision could be more comprehensive. The webinars from Better Governor are good and cost £10 per session. A subscription would cost £199. It was thought rather bizarre that on-line LA seminars are linked to either Hampshire or the IW but none appear to be held jointly.
- The LA appear to be in pause mode yet trying to be supportive. Nothing has been said about opening schools on June 1<sup>st</sup> but the HT is preparing to open.

#### **Diocesan update**

- The Diocese has not given any further input to date but RS has returned from furlough and so contact will be resumed.
- It was noted that that LP will be the only vicar in the West Wight from July. The CoG will write to the Archdeacon regarding any plans for support.

**Action: CoG to write to the Archdeacon regarding pastoral support in the West Wight**

#### **Governor training**

- LP requested a list of the training she needed to complete. The SBM has been overseeing this but will now pass it over to the Clerk.

**Action: SBM to pass administration of Governor training to the Clerk**

- Two requests were made for an update on safer recruitment. DD has begun one with the NSPCC at a cost of £30. CoG has recently completed Safer Recruitment on-line via the LA.

#### **Little Explorers**

- Matters are progressing and a closer look is now being taken at co-operation over finance and staffing. A member of staff may take early retirement and the DHT would oversee the setting going forward. An internal advert will need to be placed for a supervisor.
- The attendance figures are down due to Covid 19 although as much staff as possible have been placed on furlough. FM is following the position closely.

### **1.93 Covid 19 back to school date and arrangements update**

- A risk assessment has been undertaken by the HT, who outlined the proposed arrangements to take account of keyworkers' children, children returning to their classes and staff members who may be self-isolating, vulnerable or have family members at risk. Flexibility is built-in as changes can happen on a day-to-day basis. It was noted that the unions have not been very supportive of the process. The RA was shared with staff and governors. Staff have fed back and amendments made accordingly. Staff have generally been very supportive. The RA was also reviewed by the H&S advisor who approved it. They are also coming in to do a premises walk in both schools.
- A letter outlining the arrangements will be sent to parents along with the teaching timetable so as to pre-empt questions. Q. What about arrangements for those not coming back? A separate letter will be sent. As Parent Governors, NG and LH will be asked to review the letters before they are sent.

**Action: HT to send letters to parents outlining the arrangements for a return to school for some children.**

**Action: NG and LH will review the letters before they are sent.**

- The importance of staff understanding and following the guidelines was stressed. However, there is no expectation that children in Reception will follow social-distancing measures as per DfE guidelines.
- Q. How many responses have there been to the questionnaire regarding a return to school? There have been 86 responses to date and the figures so far are Shalfleet – R/8 children, Y1/10 and Y6/11 and Yarmouth – R/4, Y1/2 and Y6/6. Further consideration will have to be given to the arrangements as more children return.
- At present, the staff and children are arranged in independent groups that can be further sub-divided if necessary. Thought will have to be given as to how to accommodate the other years as more children return, especially from September onwards.

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- The plans assume re-opening on June 1<sup>st</sup>. The children of keyworkers will go back to their own schools and Y6 may return first with the others following either the following week or at weekly intervals.
- The HT was thanked and congratulated on successfully undertaking a huge piece of work.
- It was noted that if the LA decides against a return to school then Governing Bodies should acquiesce.

#### 1.94 All Saints transition update

- Alternative options in Freshwater have been exhausted and it is now definite that all the children will be on the Yarmouth site when the Freshwater site closes, most likely early next year. Security fencing, mobile classrooms and arrangements for staff parking are now been planned for.
- There are proposals for two classroom mobiles to be placed on site, one of which may be divided into smaller intervention spaces.
- Welcome books have been sent to all the children entering Reception in both schools in September. Messenger systems have been set-up with the parents and once the new staff have been appointed, the staffing structure across the Federation will be published. Staff will introduce themselves by video to children and parents given Covid-19 unless restrictions are lifted.
- The LA will organise transport from Freshwater for the Year R children who have now been admitted to Yarmouth. Freshwater children with siblings coming to Reception will be offered the opportunity to attend the Yarmouth site in September.
- It could be possible to re-think uniform across the Federation as there has been an offer of sponsorship from the LA.
- Some Freshwater staff are still looking for re-deployment interviews are to be held yet and we have agreed to accept AS staff for interview should they wish to apply.
- It is hoped that a minibus can be used to transport the children between sites for joint activities and it is hoped that the LA will fund this.
- A letter will be sent from the joint Governing Bodies to explain the new arrangements as far as they are known.
- As communication will be so important, especially as face-to-face meetings are not an option at present, it was agreed to set up a working party. There is a need to present parents with facts as they are known and in a timely manner and co-ordination with All Saints will be part of the process. The working party will consist of SH, LH, LP and CW.


Action: a letter from the joint Governing Bodies to be sent to parents outlining the new arrangements.



#### 1.95 Freshwater site new build update

- A request was made to the architects that all plans must be labelled 'Yarmouth CE Primary School'.
- Suggestions for changes to the building plans have been made and it is hoped that a planning application will be submitted at the end of June. A builder has yet to be appointed and small changes may be possible after that within the current budget.
- The internal walls of the new building will be of studwork to allow for flexibility of the arrangements in the future should it be necessary to make changes.
- An e-mail will be sent to the Implementation Group to say that all the Governors approve the internal arrangements of the new building. This was agreed.

#### 1.96 Update towards approving the 3-year budget

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- The deadline for the budget is now the end of June and an indication has been received as to the amount of money that can be expected from the All Saints budget following the school's closure.

**1.97 20/21 transition appointment process update**

- Four new teachers will be appointed to the Federation to cover teaching requirements from September. These will be fixed term contracts. Twelve applicants will be interviewed and the HT outlined the interview process. The appointments will be to the Federation.

**1.98 Headteacher's Report (verbal)**

- The HT is working on the staff rotas for September and also for June, when some children will return. The HT reported that **the staff have been phenomenal. Governors expressed their gratitude for the staff's dedication and commitment to the children and the schools.**
- Staff attendance has been affected by Covid-19 as some have received a letter from the NHS and are currently shielding, whilst others are living with the clinically vulnerable.
- The number of children attending has increased gradually and there are now around 20 each day. They are all having a wonderful time.
- Hard work has gone into maintaining and improving staff morale and well-being. Contact is regular and CPD is continuing on-line. The Maths Mastery course recently was a great success.
- STAR meetings have either taken place or been scheduled.
- The curriculum is moving forward. Forest School and PE will be included from September, which will benefit all children.

**Governors thanked the HT for her report and her and her staff continued work to progress the schools irrespective of Covid-19.**

**1.99 Portfolio holders reports and actions**

- The agenda and planner will be re-vamped to make these easier.
- The Finance, Standards and Inclusion meetings have all taken place recently.
- LP will hold a virtual Collective Worship meeting

**2.0 Key staff reports**

- CW asked for another Governor to attend the STAR Maths meetings – SH volunteered. TG will attend the STAR Literacy meetings.

**2.1 Policies**

- All outstanding policies will be ratified at the next scheduled meeting.
- The ratification system will be re-organised.

**Action: DD, SH, LG and the Clerk to re-organise the current ratification system for policies.**

**2.2 Any other business**

- A request for SH to take over as the LA Governor has been sent to the local IWC Councillor.
- Q. Will the school still be open for the children of keyworkers once the other years return? Yes.
- **LH thanked HT for all her hard work and the amount she has achieved.**
- LP said that she is very busy with Church work but will always be available if needed.
- The HT thanked everyone.

**2.3 Date of next meeting**

- Full Governors' Meeting Wednesday 15<sup>th</sup> July 2020 at 6.00pm - place tbc.

The meeting closed at 7.47pm.

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Date ...15/7/2020.....