



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

Date and time	Thursday 25 th August 2020 at 9am
Venue	Shalfleet and on-line
Governors	Mrs Carla Bradshaw (Foundation Governor) Mrs Lizzie Grainger (Headteacher) Mr Neil Gartell (Parent Governor) Mrs Tina Griffith (Foundation Governor) Mr Stephen Holland (LA Governor) Mrs Laura Homes (Parent Governor) Mrs Sylvia Smith (Staff Governor) Mrs Caroline Weeks (Foundation Governor) attended on-line Mrs Debbie Munn (Associate Governor)
Quorum	The meeting is quorate, attended by 9 Governors. A quorum is 6 Governors.
Attendees	Mrs Sheila Caws (Clerk)
Vacancies	1 Co-opted Governor 2 Foundation Governors
Key	CPOMS – Child Protection On-line Management System <u>Challenge</u> Action, Decision, Support, Ring-fenced, FDP link
Distribution:	All Confidential Minutes to Governors attending meeting.

The meeting commenced at 9.17 with a prayer by Mrs Tina Griffith

1.1 Apologies

- Apologies were received from Mrs Debs Downer and Mrs Sarah Woodburn

1.2 Declarations of interests on items forming the agenda

- None

1.3 To discuss a community plan to include communications

- The CoG welcomed everyone to the meeting and outlined the idea of a community plan to involve the school communities, stakeholders and the wider community and how best to communicate with each other. It was emphasised that this was to be a community plan with communications as a part of it and not the other way round.
- NG (portfolio holder for Community) outlined some of his ideas including 'how' and 'who' to reach in the community and many of his ideas are based on existing value statements on the Federation website. He covered, amongst other subjects, goals and resources and the importance of language. A copy of his notes is attached to these minutes and he was also requested to circulate them to other governors. He was thanked for his work

Action: NG to circulate notes to other governors.

Signed Date

- Various ideas for engaging with the wider community were suggested, including a community map, community walks and visits to the library and old people's homes (Covid 19 regulations permitting). It was agreed that it was important to be visible, to be regular and to ask what the community wants from the schools as well as what the schools would like from the community.
- It was emphasised that it is most important to consider the schools as one and not as disparate entities.
- It was agreed that it will be important to incorporate community involvement into the curriculum.
- Involvement with the wider community should evolve and not be imposed.
- Communications are an essential part of any community plan and there was considerable discussion about the website, the dojo and the use of e-mails and letters. The importance of communication in person was also emphasised.
- It was agreed that all communications should be graded as national/LA, Federation, school, class or child. The dojo should be used for the last three only, so as not to overload it, and anything else should be on the website with links from the dojo.
- Other means such as Twitter, Facebook and a blog should also be considered, especially for instant messaging.
- It was felt that more staff time should be given to communications but that the SBM, who usually dealt with such matters, already had an increased workload and the HT was also similarly short of time. Further discussion is required.
- An audit of the effectiveness of current communication practice was suggested in order to produce a benchmark. The HT and the SBM will evaluate the present methods such as the dojo, e-mails, letters etc. to produce a snapshot.

Action: HT and SBM to evaluate current communication practice to produce a benchmark.

- Any strategy needs to be resilient, adaptable and based on the needs of the whole federation community, including communications, with links back to our Federation core values.
- Another meeting was arranged for September 1st.

1.4 Any other business

- Mention was made of Jade Kennett and her ability to 'get things done'. A gesture of thanks should be given in appreciation of all her support.

1.5 Date of next meeting

- Extra Governors' Meeting Tuesday 1st September 2020 – 4pm, Shalfleet and on-line

The meeting closed at 10.55am.

Signed Date