

The Federation of Church Schools of Shalfleet and Yarmouth
Full Governors' Meeting

Meeting of Full Governing Board	Term: Summer Term 2016
Place: Shalfleet Primary School	Date: Tuesday, 12 th July, 2016 6 pm to 8 pm
<p>Present:</p> <p>Mrs Lizzie Grainger (Headteacher) Mr David Bevington (Foundation) Mrs Carla Bradshaw Chair (LA) left the meeting at 7.05 pm. Mrs Krista Bratton (Parent) Debs Downer (Co-opted) Mrs Karma Leyland (Co-opted) joined the meeting at 6.20 pm Carole Macfarlane (Associate) joined the meeting at 6.55 pm Mrs Sylvia Smith (Staff) Mr Mark Webber (Foundation)</p> <p>In Attendance:</p> <p>Mrs Sam May (School Business Manager) left at 7.05 pm Mrs Jane Lewis (Clerk)</p>	<p>Absent:</p> <p>Mrs Tina Griffith (Foundation) Mrs Debbie Munn (Parent) Mrs Claire Oulton (Associate) Mrs Caroline Weeks (Foundation) Mrs Sarah Woodburn (Staff)</p>
Key: <u>Challenge</u> Action, Decision, Support, Ring-fenced, FDP link	Distribution: All Governors Confidential information sent only to Governors attending meeting.

The meeting was quorate: Attended by eight Governors and one Associate Member. One Governor joined the meeting at 6.20 pm. Associate Member joined at 6.55 pm and left at 7.55 pm. The Chair and School Business Manager left at 7.05 pm .
(Number needed for quorum: 6 Governors)

Mark Webber (Vice Chair) chaired the meeting from 7 pm when Carla Bradshaw left.
David Bevington opened the meeting with prayer.

The Chair congratulated David Bevington on his forthcoming retirement and thanked him for his loyal service and commitment to the Federation. Best wishes for the future were conveyed to David and his wife Gwen from all the Governors.

Signed Date

Item	Minutes	Action	Date
3.14	<p>Welcome and Apologies Apologies were received from T Griffith and C Weeks (Away), C Oulton and D Munn (work), S Woodburn (family)</p> <p>Apologies were accepted.</p>		
3.15	<p>Order of Business and items for AOB The School Business Manager to address the meeting first.</p>		
3.16	<p>Declarations of Business or Personal Interests relevant to the meeting. None</p>		
3.17	<p>Minutes of the last meetings 24.5.16 and 20.6.16 These were agreed as a true record and signed by the Chair.</p> <p>Matters arising from the Minutes. See attached actions sheet FGM 2.2.16 Item 2.4 Astro turf – extension was too costly. Playground was being repainted – see Finance Report. It was suggested that SBM/JLT/SS investigate possible grants for improvements.</p> <p>KL joined the meeting at 6.20 pm</p> <p>Item 2.7 Head’s Report – voluntary letters <i>Q Could “just giving” websites be set up for both schools?</i> A This will be investigated.</p> <p>The letter to Shalfleet parents to ask for voluntary donations via “justgiving” with an article in Village Talk to recommend donations. SBM to check with Diocese on legal position for this.</p> <p>The letter to Yarmouth parents OK, but to include advice on “justgiving”. Letters to include how money might be spent and advise that annual updates will be given.</p>	<p>SBM/JLT/SS</p> <p>SBM</p> <p>SBM</p>	<p>When possible</p> <p>asap</p> <p>asap</p>

	<p>FGM 23.3.16</p> <p>Yarmouth logo – Questions had been raised on the technicalities of the design. Once these have been agreed, the design can go ahead.</p>		
<p>(3.20)</p> <p>3.18</p>	<p>Finance Report from SBM</p> <p><u>Senior Leadership structure</u></p> <p>SBM and HT to discuss further. Existing TLR3 to be extended for at least 6 months. Two term TLR3 post to be advertised internally for Yarmouth. It is hoped to have approved structure in place at both schools by the next financial year.</p> <p>Governing Board Business</p> <p><u>LCVAP</u> see Finance Report and Head's Report</p> <p>Grant agreed of £135,102 to Yarmouth for extension to classroom, provision of decking and awnings outside Early Years classrooms and improvements to carpark. Estimated cost of £140,000 may need top up from DFC money. School to raise 10% of build cost under LCVAP rules. £6,500 available in fundraising account, carry forward from fundraising for mobile.</p> <p><i>Q Is there sufficient space in the main hall for the additional pupils?</i></p> <p>A Yes, all pupils can attend collective worship and lunch is now taken in two sittings and works well.</p> <p><u>Governors agreed to the extra spend on improvements.</u></p> <p><u>Shalfleet school crossing</u></p> <p>The LA have finally agreed to the provision of a puffin crossing on the main A road close to the Horse and Groom Public House. There are also plans to extend the pavement there to facilitate pupils crossing the road from the carpark to the school. Implementation expected nearer Christmas. Thanks to Headteacher and</p>	HT/SBM	Autumn term

Governors who met with LA regularly and kept up pressure.

Admissions

The Chair reported that following the increase in pupils over PAN, due to Weston Academy closure, had triggered discussions with the LA on suitability of the school site and initial visits had taken place as previously reported. In the current school admissions round, Shalfleet had 10 10 children over PAN (24) apply. 7 families had appealed and none had been successful in their appeal. Several of these parents have siblings in the pre-school. Some of the pupils refused admission at Shalfleet were now going to attend Yarmouth, however several were lost to the Federation and allocated different schools in the area.

Further discussions have now taken place with the Admissions team as the position of oversubscription is likely to be on-going, however this is unacceptable to the school and pre-school. There was also concern that the Admission Appeal Process had not been administered correctly. Our successful Federation should be supported by the LA as per central government policy. CB and LG are meeting Martin Goff, Hampshire Head of Admissions in September to discuss future arrangements.

In addition, members of the Hants & IOW LA property teams had recently visited the school and considered that the mobiles were in need of replacement. They were also surprised that outdoor play area was so limited. They would be looking at the school plans to consider improvements. HT/SBM to continue to follow up as timelines are unclear at this stage yet the matter is pressing.

	<p>CM joined the meeting at 6.55 pm</p> <p><u>Letters from Catholic school Heads</u> (see Finance Report)</p> <p>A letter was received from Catholic Headteachers regarding the formation of a Multi Academy Trust on the Island. Governors considered the proposal and agreed that it was in the interests of the Federation to discuss this further.</p> <p>Clerk to reply to letter before end of term.</p> <p>CB left the meeting at 7.05 pm SM left the meeting at 7.05 pm</p> <p>MW continued to chair the meeting.</p> <p><u>Governing Board Membership</u></p> <p>David Bevington will be retiring at the end of the school term, leaving an Ex-Officio Foundation Governor vacancy. Carole Macfarlane would not be continuing as Associate Member due to family commitments, however she would be prepared to help the Federation in any way possible. Thanks were expressed for her support in the past and best wishes for the future.</p> <p>Karma Leyland also expressed a wish to resign from her role as Co-opted Governor due to work and family commitments. Governors appreciated her support and asked if she would consider remaining on the Governing Board as an Associate Member. This was agreed by KL and Governors.</p> <p>Confidential Item - see separate sheet</p> <p><i>Q Are Foundation Governor vacancies advertised widely in the Churches?</i> A Yes, the PCC are aware and the role of</p>	Clerk	Before end of term.
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	<p>Foundation Governors is promoted Island wide.</p> <p>The Clerk asked Governors to consider nominations for the roles of Chair, Vice Chair and Treasurer for next year. Details will be sent out during the holidays together with Terms of Reference for Portfolio Holders to enable Governors to consider their responsibilities for next year.</p> <p>Q Governors asked if their photographs could be on display in a prominent place in the schools?</p> <p>The Head requested that details of Governor responsibilities to sent to the Staff when agreed in September.</p> <p><u>Governors Collaboration Agreement</u> This has been amended to include Staffing procedures. It was agreed, signed by the Chair and passed to the Clerk to forward to Governor Services.</p> <p><u>Training and Development</u> Clerk has attended the Clerks' Conference in Winchester (report attached). Chair, KB and Clerk attended IOW Govs. Conference in Shanklin (report attached). KB attended Safeguarding course. Courses for next term sent by email. The increased cost of Governors Service Level Agreement for next year is being contested by the School Business Managers. Governing Board to consider the value of courses before they are booked.</p>	<p>Clerk</p> <p>Head</p> <p>Clerk</p> <p>Clerk</p>	<p>Over holiday</p> <p>Sept</p> <p>Next term</p> <p>asap</p>
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<p>3.19</p>	<p>Head's Report</p> <p>The Head gave details of her report which was distributed afterwards. Staffing details to follow.</p> <p>Report included class structure, no change to pupil numbers – 170 at Shalfleet and 99 at Yarmouth.</p> <p>Data Analysis, Summer 16 attached but confidential. Staff appreciate being able to easily monitor the progress of their pupils.</p> <p>SATs results very good.</p> <p>Governors thanked the Head and Staff for their hard work this year and congratulated them on the good results. Governors congratulated the Yarmouth Year 1 Staff on completing their moderation successfully.</p> <p><u>Health & Safety</u> No issues</p> <p><u>Attendance</u> – see reports</p> <p><u>Safeguarding</u> – action plan evaluated and updated. To be sent to Clerk and distributed to Governors.</p> <p><u>Questionnaires</u> – staff, parent and pupil questionnaires being collated. Details to Governors when available.</p> <p>Andrew Turner, MP, visited Shalfleet during the Summer Fayre. He was given a tour of the school by the Head and invited back during the Autumn Term.</p> <p><i>Q Why had several after school clubs been cancelled?</i></p> <p>A Due to low numbers.</p> <p>The Head thanked the Governors for their support throughout the year and looked forward to continuing the relationship next year.</p>	<p>Head/ Clerk</p> <p>Head</p>	<p>Next FGM</p> <p>asap</p>
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	CM left the meeting at 7.55 pm.		
3.20 FDP inks	<p>PH Reports <u>Staffing & Policies</u> 13/6 (DD) attached <u>Finance</u> 7/7 (CB) SBM report and monitoring sheets attached. <u>Inclusion</u> 28/6 (CW) attached Head to discuss content of Inclusion Reports with JC. <u>Premises</u> (KL) report to follow More details requested by PH <u>EYFS</u> June (CB) attached with action plan <u>Safeguarding</u> (MW) report to follow</p> <p>No further comments were raised regarding the reports and all recommendations were agreed.</p>	Head KL SBM/Head MW	Sept asap When relevant asap
3.21 Sports funding	<p>Curriculum Lead Reports PE & Sports Funding (PB) attached Attendance (PB) to follow (SW) attached. Little Stars Preschool (GW) to follow.</p>	Clerk Head/GW	asap asap
3.22	<p>Policies <u>Statutory</u> Complaints Whistleblowing <u>Non-Statutory</u> Attendance Management</p> <p>The Policies have been reviewed by the Head and Portfolio Holders. Statutory Polices were agreed by Governors</p>		
3.23	<p>FDP and SEF (see Head's Report) To be reviewed at Development Day. Governors welcome to attend. Head to update Governors at next FGM.</p>	Head	Sept FGM
3.24	<p>Any Other Business <i>Q Governors asked if there were any cards or presentations to be made to leaving</i></p>		

3.25	<p><i>Staff?</i> MW to contact CB regarding this.</p> <p>Date of next meeting Governors discussed the best day for meetings next year. The Head stated that Staff meetings would have to be held on Tuesdays so it was agreed that Wednesdays might be the best day for Full Governors' Meetings. Proposed date for first meeting: Wednesday 14th September, 2017 at 6 pm At Yarmouth School.</p>	MW	urgent
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The meeting closed at 8.15 pm.

Other items distributed after the meeting

Lead Reports

PHSE/SMSC/BV/LL Spring/summer term
Safety Surveys for Shalfleet and Yarmouth