

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

<b>Meeting of Full Governors' Board</b>	<b>Term: Autumn Term 2017</b>																																													
<b>Place: Yarmouth Primary School</b>	<b>Date: Wednesday, 22<sup>nd</sup> November 2017 5.00 pm to 8.25 pm</b>																																													
<p>Present:</p> <p>Mrs Lizzie Grainger (Headteacher)  Mrs Carla Bradshaw (LA Governor)  Mrs Debs Downer (Co-opted Governor)  Mrs Laura Homes (Parent Governor) arrived at 5.40pm and left at 8.10pm  Mrs Jane Manning (Co-opted Governor)  Mrs Sylvia Smith (Staff Governor)  Mr Mark Webber (Foundation Governor)  Mrs Sarah Woodburn (Staff Governor)  Mrs Caroline Weeks (Foundation Governor) left at 8.10pm  Mrs Krista Bratton (Parent Governor)  Mrs Tina Griffith (Foundation Governor) arrived at 5.15pm  Mrs Sam Bayley (School Business Manager) left after agreement of budget</p> <p>In Attendance:  Mrs Katie Riley (Clerk)</p> <p><b>Junior Leadership Team and Learning Leaders joined meeting from 5.00 to 5.35 pm</b></p> <table border="0"> <tr><td>Elana</td><td>Yarmouth</td><td>Year 2</td></tr> <tr><td>Toby</td><td>Yarmouth</td><td>Year 4</td></tr> <tr><td>Gabe</td><td>Yarmouth</td><td>Year 4</td></tr> <tr><td>Maia</td><td>Yarmouth</td><td>Year 5</td></tr> <tr><td>Olivia</td><td>Yarmouth</td><td>Year 5</td></tr> <tr><td>Tawnie</td><td>Yarmouth</td><td>Year 5</td></tr> <tr><td>Franz</td><td>Yarmouth</td><td>Year 6</td></tr> <tr><td>Samuel</td><td>Yarmouth</td><td>Year 6</td></tr> <tr><td>Alice</td><td>Shalfleet</td><td>Year 3</td></tr> <tr><td>Alex</td><td>Shalfleet</td><td>Year 4</td></tr> <tr><td>Isabelle</td><td>Shalfleet</td><td>Year 5</td></tr> <tr><td>Sam</td><td>Shalfleet</td><td>Year 5</td></tr> <tr><td>Tom</td><td>Shalfleet</td><td>Year 6</td></tr> <tr><td>Henry</td><td>Shalfleet</td><td>Year 6</td></tr> <tr><td>Holly</td><td>Shalfleet</td><td>Year 6</td></tr> </table>	Elana	Yarmouth	Year 2	Toby	Yarmouth	Year 4	Gabe	Yarmouth	Year 4	Maia	Yarmouth	Year 5	Olivia	Yarmouth	Year 5	Tawnie	Yarmouth	Year 5	Franz	Yarmouth	Year 6	Samuel	Yarmouth	Year 6	Alice	Shalfleet	Year 3	Alex	Shalfleet	Year 4	Isabelle	Shalfleet	Year 5	Sam	Shalfleet	Year 5	Tom	Shalfleet	Year 6	Henry	Shalfleet	Year 6	Holly	Shalfleet	Year 6	<p>MAT – Multi Academy Trust  FDP – Federation Development Plan  SEF – School Evaluation Form</p>
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<p><b>Key:</b> <i>Challenge</i> <b>Action</b>, <b>Decision</b>, <b>Support</b>, <b>Ring-fenced</b>, FDP link</p>	<p><b>Distribution: All Confidential Minutes to Govs. attending meeting.</b></p>																																													

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

Signed ..... Date .....

Item	Minutes	Action	Date
1.21	<b>Welcome and apologies</b> None received		
1.22	<b>Order of Business and items for AOB</b> Mid-year Budget to be moved ahead of governing body business The following items to be added to governing body business: <ul style="list-style-type: none"> <li>• Road crossing/building works</li> <li>• Data protection law changing next year</li> <li>• Diocese meeting yesterday</li> <li>• Inspection handbook updated</li> </ul>		
1.23	<b>Declarations of Interest</b> There were no interests declared relevant to the meeting.		
1.24	<b>Junior Leadership Team</b> The Chair opened with a prayer and welcomed members of the JLT and Learning Leaders  <b>Minutes of the last meeting 12.7.17 and matters arising.</b> The Minutes of the last meeting were agreed and signed by the chair <u>Matters arising:</u> <ul style="list-style-type: none"> <li>• The Shalfleet Gardening Club has started preparing the Prayer Garden as a quiet area. Over the holidays they put in some plants and replaced the bench.</li> <li>• Caretaker and teachers are carrying out regular checks of the playground and no further issues with empty bottles have arisen</li> <li>• The JLT looked at raising money for outdoor equipment but proved too costly so this has been <b>referred back to governors</b></li> <li>• The issue of playing football is improving with softer balls now in use but still more to be done. <b>JLT to continue discussions with PE Co-ordinator, sports leader and captains.</b></li> <li>• <b>Still to be done – to investigate whether the fire bells in years 3 and 4 could be moved further apart.</b></li> </ul>	SBM/ Govs  JLT  SBM	asap  asap  asap
1.25	<b>Discuss priorities for 17/18</b> <u>Q. Could there be a science club - there are lots of clubs at school but not for science?</u> SW already looking into this and has an ex-science teacher in mind <u>Q. What about a French Club?</u> – <b>JLT to see who might be interested.</b> Needs to be sufficient numbers to run a club. The <u>Head suggested that as there is one already running at Shalfleet would Yarmouth be interested in joining the club at Shalfleet?</u> – Yes they would. – <b>HT to take forward with club organisers</b> <u>Q. What about a DT club?</u> – there is one already and will run again after Christmas <ul style="list-style-type: none"> <li>• JLT and Learning leaders from both schools would like to meet at each other's schools – there would be the cost of the minibus for this but SBM said the school could help.</li> <li>• Children also commented on how they would like to do more</li> </ul>	JLT  HT	

	<p>learning together across both schools. <b>HT to take this on board and consider future opportunities</b></p> <p><u>Learning Leaders</u></p> <ul style="list-style-type: none"> <li>• The Chair invited the Learning Leaders to explain their role? They explained they look at other children's work and see how they can improve to encourage people to do better and see if the teaching is working.</li> <li>• They have done learning walks at their own school, still to do at each other's. Need to make sure information on walls is useful and helps you learn.</li> <li>• The learning leaders have asked other pupils whether they enjoy learning and the majority have said yes. One person said they didn't and governors asked how learning leaders responded? They responded that learning is good and helps you have a better life. Governors suggested learning leaders could try and find out why in order to help.</li> <li>• Governors asked both JLT and LL what they thought emotional literacy was? They understood it as talking about feelings to try and make things better. Who do they go to for help? Friends, learning leaders, ELSA. Would it be better if it was called something different? <b>JLT and LL to take this action away to consider.</b></li> <li>• Governors asked what the FDP was? The children responded that it was kites which are things the school is trying to improve upon.</li> </ul>	Head	
1.26	<p><b>Any Other Business</b></p> <ul style="list-style-type: none"> <li>• The JLT have been discussing how to balance fundraising with raising money for charity as they want to be able to do both. They explained they chose their charity democratically.</li> <li>• Antbullying is going to be on the agenda next time. They have just had antibullying week and have set up a squad of ambassadors.</li> <li>• A shed monitor was requested at Yarmouth. <b>JTL and SS to look at how to porgress this</b></li> <li>• The children have noticed lots of holes in the ground after their golden mile. <b>SBM and grounds maintenance to look into.</b></li> <li>• The Chair, Mrs Bradshaw, thanked the members of the Junior Leadership Team for attending the meeting. If they had any further questions, would they please speak t Mrs Smith who would pass on their ideas</li> <li>• The JLT will be advised when their next meeting with Governors will be.</li> </ul> <p><b>The Junior Leadership Team left the meeting at 5.35 pm.</b></p>	JLT/LL	
	<p>The meeting continued at 5.50pm.</p> <ul style="list-style-type: none"> <li>• Governors remarked on a big improvement and engagement from the JLT. Also, lovely to see children's positive attitude to</li> </ul>	JTL/SS SBM	

1.27	working together across both schools. <b>To work on agenda for next time – Action plan update for JLT and review of recent actions for LLs.</b>	SS/JLT/LLs	Spring
	<ul style="list-style-type: none"> <li>It was suggested to make sure visits take place at either school for balance. <b>SS to ask parents to find out what is most practical.</b></li> </ul>	SS	Asap
	<b>Minutes and Confidential Minutes of the last meeting 27.9.17 and matters arising (See action sheets)</b>		
	<ul style="list-style-type: none"> <li>The Minutes of the last meeting were agreed and signed by the Chair.</li> <li>See completed action sheet (attached).</li> <li>Jane Manning has been co-opted to replace Debbie Munn, leaving just two ex-officio vacancies remaining. Very close to recruiting new priest following recruitment interviews on Tuesday.</li> </ul>	SS	Asap
	<ul style="list-style-type: none"> <li><b>Value Tree and Radar logo still to be discussed with JLT</b></li> <li><b>Staff wellbeing survey to be done in the summer term, following children's questionnaire this term and parents in the spring.</b></li> </ul>	JM	Summer
	<p>Governors' responsibility to recognise teachers' workload and wellbeing. Head to share questions with help from IT support. Suggestion of a wellbeing week where Governors can be available for staff to drop in with any concerns. <b>DD to attend community meeting to action with JM.</b> It was commented that teachers are spending less time on marking and becoming more effective with verbal feedback in class. It was recognised that feedback in the books was the main source of evidence showing impact for Ofsted so remains important.</p>	Head	Asap
	<ul style="list-style-type: none"> <li>Parent forum had requested Christingle be back on a Sunday evening: Governors reviewed past history of Christingle and decided to keep it on a school day to ensure maximum attendance.</li> <li>Some Governors still to complete skills audit and pass to clerk, however it was suggested that there has been little change since the last time this was done. <b>Chair and Clerk to review together.</b></li> </ul>	DD/JM	Spring
	<ul style="list-style-type: none"> <li>Policies meeting held on Monday. <b>There will be another meeting before Christmas to bring policies up to date.</b> <u>Q has the admissions policy been done?</u> Need to cross reference with guidance.</li> </ul>	Chair/Clerk	Asap
	<ul style="list-style-type: none"> <li><b>Governors thanked Head/SW for improved attendance reporting.</b> Procedure has been tightened up through a more personal targeted approach; every month SW goes through the attendance folder to look at any gaps – those with absences that fall below target have an individual attendance file with every phone call and contact recorded which seems to be working well. <u>Q. Can we do certificates at the end of term for 100% attendance – yes.</u></li> </ul>	DD/Head	Asap

1.28	<p><b>Governing body business</b></p> <p><b>Membership (CW's re-appointment)</b>  Caroline Weeks has been reappointed as a Foundation Governor from 19<sup>th</sup> June 2017 to 18<sup>th</sup> June 2021.</p> <p><b>Development courses and reports</b></p> <ul style="list-style-type: none"> <li>• LH - Meeting the needs of all pupils, 17/10/17 – very interesting, mainly focused on inclusion and touched on transgender issues</li> <li>• TG - Protecting Children, 31/10/17 – very good, though tough session from Hampshire discussing a case study of what went wrong and why</li> <li>• TG, CB and MW - Foundation Gvs and Heads' briefing, 21/11/17 – useful ideas including prayer spaces; 12 stations of activities for children staffed by volunteers and vicar. Would need teacher or TA present in case of any CP disclosures. <b>Governor offered support from the messy church team at Yarmouth</b></li> </ul> <p><b>DfE/LA matters</b></p> <ul style="list-style-type: none"> <li>• Data protection change, law passed in UK  Coming in to place in May 2018, will have significant impact on how we manage data. CB, MW and DD to attend training Diocese training; new governors expected to do foundation training - a “thinking governance” online learning course of 4 modules. Sharon Brueton from the Diocese is happy to come to a meeting to talk about it.</li> <li>• Ofsted inspection handbook update including: <ul style="list-style-type: none"> <li>• Use of PE Premium</li> <li>• Holding leaders to account on effective T&amp;L &amp; outcomes Requirement for meaningful information about disadvantaged children</li> <li>• Design of the curriculum – is it fit for purpose?</li> <li>• SEN and most able pupils, how are they being supported?</li> <li>• IDSR and ASP (replacing raise on line)</li> </ul> </li> <li>• <b>Chairs network</b>  Next meeting next Tuesday 28<sup>th</sup> November – CB and MW to attend.</li> <li>• <b>Ratification of standing orders to include decision making via email</b>  Amended standing orders are ratified</li> <li>• <b>Forecast data on school places</b>  Unsure where data is derived from; forecasting lower number of Pupils in both schools than expected. No clarity on how LA plan to engage with schools on this information.</li> <li>• <b>Road crossing</b> now in place. <b>The bottle bank</b> is to cease as there was not enough usage. The Parish council has decided to sell. See confidential</li> </ul>		
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	Minutes.		
1.29	<p><b>Agree mid-year budget</b> This item was brought forward before governing body business (see attached budgets).</p> <ul style="list-style-type: none"> <li>• SBM advised there had been a pre-meeting with finance PH's MW, DD, LG</li> <li>• LA are currently consulting on the new National Funding Formula. Big reduction in AWPU (Average Weighted Pupil Unit) by £181. This results in significant losses which can be made up in deprivation indicators such as IDACI (postcode assessment), Free School Meals, etc. Key issue is that the budgets will be more variable due to child specific funding factors rather than more stable funding through AWPU.</li> <li>• Indicative budget presented and what 18/19 might look like. Funding has been based on how many children in the census.</li> <li>• Also taken into account new pay scales. Isle of Wight Council have agreed to teacher increases of 2% for M1s and M6s and 1% for all others, including allowances.</li> <li>• Budget for 2019/20 impossible to know without deprivation and pupil premium numbers but best guess is still in a reasonable position, many other schools going into deficit. <b>There is a healthy carry forward at Yarmouth and governors thanked the school for such a good job at both schools identifying Pupil Premium children to support overall income.</b></li> <li>• There is a shortfall of 1.6 million pounds in the central SEN budget across the island. Schools are being asked to give 0.5% of their budget to support SEN provision. <u>Q: Fine if it's a one-off contribution but if we do this and it continues, what will we be getting for our money?</u> The Isle of Wight has the second highest number of EHCPs in the country, Medina House and St. Georges are full and may have to cut numbers down. Concern that there will be a reduction in hourly funding for EHCPs. Specialist support such as ELSA, play therapy and Family Support Worker time, all of which the school provide, have been budgeted for. Any additional support has to come from within current TA staffing. 2 draft EHCP's are in progress which means there will be 5 and possibly 6 EHCPs at Shalfleet which we will have a duty of care to address first. Governors suggested not to apply for an EHCP and putting our own provision in place? A: Children will need the EHCP for when they move on to secondary school to obtain the right support. <b>Governors showed their recognition for the outstanding provision within the school and their continued commitment to ensuring children have their needs supported.</b></li> <li>• SBM updated that £50000 has nearly been secured from the Diocese for additional building work at Yarmouth. Need to raise 10% i.e. £5000, £1000 of which is already in the pot. <u>Q When will we know 100% that we have this money?</u> SBM to speak to Dioceses on Friday and let governors know. Keen to book work</li> </ul>		

	<p>in as money needs spending before the end of March.</p> <ul style="list-style-type: none"> <li>• <b>Budgets for both schools signed off</b> by governors and <b>governors thanked SBM for all her hard work.</b></li> </ul>		
1.30	<p><b>Headteacher's Report</b></p> <ul style="list-style-type: none"> <li>• <b>Staffing update</b> Part time Reception teacher off sick for remaining academic year. Proposal for governors to move teachers around to improve stability in classes at both Shalfleet and Yarmouth. Insurance won't cover all of this, it will cost an extra £400 for the year which SBM has confirmed can come out of surplus ICT funds. <b>Governors agreed proposal.</b> Governors discussed with the HT how proposed changes with cost implications may be presented. <b>DD and HT will review</b></li> <li>• <b>Academic Targets</b> Aspirational targets have been set. LA have requested predications; following discussion with governors realistic targets have been set and have been submitted. Three new children expected in year 6 at Yarmouth. Informed the LLP (Matthew Rickson) of new starters and how they may affect %s.</li> </ul> <p>Recent moderation visit from LA EYFS moderator Theresa Wall was very good. Report to follow when submitted to us.</p> <p>The federation undertakes significant amount of moderation with other schools. Governors requested for HT to ensure our teachers are also challenged positively during moderation events.</p> <p>The Head reported on a very successful enrichment after school event for selected children. Looking to track impact of these events. <b>It would be really good to have photos and displays of these events in the schools</b> <u>Q how did you manage the selection of children for this event as some parents may have wondered why their children hadn't been selected?</u> The schools run a variety of events to extend the children for different reasons. All children will attend Inspire Days. There will be different activities next time and all children will have had the chance to take part in something. <u>Q might the PTFA look at funding an after school club?</u> Possibly. Parent Meetings were very well attended in both schools.</p> <ul style="list-style-type: none"> <li>• <b>Attendance figures (pupils &amp; staff)</b> It was suggested it would be good to have a governor monitoring attendance because of a recent dip at Yarmouth to ensure appropriate approaches? <b>Agreed LH to attend meeting every month with SW to look at the folders and sign off.</b></li> <li>• <b>Staffing and Leadership Structure</b> Still working on what the interview day will look like. Financial implications of these new posts commented on but important to have the right people in place and can review in time and as</li> </ul>	DD/HT	Asap
FDP link			

FDP link	<p>and when people leave.</p> <ul style="list-style-type: none"> <li>• <b>CPD</b> – list of CPD linked to FDP in HT report</li> <li>• <b>Review SEF Section 1</b> Governors to look at introduction and page 1</li> <li>• <b>Review actions and impact of FDP</b> Child speak FDP commented on <u>Q is it too high level?</u> Perhaps doesn't have to be so detailed, just headline kites.</li> <li>• <b>DfE Data Outcomes</b> ASP and FFT data sent. <b>HT to send data dashboard and updated key stage 1.</b> Data dashboard useful and encouraging, only two positives to investigate – how are we doing so well in writing and maths at Shalfleet? And key stage 2 data at Yarmouth.</li> </ul>	All	Asap
1.31	<p><b>Reports from Staff</b></p> <ul style="list-style-type: none"> <li>• <b>Computing</b></li> <li>• <b>Safeguarding</b> <u>Q does CN also look at the single record?</u> No not currently. <b>MW to visit Shalfleet to support and perhaps CN to have a look at Yarmouth.</b></li> <li>• <b>EYFS</b> <u>Q is there a maths report for Shalfleet?</u> Will now follow as Federation Maths lead can now look to doing this work.</li> </ul>	MW/CN	Asap
1.32	<p><b>Portfolio Holder reports</b></p> <ul style="list-style-type: none"> <li>• <b>Community</b> please can governors forward their profiles and photos to DM for the website.</li> <li>• <b>EYFS</b></li> <li>• <b>Finance</b></li> <li>• <b>Standards</b></li> <li>• <b>Staffing and Policies</b></li> <li>• <b>Inclusion and Standards</b></li> </ul> <p>LH has made initial enquiries re MFL with PB. Head can facilitate time if necessary. <b>Head to send LH progression map to see what the curriculum should look like.</b> Governing body has recognised MFL needs to be a focus. How can we get to where we want to be?</p>	All	Asap
1.33	<p><b>Governor Visits</b></p> <p>Lots of visits happening please send in your reports. <b>Head to update planner with Clerk.</b> Governors to copy Clerk in on any visits planned so we have a better overview. <b>Work scrutiny dates to go out.</b></p>	Head/ Clerk	Asap
1.34	<p><b>Receive H&amp;S Audit</b></p> <p>Received with no identified issues. <b>Governors wish to thank the caretaker and SBM for all their hard work in keeping both buildings safe for parents, children and visitors.</b></p>		
1.35	<p><b>Review specific premises/H&amp;S needs</b></p> <p>No issues identified</p>		
1.36	<p>The following policies have been adopted:</p> <p><b>Statutory</b> <b>Supporting pupils with medical conditions</b></p>		



	<p><b>Non-Statutory</b>  <b>Staff – Leave of absence</b>  <b>Educational visits and journeys</b>  <b>Finance</b>  <b>Snow and bad weather</b></p> <p>Still to review:  <i>Statutory</i>  Admissions Yarmouth and Shalfleet  Managing Allegations of abuse (to query HT part)  Complaints  Disciplinary Procedure  Grievance Procedure  Health and Safety (inc risk assessments)  Teachers Appraisal  Teachers Pay Policy  <i>Non- Statutory</i>  Emergency Plans  Government Protocol – a statement of policy  Safer Recruitment  Tackling extremism and radicalisation</p>	Head/ PH	
1.37	<p><b>Any other business</b></p> <ul style="list-style-type: none"> <li>• Parent forum have asked for a link to the governors. Governors responded that KB and LH are parent governors. In addition JM agreed to attend some Parent Forums. Q <u>could IT set up a generic email address for questions to governors?</u> <b>The Chair can be contacted through the school office and this needs to be added to the website</b></li> <li>• Headteacher performance management is due. The Head and DD are proposing asking Fiona Adam, NLE and recognised outstanding practitioner. <b>Governors agreed.</b> Meeting due by the end of December. Further governors to undertake HTPM training as and when it is available to develop everybody's experience.</li> <li>• DD indicated disappointment that there was no question about schools in the selection of a new vicar recently. The head was able to suggest an appropriate question which DD passed on in time for the church team's selection panel.</li> </ul>	DM	Asap
1.38	<p><b>Date of next meeting</b>  <b>Full Governors' Meeting Wednesday 24<sup>th</sup> January</b>  <b>At 6.00pm at Shalfleet</b></p>		

The meeting closed at 8.25 pm.