



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

Date and time	Wednesday, 24 th January 2018, 6pm to 8.42pm
Venue	Shalfleet Primary School.
Governors	Mrs Lizzie Grainger (Headteacher) Mrs Carla Bradshaw (LA Governor) Mrs Debs Downer (Co-opted Governor) <i>arrived at 6.45 pm</i> Mrs Laura Homes (Parent Governor) Mrs Sylvia Smith (Staff Governor) <i>left at 8.05 pm</i> Mr Mark Webber (Foundation Governor) Mrs Sarah Woodburn (Staff Governor) Mrs Caroline Weeks (Foundation Governor) <i>left at 8.33pm</i> Mrs Krista Bratton (Parent Governor) Mrs Tina Griffith (Foundation Governor)
Quorum	The meeting is quorate, attended by 10 Governors. A quorum is 6 Governors.
Attendees	Mrs Katie Riley (Clerk)
Vacancies	1 Co-opted Governor 2 Ex-Officio Governors (St James' and St Michael)
Key	FDP – Federation Development Plan SEF – School Evaluation Form <u>Challenge</u> Action, Decision, Support, Ring-fenced, FDP link
Distribution:	All Confidential Minutes to Governors attending meeting.

Meeting commenced at 6.05 pm with a prayer.

1.39 Apologies

- None received

1.40 Order of Business and items for AOB

- MFL and Little Explorers

1.41 Declarations of interests

- None

1.42 Minutes and Confidential Minutes of the last meeting 22.11.17

Signed Date

- Minutes from the FGB meeting held on 22nd November 2017 were duly accepted as an accurate and true record of the meeting by the governors.

Action 1: Carla Bradshaw, Chair of Governors to sign the FGB minutes.

Action 2: Clerk to file signed minutes in the Governor's Minutes file.

Matters arising (See action sheets)

- Shared input now happening across both schools and shared trips
- Suggestion from one of the teachers to have a whole federation topic led week every year in the summer term for an opportunity for teachers to plan work with their counterparts at each school with a shared celebration day at the end of the week. **Governors supportive.**

Action 3: HT to implement federation topic week with team.

- The JLT have been considering the wording of emotional literacy which they feel describes it well but with an extra explanation of their own next to it
- The JLT are now looking after the shed
- The JLT have been thinking about RADAR with a suggestion around barriers and things children have done
- Child speak polices, FDP and SEF have been completed
- SS has all the responses from the children's survey which are currently being analysed
- Policies PH and Head have recently met this term and are addressing outstanding policies

Action 4: Clerk to forward outstanding actions to SBM re. fire bells and ground maintenance

Action 5: SS to establish best venue with parents for JLT attending future FGBs

Action 6: New skills audit to be completed by MW, SS and KB – Clerk to email

Action 7: MW to visit CN to support with single record

Action 8: MW, SS, TG, CW, LH and SW to send photo and profiles to DM for website

- The Head expressed her thanks to SS for the JLT's involvement in the deputy head interview process and governors supported how valuable their input was and how considered their questions had been.

Action 9: LH to share an email of thanks

- SS reported how much the JLT had enjoyed the process and how well they are working together, one representative in particular writing all the minutes and agendas for distribution every week. They are currently pursuing recognition of their badge as they don't feel the badge in itself is enough and would like a t-shirt or cap like the sports leaders. **Governors agreed this was a good idea and the Head would like to recognise their efforts at the end of the year.**
- One child in year 4 has been chosen to be a Cultural Champion. There is a drive to get all areas on board especially DT. Year 4 pupil to give it some continuity over the next few years and establish the role.

1.43 Governing body business

Membership

- Following Jane Manning's resignation there is a vacancy for a co-opted governor. Steve Holland is still in mind for a possible post in the future

Action 10: CB to speak to previous governor Ian Hall re. vacancy who held the portfolio for premises

Signed Date

- Suggestion for KB to pick up the community portfolio which KB agreed to. And DD to continue with premises for the time being.
- Confirmation of Leisa McGovern and Clive Todd's appointments as local Priests for the West Wight to start after Easter and governors are hopeful that that they will each take up their ex-officio seats with either one or both attending meetings

Development courses and reports

- LH due to attend attendance training in March
- Finance to be attended by DD, CW and LG in February
- CB recently attended affordable schools – how to manage budget deficits moving forward. Already good knowledge and sharing of information amongst schools.
- CB attended GDPR training (DD due to attend next session) – governors need to be aware of new legislation taking effect from 25th May. £20 million fine if law is breached. Possibility of having a LA DP officer which schools can buy in.

DfE/LA matters

- The Head reported on the website compliancy request to action – DM has looked into this and emailed governors with any necessary action.
- Children's services have been reorganised into CAST teams which will mean social workers carrying a case through from beginning to end.
- Preliminary budgets for 2018/19 are now known and with HT/SBM and will come to FGB in due course.
- New National Funding formula agreed: As reported before pupil factors can swing income significantly between financial years. Deprivation indicators and GLD in Early Years are big drivers of funding. This will require governors to be vigilant on finance.
- Increasing number of EHCPs across the island, both special schools are full, and this is impacting staffing in mainstream moving forward which represents another threat to finances.
- LA SEN internal review found variable quality in EHCPs impacting process and speed. 183 children are currently waiting for ASD assessments on the island, referral pathway to diagnose young people with Autism is now through the GP. Half a million pounds is being spent every year on mainland specialist provision. Agreement that funding needs to be frontloaded in early years but no money in the system to make the shift. It is also recognised that difficulties aren't always seen clearly until year 2 onwards. New BESD centre waiting for sign off for 8 pupils. Need to make sure SEN indicators are recorded accurately on SIMS, not for any funding implications but for government to see the specific needs of the Isle of Wight.
- Consultation on Keeping Children Safe in Education open until the end of February. Expect new guidance to be in place for September 2018 which will require policies to be brought in line. Emphasis on peer on peer abuse and sexual exploitation.

Chairs network

- Attended jointly by MW and CB – Input from LA, discussion on standards across the island
- No longer talk of academies from the Catholic Bishop but looking for increased collaboration. Amanda Johnson has been appointed as the new Chief Executive of the Portsmouth Anglican trust.

1.44 Headteacher's Report

Staffing update

- JT still poorly. **Governors expressed concern and support.**
- CN has requested a sabbatical. Contingency plan; Emma Hazel with support from SS. Will need to look at TA hours. Q have you informed parents with children due to start reception? Will do this as part of transition. **Agreement for CN to take sabbatical from Governors.**
- LGr requested two days off either side of her wedding which has been approved.
- Lots of illness at Shalfleet affecting staff and children. **The head thanked SS for her flexibility under these circumstances.**
- New sports coach at Yarmouth has been excellent, has got every child involved. Q Is improved profile in sport having an impact on work? Will measure. A special programme is being put in place for SEN.
- Deputy Head appointments went really well. Now looking at duty leads stepping up. Subject leaders have demonstrated a lot of passion recently speaking to the whole federation about where their subjects are going
- Going forward the head discussed the lack of structure within the admin team and that they are looking potentially at an interim short-term plan whilst undertaking a strategic review to look at the longer term moving forward.
- Federation CPD to be sent out for next time.

Building programme update - Shalfleet

- Planning application going in soon. Q do we need to talk to parents? Yes as the application will be open for comment for a 3 week period very shortly. Still trying to ascertain whether the whole project has gone in or part? May lose the current year 5 mobile classroom, while not fit for purpose, would like to keep for other uses.
- Need to look at SEN provision and make sure building complies with regulations
- Bottle Bank – proper parking spaces to be put in and increased parking for staff. This will be done by the LA.

Premises Development (DFC spend)

- On hold at Shalfleet due to new building programme. Future furniture ideas considered to suit today's teaching style.

Update on attendance figures (pupils & staff)

- One child is leaving Shalfleet to move to mainland. Two prospective children are coming to look at Shalfleet from the Stenbury Foundation. Possibility of more from the local area.
- Attendance has been lower recently, lots of illness as previously mentioned and of the 11 persistent absentees at Yarmouth, 3 are non-compulsory school age and 1 is on a part time table. Q Are Ofsted wanting us to reach national figure? When inspected at Yarmouth they were happy with case studies provided.

Review SEF Section 2 and actions and impact of FDP

- FDP and SEF sent out prior to the meeting. Head to prepare a 1-page precis on impact of the FDP at this stage. Please can governors look at section 2 of the new FDP and feedback

Action 11: Head to prepare a 1-page precis on impact of the FDP at this stage

Action 12: governors to look at section 2 of the new FDP and feedback

- Very good visit from Matthew Rixson, LLP at Yarmouth last week. Still at medium support for continued access to HIAS staff, but now considered to be 'low-medium' support.
- Q is there still mileage in the mainland contacts with Glenfields? (yes, as knows island and doing a leadership swap day soon) and Walkwood? (need to pin down as both sides been busy). Tomorrow some teachers are going to St. John's in Southampton for a maths mastery day.
- Q is parent forum going to continue? Yes but with a rotation of parents to ensure good representation

Action 13: KB and LG to work on moving parent forum forward

- There is to be a teacher sing off to which governors are invited to join in.

1.45 Review of the new Leadership Structure

- Covered within Headteacher's report

1.46 Receive Safeguarding Audit & Action Plan

- Portfolio holder has reviewed this and will be shared with all governors

Action 14: Head to email safeguarding audit & action plan to governors

1.47 Agree HTPM

- HTPM to be done this Friday 26th January at Yarmouth by DD, TG and MW with the support of Fiona Adams

1.48 Review SFVS

- This is in process

Action 15: DD to review SFVS by 31st March

1.49 Reports from Staff

PSHE/SMSC

Science

- Agreed use of petty cash would be useful for resources in children led investigations.
- Q Is there good coverage in the curriculum? Topic led work good but need to make sure there is a broad and balanced curriculum.
- Q Are staff meetings being led? Yes, there is one coming up shortly.
- Q Are you using the science network on the island? Going to be organising a science day for children in vertical groups across the federation. Possibility of attending STEM mini fair at Nine Acres and developing a cultural champion for STEM. Suggestion from Governors to liaise with the leading science teacher at Barton Primary.

1.50 Portfolio Holder reports

Standards

- Thorough standardisation meetings reported where new flight paths were looked at – governors supported very easy to see children's progress. Very ambitious targets set – it was suggested room is needed for explanation should things not materialise as hoped.

MFL

- Conscious effort to try and assist teachers across the federation who have little language experience. Q what can be done? Q are we starting too late in year 3 as the level expected at year 4 is very high? It could be linked to the cultural calendar in reception or even pre-school. [Agreement for a structured programme to start in Key Stage 1 with the support from outside bodies](#) – 1 week's intensive course for teachers with resources to back up the curriculum (currently teachers are spending their time trying to make up their own). Possibility of approaching grant giving bodies for these resources. Paying for a specialist teacher thought to be too expensive but could access one off support from colleagues such as Peter Shreve. Could be CPD for DG and SD to run workshops to boost ideas and to research the best schemes available. Q What do other schools do that work? Suggestion of labels; names of days, month, time etc in different languages in classrooms. TG offered to come in to do some teaching once a week on a 6-week block, and there may well be other volunteers.

Action 16: Head to discuss ideas with subject leader PB and Little Explorers about starting earlier

Action 17: TG to write to grant awarding bodies in Yarmouth

1.51 Governor Visits

The following reports were noted:

- SIMS demonstration, LH
- Brunch, CW
- British Values, KB
- Cued Spelling, JM
- Kite Talk, CB
- Parent Forum, JM
- Pupil passport, CW

1.52 Adopt Policies

The following policies were approved:

Statutory

- Managing Allegations of abuse
- Complaints
- Teachers Pay Policy
- Relationships, Development and Sex Ed
- Single Equality
- Social Media

Non-Statutory

- Governor Protocol – a statement of policy
- Safer Recruitment
- Intimate Care
- Looked After Children (inc Designated Teacher for looked after teacher)
- Missing Child
- Religious Education
- Emergency Plans

Action 18: DD, Portfolio Holder for Polices to sign the adopted policies and file in Policy Folder

The process for the review of policies was agreed at the last policies meeting whereby the Head will update the policies for review and send to the PH for approval. The Clerk will follow up with the PH directly and send to DM for the website. Every governor needs to know about the policies and it will be up to each governor to look at them on the website.

Approval for child speak policies to go directly onto the website. It was commented that the child speak antibullying policy was excellent.

1.53 Any other business

- Decreasing numbers at Little Explorers was raised – see confidential minutes

1.54 Date of next meeting

- Full Governors' Meeting Wednesday 14th March at 6.00pm at Yarmouth

The meeting closed at 8.42pm.