

**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: Shalfleet Primary School</b>	<b>Date: Wednesday, 27<sup>th</sup> September 2017 6.00 pm to 8.45 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) Mrs Jane Manning (Associate Member) Mrs Sylvia Smith (Staff Governor) Mr Mark Webber (Foundation Governor) Mrs Sarah Woodburn (Staff Governor) Mrs Caroline Weeks (to be reappointed)</p> <p>In Attendance: Mrs Katie Riley (Clerk)</p>	<p>Absent:</p> <p>Mrs Krista Bratton (Parent Governor) Mrs Tina Griffith (Foundation Governor) Mrs Debbie Munn (Co-opted Governor)</p> <p>MAT – Multi Academy Trust FDP – Federation Development Plan SEF – School Evaluation Form</p>
<b>Key:</b> <i>Challenge</i> <i>Action</i> , <i>Decision</i> , <i>Support</i> , <i>Ring-fenced</i> , FDP link	<b>Distribution: All Confidential Minutes to Gobs. attending meeting.</b>

The meeting was quorate, attended by 7 Governors, 1 Associate member and 1 Foundation Governor to be reappointed. A quorum is 6 Governors.

The meeting was opened with a prayer and the Clerk chaired the meeting until the election for Chair had taken place.

<b>Item</b>	<b>Minutes</b>	<b>Action</b>	<b>Date</b>
1.1	<p><b>Welcome and Apologies</b> Apologies were received from K Bratton, T Griffith and D Munn</p> <p>Apologies were accepted</p>		
1.2	<p><b>Declarations of Interest</b> There were no interests declared relevant to the meeting.</p>		
1.3	<p><b>Re-appointment of LA Governor and Co-opted Governor</b> Following a nomination from Cllr Stuart Hutchinson for CB to continue as LA governor, <i>governors agreed to re-appoint both CB and DD for a further term of office in order that they could stand for either chair or vice chair</i> (both previous terms due to expire in November).</p>		

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

1.4	<p><b>Agreement of Terms of Office for Chair, Vice Chair and treasurer</b>  Advice from the Diocese Treasurer for Yarmouth no longer necessary, therefore elections to take place for Chair and Vice Chair only. <b>Governors agreed that the terms of office should be one year.</b></p>		
1.5	<p><b>Election of Chair</b>  A co-chairing model had been proposed. <b>Governors agreed to go ahead with this model.</b>  There were two nominations for Co-Chair – Mrs Carla Bradshaw and Mr. Mark Webber. Mrs Bradshaw and Mr. Webber left the room whilst Governors considered the nomination. <b>It was unanimously agreed to ask Mrs Bradshaw and Mr Webber to Co-Chair this year.</b>  Mrs Bradshaw and Mr Webber returned to the room and agreed to the proposal. Mrs Bradshaw will be the named chair for Ofsted and DfE purposes and the remainder of the meeting was chaired by Mrs Bradshaw.</p> <p><b>Election of Vice Chair</b>  Mrs Debs Downer was nominated as Vice Chair and <b>Governors unanimously agreed to ask Mrs Downer to be Vice Chair for the year. Mrs Downer agreed to the proposal.</b></p>		
1.6	<p><b>Minutes and Confidential 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.</p> <p><u>Action Sheet</u> (attached)  All actions have been completed.  Interested parent governor has been invited into the school. <b>A skills analysis of the current governing body is currently being carried out and any skill gaps will be identified.</b>  Mr Meaning's offer will be addressed later in the meeting in strategic update.  Letter re. snapchat is due to go out with the next newsletter.</p>	<p>CB and Head</p> <p>Head/ SW</p>	<p>Autumn</p> <p>Autumn</p>
1.7	<p><b>Membership of Governing Body</b>  CW to be reappointed – Head has passed CW's forms to Nick Oulton for signing and will <b>pass to the Clerk on receipt for scanning and sending to the Diocese</b>  The Chair informed the meeting that Claire Oulton will no longer be continuing as associate governor due to her work commitments on the mainland but</p>	<p>Head/ Clerk</p>	<p>asap</p>

	that an excellent relationship had been built with the Head and this support will continue. Debbie Munn has also resigned from her co-opted post after 8 years due to work and family commitments. Both Governors have been thanked by the Chair and Governors will consider an appropriate gift in appreciation for all their support.		
1.8	<p><b>Elect Portfolio Holders and Committees</b></p> <p>PH Inclusion – Caroline Weeks  PH Standards – Tina Griffith &amp; Mark Webber  PH EYFS – Carla Bradshaw  PH Finance – Carla Bradshaw, Mark Webber, Caroline Weeks  PH Safeguarding – Mark Webber  PH Staffing &amp; Policies – Debs Downer  PH Community &amp; Marketing – Jane Manning  PH Premises, Health &amp; Safety –  PH Yarmouth Preschool – Tina Griffith  PH Shalfleet Preschool – Laura Homes  PH Modern Foreign Language – Laura Homes, Krista Bratton, Caroline Weeks  PH PE – Krista Bratton  Development - Clerk</p> <p>Pay Committee – Carla Bradshaw, Debs Downer  Appeals Committee – Mark Webber, Caroline Weeks  Head’s Performance Management – Debs Downer, Tina Griffith, Mark Webber</p>		
1.9	<p><b>Approve Mission Statement</b>  Agreed by the Governing Board. It was felt that these values are embedded for all children and staff, but need to be mindful this is reviewed to ensure it continues to mean something to everyone.  Value Tree and Radar logo to be discussed with JLT</p>	SS/JLT	Autumn
1.10	<p><b>Business Interests</b>  Business Interests forms signed by all Governors present at the meeting. TG and KB to pass to Clerk asap.</p>	TG/KB	asap
1.11	<p><b>Governors Documents to ratify</b></p> <ul style="list-style-type: none"> <li>• <b>Terms of References, Roles and Responsibilities</b>  All agreed and signed by Chair.</li> <li>• <b>Scheme of Delegation</b></li> <li>• <b>Standing Orders</b></li> <li>• <b>Code of Conduct</b></li> </ul> <p>All documents agreed by Governors</p>		
1.12	<p><b>Governor Services Collaboration agreement</b>  Agreed and signed by Chair</p>		

	Clerk to forward to Governor Services	Clerk	asap
1.13	<p><b>Strategic update for Governors</b> Mr. Meaning's offer of a car park at Shalfleet is for 7 years, after which it will revert back to its original purpose. It will cost £1000 a year to a nominated charity, and to be used only during school hours. CB and DM were due to put a plan together to put forward to Mr. Meaning that would be acceptable to the school however the LA have advised at this pre-planning stage not to proceed without full legal and premises advice. The Parish Council are now exploring further opportunities with the bottle bank and extending this area for parking. The LA is in dialogue with the Pub re. insurance issues.</p> <p><u>Q. Why can't parents use the drop off system, as this would reduce congestion</u> <b>Suggestion for a reminder to go in the newsletter to please request this system is utilised wherever possible</b></p> <p>Visit due from Jade Kennet, Principle Officer for the Isle of Wight Council's Children's Services' Strategic Development Team re. the potential building work at Shalfleet. A net capacity assessment and suitability survey has been carried out which has raised concerns re. the three mobile classrooms amounting to 43% of the total classrooms in the school. Phase 1 of the plan would put Little Explorers in a new unit and the existing school remodelled to accommodate new classrooms. <u>Q. Would this enable a larger hall to be developed?</u> Unfortunately, not enough money for this. Jade has to bid for money and if we do phase 1, we need to do phase 2. There still isn't a proper staff room. <b>CB to talk to Cllr Stuart Hutchinson for his support with these plans.</b></p> <p>Ofsted brief update. <b>Governors congratulated the Head and staff across both schools for an excellent report.</b> The Head reported how pleased she was and they are planning a tea party and bake off at both schools to celebrate. Governors highlighted more stretching to be done with the more able and the need now to refocus on Shalfleet where although there has been mobility, not as extreme and the expectancy will be much more consistency and comparative with the national picture. In preparation Governors need to look at the latest data to identify any trends and seek questions as to how these areas are being addressed. Ofsted is due anytime from November, although it is likely to be later than this. Current themes from Ofsted focusing on broad</p>	<p>Head/ SW</p> <p>CB</p>	<p>asap</p> <p>asap</p>

	and balanced curriculums, not just literacy and numeracy, closing the gap, safeguarding and teacher workloads. <b>Community Governor to look at this in staff survey, not good enough simply to say it's a tough job. Suggestion also to add wellbeing as a regular item on the staffing PH agenda.</b> Sean Harford, Ofsted's National Director for Education's blog for Teachers was recommended as a useful way to keep up to date with current topics.	JM  Clerk/ DD	asap  asap
1.14	<b>Governors Self Evaluation, skills analysis and training – brief summary of discussions from Development Day</b> NGA skills audit has been circulated to all Governors and returned by CB, JH, JM and SW. <b>Governors to complete and pass to Clerk to enable analysis and self-evaluation.</b>  <b>Clerk to distribute her notes from the development day</b>	TG, CW, MW,KB, DD,SS  Clerk	asap  asap
1.15	<b>Headteacher's Report</b> see attached. <ul style="list-style-type: none"> <li>• <b>Report on standards 2017-18 against the national</b></li> <li>• <b>Data (current)</b> This will be looked at in detail at next Standards meeting</li> <li>• <b>Staffing</b></li> <li>• <b>Review of the Leadership Structure/ Proposal</b> (see confidential minutes)</li> <li>• <b>Attendance 16/17 and 17/18 targets</b> <u>Q. Why was the attendance last year not where we wanted it to be?</u> There was a lot of illness and families going away just before the school holidays <u>Q. Is the new target 96.5% aspirational enough?</u> Want it to realistic and achievable. Suggestion to include in newsletter a reminder to parents about lateness. <b>Possibility of targeted individual feedback to improve overall attendance.</b></li> <li>• <b>Report on transition to KS3 &amp; Reception</b> All gone well and children nicely settled</li> <li>• <b>HT Support/External Validation (OFSTED outcome)</b> Continued support from Claire Oulton really helpful The Head extended her thanks also to CB, MW and all governors for their support over the past couple of weeks. Moderation opportunities arranged with Brighstone, St Saviours, Hunnyhill, Carisbrooke, Northwood, St Thomas and Godshill schools.</li> <li>• <b>CPD Contract</b> The school has signed up to</li> </ul>	Head/ SW	Asap

	<p>bundles of training this year</p> <ul style="list-style-type: none"> <li>• <b>Share and discuss draft FDP</b></li> </ul> <p>The Head presented the Federation School Improvement Plan for 2017-2018 to Governors describing the five kites in operation and action plan for each. Governors need to have a good look at this and it was suggested to come together in a couple of weeks to look at it together.</p> <p><b>Chair and Clerk to arrange meeting</b></p>	Chair/ Clerk	asap
1.16	<p><b>Agree Residential Visits</b></p> <p>Governors were impressed with the wide-ranging list of visits arranged</p> <p><u>Q. While London is still on a high terror alert, is the science museum in summer 2 a good idea?</u></p> <p>The school will keep an eye on this, however the plan is to book a coach to take the children from door to door to make as safe as possible.</p> <p>Governors agreed all visits including the Y6 residential.</p>		
1.17	<p><b>Reports from Staff</b></p> <ul style="list-style-type: none"> <li>• Pupil Premium Impact 2016/17</li> <li>• Pupil Premium Plan 2017/18</li> <li>• PE Impact 2016/17</li> <li>• PE Plan 2017/18</li> <li>• Inclusion</li> <li>• Maths</li> <li>• Literacy</li> </ul> <p>These will be brought forward to next FGB. <b>Reports to be sent as clear packages in the future and in time for Governors to be able to raise questions</b></p>	Head/ Clerk	
1.18	<p><b>Adopt Policies</b></p> <p><b>Statutory</b></p> <p>Freedom of Information (Policies) Home School Agreement (Community) Whistleblowing (Staffing) EYFS (EYFS) Behaviour &amp; Anti-bullying (Standards) Data Protection (Safeguarding) Charging &amp; Remissions (Finance)</p> <p><b>Non-Statutory</b></p> <p>Confidentiality (Staffing) Curriculum (Standards) Finance (Finance)</p> <p>The above polices have been reviewed and agreed by the Head and Portfolio Holders</p>		

	<p><b>Pay Policy (Finance)</b> – sent out to staff and governors for consultation The following policies are under review by the Head and Portfolio Holders:</p> <p><i>Statutory</i></p> <p>Admissions Yarmouth and Shalfleet Managing Allegations of abuse (to query HT part) Complaints Disciplinary Procedure Grievance Procedure Health and Safety (inc risk assessments) Supporting pupils with medical conditions Teachers Appraisal</p> <p><i>Non- Statutory</i></p> <p>Staff – Leave of absence (query in process) Educational visits and journeys Emergency Plans Government Protocol – a statement of policy Safer Recruitment Snow and bad weather Tackling extremism and radicalisation</p>	Head/ PH Holder	Autumn
1.19	<p><b>Any other business</b> School is featuring in the County Press in the next couple of weeks following Ofsted success</p>		
1.20	<p><b>Date of next meeting</b></p> <p><b>Full Governors' Meeting Wednesday 22<sup>nd</sup> November at 5.00pm at Yarmouth</b></p>		

The meeting closed at 8.45 pm.