 

**Full Governing Body Meeting Minutes**

**The Federation of Church Schools of Shalfleet and Yarmouth**

**Date and time** Monday, 9th July 2018, 6 pm

**Venue** Shalfleet Primary School.

**Governors** Mrs Lizzie Grainger (Headteacher)

Mrs Carla Bradshaw (LA Governor)

Mrs Debs Downer (Co-opted Governor)

Mrs Laura Homes (Parent Governor)

Mr Mark Webber (Foundation Governor)

Mr Stephen Holland (Co-opted Governor)

Mrs Sylvia Smith (Staff Governor)

Mrs Caroline Weeks (Foundation Governor)

Mrs Sarah Woodburn (Co-opted Governor)

**Quorum** The meeting is quorate, attended by 9 Governors.

A quorum is 6 Governors.

**Vacancies** 1 Foundation Governor

2 Ex-Officio (St James’ and St Michael)

**Key** FDP – Federation Development Plan

SEF – School Evaluation Form

*Challenge*  Action, Decision, Support, Ring-fenced, FDP link

**Distribution:** All

Confidential Minutes to Governors attending meeting.

Chair welcomes all with an opening prayer

**1.86 Apologies**

* Apologies are received and approved for Mrs Tina Griffith and Krista Bratton

* 1. **Order of Business and items for AOB**
* No change
  1. **Declarations of interests**
* No change
  1. **Minutes of the last meeting 23.5.18 and matters arising (see action sheet)**
* Minutes from the FGB meeting held on 23.5.18 are duly accepted as an accurate and true record of the meeting by the governors
* CB asked when the last governor visit took place to check the attendance as we need to evidence this. LH visits regularly to meet with GW and SW to go through the attendance files. These visits are recorded.

Action: LH to make an appointment, SW to produce an end of year attendance report.

Action: CB requested any outstanding reports to be completed and handed in

* 1. **Governing body business**

**Membership**

* SS was re-elected as Staff Governor
* TG still working through the paperwork for re-appointment

**Development courses and reports**

Action: MW check fire risk assessment and asbestos

Action: SW to check ACM to ensure both have been completed for Yarmouth & Shalfleet

Action: SW to email both Jade and Louis for an asbestos survey for Shalfleet (new build)

**Skills audit**

Action: TG, CW & DD to complete new version

**DfE/LA matters**

* Head has been updated with new framework for 2019. Drive and Intent are behind the curriculum, for example we insist on one mainland trip per year for all years to ensure children become confident with transport and gain wider experiences. Empowering Children – child led learning, how are our values reflected in the curriculum

Action: Head over the summer holidays to bullet point reasons behind values, statements and outcomes.

* SH – Curriculum behind standards

Action: Head– Intent, Implementation, Impact – curriculum how and why.

* Governor visits need to be focused around this

Action: Head - Closing the Gap, Devolved Leadership, Depth & Intent of Curriculum

* Next academic year head plans to introduce inspirational speakers i.e. invite past pupils back to our schools to talk about their options and what they have gone on to do.

Action: Head to introduce work place visits

* Disqualification by Association – CB informed that these were no longer valid
* SH discussed Ofsted – current focus

Narrowing the gap

Pupil Premium – impact on attainment (small case history – long term)

Children upper end/middle

Curriculum

* Head and JC to hold a PP staff meeting on 18th September to challenge stereo types etc. This will be held at 3.30pm @ Yarmouth
* Governors suggested spending some PP money on visiting the college to explore vocational courses such as bricklaying, electrician etc. We could also approach MCM or TL Electrics to come in and talk to pupils. We need to set our own course for our children. Governor also suggested bringing in visitors to work on projects with our children, such as bricklayers etc.
* CB – Year 6 curriculum has to stay broad to ensure children have best possible education and life chances beyond primary school.
  1. **Headteacher’s Report**
* The head presented her report highlighting the following areas:

Has the change in LAC Designated Teacher Role had any impact? SCEPS, sometimes puts a barrier between school and parents, change could be a positive impact, yes increased workload but have a clearer picture. What about funding? how much do GOV/LA hold back? £200 held back

Impact of EYFS results = less funding at Yarmouth next year

* Reported results:
* KS1 combined at S = 80%
* Greater depth at S = 24%
* KS1 combined at Y = 73%
* Greater depth at Y = 33%
* KS2 SATs results released tomorrow
* Strategies going forward for SATs – we will have two exam officers who will oversee the process. Phonics at S – cohort specific, 5 will make it next year
* Head is in the process of reviewing the SEF & FDP. Head feels this needs to get to the heart of both schools. FDP may remain in a similar way
* It needs to be specific on outcomes. Milestones suggested.
* Support proposed for Performance Management

Action: SH to provide examples.

* Matthew Rixson suggested a school in Gosport to reach out to regarding 6 strains of behaviour. This Gosport School embraced this and are also a high-performance school in a high deprivation area. Could also reach out to Pitton Church Primary who are a small village school.
* Moderation – our EYFS moderation went really well
* Sports Premium – we are introducing a Sports Coach across the Federation as the impact had been immense at Yarmouth. This helps develop fine motor skills. JMc had introduced a lunch time dance club. At Yarmouth we have found that even the most reluctant children are now enjoying sports.
* Lunch time needs to be more diverse to support all children. MSA training for lunch activities may be needed

Action: SW to look into

* Safeguarding Audit – went very well, a successful review from LA. Governors requested a copy of the report.

Action: Head to send safeguarding audit report

* Attendance Report – SW to produce a full report. Need to report on whole attendance with an overall % - unauthorised absence, holidays etc.
* Areas to develop – PA’s, ask for JC involvement
* Admin Restructure – Judy Mason to help convert NJC to Hay Scale

Action: CB to email Ruth at St. Georges to assist. Head to provide governors with a financial breakdown grid.

* Governors suggested contacting Strictly to see what could be added to the finance role to bulk it up. Head confirmed that an advert would be placed asap.
* Finance - Governors recommend for the budget to be signed off
* Premises – Shalfleet colour palate discussed
* New build – over the summer holidays the LA will oversee the building work
* Shalfleet Travel Plan? A leaflet was placed in the children’s book bags detailing a travel plan. Head to look into this.
* Horse & Groom – the relationship has broken down with LA and is suggested that we leave it alone at the moment
* Jade Kennett to make signage for the bottle bank parking area
* CB reminded all that in correspondence C.E should be used when mentioning either school.
* LCVAP money @ Shalfleet Head to purchase furniture, Yarmouth have money remaining to do the same
* Need to have Lock Down procedure in place. EG to action with a common-sense approach
* Fire Marshall – we only have one at Yarmouth but need 2 or 3. We must make sure that staff details and children contacts are taken out when we have a fire drill
* SCR update – currently working on these
* CB – green screen purchase has been approved for Yarmouth
* Safeguarding Lead next year – LM to take over the role for 1 year in Claire’s absence. We need to make sure LM is fully aware of GDPR and importance of confidentiality. LM to review policy
* EYFS – the fence at Yarmouth is too low

Action: MW as Safeguarding to check. The gate should be manned and any strangers challenged.

* CB – SIMs Discovery update – to be used at both schools
* Head very happy with the way we produce the data. SH would like to see it generate flight paths etc. DD – asked if S Cook leaves could we still use the system? EG replied yes.

Action: to streamline the information we are using. SH mentioned that Barton Primary has trialled Discovery which may be an idea to investigate.

* CB discussed the SIMs Teacher app, worth looking at. Teacher workload was discussed as there is a concern about the level, is it set right. Head replied to say that it was better but not quite there yet. CB asked if the expectation was clearer. We update on SIMs, data drop 3 times a year. Flight paths once every ½ term. CB mentioned that Ofsted @ Yarmouth were very impressed with our flight paths
  1. **Reports from Staff**
* **Computing**
* **Safeguarding**
* **EYFS**
  1. **Portfolio Holder reports and actions**

**Community**

* Debbie Munn would like to stay on as an associate for Community & Marketing
* DM suggested a working party across the two schools. CB to review portfolios at Governor Development Day.

**MFL**

* LH reported no further progress. EG to be present at meeting to facilitate. Suggestion D Gates would be an option for MFL lead
* Sports Day – next year, parents to stay over lunch and more quality races needed (this will be the same across both schools) J McCormack will organise both schools’ sports days next year.

**Safeguarding**

* MW to visit schools before end of term. Date to be set so Lisa can attend
  1. **Governor Visits**

**Forest Schools**

* LH commented that the feedback had been excellent.

Action: LH to produce a report

Action: Daryl Isaac to provide update autumn term – impact on children

* Island Adventure Activities were mentioned for Bush craft groups
  1. **Adopt Policies**
* The following polices are approved:

*Statutory*

* Accessibility plan

*Non-statutory*

* Calculation
* Emergency Plan
* Finance and Debt Recovery
* Lettings
* Spiritual, moral, social & cultural dev.
* Volunteers guidelines
* Data protection Data Protection - waiting for LA (meeting minutes)

**1.96 Any other business**

* None

**1.97 Date of next meeting**

* Full Governors’ Meeting Wednesday 26th September at 6.00pm at Shalfleet