



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

Date and time	Wednesday, 21 st November 2018, 5 pm to 8.15 pm
Venue	Yarmouth Primary School.
Governors	Mrs Lizzie Grainger (Headteacher) Mrs Carla Bradshaw (LA Governor) Mrs Debs Downer (Co-opted Governor) <i>joined the meeting at 5.17pm</i> Mrs Laura Homes (Parent Governor) Mrs Sylvia Smith (Staff Governor) Mr Mark Webber (Foundation Governor) Mrs Caroline Weeks (Foundation Governor) <i>joined the meeting at 6.10pm</i> Mrs Krista Bratton (Parent Governor) Mrs Tina Griffith (Foundation Governor) Mrs Sarah Woodburn (Staff Governor) Mr Stephen Holland (Co-opted Governor)
Quorum	The meeting is quorate, attended by 11 Governors. A quorum is 6 Governors.
Attendees	Reverend Leisa Potter Josh Murray Smith (Year 5 Shalfleet) Noah Gartell (Year 2 Shalfleet) Oliver Spickett-Winn Lillia Siriwardena Archie (Year 2 Yarmouth) Lilly-Mai (Year 3 Yarmouth) Jeanie (Year 3 Yarmouth) Wils (Year 2) Yarmouth Beatrice (Year 3 Shalfleet) Annie (Year 2 Yarmouth) Will (Year 3 Shalfleet) Sonny (Year 3 Shalfleet) Lillia (Year 2 Shalfleet) Eden (Year 4 Shalfleet) Oliver (Year 4 Shalfleet) Keisha (Year 5 Shalfleet) Leo (Shalfleet) Monty (Year 5 Shalfleet) George (Year 6 Shalfleet) Arthur (Year 4 Shalfleet) Effie (Year 5 Shalfleet) Olivia (Year 6 Yarmouth) Molly

Signed Date

Izzy (Year 5 Yarmouth)
Maia (Year 6 Yarmouth)
Oliver (Year 3 Yarmouth)
Mrs Katie Riley (Clerk)

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.

The meeting commenced at 5.06 pm with a prayer from Reverend Leisa Potter

1.17 Apologies

- None

1.18 Meet Junior Leadership Team

- The Chair welcomed members of the Junior Leadership Team (JLT) and Learning Leaders (LLs).
- The Chair explained the role of the governing body and how they support the headteacher to make sure the school is as good as it possibly can be
- The children asked how you become a governor and the chair explained the different roles that exist and appointment and election processes
- Following their meeting with a local Isle of Wight Councillor the children asked who the governing body talk to for advice on the future of the school and the chair explained governors discuss things between themselves, and consult with the Local Authority, and the DfE

1.19 Minutes of the last meeting 23.5.18 and matters arising (see action sheet)

- Minutes of the last meeting held on 23rd May 2018 are duly accepted as an accurate and true record of the meeting by members of the JLT and LLs who had been present last year and signed by the Chair
- The children have not yet focused on developing trip ideas however they reported year 5 and 6 girls have been on a very successful trip to Vestas recently
- LLs described how they are helping other children with their learning by explaining things to them
- The children raised lots of club ideas they would like including science which Mrs Smith confirmed is now going to happen following her attendance on a special course and funding available for next year in both schools

Action 1: Mrs Smith to set up a science club in both schools

- Other ideas included Gymnastics, Cricket, Cooking and Knitting

Action 2: Children to talk to Mr. McCormack re. gymnastics club

Action 3: Children to establish what interest there is in knitting and if sufficient numbers Mrs Griffith has volunteered to come in to school and run

- The children have spoken to Mr. McCormack about a minibus and he has found two minibuses available to rent from primary schools in East Cowes

Action 4: Mrs Smith to talk to Mr. McCormack about using these minibuses

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- Leadership are waiting for completion of the building works to develop quiet areas at Shalfleet but Yarmouth already have the library for their quiet space
Action: Leadership to develop a quiet area for children at Shalfleet
- All KS2 children confirmed they are having French lessons and governors asked the children to inform them if for any reason they are not happening in the future

1.20 Discuss priorities for 18/19

- Children asked if there will be more opportunities to do forest school in the future which they would like. The Chair confirmed there will be an opportunity again in year 4 following year 1. There was then a discussion about how they could have more outdoor learning opportunities onsite and developing areas around the school field for forest school type learning. Mill Copse was also suggested and Mrs Smith confirmed she is looking into Beach School

Action 5: Children to develop these ideas for outdoor learning areas and put in writing to present at the next FGB

- Reverend Potter suggested having collective worship outside and that in her previous school the children had built an outside altar and thought about things they could bring to it which everyone agreed was a lovely idea.

Action 6: Rev Potter and HT to establish outdoor collective workshop

- Feedback from one of the children about a previous trip to Marwell Zoo was that it was too long and bit too far to go on the coach. **Governors took this on board and agreed they need to think about who goes where in the future.**

Action 7: Leadership to consider journey times for children going on trips

- The children reported that years 3 and 4 recently took part in the Shanklin cross country and are keen to run more and do more events like these. **Governors congratulated them on doing so well and being keen to develop their fitness** Children asked if they could have a smarter PE kit for these knit of events and **Governors agreed and will buy some**

Action 8: Children to talk to Mr. McCormack about more cross-country events and Governors to purchase new PE tops

- JLT and LLs are still keen to go to each other's school which hasn't been able to happen as yet

Action 9: Leadership to create opportunities for JLT and LL to go to each other's schools

- Children suggested it would be good to monitor the library to keep it tidy **and it was agreed to have library monitors in each school**

Action 10: Library monitors to be appointed in both schools

- The children asked if they could have a school pet to which they agreed to weigh up 4 good reasons and 4 bad reasons for future debate. The HT explained this would need to be thought about really carefully as the pet would need to be cared for 365 days a year, not just the time they are in school. It was also suggested by one of the children that they would also need to think about allergies some children may have.

Action 11: Children to debate the idea of having a school pet and bring outcomes to the next meeting

- Timings at lunch time were raised and it was agreed these need to be sharper

Action 12: Leadership to ensure lunch times are sharper

- Following consultation with year 5, JLT brought the following ideas forward for a community area, a new basketball net, a buddy bench, football goals, more

library books and new chairs and bean bags in the library which governors took on board.

1.21 AOB

- None

The chair thanked the children for their attendance and the children left the meeting at 5.53pm. The meeting continued at 6.10pm

1.22 Declarations of interests

- None

1.23 Minutes of the last meetings 9.7.18 and 26.9.18 to sign and file and matters arising (see action sheet)

- Minutes from the FGB meetings held on 9.7.18 and 26.9.18 are duly accepted as an accurate and true record of the meeting by the governors
- Most actions complete (see completed action sheet)

Action 1: (carried over from July) Head to illustrate how statements of intent link to the current curriculum and forward for Governor's information

Action 2: Governors to complete KCSIE and the role of LADO training

Governing body business

Membership

- Up to date. Paperwork forwarded to both LP and CT for completion
- Action 3: LP and CT to complete Governor paperwork and forward to Clerk
Action 4: LP to liaise with SW re. DBS check

Development courses and reports

- CW reported her attendance on health and safety training, a positive session, one area highlighted being the need to keep careful records as past pupils can request their accident records up to the age of 25 years

DfE/LA matters

- Head teachers invited to a LA meeting re. high needs, there are now over 1000 EHCPs on the island equating to 4% of the population. Need for collective responsibility was stressed. Mainland contracts need re-negotiating and there could be the potential to bulk buy places with Hampshire
- New DfE guidance on mental health in schools
- Health and safety report from LA highlighting the need to check trees
- New DfE guidance out following a debate between the Chief Fire Officer and Ofsted re. paper displays in schools

School places planning

- LA meeting last week raised the issue of the declining birth-rate on the island, some areas affected more than others (West Wight being one of these) which will mean a surplus of primary school places over the next few years. Leadership are working with the LA to be part of the discussion to manage this process.

Chairs network

- IDSR data expected soon but will just be a check following Perspective Lite and ASP data already in hand. KS2 on IW is generally showing a declining trend. Q are we ready for a reduced service from Hampshire which is anticipated after the LLPR visit in the new year? Yes, we have built up good relationships with the service and can now budget to bring the right people in. We also have the Solent maths hub to tap into and are part of a partnership of schools accessing funding for science which will fund STEM clubs and

space camp in the future. Q are we getting space camp kit? St Saviours is the hub school and so are storing all the equipment but we can access it for both our schools anytime. Q can we have a scientist of the month board to raise the profile of science in school? Yes, **agreed**

Action: Head/SS to implement Scientist of the month board in each school

Rev. Potter had to leave the meeting at 6.45pm in order to attend another meeting but offered her pastoral and spiritual support to all staff and governors and suggested the idea of prayer time before school which was gratefully received

- Attendance is still an issue. Q Can we add an aspirational target of 100% to the newsletter? Yes, **agreed**

Action: SW to add 100% attendance target to the newsletter

- Reminder from the LA about complaint policies to make these more visible for parents as so many are going straight to the DfE and bypassing the schools
- Physics festival at Cowes Enterprise College highly recommended
- Achieving national average outcomes is what is expected for children to be 'secondary ready'. Stressed need to work on what we mean by this in a wider sense. The head has already contacted secondary schools to invite into school for moderation and is waiting for a response. It was commented that regression at transition can often be caused by the host school underestimating the work done in primary. **Agreed we have the resources to ask families we are still in touch with about how their children have moved on, and the Head is also already asking past pupils to come back to school to talk to children**

Action: Chair to forward HT contact addresses of secondary heads.

Governor Action Plan

- The action plan was reviewed. All initial star meetings have taken place and Governors have supported in various ways with moderation of literacy, and learning walks, provision of support to the new Finance manager, SW and CB have met to look at health and safety/premises, and meetings with PE, EYFS and attendance leads have taken place. We are in the process of making ourselves available to parents through the Christmas Fayres this term.

1.24 Premises

Receive H&S audit – Tony Wright

Review specific premises/H&S needs

- Shalfleet audit completed. Yarmouth still to be done. Two main comments from the condition survey are the state of the boiler, and the fencing on the side of the pavement is too low. Agreed, if these are safeguarding issues these need to go back to the LA

Action: SW to contact JK at LA with quotes

- LCVAP application completed for Yarmouth to fence around the garden and pen area

1.25 Review 100 club

- **Agreed this will sit better with the PTFA should they wish to take forward.** Other fundraising ideas were discussed including a fun run along the railway line and a sale in the new year of unwanted Christmas presents

1.26 Headteacher's Report

- Children at Shalfleet have won an engineering award at Vestas and will be receiving their award in collective worship on 30th November. Last year

Signed Date

Yarmouth won this award and came second this year. Girls in particular are developing a reputation for their strength in this area

- Data – historically averages have been well above at Shalfleet and below at Yarmouth. Seeing a rising trend at Yarmouth. We need to maintain achievement at Shalfleet
- EYFS will be running a future staff meeting which governors are invited to, on how to instil characteristics of effective learning throughout school, particularly for SEN if they are not able to access the level of curriculum.
- Very successful past pupil visit. Governors reminded head about grants available from EMI for music equipment to follow up

Action HT to follow up EMI grant funding

- Next visit planned from a profoundly deaf lady to talk about what life is like in a silent world
- Feedback from Matthew Rixon really pleased with maths and that we are using DL across the federation. She is going into Shalfleet classes every Wednesday morning. All teachers from Shalfleet are going to see Shanghai teachers in Portsmouth on 24th January. And 3 dates booked for TAs to have training in maths mastery. LR is also delivering a session to parents in Yarmouth and will roll this out to Shalfleet as well

Action SW to add information about these maths mastery sessions in the newsletter

- HT has made some good links with schools on the mainland, one which is using recommended behavioural approaches, and another small school with similar levels of fluctuation. They are looking at each other's development plans to see what they can link on
- Sports premium only expected to last until 2020 which FM has been made aware of and budgets have been adjusted
- Need to sign off budgets by 31st November which will need a separate meeting. Monitoring will not be up to date but providing income and staffing is complete will have to go ahead

Action: Head to email Clerk with date for a quorum of governors to attend and sign off before the deadline

Outcomes of child questionnaires

- HT presented a brief summary of results. It is clear children didn't know how to answer the question 'my school provides me with information'. Pleased that children either agree or strongly agree that the schools look after their emotional wellbeing but concern over bullying, that teachers, while good, are not all 'really good' at dealing with it. HT wants to actively define the change in language from bullying to peer on peer abuse

Action: SW to scan results and forward for Governors to analyse

Staffing update

- SW and SS left the meeting for this item. See confidential minutes

Attendance figures (pupils and staff)

- Success with one child at Shalfleet reported through support with a taxi now achieving 100%. GW to take over the overview of attendance from SW at Yarmouth. Q Can Shalfleet use the same report template as Yarmouth please? Yes, SW to forward

Action: SW to forward attendance template to Shalfleet to align reporting

- Different attendance issues commented on in each school.

Update on Performance Management

CPD report circulated

DfE data dashboard out at the end of the month

External validation update

- Very positive meetings with both Natalie Smith and Matthew Rixon. HT very proud of staff in both schools, NS and MR talking much more to teachers directly which is making a difference.

Shalfleet premises update and parking

- Building works virtually complete

1.27 Reports from Staff

Computing

Safeguarding

EYFS

- **Governors congratulated staff on 3 excellent reports.** Green screens are now in place in all classrooms. **Following the concern raised about not being able to update apps on the iPads without access to the MacBook, being used by another member of staff, it was agreed to purchase a new laptop for this staff member so that the MacBook can be utilised for updates**

Action: HT to authorise the purchase of a laptop

1.29 Portfolio Holder reports and actions

- The following reports are noted:
 - Standards and Inclusion
 - Finance
 - Staffing and polices
 - Pay
 - EYFS
 - PE
 - Premises

1.30 Governor Visits

Feedback from FDP 'Star' meetings

- All initial star meetings have taken place and 2nd meetings now need to be organised. TG proposed governors take the minutes at these star minutes to enable leaders to chair the meetings without having to take minutes too which was agreed

Action: Governors to email Star leaders to organise a follow up meeting and produce a report from these for circulation.

1.31 Adopt Policies

- The following policies are adopted
 - Statutory*
 - Pay Policy
 - Charging and Remissions
 - Peer on Peer Abuse
 - Attendance Policy
 - Non-statutory*
 - Volunteer Guidelines
 - Missing Child in Education
 - Finance and Debt Recovery

Signed Date

Lettings
Allegations Another Child
Staff Code of Conduct for Safer Working Practice

1.32 Any other business

- Little Explorers – see confidential minutes
- Q can we do an annual visit to parliament for children as part of the trip schedule? Yes

Action: Head to implement an annual visit to parliament in the trip schedule

- Is there a budget for the JLT? Yes £250, some of which SS confirmed will be spent on badges which the children would like.

1.33 Date of next meetings

- It was proposed to change the day of future FGB's to accommodate everyone's diaries and Monday's were agreed as the most suitable

Action : Clerk to circulate new dates to governors

The meeting closed at 8.15pm.

Signed Date