

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

Meeting of Full Governing Board	Term: Summer Term 2016
Place: Yarmouth Primary School	Date: Tuesday, 24 th May, 2016 6 pm to 8 pm
<p>Present:</p> <p>Mrs Lizzie Grainger (Acting Headteacher Mr David Bevington (Foundation) Mrs Carla Bradshaw Chair (LA) joined the meeting at 7 pm. Mrs Krista Bratton (Parent) Mrs Tina Griffith (Foundation) Mrs Karma Leyland (Co-opted) Mrs Debbie Munn (Parent) Mrs Sylvia Smith (Staff) Mrs Caroline Weeks (Foundation) Mrs Sarah Woodburn (Staff)</p> <p>In Attendance:</p> <p>Mrs Sam May (School Business Manager) Mrs Jane Lewis (Clerk)</p>	<p>Absent:</p> <p>Debs Downer (Co-opted) Carole Macfarlane (Associate) Mrs Claire Oulton (Associate) Mr Mark Webber (Foundation)</p>
Key: <u>Challenge</u> Action, Decision, Support, Ring-fenced, FDP link	Distribution: All Governors

The meeting was quorate: Attended by ten Governors, one of whom joined the meeting at 7 pm and two left at 8 pm.
(Number needed for quorum: 6 Governors)

Karma Leyland (Vice Chair) chaired the meeting as Carla Bradshaw did not join the meeting until 7 pm.

David Bevington opened the meeting with a reading and prayer.

Item	Minutes	Action	Date
3.1	<p>Welcome and Apologies</p> <p>Apologies were received from D Downer (AGM), C Macfarlane(family), C Oulton (work), M Webber (abroad). C Bradshaw arriving late due to daughter's Parents' Evening. Apologies were accepted.</p>		

Signed Date

3.2	<p>Order of Business and items for AOB</p> <p>The Budget will be discussed at the start of the meeting.</p>		
(3.6)	<p>3 Year Budget (Attached)</p> <p>Sam May, School Business Manager, presented the 3 year budget plan which had been discussed at the Finance meeting on 19/5 and circulated to Governors. Changes had been made to the original Budget, as discussed with the Chair, by email (attached).</p> <p>The Budgets showed both schools to be in a good financial position, to some extent due to the additional pupils following the closure of Weston Academy. However, caution is needed on an on-going basis; new funding formula next year and wider educational landscape bring insecurities and it is therefore difficult to project the situation in 2 and 3 years time. Regular budget reviews will be undertaken to keep the situation monitored.</p> <p>Questions raised:</p> <p><u>Q: <i>Can savings be made anywhere?</i></u></p> <p>A: It is hoped that the schools may become more energy efficient, reducing the electricity bills.</p> <p><u>Q: <i>How does Shalfleet's energy costs compare with other schools?</i></u></p> <p>A: SBM will investigate and see if more savings can be made.</p> <p><u>Q: <i>Will the new mobile at Yarmouth effect energy consumption?</i></u></p> <p>A: It should improve, as mobile is more energy efficient.</p> <p><u>Q: <i>What about Staffing?</i></u></p> <p>A: Shalfleet may be slightly overstaffed at present and this will be considered for the future. 1.1 provision for Special Needs pupils will end when those with an EHCP leave the schools and TA support will become more fluid. The aim is to even out</p>	SBM	asap

	<p>expensive Staff across the Federation. There are reasonable DFC carry forward budgets in both schools to cover capital expenditure.</p> <p>Governors offered a large garden shed and carpet for use by the schools.</p> <p>The budgets were agreed by all Governors present and signed by the Chair.</p> <p>Sam May left the meeting at 6.25 pm</p>		
3.3	<p>Declarations of Business or Personal Interests relevant to the meeting. None</p>		
3.4	<p>Minutes of the last meeting 24.3.16 and Confidential Minutes</p> <p>These were agreed as a true record and signed by the Chair.</p> <p>Matters arising from the Minutes.</p> <p>See attached actions sheet plus email from SBM.</p> <p>FGM 2.2.16</p> <p>Item 2.26 Gov. Business – TG to contact Steven Plummer from Colwell Baptist.</p> <p>Item 2.7 Head’s Report to send out voluntary contributions letter to Govs. again. To go out to parents in Sept.</p> <p>Item 2.8 PH Reports – Yarmouth cook leaving. Chartwells have already spoken to new parents. Note in newsletter to push free school meals and possibly meet new cook.</p> <p>FGM 23.3.16</p> <p>Bench or tree suggested for Yarmouth to thank contributors to fundraising.</p> <p>Yarmouth logo – It was reported that the proposed boat on the new logo was not in use in 1855. Another type of boat was being considered, to be agreed asap. It was suggested that existing logo to be phased out from paperwork from now on, in readiness for October when the logo will no longer be available.</p>	<p>TG</p> <p>Head</p> <p>Head</p> <p>Head</p> <p>TG/Head Head/SBM</p>	<p>asap</p> <p>asap</p> <p>When appropriate</p> <p>asap</p> <p>asap asap</p>

<p>3.5</p>	<p>Governing Board Business Confidential Item on Head’s Appointment cancelled.</p> <p><u>Instrument</u> Changes to Federation regulations mean that Instrument needs changing to include 2 Parent Governors not linked to a particular school and 1 position for a Headteacher at each school. This increases our total number of places on the Governing Board to 15. Concerns were raised regarding the number of Foundation Governors still required and the positions of ex-officio Foundation Governor. The constitution will be reviewed in September. The Instrument was amended to show the correct Mission Statement and agreed by all Governors present. Clerk to send to Governor Services. Governors’ profiles – Governors asked to complete profiles for website. emailed to all Governors. Details of training courses had been emailed. JL to attend Clerks’ Conference on 25/6. Majority of Governors now completed Prevent training on-line. <u>Clerks Briefing Reports 8/2, 16/5 attached DfE/LA – Academies</u> – discussed at end of meeting. The Chair reported on the IOW Governors’ Forum, where Brian Pope gave a presentation on the Government’s white paper and a view on the u-turn on academies. Report attached.</p>	<p>Chair/Clerk</p> <p>Clerk</p> <p>Govs.</p>	<p>Sept.</p> <p>asap</p> <p>asap</p>
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<p>3.7</p>	<p>Head's Report</p> <p>The Head gave a verbal report, paper copy attached.</p> <p>Including class structure, no change to pupil numbers – 169 at Shalfleet and 99 at Yarmouth.</p> <p>FDP and SEF being updated and will be presented at next FGM.</p> <p>Data being produced to compare new pupils with those to started at the school in reception.</p> <p><u>Safeguarding</u>: All Staff except MSAs completed Prevent training.</p> <p><u>Health & Safety</u> No issues</p> <p><u>Attendance</u> Shalfleet – 95.24% Yarmouth – 95.28% Figures low due to illness in both schools.</p> <p>CB joined the meeting at 7.00 pm.</p> <p>Comments:</p> <p>Governors commented that the links between pupils at the two schools are excellent. PTFA meetings were shared – pamper evening at Shalfleet had not been a success, possibly due to limit of over 18s. Change of Chair at Shalfleet PTFA. Parent Forums to remain at each school due to possible sensitive issues being discussed.</p> <p>Future event – possible federation picnic when new playground opens at Yarmouth Recreation Ground.</p> <p><i>Q Has support for Headteacher been adequate?</i></p> <p>A Yes, a range of support has been in place this year: LLP (Ian Troup), Penny Orme (external consultant), Lynda Evans (Hunnyhill HT), Claire Oulton (Assoc. Gov), all governors generally as well as a wide range of CPD. All have been very good.</p> <p><i>Q Recognise there has been Literacy input,</i></p>	<p>Head</p>	<p>Next FGM</p>
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	<p><i>but no Maths input for staff? Was this on purpose? A No specific Maths support bought this year, due to schools being “low support category”. Extra support for Yarmouth on Literacy was shared by Shalfleet staff plus Ian Troup as LLP.</i></p> <p><i>Q Report on pupils interviews for next meeting please? (How do pupil interviews inform best practise?)</i></p>	Head	Next FGM
3.8	<p>PH Reports</p> <p><u>Finance</u> 19/5 SBM report and monitoring sheets attached.</p> <p><u>Inclusion</u> 18/5 , data sheets and Pupil Premium Report attached</p> <p><u>Standards</u> 18/5 attached</p> <p>Target is 6 steps progress over a year, with 4 steps made at present point in time.</p> <p><u>Q Governors asked if KS1 tests could take place later in the year, to benefit the teachers and pupils?</u></p> <p>A Tests have to take place before the end of May, but they could take place towards the end of the month. LG to discuss with Staff.</p> <p>Governors commented that KS2 pupils lose half a term’s teaching due to the SATs Being early in May. Under the new curriculum and assessment system this is less fair to the pupils.</p> <p><u>SIAMS</u> 13/4 attached</p> <p><u>Community</u> – Governors were asked if they could review the website with the audit. KB offered to do this and DM to provide audit. Prevent to be added to web audit. The website should work in conjunction with the school app. This is being discussed with HT, SBM, Communikty Governor and ICT co-ordinator. Still aiming for live date of September 16.</p>	Head	asap
Pupil Premium		KB/DM DM	asap

	<p>Governor Visits <u>IEPs/GEPs</u> 12/4 CW attached <u>Kite 2</u> / Learning Culture – Improve communication across the federation for staff, pupils and parents. 19/4 attached CB, KL Kite 2 / Learning Culture – Pupil Interviews 13/5 attached CW,KB Kite 2 / Learning Culture – staff meeting and interview 16/5 attached CW <u>Collective Worship</u> 9/5 attached CB <u>SATs</u> supervision x 2 12/5 attached CW, MW, TG, KB</p>		
3.9	<p>Lead Reports <u>Events & Trips</u> attached MM <u>Maths KS1</u> Shalfleet 10/4 attached CN <u>Maths KS2</u> 4/5 attached CP <u>Maths</u> May attached <u>Science</u> 17/5 attached <u>Science</u> May Shalfleet & Yarmouth attached LG <u>Computing</u> 13/5 attached Questions were raised on attached email. <i>Q Please can producers of Reports state their name and which school(s) they are reporting on?</i></p>	Head	Asap
3.10	<p>Policies <u>Statutory</u> Charging (F) Data Protection Admin of Medicine Relationships and Sex Education EYFS Governors' Allowances</p> <p><u>Non-Statutory</u> Fun Club Governor Protocol Teaching & Learning Little Stars Charging</p>		

	<p>Management of Drugs Safer Recruitment Marking & Feedback Transition from Preschool</p> <p>The Policies have been reviewed by the Head and Portfolio Holders. Statutory Polices were agreed by Governors</p>		
3.11	<p>Any Other Business Governors expressed their thanks to the Chair for sending out letter to Parents re. Academies and Headship. <u>Governors Award</u> It had been suggested that the Governors award a prize for imaginative writing to a Year 6 pupils from each school at the end of the school year. This was agreed by all Governors present and will be planned for next year. <i>Q Is there an audit of British Values in the schools?</i> A It was suggested that KB visits schools to review this. (There is a Hants audit tool which PSHE lead has been working on). Review Governor support at next meeting (see audit tool attached). Tea Party at Yarmouth - 22nd June 2 - 3</p>	<p>Govs.</p> <p>KB Govs.</p>	<p>Next year</p> <p>Asap Next FGM</p>
3.12	Confidential Items - None		
3.13	Date of next meeting 12 th July 6.00 pm at Yarmouth		