

**The Federation of Church Schools of Shalfleet and Yarmouth
Governors' Meeting**

Meeting of Full Governors	Term: Summer Term 2017																					
Place: Yarmouth Primary School	Date: Wednesday, 12th July 2017 4.30 to 8.20 pm																					
<p>Present:</p> <p>Mrs Lizzie Grainger (Headteacher) Mrs Carla Bradshaw – Chair (LA Governor) Mrs Krista Bratton (Parent Governor) Mrs Debs Downer (Co-opted) Mrs Tina Griffith (Foundation Governor) Mrs Laura Homes (Parent Governor) joined the meeting at 6.30 pm Mrs Jane Manning (Associate Member) Mrs Debbie Munn (Co-opted Governor) Mrs Sylvia Smith (Staff Governor) Mr Mark Webber (Foundation Governor) Mrs Sarah Woodburn (Co-opted Governor) Mrs Caroline Weeks (to be reappointed) left the meeting at 7.40 pm.</p> <p>In Attendance: Mrs Jane Lewis (Clerk) Mrs Katie Riley (Clerk)</p> <p><i>In attendance</i> Junior Leadership Team joined meeting from 4.30 to 5.05 pm</p> <table border="0"> <tr><td>Toby</td><td>Yarmouth</td><td>Year 3</td></tr> <tr><td>Finn</td><td>Yarmouth</td><td>Year 3</td></tr> <tr><td>Olivia</td><td>Yarmouth</td><td>Year 4</td></tr> <tr><td>Samuel</td><td>Shalfleet</td><td>Year 4</td></tr> <tr><td>Monty</td><td>Shalfleet</td><td>Year 3</td></tr> <tr><td>Courtney</td><td>Shalfleet</td><td>Year 6</td></tr> <tr><td>Robert</td><td>Shalfleet</td><td>Year 6</td></tr> </table>	Toby	Yarmouth	Year 3	Finn	Yarmouth	Year 3	Olivia	Yarmouth	Year 4	Samuel	Shalfleet	Year 4	Monty	Shalfleet	Year 3	Courtney	Shalfleet	Year 6	Robert	Shalfleet	Year 6	<p>Absent: Mrs Claire Oulton (Associate Member)</p>
Toby	Yarmouth	Year 3																				
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<p>Key: <u>Challenge</u> Action, Decision, Support, Ring-fenced, FDP link</p>	<p>Distribution: All Confidential Minutes to Govs. attending meeting. JLT Minutes only to JLT</p>																					

The meeting was quorate. (Number needed for quorum: 5,
10 Governors in attendance, 1 Associate Member, 1 Governor to be reappointed,
7 Junior Leaders, 2 Clerks
The meeting commenced at 4.40 pm with prayers from 2 members of the JLT.

Signed Date

Item	Minutes	Action	Date
3.12	<p>Welcome and Apologies Robert and Sam were thanked for advising the Clerk that they would be attending the meeting. Apologies were received from C Oulton (work commitments), L Homes would be joining the meeting at 6.30 pm. D Isaacs would be unable to report on Forest Schools.</p>		
3.13	<p>Order of Business and items for AOB SS would be giving the Report on Forest Schools in place of DI. The discussion on Ofsted requirements would be replaced by feedback on the Ofsted inspection.</p>		
3.14	<p>Declarations of Interest There were no interests declared which were relevant to the meeting.</p>		
3.15	<p>Junior Leadership Team The Chair welcomed members of the JLT.</p> <p>Minutes of the last meeting 23.11.17 and matters arising. The Minutes of the last meeting were agreed and signed by Robert. Matters arising: <u>Comments:</u> <u>Shalfleet Prayer Garden:</u> Some pupils still using this as a play area. Governors suggested that the Gardening Club prepare the Prayer Garden as a quiet area in September, ready to be used in the Spring. Existing stones could be used as a feature and pupils could use the area for reading. JLT to discuss with DM <u>Last year's funding</u> Shalfleet had spent money on inflatable balls and a container for them. The JLT keep it tidy, but everyone can use them. Yarmouth had bought balls, hoops and frisbees with a container for storage, which meant that the PE cupboard could be sorted. These items made a big difference at both schools.</p> <p>Plans for next year <u>Shalfleet</u> <u>Q Could the security of the site be increased as empty bottles had been found under the house?</u> A The grounds will be checked every morning. The JLT requested a slide, roundabout and swings with Astrotrurf with more activities for quiet play and equipment to play cricket. They would also like the house to be made bigger. Governors asked the JLT to consider how this could be achieved? How much would it cost and how could the money be raised? The JLT would like the opportunity to play a proper game of football. JLT to discuss with PE Co-ordinator <u>Q The fire bells in years 3 and 4 are very noisy as they are close</u></p>	<p>JLT / DM</p> <p>SBM</p> <p>JLT</p> <p>JLT</p>	<p>asap</p> <p>Asap</p> <p>Sept</p> <p>Sept</p>

	<p><i>together. Could they be moved?</i></p> <p>A Rooms have to have fire bells to comply with fire regulations, however it may be possible to move them further apart. It was suggested that the library be extended so that books could be taken outside. (There used to be a trolley for this). Homework Club Q <u>Could there be activities available for when homework was finished, rather than just the computer?</u> A Yes, games will be put out. Yarmouth The JLT would like more computers and bigger classrooms.</p> <p>Review of the year All members of the JLT said that they had enjoyed being part of the team. The best thing was spending money and achieving something worthwhile.</p> <p>Any Other Business The Chair, Mrs Bradshaw, thanked the members of the Junior Leadership Team for attending the meeting. They had shown an interest in everything and everyone had participated in the discussions. They were articulate, very polite and respectful of each other's comments. If they had any further questions, would they please speak to Mrs Smith who would pass on their ideas. It was hoped that some money would be available for JLT next year and that some pupils would remain on the JLT to provide some continuity. The JLT will be advised when their next meeting with Governors will be. It was also suggested that Learning Leaders join a Governors' Meeting.</p> <p>The Junior Leadership Team left the meeting at 5.05 pm.</p> <p>-----</p> <p>LG joined the meeting at 5.15 pm</p> <p>Feedback on Forest Schools Pupils from Year 1 at Shalfleet and Year 1 & 2 at Yarmouth had attended for mornings or afternoons for a 6 week block. Pupils organised themselves into groups to make shelters and learn different outdoor skills and were accompanied by TAs. SS reported that parental feedback had been very good. Pupils had gained in confidence, particularly those who were less academic. LG reported that this had been a trial run to gauge the impact on pupils and consider the longevity of impact. It had been very successful and it was hoped to offer the experience to pupils in Years 1 and 4 in future. These are both transition years where pupils would benefit most. Governors commented that the only challenge was that some</p>	<p>SBM</p> <p>Head</p> <p>DM</p> <p>Chair</p>	<p>asap</p> <p>Sept</p> <p>asap</p> <p>Next year</p>
3.16			
3.17			

Pupil Premium	<p>pupils' behaviour on the day following the Forest School was challenging. It was recommended that Mondays or ideally Fridays might be better days.</p> <p><u>Q Will any current year 1 pupils be able to continue at Forest School?</u></p> <p>A Forest School cannot be offered to all pupils, however those who benefit most may be able to continue with some days throughout the year which would give them continuity.</p> <p><u>Q Would parents question why some pupils were going and not others?</u></p> <p>A Probably, but Forest Schools are used to support pupils who find it harder to work in a classroom environment than others. It was considered that this was a good use of Pupil Premium funding. Clarity is needed for parents and staff as to who will attend the Forest School and this can go on the website.</p> <p>There is now a Beach School available which would be good to educate parents in the use of free resources for children. It was suggested that information be obtained from all agencies offering resources such as the Library service, Fort Victoria Rangers, Forest and Beach Schools. This would go out on a factsheet to parents for the holidays.</p> <p>It is intended to further develop the skills learnt at Forest School to implement part of the curriculum and train school staff in activities. An impact sheet will be produced next year to show the "before and after" impacts of attending the Forest School.</p> <p>Forest School will be booked for next year, costs as agreed for three years at previous Finance meetings.</p> <p>The Governors left the meeting at 5.40 pm to watch Year 6 end of year show for parents. The pupils were very entertaining and should be congratulated on behalf of the Governors.</p> <p>Meeting with Mathew Wrixon Summary of meeting Visit report Crib sheet all attached</p> <p>Feedback from Ofsted Inspection The Headteacher reported on the Ofsted Inspection which had taken place on the previous day.</p> <p>LH joined the meeting at 6.30 pm</p> <p><u>Q What is the difference between the Junior Leadership Team and the Leadership Leaders?</u></p> <p>A The JLT are elected by their class to deal with social issues such as the playground and resources. The Learning Leaders are chosen by Staff from Year 3 upwards and they look at learning and physical resources and undertake learning observations. Governors would like the Learning Leaders to</p>	Head	Asap
	Head	Asap	
	Head	Next year	
Head /	Next		

	<p>join one of the Full Governors' Meetings next year. <u>Q Do the Senior Leadership Team consider comments from the Learning Leaders?</u> A Yes, this is shown in the FDP. It is hoped that there will be a Pupils' FDP next year, following the same format as the existing FDP.</p> <p>Governors thanked the Headteacher and her Staff from both schools for their hard work this term.</p> <p>-----</p>	Chair	year
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The Full Governors' Meeting continued at 7 pm

3.18	<p>Minutes and Confidential Minutes of the last meeting 24.5.17 and matters arising The Minutes of the last meeting were agreed and signed by the Chair.</p> <p><u>Action Sheet</u> Some actions still outstanding - see updated sheet.</p> <p><u>Questionnaires</u> SS to send response to clerk for distribution to governors</p> <p><u>Phone</u> This has been actioned but HT asked for governors to keep an eye on how the phone at Shalfleet is being answered</p> <p><u>Extra 30 hours</u> Q.how will mixing pre-school and school age children work? Small numbers currently, will still be in ratio, but will monitor to see if it grows. Due for review in October</p> <p><u>New Shed</u> Q What funding was used for this and how was the project approved? HT to check with SBM but it is thought to have to come from left over build money. Need to confirm schemes of delegation with staff and ensure any expenditure affecting carry forward comes to governors.</p> <p><u>Tree work</u> To be looked at by DD in summer premises walk Q do we have a maintenance book Yes</p> <p><u>New pick up procedures</u> Q Has it helped congestion problems? Yes, had a huge impact</p> <p><u>Admissions</u> Check dates are updated ready for September</p>	SS/ Clerk	Asap
3.19	<p>Governing Body Business <u>Membership</u> CW completed forms and returned to Shalfleet office 3 weeks ago. HT to locate and pass to Brian Mead.</p>	HT/SBM CB	Asap
		HT	Asap
		Head	asap

	<p>Expiration of terms for CB and DD in November. Possibility of CB becoming a Foundation Governor for Thorley, to make way for a new Local Authority Governor. CB has paperwork and will consider. Steve Holland, a possible future governor is now due to do some school improvement with the HT so would not join the governing body while this work is going on.</p> <p>An email received from a parent – no current parent governor vacancy but HT will invite into school to show round and discuss. The Clerk asked governors to think about whether they'd like to stand for Chair and Vice Chair in September and which responsibilities they want to do. CB is happy to continue in chair but would prefer to co-chair, mainly for the organisational aspects if someone is willing to share the role, as feels she hasn't been able to give the Federation the time it deserves</p> <p><u>Govs Forum</u> People willing to share but need the right platform -more workshops would be helpful. No report received.</p> <p><u>Dfe/LA Matters</u> Data protection/confidentiality - importance of using school email addresses and not home emails. Report to be placed on website.</p> <p><u>Gov. Award</u> Only one submission from a pupil at Yarmouth – DD emailed Shalfleet to find out if anymore. Agreed to go ahead this year anyway with trophy and prizes and look to promote better next year.</p>	<p>Head Govs</p> <p>Clerk</p>	<p>asap Sept</p> <p>asap</p>
<p>3.20 FDP link</p>	<p>Headteacher's Verbal Report – <u>Leadership Structure</u> Staffing plan to be sent out for September which includes subject leaders across the federation.</p> <p><u>SEF</u> In process of updating – will complete during the summer and ensure impact is included. Thinking of introducing a new SEF to ensure where there have been good results that the focus continues.</p> <p><u>Attendance</u> Shalfleet report to be completed tomorrow, Yarmouth already done. One persistent absentee, emergency CIN meeting this Friday.</p> <p><u>Shalfleet Crossing</u> Work has started on this.</p> <p><u>Shalfleet car parking</u> Communication from parents that Mr Meaning's offer still on the table but is difficult to accept for the school on current terms. CB and DM to look at what the school needs in terms of legal aspects, length of term of the lease, suitability of the ground all year round, what work needs to be done (new garage/storage, etc), cost, insurance implications etc. and discuss with legal contact. No time for the school leadership team to do this, needs</p>	<p>Clerk</p> <p>Head</p>	<p>Asap</p> <p>Asap</p>

	<p>to be done by governors and aim for a plan to be in place by the end of the summer.</p> <p><u>Q Could the land be used for Forest Schools?</u> Possibly, but the soil content would need to be analysed first. Governors in agreement for CB and DM to put together a baseline on behalf of the GB. Update at next meeting</p> <p><u>Admissions</u> No Leavers. Year 4 child joining Yarmouth. 2 more in Year 1 at Shalfleet (totalling 26) and 27 expected in reception. Head hoping to get details of waiting list for Shalfleet.</p> <p><u>Safeguarding</u> – no children at CP level</p> <p><u>Health & Safety</u> – No issues. Fire drill planned before the end of term <u>Q What happens if the school is under threat, what is the plan?</u> Emergency Procedures Plan in place. Most classrooms now have phones, and mobiles and walkie talkies are carried by staff outside.</p> <p>CW left the meeting at 7.40 pm.</p> <p><u>Q Has fire safety been reviewed in light of recent events in London?</u> Equipment checked last week and drill altered slightly at Yarmouth to avoid bottle neck of children exiting the building. <u>Q How have we dealt with children seeing the news on TV –</u> Have been mindful of younger children who may have been protected from it, but have given the older children reflection time and considered the victims in our Worship/prayer times. <u>Q Are we aware of the dangers of snapchat? Although the age limit is 13 years, are parents aware?</u> A letter will be sent out to parents at the beginning of next term.</p> <p><u>Complaint Panel</u> None of the allegations were upheld. Lessons to be learnt, HT putting in protocols for staff working with children’s services. LG and JC now completed Safeguarding Level 5. The Head thanked all Governors involved with the Appeal.</p> <p><u>Support for the Head Teacher</u> HT advised she is getting good support from Steve Holland and Claire Oulton</p> <p><u>New Logo</u> A donor has kindly paid for all the new banners for both schools which the HT showed governors. New logo can now be shown on website.</p> <p><u>Standards</u> HT will send outcomes – reception good at Yarmouth, Years 2</p>	<p>Chair/D M</p> <p>Head</p> <p>DM</p> <p>Head</p>	<p>Sept</p> <p>Sept</p> <p>asap</p> <p>asap</p>
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	and 6 good at Shalfleet, Year 6 Yarmouth, as expected.		
3.21 PE funding	<p>Pupil Premium Impact Report and Pupil Premium Strategy attached. This is now on the on Website.</p> <p>Sports / PE Report not yet received</p> <p>Central Record Report completed, see attached emails.</p>	Curriculum lead	asap
3.22	<p>Portfolio Holders' Reports</p> <p>Standards 11/7 meeting was postponed due to Ofsted</p> <p>Finance 29/6 report attached</p> <p>Inclusion 27/6 report attached</p> <p>SIAMS 9/6 no report</p> <p>Safeguarding report to follow</p> <p>Governor Visits EYFS outdoor visit – completed by CB report to follow</p> <p>Marking staff meeting 6/6 report attached</p> <p>Book scrutiny 16/6, 30/6 completed by CW reports attached</p> <p>Communicake 16/6 not attended</p> <p>Emotional literacy parent workshops 26/6, 27/6 <i>Q Did any parents attend?</i> None from either school <i>Q Did Parents understand what was involved?</i> It was explained with details of the meeting</p>		
3.23	<p>Curriculum Lead Reports None received</p> <p><u>EYFS Moderation Report</u> for Shalfleet attached</p> <p>Governors complimented the team following the excellent moderation</p>		
3.24	<p>Policies and Documents</p> <p>Statutory Governor Allowances Religious Education</p>		

	<p><i>Non-Statutory</i> Marking & Feedback</p> <p>No comments on the above. Policies were agreed by governors.</p>		
3.25	<p>Any Other Business</p> <p>Development day Monday 24th July at Yarmouth - FDP/SEF/Curriculum morning, Governors session on the afternoon to look at the planner and evaluate the year.</p>		
3.26	<p>Date of Next Meeting</p> <p>TBA pending pay policy consultation.</p>		