 

**Full Governing Body Meeting Minutes**

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

**Date and time** Wednesday, 23rd May 2018, 5 pm to 8.15 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) *joined the meeting at 6.00*

Mrs Sylvia Smith (Staff Governor)

Mr Mark Webber (Foundation Governor)

Mrs Caroline Weeks (Foundation Governor)

Mrs Krista Bratton (Parent Governor)

Mrs Sarah Woodburn (Staff Governor)

Mr Stephen Holland (Co-opted Governor)

**Quorum** The meeting is quorate, attended by 10 Governors.

A quorum is 6 Governors.

**Attendees** Gabe King (Year 4 Yarmouth)

Elana King (Year 2 Yarmouth)

Evie Ligh Nunem (Year 2 Yarmouth)

Annie Goodall (Year 1 Yarmouth)

Samuel Willis (Year 6 Yarmouth)

Alex Appleton (Year 6 Shalfleet)

Wilson Cambridge (Year 1 Yarmouth)

Isabella Cambridge (Year 4 Yarmouth)

Leo Byers (Year 2 Yarmouth)

Olivia Schlachter (Year 5 Yarmouth)

Alex Price (Year 3 Shalfleet)

Oliver SW (Year 3 Shalfleet)

Faye Cowley (Year 5 Shalfleet)

Sam Chadwick (Year 5 Shalfleet)

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 5.10 pm with two prayers; one prayer from a member of the JLT and one from the Chair. The Chair welcomed members of the Junior Leadership Team and Learning Leaders

* 1. **Apologies**
* Apologies are received and approved for Mrs Tina Griffith
  1. **Order of Business and items for AOB**
* As agenda
  1. **Declarations of interests**
* None

* 1. **Junior Leadership Team**

**Minutes of the last meeting 22.11.17 and matters arising (see action sheet)**

* Minutes of the last meeting held on 22nd November 2017 are duly accepted as an accurate and true record of the meeting by the JLT and Learning Leaders and signed by the Chair

**Matters arising:**

* The JLT at Shalfleet are looking to raise funds for outdoor equipment with the PTA
* The JLT are continuing discussions with the PE co-ordinator re. the issue of footballs but the situation is much improved with the use of air balls
* The leadership team have not been able to do anything about separating the year 3 and 4 fire bells as of yet but are hoping to look at this as part of the new building works
* There have been more opportunities to learn together across both schools through shared trips and after school clubs, and both schools were recently involved in a cricket event at Yarmouth
* Having considered the wording of ‘emotional literacy’ the children have decided to keep it as it is, so it is in line with the terminology used at secondary school. They are talking much more about emotional literacy in school and use stones to express how they feel
* 2 shed monitors are in place at Yarmouth and the children reported how much tidier it now is. Anti-bullying reps help with this task too
* Holes in the ground have now been filled and the golden mile has been reinstated
* Following the children’s observations around safeguarding, certain areas have been fenced off including a caterpillar’s nest, protruding tree roots and access to the back of the bike shed
* At Shalfleet the children have seen a reduction in litter levels since they have been reporting and dealing with rubbish that they find
* More rubbish has been noticed at Yarmouth during the summer months, the children believe to be due to the proximity and increased use of the adjacent public footpath
  1. **Update on priorities for 17/18**
* The children asked if there could be more trips? It was felt that there are more trips in year 6 than year 5 in particular

Action 6: Children to consider how they can do more trips; how they can afford it and still learn. The children have talked about fundraising and how to manage distribution between funds for their own projects and those for charities

* They would like to see more help for children that struggle with their work and think that they themselves could play a role in helping some of these children

Action 7: Leadership to take forward this idea with the children

* A wider variety of clubs were suggested such as trampolining, drama, first aid and painting (though it was also suggested that painting could be part of the current art club).

Action 8: The children to gather opinion to see what ideas are viable

* The children reported that they are working on renting a minibus for sports competitions and trips. The Chair suggested that the local authority is interested in buying some minibuses for rent and so this could be an option for the children to follow up. The children also suggested that one of their teachers may have access to a minibus

Action 9: The children to follow up options to rent a minibus

* Learning Leaders hope still to be able to go to each other’s schools to do a learning walk at each and they are considering ways as to how they can do this. One governor suggested they contact a local garage to see if they can offer any special rates for the hire of a minibus. Governors commented how much they would like to see the learning leaders have the opportunity to swap over and informed the children that two governors were licensed minibus drivers if they would like their help
* Following taster days at Forest school the children asked if there could be more opportunities to participate in the future. The children were asked how much outdoor learning they currently do? and they reported not very much. Governors commented that this needs to be encouraged and ways to learn outdoors need to be sought that are not weather dependent

Action 10: Leadership to develop more outdoor learning opportunities

* More quiet areas were requested, and things to do in the quiet areas. The children reported their plans at Shalfleet to paint the gazebo in rainbow colours with ‘happy’ warning signs for children to observe

Action 11: Leadership to consider ways to improve quiet areas for reading across both schools

* Badges are now worn by learning leaders, JLT and antibullying ambassadors across both schools Governors pleased the children now have this recognition
* Learning Leaders fedback on their learning walks and how improved the Learning Walls are now with children paying more attention to them
* One of the children commented that their French class was sometimes taken over with other activities and Governors agreed that it needs to be made a priority

Action 12: Leadership to ensure French is prioritised

* The children asked if other languages can be taught other than French as they really enjoyed the recent Mandarin lesson. The HT agreed that it would be good to try different tasters but that the national curriculum required them to study one language in depth over three years

1.74 **AOB**

* Governors supported how pleased they are with the work of the current JLT and Learning leaders and they would like to see some continuity in membership next year if possible as long as the children would like to carry on and take forward their ideas
* The Chair thanked the children for their attendance and wished them a happy half term holiday and remaining school year.

*The children left the meeting at 5.40 pm. The meeting continued at 6.00pm*

* 1. **Minutes of the last meeting 14.3.18 and matters arising (see action sheet)**
     + - Minutes from the FGB meeting held on 14th March 2018 are duly accepted as an accurate and true record of the meeting by the governors

**Matters arising**

Most actions complete (see action sheet)

* 15-day persistent absentee automatic referral to EWS to clarify with EWS officers next week when they visit the school. It is thought that as the federation doesn’t buy into the EWS then this referral wouldn’t be triggered however it was agreed that is was a useful benchmark to follow anyway

Action 13: SW to clarify referral with EWS officers next week when they visit the school

* Governor Services SLA signed following further information provided by Diane Hiscock of Governor Services
* SEF feedback not provided to the HT. Governors questioned exactly what is required? HT clarified it is for governors to comment on how they can contribute e.g. Learning walks demonstrating how we know learning is good, visits during the SATs process enable validation of the rigorous way in which tests are administered etc. The SEF drives the FDP and governor monitoring planner

Action 14: Reminder to please send clerk any visit reports to evidence the support and challenge being provided by Governors

* HT reported that the SATs procedure had been moderated at Yarmouth by Hants CC and it went very well with no points for development
* Following receipt of the PE report, John Caulcutt is in contact with Liam Roberts and has donated £500 to Shalfleet’s playground
  1. **Governing body business**

**Membership**

* 1 Foundation vacancy still exists, ideally to also take on the health and safety portfolio
* Both Vicars to be invited into the school and hopeful that they will share an active role on the governing body
* Stephen Holland to join both Standards and Community portfolio teams. DM also happy to continue on Community on behalf of the governors. Agreed there is plenty of scope for a range of governors to represent the community on various issues

**Development courses and reports**

* The Chair recently completed a handling complaints course and will check through the Federation policy to ensure all the necessary steps are there. Difference in process noted when parents have had to complete a form in order for their complaint to be dealt with, however LA guidance is that schools should consider any complaint no matter what format it is received in

**Ofsted training for HT and governors**

* This training was attended by SH, MW and LG and they reported that while they didn’t learn anything particularly new it was a very informative session. More supportive inspections are being reported with more time and notice provided to grow and progress through any issues

Action 15: Clerk to circulate handout from the session

**DfE/LA matters**

* Keeping Safe in Education updated guidance is due to be published for September
* New guidance is out about premises requirements including asbestos reporting
* GDPR – SW updated that the privacy notices are ready but we are waiting for the policies from the LA. Agreed we just need to make sure everything is in place and then go back through the data. A Capita Parent app is available to purchase which will remove the need for paperwork between home and school. Training is also available for staff and it was agreed, staff need to know exactly what to do if there is a breach in the same way as they do with safeguarding. HT reported that at SLT, GDRP will now be a regular agenda item. Will need to consider why we keep data and what needs to be kept. What will be the impact of deleting data? Need to understand cookies and be able to prove all data is within the EU.

**Chairs network**

* Still attending these meetings but they do not facilitate discussions and the sharing of good practice as governors would like

**Finance update**

(See confidential minutes)

* Governors wish to place on record their thanks to SBM for all that she has done to improve the fabric of both schools and create a better learning environment for the children.

**Shalfleet Premises development/Car park lease**

* Car park lease. Historically the parish council were looking to sell this land but are now in the process of leasing it to the LA. Until the lease has been signed staff are using the car park but are having to lock and unlock the gates continually throughout the day. The Horse and Groom were looking to purchase this land and following the parish councils’ decision to lease it, were then looking to co-lease it. Unfortunately, this has not been possible due to problems with shared liability, and the landlord has now suggested putting a fence up around the pub so that no one can walk through the cut through to get to the crossing. The option of compulsory purchase of this strip of land to safely access the crossing could be explored by the LA. HT intends to invite the landlord to talk through this situation to see if they can make amends. The crossing was funded through the LA and was intended to be a positive development for the community. It was commented how difficult it will now be to make it safe. The two main issues highlighted by governors is the proximity of the car park gate to the boundary of the road, as well as access to the crossing. In theory utilising the car park should make Station Road clearer during the day and it was suggested that widening the staggered starts and in particular finishes to the day for pick up might help ease congestion.

Action 16: MW and SH to support LG and JK with next steps and establish what the compulsory purchase process is

* Shalfleet Premises development. Tenders for the modular buildings have been received. Tenders for the refurbishment are due by 1st June after which a plan of work will be agreed
  1. **Headteacher’s Report (see attached report)**
* Governors complimented the HT’s new reporting which now includes SEND, EAL and disadvantaged pupils as being very clear and useful to be able to see the data. At Shalfleet one EHCP child will be leaving from year 6 this year, another is expected to join reception in September. Higher percentage of children in Yarmouth on the SEN provision map reflecting the wider diversity of needs. 2 LAC children both at Yarmouth. Governors asked if HT could also include LAC data in her report
* Predictions still remain. SATs went very well. EYFS at Yarmouth was moderated and judgements have been validated by LA officer Teresa Wall. It is recognised that the FDP is written on past rather than future cohorts and question asked as to how are we going to look at this next year so we can refine the FDP and know what we are looking for from teachers to add value? Will look at this at the first standards meeting of the year and look at targets in relation to baselines
* Q Pupil questionnaires highlighted reading as an issue - where is the love of reading? Need to provide opportunities at lunchtime, children want a quiet area under cover. Since the PE equipment has been taken out of the hall at Yarmouth it has created a snug in the hall where often the older children will read to the younger ones. Would like to create the same at Shalfleet. Ofsted is focusing on reading across the curriculum and it was reported how much children are enjoying the new text drivers. Governors challenged that Shalfleet should be performing better in Reading in particular. HT explained that 2 EHCPs within this cohort are affecting percentages and one child has recently joined. Outcomes of KS1 SATs are however very encouraging with one child scoring maximum in every testat Yarmouth. Following the cancelled standards meeting this week HT proposed meeting on Friday at 9.30 at Shalfleet to explore further

Action 17: MW and SH to attend Standards meeting, Friday 25th May at 9.30am at Shalfleet

* HT will be reporting regularly on the new maths project at Yarmouth and governors asked if this knowledge can be cascaded to Shalfleet as well? Yes
* GW will be leading the forthcoming EYFS moderation at St Saviours following LA moderation at Yarmouth
* Governors advised that £2300 pupil premium money will be received for each previously looked after child going forward, but slightly less for a current looked after child as some money will be taken from this by the LA to pay for the virtual school’s service
* HT will be proposing to Finance, rolling out the position of sports coach across the Federation
* Year 1’s have had a wonderful time doing Forest school. Both schools were able to get funded places for children in need of emotional support
* Governors appreciated the report HT sent from TC which helped governors understand the role of the Family Services Manager and would like to ask if they could have an update 3 times a year? Yes
* Advice from recent attendance briefing is to highlight an aim for 100% rather than a specific target so as not to leave room for misinterpretation. The Federation is not authorising any absence for holidays but it has been noted that not all schools are adopting this approach. Governors questioned the figure of 93.52% for FSM children at Shalfleet and whether HT has any concerns? HT fully aware of the issues involved and families are being supported. More concerned about the number of holiday forms received.

Action 18: To send out a reminder about the school’s general approach to attendance in the newsletter and how attendance impacts future attainment. Secondary data reveals children with above 95% attendance have twice the chance of achieving 5 GCSEs compared to those below 95%

* Staff member on long term sick hopeful in returning before the end of the term. Governors send their best wishes
  1. **Parent Questionnaire update**
* Weblink to this questionnaire hasn’t been working

Action 19: HT to make sure that MF fixes the problem and to write to parents to apologise and extend the deadline by 2/3 weeks

*Mrs Caroline Weeks left the meeting at 7.50 pm*

* 1. **Reports from Staff (see attached)**
* **Inclusion**

Are we using third space learning across the federation?

Yes, but only to targeted PP children and it has made a significant difference to their confidence and enjoyment of maths. Teachers can now pinpoint areas of need to work on. Moving forward Finance to decide whether to purchase in the future for the benefit of 7 identified children.

* **Maths**

No report due to SATs

* **Literacy**

Governors commented on how well this member of staff has picked up the lead for literacy in three weeks. Need to monitor consistency of weekly spelling. How are we going to measure impact? Governors suggested providing support to staff member with performance indicators and expected outcomes.

* 1. **Portfolio Holder reports and actions**
* **Community**

LG has met with DM where they focused primarily on the impact of the building works at Shalfleet. HT reported parent perception of both schools is good, Yarmouth has risen in popularity and parents seem to be happy with plans at Shalfleet

* **Standards and Inclusion**

Postponed due to safeguarding audit – rescheduled to this Friday 25th May.

* **MFL**

LH to discuss suggested plans re. MFL specialists etc. with PB after half term to put into action

* **Finance**

Previously discussed

* **Staffing**

Staffing structure is in draft pending approval of budgets. HT will talk provisionally with staff for their reassurance. Q do teaching staff request to move year group? Yes sometimes, but on whole quite flexible. Perception of employment across the Federation and school still needs some encouragement amongst support staff in particular.

* 1. **Governor Visits (see attached reports)**
* **SEN learning walk at Shalfleet**
* **PSHE presentation**
* **EYFS visits April 18 (parent questionnaire)**
* How do we know if parents are happy with communication aspects e.g. are they happy using dojo rather than tapestry? Did they like the Easter voluntary suggestions or did they feel obliged? Be useful for governors to go in and ask some of these questions to properly engage with their feedback.

Action 20: EYFS team to forward parent visit dates to LG & CB. CB & LG to devise short questionnaire for governors to use with parents.

* 3 candidates were interviewed by HT, GW and Sadie for the Pre-school Assistant post resulting in the appointment of the current helper
* **SATs**
* **Forest School**

Not attended

* 1. **Adopt Policies**

The following polices are adopted:

*Statutory*

* Governance Policy
* Heath & Safety (incl. risk assessments)
* Inclusion (SEN)
* Admissions

*Non-Statutory*

* Adverse Work Element LA
* Managing aggressive behaviour
* Allegations against staff
* Non-collection of Children
* Shared Parental Leave LA
* Parental Leave LA

* 1. **Any other business**
* The Chair asked governors if they used the governors page on the website and the consensus was that most do not look at this section anymore.

Action 21: Clerk to liaise with DM about transferring relevant documents to google drive

* In reference to the Allegations Against Staff policy, concern was raised over the LADO’s availability. Advice has been to approach him through the LADO email address for the LADO team to pick up rather than his individual email address

**1.84 Date of next meeting**

* Full Governors’ Meeting Wednesday 11th July 2018 at 6.00pm at Yarmouth

The meeting closed at 8.15pm.