

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

Meeting of Full Governing Board	Term: Autumn Term 2016
Place: Shalfleet Primary School	Date: Wednesday, 14 th September, 2016 6 pm to 8 pm
Present: Mrs Lizzie Grainger (Headteacher) Mrs Carla Bradshaw Chair (LA) Mrs Krista Bratton (Parent) Mrs Debs Downer (Co-opted) Mrs Debbie Munn (appointed Co-opted) Mrs Sylvia Smith (Staff) Mrs Caroline Weeks (Foundation) Mrs Sarah Woodburn (Staff) In Attendance: Mrs Jane Lewis (Clerk)	Absent: Mrs Tina Griffith (Foundation) Mrs Karma Leyland (appointed Associate Member) Mrs Claire Oulton (appointed Associate Member) Mr Mark Webber (Foundation)
Key: <u>Challenge</u> Action, Decision, Support, Ring-fenced, FDP link	Distribution: All Governors

The meeting was quorate: attended by eight Governors.
(Number needed for quorum: 5 Governors)

The meeting was opened with a prayer and the Clerk chaired the meeting until the election for Chair had taken place.

Item	Minutes	Action	Date
1.1	Welcome and Apologies Apologies were received from T Griffith (sailing course), C Oulton and K Leyland Munn (work), M Webber (family) Apologies were accepted.		
1.2	Agreement of Terms of office for Chair, Vice Chair and Treasurer. Governors agreed that the terms of office should be one year.		

1.3	<p>Election of Chair There were two nominations for Chair – Mrs Carla Bradshaw and Mrs Debs Downer. Mrs Downer had decided not to stand. Mrs Bradshaw left the room whilst Governors considered the nomination. It was unanimously agreed to ask Mrs Bradshaw to remain as Chair for a further year. Mrs Bradshaw returned to the room and agreed to the proposal. The remainder of the meeting was chaired by Mrs Bradshaw.</p> <p>Election of Vice Chair Mr Mark Webber was nominated as Vice Chair and elected in his absence.</p> <p>Election of Treasurer for Yarmouth The role of Treasurer was discussed and it was suggested that an annual report on the be produced. Mrs Debbie Munn agreed to stand as Treasurer for a further year. (Following the meeting, message received from Diocese that Treasurer is no longer necessary – email attached. Balances of accounts are recorded in Finance Meetings.</p>		
1.4	<p>Minutes of the last meeting plus Confidential Minute 12.7.16 and 5.9.16 (Development Day) These were agreed as a true record and signed by the Chair.</p> <p>Matters arising from the Minutes. See attached actions sheet FGM 24.5.16 Bench at Yarmouth It was suggested that a plaque on the new classroom, thanking donors might be more suitable. Head to investigate. Governors encouraged to provide profiles for website. SW to investigate new Governors ID badges FGM 12.7.16 Parents and Staff questionnaires – Few parent responses and answers non-</p>	<p>Head Govs. SW</p>	<p>Asap asap asap</p>

	<p>specific so no actions to be taken. Questionnaires to be sent out earlier this year And analysis to be reviewed with Community Governor & synopsis to FGB</p> <p>Matters arising from Development Day Governors SEF updated plus action plan (attached). Skills Audit and analysis attached. Forms sent to 3 Governors. Governors' Annual Planner still in production. P. Gear, potential Ex-Officio Foundation Governor decided not to join Governing Board. Policy Protocol and ToR. To be discussed at Policy meeting on 26.9.16</p>	DD, DM, JL, Head	26.9.16
1.5	<p>Instrument of Government (attached) Updated Instrument with only one Headteacher included agreed by Governing Board. To forwarded to LA and Diocese.</p>	Clerk	asap
1.6	<p><u>Governing Board Membership</u> List attached. Proposal to appoint Debbie Munn as Co-opted Governor (no longer eligible for Parent Governor). Agreed by all Governors. <i>Associate Members</i> – Claire Oulton and Karma Leyland proposed. Agreed by all Governors. Term of office for Associate Members to be one year. Voting rights as laid down by DfE – no voting on finance, staffing or admission issues. Voting on other items as agreed at meetings. Governors to consider asking members of SIAMS group to become Associate Members. <i>Foundation Governor</i> – 2 vacancies for ex-officio Governors plus 1 vacancy for Foundation Governor (Thorley). Meeting planned to discuss with Church Wardens. <i>Parent Governor: Election papers to be sent to</i></p>	Chair/Clerk	asap

<p>1.7</p> <p>1.8</p>	<p>both schools together with letter from Chair regarding governor roles and skills required. Skills gap taken from skills analysis.</p> <p><u>Portfolio Holders and Committees</u> As discussed at Development Day PH Inclusion – Caroline Weeks PH Standards – Tina Griffith & Mark Webber PH Finance & EYFS – Carla Bradshaw PH Safeguarding – Mark Webber PH Staffing & Policies – Debs Downer PH Community & Marketing – Debbie Munn PH Premises, Health & Safety – Karma Leyland PH Yarmouth Preschool – Tina Griffith PH Modern Foreign Language – Karma Leyland, Krista Bratton, Caroline Weeks PH PE – Krista Bratton Development - Clerk</p> <p>Pay Committee – Carla Bradshaw Appeals Committee – Debs Downer, Caroline Weeks Head’s Performance Management – Debs Downer, Tina Griffith, Mark Webber</p> <p><u>Governors’ Documents to ratify</u> Terms of Reference – to be reviewed at first meetings. ToRs for Inclusion, Standards, EYFS, Safeguarding, Staffing, Policies, Community, Premises, Modern Foreign Language, PE,RE, Parent Forum. Roles & Responsibilities for Finance, Governors’ Standing Orders agreed Governors’ NGA Code of Conduct agreed and signed by all Governors. This would replace the Governor Protocol Policy. Business Interests forms signed by all Governors.</p> <p><u>Policies</u> Statutory: Admissions – The Governing Board</p>		
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<p>1.9</p>	<p>agreed to determine admission arrangements for September 2017.</p> <ul style="list-style-type: none"> Behaviour & Anti-bullying Complaints Staff Appraisal Staff Capability Staff Disciplinary Staff Grievance Social Media Home School Agreement Supporting pupils with medical Conditions Whistleblowing <p><i>Non-statutory</i> Mission Statement Keyholder</p> <p>The policies were reviewed by the Head and Portfolio Holders. Statutory Policies were agreed by the Governing Board and signed by the Chair. Non-statutory policies were signed by the PH for Policies.</p> <p>Governor SEF, Skills Analysis and Training See Development Day Minutes The Federation is not subscribing to Learning & Development Services from the LA until the end of March for budget reasons. Any essential training i.e. safeguarding, can still be arranged by contacting the Clerk and SBM. Governors' Annual Planner is currently being produced and will include Governor monitoring. Governors to contact the Chair if they have any questions. DD to discuss Planner with Head re policy review.</p>		
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<p>1.10</p>	<p>Head's Report (attached)</p> <p>The Head presented a start of year report, including staffing and pupil update Total pupils at Shalfleet – 165, Yarmouth – 91 Attendance targets for both schools – 96.5%. Last years Attendance target was not reached at either school. <i>Governors questioned this</i> and were advised that there was a great deal of sickness in both schools. There is one pupil refusing to attend at present but it is hoped this will improve with counselling and other strategies in place.</p> <p><u>Additional comments</u> <u>Monitoring timetable</u> (attached with staff meetings) Governors asked for termly details of monitoring.</p> <p><u>Trips</u> Several joint trips are planned, supporting the Federation community.</p> <p><u>Data reports and Pupil Premium impact sheets</u> (attached) The data sheets will be updated throughout the school year. The Chair thanked the Head for these reports which were very clear. In particular, the PP report is impressive. Yarmouth Year 6 data results are low due to all pupils joining the school after KS1. Progress indicators from last year were difficult to obtain as method of recording data had changed.</p> <p><u>Voluntary Contribution Letter</u> The letters had been shared with the Senior Leadership Team and it was suggested that the idea of voluntary contributions be raised with the Parent Forum Group before letters are sent out and feedback requested.</p> <p><u>Yarmouth Logo</u> Governors agreed the new logo. New uniforms will have the new logo when ordered and logo will be introduced over the year.</p>	<p>Head</p>	<p>asap</p>
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<p>Letter from Governors to be produced explaining situation to parents.</p> <p><u>Mainland contacts</u></p> <p>Chair and TG requested to visit Glenfield Infant School with Head.</p> <p><u>Health & Safety</u> Policy to be updated this term.</p> <p><u>Exclusions</u></p> <p>Are any pupils at risk of exclusion? Not at present. (one refuser receiving counselling)</p> <p>CW agreed to review Federations exclusion policy and procedures.</p> <p><u>Daisy Rich Trust</u></p> <p>Following contact suggested by a Governor, a grant of £2000 is to be applied for to be spent on ELSA work (Kite 3). This would enable ELSA pupils to run a tuckshop and provide more resources.</p> <p>Governors asked for an ELSA impact sheet showing entry and leaving data?</p> <p>Could ELSA training for further staff, giving sustainability, be funded from this grant?</p> <p>Unsure, conditions needs to be checked.</p> <p><u>Admissions</u></p> <p>One child has applied to join Yarmouth Year 6 and been turned down by the Local Authority due to the Year being full. An appeal had also been refused. If this was overturned, it would compromise class numbers. The child is attending Gurnard Primary School, but staying with a family in Yarmouth at present. They have been offered a place at Shalfleet but turned this down.</p> <p>Governors agreed that a place at Shalfleet would meet the child's educational needs. The Admissions Code is clear and it is not appropriate for the school to change this. The child will be offered a place at Shalfleet once again.</p> <p>There are potential new admissions to Year 1</p>	<p>Head /Chair</p> <p>Chair/TG/Head</p> <p>CW</p> <p>Head</p> <p>Head/SBM</p>	<p>asap</p> <p>3rd October</p> <p>Asap</p> <p>Asap</p> <p>Asap</p>
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	<p>at Shalfleet and a Year 4 child at Yarmouth. Home education is a concern on the Island at present.</p> <p><i>Will leavers and new admissions have an impact on finance?</i> Yes, but don't expect so in the long term. Several children have left Little Explorers and later returned. An Open Day is planned early in the year.</p> <p><u>Safeguarding</u> New concern forms are available for reporting safeguarding, racism and homophobia.</p> <p><i>Are there Bullying Ambassadors in both schools?</i> Yes there will be. They are being organised at present.</p> <p><i>School App – Has this been completed?</i> Not in use yet, as member of Staff has updated SIMS tracking system over the summer, involving updating all pupils records.</p> <p>Chair offered thanks to all Staff for their work over the school holidays and getting the school ready for the new term.</p> <p><i>Are new members of Staff settling in well?</i> Yes, extremely well. All Staff are working well in their new roles and new Staff members show great potential.</p> <p>Governors thanked the Headteacher for her comprehensive report so soon after the start of term.</p> <p>FDP (attached) The Head presented the Federation School Improvement Plan for 2016-2017 to Governors. The Chair suggested that monitoring consist of:</p> <ul style="list-style-type: none"> • meeting with Senior Leadership Team, to discuss and review. • Pupil interviews • Staff interviews • Attendance at events, staff meetings, parent meetings, workshops 		
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	<ul style="list-style-type: none"> Repeat visits – Autumn and Summer terms <p>Governors to advise Chair on which areas they can cover in addition to PH visits.</p> <p>The Governors accepted the FDP and thanked the Head for her work on producing this.</p>	Governors	asap
1.11	<p>Any Other Business</p> <p>Archbishop Peter Sutton will be visiting both schools in order to conduct blessings.</p> <p><u>Website</u></p> <p>Following an audit by Penny Orme, the following items were suggested:</p> <p>Annual SEN report by Governors, including SEN Admissions. It was suggested that an example of this be obtained from Penny Orme.</p> <p>Policies – Accessibility to review</p> <p style="padding-left: 40px;">Charging – change title to Charging & Remissions</p> <p style="padding-left: 40px;">Equality – out of date</p> <p style="padding-left: 40px;">Snow & bad weather – no policy</p> <p>PH Policies & Clerk to check these</p> <p>Governors page to be updated</p> <p><u>Governor visits</u></p> <p>The Head asked that Governors attend collective worship during the year and view the Early Years Area at Shalfleet. DM thanked for her painting around the schools.</p> <p><u>Meetings</u></p> <p>IOW Gov Forum, Monday 17th October 6 – 8 pm at Thompson House.</p> <p>Area Briefing for Heads & Chairs, Weds. 19th October 4 – 6 pm Carisbrooke Primary School.</p> <p>DD to attend with LG.</p> <p><u>Catering Contract</u></p> <p>Contract delegated to IOW schools procurement Team</p> <p>New cook at Yarmouth is very good, providing a choice of meals.</p>	<p>DM</p> <p>DD / Clerk Clerk</p> <p>DD / Head</p>	<p>Asap</p> <p>Asap Asap</p> <p>19 Oct</p>

1.12	<p><u>Academies</u> Letter sent to Catholic schools and a talk to be given at next IOW Governor Forum.</p> <p><u>Admissions</u> Martin Gough to visit Shalfleet on 19th October to see the impact of admitting additional pupils to the school. (The PAN is 24, however up to 30 pupils can be admitted per class). The footprint of the school is not large enough to sustain this number. This year, 7 pupils appealed for 6 places at the school and all were refused, however it was felt that some should have been accepted.</p> <p><u>Little Explorers</u> LE has applied for £100,000 Capital Grant in relation to 30 hour provision for 3 & 4 year olds. Recent visit by the LA was positive but indicated the need to raise £25,000 ourselves. Linda Harrop indicated this was a large sum for a small community. LA have now agreed to support with funding. Bid to go forward to EFA. Carefully thought out plans required to improve the provision for all age groups at Little Explorers.</p> <p><u>Yarmouth building work</u> All going to plan with works going out to tender towards the end of the year as finance is split over two financial years. A donation of £7,000 has been raised by a fund raising event at The Towers in Yarmouth which will support the 10% the school needs to raise towards building works.</p> <p><u>National Figures – KS2 outcomes:</u> The Chair reported that there was a mixed picture over the country, with those schools where assessment is clearly understood, doing better. The Chair thanked the Head for plotting the data of all children accurately and encouraging Staff to continue on this track.</p>		
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	<p><u>School visit forms</u> NGA have produced form for visits, however, we will continue to use our forms as agreed on the Development Day.</p> <p><u>Staff thanks</u> Governors suggested that an event be held to thank Staff for their work over the year. Head to discuss with Staff.</p> <p>Date of next meeting Wednesday 16th November 2016 – Yarmouth 4.30 pm – 5.30 pm Junior Leadership Team 6 – 8 pm Full Governing Board Meeting</p>	Head	asap
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The meeting closed at 8.10 pm.