

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

<b>Meeting of Full Governors</b>	<b>Term: Spring Term 2016</b>
<b>Place: Shalfleet Primary School</b>	<b>Date: Wednesday, <u>23rd March 2016</u> 6 pm to 8 pm</b>
<p>Present:</p> <p>Mrs Lizzie Grainger (Acting Headteacher) Mr David Bevington (Foundation Governor) left the meeting at 7.35 pm. Mrs Carla Bradshaw - Chair (LA Governor) Mrs Krista Bratton (Parent Governor) Mrs Debs Downer (Co-opted) Mrs Tina Griffith (Foundation Governor) Mrs Carole McFarlane (Associate Member) Mrs Sylvia Smith (Staff Governor) left the meeting at 7.20 pm. Mr Mark Webber (Foundation Governor) Mrs Caroline Weeks (Foundation Governor) Mrs Sarah Woodburn (Staff Governor)</p> <p>In Attendance:</p> <p>Mrs Jane Lewis (Clerk)</p>	<p>Absent:</p> <p>Mrs Karma Leyland (Co-opted) Mrs Debbie Munn (Parent Governor) Mrs Claire Oulton (Associate Member)</p>
<b>Key: <u>Challenge</u> Action, Decision, Support, Ring-fenced, FDP link</b>	<b>Distribution: All Confidential Minutes to Govs. attending meeting.</b>

The meeting was quorate. Attended by 10 Governors and 1 Associate Member. 1 Governor left at 7.05pm.

(Number needed for quorum: 6 Governors)

David Bevington opened the meeting with a reading from Edith Stein

<b>Item</b>	<b>Minutes</b>	<b>Action</b>	<b>Date</b>
2.13	<b>Welcome and Apologies</b> Apologies were received from C Oulton (work commitments, D Munn and K Leyland (personal).		
2.14	<b>Order of Business and items for AOB</b> As Agenda		

Signed ..... Date .....



	<p><u>Academies</u> The Chair and Headteacher had already attended several meetings to consider the formation of academies on the Island. It was considered that most Island primary schools are too small to be able to afford the costs and ongoing commitments of conversion and it would be beneficial to link with a secondary school, forming a MAT (Multi Academy Trust). Both the Catholic and Church of England Diocese are setting up MATs. Governors should consider whether the group of schools involved would be geographically sensible and whether other schools shared our Christian ethos, core values and principles. <b>Governors agreed that a ‘Christian MAT’ would be a preferred option at this stage and note that CofE Diocese is happy to include community schools</b></p> <p><i>Q Are the Primary Heads suggesting possible groups?</i> <i>A They are working on this, but there are too many differing opinions and no action is being taken.</i> <i>Q Will parents have any say in this?</i> <i>A Yes, there will be a consultation process.</i></p> <p>Governors suggested that the Headteacher build on our links with suitable secondary schools on the Island. An important meeting will be held with the Diocese on 25/4, following this will be discussions at Primary Heads and the IOW Governor Forum. <b>Following discussion, Governors agreed that information be passed to Parents, initially by letter, followed by a meeting.</b></p> <p><u>School Forum &amp; IOW Governors’ Forum</u> The Chair stated that this poorly attended, which was disappointing as collaboration was required even more so now. The Chair has previously requested to speak to representatives from federations / MATs with more than 2 schools to look at how the GB discharges itself of its duties. There will be a consultation on the new national funding formula.</p>	Head	Summer Term
2.18 FDP links	<p><b>Headteacher’s Report –</b> Additional comments raised: <i>Q Governors asked if Staff names could be included in the Class Structure list?</i> <i>A They will be added as an Appendix.</i> <u>Admissions</u> One additional pupil will be joining Y6 at Yarmouth. <u>FDP</u> This has been sent to Penny Orme for audit and <b>details will be sent to Governors shortly.</b> <u>Safeguarding Admin.</u> <b>to remind Staff who have not yet completed Prevent training. It was recommended that Governors also complete this online.</b></p>	Head  SW/JP Govs.	Asap  Asap Asap

<p>Governors will be invited to a Safeguarding Staff meeting next term.</p> <p><u>Building Work</u> Open Day on 20<sup>th</sup> April, Archdeacon to be invited. DM to be commended for turning the Hall cupboard into a useful book store. It was suggested that Year 6 pupils work with younger pupils to introduce them to the books .</p> <p><u>Parents' Curriculum Meetings</u> Poor attendance. Governors suggested that the parent Forum be asked to support these meetings and to be asked how they would like to be advised on education updates.</p> <p>Parents' evenings are very well attended, perhaps displays or "chat" could take place whilst Parents are in the school? Staff could speak to Parents during the morning "drop off" as some parents are reluctant to come into school but will chat in the playground.</p> <p>Governors suggested that an incentive could be given to encourage Parents to claim free school meals ( free sweatshirt).</p> <p><i>Q</i> Governors asked whether the weekly newsletter was still effective as a means of communication?  <i>A</i> A discussion followed on the best way of advising Parents- change format of newsletter, text, email, school app?  <i>Head and Admin. Staff to review</i></p> <p>SS left the meeting at 7.20 pm.</p> <p>It was felt that the current Newsletter is too long. Items suggested for the Newsletter included any good news, pupils' achievements, events.</p> <p><b>Health &amp; Safety – no issues</b></p> <p><u>Staffing vacancy</u> The three students working in the schools at present are excellent. It is hoped they will all apply for the post.</p> <p><u>Governor Visits</u> All visits to school by Governors must be recorded, however brief. It was suggested that a signing in book be produced at both schools and impact of visit shown.</p> <p><u>Easter Booster Groups</u> These morning sessions will be held at both schools by LG and PB.</p> <p>DB left the meeting at 7.35 pm.</p> <p><i>Q</i> Governors asked why the Headteacher was running the Yarmouth Group?  <i>A</i> The group had been requested by the Parent Forum. Volunteers were requested but no member of Staff came forward. The Headteacher wishes to ensure equity across</p>	Head	Summer term
	Head	Summer Term
	Head	Asap
	Head/ Admin	Asap
	SW/JP	Asap

	<p><i>the Federation and therefore will take the group. Q Could the groups at Shalfleet and Yarmouth be combined? A No, the groups work better with small numbers. <b>The SLT will review how this can be better planned for next year.</b></i></p> <p><b>The Chair asked that Governors support the Headteacher in her decisions regarding Staffing but asked that she has a rest over the Easter holiday. The Chair thanked the Headteacher for her report.</b></p>	SLT	Autumn Term
2.19 FDP links	<p><b>Portfolio Holders' Reports</b> <u>Finance</u> (CB) 15/3 attached An outstanding donation of £5000 has now been received for the building work at Yarmouth. Some smaller donations are still outstanding. All donors to be invited to the opening ceremony. A tree or bench will be purchased to show gratitude to the community for providing the funding. The SFVS will be completed and sent off before the end of March.</p> <p><u>Inclusion</u> (CW) 9/3 attached <b>Full report on Pupil Premium to follow next term.</b> Governors can now access the Inclusion reports (password available).</p> <p><u>Staffing</u> (DD) A confidential meeting was held to discuss the staffing structure for next year. No report available.</p> <p><u>Community</u> (DM) A short meeting was held to consider questions for the questionnaires to go out next term. No report available. Logo – work still taking place on production of new logo.</p> <p><u>Safeguarding</u> (MW) to follow It was reported that good safeguarding practices were being followed at both schools and staff were very aware of all procedures. All policies are in place as well as Central Record at both schools.</p> <p>Pay Committee 9/3 Confidential In light of the increase in pupil at both schools, it was proposal to change the federation ISR from L12 - L14 to L14 – L20. <b>This was agreed by all Governors present.</b></p> <p><b>Governor Visits</b></p> <ul style="list-style-type: none"> <li>• More able workshop (CW) attached</li> <li>• Inclusion, Pastoral (CW) - attached Additional meeting to evaluate the passports, IEPs and GEPs. Good interventions in place but more monitoring needed. There is a dependence on assistance from TAs</li> </ul>	Head/ JC	Summer term

2.20	<p>and some are better than others. <b>One TA not receiving PPA time at present – to be remedied.</b></p> <p>Impact of interventions good and effective. If they are not working, other interventions are put into place.</p> <p><b>Report to follow.</b></p> <ul style="list-style-type: none"> <li>• PE (KB) attached</li> <li>• Kite 2 Learning Culture (CB) attached CB to provide questions for governors to interview Staff and pupils. <b>DD and KB offered to speak to Staff</b></li> </ul> <p><b>Curriculum Lead Reports attached</b></p> <p><u>Events and trips (MM)</u> attached</p> <p><b>Governors commented that MM was doing a brilliant job and the teachers were very lucky to have this support in place.</b></p> <p><u>Attendance (PB/SW)</u> attached</p> <p>Numbers could be low for the end of term due to sickness.</p> <p><u>Preschool</u></p> <p><b>GW to complete report for next term</b></p>	SBM  CW  DD/KB       GW	Asap  Asap  Asap       Summer Term
2.21	<p><b>Policies and Documents</b></p> <p>Statutory            Child Protection and Safeguarding                                  Single Equalities</p> <p>Non- statutory    Photographic Images Policy                                  Code of Conduct for Safe Working                                  Terms of Ref. for Parent Forum                                  Administration of Medicine</p> <p><b>Governors agreed the above policies.</b></p>		
2.22	<p><b>Review of Federation Improvement and impact on raising standards</b> Included in Head’s Report</p>		
2.23	<p><b>Any Other Business</b> None</p>		
2.24	<p><b>Confidential Item</b> See Item 2.17 on separate sheet</p>		
2.25	<p>Date of next meeting 24<sup>th</sup> May at 6 pm at Yarmouth</p> <p>The meeting closed at 8.00 pm.</p>		