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

Meeting of Full Governors' Board	Term: Spring Term 2017
Place: Shalfleet Primary School	Date: Wednesday, 25 th January 2017
	5.00 pm to 8.10 pm
Present:	Absent:
Mrs Lizzie Grainger (Headteacher)	Mrs Claire Oulton (Associate Member)
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 5.45 pm	
Mrs Jane Manning (Associate Member)	
Mrs Debbie Munn (Co-opted Governor)	
Mrs Sylvia Smith (Staff Governor)	
Mr Mark Webber (Foundation Governor)	
Mrs Caroline Weeks (Foundation Governor)	
Mrs Sarah Woodburn (Staff Governor)	
In Attendance:	
Mrs Jane Lewis (Clerk)	
Mrs Sam Bayley (School Business Manager)	
left the meeting at 6.35 pm	
Mr Rod Warne – Insurance left at 5.55 pm	
Key: Challenge Action, Decision, Support,	Distribution: All
Ring-fenced, FDP link	Confidential Minutes to Govs. attending meeting.
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The meeting was quorate, attended by 11 Governors and 1 Associate member. A quorum is 6 Governors.

Prior to the meeting, Mr Rod Warne, LA Insurance Manager, spoke to Governors on Schools Insurance. An overview of types of cover was given with advice on how to deal with various issues. Specific areas to be reconsidered are PTFA Terms of Reference (it is advisable to have a member of Staff on their committee) and cover for events such as car boot sales. Also school trips, (is insurance provided by the place of visit? - not possible to double insure).

Mr Warne left the meeting at 5.55 pm

Signed	Date
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The meeting commenced at 6 pm with a prayer

Item	Minutes	Action	Date
2.1	Welcome and Apologies		
	Apologies were received from C Oulton (work		
	commitments). Jane Manning was welcomed to the meeting,		
	to be elected as an Associate Member.		
2.2	Order of Business and items for AOB As Agenda		
2.3	Declarations of Interest		
	There were no interests relevant to the meeting, declared.		
2.4	Minutes and Confidential Minutes of the last meeting		
	23.11.16 and matters arising		
	The Chair apologised for the lateness of the last Minutes.		
	The Minutes of the last meeting were agreed and signed by the Chair.		
	Action Sheet (attached)		
	Most actions had been completed - see updated sheet.	Head	Asap
	Item 1.19 Ian Troup's report outstanding.		
2.5	Governing Body Business		
	Jane Manning appointed as Associate Member for one year.		
	Other potential Governors had been contacted and consider		
	in the future.		
	Photos Governors were reminded to have photos taken in	Govs.	Asap
	school asap. Clerk's resignation		
	Jane Lewis had advised the Head and Chair of her intention		
	to retire this year, as soon as a replacement Clerk has been		
	found.		
	Development Courses		
	CB was attending a course for Chairs.		
	Governors were reminded about completing Safeguarding	Govs	Asap
	and Prevent courses on-line. Details will be sent out again.	Clerk	Asap
	List of courses for Spring term sent out.	Cicik	risup
	<u>DfE/LA matters</u> - None		
	IOW Governors Forum February 13		
	<u>SLT Review</u> – In hand. Head looking at vision for next year.		
	Mrs Grainger (Headteacher) left the meeting at 6.00 pm		
	Confidential Item – see separate sheet.		
	Mrs Grainger returned to the meeting at 6.10 pm		
	<u>LA Finance update</u> (ESG – Education Funding Agency /		
	NFF – National Funding Formula) Attachment		

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	The School Business Manager briefly discussed the new Funding Formula. The funding had been discussed with Staff at both schools following a report in the County Press to manage potential concerns. An item had also been placed in both school newsletter for parents. Changes had been caused by devaluation of postcodes with regard to deprivation at the last census and the introduction of the Education Services Grant charge to schools. Both schools received some additional funding due to mobility (pupils from Weston). Funding cuts to both schools had not been as bad as expected although both schools would need to continue to be careful with their spending and a review of the budget will be undertaken in the Spring Term. Yarmouth Building Work Stage 2 of the work will commence on Monday and last until Easter. There will be no need for classes to be moved however, the carpark will be out of action. Parking permits will be available, costing £2 per week, per car. SB to check on other possible parking arrangements.	SB	Asap
	Further fundraising may be necessary for next year as costs		
	have increased (canopy over Early Years area) – approx.		
	£10,000.		
	SB left the meeting at 6.35 pm		
2.6	Headteacher's Report – Attached		
FDP links	Additional comments raised:		
	Admissions		
	Talks were continuing regarding the inconsistency of admissions through appeals at Shalfleet. Concerns had been raised about the PAN and the implications for the buildings		
	and the Preschool.		
	FDP and SEF (Attached)		
	Both updated and ongoing. Governors' comments added to SEF. FDP and SEF more cohesive with momentum from CPD, actions and Staff meetings. Risk Days will now be called Ingrire Days.		
	called Inspire Days. Shalfleet building work		
	Jade Kennett will be conducting a feasibility survey in the		
	next two weeks. Access to septic tank had been discussed. It		
	was hoped to replace the Year 5 and Years 1 and 2 mobiles.		
	It was suggested that Roger Hanley be invited for tea to	Head	Asap
	school.		
	Shalfleet car parking		
	Stuart Hutchinson (local Councillor) had received complaints about car parking in Station Road. The owner of the land		
	next to Hanley's suggested that Staff might park there for a		
	donation to charity. The Governors were grateful for the		
	approach and would look into this in more details on what		
	development it would require and the insurances needed.		
	More discussion was needed (DM to attend further meetings). If agreed, a formal lease may be needed.	Head/DM	Asap

It would be difficult for staff to pay a contribution and this		
would need to be reviewed.		
Shalfleet road crossing		
Plans had been received (Attached) and arrangements to cut		
the hedge around the school.		
There was no date for implementation of the scheme. It was		
unclear if the speed limit is to reduce from 40 mph.		
Q Governors asked about salting the pub car park during icy		
weather.		
A The pub owners have previously asked for parents not to		
park there, they have no permission to do so. Drivers park		
there at their own risk.		
Yarmouth Logo (Attached)		
The Town Trust had agreed to our changes and Version 3		
was agreed by the Governors. It was agreed that the		
uniform, stationery and signage would change from		
September 2017. The Town Trust had agreed to the		
•	Head	Acon
purchase of a T shirt and jumper for each pupil. Head to ask	неац	Asap
about costs of signage and stationery.		
SC had been thanked for all his work on the logo.		
Sports Pavilion at Yarmouth Vermouth Town Council as most for the call to be a series.		
Yarmouth Town Council request for the school to become		
part of the usage group of the new Sports Pavilion.		
Governors agreed that no funding can be diverted to this		
given the state of Education Finance and the limited		
resources in school. PE provision is appropriate on the		
school site with the LA providing the sports field as required.		
Attendance – see separate reports.		
Q Why do the schools have different targets?		
A Not known. It was agreed that both schools should aim for		
95%.		
No Staff attendance issues.		
<u>Health & Safety</u> – no issues		
It was suggested that a fire drill and emergency plan	SW/PB	this
procedures be reviewed during building works.		Term
Q Governors were concerned that, if there were a fire or		
serious incident at Shalfleet, there was only one entrance /		
exit.		
A It was thought there might be an overgrown gate in Roger		
Hanley's fence which would provide a second exit onto the	Head	Asap
road. Head to investigate.		
Safeguarding		
A visit to the schools had been made by the NSPCC and a		
very complimentary letter received.		
Q Is Safeguarding discussed at all Staff meetings and JLT		
meetings?		
A Yes it is an item on every staff agenda		

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	Hordle Primary School SLT to visit in March with 2 Governors. To view Maths mastery, handwriting and spelling and building leaders. Monitoring sheet attached.		
2.7	Portfolio Holders' Reports		
	Community (DM) 14/1 attached School app. now ready for use. DD, DM and SW to review and report. The Clerk reminded Governors to look at the Governors' webpage which contained all Reports sent out.	DD,DM, SW	Asap
	Pupil Questionnaires and email comments (Attached) Q Governors were concerned about the replies showing that some pupils did not feel safe in school and several other items appear to indicate that there are issues around safety. A All issues raised were being addressed. So9me pupils who had replied about safety were getting ELSA support. Younger children live in the moment and do not always understand the context of the safety questionnaire. SS asked to provide a précis to the reports, explaining the context of some of the replies and the actions taken, also to break down the replies into year groups. SS was thanked for a very good piece of investigative work allowing the schools to better support the children. Finance (CB) 19/1 attached with SBM Report	SS	Asap
	Inclusion and Standards (CW/MW) report at next meeting.		
	Safeguarding – no meeting Policy had been reviewed and agreed. It is clear that safeguarding policy becomes difficult as it is so detailed. HT agreed but felt that processes and procedures in place reflect what the policy states and thus is operated		
	Health & Safety Audit, very good outcomes at both schools.— reports requested from SBM. Thank you to SBM for her hard work on this.	SBM	Asap
	SIAMS 16/11 Report to follow	Head	Asap
FDP links	Governor Visits (reports attached) PE (KB) attached Q PE Co-ordinator at Yarmouth create programme like Shalfleet? A Current PE Co-ordinator covers both schools but this is not practical. It is hoped to reorganise this for September, with either one Co-ordinator in each school for one for Curriculum and one for out of hours Sport.		

	Transfer of the state of the st	77 1	Τ.
	It was suggested that the Report be sent to John Caulcutt to	Head	Asap
	advise him of PE work being done in schools. The Head		
	reported that an outstanding lesson of tag rugby had taken		
	place that day at Yarmouth.		
	Handwriting & Spelling (CB) attached	* **	
	Book scrutiny last week, Governors to be invited to next	LH	
	session.	TG / DM	Asap
	PE – Yarmouth		
	Handwriting & Spelling		
	The Head will clarify visits required and suggest Governors		
	to attend. Actions on all Reports to recorded separately and	Clerk	When
	sent to Head.		nec.
2.0			
2.8	Curriculum Lead Reports attached		
FDP link	Attendance (PB/SW) attached—Targets to be 95% at each		
Kite 4	school.		
	Science attached		
	Q Are key skills and the curriculum being covered		
	adequately?		
	A Yes, all Staff are aware of the requirements. More		
	investigative work being carried out in line with new		
	curriculum <mark>.</mark>		
	JLT (SS) (Child speak) attached		
	Teaching & Learning Policy		
	FDP – Kites		
	Bullying		
	SEF		
	Q How is this work being used?		
	A The JLT team have discussed everything and will be		
	talking to other pupils. It will be placed on the JLT display		
	board with post it notes for comments and also on website.		
	SS was asked to add school logos to paperwork.	SS	Asap
	Q Concerns were raised where pupils said they were scared		
	when handing work in to teachers.		
	A It was felt that pupils were more anxious than scared, but	SS	Asap
	this will be explored.		
	SMSC Grid (SS) attached		
	Q How is this being used in school?		
	A All Staff aware via Staff meetings and update regularly to		
	keep this document up to date.		
	SS to provide title to paperwork	SS	Asap
2.0			
2.9	Policies and Documents		
	Statutory Safeguarding & Child Protection		
	Production Delicerons decodles (11 to 11 D. 1 C.		
	Exclusion Policy produced but needing to add Role of		
	Governors as appendix at end. To add "is to monitor and		
	support this exclusion policy in accordance with the		
	DfE guidance' after Role of the Governors in the		
	exclusion policy and add the link to the DfE guidance,		

	Non-statutory – Yarmouth School Fund audit to Finance Committee.	
	Governors agreed the above policies	
2.10	Any Other Business It was suggested that a bowling evening take place for Staff and Governors. SW to investigate costs and interest. – possibly Thurs or Friday night	
2.11	Confidential Item – see Item 2.5	
2.12	Date of next meeting Weds. 5 th April 2017, 6 pm at Yarmouth The meeting closed at 8.05 pm.	