

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

<b>Meeting of Full Governors' Board</b>	<b>Term: Spring Term 2017</b>
<b>Place: Shalfleet Primary School</b>	<b>Date: Wednesday, 25<sup>th</sup> January 2017 5.00 pm to 8.10 pm</b>
<p>Present:</p> <p>Mrs Lizzie Grainger (Headteacher)</p> <p>Mrs Carla Bradshaw - Chair (LA Governor)</p> <p>Mrs Krista Bratton (Parent Governor)</p> <p>Mrs Debs Downer (Co-opted)</p> <p>Mrs Tina Griffith (Foundation Governor)</p> <p>Mrs Laura Homes (Parent Governor) joined the meeting at 5.45 pm</p> <p>Mrs Jane Manning (Associate Member)</p> <p>Mrs Debbie Munn (Co-opted Governor)</p> <p>Mrs Sylvia Smith (Staff Governor)</p> <p>Mr Mark Webber (Foundation Governor)</p> <p>Mrs Caroline Weeks (Foundation Governor)</p> <p>Mrs Sarah Woodburn (Staff Governor)</p> <p>In Attendance:</p> <p>Mrs Jane Lewis (Clerk)</p> <p>Mrs Sam Bayley (School Business Manager) left the meeting at 6.35 pm</p> <p>Mr Rod Warne - Insurance left at 5.55 pm</p>	<p>Absent:</p> <p>Mrs Claire Oulton (Associate Member)</p>
<p><b>Key:</b> <u>Challenge</u> <b>Action</b>, <b>Decision</b>, <b>Support</b>, <b>Ring-fenced</b>, FDP link</p>	<p><b>Distribution: All Confidential Minutes to Govs. attending meeting.</b></p>

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 .....

The meeting commenced at 6 pm with a prayer

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



	<p>It would be difficult for staff to pay a contribution and this would need to be reviewed.</p> <p><u>Shalfleet road crossing</u></p> <p>Plans had been received (Attached) and arrangements to cut the hedge around the school.</p> <p>There was no date for implementation of the scheme. It was unclear if the speed limit is to reduce from 40 mph.</p> <p><i>Q Governors asked about salting the pub car park during icy weather.</i></p> <p>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.</p> <p><u>Yarmouth Logo</u> (Attached)</p> <p>The Town Trust had agreed to our changes and <b>Version 3 was agreed by the Governors. It was agreed that the uniform, stationery and signage would change from September 2017.</b> The Town Trust had agreed to the purchase of a T shirt and jumper for each pupil. <b>Head to ask about costs of signage and stationery.</b></p> <p><b>SC had been thanked for all his work on the logo.</b></p> <p><u>Sports Pavilion at Yarmouth</u></p> <p>Yarmouth Town Council request for the school to become part of the usage group of the new Sports Pavilion.</p> <p>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.</p> <p><u>Attendance</u> – see separate reports.</p> <p><i>Q Why do the schools have different targets?</i></p> <p>A Not known. <b>It was agreed that both schools should aim for 95%.</b></p> <p>No Staff attendance issues.</p> <p><u>Health &amp; Safety</u> – no issues</p> <p><b>It was suggested that a fire drill and emergency plan procedures be reviewed during building works.</b></p> <p><i>Q Governors were concerned that, if there were a fire or serious incident at Shalfleet, there was only one entrance / exit.</i></p> <p>A It was thought there might be an overgrown gate in Roger Hanley's fence which would provide a second exit onto the road. <b>Head to investigate.</b></p> <p><u>Safeguarding</u></p> <p>A visit to the schools had been made by the NSPCC and a very complimentary letter received.</p> <p><i>Q Is Safeguarding discussed at all Staff meetings and JLT meetings?</i></p> <p>A Yes it is an item on every staff agenda</p>	<p>Head</p> <p>SW/PB</p> <p>Head</p>	<p>Asap</p> <p>this Term</p> <p>Asap</p>
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	<p><u>Hordle Primary School</u> SLT to visit in March with 2 Governors. To view Maths mastery, handwriting and spelling and building leaders. Monitoring sheet attached.</p>		
2.7	<p><b>Portfolio Holders' Reports</b></p> <p><b>Community</b> (DM) 14/1 attached School app. now ready for use. <b>DD, DM and SW to review and report.</b> The Clerk reminded Governors to look at the Governors' webpage which contained all Reports sent out.</p> <p><b>Pupil Questionnaires and email comments (Attached)</b> <i>Q</i> 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. <b>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.</b> <b>SS was thanked for a very good piece of investigative work allowing the schools to better support the children.</b></p> <p><b>Finance</b> (CB) 19/1 attached with SBM Report</p> <p><b>Inclusion and Standards</b> (CW/MW) report at next meeting.</p> <p><b>Safeguarding</b> – 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</p> <p>Health &amp; Safety Audit, very good outcomes at both schools.– <b>reports requested from SBM. Thank you to SBM for her hard work on this.</b></p> <p><b>SIAMS</b> 16/11 <b>Report to follow</b></p>	<p>DD,DM, SW</p> <p>SS</p> <p>SBM</p> <p>Head</p>	<p>Asap</p> <p>Asap</p> <p>Asap</p> <p>Asap</p>
FDP links	<p><b>Governor Visits (reports attached)</b> PE (KB) attached <i>Q</i> 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.</p>		

2.8 FDP link Kite 4	<p>It was suggested that the Report be sent to John Caulcutt to 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.</p> <p>Handwriting &amp; Spelling (CB) attached</p> <p>Book scrutiny last week, <b>Governors to be invited to next session.</b></p> <p><b>PE – Yarmouth</b></p> <p><b>Handwriting &amp; Spelling</b></p> <p>The Head will clarify visits required and suggest Governors to attend. <b>Actions on all Reports to recorded separately and sent to Head.</b></p>	Head	Asap
		LH TG / DM	Asap
		Clerk	When nec.
	<p><b>Curriculum Lead Reports attached</b></p> <p><b>Attendance</b> (PB/SW) attached– Targets to be 95% at each school.</p> <p><b>Science</b> attached</p> <p><i>Q Are key skills and the curriculum being covered adequately?</i></p> <p>A Yes, all Staff are aware of the requirements. More investigative work being carried out in line with new curriculum.</p> <p><b>JLT</b> (SS) (Child speak) attached</p> <p>Teaching &amp; Learning Policy</p> <p>FDP – Kites</p> <p>Bullying</p> <p>SEF</p> <p><i>Q How is this work being used?</i></p> <p>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.</p> <p><b>SS was asked to add school logos to paperwork.</b></p> <p><i>Q Concerns were raised where pupils said they were scared when handing work in to teachers.</i></p> <p>A <b>It was felt that pupils were more anxious than scared, but this will be explored.</b></p> <p><b>SMSC Grid</b> (SS) attached</p> <p><i>Q How is this being used in school?</i></p> <p>A All Staff aware via Staff meetings and update regularly to keep this document up to date.</p> <p><b>SS to provide title to paperwork</b></p>	SS	Asap
2.9	<p><b>Policies and Documents</b></p> <p>Statutory                      Safeguarding &amp; Child Protection</p> <p>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,</p>	SS	Asap

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