

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

<b>Meeting of Full Governors' Board</b>	<b>Term: Spring Term 2017</b>
<b>Place: Yarmouth Primary School</b>	<b>Date: Wednesday, 5<sup>th</sup> April 2017 6.00 pm to 8.15 pm</b>
<b>Present:</b> Mrs Lizzie Grainger (Headteacher) Mrs Carla Bradshaw – Chair (LA Governor) Mrs Debs Downer (Co-opted) Mrs Tina Griffith (Foundation Governor) Mrs Laura Homes (Parent Governor) Mrs Jane Manning (Associate Member) Mrs Debbie Munn (Co-opted Governor) Mrs Sylvia Smith (Staff Governor) Mr Mark Webber (Foundation Governor) Mrs Sarah Woodburn (Staff Governor) <b>In Attendance:</b> Mrs Jane Lewis (Clerk) Miss Sally Munday (future Clerk)	<b>Absent:</b> Mrs Krista Bratton (Parent Governor) Mrs Claire Oulton (Associate Member) Mrs Caroline Weeks (Foundation Governor)  MAT – Multi Academy Trust FDP – Federation Development Plan SEF – School Evaluation Form
<b>Key:</b> <u>Challenge</u> Action, Decision, Support, Ring-fenced, FDP link	<b>Distribution: All Confidential Minutes to Gobs. attending meeting.</b>

The meeting was quorate, attended by 9 Governors and 1 Associate member. A quorum is 6 Governors.

The meeting commenced at 6 pm with a prayer

Item	Minutes	Action	Date
2.13	<b>Welcome and Apologies</b> Apologies were received from C Oulton (work commitments), K Bratton (sickness) and C Weeks (family commitments)		
2.14	<b>Order of Business and items for AOB</b> As Agenda i One item for AOB		
2.15	<b>Declarations of Interest</b> There were no interests declared relevant to the meeting. M Webber declared that he is a Trustee of the West Wight Sports Centre.		

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

2.16	<p><b>Minutes and Confidential Minutes of the last meeting 25.1.17 and matters arising</b> The Minutes of the last meeting were agreed and signed by the Chair.</p> <p><u>Action Sheet</u> (attached) Most actions had been completed - see updated sheet.</p> <p><u>Safeguarding / Prevent</u> Clerk to check which Governors need to update training. MW and LH to do training in Summer. Send out information for on-line training again. IOW Virtual College? DM completed Safeguarding through school. <u>PE – Governor Visit</u> to be arranged with LR</p> <p><u>Questionnaires</u> Anonymous Parent Questionnaires sent out, Staff questionnaires to go after Easter. Pupil questionnaires previously completed – Statement of “scared”. “Anxious” would be more appropriate. SM re-confirmed that all pupil statements that raised a concern had been followed up on. No specific issues to report. In future, <b>SS to report on what pupils actually mean.</b></p>	Clerk Clerk Clerk  Head/LH    SS	asap asap asap  asap    In future
2.17	<p><b>Governing Body Business</b> <u>Membership</u> DD to take on role of Health and Safety Governor. Clerk to update records Clerk advised CW that Term of Office ends in June. (CW confirmed that she would like to be reappointed – Clerk forwarded forms). Vacancies for one Foundation Governor and two ex-officio Foundation Governors. TG to join the SIAMS team. Clerk to update info.</p> <p><u>Development Courses</u> New list of courses to be sent to Governors. TG and JM attending course on raising achievements and found it very good. TG attended a course on Governance in Church schools which was incredibly useful. <b>Governors to discuss outcomes and highlight points with Head and file any paperwork in Development File in school.</b> SS attended RE course and discussed compulsory items at Staff meeting. <b>Another Staff meeting will be held to consider assessment.</b> The Chair had attended a course on data (no longer Raise on Line). This was very good and it was recommended to all Governors.</p>	Clerk   Clerk Clerk TG/JM SS	asap   asap asap asap next tern

	<p><u>Q Can relevant schools' data be shown by Venn diagrams?</u>  <b>A Not yet, but it will be considered in future. Head to speak to SC.</b> All data is input on SIMS which is very safe and secure. Individual tracking is completed every 6 weeks and 3 SIMS reports are produced per year.  The Chair had stressed to Shalfleet Parish the necessity of Church links with the schools.</p> <p><u>DfE/LA matters</u>  The Chair has responded to the consultation on new funding formula.  A letter had been received from the Bishops regarding MATs (attached). This was discussed at length and it was felt that it was important to be aware of future developments. It was unknown whether the MAT would be limited to Church schools at this stage. If more schools join the MAT there would be less funding available for the LA for essential services Primary schools need to engage in order to ensure the right choices are made enabling the successful continuity of the schools. it was agreed that <b>the Chair should reply stating that the Governing Board would be willing to discuss future plans and thanking the Bishops for their letter.</b></p> <p><u>IOW Governors Forum</u> Attended by the Chair  <b>Minutes to come.</b></p> <p><u>School Forum Minutes 17/1, 16/3 attached</u>  <u>Governors' Award</u>  This had been discussed by the Head and DD and it was proposed to present an award to a pupil from each school (Year 6) at the end of the Summer Term for "Inspiring" the Governors. This could be a piece of art, writing, dance etc. Pupils would show their work to Governors followed by a Federation event to inspire others to be creative. All participants will receive a small prize for effort, with the winners receiving a trophy. It was hoped to gain sponsorship for this. <b>All Governors agreed to the award.</b>  <b>Head to speak to Year 6 Staff..</b></p> <p><u>Pres-school bid</u>  Little Explorers had been unsuccessful in their bid for funding for the provision of extra space for providing 30 hours extra care. No Island schools had been successful and it appeared that the funding had gone to private preschools rather than those attached to a school.</p>	<p>Head</p> <p>Chair</p> <p>Clerk</p> <p>Head</p>	<p>In future</p> <p>asap</p> <p>asap</p> <p>asap</p>
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<p>2.18</p> <p>FDP links</p>	<p><b>Headteacher's Report – Attached</b></p> <p><u>Leadership See Confidential Report</u> Additional comments raised <u>FDP and SEF</u> (Attached0 Both updated, work moving forward on Kites. <b>Any comments on SEF to Head.</b> SEF to be reviewed for next year and to consist of one long version and one summary (one page). <u>Attendance Information to follow.</u></p> <p><u>Yarmouth building work</u> Building work has almost been completed and extra space should be in use after Easter with an opening ceremony. <b>SW and Head to organise.</b></p> <p><u>Shalfleet building work See Confidential Minutes</u> <u>Shalfleet car parking</u> Car parking offer by Mr Meaning considered not appropriate at present. This had been discussed with Jade Kennet and it was thought that it would cause more problems and be expensive for the School. The Parish Council will be advised that it is not feasible at the moment. <u>Q Could the space be used as a wild life area?</u> A Unlikely as the ground is unsuitable. It is planned to ask the Parish Council if the bottle bank car park could be used exclusively by the School.</p> <p><u>Yarmouth Logo</u> <u>Q When can parents be advised of the new logo?</u> A When all information has been confirmed and new uniform delivered.</p> <p><u>Health &amp; Safety</u> – no issues, <b>audits to be sent to Clerk</b> <u>Safeguarding</u> – no issues</p>	<p>Govs.</p> <p>Head</p> <p>SW / Head</p> <p>Head</p>	<p>asap</p> <p>asap</p> <p>after Easter</p> <p>asap</p>
<p>2.19</p> <p>FDP link</p>	<p><b>Portfolio Holders' Reports</b></p> <p><b>Finance</b> (CB) 23/3 attached with SBM Report and SFVS. School Fund and Governors' Fund audits attached.</p> <p><b>Inclusion and Standards</b> (CW/MW) 7/3 attached with data sheets, emailed queries and reply.</p>		

	<p><b>Staffing &amp; Policies</b> (DM) 10/3 attached</p> <p><b>SIAMS</b> 16/11 <b>Report to follow</b> PE and Modern Foreign Language – No Reports</p> <p><b>Governor Visits (reports attached)</b> British Values 24/1 (KB) RE – Staff meeting with email query and reply (JM)14/2 SEN learning walk 21/2 (CW) <b>Confidential</b> Book Scrutiny 27/2 (CB) SLT Leadership Day 23/3 DD/MW no report</p> <p>No Governor in attendance: Communicakes 24/3 Growth Mindset 9/2, 16/2, 21/3 SOLO mastery in Maths 14/3</p>	Head	asap
FDP link			
FDP link			
2.20	<p><b>Curriculum Lead Reports attached</b> <b>Pre-school</b> (GW) January, email query and reply attached. Good, comprehensive report. <b>PHSE/SMSC</b> (DI/SS) March. Good report, <b>any comments from Governors to SS.</b> <b>Pupil Premium</b> see S &amp; I Reports. <b>Anonymous data to DM</b></p>	Govs.	asap
		Head	asap
2.21	<p><b>Policies and Documents</b></p> <p>Statutory</p> <ul style="list-style-type: none"> <li>Safeguarding &amp; Child Protection plus flow chart</li> <li>Allegations of abuse against Staff</li> <li>Relationships &amp; Sex Education</li> <li>Social Media</li> <li>Collective Worship</li> </ul> <p>Non-statutory – Yarmouth School Fund audit Shalfleet School Fund Audit Governors Fund audit Terms of Reference for HTPM Scheme of Delegation Staff Handbook</p> <p>Governors agreed the above policies</p> <p><b>Code of Conduct for Staff – review and cross reference with Social Media re. declarations.</b></p>		
FDP links		Head	asap

2.22	<p><b>Any Other Business</b></p> <p><u>Fonts</u> It was suggested at the last Finance meeting that for consistency, all paperwork intended for adult use should be produced in Arial font. Paperwork intended for pupils can be in Comic Sans as a suitable font.</p> <p><u>Tea Party</u> DM apologised on behalf of the Staff for their lack of support for the tea party. The thought was appreciated by Staff but It had been a particularly busy term and other priorities prevailed.</p> <p><u>Development Day</u> Governors' development would take place during the afternoon of the next Federation Development Day at the end of term. Governors are invited to attend the whole day and it was suggested that as many <b>Governors attend for lunch on the Development Day to convey thanks to Staff team.</b></p> <p>Date of next meeting <b>Weds. 24<sup>th</sup> May 2017, 6 pm at Shalfleet.</b></p> <p>The meeting closed at 8.05 pm.</p>	Staff / Govs	asap
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