

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

Meeting of Full Governors	Term: Autumn Term 2016																																	
Place: Yarmouth Primary School	Date: Wednesday, 23rd November 2016 4.30 to 8.10 pm																																	
<p>Present:</p> <p>Mrs Lizzie Grainger (Headteacher) Mrs Carla Bradshaw - Chair (LA Governor) left the meeting at 7.15 pm. Mrs Debs Downer (Co-opted) Mrs Tina Griffith (Foundation Governor) joined the meeting at 5.00 pm Mrs Laura Homes (Parent Governor) joined the meeting at 5.00 pm Mr Mark Webber (Foundation Governor) Mrs Caroline Weeks (Foundation Governor)</p> <p>In Attendance:</p> <p>Mrs Jane Lewis (Clerk) Mrs Sam Bayley (School Business Manager) joined the meeting at 5.00 pm</p> <p><i>In attendance</i></p> <p>Junior Leadership Team joined meeting from 4.30 to 5.05 pm</p> <table border="0"> <tr><td>Jessica Atkins</td><td>Yarmouth</td><td>Green</td></tr> <tr><td>Toby Byers</td><td>Yarmouth</td><td>Blue</td></tr> <tr><td>Finn Cody</td><td>Yarmouth</td><td>Blue</td></tr> <tr><td>Charlie Holland</td><td>Yarmouth</td><td>Green</td></tr> <tr><td>Olivia Schlacter</td><td>Yarmouth</td><td>Blue</td></tr> <tr><td>Samuel Willis</td><td>Yarmouth</td><td>Green</td></tr> <tr><td>Monty Cordon</td><td>Shalfleet</td><td>Star</td></tr> <tr><td>Courtney Hall</td><td>Shalfleet</td><td>Star</td></tr> <tr><td>Robert Hayles</td><td>Shalfleet</td><td>Horizon</td></tr> <tr><td>Hamish Lawal-Rieley</td><td>Shalfleet</td><td>Horizon</td></tr> <tr><td>Beatrice Sherman</td><td>Shalfleet</td><td>Horizon</td></tr> </table>	Jessica Atkins	Yarmouth	Green	Toby Byers	Yarmouth	Blue	Finn Cody	Yarmouth	Blue	Charlie Holland	Yarmouth	Green	Olivia Schlacter	Yarmouth	Blue	Samuel Willis	Yarmouth	Green	Monty Cordon	Shalfleet	Star	Courtney Hall	Shalfleet	Star	Robert Hayles	Shalfleet	Horizon	Hamish Lawal-Rieley	Shalfleet	Horizon	Beatrice Sherman	Shalfleet	Horizon	<p>Absent:</p> <p>Mrs Krista Bratton (Parent Governor) Mrs Karma Leyland (Associate Member) Mrs Debbie Munn (Co-opted Governor) Mrs Sylvia Smith (Staff Governor) Mrs Sarah Woodburn (Staff Governor) Mrs Claire Oulton (Associate Member)</p> <p>Poppy Tom</p>
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<p>Key: <i>Challenge</i> Action, Decision, Support, <i>Ring-fenced</i>, FDP link</p>	<p>Distribution: All Confidential Minutes to Govs. attending meeting. JLT Minutes only to JLT</p>																																	

Signed Date

The meeting commenced at 4.40 pm with a prayer.

Item	Minutes	Action	Date
1.13	<p>Welcome and Apologies Apologies were received from C Oulton (work commitments), D Munn, S Woodburn (moving), S Smith (on mainland) and K Bratton (illness). Poppy, Tom</p>		
1.14	<p>Order of Business and items for AOB As Agenda</p>		
1.15	<p>Declarations of Interest There were no interests, relevant to the meeting, declared.</p>		
1.16	<p>Junior Leadership Team The Chair welcomed members of the JLT and introduced herself. The JLT are elected each year and can be re-elected.</p> <p>Minutes of the last meeting 2.2.16 and matters arising. The Minutes of the last meeting were agreed and signed by Toby Byers. Matters arising: <u>Comments:</u> <i>Astroturf cleaning</i> – Looked at Contractors details but no solutions. Costings being dealt with by School Business Manager. <i>Shalfleet Prayer Garden:</i> Some pupils still using this as a play area. JLT suggested putting up signs or a fence. JLT to consider other ways of letting pupils know that it is a quiet area. <i>Yarmouth Prayer Garden:</i> Space cleared ready for garden. <i>Yarmouth Shed:</i> This is getting very crowded with Reception equipment and is difficult for the Shed Monitors to keep tidy. Suggestions by JLT included keeping this shed for Reception with a sign on the door and a separate, secure bike area. The nearby shed is under-used and bikes could be put there. <i>Water fountains:</i> These were now in place at both schools. Enquiries to be made as to whether they can be linked to Aqua-aid or something similar.</p> <p><u>Other Items</u> <i>Homework Club:</i> JLT asked if there could be some provision for homework to be completed at the Activity Club (Fun Club)? Governors asked if pupils could do their homework better at school than at home?</p>	<p>JLT</p> <p>SBM</p>	<p>asap</p> <p>asap</p>

I.17	<p>JLT replied that there were less distractions at school and they could use the “working walls” to help. The Headteacher will look into this.</p> <p>The Chair reminded the JLT that money was available for them to spend on school resources, until the end of March</p> <p>The Governors described their roles on the Governing Body, stating that they were a group of adults who were interested in supporting the schools. Different Governors looked at Staffing, Standards, Finance, Premises, Special Needs, Preschools and Safety and made sure that everything was being done properly.</p> <p>The Chair, Mrs Bradshaw, thanked the members of the Junior Leadership Team for attending the meeting. They had shown an interest in everything and everyone had participated in the discussions. They were articulate, very polite and respectful of each other’s comments. If they had any further questions, would they please speak to Mrs Smith who would pass on their ideas. It was hoped that pupils would remain on the JLT to provide some continuity. The next meeting with Governors would be on Wednesday, 5th April 2017.</p> <p>The Junior Leadership Team left the meeting at 5.05 pm.</p> <p>-----</p> <p>The Full Governors’ Meeting continued at 5.10 pm</p> <p>T Griffith, L Homes and S Bayley joined the meeting at 5.00 pm</p> <p>The meeting was quorate. (Number needed for quorum: 6 Governors) 7 Governors in attendance.</p> <p>Mrs Laura Homes was welcomed as a new Parent Governor to the Governing Board.</p> <p>Minutes of the last meeting 14.9.16 and matters arising 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. <i>Item 1.10 Head’s Report – Voluntary Contributions.</i> This was discussed at the Parent Forums with mixed comments and caution. It was decided to only ask for parental contributions when there was a genuine need.</p>	Head	asap
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1.18	<p>Governors were made aware that no direct parental contributions were received for the new classroom at Yarmouth, although several events which raised funds had been held by parents and the PTFA donated funds for the project.</p> <p>The Chair thanked Mrs Griffith for her help in raising funds from local residents for the new classroom.</p> <p>Governors commented that Parents are asked for contributions to various charities throughout the year and the Head stated that, as Christian schools, we show that we support others less fortunate than ourselves. Headteacher to review donations to charities throughout the school.</p> <p><i>Daisy Rich Trust</i> – Funding received can be used for further nurture training at Yarmouth where the need is greater. This will be trialled and if successful, will be rolled out to Shalfleet. Funding also to be used for ELSA resources see ELSA Impact sheet (attached).</p> <p><i>Item 1.11 AOB – Staff thanks:</i> An event will be held after Christmas for Staff and Governors, suggestions were an American Supper, bowling and paintballing!</p> <p>Governing Body Business</p> <p>Laura Homes appointed as Parent Governor, TG to act as Mentor.</p> <p>Karma Leyland resigned as Associate Member due to work commitments.</p> <p>Chair and Head to contact potential Governors.</p> <p><u>Development Courses</u></p> <p>LH attended Induction Course and found it very useful.</p> <p>Clerks’ Briefing (Attached) Governors agreed that a new Governor should not be DBS checked if they have been a Governor at an IOW school within the last 3 years.</p> <p><u>DfE/LA matters</u></p> <p><u>Academies:</u> There was a presentation of Academies given by the IOW Catholic Schools at the last IOW Governors Forum. They explained the rationale and vision behind the current situation. They are looking to see if they can establish an IOW MAT that can incorporate non-catholic schools to benefit all children on the IOW. We continue to follow developments.</p> <p><u>IOW Governors’ Forum 17/10</u></p> <p>TG and CB attended Governors’ Forum. Presentation by Brian Pope, Director of Children’s Services Hants & IOW; recent government announcements impact of Regional Schools Commissioner on schools.</p>	Head	asap
		TG	Asap
		Chair /Head	asap

FDP links	<p><u>School Places planning (Shalfleet)</u> For admission in September 2016/17, 10 more children applied to Shalfleet than there were places (Planned Admission Number [PAN] = 24. 7 parents appealed and no children were admitted through this process. It is clear from information we have that some of the children should have been offered places. This refusal has had a significant financial impact on the pre-school with siblings being withdrawn. Concerns have been raised with the LA over the admissions process and the need for appropriate application of the rules in order not to disadvantage parents. School and pre-school are working together closely to try and address the situation and ensure both are working to capacity as anything less will have a significant negative financial impact on both. Discussions with the LA centred around a potential change in PAN in order to avoid this situation in the future. The HT, Chair and Vice Chair met recently following receipt of a formal invitation from the LA to review the school's PAN. Giving careful consideration to the impact on pupil and staff welfare, premises management and reviewing past data, the governors decided not to request a change of PAN at this stage however will keep the situation under review. Governors noted that although the school can request a change of PAN to 30 a reduction of PAN would almost certainly be limited to 20 or 15.</p> <p><u>Rural School designation</u> Both Shalfleet and Yarmouth schools are included in the DfE list of rural schools. This gives some protection against proposals for school closures and could be supported in the funding mechanisms.</p> <p><u>FFT Data / Raise on Line / Dashboard</u> Data information has now been received and discussed at the Standards meetings. Please join the meetings or raise any questions you may have direct with the HT.</p>		
1.19 FDP links Kite 4	<p>Headteacher's Report – Attached plus updated FDP and SEF attached. Additional comments raised: <i>Q Can Growth Mindset be included in the Brochure?</i> A Possibly <i>Q Does the LA offer support to schools to work with parents and keep pupils in school rather than going for Home Education?</i> A No, none at all and it would be welcomed by the school if there was . There are many concerns about parents deciding to home educate. In the new safeguarding guidelines (Sept 16) there is updated guidance on timelines for reporting.</p>		

	<p>All children are referred to MASH and the Home Education service.</p> <p><i>Q Risk Days – can the name be changed, possibly to Challenge Days? (connotation issue).</i></p> <p>A They were called this to challenge the Teachers’ mindset. They have been phenomenally successful but the Head will consider changing the name.</p> <p><u>Sports Pavilion at Yarmouth</u> Plans are available and Schools have been asked to join a Management Committee and contribute funds to the running of the pavilion. Concerns were raised about the amount of funding needed and the time involved (both unknown at present).</p> <p><u>Logo</u> Designs for the new logo, supplied by the Town Trust were discussed in detail. It was agreed that the recommended logo was very detailed and that there was a lack of clarity around the school’s identity. Various suggestions were made however all need to be in keeping with the Town Trust logo requirements. The school is very grateful for the Town Trust support and wishes to promote its association with the Town. HT to discuss options with Town Trust.</p> <p><u>SEF</u> This has been updated with Raise on Line data. Longer version to include how Governors have contributed to the strengths and effectiveness of the schools (meetings etc.) Governors to review section 1 and send comments to Headteacher.</p> <p>Attendance – see separate reports. One school refuser - school is working closely with family to rectify this. No Staff attendance issues.</p> <p>Health & Safety – no issues, very successful audit completed. The Governors thanked the School Business Manager and Caretaker for their work on this.</p> <p>CB left the meeting at 7.15 pm</p> <p>Ian Troup had visited the school and provided a favourable report. Head to send report to Governors. Headteacher’s Performance Management booked for 10th January 2017. The Headteacher thanked the Governors on behalf of the Staff and stated that their support was appreciated.</p>	<p>Head</p> <p>Governors</p> <p>Head</p>	<p>asap</p> <p>asap</p> <p>asap</p>
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<p>1.20</p> <p>FDP link</p> <p>Pupil Premium</p> <p>FDP link</p> <p>FDP link</p>	<p>Portfolio Holders' Reports Governors requested that the distribution of reports be streamlined to avoid Governors receiving quite so much paperwork. It was suggested that main Portfolio Reports be sent to all Governors, but accompanying paperwork be sent to Portfolio Holder only. Governors could see these papers if required and they would be placed on the Governors' website (unless confidential).</p> <p>Staffing and Policies (DD) 16/9, 11/11 attached Child Protection Policy renamed Safeguarding / Child Protection Policy</p> <p>Community (DM) 19/9 attached</p> <p>Finance (CB) 21/1 attached with email comments Confidential Item, see separate sheet</p> <p>Free School Meals – a letter had been sent out to all parents reminding them to claim free school meals if they were entitled. This had had a very positive response.</p> <p><i>Q Are the budgets supportable, to give pupils the best education possible?</i> A Yes</p> <p><i>Q Is the correct amount of CPD in place (including for Headteacher) and are funds available to support the FDP?</i> A Yes, all costs for CPD have been included.</p> <p>Forest Schools – A package for the Federation costs £2,400 for 3 year groups to attend Bouldner for 6 weeks. There is a reduced rate for 12 sessions for Pupil Premium. <i>Q Does the Forest School help pupils with their education and how does it help high achievers?</i> A Yes, it helps pupils across the spectrum, with team building, confidence and outdoor education. To be discussed at Finance meeting – impact for pupils, price held for 3 years and potentia parental contributions. Governors agreed an initial layout of £2,400 across the Federation.</p> <p>The mid year budget was agreed by Governors and signed by the Chair.</p> <p>Governors thanked the School Business Manager for her extra work in producing the budgets.</p> <p>Inclusion (CW) 4/10 attached</p> <p>Standards and Inclusion 19/10 (TG) attached with email</p>	<p>Finance PH</p>	<p>Jan</p>
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<p>FDP link Kite 4</p>	<p>comments Standards (TG) 15/11 attached</p> <p><u>Premises</u> (KL) 16/11 attached Health and Safety audit completed and available online. <u>Pay Committee</u> 8/11 Confidential <u>Governors agreed with the Head's recommendations.</u></p> <p><u>EYFS</u> Oct, Nov (CB) 4 reports attached</p> <p>Governor Visits (reports attached) EYFS Sept (CB) (TG) Little Stars and Little Explorers 3/11 Growth Mindset (CB) 14/11</p>		
<p>1.21</p>	<p>Curriculum Lead Reports attached Safeguarding Inclusion Maths Maths Mastery Numeracy Computing Curriculum EYFS Literacy Attendance (Shalfleet – to be checked)</p>	<p>PB</p>	<p>asap</p>
<p>1.22</p>	<p>Policies and Documents Statutory Admissions – Yarmouth Health & Safety Safeguarding & Child Protection Safer Recruitment Teachers Pay Policy</p> <p>Non- statutory Emergency Plan Finance including Roles & Responsibilities Scheme of Delegation Lettings Purchasing Debt Recovery Snow & Bad weather</p>	<p>Head</p>	<p>asap</p>

<p>1.23 Sports Funding</p>	<p>Governors agreed the above policies.</p> <p>.</p> <p>Any Other Business</p> <p><u>PE and Sports</u></p> <p>Shalfleet School has been awarded a gold mark for Sports and Yarmouth has achieved a Silver award in Sports. The Governors congratulated Paula Blackley and her team for their hard work and success.</p>		
<p>1.24</p>	<p>Confidential Item - none</p>		
<p>1.25</p>	<p>Date of next meeting 25th January at 5 pm at Shalfleet. The meeting will be preceded by a talk on School Insurance by Rod Warne.</p>		
	<p>The meeting closed at 7.45 pm.</p>		