



Full Governing Body Meeting Minutes The Federation of Church Schools of Shalfleet and Yarmouth

Date and time	Wednesday, 15 th July 2020, 6.15pm-8.35pm
Venue	On-line
Governors	Mrs Carla Bradshaw (Foundation Governor) Mrs Lizzie Grainger (Headteacher) Mrs Debs Downer (Co-opted Governor) Mr Neil Gartell (Parent Governor) Mrs Tina Griffith (Foundation Governor) left the meeting at 8.10pm Mr Stephen Holland (LA Governor) Mrs Laura Homes (Parent Governor) Mrs Sylvia Smith (Staff Governor) left the meeting at 8.20pm Mrs Sarah Woodburn (Co-opted Governor) Revd Leisa Potter (Foundation Governor) left the meeting at 8.10pm
Quorum	The meeting is quorate, attended by 10 Governors. A quorum is 6 Governors.
Attendees	Mrs Sheila Caws (Clerk)
Vacancies	Co-opted Governor Two Foundation Governors
Key	<u>Challenge</u> Action, Decision, Support, Ring-fenced, FDP link
Distribution:	All Confidential Minutes to Governors attending meeting.

The meeting commenced at 6.15pm with an opening prayer from LP.

2.9 Apologies

- None

2.10 Declarations of interests on items forming the agenda

- None

2.11 Minutes of the last meetings 20.5.2020 and 25.6.2020 and matters arising (see action sheets)

- Minutes from FGB meetings held on 20.5.2020 and 25.6.2020 will be reviewed by CoG.
Action: CoG to review the minutes
- The CoG has written a draft letter to the Archdeacon regarding pastoral support in the West Wight and will send it shortly.
- The SBM will hand over the administration of Governor training to the Clerk during the summer holidays.
Action: SBM to pass administration of Governor training to the Clerk
- Several letters have now been sent to parents regarding details of a return to school for various groups, including a proposed full return in September. The HT will also create a webinar/podcast for parents with the same information.

Signed Date

Action: HT to create a webinar/podcast with information for parents concerning the full return to school in September too much information distributed that way and some items can get overlooked if too much information goes out at once. The cost of posting particularly important items would be prohibitive. Information on the dojo followed by a video on the website was suggested, as was the sending of a text message to prompt parents to read the dojo. A good look needs to be taken into what is communicated, how and when and to involve the community.

Action: HT, NG and the SBM will investigate the subject of the website and other communications.

- A letter has been sent to parents from the joint governing bodies, outlining the new arrangements.
- A new system to keep track of policies will be considered in time for the new academic year.

2.12 Governing Body business

- The appointment of Stephen Holland as the LA Governor was ratified. Proposed – CB, seconded TG and agreed unanimously.

LA update

- There was a request from the last implementation meeting to know how parent governors will be elected in future. The process will be as usual, with nominations from all parents and a ballot if necessary.
- There is little that is new from the LA and there were no major updates at the Head Teachers' meeting.

Diocesan update

- Many of the Diocesan staff are still furloughed. A new model of education in the Diocese will be considered to ensure that viability does not become an issue.

2.13 Covid 19 back to school date and arrangements update

- The HT has read the latest guidance very thoroughly and it is very clear that normality should resume in September with the proviso that class groups remain as class groups. Breakfast and After School Clubs can recommence but other extra-curricular clubs will be limited and any changes will follow a gradual and carefully measured response.
- Day trips only can resume and therefore there will be no residential visits in the autumn term. It may be possible to resume such visits later.
- New arrangements in the classrooms will include forward-facing desks, which will limit the opportunities for group work.
- The Risk Assessment has been updated and another letter has been sent to parents, outlining the arrangements.
- The HT feels that everything has been prepared as well as can be and those with concerns will be invited to share them, in particular those who have not yet returned and especially those who are shielding. The arrangements for Freshwater are not yet finalised as it has not been possible for staff to familiarise themselves with the site yet.
- Teaching across classes e.g. music or a trainee is permitted providing hygiene and social distancing regulations are adhered to.
- It was suggested that the HT make a video of the contents of letters as the spoken word comes across better than the written.
- It was also suggested that videos be made of the schools to show to those children who have not yet been back, which is about half the total at both schools.
- The HT outlined arrangements for the new school year to welcome the children back, allay anxieties and to make sure that they are ready and able to learn. This includes contact with their new teachers and possible open days to look round for those who have not yet returned.
- The children will return on a Friday, which will be treated as a move-up day, which they have missed out on due to the Covid 19 restrictions, and then be ready for the real start the following Monday. Q Have there been any problems so far? No but issues may arise once the novelty wears off.

Signed Date

- The HT is pleased that the option to open up the wider school was followed as it has allowed problems to be identified.
- The curriculum will be more flexible at first to allow more time for sessions on social distancing, well-being and PHSE. However, routine and structured learning are important as they will reinforce feelings of normality.
- Transition arrangements have been managed as well as possible. Liaison with the receiving schools of Y6 children has been very thorough. In-year transitions have been completed by the existing teachers to allow time for a hand-over and for those coming into Reception, there have been story-telling videos, hangout meetings with individuals and the dojo system has been set-up for them. More flexibility than usual will be allowed in the first half-term for those who do not settle in. Q. Will there be any opportunities for face-to-face meetings with new teachers? Only for those who have already returned.
- **The CoG congratulated the HT for such thorough planning.**

2.14 To report on the outcomes of the Covid 19 inspections

- Good Skills Training Ltd were invited in to inspect the measures in place for a phased return to school during the Covid 19 pandemic. Some minor recommendations were made but otherwise the inspections were very positive.

2.15 Alternative voting arrangements for elections in the coming year if Covid 19 restrictions are still ongoing

- Possible alternative arrangements were discussed as an election for a parent governor will be due next term. It was decided to give more thought to possible solutions that would include everyone.

2.16 Freshwater site new build and transition arrangements update

- The final implementation meeting has been held and the planning application for the new build has now been submitted. All Saints school will close on August 31st. The HT will obtain the keys at a handover meeting on July 24th and planning for the modifications necessary for September can begin.
- The HT outlined that the SEN information will not be available until July 24th. The HT will request to see the information sooner.

Action: HT will ask to receive pupil information as soon as possible.

- There is a great deal of work to do before the new term, much of it being practical. **Thanks go to the existing Freshwater staff who have been very helpful. The Federation staff are very committed but it is essential that they have a break during the summer.**
- With regard to the new build, a letter will go to parents and residents to alert them to the planning application.
- The HT has received an e-mail from Cllr Paul Brading to say that he is very grateful to the school staff for what has been achieved and **“the efficient and professional manner in which business has been done”**.

2.17 Review progress/evaluate FDP and highlight areas of focus for 2020-21

- The FDP has been reviewed but will be looked at again and distributed.

Action: HT to distribute the revised FDP

- Looking forward, there will be a two-year rolling project in which Maths Mastery and writing will be key. **Thanks were given to those staff involved in writing the key areas of the curriculum** but now it must be implemented.
- *Emphasis will be on future attainment for all and closing the gaps created by the disruption caused by Covid 19. New work will be an extension of that currently being done. FDP Link*
- New children will be given a baseline assessment

2.18 Agree the staffing structure for the coming year

- The new structure has been submitted to and agreed by the governors responsible for staffing. There have been significant changes to the SLT with a template that allows flexibility for the future.

- *The addition of the hours for Forest School and PE will make a big difference-FDP Link. Sessions can be swapped if necessary. **Governors were pleased Forest School has been given a more formal place in the curriculum as it links to our ethos.** Q. YR will have such sessions first thing on a Monday. Will this lead to an expectation that the rest of the week will be the same? This will be monitored as a trial and can be re-arranged if necessary. CB proposed and TG seconded that the new structure be adopted.*

2.19 Outcomes of the staff questionnaire

- Following a meeting of the Staffing Committee, the HT will have conversations with individual members of staff, supported by members of the Committee. Phone calls will be made to those members of staff who are shielding.
- A well-being questionnaire has been compiled with a focus on the current Covid 19 circumstances and future plans rather than well-being in general. It will be circulated next week.
- This is seen as an important opportunity for staff to give their views, especially as the Governors have a duty of care to all.

Action: Staff questionnaires to be conducted and outcomes to be reviewed at the next meeting.

2.20 Report on Single Central Record

- The HT and the SBM have put in a tremendous amount of work on the SCR, especially with the number of new staff. There is one central record for Shalfleet and another for Yarmouth but those who work across both sites will be colour-coded.
- Both the HT and the SBM have been booked onto training sessions for SCR best-practice. The CoG will also try and attend a session.
- A Governor should be appointed to oversee the SCR and the CoG volunteered to undertake the duty.
- The Safeguarding Action Plan, which has been worked on by the HT and TC, will be evaluated and a new Action Plan created for the new academic year. One or two policies still need to be in place but the HT will check that the relevant information is not already contained in existing policies.

Action: HT will forward the Safeguarding Action Plan to all governors.

2.21 To appoint a working party to consider the evolution of the PTFA across the Federation

- The current format of the PTFAs will be looked at on preparation for the new academic year to see if is suitable for the new situation next year.
- The existing PTFAs are independent bodies with their own constitutions and committees and manage their own funds. Ideally in the long term, a Friends of the Federation could be set up to promote collaborative working. In the meantime, GW is happy to liaise with the groups, as are SSm and LH.
- Membership of the groups needs to be encouraged as many are willing to get involved with events but do not wish to commit themselves to meetings.
- At present, it would be best to concentrate on the amalgamation of Yarmouth and All Saints and leave consideration of an over-arching group to the future, when an opportunity to create such a group might present itself.

2.22 Head Teacher's report (written)

- The HT presented her report, which was considered by the Governors. Q. With regard to staffing, will there be an appropriate number of fire marshals, first aiders and health and safety representatives in place across all the sites for the new academic year? This will be reviewed prior to the holidays and an H&S advisor will visit the new site to agree the necessary arrangements which will then be put in place.
- Attendance figures are not required at present. The projected pupil numbers for the next academic year are available but should be treated with caution. There is a waiting list for both schools. Q. Are those on the lists new to the Island? Some but not all.
- There are no KS2 outcomes this year.

Signed Date

- Governors were asked to give consideration to possible future uses of the Yarmouth School building and how to fund such uses.

2.23 Portfolio holders reports and actions

- None at present although meetings have taken place where possible such as Staffing, H&S and Safeguarding discussions, etc.

2.24 Key staff reports

- EYFS has been covered but other reports have not been requested as the current focus is on the requirements of safeguarding during the Covid 19 epidemic.

2.25 Policies

- There are no policies to ratify at present. A thorough review will take place over the summer.

2.26 Any other business

- STAR meeting reports will be written up.
- NG has taken over the Community Portfolio. The Clerk was requested to send him the appropriate Terms of Reference.

Action: Clerk to send the ToR for the Community Portfolio holder to NG.

- The CoG will write an end-of-year letter to all parents, reporting on what has turned out to be an extraordinary year.
- The CoG will bake cakes as an end-of-year thank you to all the staff.
- Gifts are in hand for those members of staff who are leaving.
- The HT and the CoG thanked the Governors for their support during what has proved to be a very tough year.

2.27 Date of next meeting

- To be arranged for September 2020

The meeting closed at 8.35pm.