



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

<b>Date and time</b>	Wednesday, 16 <sup>th</sup> September 2020, 6.06pm-8.42pm
<b>Venue</b>	On-line
<b>Governors</b>	<b>Mrs Carla Bradshaw (Foundation Governor)</b> <b>Mrs Lizzie Grainger (Headteacher)</b> <b>Mrs Debs Downer (Co-opted Governor)</b> <b>Mr Neil Gartell (Parent Governor)</b> <b>Mrs Tina Griffith (Foundation Governor) left the meeting at 8.10pm</b> <b>Mr Stephen Holland (LA Governor)</b> <b>Mrs Laura Homes (Parent Governor)</b> <b>Mrs Sylvia Smith (Staff Governor) left the meeting at 8.20pm</b> <b>Mrs Caroline Weeks (Foundation Governor)</b> <b>Mrs Sarah Woodburn (Co-opted Governor)</b> <b>Revd Leisa Potter (Foundation Governor) left the meeting at 8.10pm</b>
<b>Quorum</b>	The meeting is quorate, attended by 11 Governors. A quorum is 6 Governors.
<b>Attendees</b>	Mrs Sheila Caws (Clerk)
<b>Vacancies</b>	Co-opted Governor Two Foundation Governors
<b>Key</b>	<u>Challenge</u> Action, Decision, Support, Ring-fenced, FDP link
<b>Distribution:</b>	All Confidential Minutes to Governors attending meeting.

The meeting commenced at 6.06pm with an opening prayer from LP.  
The Clerk took the Chair.

### 1.11 Apologies

- None

### 1.12 Declarations of interests on items forming the agenda

- None

### 1.13 Election of Chair and Vice-Chair

- Owing to the meeting being on-line, nominations and votes were received in advance by the Clerk.
- There was only one nomination and so Mrs Carla Bradshaw was elected.

Mrs Bradshaw took the Chair.

- There were three nominations for Vice-Chair – Mrs Debs Downer, Mr Steve Holland and Mrs Laura Homes. Mr Holland was elected.

### 1.14 Minutes of the last meetings 15.7.2020 and 25.8.2020 and matters arising (see action sheets)

- Minutes from FGB meetings held on 15.7.2020 and 25.8.2020 were agreed and will be signed at a later date.

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

Action: CoG to redact the minutes and put them on the website

Actions:-

- In view of the fact that the majority of training is being conducted through Educare this year, there was nothing for the SBM to handover to the Clerk. The Clerk requested that all non-staff Governors send copies of their completed certificates to her as well as to the SBM.
- The HT has created an introductory podcast for the new academic year, which can also be used as a promotional video on all types of media.
- All other actions have been completed.

#### 1.15 Approve Mission Statement and values

- The Mission Statement and values were approved.

#### 1.16 Governing Body business

##### Membership

- LH has not yet completed the paperwork for her nomination as a Foundation Governor.
- A new Parent Governor should be elected by October 9<sup>th</sup> 2020. The HT will send out the paperwork. The CoG and the HT will review the accompanying letter beforehand.

Action: SBM to send the election letter to the HT and CoG for review.

- The CoG or the V-CoG will meet prospective candidates before the election.
- There is a potential new candidate for co-option, who will be included in the process for the election of a Parent Governor.
- NG and LH will include a piece about their experiences.

Action: NG/LH to write a short piece about their experiences as Parent Governors.

##### DfE/LA update

- Guidance from the DfE has been woefully inadequate, particularly with reference to test and trace as it is taking too long for a test appointment and even longer for the results to come through. The LA have attempted to help, which is difficult as all information is coming from central Government.
- SEN funding for the IOW is in significant deficit. The LA has to set a balanced SEN budget this year and any shortfall will have to come from the Schools budget. Exact impact is to be confirmed later this year.
- Covid 19 has had an impact on staffing and there are a number of colds around as is usual for a new school year. There are difficulties with the testing system at present and attendance will inevitably be affected for some time. This is for both staff and children.
- Confirmation was obtained today that the new development in Freshwater is on track and should go before the Planning Committee in December. Work on contracts is on-going.

##### Diocesan update

- Most of the Diocesan staff are still furloughed and therefore there is no regular support.
- The Diocese have been made aware of the amount of work done on staffing, resourcing, etc. for Freshwater and the investment made by the Federation.
- Work is still required on the Admissions Policy as parents are still being asked to go the churches for references but the churches have been closed and all applications have gone through the Adjudicator.
- The Admissions Policy for Yarmouth needs amending as reference is made to the distance from St James. Consideration now needs to be given to All Saints Church. The Diocese have been asked to review the situation.
- The Archdeacon has not yet replied to a communication from the CoG regarding the lack of clergy in the West Wight. **The Governors are very grateful for all the work done in the schools by the Revd Potter.**
- Some class worship are being conducted on a secure YouTube channel others are being streamed via password protected Zoom into classrooms.

- Pastor Ben Britton from the Kerith Community Church has contacted the Federation as he is keen to be involved. A meeting has been arranged.
- The Diocese are sending out useful resources for collective worship. A weekly timetable has been set up for different groups to lead daily worship e.g. School Leaders, teachers and classes.
- Q. A question was asked about Open the Book. There has been no contact but much of it is organised from Christ Church, Totland. Live services are starting again there and so contact will be made.

**Action: LP will contact Christ Church, Totland regarding Open the Book.**

### **Community**

- The Community Plan is not yet finalised but it will be rolled out by the HT and NG when it is ready.
- A meeting will be held to write the Action Plan, to which all are invited.
- The HT expressed concern that care must be taken with links in the community, especially in the current situation. However, some local businesses have already expressed an interest in establishing links with the schools.
- SS took children from Freshwater School to pay their respects when the cortege of Madge Joiner their late road crossing lady passed by. Her lollipop has been found in Freshwater School and SS will pass it on to the family, if that is permissible.

**Action: SS to retrieve the lollypop and pass it on to the family of the last user.**

- SS suggested a grid of all the links across the Federation and purpose of them.
- The CoG reminded everyone that all community work should be linked back to the curriculum.
- Links should be established with the Town and Parish Councils, particularly a new link to Freshwater. This will be undertaken by NG as part of the Action Plan.
- Community links will be harder to promote at Shalfleet because there is very little contact with parents and others due to the current regime of strict drop-offs and pick-ups. Some suggestions were made as to how to improve the situation.

**Action: all Governors to e-mail suggestions to NG on how to improve contact at Shalfleet.**

### **Pre-schools**

- The CoG has visited both pre-schools and that they are very settled and organised. The visit was part of a health and safety inspection by Barry Grant of Good Skills Training Ltd, who was very impressed. **The CoG was grateful for the support provided by Good Skills.**
- There have been positive comments from staff about the new arrangements at Shalfleet.

#### **1.17 To receive and approve the Register of Business Interests of Governors**

- This is not yet complete and will be presented at the next FGB meeting.
- Action: the Clerk will e-mail those Governors who have not yet completed their business interests form.**

#### **1.18 Strategic update for Governors**

- No further strategic updates currently.
- To improve managing strategic risk an active Risk Register needs to be established, enabling a regular look at the horizon for the Federation.

**Action: HT/Governors to create a Risk Register.**

#### **1.19 Agree the Federation Development Plan**

- The CoG noted that the Plan was not costed. The HT will action this but will have to refer to the previous year as last year's costing are not relevant. The plan will be agreed at the next FGB meeting.

**Action: the HT to cost the FDP.**

- The HT stressed that the main objective is for the children to make progress after their time away, based on the point at which they started back.

#### **1.20 Agree priorities for external support**

- Subject leaders will be encouraged to attend curriculum courses and pass their findings on to other members of staff.
- The Federation will be part of the Solent and Portsmouth maths hubs.
- Significant SEN support will be required from the LA for some new children. Q. Will the Federation buy into the EP Service? Yes to help look at how to support SEN children specifically, not to improve teaching practice as such.
- Q. How is the general well being of new pupils, particularly at Freshwater? SS has been working extremely hard, particularly with regard to self-esteem and values. Pupils have settled in well and early signs are good. Q. The teaching staff? Yes, very good and settled. Q. Other sites? Yarmouth is very settled, as is Shalfleet, with extra support for those children who need it.
- Fiona Adams, the Head Teacher at Hordle CE (VA) Primary School will provide management and moderation support for the HT. [This was agreed by the Governing Body.](#)

### 1.21 Adopt policies and documents

- The HT requested that the Relationship and Sex Education Policy be ratified, which has been checked by TG. Q. Has it been checked by the Diocese? The HT has used the Diocesan model as a basis and will send it to the Diocese. The policy was ratified, subject to Diocesan approval if required.

**Action:** HT to send the Relationship and Sex Education Policy to the Diocese for approval.

Q. Has staff training been given to deal with any spontaneous issues that arise?

There is training on Educare plus there is ELSA and Leadership support. SH emphasised the importance of training.

### 1.22 Elect portfolio holders

- The following governors were elected:-
- Portfolios:  
Attendance – Laura Homes  
Community – Neil Gartell - Debbie Munn / Leisa Potter  
Early Years Foundation Stage - Laura Homes – Tina Griffith  
Finance – Debs Downer - Stephen Holland / one other  
Inclusion - Caroline Weeks  
Modern Foreign Language - Tina Griffith  
PE – Neil Gartell  
Staffing and Policies - Debs Downer - Stephen Holland  
Premises, Health & Safety - Carla Bradshaw  
RE and SIAMS - Sylvia Smith – Tina Griffith / Leisa Potter  
Safeguarding – Caroline Weeks  
Standards - Stephen Holland – Tina Griffith  
Training – Sheila Caws
- Committees:  
Admissions Committee – Carla Bradshaw – Debs Downer / Caroline Weeks  
Appeals Committee - Caroline Weeks  
Headteachers Performance Management – Stephen Holland - Debs Downer / Tina Griffith  
Pay Committee - Carla Bradshaw - Debs Downer / Stephen Holland
- STARs  
Curriculum – Debs Downer / Laura Homes  
Reading the Write Way – Tina Griffith / Stephen Holland  
Maths Mastery – Caroline Weeks / Neil Gartell  
Inclusion – Caroline Weeks / tbc

### 1.23 Governor training

- All training will now be undertaken on the Educare site. Governors were requested to work their way through the list that has been supplied and return their certificates to the SBM with copies to the Clerk.

#### 1.24 Review Governor self-evaluation and action plan

- The action plan is yet to be finalised and will be reviewed at the next meeting.

#### 1.25 Collaboration Agreement 2020

- It was agreed to participate in the Collaboration Agreement again this year.

#### 1.26 Head Teacher's report (written)

HT circulated a written report prior to the meeting (see attached) and highlighted the following for Governors attention

- Baseline assessments of pupils are being undertaken and targets this year are to be based on progress (age-related expectation) and not attainment. Accelerated progress is expected.
- The staff have all settled in and moderation and overviews will be undertaken in the next three weeks. The HT has been **delighted with the new appointments** has been **impressed with the School Leaders**. She would like to **thank all the staff for their efforts recently**. **Governors agreed and passed on their thanks**.
- Several members of staff are off with colds and or awaiting the results of Covid 19 tests. A member of the Inclusion team is currently absent but contingency plans are in place should they prove necessary.
- Inclusion will be subject to a review with a variety of models and costings under consideration.
- GW has visited all the classes for an overview of any issues regarding standards, behaviour, values etc. The HT is extremely grateful that the new leadership structure is now in place and that she has more back-up than was previously available.
- The attendance target for 2020/21 has been set at 96.5% but this may prove to be aspirational in the current circumstances. Levels of attendance have been good so far.
- Year R at Yarmouth are doing well and there are 18 children in the class. There are 28 children in YR at Shalfleet (two less than expected. New children in other years have settled in well.
- Attendance at Freshwater is also good and the children are happy.
- With regard to Freshwater, evidence of attainment regardless of the Covid 19 situation is needed, along with financial data, for any children who may have SEN requirements. Q. How long does it normally take to obtain an ECHP? Six months at least to ensure sufficient evidence is gathered.
- There has been no formal news of those children who transitioned to secondary schools but where seen they would appear to be happy.
- Work is being done on the possibility of school trips.
- CPD has been booked and will be undertaken linked to the Federation Development Plan.
- Of the number of children originally on the roll, some are now being home-schooled and other have moved to the mainland or to private education. Numbers must be monitored to support the finances.
- The Forest School sessions have been very positive, especially for those children who struggle with motor or interpersonal skills. The great outdoors is good for mental health and some children do not get outside very often. The sessions will have an impact on literacy and other areas of the curriculum. TG said that she was **very impressed with how imaginative the children were and how well they worked together**. Q. Will it be possible to link the sessions to PHSE etc. Yes, that is happening; the teachers will use information from the Forest School sessions to link into the curriculum. DG will be asked to write case studies on a few children and teachers will report on how well they worked within the curriculum. The pupils will also be asked for their views.  
**Action: DG to be asked to write reports on a few children regarding their participation in Forest School.**
- Wet weather clothes and boots have been donated by Freshwater PTFA. **Governors recorded their thanks for this kind donation.**

- Q. Has the Covid-19 Risk Assessment been reviewed and circulated to all staff? Yes, it is reviewed regularly. A health and safety visit was undertaken today and although there were some recommendations, the inspector was mostly satisfied with no major concerns.
- The CoG was impressed by how calm and happy the schools were. Governor visits to classes would be welcome and appreciated.

**1.27 Reports from staff**

- Some have been completed but others will be written once everyone has settled in.
- Now that the FDP has been completed, a position statement can be produced.
- CPOMS has improved the awareness of safeguarding.

**1.28 Any other business**

- Yarmouth is in the OfSTED window for an inspection ~~in the next three/four years~~. Any immediate inspections until December will focus on Covid 19 provisions and not academic attainment. SIAMS inspections will also not resume until January 2021. There will be no OFSTED inspections until after Christmas at the earliest, depending on the Covid 19 situation.
- A Federation song was suggested.

**1.29 Date of next meeting**

- Full Governors' Meeting - Wednesday 25<sup>th</sup> November 2020 at 5.00pm at Yarmouth.

The meeting closed at 8.42pm.