



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

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| Date and time | Monday 18 th March 2019, 6 pm to 8.30 pm |
| Venue | Yarmouth Primary School. |
| Governors | Mrs Lizzie Grainger (Headteacher) Mrs Carla Bradshaw (LA Governor) Mrs Debs Downer (Co-opted Governor) Mrs Sylvia Smith (Staff Governor) Mr Mark Webber (Foundation Governor) <i>left the meeting at 7.47pm</i> Mrs Caroline Weeks (Foundation Governor) Mrs Krista Bratton (Parent Governor) Mrs Tina Griffith (Foundation Governor) Mrs Sarah Woodburn (Staff Governor) <i>left the meeting at 7.20pm</i> Mrs Laura Homes |
| Quorum | The meeting is quorate, attended by 10 Governors. A quorum is 6 Governors. |
| Attendees | Mrs Katie Riley (Clerk) |
| Vacancies | 1 Foundation Governor |
| Key | FDP – Federation Development Plan SEF – School Evaluation Form <u>Challenge</u> Action, Decision, Support, Ring-fenced, FDP link |
| Distribution: | All Confidential Minutes to Governors attending meeting. |

The meeting commenced at 6.07 pm with a prayer from the Headteacher

1.47 Apologies

- Apologies received from Mr Stephen Holland (Co-opted Governor)
- Reverends Clive Todd and Leisa Potter and Mrs Debbie Munn (Associate Governor) were absent.

1.48 Declarations of interests

- None

1.49 Minutes of the last meeting 23/1/19 and matters arising (see action sheet)

- Minutes from the FGB meeting held on 23/1/19 are duly accepted as an accurate and true record of the meeting by the governors
- The following actions still to be completed:

Action 1: Governors previously emailed to complete Safeguarding, Prevent, CSE, FGM, KCSIE and LADO training as appropriate

Signed Date

Action 2: LP to complete governor paperwork and DBS check with SBM

- 'Scientist of the Week' board has been implemented in each school and led by the JTL
- Many child questionnaires have been returned with one more week to run

Action 3: LH and TG to collate

- Visit to parliament is in hand. HT has written to MP Bob Seely and is looking to see where it fits in the curriculum

Action 4: MW to complete DBS check and re-appointment forms for the Diocese

- HT has discussed data security with MF Q Is it secure? Yes, a bit locker has been installed and staff need to remember to use the cloud
- Plans for a trip to London are being thought about for next year rather than this year
- Children's tea party planned for the 18th June on the Yarmouth Field and Platform One have been invited to showcase their bands. The original intention was to celebrate Ofsted but it will now be a celebration of the whole school year. **It was agreed in future we need to celebrate immediately following Ofsted so the message is not lost.**
- A bowling evening will be planned after Easter for Staff and Governors

Action 5: SBM to circulate CPD report by the end of the week

Action 6: CB to circulate Inclusion Star Meeting report.

- **A lot of work has been put in to develop Inclusion and the idea of a team is thought to be a really good idea**
- SBM and HT have looked into the 'Small School's Association' but at this stage there doesn't appear to be a significant benefit in joining. Annually the government sends out a list of rural schools

1.50 Governing body business

Membership

- One remaining vacancy on the Governing Body for a Foundation Governor with flexibility to switch roles if necessary

Development courses and reports

Action 7: MW to re-book Level 3 safeguarding

- CW reported attendance at a Strategic Finance training session along with DD and the Clerk. While not new, reassuring confirmation that we are doing the right things
- TG was due to participate in an Exclusion training session which was postponed

Skills audit

Action 8: LP and CT to complete

DfE/LA matters

- A letter from the School Forum published this week re. the school budget confirms a little more money will be received this year per pupil but this could well be offset by pension increases in many schools.

Chairs network

- CB and MR not able to attend but documentation has been forwarded to Governors for information. Feedback from attendees is that the format is still too one way with not enough opportunity for Chairs to talk to each other. The message this time was to concentrate on borderline students but Governors are of the opinion it should be about everyone with awareness and understanding of children's data

Ofsted Consultation

- Agreement that governors will respond and make the following comments that a 2-day inspection (plus a half day prior to inspection) is not right without an opportunity to change the outcome, and that inspectors should be able to use their discretion. While supportive of removing the 'outstanding' outcome, a full report currently shows really good areas and this would be lost if these proposals go ahead. Governors like the curriculum focus and longer-term learning emphasis, but without looking at internal data, the inspectors will be looking at historical data and Governors feel it should be an inspection of the children there at the time.

Letter to the MP/DfE on funding for schools

- [Governors in agreement to send suggested letter from the NGA](#)

Review of Governors self-evaluation and action plan

- It is thought that we are doing well and on track

Action 9: Chair to review over Easter

West Wight Consultation

- 5 options are being considered and the IW Council's preferred option to manage the increasing numbers of surplus places in the West Wight is the closure of All Saints' CE Primary School and expansion of St Saviour's Catholic Primary School to 1 form of entry. TG and CB attended a recent cabinet meeting where the message was reiterated that no decision has been made yet, it is about numbers, performance, geography, and driven by children and parental choice. The Chair has been approached by a parent and has listened to their views which are in step with Freshwater Parish Councillor Daniel James's published view that the West Wight deserves more support from the Council and that they need to go back and look at alternative options. (see confidential minutes for further discussion).
- [It was agreed to meet on 8th April 2019 to consolidate a formal response to the consultation just ahead of the deadline of the 12th April.](#)

Action 10: Governors to meet on 8th April 2019

(Mrs Sarah Woodburn left the meeting at 7.20pm)

1.51 Headteacher's Report

HT presented her report (attached) circulated prior to the meeting and the following points were raised:

- Q 4 TAs reported in the Year 4 classroom, is this right? Will make clearer in report, it comprises of 3 part time TAs and a HLTA, but on a part time shared basis.
- 2019 residential moved to 2nd week of September for current year 5s, starting Year 6 with an additional cultural experience at the end of the year. Governors supportive. There has been some resistance from staff which HT has responded to.
- All lesson observations will have been completed by Easter. Some fantastic lessons have been observed so far and it was noted, a date for the next pay committee meeting needs to be arranged

Action 11: CB to arrange a date for the Pay Committee to meet after Easter

- Clarification was sought about what Achievement for All is to which the HT advised is a coaching programme for disadvantaged children

Signed Date

- Governors questioned whether monitoring is effective and by putting an annual timetable together at the beginning of the year, can you still make sure it's relevant? Try to do regular book scrutiny with more onus on Subject Leaders. Try to link together and do book scrutiny while observing to triangulate the learning and link back to the FDP.
- Q Why is Hordle so good? They are 'outstanding', we have had lots of moderation and the quality of teaching and learning is exceptional. Newtown has been helpful to us in their approach to attachment disorder which has been very successful. Pitton has been an interesting visit to see what they are doing to improve as they are due a re-inspection shortly following a 'wobbly' good.
- Q is the idea to have inspire talks on a monthly basis? Although staff have concerns about the curriculum, this is something the HT wants to develop and governors in support. Ideas for future speakers were forthcoming from Governors including a request for more practical role models
- Member of staff recovering from an operation keen to come back. Until further precautionary treatment has been completed, it was agreed for her to come in only on a voluntary basis as and when she wishes. HLTA's have stepped up well in her absence
- HT reported she will make HTPM a regular feature in her report as there are things she is working on that are important to everyone.
- Admin team is already making such a difference.
- Document circulated prior to the meeting regarding proposals for the Inclusion team. This will be worked on further as part of budget setting but it is being proposed to increase TC's time to take on more attendance and safeguarding work, and also the possibility of an Inclusion Assistant which among other responsibilities will provide closer supervision for the ELSAs. Not a new appointment, to come from within the school for 8 hours a week.

(Mr. Mark Webber left the meeting at 7.47pm)

- A menu of interventions has been created, changing the way we do GLPs, and governors supportive of a more specialist approach
- Prior to the meeting HT circulated an overview of the curriculum (attached) developed with Matthew Rixon starting from the mission statement and this will be progressed on the next development day on 3rd June. Q Will we engage the parent community? It would be good to know what aspects parents would like to see on leaving to make sure nothing has been missed. Yes, will do after an open session with teachers. It was suggested in time it could replace the home school agreement.
- A leadership day has been booked to look at wellbeing on 4th April which Governors are invited to.
- Little Explorers (see confidential minutes)

Action 12: CB to add Little Explores to the agenda on 8th April.

1.52 Approve SFVS

- DD and CW have been into school to see FM and SBM. CB has updated SFVS, nothing technically to change other than the addition of the FM role. **SFVS is approved.**

Action 13: HT to send Clerk latest Finance policy for collation

Signed Date

1.53 Reports from Staff

- **Curriculum**

Action 14: HT to write and circulate

- **Pre-school**

Report circulated prior to the meeting (attached). It was noted numbers are looking good

1.54 Feedback from FDP progress meetings

- All meetings have taken place

Action 15: Governors to write and circulate reports

1.55 Portfolio Holder reports and actions

- Staffing, Polices, Finance and Inclusion reports to follow

Action 16: Clerk to circulate

1.56 Adopt Policies

- The following polices are adopted:

Statutory

- Disciplinary procedure
- Grievance procedure
- Health and Safety including risk assessments
- Complaints
- Relations, Development and Sex Ed
- Single Equality
- Social Media

Non-statutory

- After school agreement
- Safer recruitment
- Code of conduct (personal behaviour)
- Code of conduct (safe working practice)

Action 17: HT to review the following statutory policies by the end of term:

- Inclusion (SEN)
- Safeguarding and Child Protection

1.56 Any other business

- Parent Governor expressed her thanks to staff following an incident at school with her daughter and that the care she had received was faultless.
- PTFA (see confidential minutes)

1.57 Date of next meeting

- Wednesday 22nd May 2019 at Shalfleet

The meeting closed at 8.20 pm.

Signed Date