



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

<b>Date and time</b>	Wednesday, 23 <sup>rd</sup> January 2019, 6 pm to 8.25 pm
<b>Venue</b>	Shalfleet Primary School.
<b>Governors</b>	Mrs Lizzie Grainger (Headteacher) Mrs Carla Bradshaw (LA Governor) Mrs Debs Downer (Co-opted Governor) <i>arrived at 6.35pm</i> Mrs Sylvia Smith (Staff Governor) Mr Mark Webber (Foundation Governor) Mrs Caroline Weeks (Foundation Governor) Mrs Krista Bratton (Parent Governor) Mrs Tina Griffith (Foundation Governor) Mrs Sarah Woodburn (Staff Governor) Mr Stephen Holland (Co-opted Governor) Reverend Clive Todd
<b>Quorum</b>	The meeting is quorate, attended by 11 Governors. A quorum is 6 Governors.
<b>Attendees</b>	Mrs Katie Riley (Clerk)
<b>Vacancies</b>	1 Foundation Governor
<b>Key</b>	FDP – Federation Development Plan SEF – School Evaluation Form <u>Challenge</u> Action, Decision, Support, Ring-fenced, FDP link
<b>Distribution:</b>	All Confidential Minutes to Governors attending meeting.

The meeting commenced at 6.05 pm with a prayer from Reverend Clive Todd

**1.34 Apologies**

- Reverend Leisa Potter was absent as she will be alternating her attendance with Reverend Clive Todd. Apologies were received from Mrs Laura Homes

**1.35 Declarations of interests**

- Reverend Clive Todd declared his interest as a Governor at Brighstone Church of England Aided Primary School

**1.36 Minutes of the last meeting 21.11.18 and matters arising (see action sheet)**

- Minutes from the FGB meeting held on 21.11.18 are duly accepted as an accurate and true record of the meeting by the governors
- The following actions still to be completed:  
Governors still to complete KCSIE and LADO training

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

Action 1: Clerk to circulate training to be completed by governors

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

Action 3: SS to implement the 'Scientist of the Week' board in each school. STEM groups have started and the first led workshop is booked in a couple of weeks

Action 4: SBM to reinstate attendance targets in the newsletter

Action 5: FM to follow up EMI grant funding to be discussed at Finance

Maths mastery sessions were published in the newsletter and run in both schools.

While not particularly well attended, these sessions were well received by those that did attend, and will be offered again. It was proposed to also show parents the Shanghai video once it is received

Action 6: HT to scan and circulate results of the child questionnaires for governors' information. Results from parents' questionnaires which were positive in both schools need to be feedback to parents

Action 7: HT to implement an annual visit to parliament in the trip schedule - to contact MP Bob Seeley

### 1.37 Governing body business

- **Membership**

Just one remaining vacancy on the Governing Body for a Foundation Governor. If co-option will be easier to fill, it was proposed that SH could take CB's LA role, CB become a Foundation Governor, to leave one co-opted position to fill. Anyone interested in becoming a Governor for the Federation would meet initially with HT and both co-chairs to understand the importance of the Federation and both schools.

CB explained her work with Ed-WISE who are promoting governance on the Island to help fill current vacancies.

Action 8: MW to complete his DBS check and forms for the Diocese ahead of this term expiring at the end of April.

- **Development courses and reports**

MW reported he has completed foundation safeguarding and due to complete Level 3 shortly.

SH reported his attendance at the Ofsted framework consultation with HT and CB which was very encouraging. Ofsted are suggesting changes to ensure that the inspection is not led purely by performance data, reduce teachers teaching to the test, and is much more about a broad and balanced curriculum. The judgement areas will be Quality of Education, Leadership, Personal Development, Behaviour and Attitudes, and Personal Development. Section 8 inspections for Good schools will remain and will start from the assumption that the school is Good but it is proposed that the inspection will go over 2 days rather than one. If the school remains Good there will not be an individual grading for each of the inspection areas, the school will simply 'remain Good'. Some discussion took place about whether we would really want a 2-day inspection with no opportunity to change the grade at the end of it. Section 5 inspections will continue and the school will be graded on each of the inspection areas. There will be a separate judgement for the quality of provision in EYFS. Ofsted aim for all schools to be inspected at least every 5 years, including schools with the Outstanding judgement.

- **Skills audit**

New governors to complete

- **DfE/LA matters**

Consultation out seeking views on the Department for Education's proposal to increase contributions to the Teachers' Pension Scheme (TPS) in 2019-20 and impact on schools

Action 9: FM to respond to this consultation

- **Chairs network**

No meeting since last FGB

- **Review of Governors self-evaluation and action plan**

**Action 10: Clerk to email for discussion in March**

Risk factors are also being drafted and looked at by HT and Co-chairs for circulation shortly.

The chair offered her sincere congratulations to all governors and a big thank you to all staff for their hard work and calm and experienced approach during the Ofsted inspection. HT added how wonderful it was to see every single teacher from Yarmouth at Shalfleet the night before the inspection, all supporting each other.

### **1.38 Receive Safeguarding Audit and Action Plan**

Not yet received. Action plan from the last audit had focused on ensuring all staff had completed their online training, SLT to complete safer recruitment training, child protection policy to be updated, which has been reviewed again since then, taking in Ofsted's recommendations to make sure its personal, and to raise awareness of DASH forms and asylum children with staff.

Q Have you seen any trends and taken any action from these forms? Yes, HT shared an example where support has been put in place through ELSA and family support, and another where action was taken based on previous behaviour recorded

Q Have you looked into making DASH forms electronic rather than creating additional paperwork? Yes, looking at MyConcern and CPOMS

Q What is your data security? Staff know not to put anything on laptops, everything needs to be on the drive and it's backed up automatically. A proposal was made about back up files being kept in a fireproof safe

**Action 11: HT to discuss backup arrangements with MF to ensure data is secure**

### **1.39 Agree HTPM**

This is devolved to the Pay Committee. HTPM has taken place

### **1.40 Headteacher's Report**

HT proposed year 6 residential to take place either in September straight after the summer break or after SATS next academic year, because of the two-week October half term. **Governors in agreement.** Given the enclosed nature of residentials it was suggested it could just as easily be on the Island as the mainland, however Hooke Court in Dorset was suggested as an alternative as it offers something quite different with a tailor-made curriculum.

**Action 12: HT to investigate**

HT would also like to take the children on an overnight trip to London and a suggestion was made to visit a London school whilst there with an invitation for the London school to visit the Island. Governors had lots of suggestions re. London school contacts and will email HT.

**Action 13: HT to make school contacts re. London trip**

HT reported her delight with the Ofsted report and how well it reads. Very proud of all staff at both schools.

Teaching and learning improving all the time and evident in teachers' conversations with each other. Keen to find a way of celebrating and East Dene was suggested as a venue for a staff day out, and an afternoon tea party for the children. It was suggested to ask Minghella's or Calbourne Classics to attend and serve ice cream at the children's tea party.

**Action 14: HT and SBM to organise**

Maths project going well at Yarmouth

Excellent feedback from staff following recent Hordle Primary moderation

Teachers are going to St. Johns to see maths mastery

HT reported on her visit to see the Shanghai teachers and explained the rapid praise and 'I can do this' approach. All Shalfleet teachers will be going to visit, and two HLTAs from Yarmouth. All teachers will then have seen them in action. All TAs are going to sessions at Quay arts.

Both Newton and Pitton CE Primarys Schools are coming to visit, and moderation has been booked in with several Island schools.

- **Premises development (DFC spend)**

New furniture has been bought at Shalfleet and the library is being developed. Want to bring in a beep system for book returns and the idea is to make it a special and positive place where interventions can be carried out.

New ELSA room is great

LCVAP fencing application for Yarmouth has been successful and Diocese have confirmed there are sufficient funds to go ahead.

Fencing quotes for Shalfleet still in progress.

**Action 15: SBM to send chair quotes**

Email has been received from Yarmouth Town Council about the stability of the wall. LA and tree warden coming out to assess.

Little explorers (see confidential minutes)

- **Staffing update and attendance**

One member of staff is on leave following an operation and everyone wishes her well. Other absences beyond staff member's control.

One staff member has returned after long term sick and governors have been updated via email about this.

Q Have these absences impacted on the children? Yes, a little, particularly in reception but staff have been fantastic in their support.

There has been lots of CPD. SB has just completed the stage up from ELSA. Q Was she ELSA trained before? No, governors felt this is good to spread skills amongst staff

**Action 16: SBM to circulate updated CPD report.**

There is one CIN at Yarmouth, no children on CP plans.

HT gave a broad overview of the areas she will be working on over the next 2/3 years including the future leadership structure, inclusion team, EYFS team, and new curriculum incorporating the vision for children to be 'secondary ready'. HT is going to work with secondary schools to establish what key skills they would like to see in the children and is working with a Studio School colleague on a skills builder

Q Governors suggested it would be good to ask children and their parents where they want to get to and canvass opinion. Still at visionary stage but yes.

#### 1.41 Reports from Staff

- **Science**

Q Project is excellent, but more to science than just this. There are organisations that sponsor equipment. We are being supported with this through the project leader e.g. have just signed up for the science magazine.

Q day to day, have we got enough basics? Yes, she will look at

Q Have we done an audit? Not yet, but to do

Opportunities for outside learning, the new wild garden, perfect science environment for experiments, weather station etc.

Q How is monitoring going? There is curriculum coverage in each class, now need to check that it is happening, time permitting

Q How has lack of time been identified? Been given back an additional afternoon for PSHE and to ensure the JTL keeps going. **Governors supported must make sure given time for science too.**

- **PSHE/SMSC**

#### 1.42 Feedback from FDP progress meetings

Chair reported back on a very positive Inclusion Star meeting and that some trouble had been identified gaining data from some members of staff. HT confirmed this has now been addressed by changing the timing and structure of future Inclusion meetings. **Governors supported, they don't want to put unnecessary pressure on staff gathering data if as Ofsted say it is producing data for data sake.** HT reassured that while they are looking at streamlining assessment data and rationalising what is being asked for and why, there are just 3 data drops a year, and staff are simply asked to update flight paths each half term. The data report compiled by the Inclusion Manager was well received and it was thought it would be helpful to circulate to all governors

**Action 17: HT to circulate inclusion data report to governors**

The Star meeting also highlighted the need for teachers to focus and spend time with SEN/PP children and maintain their classroom environment and approaches for all children to benefit from. Training is required to improve skill bases and build confidence in teachers, and HT reported that it was evident in the latest data meetings with class teachers that this is developing and many are proactively asking what they can do to better support their children. Agreed that inclusion is everyone's responsibility across the school and it would be useful for more staff to be Eklan trained rather than just the Inclusion Manager.

Curriculum Star meeting has taken place, report to follow.

Maths Star meeting scheduled next week.

#### 1.43 Portfolio Holder reports and actions

- **Community**
- **Standards and Inclusion**

This meeting was cancelled – to be rescheduled

- **Finance**

FM is making encouraging progress and working towards a rounded year end.

Sincere apologies have been passed to Old Gaffers for not attending their presentation where they generously donated £1000 to the school and the HT has subsequently invited them into the school to thank them personally. Governors agreed they need to be on standby if a situation arises in the future where the SLT cannot attend at short notice.

- **Staffing and polices**

HT circulated a report on staffing prior to the meeting. Policies meeting was cancelled – to be rescheduled.

- **Safeguarding**
- **SIAMS**

#### 1.44 Adopt Policies

The following policies were adopted:

*Statutory*

- Disciplinary procedure
- Grievance procedure
- Health and Safety including risk assessments
- Complaints
- Inclusion (SEN)
- Relations, Development and Sex Ed
- Safeguarding and Child Protection
- Single Equality

- Social Media
- Non-statutory*
- After school agreement
- Safer recruitment
- Code of conduct (personal behaviour)
- Code of conduct (safe working practice)

**1.45 Any other business**

Q Governors raised the question as to whether we're a member of the Small Schools Association and whether it would be worth looking into the value of membership for the Federation

Action 18: HT to look into the value of membership of the Small Schools Association for the Federation

*Reverend Clive Todd left the meeting ahead of the last discussion point about school places. (See confidential minutes)*

**1.46 Date of next meeting**

- 6pm, Monday 18<sup>th</sup> March 2019 at Yarmouth

The meeting closed at 8.25 pm.