



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

Date and time	Wednesday, 25 th November 2020, 5pm
Venue	On-line
Governors	Mrs Carla Bradshaw (Foundation Governor) Mr Stuart Bratton (Parent Governor) Mrs Lizzie Grainger (Headteacher) Mr Neil Gartell (Parent Governor) <i>joined the meeting at 6.03pm</i> Mrs Tina Griffith (Foundation Governor) <i>left the meeting at 6.45pm</i> Mr Stephen Holland (LA Governor) Mrs Laura Homes (Parent Governor) <i>left the meeting at 5.43pm</i> Mrs Sylvia Smith (Staff Governor) Mrs Caroline Weeks (Foundation Governor) <i>left the meeting at 6.55pm</i> Mrs Sarah Woodburn (Co-opted Governor) Revd Leisa Potter (Foundation Governor) <i>left the meeting at 7pm</i>
Quorum	The meeting is quorate, attended by 10 Governors. A quorum is 6 Governors.
Attendees	Mrs Sheila Caws (Clerk)
Vacancies	Co-opted Governor Foundation Governor
Key	PEACH – Partnership for Education, Attainment and Health ELSA – Emotional Literacy Support Assistants FEIPS – Framework for Enhanced Individual Pastoral Support HIAS – Hampshire Inspection and Advisory Service FFT – Fischer Family Trust <u>Challenge</u> Action , Decision , Support , Ring-fenced , FDP link
Distribution:	All Confidential Minutes to Governors attending meeting.

The meeting commenced at 5.05 with an opening prayer from LP.

JLT

- As a Zoom meeting was impractical, members of the JLT submitted written questions, which will be answered by the Governors.

1.36 Apologies

- Mrs Debs Downer

1.37 Declarations of interests on items forming the agenda

- None

1.38 Minutes of the last meetings 16.9.2020 and 6.10.2020 and matters arising (see action sheets)

Signed  Date ..4/2/2021.....

- Minutes from FGB meetings held on 16.9.2020 and 6.10.2020 were agreed and will be signed at a later date.

Actions:-

- Action 3 – LH will write a piece on being a Parent Governor for inclusion on the website. All other actions have been completed.
- Action 8 – an item on the creation of a Risk Register will be added to the agenda for the next Financial meeting.

Action: Clerk to add Risk Register to the agenda for the next Financial meeting

- Action 11 - DG is in the process of writing reports on a few children regarding their participation in Forest School
- All other actions have been completed.

1.39 Governing Body business

Membership

- The CoG welcomed the new Parent Governor, Mr Stuart Bratton. A Co-opted Governor and a Foundation Governor (Yarmouth) seat are still vacant.

DfE/LA update

LA

- The CoG attended a Governors' Forum where an update was received from Chris Jones (SEN Officer for the IW). More places will be made available at both Primary and Secondary level. The Clatterford site will become a 6th Form for St George's and also an access hub.
- The SEN revenue deficit has increased considerably from last year but the Government have now changed their stance from a hard-line attitude to one of managing deficits.
- In 2011, 2% of the population had SEN needs but this is now up to 3.1% and is 4.3% on the Island. Unfortunately, funding is calculated by the population figure and not the percentage need.
- The current trend in the projected number of school places is down with a figure of 67 children in the West Wight for 2021 but is up to 82 for 2022. More than 1,300 left Y6 last summer but only 1,200+ have moved up. Some children have gone to private school and there is a huge increase in home schooling due to Covid 19. Numbers for Hampshire and the IW have doubled from two years' ago. Q. Will the new housing development in Shalfleet have an impact on school numbers? Some new students are already coming from there. Any additional housing in the area is positive.
- The LA is having a discussion on school provision but there is no overall scheme to manage Planned Admission Numbers (PAN) and governors will have to manage their own schools with the respective PANs to ensure a school is viable.
- PEACH – at present the membership is free but a subscription may be levied in the future. SS is attending and JP will be taking it on. The PEACH Bronze award has been achieved under the PSHE umbrella. Consideration will be given as to whether to aim for the Silver award as our own PSHE programme is extensive and paying for the Silver award may not necessarily represent value for money.
- A new curriculum has been proposed for PHSE as RSE is now included and parents are being consulted. A section on health is being put together and SS was asked to provide a curriculum overview.

Action: SS to provide an overview of the new PHSE curriculum.

- Attendance in schools on the IOW has been well above the national average.
- There is a bigger attainment gap between the children since the Covid lockdowns.
 - The HT indicated this was also the case in our schools. How is this being addressed? The children were allowed some settling-in time before gaps in learning were assessed. Learning gaps in maths and literacy have been mapped and will be covered. Then intervention measures will be put in place

where necessary. The vast majority of children have returned to where they left off in March and further progress has been made. Most of the children are glad to be back.

- The biggest increase is in ELSA and FEIPS support as greater numbers are accessing the service than ever before. Q. Are there any signs of changes or regression that need attention? Those children who were contacted regularly during lockdown are showing less signs of regression than those who have joined since. There are bigger causes for concern because there is an unmet need for SEN intervention for some children. An end-of-year target has been set for all children to make progress to where they should be at that stage. It was noted that the situation was discussed in depth at the recent Standards and Inclusion meeting.
- Q. How effective is remote learning? There are not many cases of children still learning from home due to shielding etc. One teacher is shielding and teaching from home by Zoom. Advice has been sought from HIAS, the children are engaged and the process is being run smoothly. Q Is it not possible for children at home to participate by Zoom? It would be difficult as children are of a young age and would need supervising. They would spend a lot of time on-line in a day. It would also be difficult to manage logistically for the teacher with some children at home and some in class. There is no expectation for this model of education delivery in Primary schools. Children who are at home will be provided with learning packs to work on at home and in accordance with DfE guidance on home learning.

DfE

- Extra funding has been granted to 2-3 year-olds amounting to 8p an hour.
- A network of teaching hubs is being created nationally. There will be 28 in total to give a good regional spread. Funding for school improvement will be channelled through these hubs.

Diocesan update

- RS has returned from furlough and consideration now needs to be given to future use of the Yarmouth site. A meeting will be held with the Diocese and the LA to gauge their thoughts. Several ideas were put forward and discussed.

Action: Chair to write to Diocese and LA requesting meeting.

Community

- We are awaiting confirmation of the date from the LA for the children from Freshwater to move to Yarmouth. It was agreed that should there be a delay, this would lead to more funding being required to run two sites for Yarmouth and a separate meeting should be held with the LA supported by the Diocese.
- The LA have confirmed planning consent has been received for the new build and tenders have been requested.
- NG reported on the recent Community meeting. A deposit has been paid towards building a new website and work has started. The Community Plan has been written, reviewed and made available. Yarmouth Carnival Committee have been in touch to see how they can work with the schools and plans for Christmas activities are being made with the help of the PTFAs.
- Information on admissions needs to be made available to the community, with a focus on what parents must do to have the best chance of securing a place in the school of their choice.
- LH is not able to visit the pre-schools in person at present but they are both doing well, especially Little Explorers where there has been more impact with changes and furlough. The staff are feeling supported. A virtual visit was suggested. The SBM and the FM will be meeting with the supervisors regarding projections and projects.

1.40 To receive and approve the Register of Business Interests of Governors

- The Register was received and approved.

1.41 Admissions Policy

- Admissions policies have had to change as it is difficult for parents to attend church or obtain a signature to verify their SIF.
- A SIF form is now also required for Shalfleet; this was instructed by the OSA (Office of School's Adjudicator).
- The new policy for Yarmouth for 2021/22 will be signed off at a meeting to be held on November 30th at the end of the consultation period. Consideration will also be given to the policy for 2022/23.

1.42 Agree the mid-year budget

- The FBM attended for this part of the meeting
- The Finance Committee went through the budget in great detail at their recent meeting. It has been thoroughly overhauled and lines have been amended as necessary. An in-year surplus is projected for both schools.
- The FM and IA are working to establish additional SEN funding needed to cover a shortfall at Freshwater.
- It was agreed that budget can be signed off. The CoG thanked staff for their extra work and especially the FM.

1.43 Costing the FDP

- The CoG has reviewed the amended Plan, which is now much more realistic with a clear view of where the money is spent. Q. Was the exercise helpful? Yes, definitely. It has created greater clarity on how the schools' funds are spent.
- HT has also created plans to show how Covid catch-up money has been spent.

1.44 SEF sign-off

- HT will review this regularly, especially Yarmouth, as changes in circumstances need to be reflected. SEN spending has been highlighted.
- It was suggested that a Governor join an SLT meeting when SEF is being discussed. SH volunteered.

1.45 Feedback from FDP STAR meetings

- The Cog reported on the STAR meeting on Inclusion. There have been some difficulties due to the recent resignation of the IM. Fortunately, much of the work has been picked up by the DHT who has an SEN qualification. The DHT and IA have been working well together. They are doing a fantastic job picking up this significant area of work. Collaboration with teaching staff is going well.
- The CoG has thanked the staff but the HT reiterated thanks not only to the DHT and the IA but to the three site leaders as well for their skill and expertise.
- Q. Has the Curriculum STAR meeting taken place? Activity is happening but has not been formally reported. Meetings are set up for the Spring term. Subject leaders will present their portfolios by Zoom and dates are in the diary for maths and English with others to follow.

Action: Subject leaders will present their portfolios by Zoom.

1.46 Outcomes of staff questionnaires

- These have not yet been collated and the agenda item will be deferred to the next meeting.

Action: Clerk to add Staff Questionnaires to the next agenda.

1.47 Terms of Reference agreed

- The Terms of Reference for the Community Committee have been updated and all the others were accepted.

1.48 Review Governor Self-evaluation and Action Plan

- Deferred to the meeting on the 30th.

1.49 Receive the H&S audit

- An audit has taken place and the report circulated. There were no major concerns. The Covid 19 risk assessment was also reviewed and agreed.

1.50 Review specific premises/H&S needs

- At Yarmouth classroom modular buildings will be placed at the top of the playing field and the car park will provide additional play space. Additional play equipment has been requested.
- A five-year electrical check is due at Yarmouth. The school is very tidy. Outside some areas have been closed off due to waterlogging of the area.
- The Adventure Trail at Shalfleet is worn out. Consideration needs to be given to a suitable replacement and fund-raising may be required.

Action: the SBM will investigate a suitable replacement for the Adventure Trail at Shalfleet.

1.51 Re-launch of the Yarmouth PTFA

- GW has this in hand and an AGM will be held before Christmas. Q. Were the finances of the previous organisation sorted out? The HT will consult the FM and report back to Finance Committee.

Action: the HT will consult the FM regarding the finances of the previous Yarmouth PTFA and report back to the Finance Committee.

1.52 Uniform

- Over time some discussions have been had about a review of the uniform for both schools to reflect the Federation. When Yarmouth moves to Freshwater, this may be the time to consider a change to potentially a shared logo and/or uniform, especially as the sites will be further apart. The values and history of the present school logos should not be forgotten. A working party was set up, consisting of SW, SB, NG, SH and LH.

1.53 Adopt policies

- The following policies were approved:-
 - Statutory
 - Admissions Y & S
 - Anti-Bullying
 - Behaviour
 - Capability Procedure
 - Data Breach
 - Data Destruction
 - Data Protection + Privacy Notices
 - Data Sharing Policy
 - Designated teacher for LAC and previously LAC
 - Early Years Foundation Stage
 - Education for Children with Medical Needs
 - Exclusion
 - Freedom of Information
 - Grievance Procedure (Staff)
 - Home/School Agreement
 - Managing Allegations of abuse – a Statement of Policy
 - Newly qualified teachers
 - Peer on Peer Abuse
 - Performance Management and Teachers Appraisal
 - Relationships, Development and Sex Ed
 - Safeguarding & Child Protection
 - School Visitors Policy
 - Supporting pupils with medical conditions
 - Test Kit Administration
 - Website Accessibility
 - Whistleblowing (LA)

Non-statutory

Computing
Confidentiality

Curriculum
 Drugs
 Educational Visits and Journeys
 Emergency Plans
 Employer Screening
 Food Policy
 Home Learning Policy
 Lockdown Procedure
 Loneworking
 Marking & Feedback
 Missing Child in Education
 Mission Statement
 Severe Weather Policy
 Snow and Bad Weather
 Social Distancing Policy
 Special Leave
 Staff - Leave of Absence
 TransEmployees Policy
 Volunteers Handbook
 Wellbeing Workforce

1.54 Portfolio holders reports

- All the reports are available on Googledrive.

1.55 Key staff reports

- DG submitted a report on the Forest Schools – see attached.
 - The CoG and TG attended a training session.
 - The Governors would like to see all the teachers use the outdoors for lessons in suitable weather.
 - NG reported that plans are in place for a bigger pavilion at Shalfleet which can potentially be used as an outdoor classroom space. It was noted that Sport England need to be consulted if there will be any lessening of playground space.

1.56 Data: DfE Data Dashboard

- There is no data as exams and tests were not held last year. Forecasting from the FFT will be used instead.

1.57 Head Teacher's report (written)

- Due to timing issues, the HT's report was deferred to the meeting on November 30th.
- The HTPM team will meet with Fiona Adams, external HT Performance Management support, via Zoom on December 14th.
- Matthew Rickson (LLP) will meet the three school leaders and dates are in the diary for Yarmouth and Freshwater.

1.58 Any other business

- West Wight Rotary Club have offered the use of their Christmas decorations as they are not being used this year.
- Sainsburys Freshwater have offered support for Christmas treats and a letter will be sent as requested.

Action: SBM/NG to send a letter to Sainsburys regarding Christmas treats.

1.59 Date of next meeting

- Full Governors' Meeting - Wednesday 4th February 2021 at 5.00pm in Shalfleet.

The meeting closed at 7.20pm.