



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

Date and time	Wednesday, 26th September 2018, 6 pm to 8.15 pm
Venue	Shalfleet Primary School.
Governors	Mrs Lizzie Grainger (Headteacher) Mrs Carla Bradshaw (LA Governor) Mrs Debs Downer (Co-opted Governor) Mrs Laura Homes (Parent Governor) Mr Mark Webber (Foundation Governor) Mrs Krista Bratton (Parent Governor) Mr Stephen Holland (Co-opted Governor)
Quorum	The meeting is quorate, attended by 7 Governors. A quorum is 6 Governors.
Attendees	Mrs Katie Riley (Clerk)
Vacancies	1 Foundation Governor 2 Ex-Officio (St James' and St Michael)
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 6.10 pm with a prayer

1.1 Apologies

- Apologies are received and approved for Mrs Tina Griffith, Mrs Sylvia Smith, Mrs Caroline Weeks and Mrs Sarah Woodburn

1.2 Declarations of interests on items forming the agenda

- Mrs Carla Bradshaw declared a non-pecuniary interest as a Director of newly formed Ed-wise supporting schools on the island. The Head declared she is also now a governor at the Island Learning Centre.

1.3 Election of Chair

- There were two nominations for Co-Chair; Mrs Carla Bradshaw and Mr. Mark Webber. Mrs Bradshaw and Mr. Webber left the room whilst Governors considered their nominations. **It was unanimously agreed to ask Mrs Bradshaw and Mr Webber to Co-Chair this year.**

Signed Date

Mrs Bradshaw and Mr Webber returned to the room and agreed to the proposal. Mrs Bradshaw will be the named chair for Ofsted and DfE purposes.

Election of Vice Chair

- Mrs Debs Downer was nominated as Vice Chair and **Governors unanimously agreed to ask Mrs Downer to be Vice Chair for the year. Mrs Downer agreed to the proposal.**

1.4 Minutes from previous meeting 9.7.18 to agree

- Minutes from the FGB meeting held on 9th July 2018 were unavailable for signing at the meeting. These and any outstanding actions will be carried forward to next meeting

Action 1: HT to pass signed minutes from the FGB held on 23rd May 2018 to the clerk for filing

Action 2: Clerk to request minutes of the FGB held on 9th July 2018 from SW and bring forward for approval to the next FGB on 21st November 2018

1.4 Membership of Governing Body

- The Head has been in touch with both new vicars and is due to meet Clive Todd on the 2nd October at 2.00pm to propose sharing the role of governor across the Federation with Leisa McGovern so that each only have to attend 3 meetings a year. **It was agreed DD will also attend this meeting at Shalfleet.**

Action 3: Head to arrange a meeting date with Leisa McGovern to discuss this proposal

- Sue Bowen from the Diocese has booked to come over at 12.00 on 20th November.

Action 4: Head to ask TG if she is able to attend meetings with both Leisa once arranged and Sue Bowen on 20th November.

Can we also invite the Bishop to bless Shalfleet School like was done at Yarmouth?

Yes, will look at dates in advance

Action 5: Head to invite the Bishop to the Federation

- SS has been successfully re-elected as staff governor for another 4-year term
- Mrs Debbie Munn appointed as an associate governor in recognition of her continuing support with the website and wider community portfolio
- TG's Foundation Governor re-application is in progress.

Action 6: TG to complete DBS with JP on return from holiday

Action 7: Clerk to forward the Diocese's Foundation Governor re-appointment form to MW in preparation for his term ending at the end of April 2019

Action 8: Clerk to confirm with KB the date that her term ends

1.5 To receive and approve Register of Business Interests of Governors and Headteacher

- Both non-pecuniary interests of Mrs Carla Bradshaw as Director of newly formed Ed-wise and the Head, now governor at the Island Learning Centre, are approved and will be added to the website. Mrs Carla Bradshaw indicated she is now also on the Newport Minster Council as invited by the Archdeacon Peter Sutton. No other changes received from governors

Action 9: Clerk to update website with register of business interests

1.6 Approve Mission Statement & Values

- Mission statement and values are approved

Signed Date

1.7 To ratify:

Terms of References

Roles & Responsibilities

- Agreement for these to be carried forward for ratification at each portfolio holder meeting. Whilst changes have been made to Roles and Responsibilities to incorporate the new leadership structure it was agreed further development is required.

Action 10: CB to forward a simpler Roles and Responsibilities example which could be used as template

Scheme of Delegation

- Scheme of delegation is ratified without change

Code of Conduct for Governors

- Although the NGA model code of conduct was considered to be a good model, it was commented that there is nothing to protect the religious character of the schools

Action 11: Head to contact the Diocese to see if they have a statement they can add to reflect the religious character of the schools

Governor responsibilities

- Governor responsibilities appointed to at the development day are ratified (see attached)

1.9 Approve inclusion within the IOW Governor Services Collaboration Agreement 2018

- Inclusion within the IOW Governor Services Collaboration Agreement is agreed and signed

Action 12: Clerk to send signed agreement to Governor Services

1.10 Agree an action plan following completion of the Governors Self Evaluation

- A draft action plan is circulated and discussed (see attached)
- Active involvement of parents and the wider community was identified for development and a range of ideas were suggested to try to capture additional views to the online survey. While the online survey will continue and in particular will mirror Ofsted's questioning, previous attempts have not provided very meaningful feedback. Following a successful pupil conferencing session recently a similar idea was proposed to try with parents, by picking 6 different parents each term to facilitate an open discussion with. It was recognised that parents need a range of opportunities to provide feedback including the opportunity to be anonymous and so a post box will be established for this purpose. A governor communicate twice a year was thought to be a good idea, and when asking parents for feedback, results need to be shared with them quicker. A display board in each school with parent's comments and actions was proposed. To increase participation with the online survey it was suggested texting the survey link to parents so that they can access it on their mobile phones and/or set it up on dojo for everyone to use. This was agreed and communication with parents will be for the office to manage.

Action 13: Head/Community PH to follow up on suggestions for parent conference, suggestion box, governor communicate, feedback and action display, and linking survey to dojo

- The identification and evaluation of risks was thought to require a separate meeting and CB will arrange to meet with the SBM and FM to go through this. A working party will be set up to look at the Federation.

Action 14: CB to meet with SBM and FM re. risk management

- In addition to the new governor team focus on FDP priorities to improve triangulation of progress and attainment information, the Head reiterated that governors are invited to attend any of the sessions on the monitoring timetable already circulated.
- It was agreed to review the self-evaluation and action plan in January

Action 15: Clerk to agenda review at January's FGB

Action 16: Clerk to check policy to ensure the addition of a formal induction process and buddy system is in place for new governors

Action 17: Head to invite governor colleagues from the Island Learning centre to observe a future GB meeting to seek feedback and help inform our development

1.11 Headteacher's Report

(See attached)

SEF/FDP

HT Support/External Validation

- LLPR and accountability meeting with Matthew Rixson on Friday. Having reviewed the FDP and SEF, and seen the outcomes and targets and where we're headed, he was very positive about our leadership, and Shalfleet will continue to be a low support school. As we had already identified, maths is the main issue for Shalfleet and where there is a need for training and development. Telephone meeting also conducted with Isle of Wight School improvement manager Natalie Smith who was pleased with the actions we are putting into place. Yarmouth continues to be medium support but this will be reviewed in January.
- Does low support mean we won't get as much? We will have the freedom to choose our own support. We are already proactive in moving the school forward. We have booked in moderation with Hordle Primary School, and our teachers are going over to St. Johns to look at mastery, particularly in the early years. HIAS still coming into Yarmouth and will lead CPD through staff meetings which Shalfleet will be included in. Tamsyn Lingard-Lane, Assistant Head at the Isle of Wight Studio School is going to work across the schools to support with literacy. D Isaac will continue to lead with S Cook support.
- Important now also to look at the broader curriculum Agreed to drive forward, IT, MFL, Art, Drama etc.. We know from their feedback that the children enjoy topic learning, and English and Maths can be and are already delivered through this.

Report on standards 2017-18 against the national

- Discussed in standards and inclusion meeting (see minutes).

Staffing

- Only one concern at Shalfleet who has a support plan in place and has been referred to occupational health.

Attendance 17/18 and 18/19 targets

- Shalfleet achieved their attendance target last year but Yarmouth didn't, mainly due to a caterpillar outbreak which caused a rash amongst the children.

Report on transition into school (including number into Reception), through school transition and KS3

- Transition has gone really well and 1:1 support for reception child excellent. Unfortunately, one child has had to be excluded 3 times although pleased to say now doing really well

Action 18: Head to request CW reviews the exclusion process

Agree Residential Visits and proposed school trips

- All agreed

Outcome parental and staff questionnaire

Action 19: Head to send parent and staff questionnaire results to governors

Academic Targets

- All academic targets agreed with Matthew Rixson. Maths is being addressed.
- The Head is supporting one member of staff in particular with a new year group to build confidence and trust with parents. **Governors want to monitor and review this member of staff and ensure they are not unfairly targeted.** Is anyone mentoring? Yes, DHT Shalfleet.

CPD Arranged/Linked to FDP

- Links to CPD have now been included in the FDP.
- Very positive feedback from middle leadership training recently delivered by Andy Hinde, and GW is due to go on a 365-day leadership course

1.12 Reports from Staff

Pupil Premium Impact 2017/18

Pupil Premium Plan 2018/19

PE Impact 2017/18

PE Plan 2018/19

- All to follow

Action 20: Head to forward PE and Pupil premium impact sheets and action plans to governors

Inclusion

Maths

Literacy

- The Head requested that inclusion, maths and literacy are reported through the initial star meetings with governors

Action 21: Leaders to report their subject areas through star meetings

1.13 PH Reports

Standards and Inclusion

- Are Venn diagrams available for combined reading, writing and maths scores across the year groups? Yes, there are also Venn diagrams for targets and children at risk of not achieving which were shared at the Standards meeting. It was agreed at the Standards meeting for the Head to send out essential information to governors and extra information only for governors should they wish to look further. The Head reported that each flight path will have a percentage at the bottom of the page of those on track.
- **MW reported his attendance at a target setting meeting and was impressed with the level of discussion with teachers.** There has been lots of conversation about progression and Governors fully support a joined-up approach and everyone seeing to the end of year 6 and beyond. The suggestion of a 2-year rolling programme in year 5/6 at Shalfleet mirroring Yarmouth was discussed to prevent a dip and agreed it is worth considering and at least mixing the teaching up so that the staff have an opportunity to get to know the children. How many children receive ELSA support? Can we see impact? Yes

Action 22: Head to send ELSA impact sheets to governors

SIAMs

Safeguarding

- SIAMS and safeguarding meeting still to take place. The new safeguarding awareness officer is due to come into school tomorrow which MW will attend.

Mrs Carla Bradshaw left the meeting at 7.40pm, and Mr Mark Webber took over chair for the remainder of the meeting.

1.14 Adopt Policies

The following policies are adopted:

Statutory:

- Admissions Y & S
- Early Years Foundation Stage
- Home/School Agreement
- Whistleblowing (LA)
- GDPR
- Safeguarding

Non-Statutory:

- Mission Statement
- Snow and Bad Weather
- Workforce wellbeing
- Calculation
- Spiritual, moral, social and cultural development
- PE

Still to review:

Statutory

- Health & Safety
- Teachers pay
- Teachers appraisal
- Supporting pupils with medical conditions – done but to review again in light of KCSIE legislation

Non-statutory

- Curriculum – to develop further
- Lettings
- Charging and Remissions – both to be looked at in light of GDPR

- The Head reported that new KCSIE and GDPR legislation has affected 30 policies which will now need reviewing. Portfolio holders agreed to book a day out of school with the Head specifically to look at these

Action 23: DD, SH and Head to book a day to review policies

1.15 Any other business

Signed Date

- The idea of a 100-club idea was proposed as a way of raising funds for the school and it was agreed to have a wider debate about this at November's FGB before any decision is made.

Action 24: Clerk to add 100 Club to November's agenda

- Shalfleet parking was discussed and questioned as to why we've never bought the opposite field to generate more space? The Head confirmed that we have tried in the past but have not been allowed. The danger on the road created at pick up time was discussed and agreed that something needs to be done as it is an accident waiting to happen. Short term solutions were discussed such as removing the inner hedge and creating three lanes of traffic, lengthening the staggered pick up times, the possibility of a park and ride, and seeking the architectural expertise of the parent community. The Head reported that the preschool is due to be handed over on Monday which will create 7 extra spaces at the bottle bank. However, it was agreed it has to be for the LA now to help us find a longer-term solution whether that is compulsory purchase of the field or an alternative. The numbers at Shalfleet are only going to go up and the problem worsen. Governors have provided the Head with some video footage in order to present to the LA to demonstrate the severity of the problem.

Action 25: Head to forward video footage to the LA requesting their support and action

- The clerk confirmed with the Head that all governors are requested to complete the new KCSIE and Role of the LADO safeguarding modules.

Action 26: All governors to complete KCSIE and Role of the LADO

1.16 Date of next meeting

- Full Governors' Meeting Wednesday 21st November at 5.00pm at Yarmouth

The meeting closed at 8.15pm.

Signed Date