



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

Date and time	Wednesday, 5 th February 2020, 6 pm to 9 pm
Venue	Shalfleet Primary School.
Governors	Mrs Carla Bradshaw (LA Governor) left the meeting at 20.08 Mrs Lizzie Grainger (Headteacher) Mrs Debs Downer (Co-opted Governor) Mrs Tina Griffith (Foundation Governor) Mr Stephen Holland (Co-opted Governor) Mrs Laura Homes (Parent Governor) left the meeting at 20.02 Mrs Caroline Weeks (Foundation Governor) Mrs Sarah Woodburn (Co-opted Governor)
Quorum	The meeting is quorate, attended by 8 Governors. A quorum is 6 Governors.
Attendees	Mrs Sheila Caws (Clerk)
Vacancies	3 Foundation Governors, 1 Parent Governor
Key	CPOMS – Child Protection On-line Management System <u>Challenge</u> Action, Decision, Support, Ring-fenced, FDP link
Distribution:	All Confidential Minutes to Governors attending meeting.

The meeting commenced at 5.57 pm with an opening prayer from the HT

1.40 Apologies

- Revd Leisa Potter (Foundation Governor)
- Mrs Sylvia Smith (Staff Governor)

1.41-1.43 Learning Leaders

1.44 Declarations of interests on items forming the agenda

- None

1.45 Minutes of the last meetings from 4.12.2019 and 13.1.2020

- Minutes from FGB meetings held on 4.12.2019 and 13.01.2020 are agreed and signed
Action: CB to redact the minutes and put them on the website

1.46 Presentation from Stuart Cook and Liam Roberts

See also attached report.

Mrs Bradshaw thanked Mr Cook and Mr Roberts for accepting the Governors' invitation to present their work on the curriculum.

In the light of the new OfSTED approach of 'deep dives' it was time to think about the state of the schools' curriculum and how to go forward. OfSTED look at the curriculum's Intent, Implementation and Impact. In their presentation, the curriculum leads presented the work done so far under the implementation phase.

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A curriculum document was created for each subject including RE. This includes the vision for the subject as a whole, content, the learning principles, links with maths and English, progress and support for the less able.

Q Why did you take on this work? The curriculum could be one of the areas where a school is most vulnerable. The document created contains the absolute essentials that run through the curriculum from Reception to Yr6 and the content and sequencing from KS1 to KS2. On a more personal note, it is a matter of progression. **There was a comment that the two teachers have shown real passion.**

Q How were the other members of staff engaged? They were all given the opportunity review their subjects and add comments and ideas. The HT had also polled the teaching staff to see if they wished to change or take on a specific subject, which had been very well received.

Q Were the staff receptive and aware of the changes that would have to be made? Yes, they are although there is always a fear of change, especially perhaps for those staff who had come through when the emphasis was so strongly on literacy and maths. However, specific links with English and maths have been incorporated to make it a truly integrated and balanced curriculum. The main eight learning principles arose from work done last summer – that was the work done on the ‘Intent’ in line with the Mission statement of the Federation. They are vital as they are necessary to develop the curriculum. Other events such as the ‘Inspire Days’ can also be used to make links throughout the curriculum that can then reinforce the message of the day.

Q Provision has been made for the less able but what extension activities for the more able children? The original idea was to make it easier to pick up those who had not yet totally mastered previous work but it can also be used to provide more depth for those who are capable of it. When the curriculum pages are finished, they will be presented to the staff. The next stage will be to look at progression and coverage. At present these are very wordy documents which, in their present form make good reference tools to aid planning but the assessment documents will necessarily be shorter.

Q Teachers can plan their own lessons as long as they cover what is in the document? The idea is not to be too prescriptive but also to ensure that nothing is missed as a child progresses through the school. The present curriculum is too thin in our opinion for some subjects such as computing and DT and so other resources have been consulted to make the improvements. Other subjects e.g. science are very thorough and explicit. The documents are not finished yet and may become too heavy as there is more staff input yet to come, and so will be reviewed to get to an appropriate level of detail. The idea is to feed into all stages of planning and every half-term it will be easy to see which principles need to be included and what needs to be covered. The medium-term planning document has been changed to include the curriculum principles and gives staff the opportunity to give a rationale of what they will be covering.

Q What is the difference between a ‘home task’ and ‘homework’? A home task is an independent project, often involving craft which can be done at home over a half term whereas homework is regular weekly work.

The idea is to have topic teaching as well as the core subjects, with maybe about five hours a week given over to it, although topic teaching can be included in the core subjects. More room needs to be found for subjects such as French and music. The plan is also to cross-reference with work done in previous years and there will be one medium-term planning document rather than several.

Q How will staff be given time for the thinking and planning required? Subject leadership will be reviewed and re-established. Teachers will be given the opportunity to say what their passions are. Ideas being investigated are CPD time or reconfiguring staff meetings. Subject leaders will be more accountable but work needs to be done to ensure that all subjects are monitored to the same level. Next year will be a transition year where the two



curriculum leaders will support subject leaders, to enable them to gain confidence for the following year. **The concept looks solid and has been well thought through.**

Assessment will be essential as it will be most important to know if any child does not understand the work. The aim is to produce a document for each child that can be handed on the next teacher with an over-arching statement of what has been achieved. This will give coherency and consistency for the child.

Q Is it the practice of teachers to write a pen portrait of each child? Yes, the aim is to have a standardized rolling document for each child.

It was suggested that the vision statement in the curriculum documents should say that children “will have an understanding ...” rather than “aims too ...”. **Mr Cook and Mr Roberts were thanked and praised for their work as the presentation had made the work come alive.**

1.47 Governing Body business

Potential move of Yarmouth CE Primary School

- The first implementation meeting has been held with the LA and others. The idea was to report the meetings with an executive summary for websites and general distribution. It was also suggested that decisions are made in the implementation meetings and they would be final. CB had raised that the governors would need to devolve the authority to do so. Governors discussed and felt that they need to be consulted on key decisions and form a collective understanding. **It was agreed that the Governors are happy for decisions to be made in the implementation meetings provided that they have advance knowledge.** The Governors strongly emphasised that their decision to move was dependent on the PSPB2 funding or the LA providing equivalent funding for the school in Freshwater.

Action Chair to inform LA of the Governor’s requirement for key issues to be decided upon at implementation meetings to be fed through in advance for consultation with them.

- An offer to help with the admissions process has been received from the LA but it was decided to manage matters in-house in the first instance in consultation with the LA.

Q Will there be a number of in-year admission applications? This is an unknown factor. Freshwater parents will be given the opportunity in the summer term to indicate a preference for in-year applications only. The process for Reception class will be undertaken in line with the usual time scales. At this stage we do not and cannot increase our PAN for Year R and it will remain therefore as is, however it is possible to have an increase in numbers for in-year applications whilst the plan is implemented.

Governing Body

- KB is not a governor at present and we are awaiting the outcome of the Yarmouth parent governor election. CB has contacted the Diocese regarding the Foundation seats and how we may address the current vacancy left by the resignation of the Vicar at Shalfleet. There may be a possibility of one of the governors taking up the ex officio seat from Shalfleet during the interregnum. In addition, there may be other opportunities from within the governing body. The Chair is awaiting further feedback from the Diocese. Thought needs to be given to the Instrument of Government should all changes as currently decided upon go ahead. The Diocese are aware and will support this process.

Pay Committee

- Pay Committee members confirmed that the Pay Committee meeting had taken place and the HT had prepared appropriate documentation to review teacher performance management. The Committee agreed with the HT recommendations and certain actions arising from the meeting will be reviewed at the next meeting in March. The HT confirmed that appropriate CPD had been sourced to support teacher performance as well as the Federation Development Plan.

1.48 Receive the Safeguarding Audit and Action Plan

- The LA have changed the time of year for producing the safeguarding audit and so an in-house version with an action plan has been adopted for the time-being and is an on-going document. TC has taken over the implementation of it.

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Action – HT to advise when safeguarding audit will be presented to FGB for review.

1.49 Agree HTPM

- There was some discussion as to whether or not this has already been agreed.

Action: the Clerk will look back through the minutes to see if the HTPM has been recently agreed.

1.50 Headteacher's Report

- A new Safeguarding Governor is required. **Caroline Weeks was elected.**
- HT circulated a written report prior to the meeting (see attached). Other issues were brought to the Governors attention:
 - The schools will no longer be using Mermaids owing to a change in approach from the Diocese over transgender issues. Session will be booked with either the Tavistock Trust (NHS) or Breakout Youth (police).
 - The implementation of the new Relationships and Sex Education Policy will follow once clarification has been received from the Church and training has been undertaken.
 - Discussions are on-going with the Island Learning Centre and SEN team regarding placement of a pupil.

Action: HT and CW will draft a statement to work with the ILC on the way forward.

- Three more children have joined Yarmouth and two more are coming. Three more have also joined Shalfleet.
- STAR meetings were discussed as they are not happening often enough.

Action: STAR meetings must take place.

Action: LR and SC will be asked to write a report. DD will also write a summary.

- Achievement for All is on pause as it not proving to be what was signed up for.
- Moderation work is ongoing with St Thomas's.
- The observation lessons in March will be PE.
- A safeguarding issue has arisen in school involving disturbing text messages. The Police have been contacted to see if they can support. Children's Services offered no help. There is a major social media problem in schools in general with stalking by strangers on inappropriate accounts. Cwtch Education (a Welsh company which has been endorsed by the Diocese) offers sessions in schools promoting healthy relationships. Sessions cost £350 for a full day with KS2 pupils. The HT would like to book a session. **Governors agreed this had priority and should be organised as soon as possible.**

Action: HT will book a full-day session with Cwtch Education in each school.

Action: HT will investigate funding from the Daisie Rich Trust, the Delphie Lakeman Trust or Wightaid.

- St Saviour's School will be hosting a workshop for teachers on cyber social media and Y5 pupils will receive Cyber Ambassador training from the Police.

Action: to pool learning from cyber education training.

- One member of staff is on long-term sick leave and the School is working with HR looking at re-deployment options. JT goes on maternity leave after half-term.
- Some issues have arisen in school from the child questionnaires and these will be addressed. SSh is looking in to it.
- A former teaching student at one of our schools is unhappy in his present job and has asked if he can return to the Federation as a volunteer in order to finish his NQT probationary year. As there are other avenues possibly open at the moment, no immediate decision will be made.

The Head Teacher was thanked for her report.

1.51 Portfolio Holder reports – deferred to the next meeting

1.52 Reports from Staff – deferred to the next meeting

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1.53 **Adopt Policies** – deferred to the next meeting

1.54 **Any other business**

1.55 **Date of next meeting**

- Full Governors' Meeting Wednesday 18th March 2020 at 6.00pm at Yarmouth.

The meeting closed at 8.50 pm.

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