



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

<b>Date and time</b>	Thursday 23 <sup>rd</sup> April 2020 at 6pm
<b>Venue</b>	On-line
<b>Governors</b>	<b>Mrs Carla Bradshaw (LA Governor)</b> <b>Mrs Lizzie Grainger (Headteacher)</b> <b>Mrs Debs Downer (Co-opted Governor)</b> <b>Mr Neil Gartell (Parent Governor)</b> <b>Mrs Tina Griffith (Foundation Governor)</b> <b>Mr Stephen Holland (Co-opted Governor)</b> <i>left the meeting at 6.18pm</i> <b>Mrs Laura Homes (Parent Governor)</b> <b>Mrs Sylvia Smith (Staff Governor)</b> <b>Mrs Caroline Weeks (Foundation Governor)</b> <b>Mrs Sarah Woodburn (Co-opted Governor)</b>
<b>Quorum</b>	The meeting is quorate, attended by 9 Governors. A quorum is 6 Governors.
<b>Attendees</b>	Mrs Sheila Caws (Clerk)
<b>Vacancies</b>	3 Foundation Governors
<b>Key</b>	CPOMS – Child Protection On-line Management System <u>Challenge</u> , <u>Action</u> , <u>Decision</u> , <u>Support</u> , <u>Ring-fenced</u> , FDP link
<b>Distribution:</b>	All Confidential Minutes to Governors attending meeting.

The meeting commenced at 6.05pm

### **1.82 Apologies**

- Apologies were received from the Revd Leisa Potter

### **1.83 Declarations of interests on items forming the agenda**

- None

### **1.84 Update on school status**

HT gave an update on the schools under the Covid 19 regulations.

- Yarmouth School is still open to accommodate the children of key workers plus vulnerable children who are entitled to still attend. On Friday March 20<sup>th</sup> (the day schools closed) the HT did an immediate audit of who might require provision and made a number of phone calls. There are 20 children who are eligible to use the provision but the numbers attending on any one day depend on parents' rotas. The maximum number has been 11 and the minimum three. The staff have been timetabled to ensure that the children are receiving adequate care. Most do one day every two weeks and the teams are kept together so that if one or more members should fall ill then the potential number of those affected is contained. If there are more staff than required for the correct ratio, then the member of staff who did the most hours in the team's previous session is sent home first.

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- The parents of any vulnerable children who are not in school are phoned, daily, every-other day or weekly, depending on their circumstances. The decision as to how often to call rests with the school and if no response is received on one day, then a call is made the next day. If no response is received for a week then the case would be escalated to Social Care but this has not happened so far. Some families do not wish to be contacted by the school staff and so the School's Family Liaison Service has taken these on.
- Suggested work has been handed out and every year has a folder on GoogleDrive. Teachers have been active on the dojo with snippets of lessons or reading stories. There are basically three groups of parents:-
  - i) Those at home and not working who engage as much as possible
  - ii) Those working and juggling that with home-schooling
  - iii) Those less engaged

A balance needs to be struck between keeping parents sane and children happy. The mental health and well-being of all is in the forefront of all our minds.

- As stated by the DfE, those children in school are there for care provision, not 'education' as such. There has been a lot of outside activity, including gardening and PE plus handwriting and maths tasks.
- Appendices have been added to the Safeguarding Policy to take account of the current situation. This has been circulated to all staff and governors.
- Staff meetings are being held online every Tuesday and the SLT meets on Thursdays. Staff well-being is very important and our SBM **has been amazing**. There is a Covid Rescue Remedy package available to all staff and direct contact has been maintained. All the staff are fine at present and some Shalfleet staff have been in and done some gardening work and other tasks. Q Can the Governors do anything to help? Yes, the occasional e-mail in recognition of the great work being done would go a long way. CB has already sent one and DD will send the next. HT will then ask others to do so. **HT has been very impressed with the way in which everyone has got to grips with the situation and got on with it and how staff are also supporting each other (Whatsapp Group).**
- As numbers in the Pre-schools are small, they have all been combined at Yarmouth. A significant number of staff from Little Explorers have been furloughed and parents who are not currently using the provision are not being charged. A core group of four are supporting the Pre-school at Yarmouth.
- Top Mops undertake a deep clean every week, with the staff taking appropriate action the rest of the time.
- Planning is already underway for a potential return to school. The SLT have been asked to put their first thoughts together on how to achieve a safe return when the time comes.
- With regard to staffing numbers, four members of the teaching staff at Shalfleet and one a Yarmouth have personal or family health issues that may prevent them from returning to work, plus one member of the support staff at Shalfleet and three at Yarmouth. There may be others who live with someone over 70. All depends on government guidelines.
- One initial thought is to bring back the Year 6 and Reception classes first, so that they have the opportunity to finish the year in school. This is because they are either leaving or moving on to a different way of learning.
- The next question to address would be how to assess what level children are at when they return, as there are bound to be big differences. The HT is really pleased with what parents are trying to do but classroom work and group dynamics make a big difference. The best way forward would be to treat the situation like a big summer dip. Miniature intervention-type lessons will probably be required. CB asked what HT and SLT will do to ensure that resources are put where they are needed. Subject leaders have been asked to think about interventions for their areas and what is required to ensure resources can be directed appropriately.
- Q How would the staff return? It was pointed out that if a member of a household has to self-isolate, then the onus is on them to take adequate precautions to keep themselves

safe and not the worker, who should not be prevented from returning to work where possible.

- Governors thanked the HT and staff for their swift and effective response to the crisis.

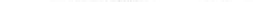
## **1.85 Admissions update**

- Advice was taken from the Legal and Admissions teams with regard to both schools. Children with medical needs or Looked-after children take precedence and are accepted over PAN. There will be 27 new entrants at Shalfleet as one has deferred to next year. Yarmouth is expecting 18 children in September. Both schools were over-subscribed for PAN. At Shalfleet they could be accommodated whereas at Yarmouth a number of families did not receive their first choice school. It is unclear by how many as only the LA hold the information on the options choices from parents.
  - There have been 52 applications for in-year transition to Yarmouth. All the families have been phoned by HT or SBM. The calls were really appreciated by parents/carers, as most were pleased to receive information and have a contact person to help them with any questions. A huge amount of work has gone into building trust, especially for those whose children have educational needs.
  - The parents of children starting in Reception class in September at both schools have also received calls which were also well received. The SBM commented that a lot of parents were seeking support and reassurance and that we can continue building good relationships now the contact has been made with these initial calls.
  - Work has also been going on with the EYFS Transition team. They are proposing dojo links now to include things such as bedtime stories once a week or a weekly mini-challenge. Chats are taking place on GoogleHangouts and the EYFS staff have been superb. **Thank you to the EYFS staff for their hard work and care for the children.**
  - In-year transition packs will go to relevant families at All Saints with their own dojo.
  - Q What about uniform? This has been discussed in the call with all parents/carers. The All Saints uniform will be acceptable for the time being and a link has been provided to the Big Wight T-shirt Company. Attention has also been drawn to the availability of good-quality second-hand uniform at Yarmouth.

**1.86 Transition project update**

the HT, CoG and LA Strategic Development Officer met to review alternative bases in

- The Headteacher and her team are currently working on the planning for September and beyond by looking at staffing structures and how to best support all children including at further transition points. The Finance Manager is currently closing down

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accounts to give an accurate view of finances to support the planning process. Education Finance has also been engaged to give clarity on funding from September 2020. The proposal for the staffing structure will be presented to governors for approval when finalised.

- Q Can the All Saints children with siblings starting in Reception in September come to Yarmouth? As it currently stands this would affect five children. It is currently thought that the parents may have to make in-year applications to Yarmouth. There are no specific legal obstacles to this however advice will be reaffirmed at the relevant time.
- The intention is to do the best for all the children but it is highly likely that there will be some issues. The HT thought that the parents had been very receptive during the recent phone calls. Governors had worked and hoped for the best outcomes for the families and their children.

**1.87 Governors' business**

- STAR meetings must be held and Governors should liaise with the HT to arrange them. Curriculum leaders will be holding a Zoom meeting with the LLP next week and any Governor interested in attending should contact the HT. The minutes of any previous meetings held since the autumn should be passed to the Clerk.
- Portfolio meetings should carry on as normal via Google/Zoom, etc.
- The planner for 2020/21 will be looked at soon and the Admissions Committee will be added. The Community Committee is to be strengthened and NG has been asked to support this effort. **Thanks were given to DM for her work to date as her input has been invaluable.**
- The HT will run a curriculum monitoring timetable to run alongside the Governors' Planner. This will give a full overview of the monitoring and reporting activities by and to governors.
- DM, NG and the SBM are working on a new website. They will be having input via Zoom from a leading schools' website company to use as a starting point.
- Governor vacancies – CB is applying for the *ex officio* position at Shalfleet during the current vacancy there which will allow SH to be nominated for the position of LA governor. Further nominations for foundation governor and Co-opted governors are being explored. Governors are encouraged to think about suitable candidates for the vacancies.
- Self-evaluations need to be done. The Chair will disseminate the relevant information and ask governors to team up and review by sections. The aim is to have the SEF ready to feed into an action plan for September.

**1.88 Any other business**

- None

**1.89 Date of next meeting**

- Full Governors' Meeting Wednesday 20<sup>th</sup> May 2020 - time and place tba

The meeting closed at 7.23pm.

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