



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

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| Date and time | Thursday 25 th June 2020 at 10am |
| Venue | On-line |
| Governors | Mrs Carla Bradshaw (Foundation Governor) left the meeting at 10.52am Mrs Lizzie Grainger (Headteacher) arrived 10.19am Mrs Debs Downer (Co-opted Governor) Mr Neil Gartell (Parent Governor) Mrs Tina Griffith (Foundation Governor) Mr Stephen Holland (Co-opted Governor) Mrs Laura Homes (Parent Governor) arrived 10.18am Mrs Sylvia Smith (Staff Governor) Mrs Caroline Weeks (Foundation Governor) Mrs Sarah Woodburn (Co-opted Governor) Mrs Vikki Plumley (Finance Manager) |
| Quorum | The meeting is quorate, attended by 10 Governors. A quorum is 6 Governors. |
| Attendees | Mrs Sheila Caws (Clerk) |
| Vacancies | 1 LA Governor 2 Foundation Governors |
| 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 10.04 with a prayer by Mrs Tina Griffith

2.4 Apologies

- Apologies were received from the Revd Leisa Potter and Mrs Caroline Weeks

2.5 Declarations of interests on items forming the agenda

- None

2.6 To approve the Budget for 2020/2021

- The Finance Committee met earlier in the week and discussed the budget and its background in some detail.
- The main areas of concern were the impact of Little Explorers becoming part of the school would have on Shalfleet's budget and the effect of the closure of All Saints on that of Yarmouth.
- Forecasting has been done as accurately as possible.

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- Yarmouth has been awarded a percentage of All Saints' budget based on the number of months left in the financial year, which ends in March. This includes pay, pension, PE, UIFSM grants, etc.
- PP Grants and SEN funding have been added as appropriate and expenditure is tracked. The current PP figures from the LA for Freshwater are being reconfirmed for accuracy.
- Four new teachers have been appointed to the Federation to ensure appropriate staffing across the three sites with the additional pupils in Freshwater as well as additional TA cover. HLTA cover for Freshwater will be managed from Yarmouth. As yet, the year groups are to be finalised. This will be done shortly with letters going out to parents soon.
- In September base line assessments will be done to establish additional staffing requirements according to pupil needs. The LA will be kept informed of the position.
- Q. Has the LA given evidence that support will be forthcoming? We have Brian Pope's letter from last year in which he confirmed the LA has an absolute commitment to making this work for children
- The Government has promised money to help with any catch-up work necessitated by the interruption to education caused by Covid 19. Q. Will this money be allocated or will a bid be necessary? Nothing has been announced; for now it is assumed that it will be allocated per pupil, as are other grants.
- There are various elements in the budget for PP e.g. support staff, therapy and equipment and everything will be evidenced as required by the conditions of the grant.
- There are additional allocations in the budget for Literacy and Numeracy resources; Science and PHSE will come out of class allocations. It should be noted that following an audit there are significant Science resources in both schools and only targeted buying is required.
- Subject Leaders will make requests to the FM through the Curriculum Leaders.
- There may also be resources available from All Saints.

Action: audit the resources available at All Saints as soon as possible after the end of term.

- The contract with Third Space Learning will be terminated. Following careful review it is not cost-effective for the number of children who benefitted from it. Other options have been put in place for example very focused small group teaching. Further investigation are being done by the Numeracy lead to what is on offer. There is also on-line support via the DfE. (White Rose/Oak Academy).
- Q. Will there be additional time for PHSE and emotional literacy not only because of Covid-19 but also because we are integrating school communities? Yes there is time allocated for the ELSAs in all three school premises. No additional budget is required.
- There will be extra time for monitoring and intervention work.
- Q. Has there been any word on research by the Government as to what will be required in the way of intervention? No, broad brush strokes only at this stage e.g. one-to-one tuition and on-line tutoring. Some Staff meetings have focused on the crafting of next year's curriculum as a revision curriculum. Q. Has HIAS Moodle Plus been considered? Yes – we do use it. CPD is in the Federation Development Plan and budget has been allocated accordingly. Some staff have already signed up to courses. The Curriculum leaders have signed up for the Middle Leaders' course, which is free.
- There is a healthy carry-forward at both schools, with more at Yarmouth mostly due to the increase in pupil numbers and also to allow for the greater number of unknown factors. Allowances also have to be made for the Covid 19 situation.
- A separate log is being kept of Covid 19-related costs but there is an expectation that schools will use carry forward money before there is help from the Government.
- The HT said that there may be turbulence in the school population over the next three to four years with swings between the schools however we aim to plan as much as possible.
- Shalfleet has an in-year carry forward of £6,000, giving a cumulative c/f of £17,000+, which could rise to as much as £36,000 the following year, depending on pupil numbers.

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- The in-year carry-forward for Yarmouth is £35,620, giving a cumulative c/f of £37,920. However, there could be a deficit the following year as there are so many unknowns and assumptions that have to be taken into account.
- Q. Is there a formula to calculate the carry forward as a percentage of the budget? Yes it is built into the budget planner. Q. Is it possible to vire between the school budgets? No, they are cross charges. We do this for staffing. You can vire between cost centres (budget lines). Virements are reported to the Finance Committee. Q. Is there insurance cover for anything related to Covid 19? No, this was discussed at the Finance meeting.
- Q. Has there been an allowance for the new website plus ongoing costs? Yes an allocation has been made for the new website. Q. How are the costs calculated for catering? The figure is adjusted through the year but is based on the previous year. It may be that there will be a lower uptake on school dinners next year.
- As there were no more questions, [the 2020-21 budget was agreed.](#)

2.7 Any other business

- The Safeguarding policy has been updated to reflect the current situation by adding appendices. This has been circulated to all staff and governors.
- There was a discussion on the possibility of holding an Open Day at the end of August pending latest government guidelines.
- It was agreed that the foyer at Freshwater be given the same feel as that at Yarmouth and Shalfleet.
- Once the transition arrangements are in place, letters will go out and further phone calls will be made. One-to-one Googlehangout calls will be arranged between teachers and parents.
- Arrangements have been made for the wider opening of the schools to all year groups and there has been a big take-up. Children will attend on Mondays and Tuesdays or Wednesdays and Thursdays. A deep-clean will then be done on a Thursday evening to allow 72 hours before the schools open again the following week. Should any vulnerable children need emergency care on a Friday, there will be one bubble group for emergencies.

2.8 Date of next meeting

- Full Governors' Meeting Wednesday 15th July 2020 – 6pm on-line

The meeting closed at 11.05am.

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