



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

Date and time	Monday, 30 th November 2020, 4pm
Venue	On-line
Governors	Mrs Carla Bradshaw (Foundation Governor) Mr Stuart Bratton (Parent Governor) Mrs Debs Downer (Co-opted Governor) Mrs Lizzie Grainger (Headteacher) Mr Neil Gartell (Parent Governor) Mrs Tina Griffith (Foundation Governor) Mr Stephen Holland (LA Governor) Mrs Laura Homes (Parent Governor) <i>joined the meeting at 4.19pm</i> Revd Leisa Potter (Foundation Governor) Mrs Sylvia Smith (Staff Governor) Mrs Sarah Woodburn (Co-opted Governor) Mr Robert Sanders (Deputy Diocesan Director of Education) <i>left the meeting at 4.54 pm</i>
Quorum	The meeting is quorate, attended by 11 Governors. A quorum is 6 Governors.
Attendees	Mrs Sheila Caws (Clerk)
Vacancies	Co-opted Governor Foundation Governor
Key	SIF – Supplementary Information Form <u>Challenge</u> Action , Decision , Support , Ring-fenced , FDP link
Distribution:	All Confidential Minutes to Governors attending meeting.

The meeting commenced at 4.09 with an opening prayer from RS, who was welcomed to the meeting by the CoG.

1.60 Apologies

- Mrs Caroline Weeks.

1.61 Declarations of interests on items forming the agenda

- None

1.62 Admissions Policy

- Shalfleet is a voluntary controlled school and therefore the LA set the Admission Policy. Notification has been received from the Local Authority that they had received a direction from the Office of the School's Adjudicator (OSA) regarding the variation on church attendance in their school Admission Policy. A SIF is now required for those parents wishing to apply under criterion 6. The Admissions Policy 2021/22 for Shalfleet has been amended.

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- With regard to Yarmouth, where the governors are the Admissions Authority, an application was made to the Office of the Schools Adjudicator (OSA) to request a change in the Admission Policy for Yarmouth for 2021. The request was to give consideration to the families in the Freshwater and Totland parishes now their nearest school had closed and to clarify the catchment areas with the addition of the appropriate parish maps obtained from the Diocese.
- As part of the change request the Governing Body held a consultation with schools across the Island, the Local Authority and Diocese to seek their views, which closed today.
- The OSA agreed to the request but required some corrections. To address these corrections, the school's policy is now based on the Diocesan model policy and the Diocesan Parish maps. Q. Does Thorley come in the Yarmouth catchment area? No, the actual parish map for Yarmouth does not include Thorley. Thorley would be considered to fall under the Shalfleet catchment. The Policy and the SIF both refer to the current arrangements for Covid 19.
- A letter has been received from the Governors of St Saviour's School expressing concerns however the OSA's decision is binding. St Saviour's Admissions Policy is based on serving the Catholic community across the Island not on catchment area as such. This was acknowledged by the OSA. After a discussion, it was agreed [to accept the 2021/22 Admissions Policy for Yarmouth](#).
- LP requested guidance as to who can sign to verify a SIF as there has been some confusion in the past. RS will investigate.

Action: RS to find out who can verify a SIF.

- With regard to the 2022/23 Policy, a response to St Saviour's Governing Body will be considered.
- It is possible to include a criterion that gives preference to the child of a member of staff, as exists in the Shalfleet Policy. After some discussion, it was agreed that staff members should be included but that thought would be given as to what weighting they should have.
- A discussion also ensued concerning the criteria for church-going. It was felt that an emphasis should be placed on the School having strong Christian values and ethics rather than a rigid attendance at Church, which is difficult at present. RS indicated that the Diocese would be supportive of the removal of the faith criterion.
- The position of the weight given to a child already having a sibling in the School was also considered.
- [It was agreed that the faith criterion be removed](#) and the order of the other criteria be finalised. Advice will be sought from Martin Goff (Hampshire Children's Services) and another meeting will be held to agree the final document.

Action: Chair to finalise the order of criteria for admissions.

1.57 Head Teacher's report (written)

- The HT presented her report (attached) and attention was drawn to several points.
- Staffing – the HT is [very impressed with the staff](#) and pleased with the way the Federation has responded to the pandemic. Staff attendance is relatively high and, so far, the schools have not been directly affected by Covid 19.
- JC and JT have resigned. GW will teach in YR at Shalfleet on Fridays, as will LM. GW and HE will carry out the Inclusion role for the foreseeable future. They are working extremely fast to obtain the SEN support that is required for some children. A review of the Leadership and SEND structure will be undertaken and brought to governors in the Summer Term for agreement.

Action: The HT will undertake a review of the Leadership and SEND structure and present it to governors in the Summer Term for agreement.

- Attendance – the IW is doing well and the HT is very pleased with the attendance levels of the children.

- Performance management – this has been completed, lessons have been observed and activity is being monitored. Performance management is in place for this year and the target have had to be made achievable in the current circumstances.
- Training – as the Educare system is new this year, all the necessary courses have to be completed in order to provide a benchmark. There will not be such a large list to complete in future years.
- Inclusion – there has been a significant increase in SEN at Yarmouth and staff are working hard to establish the level of need. The IA has almost completed a report.
- Finance – the FM has sent a report to the LA in relation to the extra costs that will be incurred by running the three sites over and above what was initially budgeted for.
- Matthew Rixson will be meeting with various members of staff and Governors next week and will be coming over in person later in December. [He is very impressed with the work done on monitoring and the curriculum.](#)
- The CoG [thanked LG, SS, SW, the SLT and all the staff for their hard work, passion and support.](#)

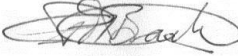
1.58 Any other business

- There was no other business

1.59 Date of next meeting

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

The meeting closed at 6pm.

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