



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

Date and time	Thursday, 4 th February 2021, 5.09pm-7.34pm
Venue	On-line
Governors	Mrs Carla Bradshaw (Foundation Governor) Mr Stuart Bratton (Parent Governor) Mrs Lizzie Grainger (Headteacher) Mrs Debs Downer (Co-opted Governor) Mr Neil Gartell (Parent Governor) Mrs Tina Griffith (Foundation Governor) left the meeting at 6.45pm Mr Stephen Holland (LA Governor) Mrs Laura Homes (Foundation Governor) Revd Leisa Potter (Foundation Governor) left the meeting at 7.10pm Mrs Sylvia Smith (Staff Governor) Mrs Caroline Weeks (Foundation Governor) Mrs Sarah Woodburn (Co-opted Governor)
Quorum	The meeting is quorate, attended by 12 Governors. A quorum is 6 Governors.
Attendees	Mrs Sheila Caws (Clerk)
Vacancies	Co-opted Governor Two Foundation Governors
Key	<u>Challenge</u> Action, Decision, Support, Ring-fenced, FDP link
Distribution:	All Confidential Minutes to Governors attending meeting.

The meeting commenced at 5.09 with an opening prayer from HT.

1.77 Apologies

- None

1.78 Declarations of interests on items forming the agenda

- SB declared a general interest in that his company is now involved with Microsoft Teams

1.79 Minutes of the last meetings 25.11.2020, 30.11.2020, 9.12.2020 and 28.1.2021 and matters arising (see action sheets)

- Minutes from FGB meetings held on 25.11.2020, 30.11.2020 and 9.12.2021 were agreed and will be signed at a later date. The minutes from 28.1.2021 will be signed at the next full FGB meeting.

Actions:-

25.11.2020

- Action 3 – the CoG wrote to the LA regarding future use of the Yarmouth site and received a short response.

Signed Date

- Action 4 – Subject Leaders will present their portfolios at a future date, to be arranged. LR and SC can also make a presentation and hold a Zoom meeting with Governors on the structure of portfolios.
- Action 6 – details of an Action Trail at Shalfleet can be referred to the Finance Committee.
- Action 7 – PTFA finance can also be referred to the Finance Committee.
- All other actions have been completed.

30.11.2021

- Action 1 – RS has yet to reply regarding who can sign a SIF.
- Action 3 – a review of the Leadership and SEND structure and will be presented to the Governors in the Summer Term.
- All other actions were completed.

9.12.2020

- The CoG has updated the Yarmouth 2022/23 Admissions Policy for circulation.

1.80 Governing Body business

Membership

- The CoG asked for suggestions to fill the remaining two places on the Governing Board. Any such suggestions should be referred to the CoG and HT for an initial conversation.
- SB will take on the monitoring of the PSHE curriculum.

DfE/LA update

- Pupil Premium monies will now be allocated following the October census rather than the January one, as was previously the case. This is not seen as an improvement in particular in this year where more people have found themselves in financial difficulty due to Covid-19. Administration staff will focus on ensuring new entrants to the school sign up as soon as possible.
- Lateral flow testing for Covid 19 is now in place on all sites for staff. **Thanks were given to the SBM** for dealing with all the paperwork and other issues in order for this to happen. Members of staff will voluntarily test themselves twice a week and the take-up has been good, with no positive cases reported to date. It was emphasised that this is an additional precaution and all other preventative measures remain in place.
- **It was agreed to continue with the Service Level Agreement with the LA's Governor Services.**

Action: Clerk to inform the FM that the Governors wish to renew the Service Level Agreement with the LA's Governor Services.

- The CoG reported that she had supported another school that had required another panel member. She encouraged anyone who had the opportunity to do so to take it as it was an interesting and valuable experience.
- A school on the Island suffered a cyberattack and lost data. A discussion on the risks associated cybersecurity is required.

Diocesan update

- Bishop Christopher will be retiring at Easter. He has been very supportive over the years and so the CoG will send **a message of thanks** on behalf of the Governors.

Action: CoG to send a message to Bishop Christopher on his retirement.

- A new Team Rector has been appointed for the West Wight Mission Community. The Revd Jackie Maw will be licensed in April. The board welcomed this announcement and looks forward to engaging with the new Rector once in post.
- LP has acquired an additional role in the Diocese as she is due to become Assistant Diocesan Director of Ordinands in March.
- The Diocesan Director of Education, Jeff Williams, is very ill with Covid 19 and the **Governors were requested to keep him in their thoughts and prayers.**
- The Chief Executive of the Church of England Education Office has announced that there will be no SIAMS inspections until the Summer Term. This is in line with OfSTED inspections.

- Thanks were given to Rob Saunders, Assistant Director of Education at the Diocese for all his support.
- LP said that anyone needing support could be referred to her as she is aware of a lot of resources in West Wight that are not being used.
- LP also said that a message could be placed in the Church Bulletin requesting help with IT resources for home-learning if this would be of use.
- Pastoral support is available for staff and the HT will reinforce the message.

Community

- See also confidential minutes.
- SH presented the findings of the re-branding working party. Governors were requested to send their thoughts to him.
- The CoG said that the community aspect was very important and that they should be consulted on the various aspects.

Pre-schools

- Two staff members from Little Explorers are on furlough and two are on flexi-furlough due to the current lockdown, which helps to keep the costs down for parents. None of the Yarmouth staff are on furlough.
- The two Supervisors are working very closely together and sharing good practice

1.81 Update from Pay Committee and agree HTPM

The HT left the meeting at this point

- The Pay Committee minutes are confidential but all the pay proposals were agreed.
- There was a discussion on how to oversee teachers' performance management and targets in the current situation. Performance management targets were rolled over and there will be a targeted development plan for CPD.
- There was a long discussion on the pay scale, which is currently 12 points and not the six 'advisory' pay points in the School Teachers Pay and Conditions Document. The HT will be asked to confirm which has her preference in terms of managing teacher performance.

Action: the HT to confirm which pay scale is preferable

- A conversation was had with the external support for HT Performance Management and the HT's current workload and well-being were discussed.
- The HT has excelled in those targets that she was able to meet and worked hard at those that are unachievable at present. New targets were set for this year.
- HT pay is regulated by the national School Teachers' Pay and Conditions statutory guidance within certain parameters, which were explained by the CoG, and also by local financial constraints. The HT's pay scale was agreed.
- SH read out a letter of thanks for the HT's exceptional work.

The HT returned to the meeting.

1.82 Outcomes of staff questionnaires

- The staff questionnaire has been completed and LR has compiled an analysis of the results. Thanks were given to LR for this.
- The overall picture was better than might have been expected at present, although there are difficulties outside of school for those juggling work, homes and families. Q. Is enough being done to help? The HT said it was hard without the ability to reassure people face-to-face, which the schools have always been good at. It can be lonely in the bubbles, however staff are reminded constantly that HT and DHT are there to support them and check in as often as possible.
- All the actions necessary to make the schools as safe as possible have been put in place. The RA has been revised and circulated to staff who are in agreement. The atmosphere is much calmer as routines become embedded and, although anxiety levels are still high, there is a sense of camaraderie and team-work.
- Measures are being taken to lighten the workload, such as reducing meetings. Q. Do the site leaders have the capacity and skills to support their staff? Yes – and the well-

being of the managers is continuously evaluated and supported as a number of pressures are coming together.

- DD will send an e-mail to the staff on behalf of the Governors, assuring them of the Governors' support and appreciation.

1.83 Portfolio Holder reports

- The minutes from the recent meetings of the Community, Finance, Inclusion and Staffing committees have been circulated. The Standards meetings have been held over as measurement is difficult at present although teacher performance is monitored as previously reported.
- The only question concerned the Finance meeting. The lack of money for further training was queried and the Clerk was requested to amend the minutes to make clear that further training over and above what had been commissioned at the beginning of the financial year would not be available until after the end of the financial year in March, unless the course was already paid for.

Action: the Clerk to amend the Finance minutes regarding the training budget

1.84 Head Teacher's report (written)

- The HT has circulated her report prior to the meeting (see attached), which is self-explanatory.
- The HT is very pleased with the teachers' record-keeping.
- There has been an increase in the number of children wanting to physically attend school, including those of vulnerable families. Therefore, numbers are likely to rise in the near future.
- With regard to staffing, there is a need for additional staff at Freshwater and posts will be advertised once the requirements are ascertained.
- There are some projects lined up to improve the premises, including new flooring for the Y3/4 toilets at Shalfleet and new double-glazed doors for the kitchen. A new Trim Trail is required also at Shalfleet but this is a much bigger project and will involve consultation with the children. There are also still plans for the outdoor learning space there.
- Q. Are fire drills held regularly? Yes and there are fire wardens on all the sites.
- Money has been made available for the purchase of more laptops for home-schooling and there may be more from the DfE and possibly the LA.
- Thanks were given to NG for work on the pupils' questionnaire. These are now going out.
- The DfE have produced a document for parents regarding monitoring records which is to be placed on school websites.

Action: the HT will circulate the DfE monitoring document and also redacted copies of the feedback

- The schools will close completely over half-term and unnecessary communication will be discouraged.

1.85 Adopt policies

- The following statutory policies were agreed:-
 - Code of Conduct (personal behaviour)
 - Complaints
 - Disciplinary Procedure
 - Fair Access and Exclusion
 - Governors Allowances
 - Grievance Procedure
 - Inclusion (SEN)
 - Newly Qualified Teachers
 - Relationships, Development and Sex Education
 - Single Equality
 - Social Media
- The following non-statutory policies have been agreed by the Policies Committee:-

Signed Date

Governance Protocol
Intimate Care
Managing Aggressive Behaviour
Religious Education
Safer Recruitment
Spirituality Policy

- The consultation period for the Admissions Policy for 2022/23 finished on January 24th and there has been no further feedback.
- An Admissions Committee was held earlier today to review Yarmouth admissions for September 2021.

1.86 Any other business

- A reminder was given for draw prizes

1.87 Date of next meeting

- Full Governors' Meeting - Wednesday 17th March 2021
Time and place to be confirmed

The meeting closed at 7.34pm

Signed Date