



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

Date and time	Wednesday, 14 th July 2021, 5.17pm-7.38pm
Venue	On-line
Governors	Mrs Carla Bradshaw (Foundation Governor) Mrs Debs Downer (Co-opted Governor) Mrs Lizzie Grainger (Headteacher) – left at 7.28pm Mr Stephen Holland (LA Governor) Mrs Sylvia Smith (Staff Governor) – left at 7.28pm Mrs Caroline Weeks (Foundation Governor) Mrs Sarah Woodburn (Co-opted Governor) – left at 7.28pm
Quorum	The meeting is quorate, attended by seven Governors. A quorum is six Governors.
Attendees	Mrs Vikki Plumley (Finance Manager), Mr Liam Roberts (Duty Lead and Y3 – Shalfleet), Mrs Paula Blackley (Subject Leader – History and Y5 – Shalfleet) and Mrs Sheila Caws (Clerk)
Vacancies	Co-opted Governor Foundation Governor
Key	EYFS – Early Years Foundation Stage FDP - Federation Development Plan LADO – Local Area Designated Officer LLP – Leading Learning Partner SIAMS – Standard Inspection of Anglican and Methodist Schools <u>Challenge</u> Action , Decision , Support , Ring-fenced , FDP link
Distribution:	All Confidential Minutes to Governors attending meeting.

The meeting commenced at 5.17pm with an opening prayer from the HT.

2.14 Apologies

- Mr Stuart Bratton, Mr Neil Gartell and Mrs Laura Homes

2.15 Presentations on the Curriculum – Mr Liam Roberts and Mrs Paula Blackley

- Mr Roberts gave an update on the curriculum from when the work began to assessing the impact of the changes and an evaluation of the current position. The aim was to build depth and a greater breadth of knowledge through a wider curriculum. The impact is now becoming clearer, despite the problems caused by the pandemic in the current and previous academic years.
- An overview of each subject is available and seven out of the ten subject reviews have been completed.
- The next stage, which has already begun, is to adapt the curriculum to catch up from COVID.

Signed Date

- Mr Roberts explained the new assessment system which is easy to complete and allows teachers to check back on children's achievements in previous year groups, providing a clear view of a child's journey through the school.
- Q. How is the assessment document live? It is in Excel and relies on input from the subject leaders and class teachers. The document can be used for sequencing to see what each pupil has achieved in previous years and to re-address weaker points at a later stage.
- Q. Do the staff benefit from this new system? Yes as it makes the journey through school more seamless for each child. Mrs Blackley said that from a teacher's point-of-view it was very useable and gave a valuable overview of years other than one's own.
- The HT said that the new OfSTED framework was placing more emphasis on attainment and achievement within the wider curriculum. This document provided the necessary information and was used for both forward planning and to record what had gone before.
- Q. Is part of the purpose to oversee content and to avoid repetition? Children do not retain all that they learn and so repetition is essential, as is the review of skills.
- Subject leaders can use the document to review what works and what does not and to make appropriate adjustments.
- The HT said that all of the information gathered feeds in to the FDP and helps to formulate the next steps.
- Mrs Blackley then gave a more detailed overview of the history portfolio; structure of the curriculum and the evidence gathered in relation to children's work. There is an emphasis on progression and also cross-curricular input such as language skills or art.
- Q. How are you finding using it, particularly for evidence gathering? It is interesting as it enables different ways of presenting with different cohorts and is a brilliant way of bringing everything together. Q. Do you feel better prepared? Yes, because all the evidence is there.
- Q: How will the curriculum portfolios be used going forward? Are they stand alone documents from school year only? The idea is that the curriculum taught will be reviewed at the end of the year and adjustments are made as required to create a journey of continuously improving our curriculum provision.
- Mr Roberts and Mrs Blackley were thanked for their time and both left the meeting.
- Q. Will OfSTED accept the subject portfolios or will they still do book reviews? Yes, they will accept the portfolios but may well still wish to do book reviews.

2.16 Declarations of interests on items forming the agenda

- Nothing was declared

2.17 Minutes of the last meeting 26.05.2021 and matters arising (see action sheets)

- Minutes from FGB meeting held on 26.05.2021 were agreed and will be signed at a later date.

Actions:-

- Action 1: the HT looked at provision for road safety for the current Y6 and it was not possible to arrange anything this term. However, they have been out with their class and this has given opportunities to get the road safety message across.
- Action 2: the HT has circulated the updated safeguarding policy and plans to look at that and other related policies together over the summer holidays.
- Actions 3-4, 8-9 and 11 have all been completed. Actions 5 and 7 will become actions for the Finance Committee.
- Action 6: the CoG will write a letter of thanks to Jade Kennett once the school year has finished.
- Actions 10, 12 and 13 are yet to happen.

2.18 Governing Body business

Membership

- CW has been re-appointed as a Foundation Governor for Shalfleet.

Signed Date

DfE/LA update

- The OfSTED School Inspection Handbook for 2021 has been published.
- *Keeping Children Safe in Education* has been updated for this September and consultation will be undertaken on further changes.
- There will be a new Early Years Foundation Framework.
- The National Funding Formula has been further delayed.
- Natalie Smith (School Improvement Manager IW) has been promoted to Head of School Improvement Secondary Schools for Hampshire and the Isle of Wight and will continue to oversee the Isle of Wight. There will be an interim replacement.
- Yarmouth has been selected for a visit by Cllr Debbie Andre (new IWC Children Services Portfolio Holder).
- The IW LADO has left and the Hampshire LADO will take over, initially for a trial period of six months. Unfortunately, training that had been agreed will not now happen as Hampshire do not undertake it although this is being queried by the HT Exec.
- Following a second round of consultation, the October half-term will revert to one-week holiday in the new school year.
- An extra Bank Holiday has been granted on June 4th next year for the Queen's Jubilee but will be taken by school staff on December 22nd as the June date falls in half-term.
- John James, the Federation's current LLP, is leaving and will be replaced in September by Jason Matthews.

Diocesan update

- There is a change required to the Admissions Policy in relation to 'international' LAC children referring to children from Scotland, Wales or NI being placed in English Schools.
- SIAMS inspections will resume in the Autumn term and the HT has discussed this with Richard Wharton (Diocesan Education Advisor) and he will be invited to visit the schools in late September.
- Nick Oulton (Shalfleet Churchwarden) has established a link with a family in Australia who want to work with the School.

Community

- The modular buildings at Yarmouth are now in use, albeit with generators rather than mains electricity until September. As the buildings are leased, little can be done internally but staff are doing their best to make the classrooms welcoming. The Freshwater children visited for two days this week and will come for three days next week, the last week of term.
- The HT and some of the children buried a time capsule at Golden Hill Fort recently.
- The children will be participating in the Yarmouth Sea Shanty Festival in September.
- The Rev'd Jackie Maw (Team Rector West Wight) and Adam Tucker (Community Connector West Wight) will be attending the Community meetings on a regular basis.
- The HT has also been meeting with members of the community, including Yarmouth Carnival Committee.
- A meeting will be held with the PTFAs at the end of the summer holidays to look at planning two Federation events.
- A donation of £50 has been received from a grateful visitor whose phone was found by a friend of the HT. When offered a reward, the friend asked that a donation be given to Yarmouth School.

Pre-schools

- Both pre-schools are working well.
- A campaign is required to refute the rumour that Yarmouth Pre-school (Little Stars) is closing.
- **SW and VP were praised for their work on the business case for Little Explorers.**
- See also the confidential minutes.

2.19 Review progress/ evaluate FDP and highlight areas for focus 2021/22

- Given the situation in the last year due to COVID 19 restrictions, the FDP remains much as before but the HT has amended it as necessary. A full review will take place over the summer holidays and the new FDP will be shared with governors.

2.20 Feedback from FDP STAR meetings

- STAR reports have been circulated and are accepted.

2.21 Update on questionnaires

- The parent questionnaire on the experience of the children closes on Friday 16th July.
- A second questionnaire will be circulated later highlighting opportunities for parents in the schools e.g. the PTFAs and the Parent Forum. Parents will be asked if they wish to become involved.

Action: the Clerk to add parent questionnaire results to the agenda for the first FGB meeting in the Autumn term.

2.22 Portfolio holder reports

- All the reports were circulated prior to the meeting and are accepted.
- There have been no EYFS meetings as LH has been unable to visit the schools due to the restrictions.

2.23 School Business Manager to report on the Single Central Record

- The personnel files have all been checked.
- The CoG will review the SCR in September.

2.24 Adopt policies including Admissions and Pay

- The Admissions Policy has been amended by the inclusion of a section on International Looked-after Children (ILAC), which was agreed.
- With regard to the Pay Policy, the Federation's 12 pay steps in the pay scales are now in line with the national six-point scales.
- The Policy will be circulated to staff for one-month's consultation in September. **Governors agreed the policy could be consulted on with staff.**
- The other relevant policies have been sent round the Governors for review. As they are all non-statutory, they can be ratified by the Policies Committee.

2.25 Pay Committee report

- **The recommendations contained in the Pay Committee report were agreed.**

2.26 Provision of documents for future meetings

- In future, all documents will be made available on the Googledrive rather than sent round as attachments to e-mails. The Clerk will notify Governors when documents are available.

Action: the CoG, HT and the Clerk will arrange a meeting to discuss changes to the layout and content of folders within the Governors' Googledrive.

2.27 Headteacher's written report

- The HT reported that a robust plan was now in place for the staffing structure. This has now been finalised and letters have gone out to all members of staff detailing the new arrangements.
- Action plans have been created for Sport, Forest Schools and PHSE. These include engagement with the wider community and possibly a Federation tournament.
- Some children are on a part-time timetable which has been successful and the time spent in school will be built up appropriately.
- LH has had a meeting with GW regarding pupil attendance. Given the problems with COVID, the figures are now on an upward trajectory.
- Staff attendance has been very good, although there are still occasions when staff have to shield.
- With regard to standards and attainment, the class teachers have looked at revised attainment levels of the children. Next year's targets have already been set. A degree of caution has been necessary although the standards set need to be aspirational but manageable.

- Q. How has the COVID catch-up funding been used? It has been spent on the children with projects such as booster groups that have been run by staff staying late. Q. Do the spending figures have to be published? Records have to be kept but that is no requirement to publish them. It was suggested that the figures be published as with the PP monies. The HT will make the figures available to the Governors.

Action: the HT will arrange for the publication of the spending of COVID catch-up grant and will make the figures available to the Governors.

- Q. How many SEN children will be disadvantaged in future? Q. Is there big difference between Shalfleet and Yarmouth? There are twice as many SEN pupils at Yarmouth as there are at Shalfleet but because the numbers are still small, it is possible to provide bespoke assistance to each child. This might include additional support or specialist intervention. However, although there is engagement with external agencies, a great deal of work is involved in providing evidence for an EHCP or similar applications.

- Q. Should the Pre-schools be included in the HT's report? It was agreed that this was a good idea and they will be included in future.

Action: the HT to include the Pre-schools in future HT reports.

2.28 Any other business

- The staff governors left the meeting having been thanked by the CoG for all their hard work as staff plus being governors as well.
- Arrangements to thank the staff at the end of the school year were discussed.

2.29 Date of next meeting

- Full Governors' Meeting - tba

The meeting closed at 7.34pm