



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

Date and time	Wednesday, 17 th March 2021, 5.05pm-7.03pm
Venue	On-line
Governors	Mrs Carla Bradshaw (Foundation Governor) Mr Stuart Bratton (Parent Governor) Mrs Lizzie Grainger (Headteacher) Mrs Debs Downer (Co-opted Governor) arrived 6.17pm Mr Neil Gartell (Parent Governor) Mrs Tina Griffith (Foundation Governor) Mr Stephen Holland (LA Governor) arrived 5.11pm Mrs Laura Homes (Foundation Governor) Mrs Sylvia Smith (Staff Governor) Mrs Caroline Weeks (Foundation Governor) Mrs Sarah Woodburn (Co-opted Governor) left the meeting at 6.59pm
Quorum	The meeting is quorate, attended by 11 Governors. A quorum is six Governors.
Attendees	Mrs Sheila Caws (Clerk)
Vacancies	Co-opted Governor Foundation Governor
Key	<u>Challenge</u> Action, Decision, Support, Ring-fenced, FDP link
Distribution:	All Confidential Minutes to Governors attending meeting.

The meeting commenced at 5.05 with an opening prayer from TG.

1.88 Apologies

- Revd Leisa Potter

1.89 Declarations of interests on items forming the agenda

- Nothing was declared

1.90 Minutes of the last meetings 28.1.2021 and 4.2.2021 and matters arising (see action sheets)

- Minutes from FGB meetings held on 28.1.2021 and 4.2.2021 were agreed and will be signed at a later date.

Actions:-

- There were no actions from 28.1.2021

4.2.2021

- All actions have been completed apart from action 2 (a message to Bishop Christopher on his retirement), which will be completed shortly.

Signed Date

1.91 Governing Body business

Membership

- There are currently still vacancies for a Co-opted Governor and a Foundation Governor.
- NG's child will be leaving the Federation but NG is entitled to serve his full term as a Parent Governor.

DfE/LA update

- The DfE is still producing a considerable amount of advice and information, especially on the testing of staff currently.
- Free school meals vouchers will be provided during the Easter holidays
- There has been a high take-up of lateral flow-testing by the staff and a significant proportion have now been vaccinated.
- The Federation's Risk Assessment has been updated, especially around the return to school on March 8th. The CoG confirmed she had reviewed and approved the RA with one or two minor amendments. COVID-19 procedures are still in place. RA has been shared with all staff.
- There was nothing to report from the LA

Diocesan update

- The new Team Rector for the West Wight Mission Community, the Revd Jackie Maw, was invested last Sunday (March 14th).
- Revd Maw has asked for contributions to a community wordle that she intends to set up and it was decided to ask the children to contribute.
- The CoG and the HT were invited to participate in a diocesan conversation regarding the qualities that would be desirable in the new bishop. Accessibility, a change manager and the need to engage with schools were three of the ideas put forward.

Community

- See also confidential minutes and community PH minutes.
- The CoG and the HT attended an implementation meeting recently. The plans for the new school buildings were discussed, as were the proposed modular classrooms for Yarmouth. Both projects are progressing.
- There is some progress in engaging with the community insofar as is permitted within the lockdown regulations.

Pre-schools

- The pre-schools are now fully open and the staff have returned from furlough.
- Before- and after-school clubs will resume.
- Parental income is beginning to flow through and numbers are beginning to build up again.

1.92 Outcomes of pupil questionnaire

- The responses to the pupil questionnaire were very interesting. The answers from KS1 children were very black and white and much more positive. The older children tended to give more complex answers and were more aware of feelings of isolation for example. These impacts are being monitored.
- The amount of exercise tended to decrease as the children aged and the younger children seemed to be better able to settle into a routine.
- The older children were more likely to have filled in their own questionnaires.
- There was an IT problem that prevented the results being displayed correctly. The HT will re-issue these when the problem is fixed.

Action: the HT will re-issue the pupil questionnaire results once an IT problem is fixed.

- Action has been taken by the teachers as a result of the finding of the questionnaire and will be circulated to the Governors.

Action: the HT will send the actions taken by teachers in light of the questionnaire outcomes.

- The questionnaire will be sent out again after Easter to compare the results as the original one was completed during lockdown and before the Government announced their plans on ending it.

Action: the HT will re-issue the pupil questionnaire after Easter.

- The staff and pupil questionnaires have now been completed and the one for parents will be issued in the Summer Term.

1.93 Review GB SEF Action Plan

- This was deferred to the next meeting.

1.94 Portfolio Holder reports

- The minutes from the recent meetings of the Community, Standards and Inclusion and Admission committees have been circulated. The Staffing and Finance meeting only took place this afternoon and a verbal report will be given on the Pay Committee due to the confidential nature of the minutes.
- There was a question on the Standards Committee – Q. You have adapted the curriculum and some areas have been dropped temporarily – which ones and why? Given the problems of this academic year, the teachers looked at the key skills that underpin all subjects and agreed which ones were the most important. Each year group will concentrate on the essential skills that they need in order to move on with their learning. The new assessment system is temporary and will ensure that the children concentrate on skills as well as essential content and will be ready to go with a full curriculum next year. Q. Will the children go back to cover what they missed this year? No, they will start with their year group curriculum next year, yet certain aspects of the curriculum will be revised, pending the children's needs as identified at the end of this academic year by the teachers.

Pay Committee

- The Pay Policy has been reviewed and is ready for consultation with the teachers in September, subject to the DfE issuing a new pay and conditions document.
- An 11-point pay scale was agreed, which is based on the national 6-point scale with a point between each national point. This will give more flexibility in awarding pay points and is fully explained in the policy. The policy will come to governors in July to formally agree to take it to consultation.

Action: Clerk to add the Pay Policy to the July FGB agenda.

1.95 Curriculum Portfolio review: questions from governors

- A link has been provided to enable Governors to look at curriculum portfolios as they wish. The portfolios will be updated regularly.
- Q. Should each Governor be given oversight of particular curriculum topics? This has not been discussed at any meetings but the HT has raised it with SC and LR and it may be possible to introduce it in September. It might be best to have more than one Governor per subject and terms of reference should be drawn up. However, the CoG pointed out that the Federation had moved away from subject governors and instituted STAR meetings instead. The Governors would need to be very clear about what they were trying to achieve if they decided to follow this route.

Action: HT to discuss with teaching staff and Standards PH to propose a framework.

- Subject leaders will be asked to present their portfolios once a year on an annual cycle from the next academic year. These reports to the Governors' meetings will be verbal rather than written and governors can raise questions as appropriate.

1.96 Feedback from FDP STAR meetings: Maths, English, Curriculum & Inclusion

- STAR meetings have been held on Zoom. The FDP will be reviewed over Easter and actions resulting from these meetings should show.

1.97 Head Teacher's report (written)

See also confidential minutes.

- The HT has circulated her report prior to the meeting (see attached), which is self-explanatory.
- The staff are pleased to have the children back in school.

- Two more members of staff will return after Easter.
- The attendance figures have been circulated. The percentages are down due to a number of parents keeping their children at home on January 4th - one day before the third lockdown started. Q. Are these absences recorded as unauthorised even for vulnerable or EHCP children? Yes, because the school was officially open on January 4th, unauthorised was the only code available.
- The figures for children returning on March 8th were very positive. A few families have been advised not to let their children return until after Easter due to shielding within the family.
- Q. Have referrals to Children's Services increased and is this a cause for concern? Yes, they have and there are all manner of concerns. School leadership is liaising with the local Police team and other agencies as appropriate to ensure children and families are supported including with on-line safety. This area is being monitored closely.
Action: HT report at next FGB meeting on status and impact of actions to date.
- With regard to safeguarding, the CoG has reviewed and signed off the Single Central Record. Governors will not be required to fill in the suitability form again.
- The CoG reported that the SBM was advised that all volunteers should be re-inducted before volunteering in either of the schools, given the length of time they have been away. Normal practice is for anyone with a 'break in service' of more than three months to go through the DBS process again. It therefore seems entirely appropriate to do this with the volunteers. It also means there is an opportunity to update the volunteer handbook, ensuring the latest safeguarding and other relevant information is passed on.
- A discussion ensued about the safety of independent leavers. Messenger systems and cycling proficiency were discussed and will be followed up. Also mentioned were the Safe4Me website and the possibility of after-school sessions before children were allowed to leave the school premises independently.

Action: HT to talk to SB regarding messenger systems.

Action: HT to contact Adrian Hendrick about cycling proficiency.

1.98 Any other business

- The HT thanked everyone for all the suggestions for the new 'Where are they now?' interviews with ex-pupils.
- SB apologised for not completing a PHSE task.
- A reminder was given that STAR meetings should be held early next term.

1.99 Date of next meeting

- Full Governors' Meeting - Wednesday 19th May 2021
5pm - place to be confirmed

The meeting closed at 7.03pm

Signed Date