



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

Date and time	Wednesday, 26 th May 2021, 5.13pm-7.16pm
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 5.19pm and left at 6.45pm Mr Neil Gartell (Parent Governor) Mr Stephen Holland (LA Governor) Mrs Laura Homes (Foundation Governor) Mrs Sylvia Smith (Staff Governor) Mrs Caroline Weeks (Foundation Governor)
Quorum	The meeting is quorate, attended by nine Governors. A quorum is six Governors.
Attendees	Mrs Vikki Plumley (Finance Manager) and Mrs Sheila Caws (Clerk)
Vacancies	Co-opted Governor Foundation Governor
Key	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 5.13pm with an opening prayer from the HT.

2.00 Apologies

- Mrs Tina Griffith, Revd Leisa Potter and Mrs Sarah Woodburn

2.01 Declarations of interests on items forming the agenda

- Nothing was declared

2.02 Minutes of the last meeting 17.03.2021 and matters arising (see action sheets)

- Minutes from FGB meeting held on 17.03.2021 were agreed and will be signed at a later date.

Actions:-

- The CoG had not circulated the floor plan for the new school building but has now done so.
- The HT circulated the results of the pupil questionnaire once the IT issue was fixed. She also re-issued it when the children were back in school and it was noted that more children completed the questionnaire when in school than did during lockdown.
- All other actions have been completed other than Action 8, regarding messenger systems.

Signed Date

- Cycling proficiency will resume in September. Q. Should some provision be made for road safety training for Y6 before they leave? The HT will investigate to see if any arrangements are in place.

Action: HT to investigate to see if any provision has been made for road safety training for Y6.

2.03 Governing Body business

Membership

- There are currently still vacancies for a Co-opted Governor and a Foundation Governor.

DfE/LA update

- The DfE is currently producing less guidance than previously but thoughts are turning to September, when OfSTED inspections will re-commence.
- There will be changes to the LA staffing structure in Hampshire as members of staff have left and discussions are on-going.
- There will also be changes to SEN support as staff have left there as well.

Diocesan update

- See also the confidential minutes.
- The new Team Rector for the West Wight Mission Community, the Revd Jackie Maw, has been very active and engaged in the parishes and has undertaken Collective Worship for the schools.
- Community worship is still on-line only as even outside gatherings only permit 30 people.
- A SIAMS meeting took place today and a further one will be held next week. JP is to join the group. The monitoring of collective worship is very helpful.

Community

- Positive connections are being made with Freshwater Parish Council and the West Wight Heritage Centre.
- The schools hope to participate in the Sea Shanty Festival in Yarmouth in September.
- The PTFAs are all back in action and looking very positive. At present they are separate entities but it is hoped that one winter and one summer event can be held jointly across the Federation.
- It is hoped that each class will be able to have a school trip and an outing before the end of the summer term and also to hold a sports day. All-school events are the aim but plans are in place should these not prove possible.
- A video is being made for parents by the Y6 leavers and YR are making a video for the children coming in in September.
- After-school events are being held in preparation for Carnival Week.
- There will be an end-of-year collective worship service and also a Y6 Prom.
- Q. Has the Safeguarding Policy been reviewed? This is under way and up to date policies will be circulated when read.

Action: HT to circulate updated safeguarding and related policies.

- Q. Are the Federation IT systems safe from ransomware demands? We have confirmed with our IT support provider that all is in-hand with back-up and security systems.
- The new website was discussed and NG suggested structured feedback to deal with inevitable teething problems. NG and SB will look at the website and prioritise any issues that arise.

Action: the HT will send out the OfSTED criterion for school websites.

- DM was congratulated for all her hard work and for producing such a fantastic new website.
- Meetings regarding the new build are on-going. The contractor is hopeful that the playing field can be levelled with excess soil from the building site which would be an excellent outcome.
- The aim is still to complete the new build by the end of 2022.

- The installation of the modular units at Yarmouth is also still on-going. The car park is now a new playground.
- Final hand-over date is not yet confirmed.
- The integration activities are being planned.

Pre-schools

- See item 2.04 below.

2.04 Approve 3-year budget

- See also the confidential minutes.
- The FM presented the 3-year budget which includes in-year surpluses and positive carry-forwards in each year. There were explanatory notes for the governors.
- Last year was challenging with the inclusion of the Freshwater site for longer than was anticipated, the acquisition of the Little Explorers pre-school and the effects of COVID 19. However, there should be future savings when the three sites become two and Little Explorers becomes embedded in the budget. Q. What are the potential effects of the predicted drop in numbers of children in the foreseeable future? A cautious approach has been taken and over-estimates have been avoided, despite the new and proposed estates in Shalfleet. The aim is to be strategic and not re-active.
- Forecasting the numbers for the pre-schools is difficult but there have already been some enquiries at Little Explorers from families on the new estate in Shalfleet.
- Little Stars will need promoting as confusion with the existing pre-school in Freshwater is likely.
- **The FM was commended for all her hard work, as was the HT.** It was acknowledged that producing such a budget in the current situation was not easy.
- The Governors agreed to accept the budget – proposed by DD, seconded SH and to be signed off by the CoG.

2.05 SFVS

- The SFVS documentation has been completed and DD and SH will look at the actions. It was noted that bench-marking was done but needs further investigation. The CoG will sign off the paperwork.

Action: DD and SH to review the actions in the SFVS documentation.

Action: FM/Finance Committee review benchmarking output.

- There is a new Government tool, Viewing My Financial Insights, that has been recommended and the SBM is investigating. There are also useful DfE webinars for financial governors.

2.06 Staffing plan for September 2021/22

- The staffing structure has been thoroughly reviewed in time for September 2021. The HT noted that it is useful to look at Finance and Staffing together, especially at this time of year.
- All classes will be appropriately staffed in relation to need, also taking SEN into account. All staff wishes have been considered where possible or in part and the details are contained in the FM's budget notes. Teachers and TAs are being informed of the plans.

Action: HT to circulate the staffing structure to the Governors once it is finalised.

- Q. Have safeguarding issues been considered, particularly with regard to mental well-being? Yes, updates and re-assurance are given at staff meetings and it may be possible to provide counselling next year as funding is being investigated.
- Q. How is the new SLT, do they receive supervision? They are coping well, although the nature of some of the information they now have to deal with can be challenging. Staff are receiving appropriate supervision. Q. And the HT? The HT replied that she was generally fine and received appropriate supervision.

2.07 Portfolio holder reports

- All the minutes were circulated prior to the meeting.

Community

- NG hoped that it would be possible to involve the Church more in the future. It was agreed that this year had been challenging as school visits were not possible. It was agreed to invite the Revd Jackie Maw and Adam Tucker, the West Wight Community Connector, to the next meeting of the Community committee. The Revd Leisa Potter already sits on the committee.

Action: the Clerk to invite the Revd Jackie Maw and Adam Tucker to the next Community meeting.

Finance and Staffing

- Nothing was raised.

Standards

- Nothing was raised.

EYFS

- EYFS has been difficult to monitor as visits have not been possible. The current guidelines now state that individual visitors are permitted provided a mask is worn. LH will liaise with GW to plan visits after half-term.

2.08 Key staff reports (group 2)

- The HT has sent a link to Governors to allow them to view the curriculum portfolios. The HT will send the link to the Clerk for inclusion on Google Drive.

Action: the HT to send a link for the curriculum portfolios to the Clerk for inclusion on Google Drive.

- The portfolios are looking extremely good and the latest evidence is included. LR will be invited to make a presentation at the next FGB meeting for an introduction and overview of the portfolios. It was suggested that an afternoon and evening session be held for interested parents.

Action: the HT to invite LR to the next FGB meeting to make a presentation on the curriculum portfolios.

- It was also suggested that a video be made of the presentation, including questions from Governors, which would be useful for OfSTED.

2.09 SEF Action Plan

- The CoG has updated the Action Plan and Governors were pleasantly surprised at how much has been achieved under the circumstances.
- The document is on-going and has to be kept relevant. Actions currently in the plan need to be woven into next year's document.
- The CoG suggested a half-day development day to look at the OfSTED framework during the summer holidays, in line with Headteacher's SEF development.

Action: CoG discuss suitable date with HT and invite governors to development day.

2.10 Adopt policies

- There were no policies to adopt at this meeting.
- The HT reviews policies to keep them in line with the latest guidance and documentation. They are then sent to the relevant portfolio holder for them to review and comment. The portfolio holders are requested to reply to the HT even if they have no comments. The policies then go to the Policies Committee before the FGB meeting.
- The Policy Review grid should be updated for September to be sent to the Governors and placed on Google Drive.

Action: the HT and the Clerk to update the Policy Review Grid to be sent to the Governors and placed on Google Drive for the new academic year.

2.11 Headteacher's report (verbal)

- All mid-year performance reviews have taken place, been matched to targets and amended if necessary.
- The leadership structure will remain in place for the next year. Thanks were given to SS for her outstanding effort at Freshwater this year, especially in fostering community involvement. The structure will be reviewed for the following year.
- Staff attendance has been excellent and there are no issues with long-term sickness.

- It is too soon to judge the children's attendance figures as the effects of COVID are still being felt. The picture should be clearer after half-term.
- A Pay Committee meeting will have to be held shortly.

2.12 Any other business

- The situation of Chillerton School was mentioned but no decisions have been yet due to the purdah period before the recent IW Council elections.
- The numbers applying to primary schools in the West Wight this year are below what the schools can accommodate according to the PAN.
- LH raised the question of a new Admissions policy and the need for a meeting but the legislation has not yet gone through Parliament.

2.13 Date of next meeting

- Full Governors' Meeting - Wednesday 14th July 2021
5pm - Yarmouth

The meeting closed at 7.16pm

Signed Date