



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

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| <b>Date and time</b> | Wednesday, 8 <sup>th</sup> September 2021, 6.17pm-8.33pm   |
| <b>Venue</b>         | Shalfleet and on-line  |
| <b>Governors</b>     | <b>Mrs Carla Bradshaw (Foundation Governor)</b><br><b>Mrs Lizzie Grainger (Headteacher)</b><br><b>Mrs Debs Downer (Co-opted Governor)</b><br><b>Mr Neil Gartell (Parent Governor)</b><br><b>Mr Stephen Holland (LA Governor)</b><br><b>Mrs Laura Homes (Parent Governor)</b><br><b>Mrs Sylvia Smith (Staff Governor)</b> |
| On-line              | <b>Mr Stuart Bratton (Parent Governor)</b><br><b>Revd Leisa Potter (Foundation Governor)</b> <i>left the meeting at 8.23pm</i><br><b>Mrs Sarah Woodburn (Co-opted Governor)</b>  |
| <b>Quorum</b>        | The meeting is quorate, attended by 10 Governors.<br>A quorum is 6 Governors.  |
| <b>Attendees</b>     | Mrs Sheila Caws (Clerk)  |
| <b>Vacancies</b>     | Co-opted Governor<br>Foundation Governor   |
| <b>Key</b>           | FDP – Federation Development Plan<br>JLT – Junior Leadership Team<br>LL – Learning Leaders<br>LLP – Leadership and Learning Partner<br><u>Challenge</u> <b>Action</b> , <b>Decision</b> , <b>Support</b> , <b>Ring-fenced</b> , FDP link   |
| <b>Distribution:</b> | All<br>Confidential Minutes to Governors attending meeting.  |

The meeting commenced at 6.17pm with an opening prayer from LP.

The Clerk took the Chair.

### 1.01 Apologies

- Mrs Caroline Weeks sent her apologies which were accepted.

### 1.02 Declarations of interests on items forming the agenda

- None

### 1.03 Re-appointment of Co-opted Governor

- Mrs Debs Downer indicated her willingness to continue in the role and was duly re-appointed as a Co-opted Governor for a four-year term with effect from 28<sup>th</sup> September 2021.

### 1.04 Election of Chair and Vice-Chair

- There was only one nomination and so Mrs Carla Bradshaw was elected.

Mrs Bradshaw took the Chair.

- Mr Holland was nominated to continue as Vice-Chair and was duly re-elected.

Signed ..... Date .....

### 1.05 Minutes of the last meeting 14.7.2021 and matters arising (see action sheets)

- Minutes from the FGB meeting held on 14.7.2021 were agreed and signed.

Actions:-

- All the actions have been completed other than the report on the spending of the COVID grant money as the HT still requires some of the data. HT will circulate when complete.

Action: HT to circulate the report on the spending of COVID grant money on completion.

### 1.06 Approve Mission Statement and Values

- Owing to the changes to the Federation there was a discussion on the current Mission Statement and Values. It was agreed that all Governors should be involved in a review of the Mission Statement and Values this year and for the Mission Statement and Values to be incorporated into the discussions on branding.

Action: CoG to instigate a review of the Federation's Values.

- The current Mission Statement and Values were approved.

### 1.07 Governing Body business

#### Membership

- SB is resigning as a Parent Governor owing to an imminent move. Best wishes were sent to him and his family along with thanks for the work he has put in during his term as a Governor.
- Following a discussion, it was agreed that, due to a change in his circumstances, NG would resign as a Parent Governor and was immediately co-opted onto the Board, with effect from September 9<sup>th</sup> 2021.
- This leaves vacancies for two Parent Governors and the HT will instigate the election process.

Action: HT to instigate an election for two Parent Governors.

#### DfE/LA update

- There is a new *Early Years' Framework* and OfSTED inspections resume in September. KCSiE also updated as per September 2021.
- See also the confidential minutes.
- The LA has appointed Jenny Burn as the Isle of Wight's interim School Improvement Manager. She visited Yarmouth at the end of last year and is going to Shalfleet tomorrow (9<sup>th</sup> September).
- The new Leadership and Learning Partner (LLP) is Jason Matthews, whom the HT has yet to meet.

#### Diocesan update

- Rob Saunders (Deputy Diocesan Director of Education) called in recently whilst visiting the Island.
- The Diocese has appointed a commissary bishop, the Rt Rev Rob Wickham, following the retirement of the Rt Rev Christopher Foster, until such time as a permanent incumbent is selected.
- The Rev Allie Kerr has been appointed as an Associate Archdeacon to support the Rev Peter Leonard.
- The HT is in contact with an Australian family which will provide the Federation with a global church link. This has been a long overdue item and HT is delighted to be able to take this aspect forward for our community. It has been suggested that they join in a Collective Worship session.
- Thanks were given to LP and the Rev Jackie Maw for continuing to come into the schools for Collective Worship sessions.
- LP mentioned a project that is being undertaken in the churchyard at All Saints, Freshwater. This is a community environmental undertaking and there is potential to link it to the Diocesan 10/10 Project. HT and LP will liaise regarding potential involvement of the children.

## Community

- The first community event was the Sea Shanty Festival at Yarmouth, held on the first weekend in September. It had not been possible to hold rehearsals prior to the event but a small ad hoc group sang two songs at the opening ceremony. The HT was touched that the compere went out of his way to show support for the School and its future.
- The Community Plan has been updated. HT to circulate.

## Pre-schools

- The Holiday Club was relatively well-attended at Shalfleet, including some Yarmouth children.
- New staff contracts have now been introduced at Shalfleet with some rationalisation of hours. This will aid an improvement in the finances.

### 1.08 To receive and approve the Register of Business Interests of Governors

The Register of Business Interests of Governors was received and approved.

### 1.09 Strategic update for Governors

- There was little to report apart from the completion of this year's Planner, with all relevant meeting dates. Governors were reminded to make notes of visits and monitoring reports for inclusion in the records.
- Q. A question was asked as to how the JLT and LL meetings would work this year?  
The HT said that she would speak to the member of staff concerned.

**Action:** HT to consult the relevant member of staff regarding JLT and LL meetings.

### 1.10 Agree the Federation Development Plan

- The HT and Federation staff have put in a huge amount of work on the FDP. The HT outlined the recent Development Day activities, with teaching staff. Separate sessions will be held with support staff.
- A meeting will be held in early October with parents to outline the FDP and the curriculum. The HT will send dates and times to the Governors.

**Action:** the HT to inform Governors of the dates and times of meetings with parents regarding the FDP and the curriculum.

- The HT referred to her well-being focus on 'conscious community', which has been added to the FDP in the new part 5. Q. What is conscious community? The HT outlined the concept, which is a new approach to well-being but one that runs through everything as part of the culture, rather than being seen as an add-on. It is based on both self-awareness and awareness for others and includes all staff, children and parents. The children will be involved in writing their own version.
- Q. Has provision been made for the more-able children to progress further? Yes, the over-arching objectives are now about recovery for all children to get to where they should be and beyond, not just for SEN/PP pupils. An individual approach.
- Q. Will Parents' Evenings be held? Yes – parents have been given an opportunity to make an appointment to see their child's class teacher.
- Much has changed over the last two years and the new FDP reflects that.
- The following Governors were appointed to link with the various aspects of the FDP:-  
Maths – Caroline Weeks / Neil Gartell  
English – Tina Griffith / Stephen Holland  
Future progress for all – Debs Downer / tbc  
Leadership and curriculum – Carla Bradshaw / Laura Homes  
Active bodies/healthy minds – Debs Downer / Neil Gartell / Rev Leisa Potter  
The HT will e-mail the details of the link governors for confirmation.

**Action:** the HT will e-mail the details of the link governors for confirmation.

- The FDP was accepted.

### 1.11 Agree external support

- The new LLP is Jason Matthews
- Fiona Adams – Headteacher at Hordle C.E. Primary School has agreed to facilitate the Headteacher's Performance Management this year.

Signed ..... Date .....

- Further support will be commissioned when appropriate opportunities have been identified. Counselling for staff is still a potential area.

### 1.12 Adopt policies and documents

The following policies were adopted:-

#### Statutory

Charging and Remissions

#### Non-statutory

Adverse Work Element

Calculation

Drugs

Lettings

Non-collection of Children

PE

Physical Intervention

Playground

Security

Shared Parental Leave

Spiritual, Moral, Social and Cultural

Tackling Extremism

Yarmouth After-school Care

### 1.13 Elect portfolio holders

- The following governors were elected:-
- Portfolios:
  - Attendance – Laura Homes
  - Community – Neil Gartell - Debbie Munn / Leisa Potter
  - Early Years Foundation Stage - Laura Homes
  - Finance – Debs Downer - Stephen Holland / Caroline Weeks
  - Inclusion - Caroline Weeks
  - Modern Foreign Language - Tina Griffith
  - PE – Neil Gartell
  - Staffing and Policies - Debs Downer - Stephen Holland
  - Premises, Health & Safety - Carla Bradshaw
  - RE and SIAMS - Sylvia Smith – Tina Griffith / Leisa Potter
  - Safeguarding – Caroline Weeks
  - Standards - Stephen Holland – Tina Griffith
  - Training – Sheila Caws
- Committees:
  - Admissions Committee – Carla Bradshaw – Debs Downer / Caroline Weeks
  - Appeals Committee - Caroline Weeks
  - Headteachers Performance Management – Stephen Holland - Debs Downer / Tina Griffith
  - Pay Committee - Carla Bradshaw - Debs Downer / Stephen Holland
- STARs
  - Leadership and Curriculum – Carla Bradshaw / Laura Homes
  - Reading the Write Way – Tina Griffith / Stephen Holland
  - Maths Mastery – Caroline Weeks / Neil Gartell
  - Future Progress For All – Debs Downer / tbc
  - Active Bodies – Leisa Potter / Neil Gartell / Debs Downer

### 1.14 Governor training

- Training will continue as before with Educare, which has been reset. Governors are reminded to send copies of their certificates to the SBM and the Clerk.

Signed ..... Date .....

### 1.15 Review Governor self-evaluation and action plan

- The CB sent round a poll to find the most suitable date for a Governors' Development Day but not all Governors have replied. Therefore, the date, time and venue are yet to be confirmed.

### 1.16 Community Plan

- The Community Plan has been reviewed and will be circulated.

Action: the HT will circulate the updated Community Plan.

### 1.17 Parent questionnaire update

- As the SBM has been absent, the data has not yet been reviewed.
- It was noted that the staff questionnaire will need to be set at the next Community meeting. DD expressed an interest in participating in setting the questionnaire.

Action: the Clerk will invite DD to the next Community meeting.

### 1.18 Head Teacher's report (written)

HT circulated a short, written report prior to the meeting (see attached).

- Q. A question was raised as to the lower attendance figures at Shalfleet? The HT reported that it had been a particularly rough year for some families, with associated issues. The Yarmouth figures are fine but the HT will review all of them.

Action: the HT will review the attendance figures published in her report.

- A request was made for an overall picture of attendance across the Federation and the SBM agreed to provide new figures.

Action: the SBM to provide overall attendance figures across the Federation.

- It was noted that TA staffing appears to have been reduced in some classes, particularly in the afternoons. There was a discussion on the strategy of TA support and the scope for combining some classes. The HT will review the TA staffing especially in the light of recent resignations.

Action: the HT will review the TA provision

- The HT noted that there have been a number of new admissions from families moving from the mainland or elsewhere on the Island.
- There have been some safeguarding concerns over the holidays.
- The modular classrooms are now complete and have a full power supply. There was an issue when a keypad failed and access was denied for a while due to mainland contractors being used by the LA. This has been rectified.
- The quality of the learning environment in the temporary classrooms is good. The staff were commended for their work in readying the modular classrooms over the holidays and also for emptying the Freshwater site.

### 1.19 Group 1 portfolio review meeting arrangements

- The relevant teaching staff will invite governors to a presentation, which will be recorded and loaded onto the Governors' Googledrive.
- Q. How do we ensure the curriculum reflects our community and supports the development of our children? The HT referred Governors to Section 5 of the FDP, where teachers are asked to understand the profile of their children and to see what is missing. It was noted that all children need to be given a wider perspective of the other side of society from themselves. The HT will circulate the agendas of staff meetings so that Governors can attend relevant sessions.

Action: the HT will circulate the agendas of staff meetings to the Governors.

### 1.20 Any other business

- SS noted that she was very happy now that the schools were back on two sites and that the children had settled in well.
- DD noted that it had not been possible to properly thank the staff at the end of the Summer term and suggested that a social event should be held before Christmas.

Action: DD will consult the HT regarding a staff social event.

- LH expressed her thanks to all the staff.
- NG noted that the outdoor learning was going well and teachers were beginning to incorporate sessions into their lessons.

**1.21 Date of next meeting**

- Full Governors' Meeting - Wednesday 24<sup>th</sup> November 2020 at 5.00pm in Yarmouth to include a meeting with the JLT.

The meeting closed at 8.33pm.

Signed ..... Date .....