



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

Date and time	Wednesday, 24 th November 2021, 5.08pm-6.24pm
Venue	On-line
Governors	Mrs Carla Bradshaw (Foundation Governor) Mr Allan Bridges (Parent Governor) Mrs Lizzie Grainger (Headteacher) Mr Neil Gartell (co-opted Governor) Mrs Tina Griffith (Co-opted Governor) Mr Stephen Holland (LA Governor) Ms Paula Newton (Parent Governor) Revd Leisa Potter (Foundation Governor) <i>joined the meeting at 5.13pm</i> Mrs Sylvia Smith (Staff Governor) Mrs Sarah Woodburn (Co-opted Governor)
Quorum	The meeting is quorate, attended by 10 Governors. A quorum is 6 Governors.
Attendees	Mrs Vikki Plumbley (Finance Manager) Mrs Sheila Caws (Clerk)
Vacancies	Foundation Governor
Key	DFC – Devolved Formula Capital SEF – School Self-evaluation Form <u>Challenge</u> Action, Decision, Support, Ring-fenced, FDP link
Distribution:	All Confidential Minutes to Governors attending meeting.

The meeting commenced at 5.08pm with an opening prayer from TG and the CoG welcomed the new Parent Governors to the meeting.

1.21 Apologies

- Mrs Debs Downer, Mrs Laura Homes and Mrs Caroline Weeks sent their apologies which were accepted.

1.22 Declarations of interests on items forming the agenda

- None

1.23 Minutes of the last meeting 8.9.2021 and matters arising (see action sheets)

- Minutes from the FGB meeting held on 8.9.2021 were agreed and will be signed at a later date.

Actions:-

- All the actions have been completed.

1.24 Governing Body business and key governance documents Membership

- There is still a vacancy for one Foundation Governor.

Signed Date

STAR/Link Governors

- The CoG invited the new parent governors to consider the roles of the Link Governors and which ones they would like to opt for.
- The CoG suggested a new Portfolio of GDPR/Cyber Security.

Action: create a new Portfolio for GDPR/Cyber Security.

Community

- The funding for the new school building at Freshwater has been approved.
- Contractors will start work on the site this month and a message has been sent to parents/carers. Contractor may start work prior to signing agreed contract due to time pressures.

Governing Body SEF and Action Plan

- See item 1.26

Code of Conduct

- The new Code of Conduct was agreed.

Scheme of Delegation

- The Scheme of Delegation was agreed.

Terms of Reference of Portfolio Holder meetings

- This was deferred as not all the documents have been reviewed.

Collaborative Agreement with Governor Services

- The Collaborative Agreement with Governor Services was approved for another year.

1.25 Mid-year budget

- The FM presented the mid-year budget.
- The Finance Committee have been through the budget lines in detail with explanations on over- or under-spending.
- Yarmouth are projected to have an in-year surplus of £7,388 with a cumulative surplus of £28,914.
- Shalfleet are projected to have an in-year surplus of £12,969 with a cumulative surplus of £23,910.
- Government grants been received to cover some COVID-related expenditure.
- With regard to budget forecasts, there is a possible in year deficit for Shalfleet in 2023/24, the Finance Committee including the Governors, Headteacher and Finance Manager will address this in year deficit within budget planning going forward.
- The LA have reimbursed the Yarmouth budget for bills incurred on the Freshwater site and for some of the costs of altering the Yarmouth site to accommodate the extra pupil numbers.
- Q. The Government has announced additional funding of £1.6billion for 2022/23 and further funding for the following years. Has this been accounted for? An indication of the Federation's share has been received, however this was prior to the Chancellor's announcement, therefore it is not included at this point. Actual budget shares will be received in February when adjustments will be made.
- Pre-school income and expenditure for Little Explorers has now been incorporated into the main Shalfleet budget, as Little Stars has always been at Yarmouth. The FM keeps a separate P&L to maintain oversight.
- See also the confidential minutes.
- Q. There is money in the budget for IT resources but what about IT upgrades? In the recent past such upgrades have been paid for out of DFC money. This fund is also required for other expenditure such as roof repairs and so it was requested that the IT refresh budget be reviewed and that the IT support service be asked to produce costed recommendations for future needs and expenditure.

Action: SBM/FM to report back to the Finance Committee on the IT refresh budget.

- Cyber security spending is projected to increase in the future and there was a discussion on potential needs. It was suggested that the IT support service be

commissioned to write a report on the Federation's current levels of protection and what (if anything) can be done to improve.

Action: SBM/FM to commission a report from the IT support service on the Federation's current levels of protection in terms of cyber security and report to FGB.

- The mid-year budget was passed.
- The FM and SBM were thanked for the work that went into producing the budget.

1.26 SEF sign-off

- The SEF was completed at a meeting held in September.
- Both the SEF and the Action Plan were approved.

1.27 Receive H&S audit and review specific premises/H&S needs

- A thorough audit report has been received from the external auditor.
- The CoG and the auditor walked round both sites.
 - There are leaks in the roofs at both sites.
 - Storage space is required for the equipment etc. that was removed from the Freshwater site for use in the new building. It is currently in Yarmouth but, given the length of time it will need to be stored, this no longer a viable situation and it needs to be moved elsewhere. The LA will be contacted for assistance.

1.28 Adopt policies and documents

- See the list of policies attached to these minutes.
- It was agreed to ratify the statutory policies.
- It was noted that the non-statutory policies were ratified by the Policies Committee.

1.29 Any other business

- Q. Are non-statutory policies all procedures? No, policies and procedures are separate documents.
- Training was mentioned and the SBM was requested to send the training details to the new governors.

Action: the SBM to send training details to the new governors.

1.30 Date of next meeting

- Full Governors' Meeting - *Wednesday 24th November 2020* at 5.00pm on-line to include a meeting with the JLT.

The meeting closed at 6.24pm.