



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

<b>Date and time</b>	Monday, 6 <sup>th</sup> December 2021, 5.05pm-7.09pm
<b>Venue</b>	On-line
<b>Governors</b>	<b>Mrs Carla Bradshaw (Foundation Governor)</b> <b>Mrs Debs Downer (Co-opted Governor)</b> <b>Mrs Lizzie Grainger (Headteacher)</b> <b>Mrs Tina Griffith (Co-opted Governor) joined the meeting at 6.01pm</b> <b>Mr Stephen Holland (LA Governor)</b> <b>Mrs Laura Homes (Foundation Governor) joined the meeting at 6.01pm</b> <b>Revd Leisa Potter (Foundation Governor)</b> <b>Mrs Sylvia Smith (Staff Governor)</b> <b>Mrs Sarah Woodburn (Co-opted Governor)</b>
<b>Quorum</b>	The meeting is quorate, attended by 9 Governors. A quorum is 6 Governors.
<b>Attendees</b>	Mrs Georgina Westbrook (Deputy Headteacher) Mrs Sheila Caws (Clerk)
<b>Vacancies</b>	Foundation Governor
<b>Key</b>	CPD – Continuing Professional Development DHT – Deputy Headteacher EHCP – Education, Health and Care Plan FDP – Federation Development Plan JLT – Junior Leadership Team LLP – Leading Learning Partner SEN – Special Educational Needs SLT – Senior Leadership Team <u>Challenge</u> Action, Decision, Support, Ring-fenced, FDP link
<b>Distribution:</b>	All Confidential Minutes to Governors attending meeting.

The meeting commenced at 5.05pm with an opening prayer from the HT.

### 1.31 Apologies

- Mr Allan Bridges Mr Neil Gartell and Ms Paula Newton sent their apologies which were accepted.

### 1.32 Meet the JLT and Learning Leaders

- See separate minutes

### 1.33 Key Staff reports

- See item 1.36
- The HT has received an OfSTED briefing, which she will share first with the DHT and the SLT, then the staff and the Governors.

Action: the HT to share an OfSTED briefing with the staff and governors.

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

### 1.34 Declarations of interest on items forming the agenda

- None.

### 1.35 Governing Body business

#### DfE/LA update

- Additional funding for schools was announced in the Government's Autumn Budget Statement up to 2025.
- Holiday vouchers for those in receipt of free school meals will be made available again.
- The LA is working on a new SEN strategy and is working with the HT executive on how to be more effective.
- There will be a new project on how to manage the transition between primary and secondary schools for children with EHCPs.
- LA provided CPD will be more targeted.
- The teaching unions have asked OfSTED to defer or cancel all imminent planned inspections. At present the inspections are continuing but a school can request a deferment if the timing is particularly inconvenient.
- The members of Freshwater Parish Council invited governors to give an update on the new building. At present there is no news and Jade Kennett has offered to provide monthly updates.

#### Diocesan/Churchlink update

- There is nothing to report from the Diocese other than that the HT has received a postcard from the new Bishop.
- There will be a Christmas tree celebration at Freshwater Church with stories and the lighting of the tree. YR children from Yarmouth have been invited to help decorate the tree.
- There will be a Christmas Worship at Yarmouth on December 17<sup>th</sup>, although not necessarily in the Church, and Carols in the Square on the 18<sup>th</sup>. On the same day (18<sup>th</sup>) children will take part in a service at Shalfleet.
- An area in the Churchyard at Freshwater has been identified for the children to participate in the planned ecological project.

#### Pre-schools

- See the confidential minutes.

#### Federation Vision Working Party

- SH presented an update on progress so far, which mostly consists of a proposed action plan. It will be an enormous piece of work which must not be rushed but needs to be done in a timely fashion.
- Two meetings have been held so far, with a third planned for early next term.
- One of the first tasks will be to decide who are the stakeholders and what will be their level of participation.
- Stakeholders were identified as wider community, parents, staff, children and Diocese. They will all be engaged with at appropriate points to drive the review forward.
- New branding reflecting a corporate identity will be rolled out down the line and it was recognised that this has implications for both schools.
- [The Governors approved the work done so far.](#)

**Action:** SH will circulate the notes from the first FVWP meetings.

### 1.36 FDP STAR meetings feedback and key subject portfolios

- Curriculum presentations on Computing, Science, RE, PSHE and Art have already been held on-line and the notes will follow. Those Governors able to attend found them inspiring, with obvious engagement with their subject from the staff involved.
- Progression for children across the year groups was made very clear.
- Notes from the STAR meetings on Maths and English have been circulated. *Q. What are our actions on Reading given that research shows that this subject has suffered significantly during lockdown? Are the children reading daily?* Reading has our focus, and is being encouraged. DI (Subject Leader) has been around looking at this in all classes and ensuring reading is taking place for example ensuring the children are

being encouraged to read in class rather than being read to. Would like some volunteers in to support additional reading with children where possible. Will review after Christmas what Covid restrictions will allow us to do. The library at Shalfleet needs some attention and reorganisation of books which will be done in the spring term. The HT has had a meeting with DI and Jason Matthews (LLP) and has consequently re-written part of the FDP regarding 'Reading the Write Way'.

- The SBM has drawn up and costed plans to re-arrange some of the rooms at Shalfleet. A meeting is planned with the LA to see if there is any suitable furniture in store.

**Action: the SBM will circulate the proposed room changes at Shalfleet.**

- A deeper relationship needs to be developed with reading and this could be encouraged with suitable artwork in the libraries and corridors.
- Achievement for All was reviewed in the last Standards meeting.
- A meeting regarding Active Bodies/Healthy Minds was held recently – LP will circulate the minutes.

**Action: LP to circulate the minutes from the Active Bodies/Healthy Minds meeting.**

- PN expressed an interest in joining the group. HT/LP ensure PN is invited to next meeting.

### **1.37 Outcomes of Parent Questionnaire**

- The main message from the Parent Questionnaire was the mental health of the children.
- Another thread was comments on what the schools are perceived not to be doing – even when they are. Communications need to be improved and the SLT is looking at what can be done to promote events and other important messages both within the schools and in the wider community.
- Wipe-clean speech bubbles are being put up in the foyers for 'You ask – we did' reports.
- Introducing Facebook is a possibility, with appropriate safeguards, to enhance school communication and take some pressure off the Dojo system.
- An emphasis on e-safety is essential as not all parents are aware of the extensive work done in our schools however this would benefit hugely from being supplemented by input from parents/carers given their responsibility in this matter.
- A presentation might be a possibility but not all can attend and so the website could be utilised or a webinar could be created. An exploration of possible action is required.

**Action: the HT will liaise with IT Support to explore possible actions to enhance e-safety.**

### **1.38 Headteacher's report (written)**

- The Report was circulated prior to the meeting. The HT took the opportunity to highlight some points:
- One more EHCP is in place at Yarmouth, bringing the total to 12 with another at the assessment stage.
- Since the report was written, attendance figures have been further affected by COVID. Half of the staff and pupils at Yarmouth have been off at some point and about a third to a half at Shalfleet. However, numbers are slowing now.
- No pupils have left the Federation recently but there have been two new admissions at Shalfleet who will start after Christmas.
- A story on outdoor learning has been sent to the *Good News Stories for the LA*.
- Performance Management has been completed and will be reviewed mid-year.
- CPD records will be reviewed to report on statutory training and CPD to support professional development of teachers and other staff.
- The data reports for last year have been completed and targets have been agreed for all the children.
- The Y2 Phonics Screening test has been carried out at both schools with the results being submitted to the LA. At Shalfleet, the number of children passing the test was as expected and at Yarmouth was also as expected with the exception of one pupil.

- External validation is ongoing. The HT and DHT recently had a long meeting with the LLP – SH also attended some of the meeting. A report is expected shortly and will be circulated to Governors. This was a very in-depth meeting which took the whole day.
- The HT will be meeting with Fiona Adams, leader supporting HTPM, on 13 December with regard to the HT's performance management.
- Unfortunately, some school trips have had to be cancelled due to Covid but some others are still going ahead.
- A big 'thank you' was given to companies that have sponsored sports kit, including Spence Willard for football.
- The 'Conscious Community' initiative has been well-received by the staff and has made a clear difference. The roll-out to pupils at Yarmouth was not without difficulty and so the approach is being re-thought.
- YR pupils at Yarmouth had the opportunity of a close-up view of a pirate ship that was visiting the harbour and also met a pirate.
- Q. There was no mention of ventilation in the COVID report? Ventilation is still in place in both schools.
- The HT thanked all the staff and the SLT in particular. The importance of the pastoral team was emphasised.

#### 1.39 Any other business

- LP thanked the HT for an e-mail after a particularly successful Collective Worship session with YR at Yarmouth.
- It was suggested that thought needs to be given to the various ways we can capture our meetings and staff presentations to reduce work load and paper work.

Action: Clerk, HT and Chair to explore different recording approaches and feedback to the FGB.

- The Governors thanked the HT for the last few weeks in particular and hoped she would have a proper break at Christmas.

#### 1.40 Date of next meeting

- Full Governors' Meeting – Wednesday, 2<sup>nd</sup> February at 5.00pm – venue to be confirmed.

The meeting closed at 7.09pm.