



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

Date and time	Wednesday, 9 th February 2022, 5.35pm-8.10pm
Venue	Shalfleet and on-line
Governors	Mrs Carla Bradshaw (Foundation Governor) Mrs Debs Downer (Co-opted Governor) Mrs Lizzie Grainger (Headteacher) Mrs Tina Griffith (Co-opted Governor) Mr Stephen Holland (LA Governor) Mrs Laura Homes (Foundation Governor) Ms Paula Newton (Parent Governor) Mrs Sylvia Smith (Staff Governor) Mrs Caroline Weeks (Foundation Governor) Mrs Sarah Woodburn (Co-opted Governor)
On-line	Mr Allan Bridges (Parent Governor) Mr Neil Gartell (Co-opted Governor) Revd Leisa Potter (Foundation Governor)
Quorum	The meeting is quorate, attended by 13 Governors. A quorum is 6 Governors.
Attendees	Mrs Georgina Westhorpe (Deputy Headteacher) – on-line Mrs Sheila Caws (Clerk)
Vacancies	Foundation Governor
Key	CPD – Continuing Professional Development DHT – Deputy Headteacher <i>EHCP – Education, Health and Care Plan</i> EYFS – Early Years Foundation Stage FDP – Federation Development Plan HTPM – Head Teacher’s Performance Management PHSE – Personal, Social, Health and Economic education PP – Pupil Premium <u>Challenge</u> Action , Decision , Support , Ring-fenced , FDP link
Distribution:	All Confidential Minutes to Governors attending meeting.

The meeting commenced at 5.35pm with an opening prayer from LP.

- DD read a poem on ‘Determination’ from a Y2 pupil at Shalfleet.
- The HT showed a trophy made from silver foil from a Y5 pupil at Yarmouth.
- The HT showed a letter from a Reception pupil at Shalfleet making some suggestions for improvements.

The Governors sent a message of thanks to all the children.

Signed Date

1.41 Apologies

- None

1.42 Declarations of interest on items forming the agenda

- None.

1.43 Minutes from previous meetings 24.11.21 and 6.12.21 and matters arising (see action sheets)

- Minutes from the FGB meetings held on 24.11.21 and 6.12.21 were duly accepted as an accurate and true record of the meeting by the governors.
- The actions from the previous meetings were reviewed and all have been completed or are on-going.

1.44 Governing Body business

Membership

- There is still a vacancy for a Foundation Governor, preferably to represent the Freshwater area. If governors know of any suitable candidates, please refer them to the Chair and HT.
- The Clerk reminded the meeting that TG's term of office will come to an end in June and that of SS in August.

Action: Clerk to provide relevant paperwork for TG to complete to renew her term of office.

STAR/Link Governors

- Having previously noted the need for a Portfolio Holder to cover GDPR including Cyber Security, LH agreed to take on the role. Terms of Reference will be created and a list of relevant policies.
- PN has joined the Progress for All STAR team and will support CW with Safeguarding.
- AB will discuss options for joining a STAR team and visits to the school with the HT.

Action: AB to discuss options for joining a STAR team with the HT.

- All Governors are welcome to join or attend Portfolio Holder groups.

DfE/LA update

- Budgets have been updated at LA level to take in to account the increased government per pupil funding. Schools are awaiting their final budget share information.
- The government have changed the payment process for 'LA Core School Improvement Services'. This money will be sent direct to schools rather than the LA to ensure equal treatment with Academies. However, as this funding is for 'core school improvement' maintained schools are expected to passport these funds to the LA. *Q. What does the LA use the money for?* To help schools in RI or worse position as the LA have a statutory duty to do so. The difference with 'passporting' it via the school is that Schools Forum will have the ability to monitor its use.
- *Keeping Children Safe in Education* will be updated this September. The DfE is currently in the process of undertaking a consultation exercise. Key aspect is whether to incorporate 'Peer on Peer' abuse which is currently separate guidance. Please contribute to the consultation if you wish to do so.
<https://consult.education.gov.uk/safeguarding-in-schools-team/kcsie-proposed-revisions-2022/>
- The Secretary of State for Education has sent a letter to all head teachers, thanking them for their hard work and to make HTs aware of the education initiatives the Government is working on and possible grant opportunities.
- Selected schools will undertake early additional SATS and phonics tests in order to obtain data about the effects of the CV-19 pandemic.
- A decision on Chillerton and Rookley School by the LA is expected tomorrow (Thursday 11th).
Post meeting note – the decision was deferred again.
- There has been a huge fall in the number of children starting reception class. The Island has 1400 places for Year R and on 15 January 1100 children had applied. Schools need to be full in order to have financial stability and provide the best possible education. When schools are under financial pressure, a broad and balanced is difficult

to deliver. Q. Are more children being home-educated, therefore affecting the application numbers? There is some evidence that there has been an increase due to the pandemic, however rules have changed and the children need to be registered now. Possibly but such children do have to be registered now.

- There is a consultation on the retention of the two-week October half-term. <https://www.iow.gov.uk/Residents/Schools-and-Learning/Schools/Consultations3>

Diocesan/Churchlink update

- The Archdeacon, the Revd Peter Leonard, will be leaving the Island and the Revd Allie Kerr will be the acting Archdeacon for the time being.
- The HT has been invited to the installation of the new Bishop of Portsmouth at the Cathedral on March 12th, the Chair of Governors will attend.
- A large and long-term re-wilding project is being undertaken in the Freshwater and Shalfleet churchyards. Working with other groups, children from both schools will help to create well-being gardens.
- SIAMS inspections will not be resuming until the end of February at the earliest, as it has been recognised that they would be a source of extra stress at a time when most schools are still suffering from the effects of the COVID pandemic.
- The HT intends to resume normal Collective Worship after half-term.

Community

- See the confidential minutes.

1.45 To receive the report of the Pay Committee

- The members of the Pay Committee met and reviewed the Teachers' Pay Grid.
- The Pay Committee agreed with the recommendations contained in the pay review and [the Governors approved them](#).
- It was agreed to take agenda item 1.49 (Agree HTPM report) at this point and the HT left the meeting briefly.
- **1.49**
 - The HTPM panel met and approved the recommendations for the HT's pay and future targets. Q. Was external support provided? Yes, our external HT Consultant from the mainland was present.
 - [The Governors agreed the recommendations of the HTPM panel](#).
- The pay recommendations for all staff will be backdated to September and are within the pay ranges planned in the budget.
- [The HT was thanked for all her hard work](#).

1.46 To receive the Safeguarding Audit and Action Plan check

- [Governors thanked the HT for the safeguarding audit and action plan](#)
- It was noted that the number of CP referrals were significantly higher in one school. Similarly, the number of 'peer on peer' incidents were higher in that school. Q: What support is in place to manage these issues? Incidents are recorded on CPOMS by staff and the Inclusion Team and HT manage the referrals. PSHE in place or increased as needed, pending incident.
- The Safeguarding Action Plan will be reviewed with governors. Two dates have been set.
- It was noted that the staff are actively supporting families experiencing difficulties, financial or otherwise. [Thanks were given to those staff who are helping to support those families](#). There is a growing need for support in both school communities. Q. Is there any LA funding? The FM and the SBM are working hard to obtain community grants. Q. Are there any connections with Oasis or Totland Church? Yes, with Totland Church and with Our Place at the West Wight Sports Centre.

Action: LP will send a link.

1.47 To receive the Risk Management Policy and the Risk Register

- [The Risk Management Policy and the Risk Register were accepted](#) but it was agreed to make the Register more interactive and dynamic.

1.48 To agree the Federation Vision Working Party Action Plan

- [The Federation Vision Working Party Action Plan was accepted.](#)

1.49 Agree HTPM Report

- See item 1.46

1.50 Receive Portfolio Holder and other reports

- The following reports were received
 - Community – 21.01.2022
 - Curriculum Review of Science, ICT, RE, PHSE, Art – 13.10.2021 and 18.10.2021
 - Finance – 31/01/2022
 - Healthy Bodies-Healthy Minds – 22.11.2021

1.51 Adopt policies and documents

- The following policies were adopted
 - Data Breach
 - Data Destruction
 - Data Protection and Privacy Notices
 - Data Sharing
 - Q. Does there need to be a biometric data policy? The Federation does not use any, so it does not have a policy.

1.52 Headteacher's report (written)

The Report was circulated prior to the meeting. The HT took the opportunity to highlight some points:

- The numbers in the schools are healthy. There has been some movement of children between schools either as a result of relocation or to benefit a child.
- There are two EHCPs in place at Shalfleet and there are 13 at Yarmouth, which is a significant number. This equates to 10% of pupils when the national average is 3.5%. The HT is very positive about the provision provided and **the work done by the Inclusion team is exceptional.**
- Pre-school numbers are also good, with 67 children at Little Explorers and a waiting list. Q: Is the waiting list at LE being managed effectively? A: the list is being reviewed again. It is noted that parents are adding their children to the list early.

Action: the HT and DHT will review the LE waiting list with forward planning in mind.

- Q. With regard to children on the roll, presumably the numbers of those going up to Reception Class next year will be taken into account when forward planning? Yes.
- Although COVID restrictions are lifting, the HT and the SLT will choose to do what is best for the schools and the COVID Risk Assessment is reviewed regularly. The numbers of those with the virus fluctuate and there has been a spike in the number of cases of other viruses and illnesses.
- The HT is stepping up the momentum of outside activities. Children have been attending sporting events and the Maths Challenge. A travelling theatre came to the schools and parents are coming in for events. Each class will have one trip or visitor per half term. The lack of such events and the restrictions that have been in place have undoubtedly affected the social skills of the children and these are being addressed through PHSE.

Action: the HT will circulate the whole-school data grid on achievement.

- PP statements for both schools are available on the website and are linked to the FDP.
Q. Why is Yarmouth receiving a bigger share of the COVID 19 Recovery Grant than Yarmouth? Because there are more PP children in Yarmouth. The HT has chosen to use the funds to benefit children in receipt of PP and children who need additional support/challenge.
Q. Is the PP statement and the Recovery Grant report on the website? Yes, they are and are being monitored.
Q. Is support going to teachers who require it? Yes, and the teachers set clear objectives for the children. Moderation has been booked with Hordle Primary School on the mainland and some Island primary schools.

- The last 'Inspire' talk was postponed but they will be happening. Wightlink are offering support and are likely to give the next talk. They have also agreed to take part in the Federation's Careers Week.
- 'Where are they now?' talks continue to be recorded.
- There have been some issues with allegations of bullying. However, some children are struggling to manage relationships due to the effects of COVID lockdowns and isolation. Q. Do staff have the required resources to manage playtime? Yes, however staff are needing to be increasingly vigilant.
- Projects are planned with Dimbola and the Carnival Committee. Shalfleet Parish Council is planning a Jubilee event and would like school participation.
- Attendance is self-explanatory with low morale. The HT requested a supportive message from the Governors.

Action: DD and SH will send a supportive message to all staff members.

- The staff questionnaire has been sent out although it is not necessarily the optimum time to do so. However, it is important that Governors are made aware of any issues that the staff wish to raise.

Q. Has the questionnaire been followed up with a listening exercise? Not until the outcomes are known, as the questionnaire is not due back until half-term. Counselling was suggested last year but provision was not possible due to COVID. Well-being development days could be an option including a session with staff from the Educational Psychology Service

- It is recognised that not everyone wishes to talk and that all staff should be enabled to have enough space and time for themselves.
- CPD has been ongoing. Q. Has trauma awareness training been undertaken? Yes, depending on the level of the member of staff. Q. Could it be cascaded down? Yes, that will be looked at.
- A policy on the expectations of parental behaviour whilst on a school site might be useful.

Q. Is there contact with the Police? Yes, the local PCSO comes to the schools once a term and there is also contact with the Youth Crime Prevention Team.

- Q. What about the free Dragonfly domestic abuse training? The HT will investigate.

Action: the HT will investigate the availability of Dragonfly domestic abuse training.

- Performance management mid-year reviews will take place.
- Conscious Community will be rolled out to parents after half-term.
- EYFS moderation has gone well and the staff team is very good. Q. Will there be a report? Yes, and the HT will circulate it on receipt.

Action: the HT will circulate the report on the EYFS moderation on receipt.

1.53 Any other business

- A request was made that when a member of staff leaves, the Governors be informed so that someone can attend if possible. As leaving parties have not been possible until now, it was suggested that a party be held in the summer and all those members of staff who have left under COVID restrictions be invited back.
- There was a discussion on how Governors could become more involved in attending Portfolio Holder and other meetings. It was confirmed that governor meeting dates, staff meeting dates and monitoring activity information is on the Google Drive. Governors are invited to all. If in doubt, please email the HT to link up.

1.54 Date of next meeting

- Full Governors' Meeting – Wednesday, 23rd March at 5pm at Yarmouth and to include a virtual meeting with the JLT and Learning Leaders

The meeting closed at 8.10pm.

Signed Date