



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

<b>Date and time</b>	Wednesday, 25 <sup>th</sup> May 2022, 6.07pm-9.07pm
<b>Venue</b>	Shalfleet and on-line
<b>Governors</b>	<b>Mrs Carla Bradshaw (Foundation Governor)</b> <b>Mrs Debs Downer (Co-opted Governor)</b> <b>Mr Neil Gartell (Co-opted Governor)</b> <b>Mrs Lizzie Grainger (Headteacher)</b> <b>Mr Stephen Holland (LA Governor)</b> <b>Mrs Laura Homes (Foundation Governor)</b> <b>Revd Leisa Potter (Foundation Governor) left 7.03pm</b> <b>Mrs Sylvia Smith (Staff Governor)</b> <b>Mrs Sarah Woodburn (Co-opted Governor)</b>
On-line	<b>Mrs Tina Griffith (Foundation Governor) arrived 5.54pm and left 7.30pm</b>
<b>Quorum</b>	The meeting is quorate, attended by 10 Governors. A quorum is 6 Governors.
<b>Attendees</b>	Mr Stuart Cook (Duty Lead – Yarmouth Primary School) Mrs Vikki Plumley (Financial Manager) <i>left at 6.45pm</i> Elsie (Y4 Shalfleet) Fred (Y3 Shalfleet) Izy (Y6 Yarmouth) Noah (Y1 Shalfleet) Mrs Sheila Caws (Clerk)
<b>Vacancies</b>	Foundation Governor Parent Governor
<b>Key</b>	DHT – Deputy Headteacher EHCP – Education and Health Care Plan ELSA – Emotional Literacy Support Assistants EYFS – Early Years Foundation Stage FDP – Federation Development Plan PP – Pupil Premium <i>SEN – Special Educational Needs</i> <i>SEND – Special Educational Needs and Disabilities</i> <i>SLT – Senior Leadership Team</i>
	<u>Challenge</u> <b>Action</b> , <b>Decision</b> , <b>Support</b> , <b>Ring-fenced</b> , FDP link
<b>Distribution:</b>	All Confidential Minutes to Governors attending meeting.

The meeting commenced at 5.20 with an opening prayer from LP.

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#### 1.74 Apologies

- Apologies were received from Mr Allan Bridges and Mrs Caroline Weeks, which were accepted.

#### 1.75 Meet the Junior Leadership Team and the Learning Leaders

- The CoG welcomed the members of the Junior Leadership Team and the Learning Leaders to the meeting and said how nice it was to be able to meet in person. She introduced the Governors and explained their roles.
  - 1) The CoG updated the meeting on the points raised last time.
    - Unfortunately, it is not possible to install a water supply to the modular classrooms for the installation of toilets and sinks due water supply and drainage not being available. Independent 'camping units' were either not sufficient or at a very high cost.
    - It has not proved possible for the children to cook lunch for their parents and carers but the adults have been invited to have lunch in the schools and picnics have been arranged.
    - Some of the suggestions for activities have been taken up e.g. dance classes which have been very popular. There has been an increase in school trips and as well as an increase in sport competitions.
  - 2) Any other business
    - The children were asked for what they liked or disliked about their schools. A list is attached to these minutes.
    - The children suggested more competitions between classes and/or schools. Suggestions included sports, maths, spelling bees, quizzes and design.
    - A school or federation band was suggested or an afternoon club for those that play instruments.
    - It was suggested that the children write the music. a Federation hymn, either as a competition or in collaboration. An ex-pupil could be invited to compose. The HT had some ideas.

Action: the HT will investigate if an ex-pupil could compose the music for a Federation hymn.

- Once a term there could be a day that investigated the food, language and customs of another country. The HT will look into this.

Action: the HT to investigate the possibility of holding specific themed days centred on the food, language and customs of another country.

- The CoG thanked the children for coming.  
The members of the JLT and the Learning Leaders left the meeting at 5.45pm.

The meeting of the FGB commenced at 6.07pm.

The order of the agenda was changed.

#### 1.80 Approve 3-year budget

- The FM presented the budgets for the two schools – copies of which are attached to these minutes along with explanatory notes which includes information on inflation, staffing, etc. The FM said that it was a comprehensive, accurate and realistic budget that met the needs of what was required linked to the curriculum. *Q. Could you give some examples?* An audit of current IT provision was undertaken, including laptops and tablets. There are no specific requirements to deliver the curriculum at this point, but there were gaps in the provision for teachers, the HT and DT. A budget figure has been included and a quote will be obtained to meet these requirements. There is also an increase in the budgets for classroom resources, mainly in line with inflation.
- Finance Governors have met and rigorously discussed the details. The session was very thorough with clear answers to all the questions asked. See Finance minutes.
- The HT outlined some of the other provisions made, e.g. money for the provision of outdoor learning, not just the Forest Schools.

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- The JLT/LL work was visited every week to embed their ideas into the curriculum.
- Teachers are given PPA time as per their contract and subject leaders have been given additional leadership time.
- Safeguarding has been extended and developed, including an addition to CPOMS that supports the occupational health and welfare of the staff.
- Leadership time has been preserved for the Duty Leads and the maths and English subject leads. Q. Is science not on a par with maths and English as a core subject? Leadership release time is linked to the new monitoring timetables. Maths and English are taught every day and science is taught once a week. Q. Is this enough? Yes, as it is one long session e.g. a whole morning, which allows better organisation of the curriculum for example in relation to experiments and investigations.
- With Yarmouth operating single year groups cross-Federation planning by staff is much simpler. Staff also support each other with subject specific planning where they have expertise. Single year groups in both schools have been budgeted for at this point, although there may be some collaboration between year groups for PE of Forest Schools for example. Q. Are the HT and DHT still teaching? The HT is not timetabled to teach but will take stand-alone lessons with each class throughout the year. The DHT is still teaching the Early Years so that she can get to know the children before they progress up the schools, where she may be involved with them in her role as Inclusion Manager. Early Years provision is very important and a strength across the Federation.
- Q. Potential energy costs are obviously a concern? Yes. The FM took advice from the energy broker Zenergy, who recommended an increase of 100% for electricity and 150% for gas and these figures have been built into the budget.
- Q. Has provision been made for solar panels on the new schoolbuilding? No as this is not part of the DfE build specification and thus not costed, however Zenergy have advised the FM to get in touch once the school has moved in as grants may be available.
- Q. The administration costs at Shalfleet are considerably higher. Has this been balanced out at Yarmouth? The HT, DHT and FM and SBM are costed across both schools but other admin staff are costed on balance at one school or the other to achieve an appropriate split of time and cost. Shalfleet has more pupils and therefore a higher admin cost.
- Q. Has the catering company increased prices? A meeting has been held with the company and prices need to increase at Yarmouth due to a low take-up. There was a discussion on ways to promote school meals there.
- Q. Is a breakfast club a possibility? The numbers probably do not hit the deprivation index to make this viable but it may be possible to fund it another way. There is a significant number of borderline families. Q. Is it possible to obtain statistics regarding food deprivation? It was commented that it may be worthwhile looking into 'Magic Breakfast' who provide breakfast across the country in schools. Tesco in Ryde also provide breakfast items for schools. The new branch in Freshwater may do the same.
- Q. E12 (building maintenance and improvement) – is this just to maintain the present buildings? Once the new school is open, Shalfleet may require further investment? Provision has been made for a rolling programme of decorating two rooms a year. There is a roof leak at Shalfleet which will cost £6,000 to repair. The LA have instructed a structural engineer to investigate this and the old chimney issues in the school office. They have agreed to pay for both as one project. The pick-up area at Shalfleet could do with a facelift and the kitchen requires a re-vamp. Corridors and the reception area will not be forgotten. The SBM is working on plans to improve the reception area and carpet cleaning is also in the budget.

- Q. Is the HT's performance management support included in E28 (bought-in professional services)? Yes it is.
- When costing the FDP in future, subject leader action plan costings will be linked to the FDP and the budget.
- The FM was thanked for her work.
- The 3-year budget was approved.

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

None.

#### 1.77 Curriculum update – Stuart Cook

- See below

#### 1.78 Minutes from previous meeting 24.3.22 and 30.03.22 and matters arising (see action sheets)

- Minutes from the FGB meetings held on 24.3.2022 and 30.3.22 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.
- Action 1 – the intervention menu has been rewritten and the HT will circulate it again.  
**Action: the HT to circulate the intervention menu.**
- Action 2 – the results of the Staff Questionnaire are to be an agenda item on the Staff Development Day on June 6<sup>th</sup>.
- Action 3 – benchmarking is on the agenda for the next Finance meeting.

#### 1.84 Any other business

- LP had to leave the meeting at this point and so she reported that collective worship was back at Yarmouth in person.
- There was a discussion on collective worship at Shalfleet, which the Revd Jackie Maw is always welcome to attend. Using the church at Shalfleet is difficult due to transport costs but it was suggested that help may be available from other sources. It could be possible to hold the Leavers' Service there.

The meeting was reminded that Calbourne Church should not be forgotten and it could be that Linda Porter can be involved in the collective worship services. DD offered to ask.

**Action: DD will talk to the Revd Jackie Maw and Linda Porter regarding collective worship arrangements, particularly at Shalfleet.**

- Calbourne Church is looking to re-establish links with a school in Ghana, which is something the schools may wish to be involved in. HT agreed.

**Action: DD to investigate the possibility of the schools becoming involved in Calbourne Church's links with a school in Ghana**

- The 'Open the Book' group has been re-activated.
- Q. Are the children learning bible stories through open the book and are you introducing prayer spaces back into the school? Answer: Yes, happening
- Connections with Freshwater Church would be strengthened after the move and the re-wilding project is already helping with this. Contact with Yarmouth Church will be maintained.
- There will be an outdoor worship service on Yarmouth Green (near the sailing club) on July 31<sup>st</sup> to bring the Church and community together.
- Shalfleet and Yarmouth will be representing the Island at the School Leavers' service in Portsmouth Cathedral. The HT and LP will attend.
- LP reminded the meeting that she is always available for pastoral support for the staff and governors.

#### 1.77 Curriculum update – Stuart Cook

- SC presented an update on curriculum subject portfolios and how they are being used during the year and as part of the end of year review.

- Using Art as an example, the format of a portfolio was explained. The Curriculum Intent, the Curriculum overview and the evidence gathered by year group showing clear progression and the link back to the curriculum medium term plan. Subject leaders have some freedom to decide how they wish to record evidence as long as progression and the link to the curriculum is clear. **Governors commented that the individual Subject Leader presentations had been very insightful and were much appreciated. Staff appear to have taken to recording information in this format and are able to talk about their subject with knowledge and enthusiasm.**
- Q. What does the phrase 'proficient in' mean? To the ability and targets of the children.
- There have been no major changes since the original roll-out. This is the second year the portfolios have been in operation and staff have grown in confidence. Q: How has the pandemic impacted the gathering of evidence? Staff could do less monitoring as they were not able to visit each other's classrooms. This is being rectified as quickly as possible. Specific subject leader time has been allocated.
- Assessment documentation for the foundation subject's focuses on those children who did not achieve their targets so that teachers can adapt their planning and intervention to fill in gaps the following year.
- Each portfolio has an Impact statement and Action Plan. The Action Plan will be reviewed at the end of the year and elements not achieved yet important will be taken forward to next year.
- PE has been challenging due to the departure of the Sports Coach and formulating the best way of recording the evidence. A medium-term plan is in to place with delivery split between different Coaches and the teachers. There is a new assessment plan in place for 2022-23 to ensure consistency of delivery and effective recording of evidence.
- What about MFL/French? The French Portfolio will be reviewed over the summer.
- The curriculum is in a strong place. A lot of work had been done over lock down to drive it forward and make sure it connects with our values and vision as well as NC requirements.
- The CoG **thanked SC for his work.** She said that the subject presentations throughout the year had been very useful but it was good to get an overview.
- The Governors appreciated that the portfolios were systematic yet also fluid.
- The HT said that a suite of workshops had been suggested in the Parent Questionnaire, which could cover the Curriculum, Maths, English, Early Reading and the Conscious Community.

## 1.79 Governing Body business Membership

- There is still a vacancy for a Foundation Governor the preference for a governor with strong links to the FW community is still being sought.
- Paula Newton has resigned as a Parent Governor due to pressure of work. The Chair had been in touch and expressed her thanks for PN's engagement and discussed any mitigations the Federation could put in place. There were no specific issues it was due to PN's work commitments. An election will be held after half-term. There was a brief discussion on possible skills gaps within the existing board but as it will be an election, the Governors have no say in the result. However, the following will be requested: IT knowledge and expertise, knowledge of websites and communication, someone with the ability to promote community links.

### DfE/LA update

- See also the confidential minutes.
- The HT, the CoG and one child from each class at Yarmouth attended the Ground Breaking Ceremony at the new school site. As it has been postponed so many times, the build has already started and so the framework was signed instead.

- In order to avoid any misunderstandings, it was confirmed that the Governors will choose the name for the school in consultation with the community. The CoG asked the Governors to give some thought to an appropriate name, and encouraged them to consider the CofE foundation of the school.
- A working party of Chairs of Governors and Head Teachers has met and is planning to write to the LA and other relevant parties (Councillors, RSC, etc.) following Cllr Andre's decision not to amalgamate Chillerton and Rookley School with Godshill School. The existing number of primary schools is not viable in the long term and individual very small schools will get a disproportionate amount of funding per pupil. At the same time larger schools which are not full are not able to provide the full range of services as they are not funded to their capacity. This has an impact on the quality of education in both school types and thus affects the children. Q. Does the local federation want the school to remain open? The Governors wrote to the LA to request the amalgamation but statutory guidance indicates the LA is the decision maker.
- The working party will be holding a meeting to decide on the next actions. The Diocese is invited to the various meetings and receives relevant documentation. It is important they are engaged with the vision for the future of education on the Island. Overall it is clear now there is no real school improvement strategy for the Island from the LA.
- The Regional School Commissioner needs to be contacted too as currently they only heard the LA's side of the situation. It is important they and the DfE know that there are people on the Island who wish to make a difference.
- Academisation is now a more active talking point amongst schools and it is expected it will feature in some schools' plans for the future. Q. Could we lead a trust or be absorbed? There are different models of trusts. Much depends on the Scheme of Delegation between the trust board and the HT and Local Governing Boards. Some are centralised with local boards whilst others have a board consisting of the HTs plus an administrator/accounting officer who are all on a par. There is much to consider.

Action: the CoG will arrange a meeting in the summer holidays to discuss the educational landscape and academisation.

#### **Diocesan/Churchlink update**

- The CoG has received a Memorandum of Agreement from the Diocese, which she will sign and return. It concerns the management of statutory grants for capital funding for school condition projects in VA schools and therefore only applies to Yarmouth.

#### **Community**

- Nothing to report

#### **Federation Vision Values**

- The questionnaires have been sent to parents and children. The questions are based on choosing positive words associated with the schools, thoughts on the uniforms and logos, favourite subjects and any possible specialisms the schools possess.
- Workshops will be on offer to the members of the Parents' Forum and the PTFAs.
- Work on the future vision of the Federation will be carried out with the staff and hopefully governors on the Development Day to be held on June 6<sup>th</sup> at Yarmouth. Staff from Medina House will be attending in the morning to talk about outreach work. Governors are invited to attend at any time.

#### **Governor Action Plan**

- Deferred

Action: the Governor Action Plan will be circulated in time for consideration at the July meeting.

#### **1.80 Approve 3-year budget**

- See above.

#### **1.81 Receive Portfolio Holder reports and actions**

- The following reports were received: -
  - Community – 05.05.2022
  - Finance – 24.05.2022



It was noted that the cumulative surplus carry-forwards for the end of 2022-23 were projected to be £88,127 at Shalfleet and £18,287 at Yarmouth.

- Standards and Inclusion – 16.05.2022  
The new data analysis sheets are very good. They have been created by Stuart Cook but the staff will keep them updated. They include SEN and PP data for each class, on-track percentages and can be cross-referenced to targets. The focus is on ARE at present but can be linked to greater depth in future. Examples can be seen in the HT's report, which is attached to these minutes.
- NG reported that he and AB have met with DG regarding Forest Schools. She has created a presentation on outdoor learning at FOSAY and gave them a tour around Shalfleet outdoor learning facilities. A report will follow. NG and AB also have a meeting scheduled with LR about PE.
- STAR meetings will be held next half-term.

### 1.82 Adopt policies

- None to be ratified.

### 1.83 Headteacher's report (verbal)

The HT chose to write a report, which was circulated prior to the meeting. The HT took the opportunity to highlight some points:

- There has been an increase in the number of SEN children at Shalfleet this year?  
Q. What sort of percentages? 11.6% SEND at Shalfleet
- There is another increase in the number of EHCPs in place in Yarmouth.
- The numbers in the pre-schools are increasing and the waiting lists are healthy as parents are putting names down early. They are both doing really well and the HT is "proud of the managers".
- Q. Will all the COVID booster money be used before the deadline in August? Yes, it will. Q. Is there any evidence of the impact? Yes, school-led data shows the impact and is discussed at Standards meetings.
- Freshwater children who come by bus cannot stay for the booster groups as they have to catch the FYT bus home. The Freshwater Methodist Church has offered the use of their hall and groups are being held there. Q. Are there any safeguarding issues? No, because the groups are teacher-led.
- Inspire talks this term will be given by staff from Wightlink and Morgan Sindall, the construction company building the new school.
- There has been a comprehensive review of early help for struggling families and food deliveries have been arranged.
- Staff absences have decreased notably.
- The Attendance Report will follow.

**Action: the HT to circulate the Attendance Report.**

- There have been more trips and residential visits. The HT ensures appropriate trips take place in all year groups. Some children will be attending a meeting of Shalfleet Parish Council and a visit to a Calbourne meeting was suggested as well.
- EYFS moderation is due to be held on June 9<sup>th</sup>.
- A complaint was made to OfSTED regarding SEND provision at Yarmouth. Following contact with OfSTED, the inspector said that the SEND team at Yarmouth was "exceptional – showing brave and courageous leadership".
- LLP visits have been booked in. Q: What is the value add of these visits? Do they have a positive impact on the management of the school and the quality of education? The HT indicated that she felt at this point that there was limited impact. There have been 3 LLPs in the past 2 years and with every new LLP significant time is spent explaining each school's position rather than looking at next steps and how leadership can be supported to achieve this. It was pointed out that the statutory number of visits is one per year and not three, therefore there is a choice on procuring school improvement support. Governors have a duty to consider the well-being of the HT and staff as well

as value for money. The HT was encouraged to review School Improvement Support going forward.

**1.84 Any other business**

- There was no further business.

**1.85 Date of next meeting**

- Full Governors' Meeting – Wednesday, 6<sup>th</sup> July at 6pm at Shalfleet.

The meeting closed at 9.07pm.

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