



E

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

Date and time	Wednesday, 30 th March 2022, 6.10pm-8.30pm
Venue	Yarmouth and on-line
Governors	Mrs Carla Bradshaw (Foundation Governor) Mr Allan Bridges (Parent Governor) Mrs Debs Downer (Co-opted Governor) Mr Neil Gartell (Co-opted Governor) Mrs Lizzie Grainger (Headteacher) Mrs Tina Griffith (Co-opted Governor) Mrs Laura Homes (Foundation Governor) Mrs Sylvia Smith (Staff Governor) Mrs Sarah Woodburn (Co-opted Governor)
On-line	Mr Stephen Holland (LA Governor) Revd Leisa Potter (Foundation Governor) arrived 6.40pm
Quorum	The meeting is quorate, attended by 11 Governors. A quorum is 6 Governors.
Attendees	Mrs Sheila Caws (Clerk)
Vacancies	Foundation Governor
Key	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 SEN – Special Educational Needs SEND – Special Educational Needs and Disabilities SLT – Senior Leadership Team
	<u>Challenge</u> Action, Decision, Support, Ring-fenced, FDP link
Distribution:	All Confidential Minutes to Governors attending meeting.

The meeting commenced at 6.10 with an opening prayer from the HT.

1.62 Apologies

- Apologies were received from Ms Paula Newton and Mrs Caroline Weeks, which were accepted.

1.63 Declarations of interest on items forming the agenda

- None.

Signed Date

1.64 Minutes from previous meeting 9.2.22 and matters arising (see action sheets)

- Minutes from the FGB meeting held on 9.2.2022 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 4 – the HT and DHT reviewed the waiting list for Little Explorers. A discussion on school holiday clubs and holiday provision in the West Wight in general ensued. *It was agreed that if any provision were to be made in Freshwater, it would have to be planned for 2023.*
- Action 7 – the HT investigated the provision of domestic abuse training through Dragonfly. *Q. Apart for the ELSA provision, is there a pastoral team?* Yes, there is pastoral support in place, of which ELSA is a part. Intervention is also important and the HT will circulate the intervention menu.

Action: the HT to circulate the intervention menu.

- Action 8 – the HT is still awaiting the final report of the EYFS moderation visit, which has taken place.

1.65 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.

DfE/LA update

- The Government White Paper on schools, *Opportunity for all: strong schools with great teachers for your child*, has now been published and the CoG has circulated a precis produced by the Confederation of School Trusts.
- A Green Paper on SEND published – see summary attached with minutes.
- The LA has not made any progress yet on the new SEN Sufficiency Strategy for 2023 and beyond. They have requested bids for research projects on SEND and how to improve outcomes. Schools are concerned for the need to bid and the piecemeal approach.
- No progress has been made on rationalising the number of pupil places. Chair and HT to send letter to Cllr Andre.

Diocesan/Churchlink update

- The CoG has spoken to Richard Wharton (Diocesan Education Advisor) regarding the decisions made on the 2022/23 Admissions Policy for Yarmouth, which he supported. The GoG will now inform the LA. *Q. Who will inform Brighstone Primary School as to the decisions made?* The Diocese should do so. The LA is not involved as both schools are Voluntary Aided.
- A banner has been put up by Brighstone Primary School near the Freshwater site. The Diocese have also been made aware of this. There was then a discussion on the numbers of children in the West Wight, school provision and admission.
- RW was also made aware of the position on Early Years provision in Freshwater. *Q. Is it possible to guarantee a place in a Reception Class if a child attends a particular pre-school?* No, the Admissions Code requires all children to apply to a school and the school has to have a fair policy, attending a particular pre-school is not admissable as a category for selection.
- The SBM will sign off the Admissions sheet and submit to the LA.

Community

- The HT listed the multiple activities which are taking place either in the community or by visits to the schools.

1.66 Outcomes of the Staff Questionnaire

- 28 members of staff responded to the questionnaire out of a total of 73. The HT has circulated the results, which are anonymous but will do so again as not everyone could open them in the format used.

Action: the HT to re-circulate the results of the Staff Questionnaire.

- There was a fulsome discussion on the outcome of the questionnaire.
- Statistically, the number of returns is too low to provide a full picture, which is unfortunate as the questions were particularly biased towards well-being.
- The HT recognises that well-being needs to be deeply embedded and will reinforce the message of the Conscious Community ethos.
- There is a tendency to overwork in order to meet standards, a concern of not performing appropriately and the effect on jobs and progression. The regime of Covid regulations, inspections and the accountability framework are at the core of this.
- OfSTED was a concern however the HT and the SLT are handling most of this pressure.
- Pressures outside of work were part of the concerns of many of the respondents.
- The HT intends to hold a Development Day which will address the questions of well-being, the Conscious Community and if there a better alternative to the questionnaire.
- It was suggested that attendance by an outside counsellor might allay some fears of being identified although the questionnaires are already completely anonymous and provide a confidential service to staff.
- **Governors expressed their support for the HT and the staff and thanked them for all their hard work. They requested assurance that the DfE workload toolkit had been reviewed and implemented where possible which the HT acknowledged.**

1.67 Receive Portfolio Holder reports and actions

- The following reports were received:-
 - Community – 11.03.2022
 - Finance – 07.03.2022
 - Safeguarding Review Day – 04.03.22.This visit was very successful and two more have been planned.

1.68 Feedback from FDP STAR meetings

- The following reports were received:-
 - English-Literacy – 23.03.22
 - Future Progress for All – 05.02.22
 - Healthy Bodies Healthy Minds – 09.03.22
 - Maths Mastery – 10.03.22**The Subject Leaders in English and Maths were commended for their effort and hardworking ethos.**

1.69 Adopt policies and documents

- See the attached list for policies ratified at this meeting.
- **Q. Is the Early Career Teacher Policy (formerly Newly Qualified Teacher) about assessment?** No, the policy is not about assessment. The policy is about how ECT staff will be managed and supported in school as per the statutory framework.

1.70 Approve SFVS

- DD, as Chair of the Finance Committee outlined how the SFVS document was completed this year.
- There needs to be a review of benchmarking as the benchmarking website data was felt to be out of date.
- **Q. How have the increases in utility costs affected schools?** Yes and representations have been made to the Government for assistance. Provision has been made in the budget but energy conservation will become increasingly important.
- **The SFVS was approved unanimously.**
- **Thanks were given to those Governors and staff who had been directly involved in the completion process.**

Action: Finance Committee to review benchmarking

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 stable.
- There are two EHCPs in place at Shalfleet and 13 at Yarmouth with two in process.
- The COVID pandemic and the prevalence of other bugs and viruses continues to cause problems with high absence rates amongst staff and pupils. However, the situation is improving. Regular testing has now stopped and it is hoped that this will ease matters.
- With regard to the FDP, by the end of the Spring term, 90% of children are broadly in reach of or just above achieving their individual end-of-year targets.
- From information in the data reports, target setting would appear to be effective and targets can be amended. Q. Is data from the Fischer Family Trust being used? Yes – it is useful but needs an occasional degree of caution to take individual children's context into account.

Action: data reports need to be reviewed at the next Standards meeting.

- The means of assessing foundation subjects has been refined.
- PP provision is through the means of personalised grids.
- Cultural Capital is highlighting gaps in children's experiences, which the teachers aim to fill. Q. Is this from perception of children rather than asking direct questions? Yes, knowledge of the families and other information is taken into account.
- The FDP has been RAG rated and will be updated following further review.

Action: the HT will review the FDP over the Easter holiday.

- Learning walks and lesson observations have been completed at Yarmouth but not yet at Shalfleet. The children appear to be loving learning.

Action: the HT will circulate the parent targeting report

- Use is being made of the West Wight Sports Centre to arrange meetings with parents as there can be transport issues in getting to the schools.
- The link with Hordle Primary School on the mainland is being maintained.
- In-person moderation is being undertaken with Hunnyhill and St Thomas' Primary Schools.
- CPOMS is proving to be an excellent tool for recording and managing safeguarding concerns.
- Community Worship is going well.
- Open Days are being planned.
- The PTFA are planning Easter egg hunts, school discos and film and quiz nights.

1.72 Any other business

- DD reported that Calbourne Church was attempting to re-instigate a link with a school in Ghana. The Parochial Church Council would like to involve local schools.
- LH attended a Foundation Governor training session recently. Q. Are the Terms of Union displayed prominently in the schools? Yes at Yarmouth and the HT will check at Shalfleet. Q. Should they be reviewed annually? It was thought that they should and the Clerk was requested to add it as an agenda item at September meetings.

Action: the HT to check the location of the Terms of Union notice in Shalfleet.

Action: the Clerk to add a review of the Terms of Union to the Planner as a regular September agenda item.

1.73 Date of next meeting

- Full Governors' Meeting – Wednesday, 25th May at 5pm at Yarmouth and to include meeting the JLT and Learning Leaders

The meeting closed at 8.30pm.

Signed Date