



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

<b>Date and time</b>	Wednesday, 1 <sup>st</sup> February 2023, 6.05pm-8.50pm
<b>Venue</b>	Shalfleet C.E. Primary
<b>Governors</b>	<b>Mrs Carla Bradshaw (Foundation Governor)</b> <i>arrived 6.15pm (DFE/LA update)</i> <b>Mr Allan Bridges (Parent Governor)</b> <i>left at 8pm (HT Report- Safeguarding)</i> <b>Mrs Debs Downer (Co-opted Governor)</b> <b>Mrs Elizabeth Grainger (Headteacher)</b> <b>Mrs Tina Griffith (Foundation Governor)</b> <b>Mr Stephen Holland (LA Governor)</b> <b>Mrs Laura Homes (Foundation Governor)</b> <i>left at 8.25pm (end of item 1.43)</i> <b>Mrs Caroline Weeks (Foundation Governor)</b> <b>Revd Leisa Potter (Foundation Governor)</b> <i>arrived 6.15pm (DFE/LA update)</i> <i>left at 8.08pm (HT Report- Attendance)</i>
<b>Quorum</b>	The meeting is quorate, attended by 8 Governors. A quorum is 6 Governors.
<b>Attendees</b>	Mrs Georgina Westhorpe (Inclusion Manager) <i>left at 8.08pm (HT Report)</i> Mrs Jodie Smith (Clerk)
<b>Vacancies</b>	Foundation Governor
<b>Key</b>	SEND – Special Educational Needs & Disabilities EHCP – Educational and Health Care Plan FM – Financial Manager HTPM – Head Teacher’s Performance Management DfE – Department for Education SBM – School Business Manager SIAMS – Standard Inspection of Anglican and Methodist Schools 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 6.05pm with an opening prayer from TG.

### 1.38 Apologies

- Mr Max Dawes, Mrs Sylvia Smith and Mrs Sarah Woodburn sent their apologies which were accepted.

### 1.39 Declarations of interests on items forming the agenda

- None.

Signed .....

Date .....

**1.40 Minutes of the previous meeting 30.11.2022 and matters arising (see action sheets)**

- Minutes from the FGB meeting held on 30.11.2022 were duly accepted as an accurate and true record of the meeting by the governors.
- All the actions from the meeting held on 30.11.2023 have been completed.

**1.41 Governing Body business**

**Membership**

- There is a vacancy for a Foundation Governor.
- A Yarmouth parent is interested in becoming a governor. There are currently no parent vacancies. The Chair will explore whether the parent could be a Foundation Governor. Alternatively, it could be possible for a current governor to change category, although parent vacancies must be advertised.
- Governors discussed they would like a governor from the Yarmouth school community on the board and this is the first time in a while someone has come forward.

Action: Chair to explore possibilities with interested parent.

**DfE/LA update**

- Strike action: Five teachers across the federation chose to strike on 01.02.2023. Teachers declared their reasons to strike were not only regarding individual pay but also regarding funding to schools.
- Governors discussed the proposed closure of the Island Learning Centre at the end of this academic year. The lack of a transitional period raises concerns for primary educators.
- The LA is in the DfE's Safety Valve Scheme. The LA has a large High Needs deficit budget and under the Safety Valve programme the LA has put forward proposals for the SEN provision on the Island. The High Needs budget would then need to balance by 2027-28. Within the plans are an additional special school and a Primary Behaviour Service to fill the gap left by the Island Learning Centre. It is also expected that more children with SEN needs would remain in main stream schools. There are a lot of interdependencies in the plan and so it is a challenging outlook. Governors expressed their concern about the position and requested to be kept up to date on the situation.

Action: HT and CoG to respond to the LA consultation, to express the Board's concern.

Action: Clerk to add Island Learning Centre update to the agenda for the next meeting.

**Diocesan/Churchlink update**

- The new schools opening ceremony is due to be held on 30<sup>th</sup> March 2023, the Bishop will be leading part of the service. Representatives from each class at Yarmouth will be contributing to the service, and there will be a representation from each class at Shalfleet. The school has requested for the Bishop to bless the new school and the federation. Q: Will the new crosses be made by then? Hopefully yes, SH listed the progress of the crosses.
- Q: Could we look to request a visit of the Bishop to Shalfleet please? Maybe towards the end of the Summer Term?

Action: HT to explore with the bishop's office for a visit to Shalfleet.

- Rob Saunders from the Diocese came to visit the new school. Please see the confidential minutes.

**Instrument of Governance**

- The current Instrument of Governance indicates foundation governors from specific church communities. An email was sent to the Diocese to see if this could be altered to representation from a list of church communities. An email had been received from Richard Warton which indicated this would require approval from the clergy. LP would clarify with Rev Maw and respond to the request.

Action: LP confirm clergy view on the representation of churches on the Federation Governing Body.

## Community

- The HT has reviewed the Community Plan and noted the actions completed from last year.

## Federation Vision Working Party

- The HT updated governors with the final decision regarding the new vision statement. A poster has been designed displaying the new Vision and Values.
- Signage across the schools will be changed to include the new logos. However, the uniform will be changed gradually and over time to ensure families are financially supported.

## Governing Body Action Plan 2022/23

- The chair shared the Action Plan document and led the discussion reviewing the actions. The governing body is on track to complete actions by deadlines set.
- **Thanks were given to the SLT for their continued support with the STAR meetings.**
- **PE & Sports Premium: Governors discussed how the PE and sports premium funding is being used, and the effectiveness of this. Q: Will a mini bus rental be used for sports fixtures? Unfortunately, this would not be sustainable as they require £40 per trip. The possibility of having their own minibus was discussed. Q: Is someone tasked with looking into this option? The best person to speak to would be the FM.**

**Action: Finance Manager to further explore options of a minibus and/or hire options and report back to the Finance Committee.**

- **Star Link:** The chair explained the importance of these meetings in providing triangulation of evidence. The governors discussed how these meetings could be planned better. The HT will speak to the staff about highlighting the progress on the FDP prior to the meetings, this will help governors to organise questions to ask within the meeting itself.

**Action: HT to speak to staff about highlighting the progress on the FDP to outline the star link meeting's agenda. To be sent to attendees prior to each meeting.**

- **Skills analysis:** Has been completed by all governors.
- **Governor CPD:** The governors are all up to date with training.
- **Governor profiles:** The chair asked the clerk to check if all governor profiles are up to date.

**Action: Clerk to ensure all governor profiles are up to date.**

## Terms of Reference

- All terms of reference have been reviewed.

## 1.42 Head Teacher's report (written)

HT circulated her written report prior to the meeting (see attached).

- The HT presented her report and drew attention to some of the points contained therein.
- The level of children with EHCP's is increasing.
  - Q: Are you currently dealing with any new EHCP applications? Yes, there are currently five across the federation, we expect these to reach assessment stage.
- The HT discussed the results from Y2 & Y6 from each school.
  - Q: Stable core, is this the pupils that have been at the school the entire time? Yes, we have a lot of mobility so it is helpful to track progress for those children who have been with us from the beginning.
  - Q: How do you ensure the targets are challenging enough? We use FFT to look at where the children could be and moderate this with our own contextual information. Targets are discussed with the teacher and can be increased if it is felt the child would be able to achieve more.

- Q: What phonics scheme are we operating? It is called Little Wandle. It is a DfE approved scheme. Training has been given to all staff and is monitored. The scheme is taught across the school. More training is bought as required.
- What has the impact of implementing this system been? In the first year it was difficult to tell. This year's results will really prove how it has impacted the pupils.

Action: HT to report on the impact of the Phonics Scheme at year end.

- The HT focussed on the Maths results and how they could be improved.
  - Q: Is there any research out there for teaching by specialist teachers at primary level (secondary model)? There is a variety of evidence about this. Yes, specialist maths teachers could be an option, on the other hand, you don't want to deskill teachers from teaching a core subject and making effective links across the curriculum. For some children rotation of teachers at primary age is not a positive experience. We should keep in mind what would be the best outcome for the children.
- The HT highlighted how a safeguarding incident had been followed up and all pupils will attend social media talks.
- Staff and pupil interviews on Safeguarding: CW has performed these across the schools, and fed back to the governors. Two points were highlighted:
  - Clarification of radicalisation for staff
  - E-safety for the children
  - What are the plans to address these areas? We have highlighted the meaning of radicalisation in our safeguarding messages to staff.
  - We are continuously working on e-safety with the children. The internet with all it has to offer continues to be a challenge for schools. We have organised talks for Internet Safety Day, we cover this in PSHE; it is an on-going conversation with the children.
- Attendance: GW outlined issues and actions being taken to improve and monitor this.
  - What are the current attendance percentages? Shalfleet have 92.56%, and Yarmouth have 91.43%. Within these results we need to consider that a few children have had prolonged absence for a variety of reasons. Overall, the schools appear to be within the national picture which has dropped significantly from pre-pandemic levels. The attendance officer remains vigilant and work is being done with families. Term time holidays are not approved except in exceptional circumstances, etc. The attendance governor checks in regularly on the work that is being done.
- The schools had a visit from Rebecca Kingsland from HIAS on the 1<sup>st</sup> February 2023. *The visit was very positive and she was very complimentary about both schools, expressing that they have a positive feel. Art in particular was highlighted as a strength. This has been relayed to the Art leader.*

#### 1.43 Receive Safeguarding Audit & Action Plan check

- The HT and CW have completed the Section 175 Audit from the Safeguarding Partnership Board. They feel confident that the schools have good safeguarding procedures and that there is good record keeping. In particular the HR folders were highlighted as examples of good practice. *Thanks was expressed to the SBM for her work on this.*

#### 1.44 Agree HTPM (The Headteacher stepped out of the room for this item)

- A brief synopsis was given of the HTPM process and the support provided by the external partner: Fiona Adams, Headteacher at Hordle CE Primary School.
- The HTPM was agreed, *and a thanks was given to the HT for her continued leadership and dedication.*

#### 1.45 Receive Portfolio Holder reports and actions

- The following reports were received and thanks were given to the clerk for a quick turn around: -
  - Community – 11.01.2023
  - Finance – 24.01.2023
  - Standards and Inclusion – 23.01.2023
  - SIAMS – 26.01.2023

#### 1.35 Adopt policies

- The following policies were adopted:

##### Statutory

- Administration of Medicines
- Code of Conduct (Personal Behaviour)
- Complaints
- Continuous Professional Development
- Disciplinary Procedure
- Early Career Teacher (ECT)
- Fair Access and Exclusion
- First Aid
- Governors Allowances
- Grievance Procedure
- Inclusion (SEN)
- Single Equality
- School Visitors
- Induction

##### Non-Statutory

- Code of Conduct
- Managing Aggressive Behaviour
- Managing Aggressive Behaviour in Children
- Safer Recruitment

#### Statutory Policies awaiting Governor comment for ratification at the next FGB:

- Relationships, Development and Sex Ed
- Social Media

#### Non - Statutory Policies awaiting Governor comment for ratification at the next FGB:

- Collective Worship
- English
- E-safety
- Modern Foreign Language
- Spirituality Policy

- Q: Do we need to have two code of conduct policies? We will look into the correlation between the Code of Conduct and the Code of Conduct for Safety to decide how to merge the policies.

#### Action: HT to organise a review of the non-statutory code of conduct policy.

- There was discussion about the process for adopting the non-statutory policies and procedures moving forward. It was suggested that we do not need to bring the non-statutory policies for ratification at the FGB and only refer to the policy holder. We will discuss this further at the policies group.

Action: Policy group to discuss the ratification of non-statutory policies

- Q: Could non-statutory be changed into a handbook as apposed to extra policies? All governors discussed the benefits of this, and agreed it is a good idea going forward.

**1.36 Any other business**

- Governors discussed how the SBM and FM have worked so hard during the school move period, always keeping a can-do attitude. The governors would like to present a thank you for their work. Additionally, they would like to send out an email to all staff across the schools thanking them for their help and support during the move.

Action: Chair to send out an email to all governors regarding the thank you for SBM and FM.

**1.37 Date of next meeting**

- Full Governors' Meeting - Wednesday 29<sup>th</sup> March 2023 at 5.00pm in Freshwater.

The meeting closed at 8.50pm.

Signed .....

Date .....