



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

Date and time	Wednesday, 14 th September 2022, 6.50pm-8.45pm
Venue	Shalfleet
Governors	Mrs Carla Bradshaw (Foundation Governor) Mr Allan Bridges (Parent Governor) Mrs Lizzie Grainger (Headteacher) Mrs Debs Downer (Co-opted Governor) Mrs Tina Griffith (Foundation Governor) left at 8.20pm Mrs Laura Homes (Parent Governor) Mrs Sylvia Smith (Staff Governor) Mrs Caroline Weeks (Foundation Governor)
Quorum	The meeting is quorate, attended by 8 Governors. A quorum is 6 Governors.
Attendees	Mrs Sheila Caws (Clerk)
Vacancies	Foundation Governor
Key	EYFS – Early Years Foundation Stage JLT – Junior Leadership Team LL – Learning Leaders SBM – School Business Manager SIAMS – Standard Inspection of Anglican and Methodist Schools <u>Challenge</u> Action , Decision , Support , Ring-fenced , FDP link
Distribution:	All Confidential Minutes to Governors attending meeting.

The meeting commenced at 6.50pm with an opening prayer from TG.
The Clerk took the Chair.

1.01 Apologies

- Mr Max Dawes, Mr Neil Gartell, Mr Stephen Holland, Revd Leisa Potter and Mrs Sarah Woodburn sent their apologies which were accepted.

1.02 Declarations of interests on items forming the agenda

- None
- It was noted that the declarations of business interests have not been reviewed for some time and so the Clerk will circulate the form.

Action: the Clerk will circulate the Business Interests form to all Governors for completion.

The Clerk took the Chair

1.03 Election of Chair and Vice-Chair

- There was only one nomination and so Mrs Carla Bradshaw was re-elected.

Mrs Bradshaw took the Chair.

- Mr Holland had previously indicated his willingness to stand again as Vice-Chair and so was nominated and duly re-elected.

Signed Date

1.04 Minutes of the previous meetings 6.7.2022, 5.8.2022 and 31.8.2022 and matters arising (see action sheets)

- Minutes from the FGB meetings held on 6.7.2022, 5.8.2022 and 31.8.2022 were agreed and signed.

Actions:-

- All the actions from the meeting held on July 6th have been completed.
- There were no actions arising from the meeting held on August 5th.
- Actions 1 and 3 from the meeting held on August 31st have been completed. Action 2 has yet to be completed.

1.05 Approve Mission Statement and Values

- This item was deferred as work is ongoing on a new Mission Statement and Values.

1.06 Review Terms of Union

- The Terms of Union were reviewed and agreed.

1.07 Governing Body business

Membership

- There is a vacancy for a Foundation Governor.
- The HT will ask DM if she wishes to continue as an Associate Governor or to continue to support the Governors in some other capacity.

Action: the HT to ask DM if she wishes to continue as an Associate Governor.

STAR/Link Governors

- The HT is proposing new arrangements for the STAR Governors. See agenda item 1.16.

DfE/LA update

- There is nothing to report from the DfE.
- The LA will be presenting at the HT meeting tomorrow (Thursday 15th) to review the SEN sufficiency strategy as the policy will be out of date in December.
- The School Place Plan has been returned to the IW Council Cabinet by the Policy and Scrutiny Committee.
- Q. Has there been any comment from Hampshire Education regarding the fact that the IOW KS2, A-Level and GCSE results were the worst in the country? Not at this point. If Hants are responsible for the management of school improvement, then what action are they going to take? There will be a Head Teachers' meeting tomorrow which will discuss this.
- The HT outlined several factors that affect the statistics:-
 - There is a higher percentage of SEN children per capita on the Isle of Wight than elsewhere and it is increasing. Yarmouth has double the national average of SEN children and identification comes at an earlier age.
 - There is a higher level of home education.
 - There is a need to find a 'statistical neighbour' but, being an island, it is hard to find one.
- Q. Are the TAs getting as much SEN training as necessary? Yes, they are working on it all the time. CPD training has been revamped and space has been made in the timetable to allow for practical sessions from subject experts. In addition, all subjects now have provision for staff meetings and the sharing of expertise is encouraged.
- Q. is the effect of CPD being monitored? Yes, it is captured in some detail and monitored for effectiveness.
- Q. How much are the staff getting out of the network training? It is helpful and keeps them up to date on what is happening in their subject as well as some networking with colleagues. As well as the CPD, the staff meeting timetable has been revamped to allow for subject training, led by the subject leaders.
- Q. Is the new on-line training any good? Yes, the online training is good and provides staff with a robust update to changes in legislation. Yes, the courses can be quite lengthy with a lot of information to absorb but they are necessary and staff are given time to complete the courses.

Diocesan update

- Jane Kelly, the Hampshire Advisor for RE and SIAMS will be visiting Yarmouth at the end of September. The SIAMS inspection at Yarmouth is imminent.

Community

- The HT has reviewed the Community Plan and noted the actions completed from last year. There will be a new tranche of actions for this year.
- The Community Plan has been updated. HT has circulated.

Governing Body SEF and Action Plan

See pt 1.17

1.08 To receive and approve the Register of Business Interests of Governors

The Register of Business Interests of Governors needs updating – see agenda item 1.02.

1.09 Scheme of Delegation

- The Clerk was requested to circulate this as a Word document.
Action: the Clerk will circulate the Scheme of Delegation as a Word document.
- Q. A question was asked as to how the JLT and LL meetings would work this year?

The HT said that she would speak to the member of staff concerned.

Action: HT to consult the relevant member of staff regarding JLT and LL meetings.

1.10 Code of Conduct

- The generic copy of the NGA Code of Conduct was circulated which the CoG will replace with a Federation-specific copy. The wording was agreed and the governing body accepts the Code of Conduct.

Action: the CoG will circulate a Federation-specific copy of the Code of Conduct.

1.11 Skills Audit

- The Skills Audit is currently incomplete. The Clerk will contact those Governors who need to complete it as it is required in order to complete the Action Plan.

Action: the Clerk will contact those Governors who need to complete the Skills Audit.

1.12 Governor training

- This is on-going. Concern was expressed about the amount of training and some of the quality, some of which could be more concise. The number of courses had been reduced to the essential this year which are the legal requirement e.g. safeguarding. Governors are interested in specific training but find the LA courses lacking in quality. Once the Skills Audit is completed and training needs are known, it may be possible to cover some topics with in-house expertise.

1.13 Agree external support

- Fiona Adams – Headteacher at Hordle C.E. Primary School has agreed to facilitate the Headteacher's Performance Management again this year.
- A piece of work focussing on EYFS and the transition to Reception Class has been agreed with L Nicolson as adviser.
- The HT would like to undertake further leadership qualification such as NPQEL.
- Links to more diverse schools further afield would be of benefit.
- **The HT noted the tremendous growth in the leadership team.**

1.14 Governor Services Collaboration Agreement

- The CoG explained that this is an agreement whereby schools support each other should outside assistance be required e.g. on exclusion panels. Governors were strongly encouraged to get involved if they could.
- The Agreement was signed.

1.15 Strategic update for Governors

- Provided earlier in the meeting see pt 1.07

1.16 Elect Portfolio Holders / STAR Link Governors

- The following governors were elected:-
- Portfolios:
Attendance: Laura Homes
Community: Neil Gartell - Debbie Munn (to be confirmed) / Leisa Potter
Early Years Foundation Stage: Max Dawes (to be confirmed)

Finance: Debs Downer - Stephen Holland / Caroline Weeks
GDPR: Laura Homes
Health and Safety/Premises: Carla Bradshaw and Tina Griffith
Inclusion: Caroline Weeks
Modern Foreign Language: Tina Griffith
PE: Neil Gartell (to be confirmed) – Allan Bridges
Policies: Debs Downer – Stephen Holland
RE and SIAMS: Sylvia Smith – Tina Griffith / Leisa Potter (both to be confirmed)
Safeguarding: Caroline Weeks
Staffing: Debs Downer - Stephen Holland
Standards: Stephen Holland – Tina Griffith/Caroline Weeks

• **Committees:**

Admissions Committee: – Carla Bradshaw – Debs Downer / Caroline Weeks (all to be confirmed)

Appeals Committee: - Caroline Weeks (to be confirmed)

Headteachers Performance Management: Stephen Holland (to be confirmed) – Allan Bridges/ Tina Griffith/Caroline Weeks

Pay Committee: Carla Bradshaw - Allan Bridges/Debs Downer / Stephen Holland

• **STARs**

The STAR elements have been renamed.

Aspire: Laura Homes

Collaboration: Carla Bradshaw/Sylvia Smith

Include: Caroline Weeks

Stabilise: Debs Downer

Unify: Allan Bridges/Tina Griffith/Stephen Holland (to be confirmed)

- As DD is stepping down from the HTPM, **she was thanked for all her work in the past.**
- Other Governors are welcome to join any of the meetings if they so wish.
- Q. the HT was asked why she had used the phrase “fantastic education”?
- The HT replied that she wanted the children to go home at the end of the day saying that they had had a “fantastic day/education”. She explained that our aim is for the children to have a fantastic education which is well rounded, interesting, provides depth of knowledge and additional extra-curricular activities which children enjoy, learn and benefit from in the long term.
- Q. Why are the value words not included anywhere? Because work on them is still ongoing. They will be added once finally agreed.
- The use of the word reliable with regard to staff was queried. It will be changed to consistent or dedicated.

1.17 Review Governor self-evaluation and action plan

- The Action Plan for 2021-22 has been rag rated and a new Governor Action Plan for 2022-23 is now in place. The GB will undertake self-evaluation in Summer 2023.

1.18 Agree Community Plan

- The plan was agreed and will be actioned by the Community Committee.

1.19 Agree policies and documents

The following policies were adopted:-

Statutory

Anti-bullying

Behaviour

Child on Child Abuse

Child Protection and Safeguarding

Child Protection and Safeguarding Flowchart

Whistleblowing

Non-statutory

Looked After Children

- Q. Will the EYFS Policy be in line with the new framework? Yes, the latest guidance is in all policies.

1.20 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 atmosphere in the schools is very positive and the children are amazing. There was a purposefulness to the Development Days.
- The HT is impressed with those staff who have undertaken a step-up in responsibilities.
- The attendance figures seem unimpressive despite the hard work last year but this is due to a change in coding for Covid absences and is the same for all schools.
- The recording of attendance is now a key part of CPOMS.
- Outcomes will be discussed at the next Standards meeting. Given the number of SEN children in Yarmouth, the number of those reaching greater depth was remarkable.
- Shalfleet has had good results and met the national averages. There are areas for improvement but the HT is very pleased and proud of the staff.
- The Y1 Maths monitoring at Yarmouth is impressive.
- The CoG congratulated the staff on their work and support of the children day-by-day.
- The Federation Development Plan was approved.
- CPD has been arranged and the HT is assisting the SBM with a new approach.
- School trips have been arranged for the whole year and are in the Events Calendar. A trip can only be cancelled for a very good reason and they are intrinsically linked to the curriculum.

1.21 Safeguarding update

- The Safeguarding Audit for EYFS has been completed and is due to be submitted soon.
- The Section 175 Safeguarding Audit is in the process of being completed. An action plan is being established and will be reviewed with the safeguarding governor.

1.22 Any other business

- Q. Have teachers on maternity leave been replaced? No, their duties have been absorbed by other members of staff.
- The children have been visiting the site and any Governor who would like to go should contact the SBM.

1.23 Date of next meeting

- Full Governors' Meeting - Wednesday 30th November 2022 at 5.00pm in Yarmouth to include a meeting with the LL/JLT.

The meeting closed at 8.44pm.