



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

<b>Date and time</b>	Wednesday, 30 <sup>th</sup> November 2022, 5.50pm-8.35pm
<b>Venue</b>	Yarmouth
<b>Governors</b>	<b>Mrs Carla Bradshaw (Foundation Governor) arrived 6.05pm</b> <b>Mr Allan Bridges (Parent Governor)</b> <b>Mr Max Dawes (Parent Governor)</b> <b>Mrs Debs Downer (Co-opted Governor)</b> <b>Mrs Elizabeth Grainger (Headteacher)</b> <b>Mrs Tina Griffith (Foundation Governor) arrived at 6.05pm</b> <b>Mr Stephen Holland (LA Governor) arrived at 6.05 pm</b> <b>Mrs Laura Homes (Parent Governor)</b> <b>Revd Leisa Potter (Foundation Governor) left at 7.20pm</b> <b>Mrs Sylvia Smith (Staff Governor)</b> <b>Mrs Caroline Weeks (Foundation Governor)</b> <b>Mrs Sarah Woodburn (Co-opted Governor)</b>
<b>Quorum</b>	The meeting is quorate, attended by 12 Governors. A quorum is 6 Governors.
<b>Attendees</b>	Alma (Y1 Shalfleet) Annabel (Y4 Shalfleet) Emilie (Y4 Shalfleet) Francesca (Y3 Yarmouth) Harry (Y5 Shalfleet) Innes (Y4 Shalfleet) Isabel (Y3 Shalfleet) Jasmine (Y5 Shalfleet) Noah (Y1 Shalfleet) Noah (Y3 Shalfleet) Otto (Y3 Shalfleet) Owen (Y4 Yarmouth) Poppy (Y6 Yarmouth) Rafe (Y2 Shalfleet) Riley (Y6 Shalfleet) Scarlett (Y5 Yarmouth) Tallulah (Y4 Yarmouth) Tallulah (Y6 Shalfleet) Ted (Y4 Yarmouth)  Mrs Sheila Caws (Clerk) Mrs Jodie Smith (new Clerk)
<b>Vacancies</b>	Co-opted Governor Foundation Governor

**Key**

CPD – Continuous Professional Development  
 GDS - working at greater depth within the expected standard  
 FDP – Federation Development Plan  
 FM – Financial Manager  
 HTPM – Head Teacher’s Performance Management  
 JLT – Junior Leadership Team  
 LL – Learning Leaders  
 LLP – Leading Learning Partner  
 PAN – Published Admission Number  
 SBM – School Business Manager  
 SIAMS – Standard Inspection of Anglican and Methodist Schools  
 SLT – Senior Leadership Team

Challenge Action, Decision, Support, Ring-fenced, FDP link

**Distribution:** All  
 Confidential Minutes to Governors attending meeting.

The meeting commenced at 5pm. In the absence of the Chair and Vice-Chair the HT took the meeting.

**1.24 Apologies**

- No apologies were received from the Governors.

**1.25 Meet the Junior Leadership Team**

- The members of the JLT and LL introduced themselves as did the Governors.
    - 1) The HT explained the role of the Governing Body in that they are there to make sure that the schools are safe. They also think about what needs to be improved to make sure that the education remains good. They are always checking to make sure that progress is being made and everyone, staff and children are happy and safe.
    - 2) The HT went through the points from last year to see if they had been actioned. A school hymn is to be written by Miss Bates with input from the children and will include the Federation Values. Themed days about other countries and cultures, including food, have happened and will continue to do so. The HT then requested ideas for this year.
      - More swimming lessons and the possibility of going to the West Wight Sports Centre
      - More music lessons including obtaining musical instruments and having taster sessions. The HT said that a piano had been donated.
      - More discos – there will be a Valentine’s Disco in February.
      - More art days, including one Christmas-themed one. SS suggested an after-school arts and crafts club.
      - Football is not allowed in the playground on Tuesday but there was a request that this be changed to Thursday as there is football training after school then.
      - Bring back tuck.
      - Encourage more children to cycle to use greenways to get to school. Lollipop person? There is a ‘Travel to School’ document – SS will look for it.
- Action: SS to look for the ‘Travel to School’ document.**
- Provide a bike rack. Cycling to Shalfleet could be tricky so perhaps car sharing should be encouraged by posters from the children, which could be chosen through a competition.

- Computers and tablets are not always plugged in properly. Any that are not working should be reported to the class teacher.
- Produce more posters as was done for the Queen's Jubilee. They could be done for a class topic and the King's Coronation will happen next year.
- Is the school name changing? This will be announced next year but the Yarmouth connection will not be lost.
- More benches. These are on order.
- Swimming lessons for Y1 as well as the older children.
- There was a complaint about kicking under the tables at lunchtime. The HT will tour the classrooms and talk about acceptable behaviour.
- The HT praised the children for some "fantastic suggestions" and "very good ideas". A "big well done" to everyone.

The HT closed the meeting at 5.35pm with a prayer.

The meeting of the FGB commenced at 5.50pm. The HT continued in the chair until the arrival of the Chairman.

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

- LP declared an interest in the Norton Trust, which will be referred to later in the meeting.

#### 1.27 Minutes of the previous meeting 14.9.2022 and matters arising (see action sheets)

- Minutes from the FGB meeting held on 14.9.2022 were duly accepted as an accurate and true record of the meeting by the governors.
- All the actions from the meeting held on September 14th have been completed.

#### 1.28 Agree mid-year budget

- The CoG explained that there is a requirement set by the Local Authority to refresh the budget during the financial year, giving an opportunity to review the figures and make any relevant changes. The revised budget covers the current year plus two further years.
- The FM produced the figures, reporting that there had been a thorough review of the staffing budget for Shalfleet which accounted for 80% of the total.
- Q. Have the budgets for fuel costs been increased? An increase of 100% for electricity and 150% for gas were built into the original budget for Shalfleet. A new contract had to be procured for the Freshwater site but the costs were reasonable. Yarmouth successfully applied for and received £2,500 under a relief scheme but Shalfleet was not eligible.
- Nationally, there have been pay rises for both teaching and support staff.
- Q. Why is the projected figure for staffing at Shalfleet down in 24/25? This is due to planning scenarios around curriculum delivery and changing profile of staff with regard to supporting children with an EHCP.
- Q. What are lines E31 and E32 [Community Focused School Staff and Community Focused School Staff]? These are for the Pre-school's staff and costs. I16 and I17 are Pre-schools' income.
- Q. Will fundraising be required for LS? Yes, there is a possibility that fundraising to support Little Stars is required. Also see confidential minutes.
- LE is full and the Baby Room has a waiting list. However, some children on that list are not yet old enough to attend.
- Most after-school clubs cater for KS2 children. KS1 children used to go to LE but there is now a waiting list and so there is a requirement for the provision of clubs for them. Work on this is ongoing.
- Q. Is there an ideal surplus figure for the budget? No and some schools are running a deficit. There is no claw-back and maintained schools do not need a significant reserve as do academies. The surpluses in the budget are a testament to the

understanding of budgeting, especially during recent and on-going difficult times. There will be a need for prudent management going forward.

- Q. Are there any figures that will need extra monitoring? Energy usage is an obvious one both now and in the next few years. Another potential issue is that the running costs for the new site in Freshwater are unknown along with other expenditure and potential income. However, staff costs can be apportioned across the schools.
- The surplus at Yarmouth is £18,000 and £59,000 at Shalfleet.
- The figures for year 2 (23/24) are probably reasonably accurate but those for year 3 (24/25) are difficult to predict at this point in time.
- The HT said that **she appreciated the quality of questioning and scrutiny from the Governors**, especially on the Shalfleet budget.
- It was suggested that a line be added to the budget for transport. This is a particular problem for Shalfleet as coaches are required for any off-site activities. For example, children at Freshwater could walk to swimming lessons at West Wight Sports Centre but Shalfleet children could not. The balance between hiring and purchasing would need to be investigated.

**Action: the Clerk to add 'provision for school transport costs' to the agenda for the next Finance Committee meeting.**

- It was agreed that it would be useful for parents to know if transport was being provided for any particular event.

**Action: the HT to add the provision of transport to the Events Calendar where relevant.**

- How is the project to refurbish the kitchen at Shalfleet funded? This is being paid for through Devolved Capital plus some outside funding. Devolved Capital spend is not included in the main budget.
- LP reported that she is now a Trustee of the Norton Trust, which was set up for religious and educational purposes through the Church in Freshwater. LP encouraged the Governors to submit an application for a grant for whatever they considered to be the greatest need. **It was agreed to wait until after the move to the new site to see if there were any opportunities there.**
- There are other funding bodies that could be applied to for Yarmouth and Shalfleet.
- Q. Are there any ideas at this stage? Outside play equipment for Freshwater or to commission a cross for the front of the new building. It was suggested that a similar one could be purchased for Shalfleet to tie the schools together. An application could be made to Shalfleet Parish Council for match-funding.

**Action: For the Finance Manager to approach the Parish Council to enquire about potential funding.**

- **Thanks were given to the FM and the Finance Governors.**

- Q. Should the cost-per-hour of lessons be a line in the schools' improvement plan?  
The allocation of costs for school improvements should align with the FDP as should CPD training.

**Action: the SBM to send information on CPD training.**

## 1.29 Governing Body business

### Membership

- There are vacancies for a Co-opted and a Foundation Governor.
- The SBM's term of office as a Co-opted Governor will finish in March next year. As she is willing to continue, her term of office was renewed – to run from the expiry date.

### DfE/LA update

- More funding has been announced by the Chancellor in his recent budget statement. Details to follow.
- The LLP has visited both schools recently. Amongst other things, safeguarding measures were checked, as was Federation data. Suggestions were made and both schools were regarded as 'good'.

- Fiona Adams, the Head Teacher at Hordle Primary School, visited both schools to make a deep-dive inspection from an OfSTED perspective.
  - Safeguarding measures were looked at and the Single Central Record was examined.
  - Writing has improved and the ratio of teachers to teaching assistants means that children with SEN needs can be provided for as part of mainstream provision.
  - FA was very impressed with the curriculum portfolios. She suggested that Cultural Capital statements run as a thread through all subjects.
  - **The staff were thanked for taking the opportunity to talk to FA.**

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

- The recent SIAMS inspections of both schools were extremely successful. The HT said that the outcomes were “fantastic” and **thanked all those involved.**
- Bishop Jonathan has agreed to participate in the opening ceremony for the new site, which will be led by the children. However, it was agreed that it would be best to let the children settle in first and look for a date around Easter.
- The CoG wrote to Jeff Williams (Diocesan Director of Education) regarding the change of name for the school, which he was pleased to confirm. The school will go across as Yarmouth Primary School and the name will be changed at the opening ceremony.
- There cannot be any individual decisions concerning academisation without involvement from the Diocese. The Diocesan Board of Education will make a decision on that involvement next year.
  - A CofE Trust must have a majority of Foundation governors.
  - The Government are not approving any single-school academic trusts, which does not make for an easy picture on the Island.
  - There are currently few primary trusts based on the Island: Ormiston (Coves Enterprise College), Ryde Academy (AET), The Island Free School, St Francis & St Blasius (DCAT), Lanes End (Single Academy Trust), Northwood (Single Academy Trust), IW Education Federation is planning to join HISP MAT. Most primary schools are not in a trust.

#### **Community**

- See the confidential minutes

#### **STAR/Link Governors**

- The following Governors agreed to retain their existing commitments with the exception of SH, who asked to be removed from the Pay Committee so that it did not clash with his participation on the HTPM team.
  - CW – Admissions and Appeals
  - DD – Admissions
  - LP – SIAMS and RE
  - SH – HTPM and Unify
  - TG – SIAMS and RE

#### **Federation Vision Working Party**

- The final decision on new logos for the schools will be made by the SLT.
- There was a discussion on the new Vision and Values. The SIAMS Inspector suggested that there was no need for a Mission Statement. The following was agreed:
  - The overarching theme is Inclusivity – Everyone is welcome
  - Vision Statement – We value and respect everyone in an atmosphere of Christian love. Our welcoming community builds strong relationships and is dedicated to supporting everyone academically, emotionally, socially and culturally through an excellent and engaging curriculum enabling all to flourish.  
“Encourage one another and give each other strength.” 1 Thess 5:11
  - Values - Respect – Everyone is valued  
Resilience – Everyone perseveres

## Relationships – Everyone belongs

- Strapline – Everyone is welcome.
- The Bible quote will be published on all written correspondence.

### **Governing Body SEF and Action Plan**

- This will be an item on the next agenda and would all the Governors please read it before then.

Action: the Clerk to add Governing Body SEF and Action Plan to the next agenda.

Action: all Governors to read the SEF Action Plan.

### **Terms of Reference**

- As not all the Terms of Reference have been reviewed, the CoG requested that the Clerk send her a complete list to see if any could be deleted.

Action: the Clerk to send a full list of the Terms of Reference to the CoG for review.

### **1.30 Head Teacher's report (written)**

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

- The HT presented her report.

Q. What are the attendance figures like for the pre-schools? The Baby Room at Shalfleet is full with a waiting list. However, names are sometimes put down before a baby is even born. The HT will RAG the list to get some idea of the numbers wanting a place in the near future.

Action: the HT will RAG the waiting list for the Baby Room at Shalfleet.

- Q. Would it be possible to have such a facility at Freshwater? Not at present.
- Q. The targets sheet focuses on Y5 and 6 at Yarmouth. What is the investment in Y4 and 5? Accelerated progress may be needed. If that is the case, it will be shared over the years and rather than try to achieve it quickly. Children do not retain information if they are presented with too much at once and any progress could be lost.
- Q. Are any additional resources required by the teachers? Has additional funding helped and how is it being deployed? It is a sad reality that the Federation can't afford to employ extra teaching assistants because there is a high need for SEN funding and funding isn't adequate. Work is "in the moment and immediate". For example, there are manipulative resources for maths. Money is being used to enhance teaching and learning in an effective way to close gaps.
- Pupil Attendance figures are not good as there has been a great deal of absence due to illness. The target figure is 90-95% as any lower has a greater effect by the time the children reach GCSE stage. Attendance monitoring is done rigorously by staff and governors.

### **1.31 FDP Star meeting reports**

- Most of the meetings have been held but the reports have yet to be submitted.

### **1.32 Staff questionnaires**

- The staff questionnaires have gone out but the response rate has not been good. The HT has devised a way to overcome that. Q. Are there worries about confidentiality? Apparently not – outside problems seem to be more a barrier to completion.

Actions: To allow staff time to complete the Staff Questionnaire in Staff Meeting time/Collective Worship time for Support Staff

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

- The following reports were received: -
  - Community – 13.10.22
  - Finance – 13.10.22
  - Standards and Inclusion – 06.10.22 and 21.11.22

### **1.34 DfE Data Dashboard**

- The HT will circulate the figures.

Action: the HT will circulate the DfE Data Dashboard figures.

- The figures show a three-year decline for Maths in Shalfleet and the progress scores in reading also show quite a dip. However, there has been significant turbulence in Shalfleet with six new pupils joining last year. The HT reviewed the data with the standards committee and figures were significantly improved when looking at pupil longevity in the school. Children are being supported to make accelerated progress.
- The figures for GDS in Yarmouth have been stable over the last three years. However, the progress scores also show the effect of significant turbulence. Q. Is maths getting progressively worse? No, it is the numbers of those achieving greater depth that are falling compared to the data for 2018 and 2019. The pandemic had a significant effect on the numbers achieving greater depth.

### 1.35 Agree policies and documents

- The following policies were adopted: -
  - Yarmouth Admissions Policy 2024-25
  - See also the attached list.
  - The CoG requested that a review if the Instrument of Governance be on the next agenda.

Action: the Clerk to add a review of the Instrument of Governance to the next agenda.

### 1.36 Any other business

- It was noted that some children from the Ukraine have joined the Federation.
- Open days will be held at both schools before January 15<sup>th</sup>.
- The Governors at St Saviours have asked if there is any intention of changing our PAN figure, to which the answer was no.

### 1.37 Date of next meeting

- Full Governors' Meeting - Wednesday 1<sup>st</sup> February 2023 at 6.00pm in Shalfleet.

The meeting closed at 8.35pm.