



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



Date and time	Wednesday, 12 th July 2023, 5.00pm-8.30pm
Venue	Freshwater & Yarmouth C.E. Primary
Governors	Mrs Carla Bradshaw (Foundation Governor) arrived at 5.55pm (1.76) Mr Allan Bridges (Parent Governor) Mrs Debs Downer (Co-opted Governor) Mrs Elizabeth Grainger (Headteacher) Mrs Tina Griffith (Foundation Governor) arrived at 5.55pm (1.76) Mr Stephen Holland (LA Governor) Revd Leisa Potter (Foundation Governor) Left at 6.05pm (1.76 <i>Diocese/Church link)</i> Mrs Sylvia Smith (Staff Governor) Mrs Sarah Woodburn (Co-opted Governor)
Quorum	The meeting is quorate, attended by 8 Governors. A quorum is 6 Governors.
Attendees	Francesca (Y3 FW&Y) Owen (Y4 FW&Y) Ted (Y4 FW&Y) Benji (Y4 FW&Y) Mia (Y4 FW&Y) Amelia (Y3 Shalfleet) Annabel (Y4 FW&Y) Mrs Jodie Smith (Clerk)
Vacancies	Co-opted Governor Foundation Governor
Key	FDP – Federation Development Plan FM – Financial Manager PBS - primary behavioural services JLT – Junior Leadership Team LL – Learning Leaders SBM – School Business Manager ILC – Island Learning Centre <u>Challenge</u> Action , Decision , Support , Ring-fenced , FDP link
Distribution:	All Confidential Minutes to Governors attending meeting.

The meeting commenced at 5pm. The JLT meeting was led by the HT.

1.72 Apologies

Signed

Date

- Mr Max Dawes, and Mrs Caroline Weeks sent their apologies which were duly accepted.

1.73 Meet the Junior Leadership Team

- The HT welcomed the children and members of the JLT introduced themselves.
- The SBM showed the children the new uniform, the HT drew attention to the new logo. The uniform will be going live from 13/07/2023 on the website. All of the children approve of the new uniforms, they particularly liked the sportswear.
- The HT welcomed suggestions and questions from the JLT:
 - Receiving Dojo's from some teachers but not others: Governors tried to understand from the JLT as to why they think this is. The HT talked to the children about the behaviour policy, covering personalised behaviour strategies. The HT will bring this point to the meeting with teachers, highlighting the importance of rewarding good behaviours, prior to reviewing the behaviour policy. SH also suggested the possibility of a survey to assess the children's views on Dojos.

Action: HT to highlight to teachers the importance of rewarding good behaviours with Dojos.

- More school trips: HT reassured the children that the school do complete many school trips, she was very happy to hear that the children enjoy the events the school partake in. The HT also informed the children that the events calendar is reviewed frequently, with changes made to enhance frequent events.
- Pupil concern that one teacher was carrying all the first aid bags on a school trip: The HT was very pleased to hear how caring and inquisitive the pupils are.
- Playtime clue box with prizes: The HT loves the idea of having a box within the school grounds for pupils to try and break a code to allow them to open the box and win a prize. Governors discussed that the school box prize could possibly be funded by local businesses, the HT would like to talk to the local parishes regarding the box idea.

Action: HT to speak with the local West Wight parishes regarding the playground box and prize idea.

- Summer school camp linked to outdoor learning: The HT spoke to the children about the summer activities program and how this would link with the suggestion made.
- More classes to have school swimming lessons: The school is looking at the cost for every class to attend swimming lessons, the FM can then look into funding available.
- More languages: The HT informed the children of the rules set out by the government, upwards of year 3, pupils are required to learn only 1 language until reaching year 6. The governors and HT discussed the possibility of an after-school language club.
- More reading lessons: The children were informed that volunteers are coming in to assist pupils with reading in the near future. The school are also looking into having more books and e-books available to pupils.
- Smaller writing books: The HT agreed that the size of the book can be overwhelming for writing, and too big for the tables when working side by side. The HT said that the suggestion was a great one and something to look into.

The HT closed the meeting at 5.35pm.

The meeting of the FGB commenced at 5.45pm. The meeting was led by SH until the arrival of the chair.

1.74 Declarations of interests on items forming the agenda

- None

1.75 Minutes of the previous meeting 24.05.2023 and matters arising (see action sheets)

- 1- New parent governor update is detailed within item 1.76 under membership.
- 2- The impact of the phonics scheme is included within the HT report, item 1.77.
- 3- The clerk has distributed the IoG to the Diocese, this has now been signed and received.

1.76 Governing Body business

Membership

- **New Parent Governor election results:** Two parents have applied for the post. The governors discussed prospects of each of the parent governors applied. The ballot is going out in September, to allow for 10 days for the vote. SH and AB to schedule in a meeting prior to the ballot to discuss the governor role with each of the applicants.

Action: SH and AB to schedule a meeting with the two parent governor applicants.

Action: SH to send a copy of the new governor presentation to LP

DfE/LA update

- Chair attended the School Place Planning Public meeting last night led by the LA, and discussed points of interest within:
 - Primary school pupil numbers on the island were at 1450 children a few years ago, this year there are 1000.
 - Ryde, Ventnor and Cowes were highlighted as areas experiencing difficulties.
 - There is a shortage of teachers across the island, these statistics were compared with mainland schools of different sizes.
 - Q: Are they driving to bring back the consultation on the closure of some schools?
Yes it appears so, however Cllr Andre was not able to give a timeline but it could be possible by September 2024.
 - The Chair asked at the meeting for the details to be sent out to HT's to assist them when speaking to their local community about the consultation.
 - Post pandemic school attendance is low across the island, lower than it has been and lower than national. Prior to pandemic the Island was achieving good statistics. There is a significant drive to try and improve this from the LA and schools.
 - There is a large turnover of HT's on the island in the past two years. Schools on the Island are in a challenging place.
 - The chair listed items that Ofsted inspectors will be focusing on, there is also a Ofsted briefing set to come.
 - The HT believes that **staff on the island are very skilled and deal very well with children's additional needs.**
- The chair had received an email from the Chair at St. Saviours regarding children moving schools and accepting these children without an Admissions appeal if they would take the class over PAN, stating that this was an increase of Planned Admission Number in the area would defeat the object of the school reorganisation in the area. The request was made for Freshwater & Yarmouth school to refuse parents and let the appeal system play its role.
- Governors discussed the detail of the request and noted that St Saviour's had admitted children over their PAN during the reorganisation as a VA school (as did Yarmouth CE Primary School) at the time to support the reorganisation of schools in the area). Governors noted that St Saviour's, according to GIAS (Get Information about Schools), is recording pupil numbers above PAN. Governors understand through discussions about admissions for September 2023 that St Saviour's is recruiting appropriate pupil numbers. Governors were reminded of the presentation about the Admissions Code by the Chair last year in which the consequences of admitting children over PAN in a VA school was discussed in detail. They considered that governors at St Saviour's would be aware of the same consequences having admitted children over PAN too.

- Governors discussed parental choice and their legal right to choose the school they feel is appropriate for their child. The HT confirmed that any parent wishing to move their child to a Federation school is referred back to the HT of the current school in the first instance to ensure any concerns can be addressed. The HT of the Federation follows this up with a phone call to the relevant school to discuss the situation and ensure there is transparency. Governors discussed the Admissions Code and appeal criteria and believe that any appeal would be unsuccessful as there has been precedent about breaking PAN and the schools are running effectively as a one Form Entry schools.
- Following careful consideration, the governors decided not to refuse parents and direct them to the appeal process. They confirmed with the HT that the current practice should continue in the spirit of openness and collegiality. The Chair was tasked with writing back to the Chair at St Saviour's with the governors' decision.
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- **Island learning centre update:**
- The consultation period has now closed, the ILC will be a secondary setting only. The consultation documentation includes the introduction of the Primary Behaviour Service, which will support pupils with behavioural needs at the earliest possible point aiming to prevent fixed term exclusions. This links strongly to SEND; both in terms of management of SEND in schools and EHCPs.
- The number of primary permanent exclusions in Hampshire is very low, a 50% cut achieved on permanent exclusions in primary age children due to this service.
- There are plans to build a new special school on the island in 2025. The governors had a discussion around the Safety valve program and SEND sufficiency strategy.
- Q: Are you gaining any pupils from the closure of the ILC? No children are due to join our federation. We are managing children's SEND needs well, however it would be interesting to learn from the behavioural support also. Governors discussed the closure and SEND needs across the island.

Diocesan/Churchlink update

- Well wishes and a speedy recovery were sent to Jeff Williams, Director of Education at the Diocese.
- Bishop's visit: The visit was a lovely experience, unfortunately many parents couldn't make it as it was during the day. The children were fantastic, they performed presentations on value, conscience, community and respect. The bishop was delightful, and excellent with the children. The bishop had some time with HT and chair before meeting with pupils. He was interested to hear the particular dynamics around Education on the Island.

Community

- The federation has a lot of involvement with the community this was detailed within the community plan and discussed with the community committee.
- HT's highlight of the federation's work within the community is the involvement with the dementia choir, children make amazing connections with dementia patients.
- The contact with PTFA in Shalfleet is very strong. The HT is always willing to assist with fairs/carnivals/etc.
- Also see confidential minutes.

Governing Body Action Plan 2022-23

- The governors are very pleased that a lot has been completed from the action plan.
- External review of governors: The chair asked governors what their feeling were about having an external review. Governors believe that after receiving the report from the Ofsted inspection they perhaps don't need to pay for an external review at this point. Governors are in agreement however that choosing a fitting proforma and conducting a self-review would be beneficial.

1.77 Head Teacher's report (written)

HT circulated her written report prior to the meeting (see attached). The HT then discussed points within:

- Pupil outcomes: The HT detailed outcomes at Reception/Year 1 Phonics/Key Stage 1/Key stage 2, as discussed within the Standards & Inclusion meeting.
- Attendance is an ongoing issue with huge amounts of holiday requests coming in. Sickness is also a huge issue, and the resilience of parents being quite low including those with children with additional needs.
- Home school agreement to be revalidated by the HT to include a signature from parents, agreeing not to take children out of school. Governors discussed the issues around attendance **and gave the HT their full support.**
- The HT highlighted the difficulties the federation has around pupil's use of social media and WhatsApp groups. The HT will approach the parents regarding the importance of keeping children safe online.
- Staff attendance has been brilliant.
- Staffing update: The new caretaker is **a fantastic asset to the federation.** Within physical education a 2nd sports coach has been appointed, he is **very knowledgeable, and motivated to make a difference to health,** he will be mainly based at Shalfleet.
- Behavioural specialist set to join the federation as a teaching assistant, with wishes to train as a HLTA.
- Interviews are taking place for the early years' manager position.
- Phonics: Teachers from EYFS and KS1 were asked to review the Little Wandle program; the assessment section within is very easy to use, another helpful tool is robot talk, this is also being used in other sections of the curriculum. Staff have noticed a gentle progression throughout, with the method of teaching making a difference to the children's learning. The downfalls of the program being the quick progression of tricky words as you reach the end of the program, staff have also noted that they need to simplify some of the rhyming words.
- Q: How friendly is the Little Wandle program for SEND? The program is very friendly, including many actions, very colourful, and engaging.
- Q: Why did you choose Little Wandle? This program was the closest one available to what we were already practicing. The cheapest option compared to others with a significant outlay. The program will continue to be monitored, to ensure it's the right choice for the pupils.

1.78 Approve progress/evaluate FDP

- The FDP will be taken to the development day for staff to review, this will be completed during the summer holidays. Therefore, this item will be added to the next agenda.

Action: Clerk to add Approve progress/evaluate FDP to the next agenda.

1.79 CPD training linked to FDP

- Training provided has been very focused towards the FDP, **well done to SBM.**
- Governors held a discussion around the use of the CPD budget.

Action: HT to meet with standards and inclusion governors, to consider how the CPD budget is being used to further improve the provision in the school.

Action: SBM to add a cost column to the FDP document.

1.80 FDP Star Meeting reports

- The following reports were received: -
 - Include
 - Stabilise – 03.07.2023
 - Aspire – 03.07.2023
 - Unity – 03.07.2023
 - Collaborate
- Governors reported details of their individual star meeting.
- SH stated how **comfortable and easy the star meeting is for him due to the FM being so well prepared.**

1.81 Key Staff Reports

- Languages: The governors had a discussion around the teaching language strategies. The HT spoke of the idea around taster lessons from the high schools. More CPD, professional development for teaching French to a group.

Action: TG to make a connection with a contact she has who could support with MFL teaching.

Action: HT to make a connection with Sue Devine.

1.82 Outcomes of parent questionnaires

- The HT has received 8 parent questionnaires back, the questions within were based around mental health. Those parents were invited in to meet with the mental health team within the school. During the meeting they will discuss the SEN funding, helping parents to understand how the school cope with SEND children and the funding available. Managing expectations of parents around children and their journey.
- HT spoke of how the federation is implementing a new alternative mood card, the cards will be for each person within school, being tested first by staff and governors.

1.83 Receive Portfolio Holder reports

- The following reports were received: -
 - Community – 28.06.2023
 - Finance – 03.07.2023
 - Standards and Inclusion – 03.07.2023

1.84 Agree staffing structure for coming year

- HT has sent out the structure for the coming year, and advised that there may be some adjustments made.
- Finance governors assisted when looking at SEND support and staff needs, this will be assessed in the coming year upon arrival of new children and once assessments have been made around individual needs.
- The HT will be looking at the possibility of someone being added to the inclusions team.
- The governors discussed skills sets within classes, and the potential of the new coming staff members.

1.85 Adopt Policies

- The following policies have been adopted, in addition governors will review the equality statement policy.

Statutory:

- Accessibility Plan
- Charging and Remissions

Non-Statutory:

- Adverse Work Element
- Allegations against other children
- Drugs
- Finance including lettings and debt recovery
- Learning and Teaching
- Lettings
- Mental Health
- Pre-schools Charging
- Support Staff Appraisal
- Transition
- Wellbeing
- After School Care

Action: Clerk to add review the equality statement policy to the agenda for the next meeting.

1.86 Any other business

- Q: Have there been any year end celebrations organised for the staff? This has in previous years been difficult to organise, the plan may be to send out a blanket invitation for a everyone to meet locally.

- The chair and HT thanked all governors for the year, the support is amazing.

1.87 Date of next meeting

- TBC.

The meeting closed at 8.30pm.

Signed

Date