



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



Date and time	Wednesday, 24 th May 2023, 6.15pm-8.45pm
Venue	Shalfleet C.E. Primary
Governors	Mrs Carla Bradshaw (Foundation Governor) Mr Max Dawes (Parent Governor) Mrs Lizzie Grainger (Headteacher) Mrs Debs Downer (Co-opted Governor) Mrs Tina Griffith (Foundation Governor) Mr Stephen Holland (LA Governor) Mrs Laura Homes (Foundation Governor) Mrs Sylvia Smith (Staff Governor) Mrs Caroline Weeks (Foundation Governor) Mrs Sarah Woodburn (Co-opted Governor)
Quorum	The meeting is quorate, attended by 10 Governors. A quorum is 6 Governors.
Attendees	Mrs Vikki Plumley (Finance Manager) Mrs Jodie Smith (Clerk)
Vacancies	Foundation Governor Co-opted Governor
Key	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
Distribution:	All Confidential Minutes to Governors attending meeting.

The meeting commenced at 6.15pm with an opening prayer from TG.

1.62 Apologies

- Rev Leisa Potter and Mr Allan Bridges sent their apologies which were accepted.

1.63 Declarations of interests on items forming the agenda

- None.

1.64 Minutes of the previous meeting 29.03.2023 and matters arising (see action sheets)

Signed

Date

- Minutes from the FGB meeting held on 29.03.2023 were duly accepted as an accurate and true record of the meeting by the governors.
- 1. The head teacher reminded parents of the new music lessons available, the lessons have now started. Q: How many signed up and are you taking a percentage of commission? Six pupils, no we do not take a percentage as we believe that the enrichment that it brings to the school outweighs the price we could receive from it.
- PP money has been used to contribute to families with lower income so they can enjoy the music lessons. We have contacted Music Hub, requested for them to put together a package for us including brass.
- Bournemouth Symphony Orchestra are coming to both school this week.
- 2. The HT is in the process of organising football training for both schools.
- 3. The HT is in the process of reviewing the timetables for each class to ensure the distribution of Maths and English is effective, this is in preparation for September.
- 4. The HT has approached Mr Roberts with the idea of organising a federation run event, Mr Roberts agreed to organise the event.
- 5. The chair has explored possibilities with interested parent governor.
- Parent election will run after the half term. SH and AB to meet with Dale Sloan to discuss Governor role. Discussion will be had with Allan regarding the change of position to Co-opted Governor.

Action: Clerk follow up with AB to effect change. Clerk to follow up that meeting with DS has taken place.

- 6. The HT will report on the impact of the phonics scheme at year end.

Action: HT to report on the impact of the phonics scheme at year end.

- 7. The clerk added Island Learning Centre Update to the agenda.
- 8. The instrument of governance is on the agenda, the action is discussed there.
- 9. Staff believe recording portfolios to enable governors to attend virtually would be difficult. There would be no challenge or conversation. The HT is looking into ways to make it work effectively.
- Governors reorganised themselves within Curriculum groups in preparation of the next academic year:
 - Science- Carla & Caroline (A1).
 - Computing- Max & Carla (A1).
 - Art- Tina & Debs (A2).
 - RE – Sylvia & Debs (A2).
 - DT- Stephen & Laura (S1).
 - French- Laura & Caroline (S1).
 - PE- Allan (S2).
 - Music – Laura & Sylvia (S2).
 - PSHE- Tina & Debs (S1).
 - Outdoor learning- Max & Carla (S1).
 - Geography- Steve & Allan (S2).
 - History- Caroline & Tina (S2).

1.65 Governing Body business

Membership

- Allan Bridges has confirmed that he is happy to change his role to Co-opted Governor to allow for a parent governor vacancy to open.
- Parent elections will begin after half term.

DfE/LA update

- The DfE have developed a document covering trust development priorities for each of the identified Education Investment Areas, which the Isle of Wight is one. Their vision is to raise educational standards by encouraging multi-academy trusts currently based on the mainland to take on schools on the island and to develop hubs. [chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https://assets.publishing.service.gov.uk/](https://assets.publishing.service.gov.uk/extension://efaidnbmnnnibpcajpcglclefindmkaj/)

government/uploads/system/uploads/attachment_data/file/1159209/South_East_Trust_Development_Statements_v2.pdf

- Some school headteachers have already been approached. Q: What issues do we have on the island? Extract from the report:
 - The percentage of children achieving a good level of development by the end of the early years foundation stage (EYFS) is below the national average.
 - The percentage of pupils meeting the expected standard in the phonics screening check in year 1 is 63%, compared to a national average of 75%.
 - Key stage 2 all pupil progress and attainment outcomes are below national average.
 - Key stage 4 all pupil progress and attainment outcomes are below national average for all pupils.
 - Persistent absentee and suspension rates are above national average. Permanent exclusions are below the national average
- Governors discussed the areas of improvement the government may be looking at closely, when schools are financially sound and have good results it's unlikely the school would be approached/forced. They would need at least 5 schools to start a multi academy trust.

Diocesan/Churchlink update

- The LA have a change in leadership, Natalie Smith has been appointed as Assistant Director Education and Inclusion (previously Brain Pope). Rebecca Kingsland School Improvement Manager IOW is also retiring and Julia Roberts will take over. Jason Matthews remains as the LLP.
- School place planning for the whole island: HT Exec have had meetings with the LA to discuss the way forward. There are too many schools. Apparently, the reorganisation document is ready, the HT's of relevant schools will be contacted soon. The cabinet papers go public on Wednesday 31st May.
- During the last NAHT meeting discussed were held about being there for colleagues in a difficult time. Q: Has the Council consulted with the schools regarding these issues before hand? The HT Executive have requested this, but this for the LA to manage.
- **Island Learning Centre Update:** No HT has been appointed, in the meantime there will be a consultant HT from the mainland. The school will be taking primary pupils until the end of this year, following which a Primary Behaviour Service will be established on the Island to take the service forward. 2 days in-reach, 3 days in school without-reach support.
- Q: Are children going back to their original primary schools upon closure of the Island Learning Centre? Yes, they will once it has closed. Q: Do any of the pupils originate from our Federation? We have in the past had children move to the ILC, although no children from the Federation currently attend the ILC. There are more children presenting with needs which will require support.
- Q: Is the school required to accept all children who apply? Where the school has concerns it is not able to meet a child's needs, this will be made clear to the SEN Department. The LA however have the right to 'direct' a school to accept a child which then means the school has to accommodate.
- Q: Would you receive funding to support such a child? Yes, there is funding with children with additional needs, although the amount of funding doesn't cover the salary of a staff member. Schools are expected to pay the first £6000 per child before a request for further funds can be made, this rule has been in place since the introduction of the new SEN Framework. During this period salaries have increased and funding has reduced. The governors had a discussion about the difficulties around budgets for children with SEND, however remain committed to support children with needs to the best of our ability as confirmed in our 'Local Offer'

- The Federation have featured in the **Diocese magazine with the use of beautiful photos**, the HT showed the magazine to the governors.

Instrument of Governance

- Governors agreed with the changes to the Instrument of Governance; drawing foundation governors from the West Wight Mission Community with defined churches.

Action: Clerk to distribute the IoG to the Diocese and LA for approval.

Community

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

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

- This item will be reviewed in the next FGB meeting on 05/07/2023.

1.66 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 HT is very pleased that there are healthy numbers of pupils in each school with regular enquiries for both. It was noted that there were children are wishing to join from a school in the area they are referred back to the HT in the first instance to ensure appropriate steps can be taken.
- SEN needs and LAC numbers are still increasing, Q: Are the challenges explained to the other children? Dependant on the child's circumstances, whether the children want to talk about their needs or not. The schools focus on inclusion within the PSHE/SMSC curriculum, talking with children about differences in cultures, families, etc. The ELSA programme is also in place to support children with Emotional Literacy difficulties.
- Pupil progress - The 'stable core' is doing well, new children are joining all the time which impacts on overall results.
- SATS - **Thank you to all the governors for their help with SATS support for the school and children.** Children undertook the SATS test with maturity, their behaviour was exemplary. As reported within the national news, the Reading paper was particularly challenging this year. The DFE are aware of schools' concerns. Children identified with potential for Greater depth found it challenging to complete the Reading paper. **A big thank you to the teachers for their work during a difficult SATS week, they have been amazing.** Shalfleet school will be moderated for Key stage 1 SATS, the governors have no concerns.
- Curriculum Subjects have been looked at by the Ofsted inspectors and our own committees.
- Inclusion Officer has been outstanding, for additional support she has given to the families of children with CIN/CP/EH. There seems to be a post pandemic increase to all these issues.
- Attendance – Significant issues with parents taking their children out for holidays during term time which are declined but still impact on school attendance. Dealing with holiday request forms is very time consuming for school staff.
- **Signage – Looking brilliant outside Shalfleet school, well done and Thank you to SH and SW.**
- Results of the uniform colour choices by the governor's vote: Royal blue jumpers and white polos. Governors discussed options for the PE kit.

- Ofsted report has been received, with the final result being good. The report was a fantastic record of the school, with minor improvements to be made.

1.67 Approve 3-Year Budget

- The FM shared the 3-Year budget, and supporting documents to all governors.
- The FM explained what each document relates to; the highlights are as follows.
- Premises staff very light on the Freshwater & Yarmouth side due to having no caretaker, this outgoing has been just to Shalfleet as the need is greater here. As of next year, this will change and be balanced for each school.
- Q: What are the other grants and payments? Employment allowance and the rates rebate for Yarmouth (VA school) which we do not receive for Shalfleet (VC school).
- Challenging to budget for the staffing required, looking closely at staffing to support the children with additional needs.
- Sports premium, approving the funds being used exclusively for sports. We have budgeted for the transport, LR has requested the sports extras, dance, gymnastics, football specialist. PE leader is enjoying managing his own budget.
- Within the finance meeting governors discussed how the funding is being carefully attributed to teaching assistants supporting children.
- Q: How much are we looking at over the 3 years for teaching? The FM explained in detail how the staffing budget works when covering maternity cover and how it reflects in the reports presented.
- Q: What pay rises are estimated in the budget? Teaching staff, 3% for year 24/25 & 25/26, support staff, 3% for year 24/25, 2.5% for 25/26. We have built in provision to cover staff pay increases. We have also considered the future of certain staff, retirements, etc, and job shares that are possible in the future. We have looked through options and adjustments to changing situations.
- Invested in our premises in both sites, particularly at Shalfleet. Sandpits, water table, general maintenance, fire safety, signage, outdoor area, staff room floor, etc.
- Budget for each class of £750. Q: Is it the class or the subject that the budget has been allocated to? We have allocated money for the subject and for the class, the teachers will be aware of their individual budgets. Teachers are respectful of their budget and the FM has not yet had to say no to any resources needed from a teacher to date. Giving the teacher this responsibility has proved successful.
- Allocated budget for transport for class trips etc.
- ICT has been invested in, investment coming from the government for the tablets
- Well done to the FM from the governors, for an excellent job and the professional support for the Headteacher.

1.68 Receive Portfolio Holder reports and actions

- The following reports were received:
 - Community – 26.04.2023
 - Standards and Inclusion – 15.05.2023

1.69 Review and Sign off Instrument of Governance

- The IoG was reviewed by the governors and signed.

1.70 Any other business

- Discussion around the inclusion team at the school, the standard of support is excellent. SEND levels are increasing and the team have adapted, however should the structure of this team be reviewed to ensure the DHT can take on an oversight role with appropriate support in place? This could be reviewed carefully with finances available. Thank you for the support.

1.71 Date of next meeting

- Full Governors' Meeting – Wednesday, 7th July 2023 at 5.00pm in Freshwater & Yarmouth C.E. Primary.

The meeting closed at 8.45pm.

Signed

Date