



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

Date and time	Wednesday, 29 th March 2023, 5.00pm-7.55pm
Venue	Freshwater – Yarmouth C.E. Primary
Governors	Mrs Carla Bradshaw (Foundation Governor) Mr Allan Bridges (Parent Governor) Mr Max Dawes (Parent Governor) Mrs Debs Downer (Co-opted Governor) Mrs Elizabeth Grainger (Headteacher) Mrs Tina Griffith (Foundation Governor) Mr Stephen Holland (LA Governor) arrived at 5.45pm Revd Leisa Potter (Foundation Governor) arrived at 6.20pm Mrs Sylvia Smith (Staff Governor) Mrs Caroline Weeks (Foundation Governor) arrived at 5.35pm Mrs Sarah Woodburn (Co-opted Governor)
Quorum	The meeting is quorate, attended by 12 Governors. A quorum is 6 Governors.
Attendees	Alma (Y1 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 Jodie Smith (Clerk)
Vacancies	Co-opted Governor Foundation Governor
Key	FDP – Federation Development Plan FM – Financial Manager HTPM – Head Teacher's Performance Management

Signed

Date

JLT – Junior Leadership Team
LL – Learning Leaders
SBM – School Business Manager
SIAMS – Standard Inspection of Anglican and Methodist Schools

Challenge **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.

1.49 Apologies

- Mrs Laura Homes sent her apologies which were accepted.

1.50 Meet the Junior Leadership Team

- The members of the JLT and LL introduced themselves as did the Governors.
 - 1) The HT reviewed the progress made on the points raised by the JLT team in the last meeting.
 - More swimming lessons – already there has been an increase in swimming lessons in the Reception and Year 5 classes. The HT has also had meetings with Claire Griffin to discuss the 3-year plan for Swimming provision.
 - More music lessons – Mr Durham a new music teacher, will be teaching the piano and drums.

Action: HT to remind the parents about the new music lessons on offer with Mr Durham.

- More discos – each school held Valentine’s discos, they also have upcoming summer discos.
 - Encourage more pupils to cycle to school – The HT suggested that the JLT team can work on posters promoting the use of greenways within their individual classes.
 - More art days – pupils have been taking part in lots of art projects including, Picasso, Vikings, and have had parent sessions in school to join them in their creativity.
 - Bring back tuck – the HT explained the difficulty around bringing tuck back due to a change in kitchen staff, once the new staff members have settled into their roles the HT will approach them with the return of tuck at break times.
 - Lollypop person – the HT expressed how important the job of a lollypop person is in keeping children and adults safe in their commute to school, and how the surroundings can have an impact on this job role. Unfortunately employing a lollypop person is currently not an option for either school due to the roads each school is situated on. The HT explained how she has been in contact with speed watch to assess the average speed of the road at the new Freshwater site, also that a request has been made to have the zebra crossing moved to a safer area. The HT has also requested for speed watch to assess the road at Shalfleet.
- 2) The HT asked the JLT team if they have any alternative feedback/requests:
 - Introduce champion learner certificates including the reason for the reward. Pupils to raise the funds needed.
 - Poster designs for the king’s coronation.
 - More football training. The JLT team and governors discussed an approach to implementing training sessions.

Action: HT to organise football training for both school on a Tuesday or Friday lunchtime.

- More English. A discussion was had regarding the best way to amend classes to include more English lessons.

Action: HT to suggest a review of the timetables for each class to ensure that the distribution of English and Maths in the timetable is effective for the needs of the class

- More school trips to the library. Governors also suggested introducing volunteers to listen to the children’s reading.
- Y6 teaching PE to the reception classes.
- Planting of flowers outside the new Freshwater site. A governor explained the progress of their work with the local community regarding planting, with the suggestion of the pupils entering art work and taking part in local flower shows.
- More marathons out of school. The HT suggested a federation run event.

Action: HT to speak to Mr Roberts about organising a federation run event out of school.

- 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.

The meeting of the FGB commenced at 5.45pm. The meeting was led by the chair, and began with a prayer from TG.

1.51 Declarations of interests on items forming the agenda

- None.

1.52 Minutes of the previous meeting 01.02.2023 and matters arising (see action sheets)

- Minutes from the FGB meeting held on 01.02.2023 were duly accepted as an accurate and true record of the meeting by the governors.
- All the actions from the meeting held on 01.02.2023 have been completed with the exception of 2 which will be moved forward to the next FGB meeting.

Action: Chair to explore possibilities with interested parent.

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

1.53 Governing Body business

Membership

- There are vacancies for a Co-opted and a Foundation Governor.
- The two parent governors on the board have both suggested that they are happy to adjust their position to Co-opted governor, making this change would fill the Co-opted governor position and leave a parent governor position available. The chair will be in contact with the interested parent.

DfE/LA update

- **Island learning centre update:** There are currently no updates, this item will be moved to the next FGB meeting.

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

- Strike action – The governors had a discussion about strike action, the cause being not only around salary but the underfunding of the schools. Teachers dedicate themselves to the cause and sacrifice their pay for the days strike, they also endure a break in their pension. The governors are very supportive, and understanding to how difficult the decision teachers are making can be.

Diocesan/Churchlink update

- **Instrument of Governance:** Governors discussed amending the instrument of governance, to group the churches under one category. Rev Leisa Potter stated she would need to check the possibility of this request.

Action: Rev LP to look into the possibility of grouping the churches under one category within the instrument of governance.

- Rob Sanders will be visiting the new sites grand opening to show his support on 30/03/2023.

Signed

Date

Community

- See the confidential minutes

1.54 Head Teacher's report (written)

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

- The numbers on role in both schools are stable, 2 children are set to join Shalfleet from St Saviours Primary school in Totland. Q: Which years will they be joining? Y1 and Y4.
- Both schools are seeing an increase in SEND/EAL numbers.
- Pupil progress – The HT has forwarded the intervention menu to governors. The standards & inclusion committee members gave their feedback from the meeting held on 20/03/2023: the stable core data is very useful in tracking development, results for both schools are an increase on last years, results in maths and interventions in place were also discussed.
- FDP – The plan has been updated and circulated, all but one of the star meetings have been completed. The subject leader reports have been very effective.
- Subject leaders – two subject leaders presented their portfolio, however only one governor could attend. The HT suggested that the all presentations should be recorded to enable governors to attend them virtually.

Action: HT to organise all future portfolios presentations to be recorded to enable governors to attend virtually.

- Teaching and learning – Q: Do teachers work to a standardised timetable? All teachers work differently. Lessons are flexible to allow for child led topics of discussion, keeping in mind the curriculum. The pupils are also exposed to music day to day.
- The Phonics Scheme, Little Wandle is now embedded across the Federation. The Inclusion Manager is monitoring the impact of the resource on standards. Indicators suggest that the scheme is effective and the Inclusion Manager will be providing a summative report about its impact at the end of the academic year.
- Safeguarding – The local PCSO came into Yarmouth C.E. to talk to the children in Y6 regarding online/social media safety.
- R.U.D.E workshop covering crime, and coercion was very well received by the Y6 pupils of each school.
- Attendance – This year the attendance figure was set at 96.5%. The current figures for our schools are; Shalfleet: 92.94%. Yarmouth: 92.35%.
Q: How does your percentage rate compare to other schools? We are reaching similar percentage rates as other schools nationally.
Q: What are the key causes of pupil absences and what is being done to resolve this? Many absences are due to pupils being taken out of school to attend holidays with their families. We also have absences due to illness, particularly in November/December 2022 when the island had increasing numbers of scarlet fever cases. To attempt to raise awareness to the importance of attendance, we detail the attendance percentages for each week on page one of the newsletters. Admin and the attendance officer meet regularly to discuss any concerns and parents are invited to attend attendance meetings.
- Health & Safety – The fire service was called to attend Shalfleets Little Explorers on 21/03/2023 to deal with a fire that had been started by the hob being left on in the kitchen. The SBM will send out an incident report regarding this, including all follow up actions undertaken.
- Staffing update – The HT highlighted the staffing update on the report, emphasising that staff wellbeing is a top priority which is monitored regularly. **Staff across the federation are very empathetic and supportive of each other.**

1.55 Approve SFVS

- The document has been approved by governors, dates have been booked for audits to take place.

1.56 Outcomes of pupil questionnaire

- The pupil questionnaires have been completed and the key outcomes were as follows:
 - There is a 12% increase in pupils feeling safer in school. Q: Could this be due to the R.U.D.E workshop and the visit from the PCSO? These results were compared with those from the pupil questionnaire results from one year ago. The R.U.D.E workshop and online safety talk were very beneficial for the Y6 pupils.
 - There is an increase in concerns around SATS, children's services, and social media, in particular WhatsApp.
 - The pupils have expressed that they really enjoy the range of activities, parents coming into school, creative activities, PE, dance lessons, ELSA, and school trips. Q: Does Mrs Sampson get the correct support for her role as ELSA? Yes, the support between teachers is amazing.

1.57 Receive Portfolio Holder reports and actions

- The following reports were received: -
 - Community – 08.03.2023
 - Finance – 13.03.2023
 - Standards and Inclusion – 20.03.2023
 - EYFS – 18.03.2023
 - Staffing and policies – 13.03.2023

1.58 FDP Star Meeting Reports

- The following reports were received: -
 - Include – 13.03.2023
 - Stabilise – 09.02.2023
 - Aspire – 21.03.2023
 - Collaborate – 09.03.2023

1.59 Agree policies

- The following policies were adopted: -
 - Statutory:
 - Relationships, Development and Sex Ed
 - Social Media

Non-Statutory:

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

1.60 Any other business

- The Federation will be taking part in the Mardi Gras through Art and Dance
- Governor Allan Bridges is competing in the London marathon for his chosen charity, Ron Pickering Memorial Fund. Allan will share his JustGiving page for governors to make donations if they wish.

1.61 Date of next meeting

- Full Governors' Meeting - Wednesday 24th May 2023 at 6.00pm in Shalfleet.

The meeting closed at 7.55pm.