



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



**Date and time** Thursday 14<sup>th</sup> September 2023, 6.15pm-8.30pm

**Venue** Shalfleet C.E. Primary

**Governors** **Mrs Carla Bradshaw (Foundation Governor)**  
**Mrs Elizabeth Grainger (Headteacher)**  
**Mr Stephen Holland (LA Governor)**  
**Mrs Laura Homes (Foundation Governor)**  
**Mrs Tina Griffith (Foundation Governor)**  
**Mrs Caroline Weeks (Foundation Governor)**  
**Mr Allan Bridges (Parent Governor)**  
**Mr Max Dawes (Parent Governor)**  
**Mrs Debs Downer (Co-opted Governor)**  
**Mrs Sarah Woodburn (Co-opted Governor)**

**Quorum** The meeting is quorate, attended by 9 Governors.  
A quorum is 6 Governors.

**Attendees** Mrs Jodie Smith (Clerk)

**Vacancies** Co-opted Governor  
Foundation Governor

**Key** FDP – Federation Development Plan  
MFL – Modern foreign language  
JLT – Junior Leadership Team  
SBM – School Business Manager  
MAT – Multi Academy Trust  
LA – Local Authority

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

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

The meeting commenced at 6.15pm. The clerk led the meeting until the chair and vice chair were elected. Opening prayer written by Rev LP.

**1.01 Apologies**

- Rev Leisa Potter, and Mrs Sylvia Smith sent their apologies which were duly accepted.

**1.02 Declarations of interests on items forming the agenda**

- None.

**1.03 Election of Chair and Vice Chair**

- There was one nomination and so Mrs Carla Bradshaw was re-elected.  
Mrs Bradshaw took the Chair.
- Mr Holland indicated his willingness to stand again as Vice-Chair and so was nominated and duly re-elected.

**1.04 Minutes of the previous meeting 12.07.2023 and matters arising (see action sheets)**

- 1- The schools Behaviour Policy has been adjusted. Personalised behaviour support work introduced across the federation.
- 2- HT to speak with the local West Wight parishes regarding the playground box and prize idea. This action will be added to the agenda of the upcoming community meeting.

Action: Clerk to add the following to the next community agenda:

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

- 3- SH and AB have scheduled a meeting with the two parent governor candidates to take place next week. The vote will close Friday 22<sup>nd</sup> September.
- 4- SH has sent a copy of the new governor presentation to LP.
- 5- The FDP has been evaluated and circulated.
- 6- 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. This action will be added to the agenda of the upcoming Standards & Inclusion meeting.

Action: Clerk to add the following to the next Standards & Inclusion meeting:

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.

- 7- The SBM added a cost column to the FDP document.
- 8- The HT made a connection with a contact to support with MFL teaching, a date is being arranged for a CPD session for staff. TG offered support for the French language class. The IOW Headteachers have facilitated a MFL conference on the 13<sup>th</sup> October at the IOW College which staff from the federation will be attending.
- 10- The clerk added review the equality statement policy to the agenda.
- St Saviours Contact: The chair shared the email response sent to the chair of St Saviours school regarding school places in the west wight. Governors agreed the response was comprehensive and professional.

#### 1.05 Review and approve Mission & Values

- The HT shared the Missions & Values statement. Governors approve of the statement, however the need to accurately capture the mission statement within documents across the federation was noted.

#### 1.06 Review Terms of Union

- The Terms of Union was agreed by governors.

#### 1.07 Governing Body business

##### Membership

- New Parent Governor Election: The election process for a new parent governor ends on Friday 22<sup>nd</sup> September 2023. SH and AB have scheduled a meeting with the two candidates next week prior to the election to discuss the parent governor role.
- Q: Can a Dojo reminder be sent out to parents? SW will ensure this is completed.

Action: SW to send out a Dojo reminder to parents prior to the parent governor election.

##### STAR Link Governors

- Governors agreed that they are all happy to remain under the same categories. Concern was raised regarding the difficulty of finding suitable dates for the Aspire meeting to be completed due to busy work schedules, it was suggested that dates are confirmed at the beginning of each term.

Action: LH and MD to arrange a date for the Aspire meeting to be held during the Autumn term.

##### DfE/LA update

- The chair led an in-depth discussion around the Hampshire partnership ending announcement received in July 2023. The end of a ten-year partnership between Hampshire County council and the Isle of Wight's Children's Services has raised serious questions from the education sector. The Isle of Wight Headteacher Executive Group have since expressed their concerns and brought them to the Headteachers meeting to discuss them in detail, this meeting followed a meeting with two local councillors on school place planning.

- LG attended both meetings and led a discussion around the content of the school place planning meeting. The meeting gave LG a greater insight into the mechanics of what's happening on the Isle of Wight. The Executive Headteacher's group presented a case to the head of the council including a chronology. LG covered the complex needs across the Isle of Wight, struggling schools, budgets, Ofsted pressure, and the journey of schools. Including the concern amongst headteachers of the school system breaking down. Governors agree with LG's statements.
- The chair spoke of all the aspects the partnership ending will affect within schools across the island. The chair outlined points made within the school place planning meeting under councillor answers and discussion points. Please see meeting note attached to these minutes.
- Q: Can the government offer any help? The government instigated the Hampshire partnership 10 years ago. Overall the Island Education system is in a better place than it was but it will go into free fall again without HCC support and appropriate replacements being in situ in a timely manner. The government will offer academisation as an option.
- Q: Was there a notice period given in the contract? We have attempted to understand this however we think notice was given in July for ending the partnership at the end of January.
- Cllr Peacy-Wilcox has now resigned her post, governors discussed the possibilities of who will be next in this position.
- The Isle of Wight Headteachers update outlined questions following the dissolution of the partnership with Hampshire. The presentation to HT included a visit from the DfE around the possibility of an IOW MAT. LG expressed there is a greater sense of unity and support amongst HT's on the island.
- Q: What is the maximum number of schools within a trust? We have 44 maintained/academy schools (primary, secondary, all-through) on the island however this is possibly too many to include into one trust, instead it may be that they would look to split the island into two trusts if everyone wants to join. The DfE have a list of criteria for creating MAT's. However, the indicated they are willing to bend the rules to enable this to happen on the island.
- Q: How does a MAT run? MAT's operate in a similar way to maintained schools, details of which are outlined within the Headteachers Update attached to these minutes. The scheme of delegation is the main driver of how a trust operates and something that should be considered carefully when joining a trust. MAT's still require some LA services (SEN is one for example) however they employ an Accounting Officer (CEO usually), and a CFO. The chair believes the DfE will have their own ideas about proceedings. The chair also gave a breakdown in how the finances work within a trust.
- Q: What happens if the trust collapses? With financial issues there will be interventions and support.
- Q: Who is accountable for the trust? The Trustees are accountable with the CEO and CFO and 'Members' at arm's length. This is outlined in the Academies Trust Handbook
- The governors requested a meeting to discuss the above in more detail and highlighted the importance of these discussions. Governors decided to include the discussion within the SEF Meeting in October.
- Chair asking governors to consider if they would like the school to be at future meetings about academisation. The governors feel that being at the table will help them to make an informed decision.

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

- The federation has support from the Robert Sanders from the Diocese, we have a strong, trusted relationship. The Chair has been invited on a Diocese working group: around academisation.

## Community

- See confidential minutes.

### Governing Body Action Plan 2023-24

- SEF meeting to be held: Monday 16<sup>th</sup> October 2023 5pm at Shalfleet C.E. Primary. The meeting was lengthened to enable governors to discuss points within the DfE/LA update in more detail.

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

- This item will be rolled over to the next FGB meeting.

Action: Clerk to add 'To receive and approve Register of Business Interests of Governors' to the next agenda.

#### 1.09 Scheme of Delegation

- The scheme of delegations will be agreed within the SEF meeting 16<sup>th</sup> October 2023.

#### 1.10 Code of Conduct

- The code of conduct was approved by governors.

#### 1.11 Skills Audit

- This item will be rolled over to the next FGB meeting.

Action: Clerk to add 'Skills Audit' to the next agenda and circulate consolidated audit prior to meeting.

#### 1.12 Governor Training – Register

- This item will be rolled over to the next FGB meeting.

Action: Clerk to add 'Governor Training – Register' to the next agenda.

#### 1.13 Risk Register

- The risk register will be reviewed within each finance meeting. The chair brought attention to the importance of the risk register, ensuring it is kept up to date and detail within.

- Action: Clerk to add 'Risk Register' to the next agenda.

#### 1.14 Agree external support (inc. HTPM) – CPD

- The HT listed some of the external support currently used within the curriculum; Solent Maths Hub, Little Wandle Phonics programme, and the Springhill literacy hub.
- The chair expressed that the hubs are a positive link to make as this connection is free comparing to very expensive Hampshire support.
- The HT is looking for outstanding mainland schools to see what they are doing, especially schools with high SEND and PP numbers.
- Q: Can Ofsted guide you with this? Yes, the inspector that came for the reception registration has offered assistance in locating these schools.

Action: LG to contact the inspector to ask if she could help finding a suitable school.

#### 1.15 Governor Services Collaboration Agreement

- The collaborations agreement was agreed by governors.

#### 1.16 Review Governor Self Evaluation and Action Plan

- This item was covered under Governor business – separate meeting in October.

Action: Clerk to add 'Review Governor Self Evaluation and Action Plan' to the next agenda.

#### 1.17 Agree Community Plan

- The plan was agreed and will be actioned by the Community Committee.
- The HT drew attention to a community lunch being held at the Freshwater & Yarmouth school for members of the local communities to attend.

#### 1.18 Adopt policies and documents

##### The following statutory Policies were adopted:

Antibullying  
Attendance  
Capability

Data Breach  
Data Destruction  
Data Protection  
Data Sharing  
Data Records Management  
LAC  
EYFS  
Educating Children with Medical Needs who cannot attend school  
Supporting Children with Medical Needs  
Exclusions  
Freedom of Information  
Health and Safety  
Managing Allegations of Abuse  
Website Accessibility  
Whistleblowing  
Child on Child  
Performance Management Teachers  
Safeguarding  
Child Protection  
Low Level Concerns

**The following statutory policies are to follow and will be ratified at the next FGB meeting:**

Admissions  
Behaviour  
Pay Policy

**The following non statutory Policies were adopted:**

Business Continuity Plan  
Confidentiality  
Educational Visits  
Emergency Plans  
Employer Screening  
Food Policy  
Home Learning Policy  
Lockdown Procedure  
Loneworking  
Feedback  
Pupil Acceptable Use  
Risk Management  
Severe Weather Warning  
Snow and Bad Weather  
Special Leave  
Staff Acceptable Use  
Student Placement Policy  
Wellbeing Workforce  
Allegations Against Another Child  
Debt Recovery  
Drugs  
Finance  
Learning and Teaching  
Lettings  
Pre-School Charging  
Mental Health

**The following non statutory policies are to follow and will be ratified at the next FGB meeting:**

- Computing
- Curriculum
- Accessibility
- Charging and Remissions

### 1.19 Equalities Statement

- The equalities statement has been adjusted by the HT. The HT asked governors to review the document before the end of the week. It was advised that the document should include more around the physically environment, with the Accessibility Plan linking in with the equalities statement. This will assist in normalising differences. The chair recognises the progress within the document.
- Q: Can we contact an accessibility champion to assist us with questions to ask ourselves when managing the plan? I agree this could be very helpful.

### 1.20 Head Teacher's report (verbal)

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

- The children have settled very well into the new academic year, except for the small number of children with attachment issues. Strategies are in place for these children, the federation is liaising with parents and hope to make progress.
- Reception class have settled extremely well.
- The senior leadership team have prioritised the actions for each term, the FDP and detail within will be really helpful.
- Home school agreement: This is being introduced to help parents to take their children's education, and safeguarding seriously. The danger of social media has been highlighted within the document. The document is intended to build a sense of trust between the school and parents, and to help with managing parent expectations. Teachers will have longer when meeting with parents to allow them time to talk through the document, if parents have not signed the document during their meet with the teacher they will be invited to a meeting with the HT.
- Q: Can the format of the document be adjusted, an agreement rather than a poster? Yes, good idea, the area for parent's signature should be more formal.
- Q: Can attendance also be highlighted in the home school agreement? Yes, absolutely thank you for the reminder. The effect of children having a poor attendance record can be detrimental to their education.

Action: HT to highlight attendance within the Home School Agreement document.

- Q: Family events may affect a child's wellbeing, can we express this within the Home School Agreement? Yes, this can be added to the document.

Action: HT to include section within the Home School Agreement speaking of family events that may affect their child's wellbeing.

### 1.21 Any other business

- Premises update:
  - Trees have been planted at the Shalfleet grounds.
  - The Shalfleet garden area will be completed within the October half term.
  - The health and safety review has been booked
  - The septic tank at Shalfleet is being replaced by the LA. Thank you to JK and team at the LA for their support.
  - Photos have been sent to the LA in preparation for the bid for the funding for an extension to the hall in Shalfleet, awaiting progress.

- Tree at Freshwater needs attention.
- Reception needs to be updated at Shalfleet school to be in line with Freshwater.
- Some windows are being replaced at Shalfleet and the den.
- AB informed the board of a meeting concerning key stage 1 children learning tag rugby with Vectis, rugby training to be held on Saturdays for the children who wish to join.
- Q: Was there an issue with the supplier of uniform? Yes, many items didn't arrive, and the suppliers were not accepting returns on personalised items. We didn't set an expectation for pupils to wear logos, we are also awaiting iron on logos.
- Parent governor to sit on the scrutiny panel governors agreed that Max Dawes would register for this.

Action: MD to report to governors regarding scrutiny panel application.

- JLT meetings: Q: Can we have select governors to attend the JLT in the last hour of the school day as to not disturb children's family time, the governors can report back to the remaining governing board at the FGB meeting. What are we trying to achieve from the JLT meeting? I believe we should ask Sylvia to have a discussion with the JLT, we can then look into the logistics around making this change.

Action: SS to discuss timing of JLT meetings and report back.

**1.22 Date of next meeting**

- Wednesday 29<sup>th</sup> November 2023 - 5.00pm at Freshwater & Yarmouth (incl. LL/JLT).

The meeting closed at 8.30pm.

Signed .....

Date .....