



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



<b>Date and time</b>	Wednesday 29 <sup>th</sup> November 2023, 6.15pm-9.00pm
<b>Venue</b>	Freshwater & Yarmouth C.E. Primary
<b>Governors</b>	Mrs Carla Bradshaw (Foundation Governor) Mr Allan Bridges (Co-opted Governor) Mr Dale Sloan (Parent Governor) Mrs Debs Downer (Co-opted Governor) <i>Arrived at 6.20pm at budget review</i> Mrs Lizzie Grainger (Headteacher) Mrs Tina Griffith (Foundation Governor) Mr Stephen Holland (LA Governor) Rev Leisa Potter (Foundation Governor) <i>Left at 7.00pm after budget review</i> Mrs Sylvia Smith (Staff Governor) Mrs Sarah Woodburn (Co-opted Governor)
<b>Quorum</b>	The meeting is quorate, attended by 10 Governors. A quorum is 6 Governors.
<b>Attendees</b>	Mrs Vikki Plumley (FM) <i>Left at 7.00pm after budget review</i> Mrs Jodie Smith (Clerk)
<b>Vacancies</b>	Foundation Governor
<b>Key</b>	FDP – Federation Development Plan MFL – Modern foreign language JLT – Junior Leadership Team SBM – School Business Manager MAT – Multi Academy Trust LA – Local Authority  <u>Challenge</u> Action, Decision, Support, Ring-fenced, FDP link
<b>Distribution:</b>	All Confidential Minutes to Governors attending meeting.

**The meeting commenced at 6.15pm with an opening prayer from Rev Leisa potter.**

### **1.23 Apologies**

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

### **1.24 Declarations of interests on items forming the agenda**

- Governing chair Mrs Carla Bradshaw is being appointed to the Diocese board of education as Co-opted trustee.
- Rev Leisa Potter Norton Trust.

### **1.25 Minutes of the previous meeting 14.09.2023 and matters arising (see action sheets)**

- Actions from the FGB meeting held on the above date have been completed in full, there were no details to add.

### **1.26 Governing Body business**

## Membership

- The new parent governor Mr Dale Sloan was introduced to the governing board with background knowledge of each member.

## DfE/LA update

- DfE Data Dashboard: The IDSR document has been distributed to the governors on the Standards committee, this will also be distributed to all governors. The DL will accompany the document with a summary sheet to further explain items within, and how this links to the FDP.

Action: DL to distribute the IDSR including summary sheet to all governors.

- Hampshire Authority's Departure: Governors held a discussion around the effect this may have on education island wide, an overview was provided for DS including the background of the education on the island, and the PBS service introduced by Hampshire.

## Diocesan/Churchlink update

- The chair is attending the Diocese Academy group which is an advisory group to the Diocesan Board of Education. The DBE is to set their policy on academisation. Schools are not able to convert without this policy in place. The Diocese is aware of the position on the Island being urgent because of the withdrawal of HCC and other policy matters. There are other areas in the Diocese also in need of this clarification. Hampshire schools appear to be least focused on the potential of converting given the support they receive from their LA. The chair will report back following further meetings.

## Governing Body Action Plan 2023-24

- The action plan was adopted by governors, this will continue to be monitored.

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

- The Register of Business interests was approved by governors and will be uploaded to the website.

Action: Clerk to add up to date Register of Business Interests to the website.

### 1.28 Skills Audit

- Governors have completed the skills audit. The chair reviewed possible gaps in knowledge across the board.

### 1.29 Sign Terms of Reference

- The following Terms of Reference documents were signed:
  - Community
  - Standards
  - Inclusion
  - Finance

### 1.30 Governor Training – Register

- Governors will feedback to the clerk regarding training they have attended in order for clerk to maintain an updated training register.

Action: Clerk to explore if governors have access to Better Governors.

### 1.31 Admissions Policy

- Governors discussed points of interest when reviewing the policy, these were as follows:
- Catchment areas definition reviewed: Suggestions made to reword to children from the parishes of St. James, All Saint's, Christ Church and St Agnes. Yarmouth to be listed first within the policy, to ensure we are remembering our roots.

Action: SBM to amend the Admissions Policy and circulate this to parents, local communities and governors.

### 1.32 Agree mid-year budget

- The FM presented the mid-year budget to governors, and detailed key points within the budget:
- The current pupil numbers are listed on the budget. Q: How many children are expected to join the schools in the next academic year, and how will this effect the

children on role numbers? We are expecting 27 children to join Shalfleet, and 17 to join Freshwater & Yarmouth. The number of children on role will fluctuate throughout the year. Freshwater & Yarmouth have received 4 applications this week, and Shalfleet have received 3.

- Expenditure: All classes are fully staffed with teachers full time, the FM highlighted the balance of her role across the federation.
- Building maintenance: Remains high for the Freshwater & Yarmouth site, some of these expenditures were large one-off payments due to issues within the new building.
- Energy: The FM has reviewed the expenditure due from FWEYC. Q: Do we have any eco-friendly instalments on the new site, solar panels or rain water harvesting? This was requested however wasn't included in the build. The FM also noted how the school are looking at ways to cut wastage within the resources.
- IT spend at Shalfleet: Q: Is the safeguarding filtering and monitoring for the computers and Ipads included in the budget for both schools? Yes, this is included. The SBM detailed the effectiveness of the safeguarding filtering, staff at Shalfleet are impressed with the system so far.
- Income: including funding for EHCP/ LAC/ PLAC / Government grants / donations. EYFS funding? has been applied for yesterday for outdoor learning equipment.
- Catering: School dinners are being covered by the school budget, supported by the UIFSM grant for Year R and KS1.
- Q: What inflation percentage has been added for income? We have added 1%.
- The Norton trust is currently donating £1000 per year to support children's school trips for FW&Y.
- Q: Funding for ethnic minorities, what is the basis for receiving this? This is based on percentage of children with cultural diversity within the school.
- Q: Community focus funding is within Shalfleet's budget however not in Freshwater & Yarmouth's? The Community Focused Funding is split between the income received from the LA and parents in the Shalfleet budget, however the Community Focused income is amalgamated in the Freshwater & Yarmouth budget. In both cases this represents the preschools.
- Q: Why does the staff expenditure decrease in the budget as the years go on? This is due to knowledge of individual staff members, retirement etc. EHCP staff is also reviewed when children leave the school.
- Q: What is the community focussed staff? This is the record of the preschool staff.
- Governors discussed the EHCP budget and how this works. **The inclusions team are working very well making accurate applications for EHCP's, never having an application denied.**
- PTFA funds: A discussion was held with regards to the proceeds of the main fundraising event of the year, the Randonnee. At present, the PTFA run the finances associated with the event and subsequent profits are held in the PTFA account.

Action: Discuss with PTFA around allocation of funds.

### 1.33 Risk Register Update

- Governors discussed the following points:
- Freshwater site: Building issues and trees with the possibility of requiring a tree surgeon to assess the trees on a yearly basis.
- SEND provision impact on school budget: The concern is around the need for additional staff to support children with additional needs. The schools are required to provide the first £6,000 from their own budget for children with additional needs before they can request additional funding. The number of children is increasing thereby increasing the pressure on the school budgets. There is little or no scope left for retaining even small reserves/contingency funds, which is uncomfortable. The Federation leadership team has always managed to maintain some reserves in the past. The newly appointed SEN lead, is very positive and working closely with JK,

Strategic Premises lead. Working closely with the SEN lead will be important for the federation going forward.

- Q: How does the EHCP process work? We begin by gathering evidence for an individual child, introducing interventions, and recording progress, if the interventions are not working, we then seek outside professionals, the decision for an EHCP application is then validated.

#### **1.34 Feedback from FDP Star Meetings:**

- Star meetings have all taken place, meeting notes were added to the drive for governors to view.

#### **1.35 Portfolio Holder Reports:**

- All portfolio holder reports were accepted by governors.

#### **1.36 Outcomes of pupil questionnaires**

- The HT has collated answers from the pupil questionnaires, feedback for the governors was as follows:
- Children have been writing about their experiences within school, highlights are: Choir, music, and school trips.
- 100% of children believe school trips helped with their learning.
- Children are enjoying: English, phonics, PE, and number games. Q: Has the number of children joining PE increased? The number of children has increased hugely.
- What can be improved; children's responses: More climbing equipment outside, bikes, and quieter breakout spots.
- All children know and agree with the school's values. More work to be completed with younger children around conscious community, to help them understanding the meaning of this.
- Q: Do you investigate answers within the questionnaire, for example why do children believe school trips help with their learning? Yes, this is investigated within the questionnaire, the most popular answer was that 'it feels real'. Children do populate the why section of the questionnaire, which does give interesting data.
- Q: On reflection what are you aiming to improve? Developing the conscious community and learning environment, and to adapt approaches and learning for children with neurodiversity.
- The questions used for the questionnaire have proved very effective, the questions have been reviewed carefully to ensure we receive more detailed valued responses from children.

#### **1.37 Approve Capital Spend - H&S & Premises**

- The Capital spend is discussed through the finance meeting and has been agreed.
- The SBM listed key health and safety concerns from the recent H&S audit:
- Shalfleet School: Audit of the fire doors. Damage to section of the kitchen floor, the FM is awaiting a quote for the required work.
- Freshwater & Yarmouth School: Tree survey required due to a complaint from a neighbour regarding trees around their property.

#### **1.38 Adopt Policies**

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

Admissions  
Behaviour  
Pay Policy

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

Accessibility

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

### 1.39 Head Teacher's report (written)

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

- Attendance: Q: Reports are showing improvements, what is the cause of this? This is due to a decrease to sicknesses. However, holiday requests remain high which leads to a decline in attendance.
- Staffing: The federation have seen staff absences due to sickness. Staff member has requested to reduce their hours, adjustments will therefore be made to accommodate this. Staff resources are currently very good, the schools have received very positive applicants.
- CPD report: The SBM has started training (School Business Professional Apprenticeship Level 4). The HT has been accepted onto the executive leadership course.
- **Subject leaders have completed excellent work**, a staff meeting has been planned for subject leaders to work on sharing good practice with colleagues Barton and Godshill.

**Action: SBM to circulate the CPD report to governors.**

- External validation update: The LA school improvement manager has visited the schools. The LA has requested for the HT to support in a leadership capacity at another school for 3 hours per week. The school would be billed for this support. Governors agreed that the HT should approach this carefully to ensure the support expected from the HT is precise, and that clarity is provided for the role at the school.

### 1.40 Any other business

- Rev Leisa updated Governors regarding the reception project; building positive relationships with children at a young age.
- Portfolio Holder Meetings: Mr Dale Sloan expressed interest in joining a portfolio holder meeting, governors suggested the community meetings as DS could have a positive impact.

### 1.41 Date of next meeting

- Wednesday 31<sup>st</sup> January 2024 at 6.00pm at Shalfleet C.E. Primary

The meeting closed at 9.00pm.