



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



Date and time	Wednesday 5 th February 2025 at 6.00pm
Venue	Shalfleet C.E. Primary School
Governors	Mrs Carla Bradshaw (Foundation Governor) - Chair Mr Dale Sloan (Parent Governor) Mrs Debs Downer (Co-opted Governor) – left at 7.20pm Mrs Lizzie Grainger (Headteacher) Mrs Laura Homes (Foundation Governor) Mrs Caroline Weeks (Foundation Governor) Mr Stephen Holland (Associate Governor)
Quorum	The meeting is quorate, attended by 7 Governors. A quorum is 6 Governors.
Attendees	Mrs Vikki Plumley (Finance Manager) – left the meeting at 7.10pm Mrs Georgina Westhorpe (Deputy Headteacher) Mrs Debbie Munn (Governance Professional)
Vacancies	4 – 1 Foundation Governor, 1 Local Authority, 1 Ex-officio and 1 Co-opted
Key	HT – Head Teacher SBM – School Business Manager FM – Finance Manager IT – Inclusion Team GP – Governance Professional LA – Local Authority PP – Pupil Premium NA – National Average EHCP – Educational Health Care Plan SEN – Special Educational Needs FEY – Freshwater Early Years

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

Distribution: All – Confidential minutes to those in attendance

The meeting commenced at 6.10pm with an opening prayer from Mrs Lizzie Grainger.

1.49 Apologies

- Mrs Sarah Woodburn, Mrs Sylvia Smith and Mrs Tina Griffith sent their apologies which were duly accepted. Max Dawes was not in attendance.

1.50 Declarations of interests on items forming the agenda

- Clerk is related to a staff member at FEY.

1.51 Minutes of previous meeting 27.11.24 and matters arising (see action sheet)

- Minutes from the last FGM held on 27.11.24 were duly accepted as an accurate and true record of the meeting by the governors.

Action 1 & 2 - Completed

Action 3 – RR to be finalised, agreed and published on school website.

Signed

Date

Action – Clerk to amend RR based on CB feedback and re-send to governors.

Decision made not to publish the RR on the school website.

Action 4 – Training required for the School Leads on Leading Performance Management. This is ongoing.

Action 5 – Completed

Action 6 – FM & SBM to look at purchasing a second-hand ride on mower for Shalfleet and also look at insurance for caretaker's car, transporting the tractor if we cannot purchase a second mower. In progress. Suggestion made to put an advert in village news.

Action 7 – Completed

Action 8 – ToR for EYFS and Pay Committee to be reviewed and signed at the next portfolio meetings and returned to the clerk for filing. Carry forward as an Action.

Action 9 & 10 – Completed.

1.52 Headteacher's Written Report to include the following:

• Update on progress of learners – Data report

Both school numbers are aligning with 189 on role at Shalfleet and 176 at F&Y.

Increase of SEN in both schools with SEN at Shalfleet just above NA and F&Y significantly above NA.

NPQEL links are very positive. HT is in contact with a school in Cirencester who has just received 'Outstanding'. The HT, Helen Cooper, is also looking to develop a Federation.

It would be very helpful when she visits to have some governors to meet her.

NAHT inspiring leaders conference coming up in Birmingham.

The HT confirmed that external contacts and CPD are leading to enrichment for the children.

Collective worship had been a concern after Rev Leisa left however Rev Jackie has been coming in more regularly to lead worship across both schools. We also have support from Ruth Witchard and Mike Hackleton. Open the book are still coming in, which the children look forward to. Thorley, Newtown, Calbourne and Shalfleet churches are looking to become a cluster and Shalfleet school will be part of it. Shalfleet have a section in the church news bulletin.

SBM sent off our Emergency Plan to the LA and we have received outstanding feedback.

Thanks given to the SBM for her hard work.

Q: Questions are around the increase of need. Shalfleet is catching up with F&Y as far as I can see in the numbers, although PP at F&Y is higher than Shalfleet, but SEN wise it is getting closer. The SEN cohorts in both schools are boy heavy.

You are right, the proportion of children with SEND has increased significantly at Shalfleet. We now have 19% of children with an identified SEND need which is just above the NA of 18.4%. We have 14% of our cohort in receipt of PP at Shalfleet which is lower than the NA of 24.6%. Whereas at F&Y, children identified with SEND is 27% of the school and we have 31% of children in receipt of PP, both higher than the NAs.

Q: What would be the optimal size of our Inclusion team? Leadership, FLO and LSAs and possibly ELSAs. How can we achieve this?

We need to consider our staffing structure for the IT, alongside the backdrop of the growing level of need. This is not solely in terms of the percentage of children with SEND needs, but also due to the level of intricate complexity some of the children present with. We are pleased with the Leadership of the IT and the exemplary support provided to our children from the Inclusion Officer/FLO. However, we recognise that the pressures on the team to do the very best for individual children has increased and has put pressure on the team's time and ability to prioritise.

Thanks was given by governors to GW (Inclusion Manager & Deputy Headteacher).

We have considered the additional support which would be beneficial for the IT and we are looking to appoint an Inclusion Assistant to support with SEND administration tasks and support from a Safeguarding/Behaviour perspective. If we appoint a TA Grade 3A for 20 hours a week, this will cost the Federation £14,339.00 term time only including on-costs. We are currently looking at budget implications to consider the possibility of this, for the new academic/financial year. As we look to the staffing structure for the following year, we are considering the number of support staff we will need to support the level of need in both schools.

Signed

Date

Presently we have the following support staff in each school:

F&Y, 13 support staff members, 6 Full time, 7 Part time

Shalfleet, 14 support staff members, 10 Part time, 4 Full time

The percentage of total cost of support staff salaries from our total expenditure is:

F&Y Support Staff as a % of total expenditure – 22.27%

Shalfleet Support Staff as a % of total expenditure – 18.05%

The national percentage is: 19.5%

We are looking to continue to deploy our current staff to meet the needs of the children in the classes. We have recently increased the number of support staff we have and this is working well for the children. The IT alongside the FM apply for all funding streams available to us and the IT are working to apply for the children who are in need of an EHCP. We will look at the current needs of the children alongside those children coming up to the schools to decide whether we need further Support Staff. In terms of the ELSAs, we are increasing the number of hours that ELSAs are available to work with the children, this is due to a significant increase in the number of children who require this service.

Q: What training do our teaching and support staff receive to manage a) increase of incidence and b) type of need (C&I/C&L/SEMH) to respond as effectively as possible? What external support is in place for staff to refer to when internal options have been exhausted?

What, if any, additional challenges are there in the schools given the boy heavy SEN Cohorts? What are we doing to address those challenges, if they exist?

All staff have had training on the Behaviour Policy and the Inclusion Policy – all staff have an awareness of de-escalation strategies as a result of this. All staff are doing the Educare Behaviour Awareness course. All staff have and the Zones of Regulation training and we have also had input from the Virtual School regarding Trauma and Attachment.

We have a Development Day planned for early June where we have a speaker regarding ADHD awareness (which is one of the primary areas of SEND need, which is on the rise) and the SBM is sourcing training for staff on behaviour and meeting the needs of a child with SEND. We will also be sending representatives to the Behaviour Culture conference which is planned for June. We have also provided staff and parent support through Primary Behaviour Service, outreach. Penny Crossley (Behaviour Consultant), the Virtual School and Barnardo's. We have also bought the services of Tara Diebel (EP) to support with our most vulnerable children.

This against the backdrop of the government's direction towards higher levels of inclusion in mainstream and lack of outreach/specialist support from central services, meaning self-reliance is becoming more important.

EP Service has been removed and we now have a suite of agency staff. We have bought in Tara Diebel

Medina House Outreach – has ceased

Barnardo's – parenting programme has ceased

Alternative Provision – In reach has ceased

Primary Behaviour Service – In reach has ceased

Currently there are no spaces in our special schools – we need further support from a wider team of people/provision to meet the needs of the children.

Q: What are the financial issues in relation to the above questions for the Federation? How are these being addressed?

Children in need of and EHCP we are gathering evidence for.

Parenting needs of families.

Increase in support staff salaries.

Increase in the Inclusion Team salaries and structure.

SEND needs taking a larger proportion of the budget when we need to ensure that the curriculum and standards in education do not fall.

If there are skill and expertise in other schools that we can utilise we need to.

Q: Are there staff that are interested in getting qualified in SEN and Autism? Claire Sampson has the potential and she is ELSA qualified and extremely capable. We do not have anyone S&L qualified so this is a gap we are looking to fill. There are schools that may have provision and we can buy in their professional fees.

Q: Who is responsible for the HA, Greater Depth children? Stuart Cook is specifically looking through the monitoring at those children who are at greater depth and that teachers are extending the learning for these children through extension activities. He is looking at the actual impact and how those activities are crafted. He provides individual feedback for teachers with next steps which then go into the next round of work scrutiny to look at specific improvement. An impactful dynamic process. In budget next year we will be looking at providing him with more time for this.

Q: Do we report behaviour through Arbor? No this goes through CPOMS as a lot of behaviour is linked with SEN, safeguarding etc.

What filtering and monitoring tools do we use and how often they are reviewed?

Our filtering at F&Y is provided by LightSpeed which is DFE compliant and Shalfleet uses E2BN which was part of the DFE approved Connect the Classrooms scheme. Out internet monitoring is provided by Classroom Cloud it records each key stroke irrespective of where it is typed.

The system provides Sarah Woodburn (SBM) and the admin team with alerts to any concerning activity and/or key words which raise the alarm. Sarah receives the alerts regarding staff members and the office admin receive the alerts for the pupils. Each alert is saved on the computer system and any that cause concern are followed up the admin team who pass this information to the DSL.

HT requested a Governor representative to oversee the system. Max Dawes' name was put forward.

- **Outcomes of Pupil Questionnaires Autumn Term**

Children are very enthused with practical subjects. They want more DT, love forest school and PE. Increase in children loving Maths and English. 100% love school trips. 85% enjoying the inspire talks and where are they now, helping them with ideas for what they can do in the future. Majority of children know the values but only 30% knew the mission statement.

Children wanted the behaviour system to be fairer and more consistent. All classes now have conscious community and same rules rather than separate class contracts. Behaviour slips are now being used when children are brought to SLT which is reducing stress levels for all involved.

- **Update on attendance figures (pupils and staff)**

Attendance figures are challenging. We still have a significant number of parents taking their children out for holidays. We have 3 holiday fines that are going to court through non-payment at F&Y.

We have two school refusers at F&Y. And two that are on the verge. If parents say it is medical it is extremely difficult to refute. We have put everything we can in place for these children. One child is in year 6 and it will affect data but there is nothing more as a school we can do. There is a growing social media concept on children getting EHCP's even if the schools say there is no presentation. We are keeping a written record of everything.

- **Staffing update**

See HT written report.

- **Premises Development (DFC spend)**

Report provided by SBM on the implementation of Shalfleet's new Sewage Treatment Plant

Thanks given to the SBM for her report and ongoing work.

Q: Who is responsible for the maintenance? The school is. Concern over blue paper towels etc being put down the toilets and food waste from the kitchen.

Action: LH to send the guidance to HT for upkeep of the sewage treatment plant.

1.53 Governing Body business

- **Membership**

Currently 4 vacancies – 1 Foundation Governor, 1 Local Authority, 1 Ex-officio and 1 Co-opted

- **DfE/LA update**

- ❖ New - Special educational needs (SEN) and disabilities: guidance for school governing boards published 30th January 2025

- ❖ Children's Wellbeing and Schools Bill is likely to become law in 2025.

Signed

Date

- ❖ Diane Hiscock is retiring end of October 2025. She is looking to get the SLA organised asap as may be some changes e.g. they may be removing Hampshire training as not much uptake from governors on the IOW. Instead they may be adding the e-learning link for NGA as part of the package. Also, from April 2025 Governor Hub & The Key (who own Governor Hub) will be offered as a package for subscribing schools. The Key also provides training for governors.
- ❖ The new school improvement team is starting at the beginning of April 2025 led by Beth Dyer (Nine Acres Primary School) and Sam Sillito (Queensgate Primary School).
- ❖ As of Friday, 31 January 2025, the Isle of Wight Local Authority Designated Officer (LADO) service, which manages and oversees allegations against adults working within the children's workforce, will no longer be delivered by Hampshire County Council. From this date, the LADO service will be directly provided by the Isle of Wight Council Children's Services.
- ❖ MASH now also moved over.
- ❖ CPD centrally funded has been stopped from 31st January. The year 6 standardisation course is now scrapped as it was not paid for in advance by the LA.
- **Diocesan/Churchlink update**
Board meeting in 2-3 weeks time.
- **School Place Planning**
The Federation's submission for statutory notices in relation to school closures was submitted on 3rd February 2025. It is cabinet only that votes.
Schools being considered for closure are Arreton, Brading, Cowes, Oakfield and Wroxall. The report will be submitted to the cabinet on 6th March. SEND expansion plans are on hold for the time being however a new resource provision is being set up at The Bay Primary.
- **Training**
Clerk has sent a reminder to governors to complete the statutory training required as some outstanding from 27th October 24 and next training due by 14th February 25.
CB has attended Designated Safeguarding Lead
DS has attended Understanding Data in Primary Schools, Improving School Attendance in Primary Schools and Holding Leaders to Account.
TG and the GP have attended Governance Leadership Forum: The heart of education – uniting schools, families and communities.
CW has attended Disadvantage – Widening the Lens
GP has also attended Governance Professionals Network, Harnessing the power of local governance and IOW Council Clerks termly briefing.

1.54 Finance update

Budget summary report provided by the FM to governors.

- ❖ Shalfleet has a member of staff who has needed two operations however the second operation was not covered by insurance despite fighting the fact that it is the same illness. Therefore, supply cover has been needed. We have also had some new support staff start at Shalfleet.
- ❖ FM has met with Sadie to look at forward planning to calculate the income more accurately following the head count for both pre-schools. April is mid-way, Sep dips, then January increases. The income for LE is significantly more than the forecast. Both pre-schools are in surplus.
SG has done an amazing job with the pre-schools. Q: How is her hours split across the two preschools? She tries to do half and half but she is in ratio some of the time. We would like her to be out of ratio as soon as possible. Q: Is she happy doing the job? Yes, she seems very happy, she is very good with people and knows how to create a team. She loves working with the children so she may want some time in ratio still. If she has the flexibility she can choose when she is in ratio.
- ❖ Next year will present a challenge to finance. NI increase, teachers 2.8% with no real news on funding. Any inflationary rises have to come from within the same pot. If we were within

Signed

Date

PAN we would not be financially viable. Applications are 29 for F&Y and 22 for Shalfleet for September 2025.

Thanks to the FM for all of her work.

Q: Can we request for future summary reports we have the original budget column on the report? FM confirmed she will do this.

1.55 **Safeguarding update**

Provided within the HT and SBM written reports.

1.56 **Agree HTPM**

All in progress and governors confirmed that they are very happy with external support.

1.57 **Reports** (sent to all governors with no further questions)

- **Portfolio holder reports**
- **Reports from staff**
- **Portfolio reviews**

1.58 **Adopt policies** (Sent by HT to governors on 6th January 2025) *Policies approved and adopted.*

Statutory:

Code Of Conduct
Complaints
Disciplinary
ECT
Fair Access and Exclusions
Governor Allowances
Grievance
Inclusion
RSE
School Visitors
Single Equalities
Social Media
Finance
Teaching and Learning
Marking and Feedback
Curriculum
Behaviour Policy
Health and Safety

Non Statutory:

Safer Recruitment
Spirituality
After School Club
Code of Conduct - Safeguarding
Induction
Management of Drugs
Managing Aggressive Behaviour - Children
Managing Aggressive Behaviour - Community
Attendance

1.59 **Review & approve Risk Register**

Action: Clerk to go back over the risk register and previous minutes following CB feedback and re-send to governors.

1.60 **Review & approve Governing Body SEF 2024-2025 inc Action Plan**

Approved.

1.61 **Any other business**

Q: Has the LA Pay Policy been approved? Not yet. HT would like to look at the NHT Pay Policy. It is a school choice whether to use pay point or performance management. We are responsible for value for money. If children are not getting the right education then pay rises should not automatically happen. This is where Performance Management comes in to play. In any other

Signed

Date

industry you do not get a pay rise unless you deserve it. Q: Do you get less money if you are not performing? No, you cannot take money away unless someone asks to reduce their tasks.

Action: HT to circulate the NHT and IOW Pay policy to governors for discussion.

Q: Are governors managing to keep up with the dates for the meetings? Governor Planner is sent out before the academic year begins, termly dates sent out by the GP at the beginning of every term and agendas sent for the meetings that the GP is in attendance for minuting. Q: Would governors like the GP to set up a google calendar and send out invites to the meetings that way? Not all governors use Google Calendar. Q: Would governors who do not have the GP take minutes e.g. SIAMS, EYFS, pay committee like the GP to still send agendas and reminders to them? Yes please this may be helpful.

1.62 Date of next meeting –

Wednesday 26th March 2025 6pm at Freshwater & Yarmouth C.E. Primary

The meeting closed at 8.50pm.

Signed

Date