



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



Date and time	Wednesday 10 th September 2025 at 6.00pm
Venue	Freshwater & Yarmouth C.E. Primary School
Governors	Mr Dale Sloan (Parent Governor) Mrs Debs Downer (Co-opted Governor) - Chair Mrs Lizzie Grainger (Headteacher) Mrs Tina Griffith (Foundation Governor) Mrs Laura Homes (Foundation Governor) Mrs Sylvia Smith (Co-opted Governor) Mrs Caroline Weeks (Foundation Governor) Mrs Sarah Woodburn (Co-opted Governor) Mr Stephen Holland (Associate Governor)
Quorum	The meeting is quorate, attended by 9 Governors. A quorum is 6 Governors.
Attendees	Mrs Debbie Munn (Governance Professional)
Vacancies	3 – 1 Foundation Governor, 1 Local Authority and 1 Ex-officio
Key	HT – Head Teacher FM – Finance Manager SLT – Senior Leadership Team GP – Governance Professional LA – Local Authority FEY – Freshwater Early Years ARE – Age Related Expectations GD – Greater Depth <u>Challenge</u> Action, Decision, Support, Ring-fenced, FDP link
Distribution:	All – Confidential minutes to those in attendance

The meeting commenced at 6.05pm with an opening prayer from Tina Griffith.

1.01 Apologies

- CB and MD sent their apologies which were duly accepted. GW was attending on Teams however signal failed.

1.02 Declarations of interests on items forming the agenda

- None.

1.03 Election of Chair and Vice Chair

CB elected as Chair

DD and DS elected as Co Vice-Chairs

1.04 Minutes of previous meeting 16.07.25 and matters arising (see action sheets)

- Minutes from the last FGM held on 16.07.2025 were duly accepted as an accurate and true record of the meeting by the governors.

Action 1 – Both SL's on TLR3 so HT needs to look at development and affordability in the future – ongoing with the FM and staffing governor.

Signed

Date

Action 2 & 3 - Completed

1.05 Review & approve Mission Statement & Values

- HT read the Mission Statement to governors. This is to be made more prominent in the schools. A teacher has re-written it in a child friendly way so that teachers can ensure the children understand the mission statement.
Action – SC to update the poster for the Mission Statement to include the child speak version.
- Respect, Resilience and Relationships school values which the children know extremely well.
Q: Has this been reviewed with staff? Yes, they were reviewed with staff at development day and the Conscious Community is at the forefront with staff. However, we want to work even more on this with parents as we want a shared vision for our whole school community. After review, and considering the needs of our communities, these values are what the community need.
- One governor has noticed when volunteering at school that many children within reception do not know how to turn the pages of a book as so used to using iPads. We have many that are not toilet trained coming into school and do not know how to use a knife and fork. Q: Have these children been to nursery or not? Most with significant need have not. Q: Are there any parenting courses locally? No but we do have the mental health team doing group sessions and the school nurse doing drop ins. We also have the police coming in to talk to year 5 and year 6 regarding social media. We also have Adam Tucker, Community Connector, who comes into school. Barnardos have also contacted the school regarding potential parenting courses.
Mission Statement and Values approved by governors.

1.06 Governing Body business

- **Agree committee structure & membership**
Currently 3 vacancies – 1 Foundation Governor, 1 Local Authority and 1 Ex-official
DD has agreed to renew her term for 4 years – **thanks given to DD for her continued support to the Federation.**
Action – GP to complete relevant documentation for DD to renew her term of office.
- **Elect portfolio holders**
Portfolio holders and subject areas agreed with governors
Action – GP to update website with agreed portfolio holder details.
- **Business interest forms, Declaration forms & Skills audits** (sent to governors 27.08.25)
Action – GP to chase outstanding forms from governors, complete business interests totals for website and governing board skills audit totals.
- **Scheme of Delegation** (sent to governors 27.08.25)
Governor requested that the key be at the top of the page which the GP has amended.
Scheme of Delegation approved by governors
Action – GP to get Chair to sign Scheme of Delegation electronically and add to the website.
- **Review & adopt Code of Conduct** (sent to governors 27.08.25)
Governor Protocol policy also sent to governors 08.09.25.
Code of Conduct approved by governors
Action – GP to get Chair to sign Code of Conduct electronically and add to the website.
- **Governor Training**
3 courses have been set for governors on Governor Hub to be completed by 31.10.25:
Safeguarding for governance refresher 2025/26
The Prevent Duty
Cyber security for governors
Action – GP to chase outstanding governor training by deadline 31.10.25.
Agreed that the GP will send out other relevant training based on skills audit and portfolio holder areas once a term.

1.07 Risk Register Updates

Action – SBM to add flood to the RR as Shalfleet lobby was flooded during the holidays. Also, combative nature of parents to be added as risk to staff mental health.

Signed

Date

Q: Should we look at how other schools deal with parental conflict? HT does speak to other HT's. SLT deal with the majority of parental conflict, not the support staff or teachers. HT holds regular KIT meetings. This half term support staff KIT meetings taking place, next half term will be teachers. However, the SLT have an open-door policy for staff suffering from stress including SL's trained in dealing with mental health.

1.08 Agree external support (inc. HTPM) CPD

- Included within the HT report. Marco Macchitella has replied with some dates that HT will send to governors.

1.09 Governor Services Collaboration Agreement

Approved by governors

Action – GP to get Chair to sign Collaboration Agreement electronically and return to LA Governor Services.

1.10 Strategic Update for Governors

- HT gave her report update to governors.
- LA have been in touch with HT as Shalfleet results are the best on the IOW and at F&Y greater depth results are excellent. Naomi Carter is going to visit the HT to talk about the provision we provide for our children and their journey through school. Shalfleet has been asked to host some maths sessions by the IOW Maths advisor Tom Fisher.
- HT updated the governors following her attendance to the LA school place planning meeting.
- FEY going ahead. Successful interviews with room lead candidates. FEY manager and Federation Pre-School Manager are working extremely well together and meeting with HT on Friday. Meetings to be held with parents over the next 2 weeks. We may lose a couple of families but it is their personal choice. Diocese has agreed that we can access FCA funding to the value of circa £25k. There is a lot of work to be undertaken in October holiday. FEY will be decluttering prior to this with a skip ordered. Q: Can we have timings for work to be carried out so that governors can provide help and support if possible?
Action – SBM to provide timings for the work being carried out at FEY to governors so they can provide help and support if possible.
- HR are being slow to respond but meeting now booked for Friday regarding onboarding. Q: Have the under 2-year olds now found places? One is being looked after by grandparents until their 2nd birthday in November who will then return and one is going to move to LE. The practitioner that looks after the child is going with them to LE to settle them in.
- Church update. Mike Hackleton and Ruth Whichard have agreed to hold some CW's in both schools. HT has a meeting booked in to see Jackie Maw 16th October to strengthen the relationship with the churches. Any services or special events go out via the newsletter.
- Communication strategy is looking at methods and tones of communication. Letters are sent out via dojo and on the website. Working party is being set up to work on this area and staff have been asked to put their names forward if they wish to be included in this working party.
Action – Governors to put their names forward to the HT if they wish to join a working party for the Communication Strategy or the Behaviour Strategy or both. GP to also send an email to governors regarding this.

1.11 Governor Self Evaluation and Action Plan Review (sent to governors 27.08.25)

Approved by governors

Action – GP to carry forward the Governor SEF and Action Plan for 2025-2026

1.12 Agree Community Plan (sent to governors 03.09.25)

- HT would like the Community Plan to dovetail with the Communication Strategy. Further work on this will be included in the community portfolio holder meetings and fed back to FGB. Volunteer tea party went extremely well at the end of last year and brought together the community.

1.13 Equalities Statement and objectives (sent to governors 05.09.25)

Approved by governors

1.14 Evaluate FDP (sent to governors 03.09.25)

- The FDP is a two-year vision. Aspire, Unify, Collaborate, Include and Stabilise are the five key strategic objectives. HT ran through the identified areas for actions with supporting evidence,

Signed

Date

actions in chronological order and expected impacts. Target for 90% of children to reach their end of year targets. The vast majority of classes reached the 90% target. Two classes didn't, however extenuating circumstances which were unavoidable occurred.

Thorough data analysis was sent to governors. The HT has set a focus for phonics, last year 67% passed but this year expecting 79% following an in depth look at data.

A strategic look at each class and individual children has taken place to push the level of ARE. F&Y focus is reaching a higher level at ARE. At Shalfleet the GD is the focus.

Target setting meetings are going to be held with the previous teacher and current teacher for each child which leads to a greater knowledge of the individual child and a more in depth hand over.

- Curriculum is focusing on the effectiveness of research based informed pedagogy. Glossaries for subject leaders to be fed out to all staff and continued throughout the years. Arbor is going to be used for subject monitoring and data which will save valuable time but provide more in-depth reporting.
- Unify and Collaborate is extremely important especially with strategic changes within our preschools. Teachers to be observed to watch their good practice in areas of strength but also get the opportunity to watch others for areas of improvement. Mainland school links are being continuously improved and developed. A leaflet is being produced detailing all support and initiatives available to support families.
- Behaviour strategy to be taken even further this year and working party to be set up to include staff and governors. Expectations sent out to parents. Introducing behaviour scripts and organisation for key transition points for teachers and support staff.
- Strategic look at CPD and Performance Management. Uptake on apprenticeships has been good with 3 staff completing TA apprenticeships.
FDP areas will be dealt with under the portfolio meetings.

Action – HT to put together a crib sheet of questions based on the FDP for Governors to complete when meeting with teachers regarding their curriculum area. GP to also send this crib sheet with meeting invitations. HT to confirm to staff what she wants the meetings to look like and what she expects.

The staff are happy to meet with the governors. Governors are welcome to any staff meetings.

1.15 Any other business

- GP has sent the NGA document showing the key changes in Ofsted inspections which has just been announced and also the updates to the Maintained Schools Governance Guide by the DfE to all governors 09.09.25.
- Policies have been updated for the Autumn term and HT will send out shortly.
- HT requested the safeguarding governor to transport the safeguarding files which was agreed.
- HT requested that two governors meet with Sheila Best who is interested in becoming a governor
Action – TG & SH to hold an initial meeting with SB, potential new governor.
- Two governors attended the LA School Place Planning meeting for governors hosted by LA Naomi Carter. Governors given 20 minutes to write down things the LA could have carried out differently.
- Safeguarding governor asked if governors had completed their safeguarding training and is going to follow this up at the next meeting.

Action – GP to set up a new WhatsApp group as the current one is not accessible to her due to admin no longer with the school.

Action – GP to add the VA status to the next FGB meeting agenda.

1.16 Date of next meeting –

Wednesday 26th November 2025 6pm at Freshwater & Yarmouth CE Primary

The meeting closed at 8.15pm.

Signed

Date