



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



Date and time	Wednesday 16 th July 2025 at 6.00pm
Venue	Freshwater & Yarmouth C.E. Primary School
Governors	Mrs Carla Bradshaw (Foundation Governor) - Chair Mr Dale Sloan (Parent Governor) Mrs Debs Downer (Co-opted Governor) Mrs Lizzie Grainger (Headteacher) Mrs Laura Homes (Foundation Governor) Mrs Sylvia Smith (Co-opted Governor) Mrs Caroline Weeks (Foundation Governor) Mrs Sarah Woodburn (Co-opted Governor) Mr Max Dawes (Parent Governor) Mrs Georgina Westhorpe (Staff Governor) – left at 8pm Mr Stephen Holland (Associate Governor)
Quorum	The meeting is quorate, attended by 11 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 SBM – School Business Manager FM – Finance Manager SL – Senior Lead LA – Local Authority FEY – Freshwater Early Years CPD – Continued Professional Development 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 6.07pm with an opening prayer from Mrs Lizzie Grainger.

1.90 Apologies

- Tina Griffith was not in attendance.

1.91 Declarations of interests on items forming the agenda

- Clerk is related to a staff member at FEY.

1.92 Minutes of previous meetings 21.05.2025 and 25.06.25 and matters arising (see action sheet)

- Minutes from the last FGM held on 21.05.2025 and 25.06.25 were duly accepted as an accurate and true record of the meeting by the governors.

Action 1 – Completed

Action 2 – HT to contact Simone Robinson regarding MFL – Completed and looking at dates for next year.

Action 3 - In July HT will have individual meetings with the families that are joining reception

Signed

Date

classes to promote attendance, the Federation values and Conscious Community – All parents were offered meetings and anyone that wanted one has had one. *Q: What was the take up?* 5 at F&Y and 3 at Shalfleet. *Q: Is this to replace home visits?* No home visits are still carried out by YR teachers with their TA, this was an extra opportunity for parents.

Action 4 - 10 - Completed

Actions from Confidential Minutes

See confidential minutes.

1.93 Headteacher's Report to include the following:

- **Annual review of pupil exclusions**

F&Y have had one external, half day, exclusion due to physical assault.

Q: What has been the follow up? Parents have had two follow up meetings. Primary Behaviour Service is triggered due to the exclusion and we are hoping the parents will access any outreach support offered to them.

- **Annual review of attendance (pupils and staff)**

- Staff attendance has been very positive. One teacher broke her foot but is now back at work. One teacher is off sick due to an operation who will be back in September.

One TA has been off for an operation which went well and is now back.

- Pupil holidays in term time is still a real concern.

We are hopeful that the situation improves with the new rules - Your local council can give each parent a fine of £80, rising to £160 if you do not pay within 21 days. Now each parent will only get up to 2 fines for the same child in a 3-year period. If you get a second fine in 3 years it will be £160. If you do not pay the fine in 28 days you may be taken to court for keeping your child out of school. If your child is off school 3 or more times within the 3 years you will not be fined but may be taken to court. Holidays count towards the persistent absentee's data. Shalfleet is worse than F&Y for holiday requests.

- SLT have revised the letter to parents regarding absences and will be setting new expectations and an action plan for parents to agree to and sign if children are consistently absent.

ARBOR will be set up in September for paying for trips, booking dinners etc and when parents log in they will see is their child's attendance and this may act as a deterrent.

Attendance also dovetails into safeguarding.

- **Staffing update**

- Both SL's at the two schools have done an amazing job this year. Next year SL at F&Y will be developing his role with Teaching and Learning with a detailed and concise plan for monitoring. Any gaps that have been found this year and areas for improvement will be included. SL at Shalfleet will be undertaking an NPQ in Leadership and continuing with SIAMS and church links. The communication between the two SL's has improved greatly with regular catch ups throughout the week.

Action – Both SL's on TLR3 so HT needs to look at development and affordability in the future.

- Inclusion Officer role has been developing and she has attended some conferences with the HT which has been very beneficial for reflective practice regarding behaviour and safeguarding.
- Teaching staff is very stable, with relationships across both schools having grown, with year groups sharing all best practice and joint trips.

Thank you to Teacher and TA at F&Y for supporting a class where the teacher was off sick enabling consistency of teaching for the pupils and quality curriculum delivery.

- Careful consideration has been given to teacher's skills and abilities, CPD needs and where Possible personal preferences when deciding on classroom allocations for the next academic year.
- Geography and History Lead has embraced her subject leadership this year.
- Forest schools continuing as the new lead has passed his forest schools training. **Congratulations!**
- Teachers will be present at all PE lessons next year and forest schools will be half a class at a time which will be manageable and more focused and also give the teacher time to carry out smaller group interventions.
- An apprentice has been appointed who wants to train to be a teacher. They are working

Signed

Date

with the inclusion team in the mornings and TA in the afternoons.

Q: Do teachers normally come from being a TA? We always offer to TA's the opportunity to train as HLTA's. They are always invited to development days and staff meetings. SLT are always looking at CPD and developing skills. Not all staff aspire to become teachers.

- HT has attended the NAHT conference in Birmingham. There was a range of different talks but two stood out - the most powerful was a professional who worked as a negotiator. She talked about conflict resolution and how she realised that the best thing to say is often nothing. Happy contented people are not angry. She talked about mirroring body language and conscious presence. Another lady spoke about her horrific childhood and how her teachers saved her. We are hoping to get her to come to the island to do some talks. She stated that when you look at the children think 10 years in the future.

Q: How is this going to be developed in September? Through the communication strategy, however, this is not to be rushed as we want to get it right.

Pinch points are transition moments and we need to have a whole Federation approach and strategies for de-escalation.

- **Safeguarding update**

The holidays are a concern as the children are still our responsibility. SLT and the Inclusion Team are going to hold two drop in days where parents can pop into the schools to see them and discuss any concerns or problems they are having. Also, some families will be telephoned each week and others halfway during the holidays to see how they are – this is a process we used during Covid for our more vulnerable families. On the two development days in September we are going to invite any children who are anxious to drop in to see their new classroom and calm their nerves.

- **Outcome of staff questionnaires**

Staff do not like the questionnaires so instead HT asked the staff to tell her what they want. Two things stood out. They wanted PPA time protected. From September full time teachers will have one day every two weeks and can choose if they want to take that at home or come in. This will be monitored and if deadlines are missed then they will have to come in to school for their PPA. Part time staff will have a block of time.

Communication with parents was highlighted as challenging, with some teachers receiving aggressive messages via Dojo, causing enormous amounts of stress and even sleepless nights for teachers. SLT are reviewing the whole communication system and how this can be improved but also improve the resilience of the teachers.

- **Other**

- HT and DHT have met with Karen Boynton (Bournemouth Christchurch Poole Education Advisor) online and it was extremely useful. She has a wealth of knowledge on school improvement, data and inclusion. She could offer the Federation three days of School Improvement Support and review. Governors have been sent the BCP School Improvement brochure and are looking to have her come over in the Autumn Term to work with us as she has knowledge of the island and areas of deprivation.

- HT went with 2 other HT's from the Island to visit an Inclusive MAT in Watford, 3 2-form entry primary schools who have received a national award for inclusion. HT fed back to governors on her visit. The structure they have implemented could be implemented with other primary schools on the Island who also have our values. Can this go to confidential please.

- Data report given to governors at the meeting.

Missing data for Year 1 F&Y as teacher is off sick and Year 5 at Shalfleet due to new starters. EYFS looking very positive with 76% reaching GLD at F&Y and 77% at Shalfleet.

Y1 phonics at Shalfleet 85% passed. 67% at F&Y passed, two that were expected to pass sadly had very difficult circumstances to deal with at the time.

Y6 F&Y combined 48% however 8 children reached GD. 3 children are going to specialist provision following Y6 and the HT showed the revised data without those children in the report. F&Y are contesting the marking of three reading scripts and 1 EGPS.

Y6 at Shalfleet combined 75% is phenomenal. Y6 teacher is taking on the maths lead role from September and PE will be given to another teacher. We are contesting two reading scripts.

Thanks given to all staff across the Federation for all the hard work they have put in.

1.94 Governing Body business

- **Membership**

Currently 3 vacancies – 1 Foundation Governor, 1 Local Authority and 1 Ex-officio
We are not overly concerned about the quantity of governors on our board but it must be an ongoing process to be seeking people with the skills and engagement we need.

- **Diocesan/Churchlink update**

HT has been invited to sit on the newly created Headteacher's Reference Group for the Diocese. This is a group led by Jeff Williams (Director of Education for the Diocese) and comprises of five Headteacher's from the Winchester area and five Headteacher's from the Portsmouth area. Jeff Williams is setting up a meeting in September on the Isle of Wight to discuss the future with all Headteachers and Chairs of Governors. We need to make sure that our connections with church schools are as strong as with community schools. SBM and FM have been asked to give some support to Brading who have reached out to us. We cannot lose what we already have but also need to learn from others and help others if possible. HT's on the island have formed an alliance as they have built that trust, we are not in competition.

- **Training**

New training to be sent out in September.

1.95 Review Governor Action Plan

- **Action – Extra meeting on Wednesday 10th September F&Y 6pm to review Governor Action Plan and Evaluate FDP.**

1.96 Review progress/evaluate FDP

- FDP has been sent to governors however HT has now colour coded the indicators of success.
Action – HT to send out FDP to all governors once her evaluation is completed and colour coding complete for their evaluation at the extra FGB Wednesday 10th September F&Y 6pm.

1.97 Reports (sent to all governors with no further questions)

- **Portfolio holder meeting minutes**

Finance 30.06.25

S&I Meeting Minutes - outstanding

- **Reports from staff**

MFL (French)

DT - outstanding

- **Portfolio reviews**

EYFS June 2025

1.98 Agree staffing structure for the coming year

Covered in the HT report and agreed by governors.

1.99 Freshwater Early Years update

See confidential minutes.

2.00 Any other business

- In summer 2 we ensure we have the RNLI and West Wight Sports Centre visit to talk to the children on water safety. Also, the police to talk to the Y5 and 6 children at both schools about the importance of community and develop their understanding of Anti-Social Behaviour.
- We have been delighted with the tremendous support we have received from our volunteers this year. They have become such an important part of school life. We are going to hold a Tea Party to thank them all for their support on Thursday 24th July, 2.00pm at the Freshwater site – all Governors are invited.

HT thanked all of the governors for being so active and for their support for her and the Federation.

2.01 Date of next meeting – TBC

The meeting closed at 8.45pm.

Signed

Date