



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



<b>Date and time</b>	Wednesday 21 <sup>st</sup> May 2025 at 6.00pm
<b>Venue</b>	Shalfleet C.E. Primary School
<b>Governors</b>	Mrs Carla Bradshaw (Foundation Governor) - Chair Mr Dale Sloan (Parent Governor) Mrs Debs Downer (Co-opted Governor) Mrs Lizzie Grainger (Headteacher) Mrs Tina Griffith (Foundation Governor) Mrs Sylvia Smith (Staff Governor) Mrs Caroline Weeks (Foundation Governor) – left at 8.00pm Mrs Sarah Woodburn (Co-opted Governor) Mr Max Dawes (Parent Governor) Mr Stephen Holland (Associate Governor) – left at 7.50pm
<b>Quorum</b>	The meeting is quorate, attended by 10 Governors. A quorum is 6 Governors.
<b>Attendees</b>	Mrs Debbie Munn (Governance Professional) Mrs Vikki Plumley (Finance Manager)
<b>Vacancies</b>	4 – 1 Foundation Governor, 1 Local Authority, 1 Ex-officio and 1 Co-opted
<b>Key</b>	HT – Head Teacher SBM – School Business Manager FM – Finance Manager LA – Local Authority FEY – Freshwater Early Years ARE – Age Related Expectations GD – Greater Depth EHCP – Educational Health Care Plan PP – Pupil Premium

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

**Distribution:** All – Confidential minutes to those in attendance

**The meeting commenced at 6.15pm with an opening prayer from Mrs Tina Griffith.**

**1.75 Apologies**

- Laura Homes sent her apologies which were accepted.

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

- Clerk is related to a staff member at FEY.

**1.77 Minutes of previous meeting 26.03.2025 and matters arising (see action sheet)**

- Minutes from the last FGM held on 26.03.2025 were duly accepted as an accurate and true record of the meeting by the governors.

Action 1 – Completed

Action 2 – HT to contact a secondary school to shadow year seven children to see what it is like for them and what we can develop in year 6 to help them cope with transition. HT has spoken to

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Date .....

Christ the King College and The Bay. Not yet shadowed but have asked for them to give the top 10 things they want to see from our children moving up to year 7. In the next academic year the HT will arrange to shadow some children.

Action 3 – HT to send Mr & Mrs Best's details to Chair to organise a meeting regarding joining the governing board – Both HT and Chair have emailed Mr & Mrs Best Q: Any response? They were away when contacted and only recently returned so awaiting response.

Action 4 – Completed

Action 5 – All governors to complete outstanding statutory training asap.

Action – SBM to send the clerk a current list of outstanding governor statutory training.

Action 6 – HT to contact Simone Robinson regarding MFL – Carry forward

#### **Actions from Confidential Minutes**

See confidential minutes.

### **1.78 Headteacher's Report to include the following:**

- **Update on the progress of learners – Data Report**

The vast majority, 90%, are reaching their end of year targets. HT has had a rigorous Standards meeting. Q: What has made the difference? Simplicity, consolidating and refining progression maps. Consistency in teaching & learning is key. The children need the familiarity of teachers. We notice a difference with classes who have multiple teachers. Teaching staff are stable and have targets linked to their performance management. We have had opportunity to move their targets up when see accelerated learning but also when SEND diagnosis or incident in a child's life this can be adjusted. Stop thinking about ARE and GD and think about the individual children and personalised learning approach. Instead of labelling we are working at inclusion. SC has also been attending the standards meetings and he is feeding back to staff. Q: Is there a unified approach to extending children who are at GD?

This is through extension tasks that HT sees in the lesson observations and all teachers are fully aware of expectations.

In the next Development Day, we are looking at extension tasks in every lesson along with vocabulary and all staff understanding the definitions of words.

We have been looking closely at the GLD data in Reception. Q: What is GLD data?

GLD stands for 'Good Level of Development'. This refers to a summative assessment judgement which is made for each EYFS child at the end of the Reception year. It is a measure of attainment, not progress. Achieving a good level of development will help a child to make a good start in Year 1. We look at this to set their targets going forward. Over the last few years we have had many children join mid years and further up in year groups but as our schools stabilize we will be able to monitor these targets from year R.

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

We have not put out an attendance report as the DfE data has not updated yet.

Link between progress and data on absence is very concerning.

This week alone HT has received a large amount of holiday requests.

After half term we are launching the Arbor app so parents can see their child's attendance.

Within the budget we have allowed for an Inclusion apprentice to focus on attendance.

Action - In July HT will have individual meetings with the families that are joining reception classes to promote attendance, the Federation values and Conscious Community.

- **Staffing update incl mid-year PM**

Next academic year we are being very careful to look at skills set against cohorts.

2 members of staff retiring. SS is remaining on 0-hour contract. Resignation has been received from one member of staff whose children have now grown and no need for her to work term times. We have secured additional time for the Teaching & Learning Lead to work across the two schools. Q: Do they have a TLR? Yes

CM is nearly finished his training for Outdoor Learning. He will have a maximum group of 15 at a time and this enables the teacher to have the other half to focus on interventions, extending GD etc. PPA time has adjusted so that full time teachers can have a whole day every couple of weeks and this time can be had at home if preferable. The response to this change has been highly appreciated. Next academic year EH YR F&Y has gone full time as well

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AK in Y1 Shalfleet.

- **Safeguarding update**

Within the HT's report.

- **Outcome of parent questionnaire**

Due to the lack of response to parent questionnaires we are going to pair these up with the children's reports. As a response to Parent Forum, when parents' meetings are held we are also going to have exhibitions of the children's work and have an app for parents to complete the questionnaire.

## 1.79 Governing Body business

- **Membership**

Currently 4 vacancies – 1 Foundation Governor, 1 Local Authority, 1 Ex-officio and 1 Co-opted Caroline Weeks expiry is 18.06.25 Q: Would she like to continue? Yes, happy to continue.

Thanks given to Caroline.

Action – Clerk to renew CW's term of office.

Action - Clerk to move SSm to Co-opted at start of new academic year. HT to discuss vacancy with teaching staff. If more than one staff member interested, there will be a ballot.

Jenny Morris who is a teacher and lives outside of Calbourne may be a good candidate.

Action - DD to contact Jenny Morris to see if she has an interest in joining the FGB.

- **DfE/LA update**

Governors chose between two candidates for the vacancy of Maintained Primary School Governor Representative for IOW Schools Forum.

Action – Clerk to complete the Ballot Paper and return to Governor Services.

- **Diocesan/Churchlink update**

No update.

- **Training**

Currently only SW has signed into the NGA Learning Link. Clerk has sent an email with short videos on making the best use of NGA Learning Link, Governor Hub and Knowledge. If anyone requires help please see the clerk.

## 1.80 Approve 3-year budget

FM has met with DD and spoken to CW however not discussed altogether due to SATS etc.

Budget has taken into account realistic pupil numbers, wavering on the cautious side.

Q: What is AWPU? AWPU is age weighted pupil unit. This element relates to core funding values for different key stages. (KS1-5)

Teachers pay and pension grant included. National insurance grant will just cover the cost of the increase. EHCP income tapers as children leave the Federation. 6 of the 9 EHCP's at F&Y are in year 6 and leaving. Early intervention is key. PP has been reviewed with the inclusion team.

Shalfleet has had a wrap around grant of £1500 per place, 18 new spaces and two members of staff and it is a huge success. Have allowed for DH to be removed from teaching on Friday mornings.

Have also included the 2.8% pay increase and an additional 1.2%.

Q: Staffing cost at Shalfleet has dropped, why? Salary of retiring teacher is the main bulk.

HT & FM have had challenging and in-depth conversations about protecting our C/F and also making changes to improve and have a vision for the future, staff retention and upskilling staff.

Q: Occupancy cost variation? F&Y has higher rates. Discussed the rates with governor.

Q: Learning resources variation? This is due to the resources purchased for the wrap around care.

We have also been mindful of the building upkeep as we need to keep the buildings looking attractive for open days. In September 2025 F&Y will have overtaken Shalfleet for pupil numbers.

Q: Can we look at lettings to maximise income? Yes.

We are booking a local videographer to do promotional videos for both schools to go on the website.

Word of mouth is so important for staff and governors to promote the schools.

We need to keep a close eye on year 3 of the budget. Another teacher has confirmed retirement in the not too distant future which will have a further impact. We also need to look at collaborating with others to get best value for money. HT is working closely with other HT's on the Island and looking at sharing resources, expertise and procuring together.

Thanks given to HT, FM and SBM for all their hard work on the budget.

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The governing body is aware of the future year deficit as shown on this plan, and will take action to address it - Budget Agreed

Action- FM to submit approved three year budget by 31 May 2025

**1.81 Review Governor Action Plan**

Action – Clerk to move this item to the next FGB meeting.

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

- **Portfolio holder meeting minutes**

S&I 24.03.25

- **Reports from staff**

Art & RE

- **Portfolio reviews**

PE report by CW

Outdoor Learning report by MD

**1.83 Adopt Summer Policies** (sent to governors 22.04.25 for review)

**Statutory**

Charging and Remissions

School Uniform

Admissions

Pay Policy

**Non Statutory**

Allegations Against Other Children

Debt Recovery

Drugs

Emails

Finance

Pre School Charging

Pupil Voice Policy

Mental Health

Support Staff Appraisal

After School Club Policy

[Policies adopted](#)

**1.84 Freshwater Early Years update**

Governors had been sent the report prior to the meeting.

See confidential minutes.

[Agreed to go to formal consultation process.](#)

**1.85 Any other business**

[Praise given to the Chair for receiving an MBE, a UK honor awarded for outstanding achievement or service to Education. The Federation is very lucky to have you.](#)

Discussion had on the amount of Fire Marshalls as they seem thin on the ground. The key is training for all staff at development days.

Randonee raised £3000 clear profit.

We have had the initial plan for the car park at Shalfleet and we have replied with agreement by the school so the application will go into planning tomorrow.

Action – FM to forward the carpark plans at Shalfleet to governors.

**1.86 Date of next meeting –**

Wednesday 16<sup>th</sup> July 2025 6pm at Freshwater & Yarmouth C.E. Primary

The meeting closed at 8.45pm.

Signed .....

Date .....