



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



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| <b>Date and time</b> | Wednesday 3 <sup>rd</sup> July 2024 at 6pm  |
| <b>Venue</b>         | Freshwater & Yarmouth C.E. Primary School   |
| <b>Governors</b>     | Mr Stephen Holland (LA Governor) - Chair<br>Mrs Lizzie Grainger (Headteacher)<br>Mrs Debs Downer (Co-opted Governor)<br>Mrs Tina Griffith (Foundation Governor)<br>Mrs Caroline Weeks (Foundation Governor)<br>Mrs Sylvia Smith (Staff Governor)<br>Mrs Sarah Woodburn (Co-opted Governor)<br>Mr Dale Sloan (Parent Governor)<br>Mrs Laura Homes (Foundation Governor)<br>Rev Leisa Potter (Foundation Governor) – left at 7.50pm |
| <b>Quorum</b>        | The meeting is quorate, attended by 10 Governors.<br>A quorum is 6 Governors.   |
| <b>Attendees</b>     | Mrs Debbie Munn (Governance Professional)   |
| <b>Vacancies</b>     | 2 – 1 Foundation Governor and 1 Co-opted  |
| <b>Key</b>           | HT – Head Teacher<br>SBM – School Business Manager<br>LA – Local Authority<br>DfE – Department for Education<br>LE – Little Explorers<br>LS – Little Stars<br>CW – Collective Worship   |

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

**Distribution:** All - Confidential Minutes to Governors attending meeting.

**The meeting commenced at 6.05pm with an opening prayer from Rev Leisa Potter.**

**1.76 Apologies**

- Mrs Carla Bradshaw sent her apologies which were duly accepted. Mr Max Dawes was not in attendance.

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

- None.

**1.78 Minutes of the previous meeting 22.05.2024 and matters arising (see action sheets)**

- Minutes from the last FGM held on 22.05.24 were duly accepted as an accurate and true record of the meeting by the governors.

Action 1 – Completed. SBM will set the statutory training for governors and then once the skills audit has been completed in September the clerk will look for suitable training for any gaps in our knowledge and skills base.

Action 2 – Child interview reports received and available on google drive supporting documents for this meeting. **Thanks to SH.**

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Action 3 - HT to send the Diocesan questionnaire to all governors. This has been placed on hold and will be discussed later in the meeting.

Action 4 – Completed. Note that it is Pam Wedgewood as contact for the Dementia Choir.

Action 5 – Discussed at the finance meeting and action raised.

Action - HT to set up a meeting in September with SLT and governors to review and rank the risk register. Working party and then feed back to FGM. DD, RLP and DS agreed to be on the working party. It needs to be Federation specific rather than risks covered by LA.

Action 6 – Completed however no responses received from any governors.

Action – First FGB will set aside 20min before main meeting to complete the GB SEF Action Plan as a group.

Action 7 – Completed.

### 1.79 Headteacher Report to include the following:

- **Ofsted report**

HT explained how proud she is of the school staffing team and pupils. The children were exemplary, spoke with confidence, flare and enthusiasm. The deep dives went really well. There were a couple of minor inconsistencies however the teachers had drawn the inspectors attention to this and the inspector understood that the school were well aware and had it in hand. Highlight for HT was when he said the team was 100% behind her. Thanks was given to the governors. SH attended to meet the inspector on the first day. The knowledge the governors had of the school was very clear. The inspector talked about the fact that he is a federation expert and generally they do not work, 2 separate schools that are not talking, working together etc. He had read the Freshwater Ofsted report and after attending Shalfleet said the schools are 100% federated. The staff work together. Consistency, consistency, consistency. It is good now to look at streamlining. In certain areas, we are doing too much and need to be More specific and streamline.

- HT attended NQPL course in Manchester. Rich conversations with many other HT's. The course was exceptional. Lots of research. Streamlining was a real focus for progression. Clarity on where the HT needs to take the schools next. Analytical research based professional teachers and leaders. They need to be given the time to read the relevant research, visit other schools and continue in their CPD.

When the schools place planning has been completed hopefully the Island schools will be able to work very closely.

The world of work is changing and therefore education will change.

- Add on to Conscious Community is Conscious Communication. Less is more. Strategy around how we are communicating. Appropriate channels, website, dojo, newsletter, emails etc. Also the manner in which staff are spoken to from parents and speak to each other. Streamline the parent target setting meetings. When parents walk in the door everybody needs to get a warm welcome and every meeting needs to begin with a positive for the child.

Fed back from HT in staff meeting and the response was excellent.

Once the Conscious Communication is written by HT the governors can write a covering letter to go alongside as it is our duty to take care of the HT welfare.

- Q: Are the committees on track? As part of planning for next year HT and Clerk are going to relook at the schedule for the governing body, again to streamline and avoid duplicating workload for governors.

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

Numbers on role are stable. We have a few going off to private schooling and a child going to Brighstone as parent works there. We have two more applications.

We have 29 and 30 starting in YR in Sep 2024. At the moment we are the choice but it does trend and we need to be mindful of that.

- Q: What is CL and CI? CL – cognition and learning and CI – communication and interaction.
- Writing moderation was one strand around using apostrophes, wanted to see it used 5 times but child only used 4 times. The timing is very difficult. We are going to base all of our Y6 writing assessments going forward on the interim statements right from the beginning of the

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year. Some children have joined the school this year, some been home schooled and come back and sadly this is not considered.

- Daniel Constable Phelps from St Mary's in Portsmouth coming on Monday to both schools.
- Attendance improving at both schools. Ofsted mentioned that our authorised absences are under the national average but unauthorised higher, due to holidays in term time. Rules are changing. The new guidance needs to go out within the welcome back letter, maybe as a poster. Q: Is there merit in writing to the worst offenders with the new guidance to make it clear. Need to make it clear that the new guidance could mean that persistent absence could result in a court case. This is the government not the school. If you do this, this will be the consequence.

Q: Can we embed the desire for attendance in the children? We do within our teaching.

Admin are attending the next session to get clearer guidance before sending out clear rules.

- **Staffing update**

Pre-school supervisor across LE and LS is doing an amazing job.

One teacher leaving for retirement. One HLTA is leaving for retirement.

One teacher has had an operation and will be off until September 24. One TA signed off due to an operation.

We will need a replacement for the HLTA who runs drop off due to safeguarding for parents.

Parents are happy to help but they are volunteering and need a staff member to be in charge.

New teacher in Y1 has been an exceptional new staff member who will be going up with the class to Y2.

See confidential minutes.

- **Safeguarding**

At S we have 1 child in need, 4 early help, 3 LAC, 19 children receiving additional support. Section 47 taking place for 1 family (2 children).

At F&Y 3 child protection, 3 children in need, 8 early help, 1 LAC, 1 PLAC, 1 SGO, 23 children receiving additional support.

If things get worse we may not have the resources in place.

CPOMS is working well and inclusion team working extremely hard.

HT is part of the safeguarding board. Neglect is one of the biggest problems and also unidentified adults. The Early Help Team have been exceptional.

## 1.80 Governing Body business

### Membership

- There are currently two vacancies - 1 Foundation Governor and 1 Co-opted Governor.
- Terms of Office Expirations to consider; SH 14.07.24 and LH 29.09.24.

SH has completed two terms. He has talked to the chair at length and would like to stay on as Associate Governor. He has extremely enjoyed his time and he is loyal to the team.

Thank you to SH who has been such a support to the governing body, through a time of tremendous change. Thanks for our wonderful logos, support on committees and at the end of the phone for advice. SH has kindly agreed to stay on Standards and train up a new governor.

LH agreed to continue for another term. Thank you LH.

- Clerk to look at replacement and retention of governor's webinar. In Sep a new Deputy Chair will need to be appointed. It is extremely hard to recruit due to time schedules and commitments.

### DfE/LA update

- See confidential minutes.
- Education strategy for the IOW is currently being worked on.

### Diocesan/Churchlink update

- Q: Has the diocese ever issued clear guidance on MAT's? There is new guidance coming out very soon around LGBTQ+. We are waiting to hear the direction the Diocese wants to make in relation to MATs. Timing due to School place planning has

may have caused a hold up. The Diocese wants to hold a briefing at out school in September.

- HT attended the Bishops Tea Party. The Bishop gave a very inspirational talk. Leavers services being held at Portsmouth on 11<sup>th</sup> July and HT has been asked to speak.
- Rev Leisa Potter gave an update on Churchlink. Flourishing Communities launched today. The pilot is at Bembridge and the Bay at Sandown. Idea to create lunchtime and after school small worshipping groups of children. There will be funding. The Choir Church starts in September with pilots and they are looking for a 5-year programme. Potentially employment opportunities for musicians and teachers of faith. Chatting Faith is another programme in primary level. Taking ordinary books and talking about faith through the texts we already have. Once feedback and funding received this is something we would be very interested in.
- RLP gave thanks to TG for coming in and watching her CW's to see if she has been hitting the targets, engaging the children, reaching the values. She wants to reach the high standards of the school being complimentary and challenging. To also ensure CW is not excluding children who are not of the Christian faith and ensure they feel valued.
- Links with Calbourne Church for the glass staining and a sustainable link wanted with an exhibition area.

#### **1.81 Review Progress and Evaluate FDP**

- Covered in HT report.
- Action - HT to send out final FDP at the very end of the year.

#### **1.82 Portfolio Holder, FDP Star & Staff Reports**

- Received and reviewed, no further comments.

#### **1.83 Any other business**

- RNLI being booked in every summer term to talk to children on water safety.
- Before each FGB meeting CW will send out a Safeguarding question to all governors.

#### **1.84 Date of next meeting - TBC**

The meeting closed at 8.00pm.

Signed .....

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