



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



Date and time	Wednesday 4 th February 2026 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) Mrs Lizzie Grainger (Headteacher) Mrs Tina Griffith (Foundation Governor) Mrs Sylvia Smith (Co-opted Governor) Mrs Sarah Woodburn (Co-opted Governor) – left 8.25pm Mrs Georgina Westhorpe (Staff Governor) – joined on zoom Mrs Sheila Best (Foundation Governor) Mr Stephen Holland (Associate Governor)
Quorum	The meeting is quorate, attended by 10 Governors. A quorum is 6 Governors.
Attendees	Mrs Debbie Munn (Governance Professional)
Vacancies	3 – 1 Local Authority, 1 Foundation and 1 Ex-officio
Key	HT – Head Teacher DHT – Deputy Head Teacher FM – Finance Manager SLT – Senior Leadership Team SBM – School Business Manager GP – Governance Professional KIT – Keeping in touch LS – Little Stars LE – Little Explorers NA – National Average LA – Local Authority

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 Elizabeth Grainger.

1.37 Apologies

- Caroline Weeks and Max Dawes have sent their apologies which were duly accepted.

1.38 Declarations of interests on items forming the agenda

- None.

1.39 Minutes of previous meeting 26.11.25 and 08.12.25 and matters arising (see action sheets)

- Minutes from the last FGB meeting held on 26.11.2025 and 08.12.25 were duly accepted as an accurate and true record of the meeting by the governors.

Signed

Date

Action 1 – GW and TG to work together to send a letter from governors out to all parents, schools and pre-schools, in January 2026 – GW has sent draft to TG for her editing and approval and letter will be sent out shortly.

Action – TG to send GW completed letter from Governors and this to then be sent out to parents.

Action 2 – GP to organise a date for MD to come into school in January and meet with WightSupport – Meeting held, report written and sent to governors and policy amended and approved. Q: Have we registered with Cyber Essentials. No

Action – SBM to look at registering with Cyber Essentials.

Actions 3 – 7 Completed

1.40 Headteachers report to include the following:

- **Update on the progress of learners (Data report)** (See also S&I meeting minutes)
Very useful meeting with Standards and Inclusion governors.
Data meetings and pupil progress meetings have been held with every teacher. Data meetings will be more streamlined from next year. Target setting meetings in September, desk top analysis in between data meetings.
Very positive and teachers have engaged in the target setting for individual children. Thorough and rigorous process.
Some children have been put in for accelerated progress and interventions are in place. Q: When do you look at the interventions and if they are working? After about 4 weeks. In our data meetings we look at these as children that are on the provision maps to see if the interventions are making a difference. In depth questioning happens during our Standards and Inclusion meetings with governors.
We have to be mindful that year 6 Shalfleet SATS results will not be as exceptional as last year due to a different cohort. Both year 6 teachers are meeting regularly.
Pinch point for children leaving to go to private school is the end of year 2 and year 5.
Within English, the area that needs most support is spelling and handwriting. New handwriting and spelling programme in place. Strategic meeting tomorrow with English Lead. After the age of seven we can carry out a TALIMO assessment on children that are not making the expected progress.
Preschool Manger and F&Y YR teacher have been tasked with a School Readiness programme.
- **Attendance figures (pupils and staff)** (See also DfE attendance summary reports, similar schools comparison reports and the Attendance Strategy and Action Plan)
- Shalfleet overall attendance 95.5% slightly under NA 95.7%. Persistent absence 9.3% under NA 13.3%
Similar schools comparison report (Y1-Y6 compared to 21 similar schools) we were ranked 16th for overall attendance and 8th for persistent attendance. One of the three focus areas is to increase the attendance of pupils with SEND which was only 88.9%.
Shalfleet overall attendance is due to the holidays and we have one LAC who is not coming in to school at all. Inclusion team are having meetings with LA and the virtual school as it is a very complex situation. Q: Have we carried out a home visit? No, we are not to visit. LA have confirmed this. The child will unfortunately be counted in our SATS results despite not attending school.
- F&Y overall attendance 95.3% slightly under NA 95.7%. However the persistent absence is 15.8% which is above the NA of 13.3%.
Similar schools comparison report (Y1-Y6 compared to 21 similar schools) we were ranked 8th for overall attendance and 12th for persistent attendance.
F&Y persistent absence is for a multitude of different reasons inc mental health problems, both parents and children.
- We do undertake home visits. This is a huge resource as needs two members of staff (normally HT and Inclusion Team member) and at least half an hour to an hour.
We are revamping our attendance procedures (please see the Attendance Strategy and Action Plan). Q: Can we carve out time for someone to take on the attendance role? Due to the size of the schools, staff often have to wear multiple hats but clear designation ensures accountability. The attendance team will be led by DHT with Admin Officer preparing weekly data reports, managing all communication reports etc. Both reception staff in charge of the daily attendance coding with any

Signed

Date

issues being reported to SLT. Weekly meetings will be held by the team. Arbor sends a report weekly. The admin teams report on a day to day basis.

Q: In the strategy it talks about writing to the child, what does this involve? It is about inclusion. The importance of the child knowing they are being missed. The letter will initially come from the class teacher which is more personal.

- **Staffing update**

A new administrator has been appointed at F&Y. A calming presence which has made a huge difference to the atmosphere.

Interviewed for the HLTA position today. Interviewed two qualified teachers. One has been chosen. Very interesting listening to their experience. SLT watched them teach and it was an extremely engaging lesson.

KIT meetings have been held with staff. No computer, just HT with her notebook. Actions highlighted and if can be actioned will send email that night. Larger issues may include pastoral support. Early recognition of any issues is key.

Q: Do we signpost staff to Education support? Yes every half term before the holidays SBM sends out an email to signpost staff to any support they may need including mental health support and financial support.

Chair of governors regularly checks in with the HT. Governors must ensure that the HT is also getting the support she needs.

HT passed the NPQEL. The National Professional Qualification for Executive Leadership (NPQEL) is a 18-month DfE-accredited program in England designed for current or aspiring executive headteachers, MAT CEOs, and school leaders operating across multiple schools.

A massive congratulations to the HT for her success in passing the NPQEL.

- **Safeguarding update** (See confidential minutes)

Additional support families fluctuate. Shalfleet now have 5 LAC. Emotional based school avoidance and mental health is increasing.

Safeguarding reviews have taken place in both schools – Thanks given to CW for her amazing work as Safeguarding governor.

Safeguarding Children's Partnership – new overarching approach with a new model called Families First, which is going to be implemented on the Island with the hope of empowering parents to take ownership. Rates of rereferral on the IOW are much higher than NA. Referrals in relation to neglect are extremely high on the IOW, this is due to the high rate of poverty. Physical and sexual assaults are lower than NA. Need to monitor this as it is a concern whether this is correct or is something being overlooked.

MASH – Multi Agency Safeguarding Hub is now based on the IOW and this is an improvement for our schools. The communication and support have been good. The problem is making sure the child that needs a social worker gets one. Only 20% of the referrals that come in go into section 47. There is the question about what happens to the 80% which don't go to Section 47 – we need to be prepared for an increase in families open to Early Help. The threshold chart is being revamped. HT has been invited to be on the board to interview the new head of MASH.

Action – HT to add the Young Carers information to her HT report.

- **Premises Development (DFC spend)**

Sewage works is being paid for by LA. 10-week project to begin during the last week of summer term. Q: Are we aware that modern sewage treatment plants do create smells and noise? It was originally going into the Forest School area but then moved to under the concrete in the car park. Need to put in a contingency plan for when we return in September.

We are looking to upgrade the outside areas for YR and LS at Shalfleet but this will be after the sewage works is completed.

Very disappointed at the problems still occurring at F&Y with Morgan Sindall not responding to email on the latent defects. We have completed a feedback to the DfE with all of our complaints.

Q: Who is looking at the digital standards?

Action – SBM to ask Wight Support to look at the digital standards.

Q: Who is our sustainability lead staff member? SS has completed the 'Environmental Sustainability – the governance role' training.

Action – HT to appoint a sustainability lead staff member.

1.41 Governing Body business

- **Membership**

LH has handed in her resignation. Chair of governors has sent LH an email thanking her for all of her support over the past years.

Q: Please can we have a volunteer to take on Attendance Portfolio and one to join the HT performance management? SB agreed to take on attendance role and SH taken on HT performance management.

Action – GP to send SB attendance training and information relevant to the role and send SH HT Performance Management Training.

Currently 3 vacancies – 1 Local Authority, 1 Foundation and 1 Ex-official Sister Charlotte to be appointed as Ex-officio, awaiting documents from Diocese.

Q: What skills are we looking for to join the governing board? HR, SEND, EYFS experience if possible.

DD could change over to Foundation Governor to allow a space for Co-opted if needed.

Action – HT/GP to put advert into the Church Bulletin and Village Newspapers for governor position.

- **DfE/LA update**

Maximising pupil value a priority. School costs document will show what inflation the DfE are working on, last year was 2%. Staff unions have requested 10%. Cleaners are now paid as much as TA's. Disparity between teachers' pay and support staff pay. School support staff negotiating body is being set up. Q: What would the impact be on our budget if we have to pay 2026-2027 3% support staff and teaching staff, ie. 1% more than currently assumed in the budget?

Action – FM to look at the impact on our budget if we have to pay 2026-2027 3% support staff and teaching staff?

We are waiting for the White Paper. Government is going to take on the funding rather than going through LA.

Under the new Ofsted framework we need to capture the questioning during governor meetings and also pupil voice. Link to FDP on our meeting minutes.

Action – HT to send out notes to governors regarding Ofsted.

In September HT is moving from "monitoring" to "quality assurance timetable" to include governor visits, lesson observations and evidence of impact.

LA not enough staff in the right places, trying to progress, it is going to be slow going. Cannot recruit for position if someone is on long term sickness. There is no SEND manager. Elections in May, therefore no action on School Place Planning before this.

950 children starting in Year R September. Birth rate is still falling and number being home schooled before starting school is increasing.

Sam Silito, LA School Improvement Manager, coming on Monday. Planning with SLT tomorrow.

- **Diocesan/Churchlink update** (see confidential minutes)

Rev Charlotte will be appointed as Ex-Officio shortly.

Diocesan Board of Education Meeting next week which Chair of Governors will be attending.

Hopefully she will receive feedback on the academisation questionnaire.

Jackie Maw is retiring the end of October. There is money to appoint a vicar for the Northern cluster but cannot appoint as there is no vicarage. Meeting tomorrow to discuss which DD will attend.

- **Governor Training update**

Courses sent to governors by GP to be completed by Feb 13th 2026.

Completed

CB – DSL (level 3)

TG – Governors Role: IW Education Strategy into Practice and The Curriculum & Assessment Review.

SW – Governors Role: IW Education Strategy into Practice and A whole-school approach to food.

GW – Equality, diversity & inclusion.

DS – Stakeholder engagement.

MD – Ofsted and the Education Inspection Framework 2025.

SH – Ofsted and the Education Inspection Framework 2025.

SS – Environmental Sustainability – the governance role.

Signed

Date

SB – Safeguarding for governance.

Feedback from SW- "The food training has resonated, in particular the following paragraph "Pupils in primary schools offering school breakfast achieved, on average, two months' additional progress over the course of a year compared to children in schools without breakfast at Key Stage 1"

This provoked a discussion between FM and I to relook at funding availability. The next funding stream is in the spring which FM will apply for. Before this date, we are reaching out to staff to formulate requirements with the help of Chartwells along with FM sourcing breakfast club schemes who provide funding to purchase food and staffing costs.

Action – GP to send out reminders to those governors who have not yet completed their course.

Q: *When are Ofsted due?* F&Y could be next year and Shalfleet the year after.

Action – GP to send out 'Ofsted and the Education Inspection Framework 2025' training to governors that have not completed this training.

1.42 Reports

- **Portfolio holder meeting minutes**

Governor Visit – Greater Depth

Governor Visit – Cyber Security

S&I Minutes 24.11.25

Community 20.11.25

Finance 21.01.26

Safeguarding 26.01.26

- **Reports from staff & Portfolio Presentations**

Science

Computing (this is postponed until the summer term due to a new computing lead having taken over in January)

Art

RE

- **Other**

DfE similar schools comparison reports

DfE Attendance Reports

Whole school data reports

SBM report – note that we have had no filtering and monitoring incidents of concern and no data breaches reported.

1.43 Adopt policies – sent to governors 05.01.26 and any feedback from governors has been implemented and amendments made.

Statutory

Administration of Medicine

Code of Conduct

Complaints

Disciplinary Procedure

Early Career Teacher

Fair Access and Exclusion

First Aid

Governors Allowances

Grievance

Inclusion

School Visitors Policy

Single Equality

Social Media

Signed

Date

Non Statutory

After School Care F&Y
 After School Clubs
 AI Policy
 Asset Management Plan
 Attendance
 CCTV
 CPD
 Dignity at Work
 Drugs
 English policy
 E-Safety
 Induction
 Lettings
 Preschool Charging
 Menopause
 MFL
 Safer Recruitment
 Spirituality Policy

Other – Preschool Policies

Animals in the setting
 Arrivals & Departures
 Biting
 Caring for Babies & Toddlers
 Inclusion
 Outdoor Play
 Staff working with their own children
 Student Placement

1.44 Agree HTPM

- Marco Macchitella is delighted with the HTPM, very positive. He did stress that this is an ongoing process and need a progress meeting in June/July. **The governing board appreciates the energies and dedication that the HT puts into school.**
Action – HT to see if Marco Macchitella can come to see governors, to see if there are any improvements they can make in supporting the HT.

1.45 Any other business

- Pre-school Ofsted at Shalfleet was a very positive experience. **A validation of what they have achieved as a team.**

1.46 Date of next meeting –

Wednesday 25th March 2026 6pm at Freshwater & Yarmouth CE Primary

The meeting closed at 8.45pm.

Signed

Date