



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



<b>Date and time</b>	Wednesday 11 <sup>th</sup> September 2024 at 6pm
<b>Venue</b>	Shalfleet C.E. Primary School
<b>Governors</b>	Mrs Carla Bradshaw (Foundation Governor) - Chair Mrs Lizzie Grainger (Headteacher) Mrs Tina Griffith (Foundation Governor) Mrs Caroline Weeks (Foundation Governor) Mrs Sylvia Smith (Staff Governor) Mr Dale Sloan (Parent Governor) Mrs Laura Homes (Foundation Governor) Rev Leisa Potter (Foundation Governor)
<b>Quorum</b>	The meeting is quorate, attended by 8 Governors. A quorum is 6 Governors.
<b>Attendees</b>	Mrs Debbie Munn (Governance Professional)
<b>Vacancies</b>	3 – 1 Foundation Governor, 1 Local Authority and 1 Co-opted
<b>Key</b>	HT – Head Teacher SBM – School Business Manager FM – Finance Manager SLT – Senior Leadership Team  <u>Challenge</u> Action, Decision, Support, Ring-fenced, FDP link
<b>Distribution:</b>	All

**The meeting commenced at 6.15pm with an opening prayer from Rev Leisa Potter.**

### **1.01 Apologies**

- Mrs Sarah Woodburn, Mrs Debs Downer, Mr Max Dawes and Mr Stephen Holland sent their apologies which were duly accepted.

### **1.02 Declarations of interests on items forming the agenda**

- None.

### **1.03 Election of Chair and Vice Chair**

- There were a number of nominations for Mrs Carla Bradshaw to be re-elected as Chair. [Mrs Bradshaw accepted re-election and took the Chair.](#)
- Nominations for Debs Downers were made for Vice-chair however it was also discussed that Co Vice-chair would be a more practical choice and Dale Sloan indicated his willingness to stand as Co Vice-Chair. [Debs Downer and Dale Sloan were duly elected as Co Vice-chairs.](#)

### **1.04 Minutes of the previous meeting 03.07.2024 and matters arising (see action sheets)**

- Minutes from the last FGM held on 03.07.24 were duly accepted as an accurate and true record of the meeting by the governors.

Action 1 & 2 – On the agenda for this meeting.

Action 3 – Completed.

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### 1.05 Review and approve Mission & Values

- HT read the Mission Statement and Values to the GB – [Approved by the GB.](#)  
Q: Is the Mission Statement clearly visible in the reception area at Shalfleet as well as inside the school? The mission statement could be made more prominent.  
**Action – HT to look at making the mission statement more prominent in the Reception at Shalfleet.**  
**Action – Clerk to produce the Mission Statement and Values on one document.**

### 1.06 Governing Body business

- There are currently three vacancies - 1 Foundation Governor, 1 Local Authority and 1 Co-opted Governor.  
 Sadly, Rev Leisa Potter has handed in her resignation today as she is moving on to her new clergy role on 3<sup>rd</sup> November 2024. Therefore we now have 4 vacancies with Rev Leisa being ex-officio. **The governors thanked Rev Leisa for all of her hard work and dedication along with her pastoral care and guidance to the Federation and wish her all the best in her future role. We are very lucky to have had Rev Leisa and she will be an asset in her new role.**  
 Rev Jackie and Rev Leisa are meeting with HT to discuss the position and the future of the clergy within the schools on 30<sup>th</sup> September 24. The Federation does not want to be without a representative from the church as the connection is so important to the Federation and its ethos.  
Q: Is it part of the job description that when you take on the appointment you become the ex-officio governor at the Federation? Yes, the Team Rector of the West Wight Mission Community should be foundation governor ex officio or shall nominate a foundation governor to be appointed to the ex officio position by the Archdeacon. Rev Leisa confirmed she would like to have this in place before she leaves and is putting much thought into the right candidate for the position.  
 Much discussion was had on some possible candidates for the other vacancies and the HT has taken note of names to contact.
- Terms of Office Expirations to consider; LH 29.09.24 – Agreed to re-appointment.  
**Action – Clerk to send re-appointment paperwork to LH.**
- Agree committee structure & membership / Elect portfolio holders & star link governors  
[Portfolios agreed along with curriculum links assigned for governors.](#)  
 Star link meetings – Q: Are these meetings added value or is it just creating a report to be filed? A ticking box exercise? The challenge should be there to drive the FDP area forward. The purpose of a meeting to discuss the FDP area is to assess if the SLT are achieving what they say they are going to do. The Federation are fortunate to have an SLT who provide such in depth information as they do. However, governors still need to hold the SLT to account. Governors need to look at the headline of the strategy. Sometimes the FDP is so detailed you can get lost. The FDP needs to be that detailed for the HT and staff but Governors need a layer above with the 5 main points to be discussed. Rather than being presented with information governors need areas to probe into, specific and vulnerable areas Q: Are the targets we are setting SMART - specific, measurable, achievable, relevant, and timely?  
[The decision was made to put the Star Link governors on hold and relook at the approach, making sure we are not duplicating work, following Ofsted feedback to make the meetings more concise and added value.](#)
- Following the Ofsted visit Staff Portfolios are being streamlined as less is more. Subject leader forms have been redesigned to follow the research based approach. Part of the staff meeting timetable has now been allocated for each subject leader to have research time. HT has created KIT meetings (Keeping in Touch) when subject leaders are assigned a 5-minute slot to consolidate their research and present to other staff. This keeps the momentum up for all staff members.  
Q: How is the research-based approach being accepted by staff? The idea had been introduced before the summer holidays so the staff have had time to process and understand. The staff meeting timetable has been wholeheartedly accepted by the

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staff. Each week the HT sends out a scheduled send email so that all staff know what is outstanding and what is expected that week.

The timetables are incredibly organised and the governors thanked the HT for all of her hard work over the summer driving the schools forward.

- Business interest forms, Declaration forms & Skills audits – had been sent out by the clerk electronically.

Action – Clerk to chase up any outstanding business interests, declaration forms & skills audits.

- Scheme of Delegation - Approved
- Review & adopt Code of Conduct - Approved

#### 1.07 Governor Training

- Clerk has resent the Hampshire Governor Services Training 2024-25 to all governors. Also reminded governors of the NGA website for available training and requested that she be informed of any training undertaken so the register can be updated.

Action – SBM to send out the online courses for the annual governor training. HT to send the attendance training to LH.

Action - Wake up Wednesday E-Safety to be sent out each week to parents.

#### 1.08 Risk Register

- SLT and governors to review and rank the risk register. It needs to be an evening meeting and open to all who would like to attend.

Action – Clerk to send out information to all governors & SLT for Wednesday 6<sup>th</sup> November 6pm at Caroline Weeks house to review and rank the Risk Register. Clerk to attend.

#### 1.09 Agree external support (inc. HTPM) – CPD

- HT has emailed Marco Macchitella to put herself back on his radar. HTPM were only met for a couple of sessions last year on zoom. He needs to come and visit the Federation and meet the team.

Action – HT to recontact Marco Macchitella.

#### 1.10 Governor Services Collaboration Agreement

- Agreed by GB and signed.

#### 1.11 Governor Self Evaluation and Action Plan

Action - Agreed to review the Governor SEF and Action Plan on Wednesday 6<sup>th</sup> November 6pm at Caroline Weeks house along with the Risk Register.

#### 1.12 Agree Community Plan

- The events calendars have gone out to parents.
- The communication strategy is going to be a key part of our community plan, being consistent and reflective. Taking the most appropriate action at the initial point of contact can prevent further problems arising. Over the summer a lot of work has gone into the communication strategy document. It involves the management of communication, not just going out, but also coming in. There are clear concise procedures that have gone out to all staff. The respect charter is also included. The relevant part for parents has been sent out to them. We are also now looking at the Dojo system and streamlining there. This is an ongoing piece of work that will require revision and review.

Community Plan and Communication Strategy agreed by GB.

Action – RLP to make sure all the church community dates are sent to the HT before she leaves.

#### 1.13 Adopt policies and documents

- Contractors working in schools - adopted
- Annual SEND report for publication on website - adopted
- Music Development Plan for publication on website - adopted

Q: Do we have members of staff who lead music? Jennie Thompson and also Harriet Bates across the Federation and Choir school will hopefully be added in the future.

#### 1.14 Equalities Statement

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- Agreed by GB

**Action – HT to send an evaluation of the equalities statement & objectives.**

#### 1.15 Finance Overview

- Chair to work with FM to produce an overview finance document that can be reviewed at each FGB meeting. HT confirmed that the FM is happy to do this and is happy to come along at the beginning of each FGB meeting if required.

#### 1.16 Safeguarding Update

- Staff have completed safeguarding training on the development day, looking at the types of abuse, case studies, local picture, emerging issues on the IOW with particular concerns regarding county lines. SCR is up to date and will be checked in safeguarding monitoring. The amount of contact with Children's Services is rising, especially since returning from the summer holidays. Q: Is that coming back to you or you informing them? In the first instance it was to inform us of incidents that had occurred over the holidays. SLT have also been looking at the CPOMS and chased any information or responses still outstanding from Children's Services as we are still not receiving closures. Lots of families in crisis with the poverty mark at the core.

Q: Safeguarding Governor asked the governors if a child disclosed something to them whilst in school what would they do? Who would they contact if the disclosure is about the HT and who would they contact if the disclosure is about the chair?

Governors discussed contacting the DSL, the Chair and the Local Authority Designated Officer. They were also reminded they could always contact the NSPCC.

FGM rules of contacting police directly was discussed.

Q: Are Governors able to access CPOMS? No but a very valuable point for review as in court the person disclosed to must be the person to report it.

**Action – SBM to look at setting governors up on CPOMS.**

#### 1.17 Headteacher's Report (verbal) to include the following:

- Our numbers are very stable.
- If the school consultation gets passed, as a Federation we need to respond.  
Q: Do we feel comfortable naming particular schools? Can we respond "in our experience"?  
Q: Do we just want to stay neutral? If we have read the paperwork well and understand we should be able to challenge. We can talk about church school provision. Just because it has to happen doesn't mean we cannot question the reasons for certain proposals and decisions.
- Staffing – 2 new teachers. Abigail Knight in Y1 Shalfleet is settling well, organised, sharp behaviour management, planning provided for support staff. Support staff have given very positive feedback. Max Napier in Y4 at Freshwater has also settled with very positive feedback.  
Unfortunately, Simon Pilcher, Sports Coach, has resigned. In the interim we are going to get some supply PE teaching to give us time to make the right choices for the school.  
Adam Gutch is training to be a HLTA.  
Calum McCarty is carrying out Forest School Training.  
Sarah Powell is taking over Cultural Educational Partnership.
- Attendance 23/24 and 24/25 targets – We are challenging attendance stringently. This is also being monitored through CPOMS. We are already getting holiday requests coming in still, which are challenged robustly.
- Academic Outcomes 2024 in written report.
- Share SEF – The SEF is being updated and will be sent out shortly. We have 41 children on role who previously had a social worker.
- Share and discuss draft FDP
- CPD Arranged/Linked to FDP – Full programme arranged. Includes thinking strategically for

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future planning e.g. staff retiring.

We have a range of courses that are not just Network courses. We also don't want to overload the staff. It is the core of teaching and learning improvement. Q: Are there elements we share as a staff team? Subject leaders have their time to research, monitor and teach other staff members during staff meetings so there is a collective understanding of each subject. Enthusiasm then leads to other staff members enthusiasm in that subject.

Being a good teacher is the core rather than excellent at just a specific subject.

- Report on transition into school (including number into Reception) through school transition and KS3 – Early days but children are settling well. YR is a challenge as they are big classes and a high proportion have needs e.g. in nappies, non-verbal children etc. We have put provision in both schools as one child in each reception with very high needs requiring 1:1. Transition throughout the schools has gone well. From the secondaries we have only had positive feedback thus far.

Q: Did we have any children doing more transition days than just the normal two? Yes, we had one child having pop in sessions over the summer and some a couple of extra. One day for transition is a shame as only the Free School is now doing two. Transition handover for teachers was carried out on Development day and this was better for all involved.

- Agree proposed school trips – all on the events calendars
- Home School Agreement – This is being worked on at the moment to make it clearer and will then be sent out by the HT.

#### **1.18 Any other business**

- Rev Leisa will attend both schools for her last visit on Friday 18<sup>th</sup> October 9am Freshwater and 2pm Shalfleet

#### **1.19 Date of next meeting –**

**Wednesday 27<sup>th</sup> November 2024 6pm @ Freshwater & Yarmouth Primary**

The meeting closed at 8.35pm.

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