



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



Date and time	Wednesday 22 nd May 2024 at 6pm
Venue	Shalfleet C.E. Primary School
Governors	<p>Mrs Carla Bradshaw (Foundation Governor) – Chair Mrs Lizzie Grainger (Headteacher) Mrs Debs Downer (Co-opted Governor) Mrs Tina Griffith (Foundation Governor) Mrs Caroline Weeks (Foundation Governor) Mrs Sylvia Smith (Staff Governor) Mrs Sarah Woodburn (Co-opted Governor) Mr Dale Sloan (Parent Governor) Mrs Laura Homes (Foundation Governor)</p> <p>Mrs Vikki Plumley (Finance Manager) – Left at 7.10pm</p>
Quorum	The meeting is quorate, attended by 9 Governors. A quorum is 6 Governors.
Attendees	Mrs Debbie Munn (Governance Professional)
Vacancies	2 – 1 Foundation Governor and 1 Co-opted
Key	<p>SBM – School Business Manager GP – Governance Professional DHT – Deputy Head Teacher HT PM – Head Teacher Performance Management FM – Finance Manager EHCP – Educational Health Care Plan SLT – Senior Leadership Team LA – Local Authority DfE – Department for Education NGA – National Governance Association LE – Little Explorers LS – Little Stars</p>

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

Distribution: All - Confidential Minutes to Governors attending meeting.

The meeting commenced at 6.15pm with an opening prayer from Lizzie Grainger.

1.65 Apologies

- Allan Bridges resignation received 21.05.24 and accepted at this meeting. Mr Bridges was thanked for his services as a governor. Max Dawes, Steve Holland & Rev Leisa Potter sent their apologies which were duly accepted.

1.66 Declarations of interests on items forming the agenda

- None.

1.67 Minutes of the previous meeting 27.03.2024 and matters arising (see action sheets)

Signed

Date

- Minutes from the last FGM held on 27.03.24 were duly accepted as an accurate and true record of the meeting by the governors.

Action 1 – Carried forward.

Action - Clerk and SBM to meet to check what courses for governors are available on Better Governor rather than Educare to be carried out summer 2 ready for September training.

Action 2 - SH to send out completed reports on child interviews to governors.

Action – Clerk to chase SH for completed reports on child interviews.

Action 3, 4 & 5 – Completed.

Action 6 – HT to visit some Hamwic schools, possibly with some governors - Second meeting was not as promising as the first. HT and DHT went to St Mary's in Southampton and it was an amazing experience, there is a lot we can learn from each other. 100 children per year group so cannot have the personal touch like we do. Agreed to do child swap days. Also going to complete a project on cultural capital. Artwork very street inspired but many children have never been to the beach. The HT is an Ofsted inspector. Diocese and LA had told them it would be useful for them to be in touch with our Federation.

Action 7 – HT and governors to complete the Diocesan questionnaire once received – has been received.

Action - HT to send the Diocesan questionnaire to all governors.

Action 8 & 9 – Completed.

Action 10 – RLP to provide more information on the Choir Church to the HT – will be provided once received.

Action 11 - HT to contact Lady Chrissy Acland and ask the dementia choir from Freshwater if they would like to host one at Shalfleet – Not yet as HT going through the Shalfleet Parish Council as they were the ones that wanted it. Freshwater is going really well but not run by the school as we do not have the capacity. The other option is to take some children from Shalfleet to Freshwater.

Action - HT to contact Lady Chrissy Acland and ask the dementia choir from Freshwater if they would like to host one at Shalfleet.

Action 12 – Completed.

Action 13 – SLT to rank the register and then resend the Risk Management policy back out to all governors. Carry forward.

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Action 14 - HT to put the decisions and actions agreed from the parent feedback into the Newsletter and feedback via parent forum. Ensure MTP front cover is sent out before the start of new term, inform teachers.

Feedback is going back via parent forum as many of the comments need explanation that is not suitable for the Newsletter. Q: Who goes to the Parent Forum at Shalfleet? We have about 10 parents.

Action 15 & 16 – Completed.

1.68 Governing Body business

Membership

- There are currently two vacancies - 1 Foundation Governor and 1 Co-opted Governor. Q. Can governors think of someone? Q. Any of our reading volunteers? Q. Could we put an add in the village news? We will consider any candidates carefully.
- AB was on HTPM, Pay and PE. Q: Is there anyone willing to take on these positions? TG agreed to join HTPM Q: Have you undertaken the training? Yes. 3 members already on Pay so another member is not required. Commitment to PE explained to DS who agreed to take on the role.
- Terms of Office Expirations to consider; HT 16.06.24, SH 14.07.24 and LH 29.09.24
- GP offered to come to help with writing reports for governor visits if any governor would find it useful.

Signed

Date

DfE/LA update

- DfE update
Ofsted School Inspection Handbook was updated 05.04.24 and sent out to all governors.
- LA Services update
There is a new Ofsted guidance on a music plan and guidance on RSE but no information has come out about it from the LA. The lack of support was noted. An update on outreach and discretionary funding was sent to all governors 22.04.24. Email was sent to all Governors on 23.04.24 with instructions on how to log in and make bookings in the 'Hampshire GS Training Programme'. Information on LA school place planning and SEN provision sent to governors and parents 25.04.24. Q: Do we have set dates? There were dates agreed however with government change this can all change. The roadshow did not hit the people that it should.
The termly meeting for Chairs of Governors has not historically attracted a large number of governors. So, LA are trialling extending the invitation to any governors who are particularly interested and would like to attend. Email sent 14.05.24.

Diocesan/Churchlink update

- Leavers services being held at Portsmouth and HT has been asked to speak. HT also attending the Bishops tea party. CoG has sent apologies.

1.69 Approve 3-year budget.

- Summary versions of proposed budgets for both schools provided to governors. Red, Amber and Green KPI's benchmarked against National. Q: The question for governors is why elements may be high or low so could we put a national data column on for comparison? FM agreed that this is a good idea.
- Staffing structure completed in single year group model. Qualified teachers for all classes. Forest School hours reduced. Q: Why? Changed provision for older children following review of the children's questionnaire responses. Forest School will be project based. Also, DG asked to reduce some hours. Q: Do we allow for those children who would benefit on a weekly basis? Yes, we have allowed CM to have small groups who may need that extra.
- Support Staff at F&Y has a high % but to protect the more vulnerable children, those who do not have an EHCP but need that quality support.
- Admin and premises staff stable. Increased caretaker hours to reduce costs for outside contracts. More flexibility for future e.g. ride on lawn mower purchased rather than contracts which are extremely costly.
- Teacher contract ratios green, per hour cost of a lesson is a very interesting calculation to review value for money.
- Noted that teacher salary is low compared to national. The key deliberate strategic choice is single year groups. Our hope is that the numbers will still rise at F&Y to make more viable. Intake numbers for Sep 2024 are very good, 30 and 29. Q: What are the pupil numbers being used for forecasting? 30 has not been taken for granted. For future forecasting 26 has been used for both schools. The birth rate is low 70's but a number of families moving in meaning more diversity with cultures. Some families choosing to travel some distance to West Wight schools.
- You can have just as much ability range in single year groups as combined, however, parents appear to prefer single year groups and it provides consistency and support for staff across the Federation.
- Q: What is AWPU? Age Weighted Pupil Unit
- Both pre-schools had a surplus. **Well done!** LE has a waiting list for 30 babies. CW has taken in a card and chocolates to thank the Preschool supervisor for her hard work on behalf of governors. Public perception of both preschools has improved greatly.
- We have included 3% rise for teachers and modelled an additional 1%, 4% this year and 3% going forward for support staff. Awaiting a response from School Teachers

Signed

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Review Body. As general election taking place they may put forward 5% and be bold. We will update as changes happen.

- Q: Has Teacher Absence paid for itself? Not this year but has in all other previous years. It is not worth the risk of funding it ourselves.
- Desktop installed in every class. We have no major IT purchases needed. Both schools fully stocked.
- Q: How does the budget support the FDP? HT produced a report. Subject leaders have been allocated an additional hour each week. Core subject leaders have a day per half term. Foundation subjects two days per year. Allows HT to hold them to account in their PM. Gives them confidence in their role. School leaders have one day per week. Allows HT and DHT to have more time to widen oversight work. Full programme of CPD. 2 TA's have come forward to develop to HLTA. Funds for swimming lessons and events calendar being widened for further experiences. EHCP's showing income verses expenditure. F&Y 10 EHCP's. One child without who has a significant need who needs a 1:1. S 6 EHCP's. It is becoming so much harder to get an EHCP and this will get even harder. Medina outreach has been taken away. Heather Morris who heads up SEN has a very hard job. There has been a change in approach by HT's across the island, council visitors to the school need to see the reality for the children that are not getting the correct provision for their needs. If you are coping you are overlooked. HT's need to shout to get heard.
- Thanks were given to the SLT for their amazing hard work in improving the budgets for both schools and preschools.
- 3-year budget approved.

1.70 Review Governor Action Plan

- Action - GP to resend the Action Plan to all governors and ask them to make notes and return, she will then merge the responses to create an overview. Governors to be open with their responses to ensure we fill any gaps and do not overlook any areas.

1.71 Portfolio Holder Reports

- Community – 01/05/24
- Staffing & Policies – 01/05/24 – No minutes received, Confidential
- Standards and Inclusion – 07/05/2024 – Postponed due to Teacher interviews
- Finance – 07/05/24
- SIAMS – 09/05/24 – Postponed
- Star Meetings – Include CW 23.04.24
- Subject Lead Reports – Art, RE & PSHE (PSHE will be taken over by another teacher during JM maternity)

1.72 Adopt Policies – sent to governors 15.04.24.

- Statutory:
 - Charging and Remissions
 - Finance
 - School Uniform – new policy required to be published as per the updated DfE guidance.
- Non-Statutory:
 - Adverse Work Element
 - Allegations Against Other Children
 - Calculation
 - Debt Recovery
 - Drugs
 - Finance
 - Learning and Teaching
 - Lettings
 - Mental Health
 - Wellbeing Policy
 - Pre School Charging
 - Non Collection of Children

Signed

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Physical Intervention
 Playground
 Science
 Security
 Shared Parental Leave
 SMSC
 Extremism and Radicalisation
 Transition
 After School Care
 All policies above are adopted and will be placed on the website.

1.73 Headteacher Report:

- Update on the progress of learners – Data Report
 SATS went well and children were happier this year and more confident. Reasoning paper 1 for Maths was very hard but reasoning paper 2 slightly better. They all tried extremely hard. 2 disapplied at Freshwater, 1 with EHCP and 1 over a year behind.
 We have been selected for writing moderation at Shalfleet. SC has been through all books thoroughly today. Our moderation is very early. HT has been to all the moderation training. We need to show where they are now which is 60% but if more time we would have been looking at 70%. They have been heavy on SATS practice so not as much evidence as would like. After SATS is when most schools concentrate on the writing. If we are accurate in our judgement they will allow for more evidence to demonstrate ARE. We need to support the teachers.
Q: Does the inclusion team need extra support? Not currently, one child has moved on, and if you added another member to the team it would have to be the absolute right person as the team work seamlessly at present.
- Update on attendance figures (pupils & staff)
 1 pupil left at F&Y because the parent realised the school cannot provide the specialist requirement for the child. Again, emphasizing the need for specialist care for SEND.
 We have dipped slightly in absence, lot of sickness, some holidays. We are investigating the National Attendance Hub. LH met with DHT last week. Q: Could we look at what is sickness and what is holidays? Arbor software will run the report. New guidance is for schools to send fines on attendance figures not on holidays. The biggest barrier is poverty. Heather is going to produce a report for the children who have the extra support and what interventions are in place, linked to attendance.
- Staffing update incl. mid-year PM
 Y1 teacher at F&Y has been assigned as full-time member of staff who will also go through with them to Y2 to give them stability.
 Confidential discussion had on staff wellbeing and staffing for Summer 2.
 MN has been appointed as a new teacher for the Federation.
 2nd year ECT teacher has been appointed for Y1 Shalfleet and LT moving to Reception class.
 We know our schools extremely well and we need to trust in our teachers.
 Discussion had on the zebra crossing update at F&Y.

1.74 Any other business

- SEND report being produced by CW who asked Q: Do all those on the board know their duties regarding SEND? Are we following the code of practice? Different governors have different areas but as a board we have a very good knowledge of our SEND duties and the SEN children is discussed in all committee meetings.
- DD meeting with GW to discuss the stain glass window at Shalfleet church after half term.
- The GP has attended the GP termly briefing and has requested that training be added to every FGM so that we can keep track of governors CPD. GP also mentioned the recommended 'Creating a school behaviour culture: audit and action planning tools – GOV.UK' which will help identify areas for development and monitor behaviour. Also 'Pupil premium monitoring tool – NGA.org.uk' which challenges and supports leaders to make informed spending decisions. Establish whether funding is having a positive impact for free school meal children. Demonstrate accountability. Q: would any governors volunteer to look

Signed

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at each area to see if useful for the Federation? TG agreed to look at behaviour and CW agreed to look at pupil premium.

Action – Clerk to send the relevant links for DfE behaviour tool and NGA Pupil Premium tool to TG and CW.

1.75 Date of next meeting

- Wednesday 3rd July 2024 at 6.00pm at Freshwater & Yarmouth C.E. Primary

The meeting closed at 8.50pm.

Signed

Date