



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



<b>Date and time</b>	Wednesday 26 <sup>th</sup> November 2025 at 6.00pm
<b>Venue</b>	Freshwater & Yarmouth C.E. Primary School
<b>Governors</b>	Mr Dale Sloan (Parent Governor) - Chair Mrs Debs Downer (Co-opted Governor) – arrived at 6.10pm Mrs Lizzie Grainger (Headteacher) Mrs Tina Griffith (Foundation Governor) Mrs Sylvia Smith (Co-opted Governor) Mrs Caroline Weeks (Foundation Governor) Mrs Sarah Woodburn (Co-opted Governor) Mr Max Dawes (Parent Governor) Mrs Georgina Westhorpe (Staff 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)  
Mrs Vikki Plumley (Finance Manager) – Left at 6.25pm

**Vacancies** 2 – 1 Local Authority 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  
FEY – Freshwater Early Years

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

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

**The meeting commenced at 6.05pm with an opening prayer from Tina Griffith.**

**1.17 Apologies**

- Carla Bradshaw and Laura Homes sent their apologies which were duly accepted.

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

- None.

**1.19 Minutes of previous meeting 10.09.25 and matters arising (see action sheets)**

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- Minutes from the last FGM held on 10.09.2025 were duly accepted as an accurate and true record of the meeting by the governors.
  - Action 1 – SC to update the poster for the Mission Statement to include the child speak version – Two Shalfleet teachers have completed this and will be sent out shortly.
  - Action 2 – 6 Completed
  - Action 7 – GP to chase outstanding governor training by deadline 31.10.25 – Chased however some training still outstanding.
  - Action 8 – 11 Completed.
  - Action 12 – GP to carry forward the Governor SEF and Action Plan for 2025-2026 – Majority of the action plan is ongoing; however, we need a letter to parents from governors. With the take over of FEY this is an ideal time to send out a letter.
  - Action – GW and TG to work together to send a letter from governors out to all parents, schools and pre-schools, in January 2026.**
  - Action 13 – HT to put together a crib sheet of questions based on the FDP for Governors to complete when meeting with teachers regarding their curriculum area. GP to also send this crib sheet with meeting invitations. HT to confirm to staff what she wants the meetings to look like and what she expects. – HT will send this out.
  - Action 14 – TG & SH to hold an initial meeting with potential new governor – meeting held. SB has been appointed as a Foundation Governor by the Diocesan Board of Education. Letter received by Diocese 25.11.25
  - Action 15 & 16 – Completed

## 1.20 Headteachers report to include the following:

- Academic targets – expectations for 2025-2026**

Targets have been set and agreed with the Standards Portfolio. All targets were set using FFT 20, prior attainment indicators and our holistic knowledge of the children to target any underperformance and concerns. Targeted specific year groups, subjects and children. Performance Management reviews are based on these targets.
- Attendance figures (pupils and staff)**

Increasingly important as it is essential our children are coming to school and benefitting from their education. We have robust procedures to compare to NA but NA is very low so we need to be mindful not to settle for National Averages. We take as much action as reasonably possible. Q: Do we compare to local schools? It is hard as they would have to share their data however we are going to be assessing our schools against the new DFE comparison data for similar schools which will set all schools a target for attendance – this will come out to the Governors as soon as we have this information.

Admin Officer is going to be carrying out a weekly review and following up with the attendance process.

DHT met with Education Inclusion yesterday and discussed Ofsted. When Ofsted visit we need to show case studies, proving positive attendance improvement case studies and what professionals we are working with. At this point in the year it is hard to show due to so many illnesses. Term time holidays are still a problem however this will hopefully change as the new system with court proceedings being embedded.

Q: Has the attendance strategy already been introduced? HT and DHT are working on this closely and putting into place at this time of the year it is difficult to do this with the comparison of percentages.
- Staffing update**

One member of support staff has left to be a sports coach which they had always wanted to do. 2 LE staff will be having maternity leave. 1 admin team member has handed in their notice and this has gone to advert.

Continuing with KIT meetings which have been very positive and useful. Last half term support staff. This half term teachers.
- Safeguarding update**

Shalfleet – 3 Child Protection, 2 Child in Need, 4 Early Help, 2 LAC, 1 PLAC and 11 Additional Support

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F&Y – 1 Child Protection, 5 Child in Need, 9 Early Help, 1 LAC, 3 PLAC and 20 Additional Support  
Many more families need additional support who are not on the list but it is voluntary.

The complexity of families and level of need is increasing daily. Q: *Where are the social workers?*

The thresholds are so much more extreme for Social Workers. The threshold cuts off for Social Care intervention are becoming higher, meaning more cases are being held by schools at Early Help or Targeted Early Help this may mean schools will hold some Child in Need in the future. We have seen an increase in the number of referrals we are making in relation to anti-social behaviour within our communities outside of school. Q: *What are these in relation to?* Whats App and social media cause many problems at the weekends. Police involvement for anti-social behaviour. Police have been into schools and carried out workshops for Y5 and Y6 on anti-social behaviour and social media.

Generally, from Y4 onwards most children have mobile phones.

Thanks given to Inclusion Team for all of the hard work they undertake every day. Also to the Safeguarding governor who carries out safeguarding audits 6 times a year.

- **Update on Performance Management**

Performance Management reviews and target setting meetings have been completed across the Federation. Performance Management is being led by members of the Leadership Team including the HT, DHT, SLT and the SBM. First target for teachers was 90% of children reaching their end of year targets.

- **CPD report** – Sent to governors 19.11.25

- **External validation update**

We have been allocated Sam Silitto as our School Improvement Partner.

Naomi Carter came to congratulate the Shalfleet staff for the 2025 SATS results.

We were visited by Tom Fisher (LA Maths Advisor) who wanted to talk to us about our Maths results at Shalfleet. We shared our Progression Maps, the resources we use and discussed the cohort we had last year in securing successful results.

Kate Maloney (LA English Advisor) came to the Freshwater site to meet with KA (who is teaching Year 6 English for two days per week). The visit was positive.

Karen Boynton (Bournemouth Christchurch Poole Education Advisor) is going to be visiting the Federation on Tuesday 2nd December for her first LLP visit with a focus on data outcomes and pupil premium.

We are still working closely with the Maths Hub/NCETM and Springhill to support with English. The HT's CPD group continues and there is CPD planned for Foundation Courses that the Federation have benefitted from.

Marco Macchitella, is visiting the Federation on Wednesday 3rd December to complete the evaluation of HT Performance Management and set new targets.

SC has been accepted to be a writing moderator for the Island.

- **Data: DfE Data Dashboard** – Hasn't been released yet.

## 1.21 Governing Body business

- **Membership**

Currently 2 vacancies – 1 Local Authority and 1 Ex-official

SB has been appointed as a Foundation Governor by the Diocesan Board of Education. Letter received by Diocese 25.11.25

- **DfE/LA update inc Attendance baseline improvement expectations (ABIEs)**

- Following the retirement of Di Hiscock from IW Governor Services Gordon Duff has taken the role of Clerking Manager for the IOW.

- DfE is introducing new attendance baseline improvement expectations (ABIEs). New minimum attendance expectations that the government is setting schools, in order to improve school attendance to pre-pandemic levels. Each school will receive its own 'AI-powered' improvement expectation, and the DfE will use these to identify schools that are struggling with attendance. The new expectations will come into force from the 2026/27 academic year, and our schools will receive their official ABIE in September 2026. An indicative ABIE should be received by the schools soon, so we can track what the ABIE would have been for the 2025/26 academic year.

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- **Diocesan/Churchlink update**  
Rob Sanders came to F&Y. Thanks given to the Diocese who have been such a huge support to us through the takeover of FEY.
- **Terms of Reference**  
Only Premises outstanding as Premises governor needs to discuss some items with SBM at their next meeting.
- **Review of Skills Audit – Governor Training**
  - 3 courses have been set for governors on Governor Hub to be completed by 31.10.25:  
Safeguarding for governance refresher 2025/26  
The Prevent Duty  
Cyber security for governors  
Following the Cyber training a question was raised during the Finance meeting regarding insurance for Cyber attacks. \*\*\*\* Following the finance meeting the SBM immediately contacted the LA and this was their response..... “The Council’s insurance provision (which covers schools) does not currently include any form of Cyber cover. Cyber cover is limited and expensive and generally provides very little other than some recovery costs. There are lots of terms and conditions and as each school is responsible for their own IT functions, it would make getting a policy to cover all sites across the council quite difficult.”\*\*\*\*
  - MD who is qualified in Cyber Security volunteered to take over the role as Cyber portfolio governor  
**Action – GP to organise a date for MD to come into school in January and meet with WightSupport.**
  - GP has been analysing the skills audit and who is on which committee/portfolio and will send out one course every term so governors should have three courses over the year based on something relevant to them.  
**Action – GP to send one course to each governor relevant to their committee/portfolio to be completed by the end of Spring 1 term.**  
**Action – GP to add feedback from training to each FGB meeting.**

## 1.22 Reports

- **Portfolio holder meeting minutes**  
Annual SEND Report  
Safeguarding F&Y Autumn 2025  
EYFS 30.09.25  
SIAMS 15.09.25  
Finance 13.10.25  
Finance 19.11.25
- **Reports from staff**  
Inclusion report Nov 25  
Maths report Nov 25 & Music Development Plan  
Music impact report  
EYFS literacy and maths action plan  
H&S SBM report
  - H&S premises walk with a governor is due to take place shortly. Several staff members have been physically assaulted by dysregulated children. Correct reporting procedures and risk assessments are in place. We are exploring PACE training and some members of staff have been trained in the TeamTeach approach. We will be rolling this out further in the New Year.
  - No incidents of concern for filtering and monitoring or GDPR.
- **Portfolio presentations**  
Start next half term in Spring.

## 1.23 Agree mid-year budget

- Finance committee met last week. FM has since spoken to chair who has given some suggestions which have been implemented.
- Refreshed November budgets proposed. FM has worked on years 2026/2027 & 2027/2028 and made the necessary updates required. Pupil numbers have been refreshed, all staff contracts and

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any amended staff hours have been updated since the May budget along with any areas that require additional funds. All assumed Teacher pay uplifts and increments are included as are support staff pay progressions through the Hay Scale. Pay scale inflation factors are set to 2% for Teachers due to the funded uplift to 4% and 3.2% for Support Staff.

- Cumulative surplus forecast at both schools for next 3 years
- EHCP income includes an at-risk sum of £3409 for Shalfleet and £5222 for F&Y. This sum is an estimate of future EHCP income.
- Q: Is the forecast for 27-28 a conservative estimate? Yes, we have forecast less children in YR than in past years. Shalfleet very conservative due to position of school. It is very important to have our pre-schools at capacity. Q: Have we looked at the admissions policy so that pre-schools can become the actual feeder schools? SBM has been back and forward with the LA for some time.

**Action – GP to add admission process to be discussed at Extra FGB.**

Shalfleet reserve 2% leading to 3% in 27-28 and F&Y 3% leading to 5% in 27-28.

Q: What is I16-I17? It is the pre-school income.

Thanks given to the FM for her amazing work with the budget and careful planning for provision for the Federation.

Budget approved by FGB

#### 1.24 Risk Register – approve combative parents addition

- Likelihood of occurring 4, Impact if occurs 3, Inherent risk 12

Control procedures in place are:

**Staff Meetings with Parents:** Staff must not engage in one-on-one meetings with parents. All meetings should be conducted with at least one other staff member present.

**Designated Meeting Areas:** Meetings with parents must take place in a designated area that is separate from pupil-accessible zones. This location should be easily accessible without requiring staff or visitors to walk through the school or interact with children.

**Emergency Communication:** Staff must have immediate access to a telephone during any meeting with a parent to enable prompt contact with emergency services if a situation escalates.

Residual risk is 8

Approved by governors

- #### 1.25 Adopt policies – sent to governors 14.09.25 and any feedback from governors has been implemented and amendments made.

##### Statutory

Admissions

Antibullying

Behaviour

Capability Procedure

Code of Conduct

Data Breach

Data Destruction

Data Protection and Privacy Notices

Data Records Management

Data Sharing

Education for Children with Medical Needs

Equality Policy

Exclusions

EYFS

Freedom of Information

Health and Safety

Looked After Children

Low Level Concerns

Managing Allegations of Abuse

Child on Child Abuse

Performance Management and Appraisal

Safeguarding and Child Protection

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Supporting Children with Medical Conditions  
Teacher Pay Policy

### **Non Statutory**

Business Continuity Plan  
CCTV  
Contractors Working in School  
Curriculum  
Dignity at Work  
Educational Visits  
Emergency Plan  
Employer Screening  
Governors Code of Conduct  
Home Learning  
Lockdown  
Loneworking  
Marking and Feedback  
Missing Child  
Missing Child in Education  
Missing Child School Trips  
Photographic Images  
Probation  
Pupil Acceptable Use  
Respect Charter  
Risk Management  
School Keyholder  
Severe Weather  
Snow and Bad Weather  
Special Leave  
Staff Acceptable Use  
Student Placement Policy  
Wellbeing Workforce

### **Other**

School Climate Action Plan  
Prevent Statement  
Prevent Strategy  
Prevent Action Plan  
Attendance Strategy

#### **1.25 Update on Little Stars move and takeover of FEY**

- Very busy over the half term break moving LS into its new premises and welcoming a bigger LS team. LS looks fantastic and impressed as to the way the staff and children have come together. This move will enable us to move from strength to strength. Children have settled very well and we have received many positive comments from the parent and staff community. Staff have integrated very well. A few teething problems as we work at such speed. Manager working with room leads on expectations. Article in the Observer newspaper. Once a half term meeting being held with LS Manager and Deputy Manager with HT. The Pre-schools are the children's first-classroom and we want these pupils to stay with our schools through to Y6. Federation School Readiness Policy is being created by EYFS team. HT meeting with the whole team to bring both pre-schools together.

Thanks given to governor support.

#### **1.27 Discussion on VA status**

- Postponed to Extra FGB Monday 8<sup>th</sup> December 2025 6pm at Freshwater & Yarmouth CE Primary.

#### **1.28 Strategic direction of the Federation**

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- .Postponed to Extra FGB Monday 8<sup>th</sup> December 2025 6pm at Freshwater & Yarmouth CE Primary.
- 1.29 Any other business**
- Thanks given to Y5 teacher at Shalfleet for her effort in coaching and supporting the girls football team.
  - **Safeguarding Governor – Q: Who has read the safeguarding policy this year?**  
Action – SBM to set up a google form to go out with the Safeguarding policy for governors to sign that they have read.
  - All governors invited 20<sup>th</sup> December 2pm at Weatherspoons.
  - Requested at Finance meeting for GP to provide the governors with training using Google Drive.  
Action – GP to invite governors 5.30pm at next FGB 28<sup>th</sup> January 2026 for any who would like training using the Google Drive.

**1.30 Date of next meeting –**

Extra FGB Monday 8<sup>th</sup> December 2025 6pm at Freshwater & Yarmouth CE Primary  
Wednesday 28<sup>th</sup> January 2026 6pm at Shalfleet CE Primary

The meeting closed at 7.45pm.

Signed .....

Date .....