



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



<b>Date and time</b>	Wednesday 27 <sup>th</sup> March 2024 at 6pm
<b>Venue</b>	Freshwater & Yarmouth C.E. Primary School
<b>Governors</b>	Mrs Carla Bradshaw (Foundation Governor) – Chair Mr Max Dawes (Parent Governor) Mr Dale Sloan (Parent Governor) Mrs Lizzie Grainger (Headteacher) Mrs Tina Griffith (Foundation Governor) Mr Stephen Holland (LA Governor) Reverend Leisa Potter (Foundation Governor) – Left the meeting at 8.20pm Mrs Sylvia Smith (Staff Governor) Mrs Sarah Woodburn (Co-opted Governor) – Left the meeting at 8.40pm
<b>Quorum</b>	The meeting is quorate, attended by 9 Governors. A quorum is 6 Governors.
<b>Attendees</b>	Mrs Debbie Munn (Clerk)
<b>Vacancies</b>	Foundation Governor
<b>Key</b>	SBM – School Business Manager SLT – Senior Leadership Team EWO – Education Welfare Officer CPD – Continuing Professional Development SIO – School Improvement Officer MAT – Multi Academy Trust LA – Local Authority DfE – Department for Education DBE – Diocesan Board of Education NGA – National Governance Association LE – Little Explorers LS – Little Stars EYFS – Early Years Foundation Stage OH – Occupational Health

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

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

**The meeting commenced at 6.10pm with an opening prayer from Rev Leisa Potter.**

### **1.53 Apologies**

- Mrs Caroline Weeks, Mrs Debs Downer, Mrs Laura Homes and Mr Allan Bridges sent their apologies which were duly accepted.

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

- None.

### **1.55 Minutes of the previous meeting 31.01.2024 and matters arising (see action sheets)**

Signed .....

Date .....

Action 1 & 2 completed

Action 3 – Clerk to meet with SBM to ensure there is a central record of all training.

This is an ongoing process. Clerk has emailed all governors to send her details of any training completed this year. Changing from National College to Educare which SBM will keep a record of but any other training please send details to the clerk. Q: Why changing? The National College was very expensive and courses were found to be boring, all videos to watch, very repetitive.

**Action – Clerk and SBM to meet to check what courses for governors are available on Better Governor rather than Educare.**

Action 4, 5, 6 & 7 completed.

Action 8 – HT to revisit the offer from EWO and investigate to see what they could bring.

Completed but nothing was felt to be beneficial as nothing offered that we don't do.

Attendance above national in both schools. Children at risk are followed up and SLT go to homes to check on children. Schools build good relationships with the parents and rather than send EWO it is better to see a friendly familiar face and be able to offer support.

Action 9, 10, 11 & 12 completed

Action 13 – SS to send the dates for JLT meetings after half term to DD, LH and RLP.

Completed with Governors having attended both schools and completed children interviews on about their learning. Maths has come up very positively. Wide range of curriculum.

Area for development is target setting.

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

Action 1 (from confidential minutes) completed.

## 1.56 Governing Body business

### Membership

- There is currently a vacancy for a Foundation Governor. Q: Do we need someone with a particular skill set? We are very balanced but a qualified HR professional would be beneficial.
- CB expiration date 26.04.24. [Agreed to re-appointment.](#)  
**Action - Clerk to send re-appointment documents electronically to CB.**

### DfE/LA update

- LA Services update  
Update given on separation of IOW services from Hampshire. Really turbulent time. Business as usual has not been the experience. 1. DSL network meetings have worked hard to get the LADO to attend their meetings, however since separation they are no longer coming to those meetings. Still a service to refer to but no longer part of the fabric and conversations held on the IOW. 2. Educational Psychology service is no longer being renewed for the IOW with a huge knock on effect for all IOW schools. 3. HT standards group has been very involved with CPD. The Island can secure courses from Hampshire but it is very costly with travel expenses on top. £850 a day to buy one HIAS inspection plus £57 travel which will go up again this year. The Headteacher's CPD group is just trying to replace a service that is no longer available to us. The government money is being directed in very specific ways including attendance, maths, English, science hubs, etc. Except for the maths hub there is very little available on the IOW. HT has had a meeting with the IOW SIM who has said he will speak to the hubs on our behalf.  
HT went to an NAHT meeting and explained the difficulties. They were unaware of any difficulties the IOW is facing. Currently the LLP service is available from Hampshire but we unsure of how sustainable this will be.  
IOW Education representatives have visited both schools regarding the Governing Body's experience of school closures and reorganisation processed. We explained the importance of clarity in communication. To present to communities honestly in order for them to understand the genuine reasons why they are making certain decisions. Understanding of communities and the voices within will be necessary when presenting and making decisions.

Signed .....

Date .....

At the meeting the Chair of Governors forum CB asked for reassurance if councillors are on board but with little response. IOW Council wanted to create a committee structure instead of Cabinet but this was not passed. There are lots of resources put towards this reorganisation and the new team has limited capacity to look at school improvement when decisions are being made by councillors on number of schools and SEN places. The process will take at least 2 years. Q: Will they look at getting external advice? JK has been involved in so many of the school restructures, it is understood that currently this is not the case. The LA has a statutory duty to manage school places, this therefore should be an ongoing process.

Section 151 officer (which is the LA senior Finance Officer) has been outsourced to Portsmouth. In the past this has meant JK had to fight to keep the capital from any school premises sales on the Island to re-invest in the school estate.

The position on the IOW is extremely vulnerable. The service provision from the IOW LA is severely challenged. The DfE are desperate for schools to become academies but becoming an academy does not protect you from closing.

Governors advised to read the IOW Education Matters document which has been sent to all governors by the clerk. The termly publication is from the IOW Education, Inclusion and Access Department.

- Update on Admission Policy change in clause to include the pre-schools, response from LA.

LA has finally accepted us amending the policy to include the pre-schools but Governors need to agree to wording. SBM read criteria 7 to governors. There was discussion on whether to include the wording regarding payment being made and if this shows parents commitment. Q - Should it be more a time commitment rather than financial?

**Action - SBM to rewrite wording for criteria 7 of the Admissions Policy and send to governors for approval.**

- Agree collaboration agreement – agreed.
- Approve Governor Services SLA – approved.
- Governance Handbook changes by DfE

Details presented by Clerk – Main changes are separate guide for maintained schools which is more concise and far shorter. Structures and role guidance have been archived but lots of resources can be found on NGA website. Section 3.1 provides clarification on the requirements for headteachers to report information to the board. New section 4.5.1 Chair's action provides clarity on the circumstances in which a chair may take decisions on behalf of the governing body. Section 4.8.1 sets expectations on the performance management of the governance professional (Clerk). Clarification on estate management responsibilities including 7.16.4 asbestos in schools. The DfE's list of statutory policies has been incorporated into the guide and clarified policy review cycles, see section 8. The only downfall is that it is not available in a downloadable format so have to read online or have to print each section separately. Please let the clerk know if you want a printed copy.

**Action – Clerk to scan Governance Handbook and send out to all governors. All governors to read the new 'Maintained Schools Governance Guide' and email the clerk to confirm they have read and understood the new guide from the DfE.**

- Academy Presentations - 2 academies presented.
  1. University of Winchester Academy Trust – positives are research based, run a teacher training programme with high focus on CPD. Have potential to create a hub on IOW. Would need enough pupils to be viable. Have strong focus on EYFS. In theory sounds wonderful but in practice not always suitable as we need to prepare our children for secondary. They want schools that are going to bring something to them as well as the trust bringing something to the school. The impression the HT got was one size fits all. They would direct you to an approach but no real understanding of the IOW and our complexities.

Signed .....

Date .....

2. Hamwic (Roman name for Southampton) – Education trust that is very established. Mission statement mirrors our own: ‘All about the child’ or ‘What about Sam?’ Strength on people and working in partnership with collective responsibilities, schools sit in their own community with no logos/trusts ‘stamp’ needed. No standardised curriculum but work together to share best practice. Emphasis on retaining individuality. Already have 35 schools. Keep your own governing body. Incorporate federations but would move from a hard federation to a soft federation. 5.5% top slice. Schools would keep their reserves. They have adopted the Church articles so from a Diocese perspective it could be acceptable. Trauma and attachment trained schools. Have done their homework about the IOW and the challenges we are facing. Sense of strive to get it right and let’s fix any problems together. Very open and came across well. Paternalistic feel.

**Action – HT to visit some Hamwic schools, possibly with some governors.**

#### **Diocesan/Churchlink update**

- Consultation Meeting 21.03.24 – Diocese Academisation Policy  
The SBM sent the DBE Policy for Academisation of Diocesan Schools and the Strategy Document to all governors today. Their presentation will be on their website tomorrow. Questionnaires are going to be sent to all their schools for feedback. The DBE will look at whether it is possible set up their own MAT. Catholic schools have been told they must academise. Schools can join current partner MAT’s (CLP or DCAT). The IOW could be a hub that could be part of a Diocesan MAT. Diocesan vision must be included in the MAT. They want quality assurance over third party providers. Any trust you join would then have complete responsibility apart from Safeguarding, place planning and SEN funding which remain with the LA. HT found the presentation very reassuring. They care about and are committed to their schools. The challenge for the Diocese is that to be able to make it work they would probably need to identify hubs. Q: Any informal discussion had amongst the IOW church primary schools? We do have very strong relationships with other schools but Barton and Godshill and now Nettlestone and Newchurch are the only schools that have approached HT. The capacity within the IOW CofE schools is low. Secondary schools that could be looked at are both in debt. The emphasis is that we will always be CofE schools. The Diocese did indicate that if you did go into a trust and had genuine strategic objective issues they could pull you out, however with good due diligence before joining any trust, this should be avoidable. Q: Any possibility of a smaller MAT? There are viability issues with a smaller MAT. The government have stated 3000 pupils or 6-10 schools; they can see that this provides critical mass to be viable Other options and scenarios may come out as we move forward.

**Action – HT and governors to complete the Diocesan questionnaire once received.**

#### **Community**

Very strong relationship with West Wight Sports Centre and the Freshwater Parish Council have a new planting project, to include children from both schools. Shalfleet have been doing church yard projects and parish council meetings are held in the school.

Q: Any news on a path from the new housing site at Shalfleet? No.

Adam Tucker will be attending the Early Help meetings (as requested) from now on to provide support.

Lots of work has been undertaken on the zebra crossing at Freshwater. Island Roads are coming to speak to the school.

HT invited to both Parish Councils and working on something for D Day.

Inspire talks still happening. Q: How are you reviewing the impact? Included in the parent and child questionnaires. From questionnaire results and children’s voice we are going to split the Inspire talks for KS1 and KS2.

**Action – HT to contact Tim from TL Electrical as a prior Shalfleet child for a ‘Where are they now’ talk.**

RLP talked about the EYFS visit from children to the church and what a wonderful event it was. Learning more about how children can get the best out of engagement in the area.

Signed .....

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Concerns about Shalfleet church as so many complaints from parents on how cold and cramped it is. The toilets are outside the Church building.

Action – HT to have a conversation with Shalfleet Church to ask about heating possibilities and future events.

RLP has been speaking to the choir master at the cathedral. Choir Church is looking at a 5-year project to be in partnership with the church and school. They want to plant Choir Church congregations, to create a choral culture in their schools, and to grow disciples among children and families who pray and work for social justice. See <https://www.choirchurch.com/projectsandpartnerships>

Action – RLP to provide more information on the Choir Church to the HT.

Tried to set up a dementia choir at Shalfleet but not been feasible to date. Going to bring some of the Shalfleet children to Freshwater to join the dementia choir.

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

Action - DL to contact Living Well to see if they can provide any support.

**Risk Register to be ranked by governors**

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

#### 1.57 Sign off SFVS

Signed off.

#### 1.58 Outcomes of parent questionnaire

Highlights – all parents knew about class topics but need to send front cover out before the term starts rather than the end of the first week back. Children enjoy topics inc. dressing up, trips, inspire days etc.

KS1 enjoy outdoor learning, phonics, PE and art.

KS2 enjoy maths, art, history.

Children find science harder with the terminology and language.

KS2 children are not enjoying outdoor learning. Looking at the provision being age appropriate and quality. DG has completed her training for Forest Schools which has a positive impact on KS2 particularly and CM has started his.

What helps learning – videos and powerpoints to engage their interest, visual supports, breaking it down, time with the teacher.

Trips are a huge positive as memorable experiences. Parents would like different trips where children have never been before (This is harder when living on the IOW). Financial opportunity to pay in instalments throughout the year.

Inspire talks are more relevant to KS2 children. Good for children to see a range of jobs but need to make sure appropriate for inspiring KS1.

All parents agreed with the mission statement and knew the school values. Conscious community still needs time to embed.

The outcomes matched to the results SH got from the children interviews.

Parents need the feedback from the parent questionnaire.

Action - 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.

#### 1.59 Portfolio Holder Reports

- Community – 06/03/2024 – Meeting postponed until 24/04/24
- Finance – 11/03/2024 – Outstanding financial carry forward. Thank you to SBM and Finance Manager for their hard work.
- Premises – 13/03/2024 - see SBM's Report
- EYFS – 14/03/24 - no meeting held yet, to be rescheduled.
- Standards and Inclusion – 18/03/2024 - HT has sent out draft minutes for approval. Concerns over Y6 at Shalfleet reading and writing 1. Exam technique 2. Retrieval skills - however predicted results are better than last year. Interventions are in place. Additional support being provided by Y5 teacher, booster groups being held.

Signed .....

Date .....

Q: Are there alternative provisions we can put in place? We have made a change by putting in place wrap around support from HT, Y5 teacher, support staff, volunteers for booster groups. **Thanks given to the SLT for the support they are putting in place.**

Q: Was Autumn Term lost? No but they have not made the expected progress we would have liked but expect with support put in place it will bring them back up. This is being monitored.

- Portfolio review PE – see separate report
- Portfolio review Music – see separate report
- Portfolio review Computing – see separate report
- Portfolio review Science – see separate report

**Action – Clerk to contact AB about Geography report.**

**Action - HT to contact Lesley Tregear and WWAA (West Wight Art Association)**

#### **1.60 Feedback from FDP Star Meetings**

All to be completed in Summer 1.

#### **1.61 Adopt Policies**

Non-Statutory:

- Special Leave Policy

All policies above are adopted and have been placed on the website.

#### **1.62 Headteacher's Written Report to include the following:**

- Mid-year update on FDP
- Update on attendance figures (pupils & staff) – Above national for pupils in both schools but not above the IOW. SBM working hard on latest attendance legislation coming into force in August. Will create increase in workload due to new requirement to have to speak to parents rather than having an answerphone for parents to register their child's absence.  
Staff absence is significantly on the rise. 190 days off in F&Y and 154 in S from Jan 23 to Jan 24. The staff absence procedures have been tightened and all staff have received the special leave policy and an email clearly stating procedures and what will count as unpaid leave.
- Staffing update  
EYFS are shining lights, working closely with the pre-schools and showing a real learning journey.  
➤ See Confidential Minutes

#### **1.63 Any other business**

Clerk mentioned recent H&S Newsletter report where a school was fined £35,000 after child severely burned at a carol concert. Advisable to go to flameless candles for the next Christingle.

#### **1.64 Date of next meeting**

- Wednesday 22<sup>nd</sup> May 2024 at 6.00pm at Shalfleet C.E. Primary

The meeting closed at 9.05pm.

Signed .....

Date .....