



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



Date and time	Wednesday 27 th November 2024 at 5.30pm
Venue	Freshwater & Yarmouth C.E. Primary School
Governors	Mrs Lizzie Grainger (Headteacher) Mrs Debs Downer (Co-opted Governor) Co Vice-chair – Chaired the meeting Mr Dale Sloan (Parent Governor) Co Vice-chair Mrs Tina Griffith (Foundation Governor) Mrs Sarah Woodburn (Co-opted Governor) Mrs Sylvia Smith (Staff Governor) Mr Max Dawes (Parent Governor) – arrived at 5.50pm Mr Stephen Holland (Associate Governor)
Quorum	The meeting is quorate, attended by 8 Governors. A quorum is 6 Governors.
Attendees	Mrs Debbie Munn (Governance Professional) Mrs Vikki Plumley (Finance Manager) – left after finance presentation.
Vacancies	4 – 1 Foundation Governor, 1 Local Authority, 1 Ex-officio and 1 Co-opted
Key	HT – Head Teacher SBM – School Business Manager FM – Finance Manager SLT – Senior Leadership Team DSL – Designated Safeguarding Lead LA – Local Authority SEF – Self-evaluation CF – Carry forward CPD – Continued Professional Development EHCP – Educational Health Care Plan

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

Distribution: All – Confidential minutes to those in attendance

The meeting commenced at 5.40pm with an opening prayer from Mrs Tina Griffith.

1.33 Apologies

- Mrs Carla Bradshaw, Mrs Laura Homes & Mrs Caroline Weeks sent their apologies which were duly accepted.

1.34 Declarations of interests on items forming the agenda

- None.

1.35 Complete Governor SEF for 2024-2025

- In depth discussion of the 20 questions for governing board self-evaluation took place. HT made notes and these are to be collated by the clerk to complete this year's SEF and action plan.

Action – Clerk to complete the SEF and create Action Plan 2024-25 for governors to approve.

Signed

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- Taking on the role as chair of governors is challenging and time consuming, we need to start succession planning for the future if needed.
Appreciation was shared regarding our Chair of Governors, her insight and the drive she has in moving the Federation forward.
- DS confirmed he was warmly welcomed when inducted as a governor and the buddy system works well but more direction to specific training would be very beneficial. Current clerk has not yet completed an induction for a new governor and is looking to make this process more practical and beneficial for new governors.
Action – Clerk to send NGA's 'The right people around the table' (A guide to recruiting and retaining school governors) to governors.

1.36 Minutes of previous meeting 11.09.2024 and 06.11.2024 and matters arising (see action sheets)

- Minutes from the last FGMs held on 11.09.24 and 06.11.2024 were duly accepted as an accurate and true record of the meetings by the governors.

Actions from FGB 11.09.24

Action 1-11 completed.

Action 12 – SBM to look at setting governors up on CPOMS – *Decision has been made that this is not required.* If a disclosure was made to a governor, the governor would immediately speak to DSL.

Actions from Extra FGB 06.11.24

Action 1 – Clerk to collate responses to the RR, update and finalise for next FGB meeting and publish on school website – Clerk has sent the draft RR to CB, HT and finance governors but there are a couple of queries that are awaiting responses.

Action – RR to be finalised, agreed and published on school website.

Action 2 & 3 – Completed.

1.37 Headteacher's Written Report to include the following:

- Academic Targets 2024-2025
- Attendance figures (pupils & staff)
- Staffing update
- Update on Performance Management
- CPD Report
- External Validation Update

Governors had received a very detailed and informative HT report prior to the meeting. HT has received 5 phone calls today alone for new applications to F&Y. We have 1 more than in Nov 23 at Shalfleet and 16 more than in Nov 23 at F&Y.

SEN provision – We have 7 children with EHCP's at Shalfleet and 9 at F&Y. The level of need at both schools is increasing. 33 children at Shalfleet are on the SEN register, 47 at F&Y with some extreme needs amongst these children.

Targets have been set and agreed by standards governors. All targets are set using FFT20, prior attainment indicators and our holistic knowledge of the children. These have been agreed by the teachers as they know their children the best. We have to have a degree of caution for Y6 at F&Y which has 5 EHCP's. This makes the percentages extremely low and does not consider the individual children and how far they have come in their personal learning journey and targets.

Q: What is SEMH? Social, Emotional & Mental Health.

HT is deeply concerned about the number of parents taking their children out for holidays. Q: Is this still mostly at Shalfleet? It is concerning at both schools but yes Shalfleet has more families taking their children out for holidays in term time. Until the new regulations kick in we may not see a difference. At this stage of the year attendance looks extremely low especially if a child has been taken out for a week holiday. Georg Westhorpe and Laura Homes (attendance governor) have met and letters are being sent to any parents whose children are under 95% and any persistent absences. HT used the online comparison to national figures and our attendance was

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low in comparison but the Isle of Wight had a two-week half term and the mainland only had one so this should balance out over time.

HT is concerned about some support staff's attendance. *Q: Is the time off for genuine reasons?* Overall yes. If a support staff member's child is ill it is often the support staff who have to stay home to look at their child. Staff have 5 paid special days leave per year. If they have more than this it triggers the attendance management policy. SBM will meet with staff who have more than 5 days to make them aware that they will no longer receive paid leave. Mental health can also cause issues with absence. We offer support and guidance and direct the person to medical help.

Staffing - we have had one resignation and that was our senior administrator. We have provided her with great training and CPD but unfortunately higher positions are all filled within the admin team and she was looking for career development and obtained a job as office manager, we are very pleased for her. We have some new support staff who have settled well. We have two teachers receiving informal support and HT is taking a lead on both of these. HT carries out weekly catch up sessions in a mentor role and the staff have really appreciated the support. Sometimes staff need an opportunity to just unload.

Performance Management has been completed for every member of staff. *Q: Have SLT had training on Performance Management?*

Action – Training required for the School Leads on Leading Performance Management.

Generic performance management target that teachers have received is to get 90% of their children to their individual end of year targets not looking at ARE. *Q: Why not 100%?* Some children will unfortunately not reach their target due to unforeseen occurrences in their lives. If HT set 100% it would be unfair and it would be unreachable. 90% is still high. HT has had teachers already approach her to say they now think particular children can achieve higher than originally thought. *Q: Who can approve a child's end of year target?* Only the HT. SLT needs further support before they can do this. *Q: How are the end of year targets explained to parents?*

Conversations and parent meetings are held throughout the year, especially when children have EHCP's or SEN. Targets and achievement are also explained in the child's end of year report.

Subject leaders have their own individual targets. Part time teachers have been given two personal targets and teachers were asked if they were happy with this but also given the opportunity to have more if they wished to.

External validation – Marco Macchitella visited the Federation 06/11/24 and met with governors. It was extremely positive and helpful. He is coming back in December. He has so much experience and can offer a different perspective.

Jason Matthews, the LLP, is visiting the Federation tomorrow

1.38 Governing Body business

- **Membership**

Currently 4 vacancies – 1 Foundation Governor, 1 Local Authority, 1 Ex-officio and 1 Co-opted

- **DfE/LA update**

See confidential minutes.

- **Diocesan/Churchlink update**

HT has had a meeting with Revd Jackie Maw, she has agreed to come to both schools for a monthly CW. Revd Leisa Potter has now left and her support will be greatly missed. Ruth Witchard has agreed to lead CW 3 times a year. Mike Hackleton is coming in to see HT. HT has reached out to the Shalfleet church and met with Nick Oulton and Henry Blacksell, the capacity at Shalfleet is 150 so not suitable for whole school events. HT has organised to take the Y5 & Y6 children to Shalfleet church for a Christmas service. No news on a governor from a church perspective. The carol service at Shalfleet was going to be at the same time as Calbourne so Shalfleet has moved theirs and the HT can now attend both. DD confirmed that the parishes are

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going to return to working as clusters and we can then move forward with more support for the schools.

- **Training**

SBM has sent a reminder to governors to complete the statutory training required.

Thanks was given to governors that have completed the training already and noted that Educare is much better for training.

Clerk thanked DS for booking himself on to a lot of upcoming training, already having attended Essentials of Chairing and Understanding the Primary Curriculum. Thanks also to SW for sending through the information on the NGA Seminar 'Heart of Society Defining the Role of Schools in 2024 and beyond.

1.39 Finance update

- **Agree mid-year budget**

Mid-year budget was proposed at the finance meeting. The budget has been refreshed with staffing structure to include staffing changes since September. Full refresh of all income and expenditure. The Training line E09 was increased in both schools. E28 budget line increased due to staff absence for an operation not covered by insurance, supply cover required. E20 IT has needed an increase due to LA coding. Both schools forecasting CF for years 1, 2 & 3. New grant in I01, Core Schools Grant. Refresh of both pre-schools and both have CF.

All assumed salary increases are included within the budgets including a 3% pay increase for teachers and support staff as per the LA guidance. After we had the last finance meeting we had an email from the LA advising that an Access update had been implemented to include Teacher salary increases, however this did not update our 1-11 framework. The FM manually updated the pay scales to reflect the correct pay points. The updated affected 4 teachers who were not at the ceiling of the Main scale. The 1-11 scale gives the HT a greater degree of flexibility when awarding pay rises. Teachers are paid on a point system when they start teaching, 1-11 scale. Providing Teachers meet their performance management targets, they progress through the main scale. Q: Can they be taken down if they are not reaching their targets? Officially yes or in some circumstances they may ask to be taken down a scale if they do not want the extra responsibility. We are looking for succession all of the time.

Q: Is the main reason for the growth the income figures? They are the core grants and income we will receive, plus additional children. Considering the healthy CF's we will be looking at distributed leadership even further, driving our Federation forward at a quicker rate and can look for opportunities to introduce TLR's. Another EHCP application has just been agreed at Shalfleet so another £8000 is expected. HT confirmed that recently staff have come to her with some amazing ideas for future projects and if we continue in this position these may be able to be funded.

Action – For the next Pay Committee add discuss moving over to 1-6 scale to the agenda.

Mid year budget agreed and approved.

- **Approve Capital Spend – H&S and Premises**

SBM and FM are constantly looking at the premises and capital spend. FM has managed to increase caretaker hours and has purchased a ride on mower for F&Y and a shed for storage of the tractor. The contractor at Shalfleet for grounds maintenance has dissolved the company so a trailer has been purchased to allow the caretaker to go between schools.

Action – FM & SBM to look at purchasing a second-hand ride on mower for Shalfleet and also look at insurance for caretakers car, transporting the tractor if we cannot purchase a second mower.

Shalfleet has been fitted with new carpet on stairs, staff room, offices painted, redeployed rooms, new kitchen. Also new shelter for forest schools.

Action – DD to send her premises report to the clerk for circulation to governors.

Q: Why are the two red rag ratings red? There is nothing wrong with the red, there is a story behind it. Helpful for benchmarking against other like for like schools. Shalfleet

Signed

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has some very experienced teachers who come at a higher rating and at F&Y there are so many children with SEN and extra needs so support staff is higher. We have to do the best for the children. If we were not over PAN we would not have the CF's. In reality schools cannot survive if stick to the PAN. APU £3614 per child. APU is Age Weighted Pupil Unit. Different counties have different APUs.

[Capital spend approved.](#)

1.40 Safeguarding update

- F&Y have 5 children at child protection level and 5 at child in need. Shalfleet have 4 at child in need. Caroline has been to both schools for safeguarding review days including looking at the Single Central Record and interviews with children and staff.

1.41 Terms of Reference agreed & signed

- EYFS and Pay Committee outstanding.
Action – ToR for EYFS and Pay Committee to be reviewed and signed at the next portfolio meetings and returned to the clerk for filing.

1.42 Reports

- **Portfolio holder reports**
Action – TG to send S&I minutes in PDF and send to Clerk to convert to word and distribute to governors.
- **Reports from staff**
- **Portfolio reviews** – Art and RE are booked in.

1.43 Admissions Policy

- SBM awaiting response from LA on the pre-school addition and once agreed the Admissions policy will be sent out to governors for approval.

1.44 Adopt policies (Sent by HT to governors on 2nd September 2024)

Statutory:

Admissions
Antibullying
Attendance
Behaviour
Capability Procedure
Data Breach
Data Destruction
Data Protection and Privacy Notes
Data Sharing
Data Records Management
Designated teacher LAC
EYFS
Education for Children with Medical Needs
Equality Statement and Objectives
Exclusion
Health and Safety
Home School Agreement
Low Level Concerns
Managing Allegations of Abuse
Peer on Peer Abuse
Performance Management/Appraisal
Safeguarding and CP
School Visitors Policy
Supporting Pupils with Medical Conditions
Pay
Website Accessibility
Whistleblowing

Non-Statutory:

Business Continuity & Emergency Plan
Curriculum

Signed

Date

Educational Visits and Journeys
 Home Learning Policy
 Lock Down Procedure
 Lone working
 Marking and Feedback
 Missing Child
 Pupil Acceptable Use
 Risk Managements
 Severe Weather
 Snow and Bad Weather
 Special Leave
 Staff Acceptable Use Policy
 Student Placement Policy
 Staff - Leave of Absence
 Trans Employee Policy
 Volunteers Handbook
 Wellbeing Workforce

Action – HT to send all approved policies to the clerk for publication on the school website.

1.45 Local Offer

- Approved by Inclusion governor and published on the website.

1.46 Data: DfE Data Dashboard

- Areas addressed are F&Y school stability is around staffing but we move our staff across the Federation. The school spend on support staff but this is due to the high need. Persistent absentees which is due to holidays at Shalfleet and high needs at F&Y due to safeguarding and deprivation, all of which is being addressed by SLT. Suspension rates were noted as high at Freshwater and Yarmouth but this was from previous years when we had a particular child with a very high level of need.

1.47 Any other business

- Chocolates bought for staff of schools and pre-schools from Governors and a thank you card for their work.

1.48 Date of next meeting – Wednesday 29th January 2025 6pm at Shalfleet C.E. Primary

The meeting closed at 8.00pm.

Signed

Date