



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



Date and time	Wednesday 31 st January 2024 at 6pm
Venue	Shalfleet C.E. Primary
Governors	Mrs Carla Bradshaw (Foundation Governor) – On Teams Mr Allan Bridges (Co-opted Governor) Mr Max Dawes (Parent Governor) – On Teams Mr Dale Sloan (Parent Governor) Mrs Debs Downer (Co-opted Governor) Mrs Lizzie Grainger (Headteacher) Mrs Tina Griffith (Foundation Governor) Mr Stephen Holland (LA Governor) - Chaired the meeting Mrs Laura Homes (Foundation Governor) Reverend Leisa Potter (Foundation Governor) Mrs Sylvia Smith (Staff Governor) Mrs Caroline Weeks (Foundation Governor) Mrs Debbie Munn (Associate Governor)

Quorum The meeting is quorate, attended by 13 Governors.
A quorum is 6 Governors.

Attendees Mrs Debbie Munn (Clerk)

Vacancies Foundation Governor

Key CPD - Continuing professional development
JLT – Junior Leadership Team
SBM – School Business Manager
MAT – Multi Academy Trust
LA – Local Authority
HTPM – Head Teacher Performance Management
EWO – Education Welfare Office

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

Distribution: All
Confidential Minutes to Governors attending meeting.

The meeting commenced at 6.05pm with an opening prayer from Rev Leisa Potter.

1.42 Apologies

- Mrs Sarah Woodburn sent their apologies which were duly accepted.

1.43 Declarations of interests on items forming the agenda

- None.

1.44 Minutes of the previous meeting 29.11.2023 and matters arising (see action sheets)

Action 1 and 2 are completed.

Action 3: Clerk to explore if governors have access to Better Governors.

Subscription has been renewed. **Action - Clerk to send out new login for Better Governors to all Governors.**

Signed

Date

Action 4: SBM to amend the Admissions Policy and circulate this to parents, local communities and governors. Use current policy for 24/25 until amendments approved. Looking at a change in clause to include the pre-schools. Now awaiting response from LA. Governors queried if we should go ahead rather than wait.

Action – Clerk to check the 25-26 Admissions policies for both schools. Keep the policy as an action point on the next agenda so we can report on progress to the Board.

CB update: The policy was not circulated for consultation. Therefore, the policy from 24/25 was amended and sent to the LA. The policy is to undergo a full review in the summer term so it can be consulted on for 6 weeks in the consultation window between November 2024 and the end of January 2025. This has been agreed with SW.

Action 5: Discuss with PTFA around allocation of funds.

This is an ongoing process as certain projects they are working towards but this needs balancing with the schools need e.g. looking at new sound system for Shalfleet and outdoor play equipment for Freshwater. Q: Do we know how much money they have in hand? No, we know they have healthy finances but not exact figures. Q: Can we ask? Yes if needed. The PTFA are very good when we need to make the best use of the money to affect the school. They are very proactive with their accounts. Q: Are they audited? They have to be independently checked.

Action 6: SBM to circulate the CPD report to governors.

SBM is chasing the National College.

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

1.45 Governing Body business

Membership

- There is currently a vacancy for a Foundation Governor.

DfE/LA update

Clerk asked the GB to consider continuing subscription to IOW Governor Services.

Governors all agreed to renew subscription.

Action – Clerk to pass paperwork for subscription renewal to IOW Governor Services to FM to complete renewal.

Diocesan/Churchlink update

Community

- Please see confidential minutes.

Risk Register

- The money attached to SEN children is not enough to give the support the children require so schools have to top the money up. This does affect the budget. No places on IOW for extra provision.

Action – SBM check the risk register and add the risk of funding for the SEN children.

1.46 Receive Safeguarding Audit & Action Plan

- This was completed last FGM and both pre-schools also completed.

1.47 Agree HTPM

- Recommendation from Claire Alton of Marco Macchitella. The HT and Vice Chair had a long conversation with him and felt that he had a different skill set which would provide a different and insightful approach. His CV is available. He agreed to be the advisor support for HTPM, as Fiona Adams has confirmed that she is unable to provide this service. As a consequence, there has been a short delay, but the panel have now completed the mid-year review. It was also felt that it would be more appropriate to take this opportunity to adjust the schedule to match the academic year. Once we have Marco's fee structure we will confirm, and he will attend the final review in July to be agreed at the following FGB.

Signed

Date

1.48 Headteacher's Written Report to include the following

- Update on the progress of learners – Data Report
Covered in S&I meeting in depth – see S&I minutes.
Data for EYFS, KS1 and KS2 significantly better than last year. Q: Quality of teaching or attainment? Both.

Action – HT to send out data report to Governors.

- Update on attendance figures (pupils & staff)
Pleased with the number of children applying for the schools. 31 for Freshwater, 29 for Shalfleet first choices. Hoping the 31 at Freshwater will have 2nd choice as Shalfleet.
Q: What would you have expected in numbers for Yarmouth before the move? Probably around high teens.

Q: Do the 15 have to go to appeal? Can other schools say you only have a pan of 15, why are you taking 30? We rank all applications and send it back to the LA who allocated the places. The LA would need to come back to us to confirm we are happy taking pupils over our PAN given the level of applications. It is then that the School needs to decide what to do.

- Please also see confidential minutes.

Congratulations given for the 18 on the waiting list for Little Explorers.

Attendance was very positive leading up to Christmas, above National Av and Island Av. Since Christmas there has been many sickness bugs and at Shalfleet many children have taken children on holidays. We are having to go to the homes if we cannot get hold of the parents on the phone but this is a very difficult position to be in. Mental Health of children was discussed as to the pressure of attendance. It is a conflict.

Q: Could we sign into the EWO service? Schools that have signed in are still having to visit themselves.

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

- Staffing update
Dealt with in Staffing as confidential minutes. Already looking at next year. One teacher on maternity currently and another will be going on maternity.
- Premises Development (DFC spend)
Discussed at Finance meeting.

Q: HT supporting Holy Cross, what is the Financial gain?

HT has been for an informal meeting and waiting for a response from them. Depending on amount of time they want. This has not been confirmed.

1.49 Portfolio Holder Reports

- Community – 10/01/2024
RLP confirmed that the links with the church are amazing. Possibility of a link with a school in Madagascar. The communication with Yelwoko is very difficult. The letters sent from the children got lost before arriving. HT has sent some online worships for them to share with the children.
In All Saints Church this year they held a Christingle and had 180 in attendance including many children. This could be considered for the future.
Mothers Union are going to liaise with RLP to come into school to hold a worship.
Freshwater Parish Council has been in and links are growing.
At Calbourne Church some windows need repairing and from the start DD is going to link the children with art, stained glass etc. Hoping the winner could actually get it made and be displayed in the church.
- Standards and Inclusion – 22/01/2024
The Chair explained the rigour undertaken at the meetings where all aspects are discussed and that the minutes were available to read. He gave an overview of the key external measurement points (Reception GLD, KS1 SATs, KS2 SATs) and that there were predicted

Signed

Date

targets for 23/24 significantly exceeding 22/23. This should also have a positive impact upon the progress measures for KS2 that cause some concern.

- Finance – 23/01/2024
The Chair gave an overview of the positive position the schools are in leading up to the end of the financial year with carry forwards indicated. Both preschools are now in a healthy position. Detailed minutes are available.
- SIAMS – 25/01/2024
HT has received an email from the Assistant Director of Education in the Diocese on school's opinion on whether SIAMS inspections should be carried out at the same time for Federated Schools.
HT pointed out that it would have to be on consecutive days and it would be very helpful to be the same inspector for both as takes out unnecessary repetition. [Governors all in agreement.](#)
Action – HT to send reply to the Diocese regarding SIAMS inspections.

1.50 Adopt Policies

Statutory:

- Code of Conduct
- Complaints
- Disciplinary
- ECT
- Fair Access
- Governor Allowance
- Grievance
- Inclusion
- RSE
- School Visitor
- Single Equality
- Social Media

Non-Statutory:

- Attendance – New policy
- Governor Protocol
- Induction
- Intimate Care
- Menopause
- RE
- Safer Recruitment
- Spirituality

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

1.51 Any other business

- It was noted that when signing in on the electronic login you start to type your name and it brings up everyone else's name starting with same letters. This could cause some issues between parents.
Action – HT to get Mark to look at if the login system can be amended for privacy issues.
- DS discussed the need to mitigate the dangers at the Zebra crossing.
He has contacted the Freshwater Community Speed Watch to see if they would carry out a speed watch. Q: Would we like to take this further? Q: What would it accomplish?
It would make drivers aware. Not to catch people out for speeding as they do not send a fine. But they send a warning letter. DS also went to the Freshwater Parish Council (FPC) Meeting and brought up the crossing with them. LA won't pay for a lollypop person.
Action – DS to email HT to put some dates in the diary to take this forward with FPC and Speed Watch.

Signed

Date

- Q: When carrying out observation on subject leaders is there a set format of questions?

Action – HT to produce a template for observations and Star meetings.

- SS still needs a governor to meet with JLT Shalfleet Mondays 2-3, and Freshwater Tuesdays 1.30-2. DD agreed to do a Monday, LH to do a Tuesday and RLP happy to come in.

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

1.52 Date of next meeting

- Wednesday 27th March 2024 at 6.00pm at Freshwater & Yarmouth C.E. Primary

The meeting closed at 7.40pm.

Signed

Date