



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



Date and time	Wednesday 15 th July 2026 at 5.00pm
Venue	Online
Governors	Mrs Carla Bradshaw (Foundation Governor) - Chair Mr Dale Sloan (Parent Governor) Mrs Debs Downer (Co-opted Governor) 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) – Joined 5.20pm, left 6.30pm Mrs Georgina Westhorpe (Staff Governor) Mrs Sheila Best (Foundation Governor) Revd Charlotte Hudd (Foundation Ex-Officio) Mr Stephen Holland (Associate Governor) – Joined 5.20pm
Quorum	The meeting is quorate, attended by 12 Governors. A quorum is 6 Governors.
Attendees	Mrs Debbie Munn (Governance Professional)
Vacancies	2 – 1 Local Authority and 1 Foundation
Key	HT – Head Teacher DHT – Deputy Head Teacher FM – Finance Manager SBM – School Business Manager SL – Senior Lead LA – Local Authority EHCP – Educational Health Care Plan SEND – Special Educational Needs and Disability SAM – School Attendance Meetings

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

Distribution: All – Confidential minutes to those in attendance

The meeting commenced at 5.10pm with an opening prayer from Rev Charlotte Hudd.

1.76 Apologies

Max Dawes sent his apologies which were duly accepted.

1.77 Declarations of interests on items forming the agenda

None.

1.78 Minutes of previous meetings and matters arising (see action sheet)

- Extra Confidential FGB 29.04.26 and actions

Signed

Date

The minutes of the previous meeting were duly accepted as an accurate and true record of the meeting by the Governors.

Actions – see confidential minutes.

- **FGB 20.05.26 and actions**

The minutes of the previous meeting were duly accepted as an accurate and true record of the meeting by the Governors.

Action 1 – SBM to look at registering with Cyber Essentials – SBM has visited Cyber Essentials and is preparing to work towards accreditation.

Action 2 – SBM to ask Wight Support to look at the digital standards – Carry forward

Action 3 – Clerk to contact Gordon Duff, IOW Governor Services, to see if we can have a whole governor training on the new Ofsted Framework in the Summer Holidays. – Completed and sent reply to HT and Chair to ask how to respond 16.06.26.

Action - Clerk to reply to Gordon Duff and request 24th August 26 AM if possible for a whole FGB training session on the new Ofsted Framework.

Action 4 - HT to provide some example SATS papers to governors – Carry forward

Action 5 – HT to raise the issue of no LA commissioned support for S&L with HT Exec – Completed, LA looking to recruit under the 'Helping Hands'.

Action 6 – DD to attend an attendance meeting 1pm Fridays with SB to model governor reporting – Carry forward

Action 7 – FM/HT to request a full forecast from the LA on YR pupil numbers for coming years. – Completed and had assurance that we will be receiving it. – Carry forward

Action 8 – SBM to look at someone attending the toddler group to promote our pre-schools and schools. – SBM has spoken to Pre-school Manager and she is going to reach out to toddler groups.

Action SBM to ensure Pre-school Manager contacts the local toddler groups.

Action 9 – FM to talk to Jade Kennett about a mobile building for LE as there is a need – Completed, FM has applied for an expression of interest.

Action 10 – SBM to discuss the mobile building with pre-school manager and draw up an action plan - Completed

Action 11 - SBM to produce a letter for the governors to send to the LA to chase the work needed to Shalfleet's roof. – During his recent site visit, David Watts inspected the areas affected by roof leaks. Regarding the leak in the school office, he recommended the use of a dehumidifier during the winter months to allow the wall to dry out fully before reassessing the situation. In this extreme heat wave, it should be drying out, we should not need to wait until winter.

Action – SBM to chase David Watts again regarding the roof leaks.

Q: What is the update on the latent defect of air con at F&Y? SBM has followed up with the LA regarding the heating and ventilation issues. They have requested that Morgan Sindall provide the latent defects documentation, and SBM has sought clarification regarding the next steps should this not be provided.

Action - SBM to produce a letter for the governors to send to the LA to chase the work needed to Shalfleet's roof and the heating and ventilation at F&Y.

Action 12 – DD, TG, CW and SW still to complete 'Ofsted and the Education Inspection Framework'. – TG & DD have now completed. – CW and SW to wait until we have the FGB training.

Action 13 - Governors to think of any safeguarding areas we may not be covering and message Safeguarding Governor CW – Completed.

Action 14 – Clerk to request a governor to shadow CW on a safeguarding review day. Investigate if someone external available to carry out a safeguarding review. – RCH kindly agreed to join CW on Safeguarding.

Action 15 – DD to send information on Orienteering day to SBM. – Carry forward.

- **Confidential FGB 20.05.26 and actions**

The minutes of the previous meeting were duly accepted as an accurate and true record of the meeting by the Governors.

Actions – see confidential minutes.

- **Extra Confidential FGB 26.05.26**

The minutes of the previous meeting were duly accepted as an accurate and true record of the meeting by the Governors.

1.79 Headteachers report to include the following: (Minutes to be read in conjunction with the HT report)

- **Annual review of pupil exclusions**

No Exclusions.

3 suspensions in the year. 1 child once for 1 day with no repeated incidents. Another child twice for one day. Both for aggressive behaviours, physical aggression with intent. These suspensions have been actioned after pursuing all other options, with parental input, including referrals for external support and interventions. Since the second exclusion we have been exploring options with parents such as ELSA support, which have been positively received.

- **Annual review of attendance figures (pupils and staff)**

Final information will be sent to governors on the final day of summer 2 term.

F&Y absence has improved, end of year data was 93.6%, with 20% persistent absence, high 30's at worst point. Regular SAM meetings and significant adjustments for those families.

Shalfleet end of year data was 95%, with 12% persistent absence.

The extreme heat has caused some parents to keep their children home which affected attendance.

Impact of some schools closing especially secondary schools, which led to some keeping their primary school sibling home. We have completed a huge amount of work on drowning and water safety including the RNLI coming to both schools to discuss keeping safe in and around water.

This year we also have noted a low attendance on sports day due to some children not wanting to participate. Q: How can we address this in the future? We will look at children's anxieties and work to address them.

Q: Have we done a pupil survey to see the number of children who do not want to participate in sports day? No but that is very valuable to do. **Action- HT to carry out a pupil survey to see how many children do not want to participate in sports day.**

Q: Who are monitoring attendance? HT and Inclusion Team sit on attendance meetings weekly along with admin. We look at trends, national and local comparisons, safeguarding and the breakdown of national groups. We then review all the children who are persistently absent in both schools looking for improvement and deciding our next actions.

It would be helpful if the government undertook a national campaign directed to parents to understand it is parental responsibility to ensure their child is attending school.

- **Staffing update – Agree staffing structure for 2026-2027**

Office admin at F&Y is leaving at end of this term. He has been fantastic but is moving to the mainland. We advertised internally and have now appointed an ex-pupil to the role. Vibrant and enthusiastic.

Shalfleet Y4 teacher is retiring. **Thanks given for the incredible amount she has done for the federation.**

At F&Y a qualified teacher was appointed as a HLTA a few months ago, she is very professional and a superb addition to the team. From September she will be teaching 3 days at F&Y in Y2 and HLTA on the other 2 days. We had to have a move a few teachers around as current Y2 teacher at Shalfleet did not want to teach her own child next year.

F&Y SL is coming out of class for one further afternoon a week. And Shalfleet SL for a few more hours.

We are also supporting an ECT next year. She has been working with us for some time now as a HLTA but never completed her ECT year and thought it was too late to complete it, however she has now been approved to complete.

- **Safeguarding update**

This remains crucially important across the Federation. The KCSIE 2025 guidance is being closely followed. We have seen an increase in the number of concerns raised regarding neglect and see a direct correlation with indicators of poverty. We are signposting parents to external agencies and additional avenues of support. The DSL Network has also been instrumental in upskilling staff and providing us with the most up to date information.

2nd September 2026 Safeguarding refresher at F&Y 9am – governors welcome.

- Q: What does the Forest Schools Community Group entail? We want our Outdoor Learning Lead to carry out forest schools for both pre-schools with parents staying.

- Q: Update on admissions for secondary? We recommended to a number of parents that they go to look around Medina and also children have come back after move up day much more settled at the idea of attending Medina. Need to discuss with LA the transport to Medina. It is a safeguarding issue as having to change buses in Newport. **Action - HT/SBM to discuss with LA the transport for children from the WW to Medina as it is a safeguarding issue.**
- Q: You have stated in your report that you are seeing a significant increase in the number of families coming into school suggesting that their child has a Special Educational Need, are EHCP's increasing. How are you managing this? Shalfleet 30 children with SEN including 6 EHCP's. F&Y 41 children with SEN including 8 EHCP's. For any family who come in to meet with us regarding potential SEND we signpost them to the School Nurse, Neurodiversity Team, Autism Inclusion Matters, workshops through the Mental Health Support Team, the free webinars and refer them back to their GP. In school, we continue to observe the child and make reasonable adjustments in line with their needs.
- Q: Can you clarify the update for Teaching & Learning? Moving forward, we have undertaken, as a result of work scrutiny and lesson observations, work in adapting our structures in English and maths. In English, we have a new spelling progression map, in line with Oak National Academy, to ensure more consistency in content and approach. This has been in place for the second half of this year. For handwriting, we have bought into Kinetic Letters as a federation-wide approach. We have had a federation development day in order to introduce the program and this approach to handwriting. This will begin in September and we will be monitoring the success of this from the first term of the next school year. Our approach to reading and writing will now be clearly differentiated with books for both subjects and text drivers will be appropriate to teaching specific reading objectives and specific writing outcomes. The teaching and learning lead and English subject lead have created clear structures for the planning of sequences in both of these areas of English and this will be the focus of monitoring beginning in September. In maths, the teaching and learning lead and maths lead have collaborated to restructure the structures of lessons to ensure consistency and a stronger focus on fluency. This is particularly different in KS1 with a focus on a continuous provision approach to the subject. This will be beginning in September and will be monitored continuously.
- Q: What is the timeline on support plan for two teachers? It will be in place for the Autumn Term. HT to provide an update to governors at the end of Autumn Term to see what impact the support plan has had for these two teachers.

1.80 Update on Brighstone C.E. Primary – See confidential minutes

1.81 Review progress and evaluate FDP

HT has evaluated the FDP with actions completed and sent to governors. A full data review has been carried out and will be ready for S&I meeting next week. The impact of what we have done for the pupils in our schools is clearly seen in the FDP.

Q: Looking at areas in yellow, are they still relevant, are they necessary, are they of value? HT to review with the SLT and discuss these areas, if we keep them need to look at how we are going to make sure they happen. Some may need to be scaled over a longer period of time.

Q: Is the Strategy Format still affective? Chair highly conscious that it is a huge piece of work, can work strands be amalgamated? Need to keep attendance, safeguarding, handwriting, english, maths fluency. The rest will come through the work streams.

1.82 Governing Body business

- **Membership**
- Currently 2 vacancies – 1 LA and 1 Foundation
Prospective new governor Andrew Daville (Deputy Head of Ryde Senior School). Request came from Governor Services 18.06.2026. CB has contacted him to see if he wants to speak over the summer, if not Sep.
- Term of Office Expirations
MD (Parent Governor) 26.07.2026 – would like to continue

Signed

Date

Action – GP to check on legal requirements for re-appointing a parent governor.

SS (Co-opted Governor) 31.08.2026 – would like to continue

TG (Foundation Governor) 02.09.2026 – would like to continue for one more term. Foundation governor re-appointment forms sent to TG to complete.

DfE/LA update

- Email sent to all governors 26.06.2026 regarding the following updates;
 - Suspensions & Permanent Exclusions guidance has been updated and becomes active 26th July 2026.
 - New DfE guidance to help schools with their communication surrounding attendance 'Working Together to Improve School Attendance 2026'.
 - New DfE guidance to support SEND reform.
 - Ofsted inspection changes from September 2026.
 - New DfE enrichment benchmarks announced.
 - DfE has published guidance on 'Experts at Hand' service which will begin in September 2026.
- Keeping Children Safe in Education (KCSIE) updated for 2026-2027. Need-to-know information sent to governors 09.07.2026.
- The DfE has published new statutory guidance on allergy safety in schools.
- New guidance on how to prevent and tackle intimidation, harassment and bullying of school staff has been published by the DfE.
- The DfE has published updated guidance on the cost of school uniforms.
- The Department for Education (DfE) has announced a multi-year pay deal for teachers in England. Teachers will receive a 3.5% pay rise starting in September 2026, followed by a 3% increase in September 2027. This is backed by £1.8 billion in additional funding, schools are expected to cover the first 1% of both the 2026 and 2027 pay rises from their existing budgets.
- The School Support Staff Negotiating Body (SSSNB) is a reinstated statutory body in England that negotiates minimum standards for pay, terms, conditions, and career progression for non-teaching school staff. The SSSNB will be officially constituted in autumn 2026. The first negotiated contracts and pay uplifts will apply to the 2027 to 2028 financial year at the earliest.
- Teachers in the UK pay a tiered monthly percentage of their actual salary toward their pension, ranging from 7.4% to 12%. Employers significantly top up this fund with an additional contribution of 28.68%. However, following the latest scheme valuation, employer contributions will significantly drop from 28.6% to 17.6% effective April 1, 2027. There have been warnings that schools are unlikely to be able to keep hold of these savings.
- A committee including five new Reform UK and independent councillors has authorised council officers to carry out a school places review in response to falling pupil numbers, with a particular focus on primary provision. At a meeting on Thursday (July 2), the group also agreed to delegate authority to Ashley Whittaker, strategic director of children's services, to develop the criteria to be considered for use to identify schools for closure, if this is a pathway chosen.
- The LA manages several inclusion team funding streams to support children with SEND. Larger MAT's are working better at collaboratively using their money.

Action – Chair to send the governors presentation regarding the LA inclusion team funding.

• Diocesan/Churchlink update

Y6 did not go the cathedral this year as the residential had to be changed dates and the children would have lost all of their money.

HT and DHT went to the Bishops Tea Party and it was a very special event.

Chair spoke to Diocese today, no update on academisation yet.

• Governor Training update

Autumn Training Programme from Governor Services was sent to governors 15.06.2026.

Revd CH – Completed 'Introduction to Foundation Governance' and 'Governors and Ofsted' with Governor Services

CW – Completed Head Teacher Appraisal training Q: Are our processes robust and do we need to make any changes? CW who attended the training confirmed that our processes are very robust.

TG & DD – Completed 'Ofsted and the Education Inspection Framework'

Signed

Date

1.83 Review Governor Action Plan

We need a sustainability governor and digital standards governor. We will look at this at the beginning of the year.

Action – GP to add sustainability governor and digital standards governor to the first FGB of the next academic year.

Thanks given to GP for her hard work.

Induction - Q: Did the latest two governors feel supported? Absolutely.

Accountability – Stakeholders - Thanks given to TG and GW for the letter sent to parents in February. Letter to go to parents from governors at Christmas and Summer terms. TG happy to carry this out.

Managing Risk - Risk Register discussed at each Finance meeting but once a year at FGB level.

Action – GP to ensure Risk Register is discussed and reviewed once a year at FGB.

Evaluation of board practice - External review of governance tricky at the moment with current climate and interim leadership of Brighstone.

Outcomes –this area should include the work we carry out on attendance.

Action – GP to update the FGB SEF and Action Plan and re-send to governors.

1.84 Reports

- **Portfolio holder meeting minutes & Portfolio Presentations**

Governor Visit Safeguarding 24.04.2026

Finance Minutes 01.07.2026

Portfolio Review History July 2026

Portfolio Review Geography July 2026

Chair has reviewed the computing action plan and portfolio

- **Reports from staff**

SL Report History – Q: States that historical women and minority groups remain systematically under represented. What are we doing about that? We have had a large discussion on what we teach children and unconscious bias to challenge what we teach. Currently include women like Mary Seacole, Florence Nightingale, Rosa Parks, Boudica etc. Need to include women in power and women in science.

Action – TG to speak to History lead about how we can add more women of power and science into to history curriculum.

SL Report Geography - Q: Can we add sustainability into the Geography curriculum? Group called NetZero that we can plug into.

Action – SH to speak to Geography lead about how we can add sustainability into the Geography curriculum.

- **Other**

SBM Report July 2026

Action – GP to make sure the SBM report has a place on the agenda for her to discuss important areas.

Q: Bottle Bank Lease update? Discussions regarding the bottle bank lease remain ongoing between the LA and Shalfleet Parish Council. The PC has expressed increasing frustration at what it perceives to be a lack of progress from the LA. The LA's view is that, as the lease has rolled over, there is no immediate urgency to resolve the matter. LA is currently exploring the possibility of a sublease arrangement with the Horse and Groom for periods when the school is not using the site however PC seem to be against this despite the fact they are meant to be working for the local community. We have raised concerns about the requirement within the lease stating that the school must ensure the gates are locked outside school hours, as there is a risk that this could occasionally be overlooked. Action – SBM to report back to governors at the next FGB regarding the Bottle Bank lease update.

Q: Concern over the fact that both schools are currently not compliant with Benedict's Law despite guidance becoming active in Sep 2026? What further work needs completing?

Action – SBM to report back to governors on what further work needs completing to comply with Benedict's Law for 1st Sep 2026.

1.85 Any other business

- **School Uniform**

Email sent regarding moving to active wear for school uniform following the Opal agenda.

Consultation needs to be had with parents, staff and governors. We have worked extremely hard on our identity as a Federation including our logos. Uniform is high on the government agenda due to costs. *Q: We need to ask, why would we do this, how much would it cost, what do parents and staff think?*

- Debs Downer to sign the cards for staff on behalf of governors for the end of the academic year.

1.86 Date of next meeting – TBC

The meeting closed at 7.10pm.

Signed

Date