



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



Date and time	Wednesday 20 th May 2026 at 6.00pm
Venue	Shalfleet C.E. Primary School
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) – On Teams Mrs Caroline Weeks (Foundation Governor) Mrs Sarah Woodburn (Co-opted Governor) Mr Max Dawes (Parent Governor) Mrs Georgina Westhorpe (Staff Governor) – On Teams left 7.15pm Revd Charlotte Hudd (Foundation Ex-Officio) – On Teams
Quorum	The meeting is quorate, attended by 11 Governors. A quorum is 6 Governors.
Attendees	Mrs Debbie Munn (Governance Professional) Mrs Vikki Plumley (Finance Manager)
Vacancies	2 – 1 Local Authority and 1 Foundation
Key	HT – Head Teacher DHT – Deputy Head Teacher FM – Finance Manager SBM – School Business Manager LA – Local Authority GLD – Good Level of Development ARE – Age Related Expectations GD – Greater Depth EHCP – Educational Health Care Plan SaLT – Speech and Language Therapy SEND – Special Educational Needs and Disability SAM – School Attendance Meetings PP – Pupil Premium EAL – English as an Additional Language YC – Young Carers <u>Challenge</u> Action, Decision, Support, Ring-fenced, FDP link
Distribution:	All – Confidential minutes to those in attendance

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The meeting commenced at 6.05pm with an opening prayer from Rev Charlotte Hudd.

1.61 Apologies

Sheila Best and Stephen Holland have sent their apologies which were duly accepted.

1.62 Declarations of interests on items forming the agenda

None.

1.63 Minutes of previous meetings 25.03.26 and matters arising (see action sheet)

Minutes from the last FGB meeting held on 25.03.26 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 - Ongoing

Action 2 – SBM to ask Wight Support to look at the digital standards - Ongoing

Action 3 - FM to look at the impact on our budget if we have to pay 2026-2027 3% support staff and teaching staff and report back at next FGB – Included in budget report

Action 4 – Completed Action – 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.

Q: Are we in an Ofsted inspection time window for F&Y? Yes, it may be next year or the year after so we need to be ready. The framework is trialled before going out but one of the areas is that every child will reach national average. We know this is not realistic for some of our SEND children but need to show their development and our inclusion work and the impact this has had.

Action 5 – HT to contact the Admissions Team to request details of how the admissions criteria was applied as historically we have not had many children allocated to Medina College. – Admissions criteria was applied as before and correct application. Many children that applied to Christ of King had siblings already attending and their popularity has increased. Carisbrooke has a very small intake now. HT aware of seven families who are taking this to appeal. They have asked the school to write supporting statements for the appeal process. HT has declined to do this as she does not want to appear to favour any family or secondary school and we need to be careful to respect the admissions process. Q: Can we support parents if parents are regularly attending church and they want their children to have a CofE education? This should be down to the church clergy to write a letter in support of them rather than us. Q: Has Rev Charlotte had any contact from parents? No and not aware of any other clergy having been asked to write letters of support.

Action 6 – HT to ask Christ the King if we could be classed as feeder schools - Local Councillor, Becca Cameron, is going to challenge the Admissions Process for West Wight families due to the disadvantage for children in this area when applying the distance criteria.

Action 7 – Attendance governor (SB) to attend a SAM meeting after the Easter break, any Friday at 1pm at F&Y. Completed, she attended an attendance meeting.

Action 8 - HT to provide some example SATS papers to governors - Ongoing

Action 9 & 10 - Completed

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

- **Update on the progress of learners – data report**

S&I meeting held earlier this week and minutes have been circulated to governors.

- Shalfleet YR very stable. 22 children, 2 SEN. Predicted GLD 18/22 82%. Phonics intervention group and Number support interventions in place.

F&Y YR 25 children, 2 children moved out of the area. Those two would have reached GLD. 4 SEND, 5 PP, 2 EAL, 5 YC. 20/25 80% GLD. 3 children need to have SaLT in place urgently.

A few concerns over attendance. SAM meetings in place. Attendance is impacted by split parents with one living further away. Q: How is attendance compared to Shalfleet? Shalfleet's attendance can look negative at the beginning of the year due to the number of families taking winter holidays etc. Persistent absence at F&Y is more concerning.

Both YR teachers should be praised for their hard work in bringing the children forward. Q: Are they bright cohorts? Not especially and there have been some tricky children.



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- Phonics Shalfleet Y1 expecting 26/29 90% to pass, 3 children won't Q: Will they next year? 1 won't as diagnosed this year as deaf and hearing aid which has really affected his phonics. Y2 2/3 that didn't last year. 1 won't as significant speech and language delay and we are fighting for more SaLT. NHS support is only up to end of YR and then it is only LA support but child has to have an EHCP. Q: We need to challenge LA as to why there is no commissioned support for after YR. People have fought and unfortunately lost the will to fight.
Action – HT to raise the issue of no LA commissioned support for S&L with HT Exec.
Phonics F&Y Y1 expecting 21/27 to pass (two are non-verbal). 4 having daily interventions and catch up. Q: How many do you think will get it next year? At most 2/6 might. 3 have EHCPs and two are going to specialist provision as soon as available. Y2 3/6 will pass (two significant SEN, 1 non-verbal) daily interventions. They will have good progress for them. Q: What do we do for children that struggle with the phonics programme e.g. ND and Dyslexia? When they are that young you do not know they are dyslexic and there is no screening for it. It is about rich text drivers. Children are either phonic readers or whole word readers. Whole word learners seem to just learn later. We have invested in the IDL programme, potential for TALAMO and Toe By Toe interventions. Finding the way particular children learn and adapting teaching and interventions for them.
- Y6 SATS went smoothly. We expected to be moderated. HT was at F&Y, DHT at Shalfleet supported by FM. Spellings were challenging but all papers were reasonable. We had moderation at Shalfleet for administration of the maths paper, there were no changes to be made and said it was exemplary practice.
HT discussed tentative estimated pupil outcomes (see confidential minutes).
Q: Are we tracking children from previous years? Yes, they are tracked from Year 1. This cohort has had many children who have joined during primary school and not been with us since YR. The combined is impacted by SEND children and at Shalfleet 1 child did not take the papers at all but included in the numbers.
Q: How to you judge progress between SATS and them leaving us after Summer 2 term? The curriculum and learning is not completed, we carry on with teacher assessment, broadening GD. We want children to leave with confidence. They want a full curriculum and Summer 2 they may focus on Science, computing etc.
Thanks to Tina and Heather for administering SATS papers in a child's home.
Thanks to all governors for the support provided through the SATS process.
- Attendance figures (pupils and staff)** (Minutes to be read in conjunction with the attendance report)
Shalfleet YTD attendance is showing a consistent upward trend. F&Y attendance, while moving in the right direction, the school remains slightly below NA of 94.7%. The profile has been raised by the work the attendance team are carrying out. EWO has been invited in and observed one of our attendance meetings, left saying it was strong practice. There is nothing they would further do, no added value.
Q: Would the parents take it more seriously to see an EWO? It is a case of carrot or the stick. The SAM meetings are working. Each week tracking the improvement. HT and Admin Assistant who does a fantastic job. Any governor welcome to look at the attendance folders.
Action – DD to attend an attendance meeting 1pm Fridays with SB to model governor reporting.
Staff at F&Y have had a really bad sickness bug, one teacher put his back out, another member support staff off for personal reasons. Q: Is it a long term problem? They may move to the mainland.
- Staffing update inc mid-year PM**
Meetings with every teacher coming up shortly looking at their PM and where we are placing them this coming year looking at their specialist areas, any staff that need extra support and most of all benefiting the children. A barrier may come when asking some teachers to move across schools but it is up skilling the staff and we work as a Federation.
Commissioned Sarah Smallwood Butler to support teachers with behaviour management. Q: Who is Sarah Butler? Lead on behaviour for teacher training, very qualified and experienced in school leadership.



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Q: How will you improve task design? Lesson structures have been re-developed by LR and DL informed by their CPD. The new Maths approach has been introduced to all teachers including a lesson structure for each year group. SC has looked in depth at the IDSR and reported back to governors at the last FGB meeting. Subject Leader reports all based on research. Handwriting programmes and spelling programmes brought in based on research.

- **Safeguarding update**

We have a number of children who have some extremely challenging situations going on at home. Some families subject to law enforcement. At F&Y concerns around neglect, housing etc. The SAM meetings are dovetailing with safeguarding. F&Y 13 Early Help, 5 child in need, 1 child protection, 25 YC. Q: How are YC identified? YC are identified in levels – level 1 the school identifies e.g. sibling with highly complex needs, level 2 we identify but children's services are involved with minor oversights, level 3 identified by LA.

S 3 children on child protection and have now gone into care and will be until 18. 4 Early Help, 13 YC. Affluent neglect is a concern.

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 where we have very positive relationships with Sara Carvalho (MASH Manager) and Anna Clarke (Principal Social Worker).

Thanks to CW for carrying out Safeguarding Review days at both schools. She looked at the Single Central Record, sampled Personnel folders and carried out interviews of children and staff members within a range of job roles.

The questions are not formulaic but broader. Q: Can we have an example? What is a bad secret against a good promise? To see if the children can recognise harm against positive. If someone makes you feel uncomfortable, even if it is a member of staff, how would you speak up? Child asked "What if it was you Mrs Grainger who made me feel uncomfortable?" Explained about governors, LADO etc. The openness was amazing. Q: Is it 1:1? No, a group across the board.

1.65 Approve 3-year budget (Minutes to be read in conjunction with the Federation Budget Report)

Local Government Employers have made 3.3% full and final offer for support staff pay. Pay increases modelled 3.3% 26/27, 2.5% 27/28 and 28/29. Teachers modelled at 2% and 3% in 26/27 2% 27/28 and 2.5% 28/29

Staffing structure cannot be cut back any further. Ideally, we would have a 5% reserve but we need balance between providing for the current children on roll and protecting our future. Support staff at F&Y correlates with the need of the children. Allocations have been reduced in line with EHCP-funded pupils leaving the federation. Inclusive Mainstream Funding Grant will support the cost of TA's working with the Federation's most vulnerable pupils.

Q: What are we basing pupil numbers on? Intake, pre-schools, birth rates. Q: Have we had an up to date forecast from LA? No

Action – FM/HT to request a full forecast from the LA on YR pupil numbers for coming years.

We have to make sure our pre-schools are full and look at marketing. Website will be key. Toddler group run at Methodist church in Freshwater and would be worth going to discuss our schools.

Action – SBM to look at someone attending the toddler group to promote our pre-schools and schools.

Advice given to SBM on funnel reporting for the pre-schools.

LE want to look at purchasing a mobile staff room thus freeing room to extend the baby room.

Action – FM to talk to Jade Kennet about a mobile building for LE as there is a need.

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

We have cut back on projects that we would like to do but are not priority. Q: Can we have an example? Classroom painting, said no to PE cages, some flooring in a classroom.

We have made a significant investment in IT and we need to prioritise the website. Q: How are we making sure we do not have another large computing expense in a few years' time? We did not use capital to purchase the chrome books. They are being used solely by KS2 to ensure they are well



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looked after. KS1 will use 15-20 of the existing laptops which will be converted to chrome books. Explanation given to governors regarding the computing curriculum and resources needed. We also need iPads to be replaced with android tablets as the Apple iPads are not monitorable. Concern at Shalfleet over the roof as leaking. SBM chasing the LA. Crack on lintel to be replaced when works being carried out for the sewage.

Action - SBM to produce a letter for the governors to send to the LA to chase the work needed to Shalfleets roof.

SBM is trying to raise F&Y building issues as latent defects, LA want the reports from FW Marsh, Tim Bucket and Ductworks. The main issue is keeping our buildings structurally safe.

Bottle bank car park issue has gone quiet. Parish Council want no parking on station road. £8,000-£20,000 to resurface half of the bottle bank. Not allowing the pub to use the bottle bank is causing them to park up the road.

Thanks to FM, HT and SBM for defending the budget. Monthly monitoring makes all the difference along with Finance portfolio meetings with governors.

Approved by governors.

1.66 Governing Body business

- **Membership**

Currently 2 vacancies – 1 LA and 1 Foundation

- **DfE/LA update**

See confidential minutes

LA can now set up MAT's.

- **Diocesan/Churchlink update**

Jeff Williams is a great advocate for our schools and there is a great back-up and structure behind him.

Thanks given to DS and TG who came to the Diocese meeting held recently.

- **Governor Training update**

Revd CH – Completed 'Induction for maintained school governors' and 'Ofsted and the Education Inspection Framework'

SB – Completed 'Governors and Ofsted' with Governor Services

SS – Completed 'Governors and Ofsted' with Governor Services

DS – Completed 'Ofsted and the Education Inspection Framework'

Action – DD, TG, CW and SW still to completed 'Ofsted and the Education Inspection Framework'.

1.67 Reports

- **Portfolio holder meeting minutes**

S&I Minutes 24.03.26

S&I Minutes 18.05.26

Finance 06.05.26

Governor Visit – Class Worship

- **Reports from staff & Portfolio Presentations**

Portfolio Review – Technology

Subject Lead Report – PE

Subject Lead Report – Music

Subject Lead Report - Computing

- **Other**

SBM Written Report

EYFS Report 20.04.26

Attendance Report 22.03.26

1.68 Policies for ratification

Statutory Policies



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Accessibility Plan
Finance
School Uniform
RSE
Restrictive Intervention and Reasonable Force

Non Statutory Policies

Asset Management Plan
Attendance
Lettings
PreSchool Charging
Debt Recovery
Induction
Mental Health
After School Club
Teaching and Learning
Drugs
Allegations Against Another Child
Transition

1.69 Review Governor Action Plan

Postponed to the next FGB meeting

1.70 Any other business

Sam Sillito visit today at Shalfleet. A member of staff with her is training to be an LLP. Learning walk – YR were out at Beulieu, Y1 being covered by a HLTA. Challenge was “Why are they sitting on chairs?” Explanation given as one of the most challenging classes who do not cope with sitting on the carpet. Advice to HLTA on phonics lesson to do a bit more modelling. Y2 was extremely challenging. Y3-Y6 was very positive. SC also went on the learning walk and watched Y5 teacher and it was an absolutely fantastic lesson.

Inclusion section was very positive. Very impressed with the single central record. Showed the governor sign off of the personnel files. Felt our safeguarding is very strong. Attendance folders were looked at and very positive and could see improvement being made in attendance.

Strategic oversight work looked at and exception reporting. Talked about the governance.

Asked where the HT would grade the Governance in terms of Ofsted. Agreed we are strong. HT said she does not feel we are exceptional, yet! Asked where our Happy Minds work was. Q: What is Happy Minds? Happy Minds is a national programme but HT believes it does not have the depth and rigor needed. PSHE is not an easy fluffy subject. Children from Y5 & Y6 were talked to and their ability to discuss and understand their own needs shone through.

Q: Is the LA visit an opportunity for challenge? It does depend on who the visit is made by. Explanation given by HT regarding role out of kinetic letters, development of reading fluency and fluency grid. Maths structures rolling out in September. Feedback in books not acted upon was picked up on along with wanting more children to be reaching GD. HT sent her the FDP but not the costed one as it had names and confidential info. LA said the FDP was too long but it is a 5 year plan.

Thanks given to TG who attended on behalf of the Governors.

- **Safeguarding Governor Question**

Q: Can governors think of any areas we may not be covering?

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

Action – Clerk to request a governor to shadow CW on a safeguarding review day. Investigate if someone external available to carry out a safeguarding review.

- **Update on Brighstone CE Primary**



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See confidential minutes.

- Thanks given to the girls cricket club that has taken place at Shalfleet. Really inspiring.
Action – DD to send information on Orienteering day to SBM.

1.71 Date of next meeting –

Wednesday 15th July 2026 6pm at Freshwater & Yarmouth CE Primary

The meeting closed at 9.30pm.



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