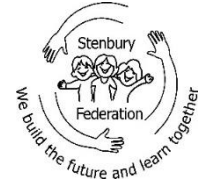


STENBURY FEDERATION

Interim Executive Headteacher: Mr M Snow
Chair of Governors: Mrs D Barker



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MINUTES OF THE STENBURY FEDERATION GOVERNORS MEETING HELD at GODSHILL PRIMARY SCHOOL ON WEDNESDAY, 18th October 2023 COMMENCING AT 3.30pm.

Membership:

Di Barker (DB) Chair Local Authority Governor
Kate Green (KG) Co-opted Governor
Suzie Ellis (SE) Co-opted Governor
Jamie Dickinson (JD) Staff Governor

Mark Snow (MS) Interim Exec HT – Godshill/C&R
Angela Dexter (AD) Co-opted Governor
Nicole Sturgess (NS) Parent Governor

Also in attendance - Leigh Mannix Clerk,

The Meeting was quorate with 4 in attendance – current membership is 7

Vacancies: 2 x Co-opted Governor, & 1 x Parent Governor

Key: Challenge, Support, Ring-Fenced, Decision, Action

| Item | Minute | Action | By |
|------|--------|---|-----------|
| 1 | 8 | Register of Interest forms not completed to be returned as soon as possible to the clerk. | Governors |
| 2 | 11 | Code of Conduct forms not completed to be returned as soon as possible to the clerk. | Governors |
| 3 | 12 | Scheme of Delegation there were a few changes to item number 2, change to KG/AD and to remove NJ from item number 62. | Completed |
| 4 | 15 | KG to arrange to meet with LMH, DG and LN to discuss safeguarding in the new academic year. | KG |
| 5 | 15 | Governors to arrange a meeting with MS to discuss data | Governors |
| 6 | 15 | DB and KG to meet to discuss any issues raised from the parent's survey. | DB/KG |
| 7 | 25 | DB had attended a conservative luncheon with the RH Gillian Keegan, Education Minister and a report from this would follow. | Completed |

| | | ACTIONS |
|---|---|----------|
| 1 | <p><u>Apologies & Welcome</u></p> <p>The Clerk took the Chair for the first part of the meeting. Apologies: N Sturgess, J Dickinson & S Ellis</p> | Accepted |
| 2 | <p><u>Agree Items of Urgent Business at AOB</u></p> <p>There were no items to be discussed.</p> | |
| 3 | <p><u>Declaration of Pecuniary Interest</u></p> <p>DB declared that she is also a Governor at Barton Primary School and be a link between the Governing Bodies. MS declared he was the Headteacher at Barton Primary School. AD declared she was the SBM at Binstead Primary School & Wootton Primary School It was agreed that there was nothing on the agenda that would require any of those making declarations to step away from the meeting. No further declarations were made in relation to the agenda items.</p> | |

I certify that these minutes are a true and accurate record of the Governing Board Meeting.

Diane Barker

15.11.23

Signed.....Chair/Vice-Chair Date.....

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| 4 | <p><u>Order of Business</u> To move Finance to item 7 from item 15.</p> | |
| 5 | <p><u>Election of the Chair</u> The Clerk took the Chair and had requested nominations via email prior to the meeting for the position of Chair. DB was the only Governor to have received any nominations for the position of Chair. DB was proposed as Chair for one more year by KG, seconded by AD with all present in agreement. DB confirmed that she would be pleased to serve for a further year.</p> | |
| 6 | <p><u>Election of the Vice Chair</u> The Clerk took the Chair and had requested nominations via email prior to the meeting for the position of Vice Chair. KG was the only Governor to have received any nominations for the position of Vice Chair. KG was proposed as Vice-Chair by DB, seconded by AD with all present in agreement. KG confirmed that she would be pleased to serve as Vice-chair for a year.</p> | |
| 7 | <p><u>Finance Reports</u> KW reported that the six month revised budgets had been compiled in line with the Isle of Wight scheme for financing schools. (<i>Appendix 2, 3 & 4 in the minute book</i>)</p> <p>Godshill is still on track to clear the deficit, however going forward the next few years are now forecast for in year deficits, therefore resulting in year-end deficits. It was felt not to be the right time to think about restructuring, as figures on role may change. Some money had come to Godshill with the transfer of children from Chillerton & Rookley. Costs have increased, with income going down. The schools were still in the shadow of COVID and there was a small amount still coming to the schools. Governors were pleased that the huge deficit from Chillerton & Rookley had gone and that the situation at Godshill had stabilised. Governors were requested to make representation to the council to reduce the PAN. Thanks went to all involved KW, AD and MS, who had turned around both schools financially.</p> <p>Chillerton & Rookley, KW had met with Education Finance to discuss the closure and finances etcetera, and most of the post closure funding would be coming to Godshill. Funding was for 15 children and in September 2023 for 9 children, seven of these are now on role at Godshill. PBS charges would go to Godshill. Expenses for the site were still being paid, but would be charged back to PBS, by the end of December all accounts will close down. Teachers pay is still in the consultation stage and schools may hear by the end of November 2023. The support staff pay increase is still with the unions. The remaining four Chillerton & Rookley staff will come onto the Godshill payroll. Remaining devolved capital to be used by Godshill before 31st December 2023. Accounts to be closed 31st December 2023 and bank account to the IWC. The deficit will be cleared and the historic £90k cash advance paid back.</p> <p>Any questions regarding the budgets be sent to the clerk.</p> <p>The budgets were agreed by all those present, proposed by DB and seconded by KG. Thanks to KW.</p> | |
| 8 | <p><u>Register of Business Interests</u> The annual register of interest declaration was circulated ahead of the meeting (<i>attached in the Minute Book – Appendix A</i>). Forms not completed to be returned as soon as possible to the clerk.</p> | Action |

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Hannah Parker

15.11.23

Signed.....Chair/Vice-Chair Date.....

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| 9 | <p><u>Collaboration Agreement</u> The agreement is entered into, to request support from, or provide governors to another school to sit on various panels as necessary. (<i>attached in the minute book – Appendix B</i>) Adoption of the agreement was proposed by DB, seconded by KG, with all in agreement.</p> | |
| 10 | <p><u>Terms of Reference</u> The Terms of Reference were circulated ahead of the meeting (<i>attached in the Minute Book – Appendix C</i>) and taken as read. Adoption of the Terms of Reference were proposed by DB, seconded by KG with all in favour.</p> | |
| 11 | <p><u>Code of Conduct</u> The Code of Conduct was circulated ahead of the meeting (<i>attached in the Minute Book – Appendix D</i>) and taken as read. Those present signed the Code of Conduct. Adoption of the Code of Conduct was proposed by DB, seconded by KG with all in favour. Forms not completed to be returned as soon as possible to the clerk.</p> | Action |
| 12 | <p><u>Scheme of Delegation</u> The Scheme of Delegation was circulated ahead of the meeting (<i>attached in the Minute Book – Appendix E</i>). DB mentioned that Governors had operated without separate committees, but had two FGB meetings each term, with extra called if needed. An appeals committee would only be set up if there was a need and Governors would be called to attend. There were a few changes to item number 2, change to KG/AD and to remove NJ from item number 62.</p> | Action |
| 13 | <p><u>Calendar of Dates</u> The programme of meetings was circulated ahead of the meeting (<i>attached in the Minute Book – Appendix F</i>). The meeting programme was unanimously agreed.</p> | |
| 14 | <p><u>Approval of the Minutes</u> o 12 July 2023 The minutes were circulated prior to the meeting. The minutes were proposed by KG and seconded by AD with all in agreement.</p> | |
| 15 | <p><u>Matters Arising from the Previous Meeting</u> Matters arising from the 12th July 2023. There were still some matters to complete. KG to arrange to meet with LMH, DG and LN to discuss safeguarding in the new academic year. Governors to arrange a meeting with MS to discuss data DB and KG to meet to discuss any issues raised from the parents survey</p> | Action Action Action |
| 16 | <p><u>Heads Report</u> MS reported that the new staff had settled in very well and SS, year 6 teacher had been validated by the LLPR and had really bought into the ethos of the school. LN, the new SENDCo is very good and has hit the ground running. JD and JF, who started with the school in April 2023 had kept the children from last year. There is a struggle to keep TA's and Godshill is currently trying to recruit, four had applied, but only one is attending an interview. Year 6 had four children with EHCP's. The TA's who are currently with the school are very proactive. There had been a few changes within the admin team, LW from Barton is currently supporting DK in her role as Office manager and the realignment of the job description. A new receptionist has been appointed for extra support. Early Years have had lots of positive praise and a LA advisor came along to offer advice, which PS has taken on board. It is hoped in the new year to give the staff room a much needed update. The roof near to year 5 had needed repair. The Reception class come into assembly and are ready to join.</p> | |

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15.11.23

Signed.....Chair/Vice-Chair Date.....

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| | <p>The children's behaviour within the school is positive. The school is currently getting prepared for a visit from Ofsted.</p> | |
| 17 | <p><u>School Improvement Plan</u> SM and LMH had worked together on the SIP, but this needed condensing and would be completed, hopefully, during the week of the 27th November. The Governors monitoring cycle for 2023-2024 will link in with the SIP/SEF. Governors to make arrangements to visit with subject leads and concentrated on Maths, English and Art in the first instance. Main focus to also be on JD, JF and SS. The visit from Tim Walters, LLPR, had been to check progress and TW had been optimistic following the meeting. MS and the Governors were still waiting for the report from the LLPR visit in June 2023. Maths-different groups had different issues. Phonics were still an important issue. Governors had adverts for the co-opted vacancies going out on the 19th October, also invites for the parent governor vacancy. The role of staff Governor had now been filled by JD, who would be in attendance at the next meeting in November. It was agreed Governors would hold a surgery and attend parents evenings, due to be held week beginning 13th November. A reminder to Governors to make sure their training is added to the Governors hub. AD and DB will arrange to come in and talk to pupils. Governors to also arrange to do a staff survey.</p> | |
| 18 | <p><u>Safeguarding</u> The safeguarding audit had been completed by LMH and DG. This will take place on line next year. Two are completed each year, one for Nursery and one for school. Barton are due to be monitored. There are a lot of low level concerns, with social decline and deprivation, this is having a huge impact. Godshill is a nice calm place and this needs to be maintained.</p> | |
| 19 | <p><u>Health & Safety</u> There was still an issue with the traffic outside of school, especially with the taxis and parking. The doors to the playground and hall will be replaced as these are too heavy for the children to open.</p> | |
| 20 | <p><u>Policies for Review</u> The following policies were LA Policies and included updates.</p> <ul style="list-style-type: none"> ○ Attendance Management Policy ○ Dignity at Work Protection from Harassment & Bullying ○ Equality Diversity Inclusion Statement ○ Probation Policy ○ Recruitment Policy ○ Special Leave Policy <p>The Governors Induction Pack was agreed by Governors. The draft Teaching, Learning and Assessment Policy had one amendment.</p> | |
| 21 | <p><u>Correspondence</u> There was nothing to report</p> | |
| 22 | <p><u>Clerk Update (if any)</u> There we no updates to report.</p> | |
| 23 | <p><u>Impact of the Meeting</u> Impact of the meeting</p> | |

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15.11.23

Signed.....Chair/Vice-Chair Date.....

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| | (i) What was the impact of the meeting? (ii) What difference has the meeting made? (iii) How did the meeting contribute to moving key matters forward? (iv) What are the next steps? | |
| 24 | Dates of the Next Meetings Wednesday 15 th November 2023 Wednesday 24 th January 2024 Wednesday 13 th March 2024 Wednesday 8 th May 2024 Wednesday 10 th July 2024 | |
| 25 | Any Other Business DB had attended a conservative luncheon with the RH Gillian Keegan, Education Minister and a report from this would follow. | Action |
| 26 | Agenda Items for the Next Meeting o SENDCO report-Healthcheck - LN | Action |

There being no other business to discuss the meeting closed at 5.00pm

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Hannah Parker

15.11.23

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