

Our Mission

“As a Christian school, we value each child as special and unique in the sight of God and, through the love, challenge and opportunities we offer, enable them to develop as confident, caring and successful young people within our ‘safe haven’.

Shalfleet Church of England Primary School  
FULL GOVERNING BODY MEETING

Membership: Lisa Nicolson (Acting Headteacher), David Bevington, Carla Bradshaw, Louise Collins, Debs Downer, Paul Dyer, Ian Lacey, Debbie Lutas, Nikki Morris, Claire Nerval, Sarah Peach, Pamela Rose, Fiona Thorpe.

**Minutes for the meeting on Wednesday, 3<sup>rd</sup> December 2008 at 1800 at the school**

Present: David Bevington, Carla Bradshaw, Debs Downer, Debbie Lutas, Nikki Morris, Claire Nerval, Pam Rose, Fiona Thorpe  
Absent: Louise Collins, Paul Dyer, Ian Lacey, Sarah Peach

In attendance: Jane Lewis (Clerk)

**Opening Prayer**

**1.16 Welcome and Apologies**

Debs Downer was welcomed as LA Governor, appointed on 11.11.08.  
Apologies were received from Louise Collins, Paul Dyer and Sarah Peach.

**1.17 Establish Order of Business**

One item for AOB – Videoing school plays – Headteacher

**1.18 Declare Pecuniary/ Personal Interests** None for this meeting. One form outstanding.

**1.19 Minutes of the last meeting 20<sup>th</sup> October 2008**

The Minutes of the above meeting were agreed as a true copy. They were proposed by Carla Bradshaw, seconded by Debbie Lutas and signed by the Chairman.

**1.20 Matters arising from the last meeting 20<sup>th</sup> October 2008**

Item 1.7 SDP see Item 1.24

Item 1.7 Pavilion see Item 1.23

Item 1.10 Governors’ Allowances see Item 1.25

Item 1.11 CPD for Governors see Item 1.25

All other actions completed

**1.21 Headteacher’s Report (Attached)**

Additional comments:

Standards & Achievements Teachers are happy with the targets which have been set.  
Copy of target sheet to Chair for signature and filing in Policies File.

**Action - Head and Chair**

The school’s tracking system will continue to run alongside Assessment Manager for the time being.

Certified as a true record and signed

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F Thorpe

Chairman of Governors

School Buildings/ Health & Safety/ Premises Adventure Playground – Quote to be obtained from LA. Does quote from manufacturer include extended warranty?  
**Action - Premises Committee**

Staff News Investors in People – almost ready for reassessment in February.  
Extended Schools - Saturday Lantern workshop was very successful and it was hoped that the PTFA may be able to help in future.

## **1.22 School Reorganisation**

Amalgamation Working Party met prior to the Full Governors' Meeting – Minutes attached.

Independent Panel was being employed in January to decide future of Shalfleet and Yarmouth Primary Schools. Letters of representation regarding all schools should be available to the public shortly.

## **1.23 Committee Reports**

*Finance, Staffing & Premises 6.11.08 attached*

October monitoring statement and School Fund Report also attached.

*Standards & Achievements / Quality of Provision 11.11.08 attached*

Claire Nerval felt that the wording of the 3<sup>rd</sup> paragraph (re. SEF 3) was not a true representation. The Chair apologised as CN's interpretation was not what had been intended or felt at the meeting. The wording would be amended before being signed as a correct record at the next S&A/QofP meeting.

**Action - Chair**

*Community & Partnerships 25.11.08 attached*

Debs Downer was added to the Governors present.

*Leadership & Management 28.11.08 attached*

Volunteer Guidance Notes to be sent to all Governors

**Action – Head to send copy to Clerk**

AOB Training dates should be 18<sup>th</sup> and 25<sup>th</sup> November 2008

Recommendation that cost of Y4 Middle Barn Farm trip should be subsidised by the school (in addition to Y4 fundraising) was approved by the Full Governing Body.

Report from Jan William (Consultant HT) on assisting Acting Headteacher – Attached

The Chair congratulated Lisa Nicolson on achieving such a good report in her first term.

*Amalgamation Working Party 3.12.08 Minutes to follow*

*School Travel Plan Working Party* Meeting next term

*FT gave verbal update* A letter is to be sent to all parents and volunteers reminding them of the Drop-off scheme and how it works.

**Action - Chair**

*Healthy School Action Group/ Eco-School 19.11.08 attached*

Debs Downer offered to provide globe lighting along the drive for the school plays.

Debbie Lutas to check how to could be installed.

**Action – Debs Downer and Debbie Lutas**

*Health & Safety* No incidents

*School & Church* Christingle Service will be held shortly. Spiritual Development Policy has been produced in draft, for consideration at the next SIAS meeting

**Action – Head and David Bevington**

Certified as a true record and signed

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F Thorpe

Chairman of Governors

## 1.24 Policies & Statutory Document to ratify

Statutory	Anti-Bullying	(C&P)
	Special Educational Needs	(S&A)
	Race Equality & Cultural Diversity	(L&M)
	Governors' Allowances	(L&M)
Non-Statutory	Gifted, Able & Talented	(S&A)
	Inclusion	(S&A)
	Equality of Opportunity	(L&M)
	Literacy	(S&A)
Slightly amended since being ratified at the FGM on 20.10.08		
	Scheme of Delegation	(L&M)
	Confidentiality	(L&M)
	School Development Plan	(L&M)
	Learning Led Curriculum	(S&A)

All the above policies were proposed by David Bevington, seconded by Carla Bradshaw and agreed by all Governors present.

## 1.25 Governor Development

### *Continued Professional Development Framework*

Only comment received was that this was a particularly onerous document.

This will be conveyed to the Development Governor Forum.

### **Action – Clerk**

#### *Induction Training*

Training for new and existing Governors was held on 18<sup>th</sup> and 25<sup>th</sup> November and attended by 9 Governors. The sessions were led by George Cooil and were very useful in evaluating the role of our Governing Body. Main area for improvement was extra support for new Governors to include improving school induction pack and arranging meetings to provide additional information where new governors felt they did not have enough background knowledge – e.g. Literacy levels through the school, sources of information etc. (Report of meeting in Governor Development File). Governors to send any topics they would like to see covered at future “Workshop(s)” to the Chair.

### **Action – All Governors**

It was also suggested that the school review its values and vision and the Head will be discussing this at a future staff meeting

*Preparing for Inspection Training* Course on 10.2.09 cancelled.

*Foundation Governors' Courses* to be held on the mainland in January and April.

It was suggested that these might be useful for potential Foundation Governors.

Tony Blackshaw had also expressed a wish to speak to the Governors of Shalfleet and Yarmouth Schools. Clerk to make enquiries for future courses on the island.

### **Action - Clerk**

## 1.26 Items for Information Only                      None

## 1.27 Items to be recorded as Confidential                      None

Certified as a true record and signed

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F Thorpe

Chairman of Governors

**1.28 Any Other Business**

*Video and photography at school concerts*

The Headteacher suggested that videoing and photography by parents during the school concerts should no longer be allowed. This was in line with other schools and recommended at the Child Protection Training recently undertaken. It was suggested that the school video the performances to show to children and parents at a later date, and individual photographs be taken to sell to parents if required. The Governors agreed with this recommendation and a letter would be sent out to all parents. A Policy for the use of video and photography in school, with particular reference to the Internet, would be written.

**Action – Head**

*Governors’ Xmas Evening*

To be held on Wednesday, 17<sup>th</sup> December at Fiona Thorpe’s house. Details of food, etc. required, to be sent later.

**Action – Chair**

**1.29 Date of next meetings**

**Full Governors’ Meeting**

**Thursday, 5<sup>th</sup> February 2009 at 6.00 pm**

Finance, Staffing & Premises	Tues 6 <sup>th</sup> Jan at 5 pm
STWP	Mon 12 <sup>th</sup> Jan at 8.45 am
Standards & Achievements/Qual of Provision	Tues 13 <sup>th</sup> Jan at 6 pm
Community & Partnerships	Weds 21 <sup>st</sup> Jan at 6 pm
HSAG	Weds 28 <sup>th</sup> Jan at 1 pm
Leadership & Management	Fri 30 <sup>th</sup> Jan at 9.30 am

The meeting closed at 8.00 pm.

Certified as a true record and signed

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F Thorpe

Chairman of Governors