



# STENBURY FEDERATION

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



## Chillerton & Rookley Primary

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## MINUTES OF THE STENBURY FEDERATION GOVERNORS MEETING HELD VIRTUALLY ON WEDNESDAY, 30<sup>th</sup> SEPTEMBER 2020 COMMENCING AT 5.30pm.

### Present:

Di Barker (DB) Chair – Local Authority Governor  
Kate Green (KG) Co Vice-Chair - Co-opted Governor  
Nicole Sturgess (NS) Co-opted Governor  
Andy Creed (AC) Co-opted Governor  
Leigh Mannix Clerk

Polly Smith (PS) Staff Governor  
Mark Snow (MS) Interim Exec HT – Godshill/C&R  
Neil Jackson (NJ) Co Vice-Chair - Co-opted Governor

**Vacancies:** One: 1x Co-opted Governor

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

Item	Minute	Action	By
1	3	To set up a Finance working party as soon as possible.	AC/NJ/KG
2	7	Register of Business Interests – needed from Governors by the next meeting	Clerk
3	11	To update the Scheme of Delegation and add as an agenda item in November.	DB/Clerk
4	13	Minutes from this meeting onwards, once approved are to be published onto the schools websites	Clerk
5	14	NS to arrange to meet with the SENDCO	NS
6	14	PS/LN/KG to monitor the staff/pupil wellbeing, if possible for the next meeting.	PS/KG/LN
7	16	Parents survey to be sent out.	MS
8	16	SIP to be sent to Governors	MS
9	18	If training is recorded this is to be sent to Governors	DB/KG
10	19	LM/MS to meet and set realistic review dates for policies	MS/Clerk

### 1 Apologies & Welcome

A warm welcome was extended to the new clerk and prospective Governors.

DB took the Chair for the meeting.

DB informed Governors that RB had resigned and had taken a Headship position in India, but would be available if needed.

**Apologies:** Lacey Nicholls, Catriona Travers

### 2 Declaration of Interest

DB declared that she is also a Governor at Barton Primary School to be a link between the Governing Bodies.

KG declared that she is also a Governor at Wroxall 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.

### ACTIONS

Accepted

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

*Diane Barker*

25<sup>th</sup> November 2020

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

**3 Order of Business**

One change to the order of business, item 15 is to be deferred until Governors had the chance to digest the information and to allow for full discussion/challenge. **To establish a Finance working party group to meet as soon as possible, ideally during the forthcoming week.**

**4 Governor Applications**

The following Governor applications were circulated ahead of the meeting:

- o Polly Smith: Staff Governor
- o Lacey Nicholls: Parent Governor
- o Nicole Sturgess: Co-opted Governor
- o Neil Jackson: Co-opted Governor
- o Andy Creed: Co-opted Governor

The applications were discussed at length, with due account taken of the necessary skills needed by the Governing board. **The applications were proposed en masse by DB, seconded by KG with all in agreement.**

**5 Election of the Chair**

The Clerk took the Chair and requested nominations for the position of Chair.

**DB was proposed as Chair by KG, seconded by AC with all in agreement.** DB confirmed that she would be pleased to serve for a further term proposal.

**6 Election of the Vice Chair**

DB took the Chair **and proposed that NJ stand as Vice Chair, seconded by AC with all in agreement.**

**7 Register of Business Interests**

The annual register of interest declaration was circulated ahead of the meeting (attached in the Minute Book – Appendix A). **Forms to be returned as soon as possible to the clerk.**

**8 Collaboration Agreement**

The agreement is entered into, to request support from, or provide governors to another school to sit on various panels as necessary. **Adoption of the agreement was proposed by AC, seconded by DB, with all in agreement.**

**9 Terms of Reference**

The Terms of Reference were circulated ahead of the meeting (attached in the Minute Book – Appendix B) and taken as read. **Adoption of the Terms of Reference were proposed by DB, seconded by AC with all in favour.**

**10 Code of Conduct**

The Code of Conduct was circulated ahead of the meeting (attached in the Minute Book – Appendix C) and taken as read. **Adoption of the Code of Conduct was proposed by AC, seconded by DB with all in favour.**

**11 Scheme of Delegation**

The Scheme of Delegation was circulated ahead of the meeting (attached in the Minute Book – Appendix D). DB mentioned that Governors had operated without separate committees, but had two FGB meetings each term, with extra called if needed. DB suggested that this to be kept as is, with additional working groups, i.e. a Finance committee. **The Finance working party will consist of NJ, AC, KG, DB and MS.**

The scheme will be reviewed mid-year and at some point the groups, once set up will each need a TOR. The budget share will reach the schools by the end of January 2021.

NJ will be a buddy to NS.

An appeals committee would only be set up if there was a need and Governors would be called to attend.

**The document to be updated with all functions delegated appropriately. The updated document to be an agenda item at the November meeting.**

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

*Nancy Parker*

25<sup>th</sup> November 2020

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

**12 Programme of Meetings**

The programme of meetings was circulated ahead of the meeting (attached in the Minute Book – Appendix E). **The meeting programme was unanimously agreed.**

**13 Minutes of the Previous Meeting**

The minutes from the meeting on 22<sup>nd</sup> July 2020 were circulated ahead of the meeting.

**The minutes were proposed by DB/MS and seconded by KG with all in agreement.**

**Once minutes from this meeting (30<sup>th</sup> September 2020) and subsequent meetings are approved, they are to be published onto the schools websites.**

**14 Matters arising**

The matters arising were circulated ahead of the meeting (attached in the Minute Book – Appendix F) and taken as read. The following issues were discussed:

- a) Item 3:
- b) Item 5: DB is now on the Governing board of Barton Primary.
- c) Item 6: Working parties to marry up monitoring with LLP, school cycle and decide on meetings. DB to dictate to who does what. **NS to virtually meet with the SENDCO. PS/LN/KG to monitor wellbeing of staff and pupils. To be completed, if possible, before the next Governors meeting in November.** AC wanted Governors to be mindful of PS workload. NJ suggested that all Governors think about recruiting to share workload. It was felt that the body was largely education biased and a more diverse option was needed. **AC would send copy of skills audit to LM, plus a spread sheet to be completed for distribution.**

**15 Finance Report**

This item has been deferred to the next meeting in November, allowing the Finance working party to look closely at the report.

**16 Headteachers Report**

The report was given verbally by MS.

Attendance was positive, with 96.5% at Godshill and 94.97% at Chillerton & Rookley, this was above national average. Some non-attendance was related to COVID-19 tests, autumn colds, virus in homes and parents being cautious. Information received from the LA (in light of a recent case confirmed in a high school on the Island) was good, this would help to manage any potential outbreak.

The children are coming back into schools with a very positive attitude. Chillerton & Rookley have settled well with two classes. Godshill numbers have increased and the new children have settled in well. PS is working very hard within the Early years bubble.

The bubbles are working well within the schools, but once the children leave the premises then social distancing seemed to be relaxed. School is doing their bit, but there are worries in losing staff due to illness, with PPA not being covered, causing stress on the staff. It is very difficult to get supply teachers at this current time.

PSHE lessons are in place, to help children settle. Some disclosures from the children's time at home are both good and bad.

Pupil progress is being monitored and 1:1s are taking place.

There are team projects for Maths, Phonics and Early years taking place. CPD is taking place in all schools and LA twilight training is fragmented.

Teachers are not undertaking normal break times at the moment and the teams are great across the two schools.

***Governors challenges***

***Q. Are there big bubbles?***

A. There are two bubbles at Chillerton & Rookley and at Godshill each class is a bubble. There are staggered lunchtimes and breaks. The risk outside is slightly lower.

Level 3 safeguarding training is in place and the course can be taken on line. Current L3 are LMH, DG and MS. KH/SJ at Chillerton & Rookley to do the course.

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

*Sarah Parker*

25<sup>th</sup> November 2020

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

The new SBM is AD from Chillerton & Rookley. MS wanted to acknowledge and thank JD and IB for all the work they have undertaken for the Federation, they have both been great.

During lockdown the two schools had worked very well together.

Ofsted had given guidance for visits, but MS not worried if they do come.

#### **Governors Challenge**

##### **Q. Has the pre-school settled in?**

A. The children have come across and are really positive and happy, those that didn't come across have gone to other provisions. MS suggested a parent's survey would show the Governors a picture of where the schools are now.

##### **Q. COVID-19, how much impact on teacher training has it had?**

A. These are mostly on line now, the danger with this is more CPD is happening. This is having an impact on staffing as there is no one to cover. The quality of the training is hard to see and the impact it is having on the children. There is a worry on an overload for the teachers.

AC wanted to thank MS and the staff regarding attendance, which was tremendous.

##### **Q. How much does the attendance result in not being able to go on holiday?**

A. Usually pretty good re holidays and a majority of the children coming back.

Entering and exiting was difficult at first and it is difficult to police parents not distancing outside of school. In school they are doing their best to adhere to the rules.

FSM up by 32% and this is a significant change, there may be an increase to these figures once furlough ends.

#### **Governors Challenge**

##### **Q. Is there a comparison on the Island?**

A. The Government does not release the data.

##### **Q. When does the funding come in?**

A. This comes in dribs and drabs. The census is due tomorrow (01/10/20). One school is positive and one not.

### **17 School Improvement Plan / Governor Monitoring Cycle**

The driving force for the SIP are three main principles.

Empowering leadership.

Improving curriculum provision

Teacher confidence

MS informed Governors that this was similar to last year. MS to forwards to Governors.

DB had sent through the draft Governor Monitoring schedule, this had been worked on with support from the LA. (attached in the Minute Book - Appendix I)

### **18 Governor Matters**

#### **a) Visit Reports**

Report from KG for Safeguarding training webinar (attached in the Minute Book - Appendix liii.)

Report from DB for Safeguarding (attached in the Minute Book - Appendix li)

Blank Monitoring report for use by Governors (attached in the Minute Book - Appendix lii)

#### **b) Training and Development**

The IOW Governor training webinars for Autumn 2020 had been circulated ahead of the meeting. Induction training would be taking place on the 1<sup>st</sup> October 2020. New Governors would be attending and DB would be joining as well.

##### **Governor challenge**

##### **Q. Are they recorded?**

A. DB was unsure, but if yes would send the relevant training to Governors.

KG would be attending Finance and Data, L3 safeguarding and would also see if this was recorded.

#### **c) Feedback from Official Complaints**

Nothing to report.

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



25<sup>th</sup> November 2020

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

**19 Policies for review**

The schedule of policies for review was circulated ahead of the meeting (attached in the Minute Book – Appendix K) to agree review dates for the outstanding policies. **MS/LM to meet and look at the policies for review and realistic dates.**

The following policies were presented to the meeting:

- Financial Regulations (LA)
- Parental Leave Policy (LA)
- Paternity Provisions Policy (LA)
- Sex and Relationship Education Policy
- Child Missing in Education Policy (LA)
- Anti-bullying Policy
- Education for Children with Medical Needs (LA)
- SEND Policy
- Single Equalities Policy
- School Attendance Guidance & Legislation (LA)
- Intimate Care Policy
- Behaviour Policy
- Home School Agreement Godshill
- Home School Agreement C & R

**These policies were proposed by DB, seconded by AC with all in agreement.**

**20 Correspondence**

No further correspondence received for consideration.

**21 Impact of the meeting**

**DB:** Excellent to see Governors challenging and supporting the schools.

**KG:** It was great to have everyone on board with lots to go through and Governors in roles to move forward.

**MS:** Good to see a large Governing body, supporting and challenging, pleased NS stayed the course.

**NS:** It was good to put faces to names and it was good to have a key role.

**NJ:** It was lovely to see NS smile at the end of the meeting, to put faces to names and working together in the coming year. It is a rewarding job.

**AC:** It was good moving forward, to monitor and work with MS. To meet with the finance party, the sooner the better and to have a larger team.

**PS:** It was good to meet everyone and to have a role, plus going on the course tomorrow.

**The first meeting of the finance working party (AC/NJ/KG in the first instance) to take place on Monday 5<sup>th</sup> October 2020**

**22 Date of the Next Meeting**

5.30pm Wednesday, 25th November 2020 to be held Virtually

5.30pm Wednesday, 9th December 2020 to be held Virtually

There being no further business to discuss the meeting closed at 7.28 pm.

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

*Hane Parker*

25<sup>th</sup> November 2020

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