



# 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 (Part 1) HELD AT GODSHILL PRIMARY SCHOOL ON WEDNESDAY, 29<sup>th</sup> SEPTEMBER 2021 COMMENCING AT 5.30pm.

### Present:

Di Barker (DB) Chair – Local Authority Governor  
Kate Green (KG) - Co-opted Governor  
Nicole Sturges (NS) Co-opted Governor  
Natalie Garrett (NG) Co-opted Governor

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

Leigh Mannix Clerk

**Vacancies:** None:

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

Item	Minute	Action	By
1	7	Forms not completed to be returned as soon as possible to the clerk.	Governors
2	11	The scheme of delegation to be updated with all functions delegated appropriately.	Clerk
3	14	NJ would contact NG and NS to arrange a convenient time for them to meet to go over the details of the budgets.	NJ

	ACTIONS
<p><b>1 Apologies &amp; Welcome</b> DB took the Chair for the meeting. <b>Apologies:</b> Lacey Nicholls, Catriona Travers, Kirsty Matthews This being the first face to face meeting for quite some time, introductions were made to NG.</p> <p><b>2 Safeguarding Training</b> Governors in attendance sat through virtual safeguarding training, which included the 2021 updates to the Keeping Children Safe in Education document, part 1. Following the training it was requested that the cleaners would only need to read Annex A, as they do not work directly with children. <u>It was agreed by Governors that the cleaners would only need to read Annex A.</u></p> <p><b>3 Declaration of Interest</b> DB declared that she is also a Governor at Barton Primary School to be a link between the Governing Bodies. MS declared he was the Headteacher at Barton Primary School. NG declared she was on the Save our Schools committee. NS declared she was part of the Youth Offending Team. <u>It was agreed that there was nothing on the agenda that would require any of those making declarations to step away from the meeting.</u> No further declarations were made in relation to the agenda items.</p> <p><b>4 Order of Business</b> As agenda</p>	

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

*Diane Barker*

24<sup>th</sup> November 2021

Signed.....Chair

Date.....

**5 Election of the Chair**

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 nominations for the position of Chair.

**DB was proposed as Chair by KG, seconded by NS with all present in agreement.**

DB confirmed that she would be pleased to serve for a further term.

**6 Election of the Vice Chair**

The Clerk took the Chair and had requested nominations via email prior to the meeting for the position of Vice Chair.

NJ was the only Governor to have received nominations for the position of Vice Chair.

**NJ was proposed as Chair by NS, seconded by DB with all present in agreement.**

NJ confirmed that he would be pleased to serve for a further term.

**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 not completed to be returned as soon as possible to the clerk.**

**ACTION**

**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 DB, seconded by KG, with all in agreement.**

**9 Terms of Reference**

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

**10 Code of Conduct**

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

**11 Scheme of Delegation**

The Scheme of Delegation was circulated ahead of the meeting (attached in the Minute Book – Appendix E). DB mentioned that Governors had operated without separate committees, but had two FGB meetings each term, with extra called if needed.

Item 62 Health & Safety to be amended, this would now be KG and NG.

Item 78 to be amended, this would just be NJ.

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.**

**ACTION**

**12 Programme of Meetings**

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

**13 Governors Monitoring**

A copy of the monitoring sheet was circulated ahead of the meeting.

Governors with responsibilities for 2021/22 are as follows:-

Health & Safety – KG and NG

SEN – NS

Finance – NJ, NS, KG and NG

Safeguarding – KG and DB

KG is mentoring NG.

**14 Finance Report**

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*Diane Parker*

24<sup>th</sup> November 2021

Signed.....Chair

Date.....

NJ informed Governors that there was a large deficit across both schools, although this was historic through past Heads and Governors.

It was hard to predict how to proceed, as this was now a decision for the LA, with regard to one or two schools going forward.

NJ had sent challenges to AD prior to the meeting.

**Challenges for Chillerton & Rookley**

*Q. Regarding the waste? What was the historic refuse collection and when was this for, month and year?*

*Q. Catering supplies?*

*Q. How much are the taxis costing?*

*Q. Regarding the energy?*

**Challenges for Godshill**

*Q. Regarding the waste? As with Chillerton regarding the refuse collection?*

*Q. Catering supplies? Why has this increased for both schools?*

*Q. Professional services, are we getting value for money?*

*Q. PS wages, why doesn't PS wages show under the pre-school tab, as this would give Governors a clearer picture of the running costs?*

**Responses from AD.**

**Waste – Both schools.**

What was the historic refuse collection and when was this for? - This information was not passed onto AD at the handover, however there were old waste collection invoices under dispute from a number of schools as the invoice related to 2015-2017. The IWC did no invoice until 2018, however the outcome was "You received the service and therefore payment was due." Monies owed were £758.75 for Chillerton and £981.00 for Godshill.

MS had argued the point with the Council and this has not been the first time.

**Catering – Both schools.**

Both income and expenditure are higher than budgeted for, this is due to the Free School Meal vouchers over the holidays, that we received a grant for, but then paid out. Also there was an Isle of Wight COVID reconciliation to ensure Caterlink had a fair payment when schools were closed/partially open, this accounted for an extra invoice at Chillerton of £2321.83, but a credit to Godshill for £1496.00. It was mentioned that some schools did not receive any money.

**How much are the taxis costing?**

These are costing £10.50 per day, which is coming out of the Chillerton budget. There is still debate with the LA, but BP said the LA will pay. The taxi is much cheaper than using a member of staff to transport the children. There is one extra child waiting on transport to go to Chillerton.

**Energy**

A close eye will need to be kept on the energy if the school stays open, we have a broker used by a number of schools and we are tied in until 30/09/2023 with them.

**Professional Services**

The Federation goes out for tender, however some services are Island wide usage so we need to remain with them ie: SIMS. Providers can be changed for other services, like payroll, HR and Health & Safety.

The quotes tend to be very similar as they are based on staff and pupil numbers. Services include Payroll-out to tender

HR-out to tender

H&S-out to tender

Legal & Data-IWC

Curriculum support-as requested by Head to support reporting for Ofsted

My Concern-safeguarding tool, could be looked into changing.

SIMs-all schools.

SEN Licence-all schools

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24<sup>th</sup> November 2021

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Head Forum subscription-all schools  
Outreach Services-all schools  
Governor Services-all schools  
Moodle+ - Hampshire request as both schools RI (staff training & curriculum)  
Outdoor Education – all schools

**PS Salary**

The Reception teacher has taken over responsibility of all EY's. Her basic teacher cost has always been a school expense, therefore AD has added the uplift to UPS1 under pre-school, and this can be changed if needed.

The census is due to take place in October and this will give an indicator regarding the funding for next year.

**NJ would contact NG and NS to arrange a convenient time for them to meet to go over the details of the budgets. ACTION**

**15 Headteachers Report**

MS gave a verbal report to Governors.

MS reported that the children had settled back at school very well and was good to see them in normal school mode. Chillerton staff and children join Godshill for assemblies (remotely). Staff are beginning to arrange school trips and some children from Godshill are to going to Chillerton for Forest Schools weekly.

There were a lot of children needing early help, this has been a result of lockdown, with families crying out for help. The cost of living and deprivation in the community will rise, Governors need to be mindful of this.

The PP children have risen from 20% to 32% and with that will come social problems.

There had only been one day since schools returned when all staff members had been in. The majority of absences had been legitimate and some staff had been out on courses, which has the knock on effect of covering classes, in itself brings extra tension.

DB requested that PS, well-being Governor, inform Governors of any help that is needed.

The usual bouts of coughs, colds and sick bugs, is hard to differentiate from COVID.

LW had stepped in to cover SE and MS had borrowed a supply teacher from Academics, who had been trained at Barton and would be covering TS, who is on long term sick leave.

KH, who is currently expecting a child, will have to leave the school at 28 weeks, this is following Government advice and this had not been factored in.

Heads in general on the Island were going through the same thing with regard to the advice from Government.

MS reported that COVID numbers within the secondary schools were increasing.

**16 Dates of the Next Meetings**

Wednesday 3<sup>rd</sup> November 2021 (*Part 2 from 29.9.21 @ Godshill Primary School*)

Wednesday 24<sup>th</sup> November 2021

Wednesday 8<sup>th</sup> December 2021

There being no other business to discuss the meeting closed at 7.30pm

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

*Diane Parker*

**24<sup>th</sup> November 2021**

Signed.....Chair

Date.....