



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, 24th November 2021 commencing at 5.30pm.

Present:

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

Polly Smith (PS) Staff Governor
Mark Snow (MS) Interim Exec HT – Godshill/C&R
Angela Dexter (AD) School Business Manager
Catriona Travers (CT) Parent Governor

Leigh Mannix Clerk

Vacancies: None:

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

Item	Minute	Action	By
1	5	NJ to arrange a meeting with AD, NG, KG and NS to look at the budgets in detail.	NJ
2	6	Governors to return their skills audit to the clerk, if not already done so. DB wanted further development for Governors to promote equality & diversity in schools.	Governors
3	8	MS requested that Governors thank the staff in both schools in a formal manner, as they have all been amazing. DB & KG would work together to do this.	Governors /DB/KG
4	12	Slight amendments to the Behaviour Policy & Intimate Care	Clerk

	Actions
<p>1 <u>Apologies & Welcome:</u> Apologies: Lacey Nicholls, Neil Jackson - Accepted</p> <p><i>Kirsty Matthews declined the invitation to join the meeting via Google meet.</i></p> <p>2 <u>Declaration of Pecuniary Interest: (agenda items this meeting)</u> 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, although not as active at this time. NS declared she was part of the Youth Offending Team. 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> <p>3 <u>Order of Business:</u> As agenda</p> <p>4 <u>Approval of the Minutes:</u> The minutes from the 21st July 2021 were circulated prior to the meeting. The minutes were proposed by DB seconded by KG with all in agreement.</p>	

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

Signed  Chair

Date 26th January 2022

The minutes from the 29th September 2021 were circulated prior to the meeting.

The minutes were proposed by KG seconded by DB with all in agreement.

5 Matters Arising:

Action

Item 3 from the 29th September 2021 has yet to be completed. NJ to arrange a meeting with NG, NS and KG. It was requested that AD also be in attendance to help explain the budgets in detail.

6 Skill Audit 2021:

Action

DB and PS had returned their skills audit and DB requested that Governors return to the clerk as soon as possible.

Action

DB wanted further development for Governors to promote equality and diversity within the schools. This could include mentoring and coaching, specific training, reading and general awareness raising. NS asked for a copy to be sent to her via email.

7 Finance Report:

AD informed Governors that they would need to agree the budget for the next three years.

Godshill is not going to end where AD had hoped with regard to supply staff, which is now £13k more than originally predicted. The surplus was originally £37k, but would now be closer to £20k.

It was reported that 2022-2023 would be much better, following a large intake of children at Godshill, there are 146 children on role and this would bring an extra £32k to the budget.

Funding is based on one day in October with the census.

2023-2024 would not see much surplus, but this was based on a 15 children intake, the third year is always difficult to predict.

Thanks given to AD for her budget, which is making sense to the lay person and it had been unfortunate that the meeting with NJ had not taken place. **When this is rearranged it was requested that AD be in attendance also.**

Action

Chillerton & Rookley is different as it is very hard to predict, especially with regard to the consultation process. There are 22 children on role with 11 on site. All funding and resources go to the children at Chillerton & Rookley. This year Chillerton & Rookley may finish on budget and with careful planning £5k may be saved.

Challenge

Do we need to increase the figure for supply if it is likely to go up next year?

A This year the supply used was needed to cover a member of staff who was pregnant and government directive was that they could not continue at work beyond 28 weeks, this was with regard to Covid restrictions. MS was hopeful that the government would be supportive financially regarding this. There has also been one teacher on long term sick.

Could there be a contingency fund to put money into to cover illness as we do not pay in for insurance?

A It was something to think about, but at this current time the Federation was not in a position to do this. MS felt it was more prudent to start to chip away at the deficit, which would show that the Federation is moving in the right direction. No one could have foreseen Covid and its implications.

DB informed Governors that the budgets need to be with the LA by the 30th November 2021 and AD was working closely with the LA and noted that it would hopefully show zero at Chillerton & Rookley.

AD was happy for Governors to email her with any questions.

The budgets were proposed by CT and seconded by KG, all were in agreement.

Thanks to AD for the easier to read budgets.

8 Heads Report:

The report was circulated prior to the meeting.

The SEF/SIP is currently being finalised by the SLT and the full version would be available to Governors.

MS reported how difficult the last two weeks had been at Godshill, the staff and children had been hit quite badly and this had huge impact on a daily basis. At its peak there had been 47 children with either confirmed Covid, or awaiting test results. Some are still very poorly with it and 10 days is not enough time to recover. NT is still struggling with long Covid. This has been added to by the sheer volume of

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seasonal viruses.

MS would like Governors to thank the staff in a formal manner, as they have been amazing and are a cracking team. Covid has tested their metal in more ways than one.

Action

There were members of staff still off. Within the Federation there has not been one day where staff had all been in and the SLT have had to adapt to the needs of the school on a daily basis.

It was hoped that the peak would be over by Christmas and the school will be able have discos, days out etc. The LA is still monitoring throughout.

Both schools are currently being re-assessed in line with pupil progress meetings and about to input to FFT.

LLPR is due to visit Chillerton & Rookley on the 1st December, reports and feedback will come to Governors.

On Friday 26th November there will be a safeguarding visit taking place and MS requested that a Governor be present. NS stated that she would be available, if needed at start of school.

Attendance had been brilliant in September and to have hall assemblies had been wonderful, but now the schools are back to bubbles.

There is anxiety from staff about "Catch up" from outside and Governors need to be mindful of the staff's wellbeing.

Consultation evenings would be taking place during the coming two weeks.

NS just wanted to thank the staff in her role as a parent, it had been so good to see the children back in school and the staff had been so cheerful greeting the children in the morning, even with everything happening. Thanks also for putting on the cinema afternoon for the children.

Thank you to all the staff for carrying on during this stressful time.

MS would like Governors to also acknowledge the team at Chillerton & Rookley for the support the staff give each other.

Action

Governors asked PS and MS to pass on their thanks to all the staff.

DB would write a letter to all staff. KG would also take some chocolates in as a thank you.

Action

PS stated that the staff currently off in school who are poorly are desperate to come back, thanks to them also and to get well soon.

Thanks also to MS.

9 **Safeguarding:**

The 2021 Safeguarding Audit would be taking place on Friday 26th November 2021.

10 **Health & Safety:**

There was nothing to report.

11 **Governors Matters:**

b) KG's EYFS monitoring visit had been circulated prior to the meeting. KG apologised to NG and would try to arrange a joint visit in the new year.

d) DB had completed the Headteachers Performance Management training and would be attending the chairs networking meeting. DB requested that if Governors attend any training to let LM know. AD asked that the Safeguarding training undertaken by the Governors be added to the SCR.

e) DB reported to Governors that an official complaint had been made against her. An external governor was sourced to investigate the complaint. The investigation had reached its findings and a report was sent to DB. The findings concluded that all elements of the complaint were vexatious and there had been no substance or evidence, therefore the complaint was not upheld. Following on from the findings DB is now considering legal advice against the complainant and his associates, as misinformation had also been fed into the public domain.

12 **Policies for Review:**

It was agreed that the LA policies be adopted in bulk.

This was proposed by DB and seconded by CT all were in agreement.

The following polices to be reviewed and adopted.

- o Anti-Bullying

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Date 26th January 2022

- Behaviour
- Intimate Care
- Home School Agreements
- Relationship & Sex Education
- Supporting Pupils with Medical Conditions
- Charging and Remissions
- Health & Safety
- Nutritional Standards
- SEND
- Accessibility
- Premises Management
- Visiting Speaker Policy

Anti-bullying

Behaviour – **to be amended on page 6, to sort out the bullet points.** NS recommended that restorative training be included in the future, training on this would take place next year. MS reported that this would be looked at during the coming year.

Action

AD also requested that this be sent to her to go onto my concern for staff to look at.

Action

With amendments these were proposed by KG and seconded by NS all were in agreement.

Intimate Care – **slight amendment on the last page.**

Action

Home School Agreements

With amendments these were proposed by KG and seconded by CT all were in agreement.

Relationship & Sex Education

Supporting Pupils with Medical Conditions

These were proposed by KG and seconded by CT all were in agreement.

Charging & Remissions – to be deferred until the 8th December meeting, and addition is needed to include debt recovery. MS stated that Governors to be mindful that in this current climate some families may be struggling financially.

Health & Safety

Nutritional Standards

SEND

Accessibility

Premises Management

Visiting Speaker Policy

These were proposed by DB and seconded by KG all were in agreement.

13 **Correspondence:**

DB reported that she had been in contact with the Clerk to Governors of the Free School following a flyer sent out from the Save our Schools group, and a possible link with the Free School. It was confirmed that the Free School had been approached, but until the consultation process had reached a conclusion, no discussions would be had.

14 **Impact of the Meeting:**

DB – There is a clear understanding regarding the goodwill of the staff and the huge impact that Covid has had on the schools in the last year.

KG - A clear understanding how difficult it has been on the staff during this time and their well-being.

CT – How hard Covid has hit and nowhere as hard as Godshill and to see what can be done regarding well-being.

MS – Thanks to PS for arranging a well needed night out for the staff, who went bowling and it was hoped to arrange a team building day in the new year. DB would like the Governors to join in as well.

PS – It would great to have one day to close, even for just a walk and for Governors to thank individuals as well as the whole staff.

15 **Any Other Business:**

MS felt that with COP24 it would be good if the Federation could be involved in the environment in some way, for example; projects, eco schools, recycling etc. KG was happy to start a committee and include Governors, along with the children to get a project going.

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16 Dates of the Next Meetings:

Autumn Term:

Wednesday 8th December 2021

Wednesday 26th January 2022

Spring Term:

Wednesday 16th March 2022

Summer Term:

Wednesday 27th April 2022

Wednesday 15th June 2022

Wednesday 13th July 2022

There being no other business to discuss the meeting closed at 6.45pm

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