



# 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 Virtually on Wednesday, 26<sup>th</sup> January 2022 commencing at 5.30pm.

**Present:**

Di Barker (DB) Chair – Local Authority Governor  
Kate Green (KG) - Co-opted Governor  
Neil Jackson (NJ) – Co-opted Governor

Mark Snow (MS) Interim Exec HT – Godshill/C&R  
Angela Dexter (AD) School Business Manager

Leigh Mannix Clerk

*The meeting was quorate-current membership is 8.*

**Vacancies:** Two x Parent Governor:

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

| Item | Minute | Action  | By        |
|------|--------|---|-----------|
| 1    | 5      | 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. | NG        |
| 2    | 5      | The skills audit to be completed by Governors and sent to LM.   | Governors |
| 3    | 8      | LM to check with DH re finance committee powers.  | Clerk     |
| 4    | 11     | AD would circulate the IW counselling scheme to staff.  | AD        |
| 5    | 11     | AD to send the H&S audit to Governors   | AD        |
| 6    | 13     | Amendments to some policies   | Clerk     |

|   | Actions                       |
|---|-------------------------------|
| <p><b>1 Apologies &amp; Welcome:</b><br/>Apologies: Lacey Nicholls, Natalie Garrett, Nicole Sturgess and Polly Smith</p> <p><i>No apologies or reason received from Kirsty Matthews to be considered by Governors for acceptance.</i></p> <p><b>2 Declaration of Pecuniary Interest: (agenda items this meeting)</b><br/>DB declared that she is also a Governor at Barton Primary School to be a link between the Governing Bodies.<br/>MS declared he was the Headteacher at Barton Primary School.<br/><b>It was agreed that there was nothing on the agenda that would require any of those making declarations to step away from the meeting, apart from MS, who would leave the meeting during item 12.</b></p> <p><b>3 Order of Business:</b><br/>As agenda</p> <p><b>4 Approval of the Minutes:</b><br/>The minutes from the 24<sup>th</sup> November 2021 were circulated prior to the meeting.<br/><b>The minutes were proposed by DB seconded by KG with all in agreement.</b></p> <p><b>5 Matters Arising:</b><br/>Item 1 from the 24<sup>th</sup> November 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.<br/>Item 2 the skills audit to be completed by Governors.</p> | <p>Accepted</p> <p>Action</p> |

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

6 **Skill Audit 2021:**

Governors were reminded that this needed to be completed and sent to the clerk if not already done so. Clerk to remind Governors and resend the audit.

AD informed Governors that this would be needed for the SFVS also.

7 **Finance Report:**

Governors thanked AD for her reports, it was appreciated and they were much easier to read, especially with notes added. (*Appendix B, Bi in the minute book*)

MS reported that with Covid among staff DG had spent more time at Chillerton and was there as the DSL.

There were concerns regarding the cost of oil and heating an almost empty building at Chillerton, the heating cannot be turned off, or down. This is costing £1k a month. There are currently 10 children in at the time of the meeting. There was a deficit at Chillerton.

Godshill had been hit by the need of supply staff during the recent outbreaks of Covid amongst staff. There was also one member of staff off on maternity leave.

The food vouchers would be going to parents for the February half term.

**Challenge.**

**Q. KG had a query regarding E07, other staff.**

A. AD reported this was SEN, Admin and the budget should be fine.

**Q. Donations from FROG's are in the budget, there are new regulations, which states you have to mention what the money is being raised for?**

A. Yes, but they are currently unable to contribute at the moment, but AD will look into this.

DB reported that during the past two years, unprecedented issues had been faced by the Headteacher, and targets that had been set prior to the second lockdown became mostly inappropriate. What did need to be recognised, commended and rewarded through this process is: The commitment, resilience, tenacity and high quality leadership that has been consistent throughout this period, thus ensuring our schools not only remained open, but staff remained focused. Ofsted validated that all children received appropriate Teaching and Learning, and all families were well supported both within school and remotely during this period.

The HTPM committee recommends to the pay committee that the Headteacher is deemed to have met and/or exceeded expectations of leadership during this period and should therefore be rewarded accordingly. (*minutes from here were confidential*)

There would be a meeting of the Isle of Wight Council cabinet on the 10<sup>th</sup> February 2022 regarding the closure of Chillerton & Rookley. Depending on the decision of that meeting, DB informed Governors that an emergency FGB meeting would need to be held to discuss the outcome.

8 **Delegations of Powers to the Finance Committee:**

It was requested that the budgets be looked at in detail by the Finance committee prior coming to the FGB meeting. This would enable the committee to look at the budgets in detail before bringing them for recommendation to the FGB for final ratification.

**LM to check with DH.**

9 **Headteachers Report:**

MS reported that attendance is down, mainly through Covid and this half term has been particularly bad, it was felt that we had not seen the end of it yet. There are currently 1 million children nationally out with Covid.

This was a huge concern, especially with continuity of education and was very unsettling, the staff were doing a great job, but supply was needed nearly every other day.

The EWO was due in on Thursday 27<sup>th</sup> January, one child has 50% attendance. Government goalposts keep changing and parents are being cautious.

Four members of staff are suffering with Covid in one form or another, one is on a fazed return. There are two TA's, one has come back and the other has been off since October. One member of staff is currently out, having undergone an operation.

**Challenge**

**Q. KG was quite concerned about staff and their wellbeing, how are they coping?**

A. Senior leaders were being mindful as to not overload them. There had been positive feedback with the new phonics programme. Staff meetings are mainly theory and the SLT were mindful of their needs.

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

Action

DB was mindful of the staff and leadership team, especially in the light of being expected to meet pre Covid standards, which she found unrealistic, and felt this should be recognised by Ofsted and the DFE. MS reported that evidence was needed as to why they are where they are. There was catch up help in place for Maths and English, which would only be consistent if children were in school. If possible it was hope to meet 2019 standards. The current YR6's last proper year for learning was in YR3.

**Challenge**

**Q. Query regarding fines and holidays that booked before the pandemic?**

A. This is at the Heads discretion and although being careful, would take the request on merit.

**10 Safeguarding:**

MS reported that there are currently two quite significant cases. One had been stepped down before Christmas, but this now needs to be stepped up. Lots of support is needed and is quite challenging. Signals had been picked up from the children. Social Services are overwhelmed at the moment.

**11 Health & Safety:**

AD reported that Godshill had an audit last week and it had gone very well. There were a few things to fix, some were easy and a skip had been ordered. They felt that the fence running along the car park, may be an issue.

Health and wellbeing-the IWC were running a counselling scheme and AD would circulate this to staff.

DB asked that thanks be passed to the premises staff.

Thanks also went to AD

KG asked that the H&S audit be resent to Governors.

Action

Action

**12 Governors Matters, Reports & Training:**

No matters to report. (*minutes under this item are confidential*)

**13 Policies for Review:**

It was agreed that the LA policies be adopted.

The following polices to be reviewed and adopted.

- o Charging and Remissions
- o Data Protection (LA)
- o E Safety
- o First Aid Policy
- o Whistleblowing (LA)
- o Safeguarding
- o Child Protection
- o Attendance Management
- o EYFS
- o Governors Allowance
- o Marking Policy
- o Teachers Performance Management Appraisal & Capability (LA)
- o Fair Access Protocol (LA)

EYFS – Some slight amendments to be made.

Charging and Remissions – slight amendment regarding the addition of a caveat

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

Action

Action

**14 Correspondence:**

No correspondence had been received

**15 Impact of the Meeting:**

DB – There is clear information for Governors regarding teaching & learning and finance, in both the Heads/SBM's reports. Also, Governors are appraised as to how they may support staff and pupils, and have an accurate view of the impact of Covid in schools and how this is being managed.

KG – The efforts all the staff are making.

**16 Any Other Business:**

The clerk informed Governors that paperwork had gone to all parents with regard to Parent Governor Elections. The applications were due to be in no later than 11<sup>th</sup> February 2022.

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

**17 Dates of the Next Meetings:**

**Spring Term:**

Wednesday 9<sup>th</sup> March 2022

**Summer Term:**

Wednesday 27<sup>th</sup> April 2022

Wednesday 15<sup>th</sup> June 2022

Wednesday 13<sup>th</sup> July 2022

There being no other business to discuss the meeting closed at 7.10pm

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