

# Bolham Community Primary School Governing Body

FULL GOVERNING BODY PART 1 MINUTES – 2<sup>nd</sup> December 2015

Full Governing Body Minutes – Part 1				
Date/Time	2 <sup>nd</sup> December 2015 4:14pm	Location	Bolham Primary School	
Attendees	Initials		Attendees	Initials
Gill Beach	GB		Neal Davey	ND
Abi Dent	AD		Stephanie Jeffs	SJ
Steven Leather	SL		Stephen Moakes	SM/Chair
Stephanie Rolfe	SR		Vera Southcombe	VS

Apologies	Initials	Reason	Absent without Apologies	Initials
Martin Cossey	MC	Business		
Denise Woodgate	DW	Recuperation		

In Attendance	Initials	Reason
Bruce Benton	BB	Clerk to Governors

Minutes to
Attendees
Apologies

Ref	Action or Decision	Owner/ Decision	Date Due
1	<b>Apologies</b> DW (recuperating) and MC (business commitments) had sent apologies that were sanctioned by the governing body. VS had sent apologies to say she would be late and she was not in attendance at the start of the meeting.		
2	<b>Declaration of Business Interests</b> None declared.		
3	<b>Minutes (Parts 1 &amp; 2) of the last FGB meeting on 21<sup>st</sup> October 2015</b> SM read out the Part 2 minutes to the meeting after which the FGB approved both part 1 & part 2 minutes of the last meeting and the documents were signed off as a true and accurate		



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4	<p>record.</p> <p><b>Matters Arising:</b></p>		
a)	<p><b>All governors to sign off their Register of Business Interests</b> BB reported that all governors (except for VS) had complied and VS was planning to sign when she arrived.</p>		
b)	<p><b>Governor interests &amp; attendance records to be put on the website</b> BB advised that this had been done.</p>		
c)	<p><b>Governor Health Check – Self evaluation audit</b> SM will meet with DW and her leadership team in the new term to ensure the school is on track and moving forward. <b>SR asked if SM would be doing this alone.</b> SM said it would be done collectively.</p>	SM	Feb
d)	<p><b>School Meals – Review NORSE reports</b> SR advised that the information was not yet available and she would report back to the Resources Committee in February.</p>	SR	03/02/16
e)	<p><b>Governor Training – Vice-Chair course (for SR) and headteacher appraisal course (for SL) to be booked</b> SR stated that she could not attend the next course available and would book a future course when dates are released. SL advised that he is booked on the appraisal course in March.</p>	SR	ASAP
f)	<p><b>Gable End - The crack over the window to be repaired</b> The repair has been done.</p>		
g)	<p><b>Land Transfer – arrange meeting with solicitor</b> BB advised that this would be done when DW returns to work.</p>	BB	ASAP
h)	<p><b>English Lead Governor (SJ) to meet with Mrs Flower</b> SJ said that this is still to be arranged.</p>	SJ	ASAP
i)	<p><b>EYFS training aids – slide show to DW &amp; hand out to AD</b> SM reported that this had been done.</p>		
j)	<p><b>Prevent policy to be developed with SM &amp; ND and staff trained</b> SM stated that himself, ND &amp; VS had been trained and the Prevent information would be linked to the updated Safeguarding policy review for the T&amp;L committee.</p>	SM	24/02/16
5	<p><b>Receive Reports from Committees:</b></p>		
a)	<p><b>Performance &amp; Pay</b> SR reported that the committee had agreed with the headteacher proposals for staff. The committee also agreed with the proposals from the two governors who had performed the headteacher appraisal.</p>		
b)	<p><b>Resources</b> SR gave a verbal account to the FGB of the items discussed at the Resources Committee meeting on 18<sup>th</sup> November 2015. <u>Budget Monitor</u> SR reported that the year-end forecast looked healthier than anticipated, however, there are a couple of areas that may cause concern as difficult to predict. There is currently an underspend on catering, however, this depends on the number</p>		





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	<p>of free school meals allocated after the census in January. There are several maintenance jobs to sort out (crack in a wall, hole in the floor and electrical problem with a window) and the costs are not known.</p> <p><u>Pupil &amp; P.E. Premium</u></p> <p>The 2014-15 expenditure and benefits have been positively received (and ratified by the Ofsted report). DW's proposals for this year were reviewed by the committee and looked positive.</p> <p><u>TCLP aligning assessment</u></p> <p>The TCLP met to agree a standard way of assessing children in their schools in the absence of a national method. A working party has reviewed available packages on methods of assessment and selected 'Pupil Asset'. The current assessment system used by the school (SPO) costs £700 and the Pupil Asset system will cost £1200 to the school. The additional cost will hopefully be funded by the TCLP.</p> <p>SR stated that there are some outstanding questions to address with DW &amp; VS.</p> <p><u>Health &amp; Safety</u></p> <p>SM &amp; MC to undertake a site visit.</p> <p>An 'trapped finger' incident had been reported and as a result it was agreed to fit finger guards on doors.</p> <p>Security codes on the entrance doors had been changed.</p> <p><u>Website</u></p> <p>SR reported that AD is progressing with the new website. A professional photographer has been employed for the initial site setup. AD had approached 5 photographers and received quotes from 3 of them before making the decision. The photographer had been in school for 3 afternoon sessions and would make time for one more photo-shoot within the agreed budget. AD stated that the children had acted brilliantly when the photographs were taken in school. A date is to be arranged to photograph the governors, the administration staff and some outside shots of the school. It was agreed that Governors photographs should be on the website. SM thanked AD for the amount of work and time she had put into the new website.</p>	SR	ASAP
c)	<p><b>Teaching &amp; Learning</b></p> <p>AD reported that several policies had been signed off and that the updated Safeguarding policy and Prevent actions would be reviewed at the next meeting.</p>	AD	ASAP
6	<p><b>Evacuation Plans – Working Party update</b></p> <p>SM stated that at the previous FGB meeting it was agreed that the plan needed updating and a working group was assembled but they had not yet met.</p> <p>As a result of the recent incident at Heathcoat School, SM had spoken with Mrs Flower (in the absence of DW) and agreed that if there was a similar incident at Bolham the existing plan would work. The children and staff would be evacuated to the Hartnoll Hotel as it is close, dry and has communication facilities to contact parents. SR stated that Mrs Flower had briefed staff on the evacuation plan by lunchtime on the day of the Heathcoat</p>		





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	<p>incident. SR reported that several emails had been exchanged between members of the working party even though they had not met. Suggested options for relocating, in the event of an evacuation, included the Knightshayes Cricket Club (who has a key?) or Knightshayes House. SM proposed that the local authority and police are included in the discussions.</p>		
7	<p><b>Headteacher's Report</b> SM advised the meeting that as DW was still recuperating a report was unavailable. SM reported that there had been no significant events in the last few weeks and he would ask DW to produce a report on her return to work and email the FGB.</p> <p><u>At 4:50 p.m. VS joined the meeting</u></p> <p><u>At 4:51 p.m. the meeting moved to Part 2 minutes</u></p> <p><u>At 4:55 p.m. the meeting returned to Part 1 minutes</u></p>	SM	ASAP
9	<p><b>School Development Plan</b> SM stated that plan had been agreed at the previous meeting and he would ask DW to update it on her return to work and circulate to the FGB. SM asked Lead Governors to ensure they follow up their roles. SR reported that she had agreed to meet with Mr Dickinson next term as he has been extremely busy recently.</p> <p><u>At 4:56 p.m. the meeting moved to Part 2 minutes</u></p> <p><u>At 5:04 p.m. the meeting returned to Part 1 minutes</u></p>	SM	ASAP
11	<p><b>Policies:</b></p> <p>a) <b>Appraisal Policy</b> SR stated that the policy had been agreed at the Resources meeting and proposed it was ratified by the FGB. Everyone agreed and the policy was signed off.</p> <p>b) <b>SEN &amp; Inclusion Policy</b> GB stated that the policy had been agreed at the Teaching &amp; Learning meeting and proposed it was ratified by the FGB. Everyone agreed and the policy was signed off subject to updating the 'Governor responsible for SEN' on page 2 from SM to GB.</p> <p>VS reported that she had been unable to review the Planning &amp; Assessment policy in time for the T&amp;L meeting and advised it was a statutory obligation and needed a complete overall as method of assessment was changing. VS will discuss with DW.</p>	BB	ASAP
		VS	ASAP



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	SR stated that a new Pay Policy had been released for 2015 and it needed to be reviewed with DW. SR said that she planned to review the number of policies in place for the school to check if they are all necessary.	SR SR	ASAP ASAP
12	<b>Best Value Statement</b> SR reported that the statement had been reviewed at the Resources meeting and proposed it was ratified by the FGB. All agreed and SM signed it off (DW to sign on her return to work).	BB	ASAP
13	<b>Behaviours Principles Statement</b> GB advised that the standalone statement was accepted by the FGB. All agreed and SM signed off. GB to check the reference to the 'Whole School Behaviour Policy' with DW. SR suggested that the Behaviour Policy might have been rewritten (and renamed).	GB	ASAP
14	<b>Governor Training:</b>		
a)	<b>Reports from courses attended</b> BB reminded governors to complete a 'Record of Learning & Impact' form for each training course attended and hand to the clerk for filing. Forms required from:- <u>Safer Recruitment training at Tidcombe</u> <u>HR – Personnel Responsibilities</u> <u>Headteacher Appraisal</u> <u>Early Years Update</u>	AD MC MC SM/MC	ASAP ASAP ASAP ASAP
	<b>3<sup>rd</sup> Nov Update – New Ofsted framework</b> SM missed the course and needs to re-arrange it.	SM	ASAP
	<b>4<sup>th</sup> Nov SEN</b> GB attended the course		
	<b>10<sup>th</sup> Nov Responsibilities for Safeguarding</b> SM/ND attended. SM reported the course content was good.		
	<b>2<sup>nd</sup> Dec Clerk as Administrator</b> BB attended earlier in the day and stated the course contained some good ideas that need introducing to the FGB/Committee meetings.		
	<b>2<sup>nd</sup> Dec Dealing with Complaints</b> VS attended earlier in the day and reported that it was brilliant. VS recommended that a member from each of the Resources and T&L committees also take the course. VS stated the course was supported with good documentation and website assistance.	SR/AD	ASAP
	VS reported that she had attended other courses - Prevent Training – Very good, Home Office presentation - DAG conference - Co-operative school briefing VS to précis the courses via the completion of the learning and impact forms.	VS	ASAP





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	<p><b>Future Plans</b></p> <p>20<sup>th</sup> Jan Clerk as Advisor / Clerk as Facilitator BB</p> <p>21<sup>st</sup> Jan Health &amp; Safety SM/MC</p> <p>2<sup>nd</sup> Feb Safeguarding &amp; Child Protection SL</p> <p>7<sup>th</sup> Mar HR Personnel Responsibilities – Introductory SL</p> <p>- Advanced SL</p> <p>21<sup>st</sup> Mar Headteacher Appraisal SL</p> <p>SJ to be booked onto a New Governor course</p>	SJ	ASAP
15	<p><b>Purple Hoppers Update</b></p> <p>The report (from October) was unavailable for the previous meeting so was a bit out of date. It had been agreed that in the best interests of the children any last minute changes in attendance are made through the school office.</p> <p>It was agreed that Mrs Cotter is supported in her involvement with Purple Hoppers to ensure no conflict with her class 1 responsibilities. Any issues to be logged.</p> <p>SR suggested that the report should be a similar format to the headteachers report. The report should highlight the facilities available, the behaviour of the children, attendance figures highlighting progression through any programs, timetables etc.</p> <p>SR suggested the invoicing of parents was made clearer.</p> <p>SM agreed to speak with DW and then involve VS in discussions with Stuart Maynard.</p> <p>SR stated that the children enjoyed the sessions.</p>	GB	ASAP
16	<p><b>Date of Next Meeting</b></p> <p>Wednesday 10<sup>th</sup> February at 4p.m.</p> <p>Meeting Closed: 5:38 p.m.</p>	SM	ASAP