

Bolham Community Primary School Governing Body

Full Governing Body Minutes 13th July 2016

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Date/Time	13 th July 2016 @ 17:00	Venue	Bolham Primary School	
Attendees	Initials	Attendees	Initials	
Gill Beach	GB	Tracy Cullerne	TC	
Neal Davey	ND	Abi Dent	AD	
Steven Leather	SL	Stephen Moakes	SM/Chair	
Stephanie Rolfe	SR	Vera Southcombe	VS	
Denise Woodgate	DW			

Apologies	Initials	Reason	Absent without Apologies	Initials
Stephanie Jeffs	SJ	Work Commitments		

In Attendance	Initials	Reason
Bruce Benton	BB	Clerk to Governors
Sarah Flower	SF	Senior Teacher Development

Minutes to
Attendees & Apologies

Ref	Minute, Action or Decision	Owner	Date Due
1	Apologies Apologies were received from SJ who had work commitments. DW had invited SF, who is part of the school management team, to attend the meeting as part of her professional development.		
2	Declaration of Business Interests None declared		
3	Minutes (Parts 1 & 2) of the Previous FGB meeting on the 25th May 2016 The Part 1 minutes were signed off as a true and accurate record. SF left the meeting while SM read out the part 2 minutes and they were signed off as a true and accurate record.		
4	Matters Arising:		
a	Governor Vacancies – Parent /Co-opted DW reported that the vacancy for the parent governor had been advertised and successfully filled. TC had been appointed and she was welcomed to her first FGB meeting. SM advised that a source for the recruitment of a co-opted governor, SGOSS, had lost their contract. A new agency, Inspiring the Future, would be used to identify a potential new co-opted governor.	SM	ASAP
b	Land Transfer – Contact DWF DW reported that she had been having difficulty in contacting the Manchester office of DWF and that John Cleaver (THS) would now advance the Land Transfer request on behalf of the school.	DW	ASAP

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c	Training – New Governor course for SJ Carried forward	SJ	ASAP
d	Emergency Management Plan – Contact Hartnoll & Knightshayes DW reported that she had met with the Estates Manager from Knightshayes and he had been extremely helpful. Knightshayes can accommodate the children and staff in the event of an evacuation. DW stated that she would organise a practice in September. AD asked if the accommodation had toilets and running water. DW said that there was, with additional facilities in the stable block. The accommodation was dry and warm. DW advised that the Hartnoll Hotel had not been in touch.	DW	September
e	Leavers Achievement Pack – Video of events to be included? GB reported that the videos would be included, subject to copyright laws, if time allowed. Action complete.		
f	Swimming Lessons – Parents Consultation SM reported that a letter had been drafted and would be sent out at the start of the Autumn term. SR said that the £600 deficit for the year was a big draw on resources. Parents will be asked to sign the response with name or year group to help determine if there is any pattern to the deficit. AD asked if the deficit is increasing each year. This was not known. Swimming lessons will continue as planned until the results of the consultation are known.	SM	September
g	School Website update AD advised that the website would be launched before the end of term. A link to the new site had been sent to all governors and AD requested that they look at the website and let her know of any comments as soon as possible. VS highlighted a couple of minor issues that she would email to AD. SM acknowledged the amount of work that AD and DW had put into the development of the new website. SM thought that the website looked fantastic. AD thanked the governors and staff for their time with the photographic sessions.	AD	July
h	Self-evaluation Audit – Report SM was pleased to report that the report had been drafted and no glaring changes had been highlighted. SM advised that succession planning within the FGB needed to be addressed. The report will be published in September.	SM	September
5	TCLP Update VS gave a verbal précis update to the meeting. The posts of Chair & Vice-Chair had been reaffirmed, with VS re-elected to the Chair. Mrs Sammy Crook had replaced Mr Andrew Lovett as the Tiverton High School representative. VS reported that several schools were also having land issues and that John Cleaver (Business Manager) would take this up on behalf of all schools in the TCLP. A lot of work had been put into the community partnership projects, Little Mermaid and the Tiverton Festival, and had been very successful with support from the local area. Future activities include a tent at the Mid Devon Show and VS is to confirm if Bolham School are required to participate in a	VS	ASAP

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	<p>lantern parade.</p> <p>DW said that she thought the proposed project with Heathcoat Fabrics was not viable for the school due to health & safety issues at their factory where year 3 children were not allowed.</p> <p>AD asked if parents could run the project for the year 4 children. SM stated that there would be an impact on daytime involvement including time to visit the factory and whether parents would be available during the day. DW highlighted that additional costs for transport and supply teaching would have an impact also. Comparisons were made with Jaguar Challenge and how this had been run as an afterschool club however DW highlighted that staff already ran Jaguar and could not take on another project after school. SR stated that it would take a lot of time and effort if the project is to be taken on by a parent after school.</p> <p>The vision, that all Tiverton schools would be good or outstanding, was getting closer as two schools had recently improved. Two schools remain rated as require improvement. Funding will be focussed on data driven areas of need, working with the teaching leaders from the schools.</p> <p>Data from all of the schools will be shared as 90% of primary pupils move up to THS. SR asked if the FGB would have access to the information, as it would be extremely useful to the AEG committee. DW advised that the Pupil Asset System could not handle the data as expected and in order to view across all TCLP schools, a 'super framework' was being developed. Once in place this will assist THS to group like children as soon as possible into their first term. VS said that DW would be able to advise on where Bolham stood in relation to the other schools, both locally and nationally.</p>		
6	<p>Forward Planning</p> <p>SM led a discussion about the proposal to add a nursery/foundation unit to the school and reminded the governors that a decision was due before the end of term. Additional costing information from Neil Copland had been issued in advance of the meeting for governors to review. DW ran through a response from Sarah Ratnage however it was agreed that it did not answer any of the questions that had been posed previously.</p> <p>The FGB had requested a commitment from DCC for funding ahead of 2021/22 when extra classroom space would be required but it was believed the commitment could not be given.</p> <p>TC asked whether a temporary classroom would be cheaper. ND said that it would be fine if it was only temporary, otherwise it would not be fit for purpose and would take a lot to maintain. AD asked where the temporary classroom would be sited. DW said it would sit outside of classes 3 and 4.</p> <p>GB asked whether the increase in children and income would allow for on-site catering. DW said that this would be a decision the governors would have to make. AD asked how the extra children would be accommodated in the hall at lunchtime. DW explained that the meal times would be</p>		

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	<p>staggered.</p> <p>SR stated that the original request was to reduce the PAN from 16 to 15. DW said that she thought this request was not strategic. If the school is to continue to standalone then it needs to be financially viable.</p> <p>SR asked how the issue with the provision of out of school hours and outside of term-time would be addressed. DW suggested it was a business opportunity for out of school clubs.</p> <p>AD asked what would happen to the DCC funding if the decision was not made in time. It was thought that the funds would be offered elsewhere.</p> <p>SM reminded the governors that there had been several meetings and discussions on the topic, with a lot of the same questions and a decision had to be made.</p> <p>AD asked who would produce a plan for the extension. DW said a governor would need to act as an intermediary with the project managers from NPS and County.</p> <p>It was agreed that DW would ask David Dominie to produce a the feasibility report on employing a year 1 teacher and T.A. in 2018/19 based on a PAN of 20 and an additional year 3 teacher and T.A. for 2021/22. The feasibility model will then be emailed to all governors and decision will be made at the start of the new term through an extra ordinary FGB.</p> <p>During the discussion DW had mentioned that Warren Smart (Chief Accountant) at DCC had suggested that DW continue to work on the figures during the summer holidays if they had not been finished by the end of term. ND said he thought that this was unacceptable and any other similar requests should be addressed by the FGB.</p>	DW	July
7	Receive Reports from Committees:		
a	<p>Resources</p> <p>The minutes from the meeting on the 29th June had been circulated to the FGB and SR highlighted that it was agreed to redecorate class 2 and that DCC were funding a new boiler.</p>		
b	<p>Teaching & Learning</p> <p>The minutes from the meeting on the 30th June had been circulated to the FGB. SM questioned the additional funding required for Miss Andrews to cover for DW when out of school. SR advised that the alternative would be to fund a supply teacher and it would be preferable to provide the continuity with Miss Andrews. SM asked if this had been factored into the budget and SR confirmed it had.</p>		
8	<p>Headteacher's Report</p> <p>The report had been circulated to governors to review in advance of the meeting.</p> <p>SL queried the information under 'Success Criteria' for Pupil Achievement in the School Development Plan in section 2. DW clarified the point in question.</p> <p>A discussion took place on the pupil's results from the recent tests.</p> <p>SF explained that it had been a 'blind year' in terms of advice arriving late in the year and that the arrangements were only interim. DW said she was proud of how the children had performed and the data did not reflect the level as it did last</p>		

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	<p>year. Nothing had changed; the teachers and children were the same. The tests were harder and the goalposts had changed. SR said, that as the Lead Governor for Maths, she had viewed work in children's books and spoken with the pupils and was pleased with the findings. SR said that she believed the expectation of pupils had risen.</p> <p>DW expressed disappointment that the floor target of 65% in reading, writing and Maths had not been met in some areas. 47% of schools had failed to meet the floor target. DW said that her management team had already analysed the data and identified actions for the School Development Plan for September.</p> <p>SM asked whether the school could defend the results if Ofsted made a visit. DW replied by saying that Ofsted viewed results over 3 years and the school compared favourably across the county with similar cohorts. VS said that the data dashboard should be reviewed and DW reported that Bolham were 28th in the top 100 last year.</p> <p>ND said, that if required, he would invite Neil Parish MP to visit the school to discuss the test results with teaching staff. DW said she would be pleased to speak with the MP.</p> <p>DW said that the professional body, on behalf of teachers, have requested that the results should be made null and void and not to be published as they were chaotic and shambolic.</p> <p>SM said he was concerned that the results for the phonics screening checks had fallen and were below the target of 70%. DW explained that the year 1 figures were reduced by new pupils joining the cohort working below ARE and some pupils were very close to the pass mark. There were only 2 pupils in the Year 2 screening and one pupil missed the pass mark by one point. DW reassured the governors that this was being addressed with an early morning timetable for intensive phonics work. SR suggested that more practising of tests should help in the future. AD asked whether the same results would be achieved if the pupils were retested. DW said the pupils would be better for the experience. DW said that parents had been advised not to worry, as the results were only a judgement.</p> <p>SR asked about the one complaint that had been recorded. DW advised that the complaints procedure was being followed.</p> <p>AD left the meeting</p>		
9	<p>Finance Action Plan</p> <p>A revised 3-year budget forecast had been issued to the governors in advance of the meeting.</p> <p>DW advised that Warren Smart (Chief Accountant) had offered support to iron out the forecast deficits in 2017/18 and 2018/19 and produce an action plan for the end of term. DW reported that 7 additional children were coming into school in September and the increase in income from this along with the reduced hours from Mrs Hague had removed the forecast deficit. SR proposed the revised budget was approved, VS seconded and all agreed.</p>		
10	Keeping Children Safe in Education – Update		

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	<p>DW reported that revised statutory guidance had been issued and would become active on the 5th September 2016. A summary of changes had been issued to the governors in advance of the meeting.</p> <p>DW spoke about her recent update session on Safeguarding and the increasing responsibilities for governors. The safeguarding governor will need to visit the school each term and information needs to be evidence based. Governors need to ensure that the e-safety controls are the best available. DW will check this with Steve Walsh (THS).</p> <p>Families that need support should be provided with help at the earliest opportunity.</p> <p>DW advised that Babcock is updating the Job Descriptions for the Head and Deputy Head for September to reflect their role in Safeguarding.</p> <p>DW will share the new guidance with staff.</p> <p>The updated guidance will be put on the new website for September.</p>	<p>DW</p> <p>DW BB</p>	<p>ASAP</p> <p>September September</p>
11	Policies:		
a	<p>Disclosure and Barring Service Policy</p> <p>The policy had been circulated to governors in advance of the meeting.</p> <p>SM advised that this standard DCC policy had not been updated since last year.</p> <p>SM asked if all governors and staff DBS checks were up to date. DW confirmed that they were.</p> <p>DW advised that the details for ex staff were retained on file awaiting Dfe instruction on whether they should be deleted or not.</p> <p>SL asked if DBS checks needed to be renewed every three years. DW said that that if someone leaves their post for three months or more then the check needs to be redone otherwise there is no requirement to renew.</p> <p>SM proposed the policy be approved, SR seconded and all agreed.</p>		
b	<p>Governors Expenses Policy</p> <p>The policy had been circulated to governors in advance of the meeting.</p> <p>Babcock had recently issued an updated version and this had been personalised for Bolham. The Resources Committee had approved the policy and SR proposed that it was ratified by the FGB. VS seconded and all agreed.</p>		
c	<p>Staff Leave & Absence Policy</p> <p>The policy had been circulated to governors in advance of the meeting.</p> <p>The Resources Committee had approved the policy and SL proposed that it was ratified by the FGB. SR seconded and all agreed.</p>		
d	<p>Maternity Policy</p> <p>The policy had been circulated to governors in advance of the meeting.</p> <p>The Resources Committee had approved the policy and SR proposed that this model policy was ratified by the FGB. VS seconded and all agreed.</p>		

Signed



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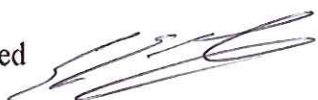
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e	Maternity & Adoption Support Leave Policy The policy had been circulated to governors in advance of the meeting. The Resources Committee had approved the policy and SR proposed that this model policy was ratified by the FGB. VS seconded and all agreed.		
12	Governor Training		
a	Reports from Courses Attended SL HR - Personnel Responsibilities – Introduction SL HR - Personnel Responsibilities – Advanced SM Performance data in Primary Schools BB Clerk to Governors Update SR Leading the Governing Body - The Role of the Chair SR reported that the course was excellent and recommended it to any other governors who aspired to become chair or vice-chair.		
b	Future Plans Understanding Safeguarding + Child Protection responsibilities for New Governors New Governors for maintained schools	TC TC	5 th Oct 17 th Nov
13	Skills Audit SM explained that the National Governors Association encouraged all governing bodies to perform the audit to help identify any skills and knowledge needed to deliver the functions effectively. SM asked each governor to provide an electronic update of the audit to the clerk who would then collate the information.	ALL BB	September October
14	Agree the Process for Appointing Chair & Vice-Chair next year It was agreed that the criteria would remain the same as for the previous two years. The only change to the procedure was that the term of office for the chair must be agreed in advance of the election and this was agreed at 1 year. Everyone agreed and the 'Record of Decisions' document was signed off by the chair.		
15	Review of the Academic Year SM thanked the Governors and the staff for their hard work during the year. SM asked the governors if they had any thoughts on what had been done in the year to contribute to the education of the children. SR said that although there had only been 3 AEG meetings in the year due to the lack of assessment data, the involvement of SF and Mr Dickinson had proved invaluable in reassuring the committee that progress had been made. This included visits to the staffroom & classrooms to see plans and progress of the children's work. A holistic approach to learning had replaced the data crunching exercise. Next year, the Lead Governor visits will be linked to leaders, teachers and T.A.'s plans, focussing on particular areas. SM said that time would be made available next year to support newer governors to help them get more involved. Succession planning within the FGB would also be addressed.		



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	<p>SM informed the meeting that GB was stepping down from her Staff Governor role with immediate effect for personal reasons. SM thanked GB for stepping in to fill the vacancy in October 2014 and getting engaged in the role. SM said he was sorry to see her leave. VS said that GB had worked well on the T&L committee, offering a different view and understanding to the committee.</p> <p>DW would set the wheels in motion to find a replacement as soon as possible.</p>	DW	September
16	<p>Date of the next meeting – Thursday 13th October at 5pm</p> <p>A discussion was held on the best day/time for meetings and the initial agreement was for FGB & T&L meetings to be held on Thursday's at 5pm with Resources taking place on Wednesday's at 4pm</p> <p>Clerk to issue each committee with a proposed set of dates/times for agreement in advance of the full calendar being published.</p> <p>The meeting closed at 19:45</p>	BB	September

Signed



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