

Bolham Community Primary School Governing Body

FULL GOVERNING BODY MINUTES – 16th March 2016

Full Governing Body Minutes – Part 1				
Date/Time	16 th March 2016 @ 17:15	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
Denise Woodgate	DW			

Apologies	Initials	Reason	Absent without Apologies	Initials

In Attendance	Initials	Reason
Bruce Benton	BB	Clerk to Governors

Minutes to Attendees

Ref	Action or Decision	Owner/ Decision	Date Due
1	Apologies None		
2	Declaration of Business Interests None declared.		
3	Minutes (Parts 1 & 2) of the last FGB meeting on 2nd December 2015 AD requested that the 'was' in line 3 of the AEG update in Part 1 was amended to 'is' after which both sets of minutes of the last meeting were signed off as a true and accurate record.		
4	Matters Arising:		
a)	Parent Governor Election An advert/letter is to be produced and issued to parents with reference to it in the Bullet. SGOSS to be contacted regarding the vacancy for a Co-opted Governor.	SM SM	ASAP ASAP
b)	School Meals – Resources Committee to Review the NORSE contract & ask schools to tender for meal provision SR advised that this had been done. Action complete.		
c)	Governor Training – Vice-Chair course to be booked		



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d)	SR & AD are booked on a course June. Action complete. Land Transfer – discuss with Insurance Team & Solicitor DW is contacting Julie Evans (Senior Solicitor – DWF) for advice.	DW	ASAP
e)	Review the necessity for all current policies. SR has met with work colleagues who are Governors in other schools and reported that there is a standard set that all schools utilise along with a set of local policies. Action complete.		
f)	Behaviours Policies to be finalised Action complete.		
g)	Training – New Governor course to be booked for SJ SJ advised that she could not attend any of the dates in the Summer Term due to work commitments. AD suggested that SJ use the GEL training in the interim.	SJ	ASAP
h)	SFVS (Schools Financial Value Statement) to be completed for sign off SR stated that the document had been updated with the minute references and proposed that the document was signed off which SM duly did. The document is to be forwarded to the Local Authority before the end of term. Action complete.		
i)	RA22 – to be updated and approved by the Resources Committee. Action complete.		
j)	Progress & Attainment Measure document to be copied to Governors. Action complete.		
k)	Emergency Management Plan – Contact Hartnoll & Knightshayes SM advised that he is awaiting a response.		
l)	Review Headteacher report format Action complete.		
m)	Website – photographic session to be arranged AD advised that this would be done in late Spring.		
n)	Part-time teaching staff handover to be checked DW stated that this is still to be done.	DW	25/05/16
o)	Governor to attend Parents Evening SL attended on the 14 th March and has produced a report that will be discussed at the next meeting.	SL	25/05/16
p)	“The Role of Staff & Parent Governors” article to be sent to all Govenors. BB advised that this had been done and would resend for those that missed it. Governors should register on the “Better Governor” website in order to view the article and any future relevant articles.	BB	ASAP
		ALL	ASAP
q)	Admissions Policy 2017/18 to be updated DW is to update the section on part-time attendance prior to putting the policy on the website. AD asked if many pupils attend on a part-time basis. DW advised it was a rare occurrence.	DW	ASAP
r)	Managing Sickness Absence Policy to be updated Action complete.		
s)	Agree report format for Purple Hoppers update with S		



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	<p>Maynard VS and DW had met with Mr Maynard to discuss the new format that will be produced for the next meeting. Action complete.</p>		
5	<p>Receive Reports from Committees:</p> <p>a) Teaching & Learning AD gave a brief verbal update on the items discussed at the meeting on the 24th February 2016. The minutes from the meeting had already been distributed to all members of the Governing Body. AD advised that several policies had been approved and would be tabled later for the FGB to ratify. An advert for a Meal Time Assistant had gone out to cover for maternity leave. The impact from the Young Voices concert had been discussed. School session times were discussed and it was agreed to retain the existing times.</p> <p>b) Resources SR gave a verbal account to the FGB of the items discussed at the Resources Committee meetings on 9th & 16th March 2016. <u>Health & Safety Governor</u> SR was concerned that as the committee had only 4 members and it might struggle to be quorate and requested a review of the committee structures. SR advised that some big decisions on finance would be needed in the Summer Term. It was agreed that in the short-term that SM, who is acting H&S governor, would join the committee. <u>Budget Monitor</u> SR reported that at February meeting a significant deficit was forecast but due to DW's excellent management of finances the latest forecast shows a £3.5k underspend, providing nothing happens before the end of the year. Work has started on reviewing next years budget and the three-year forecast. <u>Service Contracts</u> SR stated that a review had taken place to ensure the services are providing value for money. One provider is to be replaced.</p> <p>c) Performance & Pay SR reported that earlier in the day the committee had met and DW had provided an update on where the teachers were in the delivery of their objectives. AD asked if this included supply staff. DW said it did not include them.</p>		
6	<p>Business Continuity Plan (BCP) / Emergency Management Plan (EMP) DW stated that the EMP had been shared with the teaching staff and a SEMT (School Emergency Management Team) had been set up and roles assigned to the staff. The EMP is to be shared with non-teaching staff next term. AD asked if the plan could be rehearsed. DW explained it was difficult to rehearse. DW stated that the BCP was similar to the old style plan and was waiting on the responses from the Hartnoll Hotel and Knightshayes before completion.</p>	<p>DW</p> <p>DW</p>	<p>11/05/16</p> <p>04/05/16</p>



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7	<p>Headteacher's Report</p> <p>DW gave a verbal update to the meeting and the following comments were noted.</p> <p>There were 103 pupils on the roll with 2 joining next term. Attendance was reported as 96.56%, which was good despite a flu virus.</p> <p>There had been one safeguarding incident that had been addressed.</p> <p>There had been no written complaints and DW explained that she engaged with parents early to try and resolve issues before they needed to go into writing. AD asked if communications with parents were recorded. DW said she kept a diary and kept notes of conversations, telephone calls and letters especially for the more vulnerable children and those parents that regularly communicated with her.</p> <p>DW suggested that videos of the events that the pupils had attended (e.g. Young Voices) could be shown prior to the start of FGB meetings. GB suggested that the videos could be included in the "achievements" pack given to pupils when leaving the school. GB will speak to Mr Dickinson about this idea.</p> <p>DW was pleased with the exemplary behaviour shown by the children at the "Vocalize" concert at Cullompton College where 20 pupils, led by Mr Boxer, entertained over 40 family and friends. AD agreed that the children had been beautifully behaved.</p> <p>GB spoke about the Maths Symposium that she attended with Mr Dickinson. GB said it had been good to talk with teachers and assistants from other schools and share details on similar problems. Each school had led a different project. SR, speaking as Lead Governor on Maths, had been impressed with the clarity of explanations and felt that the discussions were held at a sensible level.</p>	GB	25/05/16
8	<p>Forward Planning</p> <p style="text-align: center;"><u>TCLP</u></p> <p>VS advised that Mid Devon Council are hosting a children's Parliament and a sculpture (Tivvy Bumper) trail around Tiverton. Everyone is invited to the Council Chambers from 2pm to 3pm on Friday 18th March to watch the school presentations.</p> <p>VS informed the meeting that unspent funds from county (approximately £30k) are to be shared across the schools in the partnership.</p> <p style="text-align: center;">The meeting moved to Part 2 minutes</p> <p style="text-align: center;">The meeting returned to Part 1 minutes</p>		
9	<p>School Website Update</p> <p>AD said that work was on-going and progress is being made.</p>		



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Date 25/5/16