

Bolham Community Primary School Governing Body

Full Governing Body Minutes 17th May 2017

Full Governing Body Minutes				
Date/Time	17 th May 2017 @ 16:18	Venue	Bolham Primary School	
Attendees	Initials		Attendees	Initials
Hannah Alford	HA		Tracy Cullerne	TC
Abi Dent	AD		Sarah Flower	SF
Steven Leather	SL		Stephen Moakes	SM/Chair
Stephanie Rolfe	SR			

Apologies	Initials	Reason	Absent without Apologies	Initials
Denise Woodgate	DW	Unwell	Neal Davey	ND

In Attendance	Initials	Reason
Bruce Benton	BB	Clerk
Chris Burgess	CB	Candidate for Governor

Minutes to
Attendees & Apologies

Ref	Minute, Action or Decision	Owner	Date Due
1	Apologies Apologies had been received from DW who was unwell.		
2	Declaration of Business Interests No interests were declared.		
3	Chris Burgess Chris Burgess was attending the meeting as a potential new governor. CB introduced himself and fielded questions from the Governing Body. CB left the room while the governors discussed the appointment. On return to the meeting, CB was advised that the Governing Body had voted unanimously for him to take on the role of a Co-opted Governor. BB was asked to produce the Induction Pack and book CB on a New Governors Training Course.	BB	ASAP
4	Minutes (Parts 1 & 2) of the Previous FGB meeting on the 23rd March 2017 The Part 1 minutes were signed off as a true and accurate record of the meeting. SM read out the Part 2 minutes and they were signed off as a true and accurate record of the meeting.		
5	Matters Arising:		
a	Purple Hoppers – Improvements to reporting SM advised that he was still trying to contact Mr Maynard.	SM	ASAP
b	Data Analysis Training – New date The date had been set for Tuesday 12 th September. Action complete.		
c	Feedback from the Parents Survey HA was thanked for producing the draft survey report that		

Signed

Date

12/7/17

Page 1

Bolham Community Primary School Governing Body

Full Governing Body Minutes 13th July 2016

	<p>had been circulated to all governors. Governors had fed back comments that HA had used to produce a second version of the report.</p> <p>It was agreed that SM would produce a covering letter to go out with the report to parents. The letter and report would be circulated to governors to approve before issue.</p> <p>The report would be put on the school website and hard copies given to those parents that did not have email.</p>	SM	ASAP
6	Receive Reports from Committees:		
a	<p>Resources Committee</p> <p>The draft minutes from the meeting on the 3rd May had been circulated in advance of the meeting. SR invited questions on the items in the minutes.</p> <p>SR reported that there was a surplus of £4041 in the Revenue Budget at the end of 2016-17.</p> <p>SR advised the meeting that the Revenue Budget for 2017-18 was very tight, forecasting a £220 surplus. The forecast included a reduced Supply Staff cost as the staff planned to cover for each other whenever possible. DW was also planning to cover more teaching time, however this would not be sustainable and would only be in place for the next three terms. SF said that this was a huge undertaking for the Headteacher to spend so much time teaching the children alongside the level of management activities she had to perform.</p> <p>SR proposed that the governors organised fund raising events. SM said that he preferred that any fund raising was in conjunction with FOBS (Friends of Bolham School).</p> <p>SM suggested that parents were informed about the funding issues. AD said that she thought that it would have a negative effect.</p> <p>AD asked about the location of the leaky canopy and enquired whether it was safe. SR advised that the canopy was over the Foundation Stage play area and was included in the proposed tidying up of the area (see item 8).</p> <p>SM enquired about the £2000 water bill. SR advised that DW was investigating. The governing body suggested that recent roadworks outside school had possibly damaged pipes or had maybe used water from the external tap.</p>		
b	<p>Action Evaluation Meeting</p> <p>AD gave a brief verbal update to the meeting, advising the governing body to read the minutes when issued.</p> <p>AD advised that an excellent meeting had been held where the senior leaders (Mrs Flower & Mr Dickinson) thoroughly answered the many questions raised on the data provided. Attainment was good. Progress was difficult to measure once a level had been attained. SF said that a discussion was taking place with Pupil Asset to identify any tracking data. The moderation for EYFS had been completed and was on track.</p>		
7	<p>Purple Hoppers Update</p> <p>The end of Spring Term report from Stuart Maynard had</p>		

Signed



Date

12/7/17

Page 2

Bolham Community Primary School Governing Body

Full Governing Body Minutes 17th May 2017

	<p>been circulated in advance of the meeting.</p> <p>Thanks were offered to Miss Cotter for producing the report that provided more detail on activities and learning taking place in the school clubs as it gave a better understanding on what the children were doing.</p>		
8	<p>Future Planning including the Foundation Stage Play Area</p> <p>SR advised that a member of staff had visited a school in Exeter and was impressed with the Foundation Stage play area. The same company, used by the Exeter school, would be asked for plans and costs to revamp the play area. AD said that it was the type of project FOBS would consider supporting. AD said that any tarmac used should be safe for children.</p> <p>SR advised that the proposed provision of a picket fence around the area should take place at the same time.</p>		
9	<p>Safeguarding Governor- Update</p> <p>No update provided.</p>		
10	<p>Headteacher's Report with School Development Plan Update</p> <p>DW had circulated the report in advance of the meeting. SM asked if there were any questions on the contents of the report.</p> <p>SM asked about the attendance figure of 96.71% being below our target. SR asked how much of the non attendance was persistent issues as opposed to bugs. SF said that teachers monitored any possible persistent absences and DW would normally meet with the parents quickly to address the issue. SF added that persistent absence was a small proportion of the absence time and it was tracked and reviewed weekly.</p> <p>It was believed that the target figure for attendance of 96.99% was set by Devon County.</p> <p>SM spoke about the safeguarding concern with the Rotary Club during the Exmoor Challenge. A team had been withdrawn during the event but SM, as the school contact, had not been advised. SM advised that the children had been safe at all times and the issue was with the Rotary Club procedures and process. The matter had been resolved with the Rotary Club.</p> <p>AD enquired about the leadership training for Miss Cotter. SF said that Miss Cotter was taking the lead on the fast phonics intervention programme with the other teaching assistants as part of her personal development.</p> <p>SM stated that one of the teams in the Exmoor Challenge had achieved the best result (15th of 51 teams) for the school. Major credit was also given to the team that did not finish the challenge, for the way they looked after each other, and this was celebrated in school.</p> <p>SF was pleased to advise the meeting that a team had</p>		

Bolham Community Primary School Governing Body
Full Governing Body Minutes 13th July 2016

	progressed to national level in the Jaguar Challenge. SF thanked Mr Dickinson for giving up his own time to support the children in the challenge. SM advised governors that they could attend the national competition to support the team if they wished to do so. SR suggested that governors got involved in the challenge in future years as she had found it very rewarding.		
11	<p>PSHE - Sex and Relationships curriculum review</p> <p>The "Growing Up and Relationships" presentation had been circulated in advance of the meeting.</p> <p>SF explained how the sessions with the Year 6 children were run. SF and Mr Dickinson jointly presented the information to the children prior to splitting into boys and girls groups for the questions.</p> <p>SM asked how the material had been obtained. SF said that Mr Dickinson had researched and found the most appropriate article.</p> <p>SM asked if the material was shared with parents. SF advised that parents were sent a letter and invited to view the material. Parents could withdraw their children from the session if they wished.</p> <p>SM asked if other year groups should be taught. SF said she would discuss with the teaching staff.</p> <p>AD asked if the pupil with English as an additional language would be included in the session. SF agreed to speak with Mr Dickinson.</p> <p>It was agreed that the lesson be held with the Year 6 children using the material proposed.</p>	<p>SF</p> <p>SF</p>	<p>ASAP</p> <p>ASAP</p>
12	<p>TCLP Update</p> <p>SM advised that information from the recent meeting was not yet available.</p>		
13	<p>Governor Training</p> <p>- Courses Attended – Feedback & Share Learning</p> <p>- Planned Courses</p> <p>HA/SL/SR had attended the "Keeping Children Safe in Education". SR said she thought it was extremely useful. A discussion took place on Internet Safety and SR advised that a company could supply free leaflets and also could provide a quote to provide training for staff, pupils and parents. SF said that all staff had attended training earlier in the year and DW was investigating future training with TCLP.</p> <p>BB asked that Record of Learning Forms were provided by all governors from all training as Ofsted sought evidence of governing training and its subsequent use.</p> <p>BB would provide a generic form for non-Babcock training.</p> <p>SM advised that he was attending the "Chairs of Governors Leadership Development Programme" which was a National programme run by the Dfe and a bursary was available for this, paid at the end of the three sessions.</p> <p>SM/DW/BB were to be booked on a</p>	<p>DW</p> <p>BB</p> <p>BB</p>	<p>ASAP</p> <p>ASAP</p> <p>ASAP</p>

Signed 

Date 12/7/17

Page 4

Bolham Community Primary School Governing Body
Full Governing Body Minutes 17th May 2017

	Chair/Headteacher/Clerk course		
14	<p>FGB - Succession Planning/ Roles & Responsibilities A discussion took place on the make up of the Governing Body and Committees in the future. SM explained he was likely to step down as Chair and as a Governor after the next Ofsted regardless of the outcome and as such was keen to start identifying a successor whom he could help and support from the Autumn term. The following decisions were agreed.</p> <ul style="list-style-type: none"> • SR would be appointed as a Foundation Governor at the end of her current term of office 30/10/2017 subject to TCLP approval. • A parent election for 2 governors would be initiated in September for the two vacancies. AD was intending to re-stand. • CB would join the Teaching & Learning Committee and the Action Evaluation Group. • HA would take on the role of Deputy Safeguarding Governor. • HA and AD would join the Performance & Pay Committee. • ND would join SR on the Headteacher appraisal panel and relevant training to be booked. • There was one vacancy remaining for a Co-Opted Governor and an expression of interest had been received which SM was following up. 	BB BB SM	Sept ASAP ASAP
15	<p>Leavers Assembly – Awards Presentation TC agreed to attend the Leavers Assembly to present the prizes. SM invited governors to attend, not only the Leavers Assembly, but also Sports Day and the end of term BBQ.</p>		
16	<p>2017-18 Meeting Dates & Times A proposed set of dates for 2017-18 FGB meetings had been circulated. All agreed that meetings would take place at 4:15 on Wednesdays. A date and time for a visioning session and housekeeping FGB meeting for early September was to be arranged by SM.</p>	SM	ASAP
17	<p>Date of the next meeting – Wednesday 12th July 2017, at 14:15 The meeting closed at 18:20.</p>		