

# Bolham Community Primary School Governing Body

## Full Governing Body Minutes 2<sup>nd</sup> February 2017

Full Governing Body Minutes – Part 1				
Date/Time	2 <sup>nd</sup> February 2017 @ 17:05	Venue	Bolham Primary School	
Attendees	Initials		Attendees	Initials
Hannah Alford	HA		Tracy Cullerne	TC
Neal Davey	ND		Abi Dent	AD
Sarah Flower	SF		Steven Leather	SL
Stephen Moakes	SM/Chair		Stephanie Rolfe	SR
Denise Woodgate	DW			

Apologies	Initials	Reason	Absent without Apologies	Initials
Vera Southcombe	VS	Family illness		

In Attendance	Initials	Reason
Bruce Benton	BB	Clerk

Minutes to
Attendees & Apologies

Ref	Minute, Action or Decision	Owner	Date Due
1	<b>Apologies</b> Apologies had been received from Vera Southcombe due to an illness in the family. The apology was sanctioned. Neal Davey was not present at the start of the meeting.		
2	<b>Declaration of Business Interests</b> There were no declarations of business interests.		
3	<b>Minutes of the Previous FGB meeting on the 8<sup>th</sup> December 2016</b> The Part 1 minutes were signed off as a true and accurate record of the meeting. The Part 2 minutes were unavailable and the signing off was deferred to the next meeting.	SR	23/03/17
4	<b>Matters Arising:</b>		
a	<b>Governor Vacancies – Co-opted</b> There was still a vacancy for a co-opted governor. A potential new governor had been identified on the Inspiring the Future website and BB was progressing.	BB	ASAP
b	<b>Swimming Lessons – Parents Consultation</b> SM reported that there had been 48 responses from parents, totalling 54 children, and the results were <ul style="list-style-type: none"> <li>4 would not continue if costs were associated</li> <li>1 didn't mind either way</li> <li>2 would like to continue but didn't have the ability to pay</li> </ul>		

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	<ul style="list-style-type: none"> <li>41 would like to continue and pay</li> </ul> <p>A summary of the results would be sent to parents, indicating that the majority of parents were in favour of continuing swimming and paying for the lessons. SM questioned why there was a deficit when the majority of parents offered to pay. AD suggested it was probably the non-paying parents who did not respond to the survey.</p> <p>SM pointed out that being able to swim was an important life skill and each lesson required 2 staff and the hire of the pool and a minibus to transport the children to Tiverton. It was agreed that swimming lessons would continue and the situation would be reviewed at the end of the year if there were a deficit.</p>	SM	ASAP
c	<p><b>Self-evaluation Audit – Report</b></p> <p>SM said that the self-evaluation audit had been completed and issued to everyone and he asked governors to confirm that they considered it to be accurate.</p> <p>All agreed it was accurate. Action complete.</p>		
d	<p><b>Skills Audit – All Governors to complete</b></p> <p>Two governors were still to complete the skills audit and return to BB.</p>	AD/VS	ASAP
e	<p><b>Purple Hoppers – Improvements to reporting</b></p> <p>In the absence of VS, this item was carried forward to the next meeting.</p>	SM/VS	23/03/17
f	<p><b>Governors Code of Conduct – All governors to sign</b></p> <p>Governors were asked to sign the code of conduct. All governors except for VS had signed the Code of Conduct.</p>	VS	ASAP
g	<p><b>TCLP – Confirm use of Core Services to TCLP</b></p> <p>DW confirmed that the TCLP had been informed that the school would continue to buy into the core services.</p> <p>Action complete.</p>		
h	<p><b>Safeguarding Audit – to be completed</b></p> <p>DW reported that the Safeguarding Audit had been completed and accepted by DCC. Action complete.</p>		
i	<p><b>Safeguarding Training for SL to be booked</b></p> <p>SL advised the meeting that he was booked on a 'Keeping Children Safe in Education' training course on 30<sup>th</sup> March at Michelmores in Exeter. Action complete.</p>		
j	<p><b>Governors Record of Meetings on the Website to be updated.</b> BB reported that HA &amp; SF had been added to the governor details and record of attendance at meetings and the information was on the school website. Action complete</p>		
5	<p><b>Finance Update &amp; Future Planning</b></p> <p>The meeting went to Part 2.</p>		
	<p>The meeting returned to Part 1 at 17:39</p>		
6	<p><b>TCLP Update</b></p> <p>In the absence of VS there was no update.</p>		
7	<p><b>Receive Reports from Committees:</b></p>		
a	<p><b>Resources Committee</b></p> <p>SR gave a verbal summary from the meeting in January.</p> <ul style="list-style-type: none"> <li>a discussion was held on the 3 year budget deficit</li> <li>a Benchmarking exercise was performed on school</li> </ul>		

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	<p>expenditure costs 2015/16 against comparable schools based on the number of pupils, age groups and rural location. Bolham benchmarked well against the schools except for Supply Costs that was understandable due to previous long-term sickness of staff.</p> <ul style="list-style-type: none"> <li>a review of service contracts had been undertaken and it was confirmed that the use of the School Library Service continued to be value for money.</li> </ul> <p>SR added that work on the SFVS (Schools Financial Value Statement) had commenced and would be approved at the next Resources meeting before being ratified at the next FGB meeting.</p> <p>DW asked the governing body for clarification on the amount of time staff were allowed leave to attend funerals. DW explained that conditions of services for all teachers, nationally, were covered in the Teachers Terms and Conditions 2016-17 and these were different to support staff as they did not have the same terms and conditions as a teacher.</p> <p>The Staff Leave and Absence Policy states that all staff were entitled to have up to 5 working days leave with pay for the death of a close relative. <b>TC asked what was defined as close.</b> DW stated that it was a parent, sibling or spouse/partner. When it was a parent it could also be another relative or carer who brought up the employee.</p> <p>For the funerals of other than close relatives, the policy states that the leave would be discretionary and without pay. The Governing Body had given the Headteacher authority to approve leave of absence for up to 2 days in this situation. Requests for over 2 days would be at the discretion of the Chair of Governors on behalf of the FGB. <b>AD asked if there was a limit of such leave within a year.</b> DW said she was unaware of a limit.</p> <p>DW added that whilst it was important to support staff who had suffered a bereavement, the governing body needed to be aware that any leave taken impacted on other staff who covered for their colleague that could cause health and wellbeing issues through not taking necessary breaks. There were also cost implications when supply teachers were needed to cover for absence.</p> <p>The Governing body advised DW to follow the recommendations as stated in the Staff Leave and Absence Policy.</p> <p><u>Up to 5 days PAID leave for</u> Death or critical illness of a close relative i.e. spouse, civil partner, partner, sibling, parent (or other relative/carers who brought up the employee), child or corresponding relatives-in-law</p> <p><u>UNPAID discretionary leave for</u> Funerals – other than close relatives as defined above.</p>		
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	DW could authorise up to 2 days discretionary leave. More than 2 days to be authorised by the Chair of Governors on behalf of the Governing Body.		
b	<p><b>Action Evaluation Group</b></p> <p>AD gave a verbal brief summary from the meeting in January.</p> <ul style="list-style-type: none"> <li>The Senior Leaders, SF and Mr Dickinson, had produced reports on the data at the end of the Autumn Term. There were a few areas of concern, however AD said that the areas had been quantified, discussed and plans had been put in place to improve. The governing body were referred to the relevant minutes to view this in more detail.</li> <li>The next set of data would be available at Easter for review at the next AEG meeting in conjunction with the reports from governor visits that would be strategically arranged to target certain groups. A training session had been arranged for governors on Data Analysis, delivered by Brad Murray (Education Advisor), to take place in March therefore governors would be well prepared to review the AEG data after Easter.</li> </ul>		
8	<p><b>Fire Risk Assessment</b></p> <p>The Fire Risk Assessment had been published to everyone in advance of the meeting.</p> <p>TC explained she had met with DW to update the document. A few actions were identified during the assessment and plans were in place to address them.</p> <ul style="list-style-type: none"> <li>Door to the clock face was to be sealed and a hole in the floor edge was to be filled in.</li> <li>Assembly Point Sign on the playground fence to be renewed.</li> <li>A new Fire Drill Sign was required for the staffroom.</li> <li>Mrs Pilling to attend a refresher Fire Safety training course.</li> </ul> <p>DW added that a fire practice had been arranged without pre-warning any staff to ensure as realistic a situation as possible. This had gone well and the school emptied quickly and calmly. DW mentioned that a few of the youngest children had panicked on hearing the fire drill alarm as they were changing for P.E. and were unclear what to put on/leave behind. DW was teaching the class and was able to calm the children down prior to leaving the building and there was no delay in making the evacuation.</p>		
9	<p><b>Safeguarding Governor Update</b></p> <p>In the absence of ND there was no update.</p> <p>SM spoke of the recent media article about the possible attempted abductions of school children locally. SM stated that whilst the FGB had confidence in the Safeguarding Policy and Procedures at the school he had sought confirmation from DW at the time that all staff and parents were informed. DW stated that messages were</p>		



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	<p>sent to all parents and teachers were extra vigilant. DW said that in the whole school assembly she talked about everyone taking responsibility for themselves and how to keep safe. This was reported in the Bolham Bullet.</p> <p>SM added that it had acted as a useful reminder to everyone and was pleased that the school had a robust Safeguarding Policy and Procedure in place.</p> <p style="text-align: center;"><b>ND joined the meeting at 18:00</b></p> <p>ND stated that he would be meeting with DW after half-term to discuss safeguarding.</p>		
10	<p><b>Headteacher's Report</b></p> <p>DW had circulated the report in advance of the meeting. SM said the document was comprehensive, linking to the Action Plan and asked the governors if they had any questions.</p> <p><b>TC asked if the Year 1 pupils at the low end were being supported.</b> SF said that Fast Phonics screening had taken place in November and plans had been put in place to continue to improve this area of learning. Further monitoring would continue to take place.</p> <p>SM highlighted that the staff, particularly the senior leaders, committed a lot of their own free time with the pupils to get involved with external projects such as the BBC 500 Word Competition, Rotary Youth Speaks Competition, Jaguar Challenge and Residential Visits. SM asked DW to thank all of the staff for their continued hard work and commitment to support the children and for giving up so much time to provide these additional opportunities. The governors were impressed with the commitment and dedication of the school staff.</p> <p>DW added that she had several recent of examples where the pupils had been praised for their behaviour and good manners and also the teachers' supervision of the children. The new caretaker had also commented on how well mannered and friendly the children were.</p> <p>SR said that TC and herself would be supporting the Jaguar project presentation.</p> <p><b>AD asked what the clinical supervision meant in the 'Personal development, behaviour and welfare' key tasks.</b></p> <p>SM stated it was a way of sharing any problems or concerns confidentially with external practitioners who could provide mentoring and acting as a sounding board. DW reported that she had undertaken the Consultation and Clinical supervision in the Autumn term to fully understand the procedure. <b>AD asked how often the visits were planned.</b></p> <p>DW said that there was one free visit per term.</p> <p>SF stated that DW was currently benefitting her team by covering for staff attending such sessions while the children were still being taught. SF pointed out that this did, however, impact on DW's management time.</p>		
11	<p><b>School Development Plan (SDP)</b></p> <p>This item had been covered by the Headteacher's report. DW shared with governors the Co-Operative Challenge</p>		



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	proposal for 2017-18 which involved small schools sharing data/learning and working more closely on common issues and themes. DW would be attending a fact-finding meeting on the 24 <sup>th</sup> February. The initial cost of this project was £1500. <b>AD thought it was worth exploring.</b>		
12	<p><b>Performance Tables</b></p> <p>DW explained that the performance tables were available on the internet <a href="https://www.compare-school-performance.service.gov.uk">https://www.compare-school-performance.service.gov.uk</a></p> <p>Progress in Reading and Maths rated as average and progress in Writing was rated as well below average. The comparison with similar schools across England showed Bolham as 111<sup>th</sup> out of 125 based on the percentage of pupils meeting the expected standard. DW explained that some schools rated higher than Bolham had lower scores in Reading and Maths. <b>AD asked if the comparison could be made against local schools.</b> DW said the website only compared Like for Like schools in terms of size, pupil demographics etc. This meant there was a widespread variance.</p>		
13	<p><b>Early Years visit by Anne Hudson (Babcock)</b></p> <p>DW reported that Anne Hudson (AH) had visited the school the previous day and worked with DW as part of this year's School development Plan. <b>AD asked if DW would share any of the actions that had been identified.</b> DW said that one of the actions was the development of writing but added that the pressure on the younger children was intense. <b>TC stated that she would tailor her governor visits based on the actions identified.</b> DW proposed that TC focussed on reviewing the children's progress with supportive evidence.</p> <p><b>AD asked if AH visited local pre-schools as part of her remit.</b> DW said she was unsure as to whether pre-schools subscribed to Babcock services. <b>SM said that possibly some pre-schools might use different teaching methods, e.g. in phonics, that might impact on learning when joining the primary school.</b> DW said that there was now more structure in place with pre-schools and they had a good relationship with primary schools.</p>		
14	<p><b>Purple Hoppers Report</b></p> <p>The report had been issued in advance of the meeting. SM advised that VS had not yet met with Mr Maynard to discuss the suggested improvements. The report now followed the Headteachers report format as previously requested but the governors felt there was no evidence of an Action Plan or preparations for an Ofsted inspection. It was agreed that greater elaboration on activities being undertaken should be recorded and the achievements should be celebrated through the report to 'sell itself better'.</p> <p><b>TC asked how often the owner was present on site.</b> SR said that the owner had been seen more frequently recently although DW added that this was because he had been covering for absence. <b>AD commented on the listing of what staff were present for morning and afternoon</b></p>		

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	<p>sessions as it seemed misleading and queried if the owner was present as often as reported.</p> <p>DW stated that the school clubs were well used and the pupils always enjoyed them and were always busy doing activities. AD suggested the play manager could be in a better position to provide more detail to the report on what the children were actually doing in the morning/after school sessions. As a highly valued member of Bolham staff, whilst taking consideration of existing this staff members existing daily workload- there was an opportunity for continued professional development if the play manager could contribute to the document and report to the FGB. SM would discuss with VS about meeting with Mr Maynard before the next FGB meeting.</p>	SM	23/03/17
15	<p><b>Policies:</b></p> <p>Both policies had been circulated to governors in advance of the meeting.</p>		
a	<p><b>Finance Policy</b></p> <p>SR said the Resources Committee had approved the policy. The arrangements for the School Procurement Card had been added as an appendix. SM asked what the procurement card was used for. SF replied to say that the majority of use was to purchase small value Apps and that website purchases required a payment.</p> <p>SR proposed the policy was signed off, SL seconded the proposal and all agreed.</p>		
b	<p><b>Financial Policy Statement</b></p> <p>SR said the Resources Committee had approved the policy. SR proposed the policy was signed off, SL seconded the proposal and all agreed.</p>		
16	<p><b>Governor Training</b></p> <p>HA had attended the New Governor training and found the course very good and beneficial. SM asked HA if the course had identified any areas to improve on in the Governing Body. HA said that having spoken to other governors on the course she thought that the Bolham governors were more positive than some of the other schools. HA was to complete the Record of Learning and send to BB.</p> <p>SM was pleased to see that there was lots of training booked for the future and reminded all governors about the training session at 09:30 on the 16<sup>th</sup> March on RAISEOnline and Data Dashboard with Brad Murray (Education Advisor).</p>	HA	ASAP
17	<p><b>Governance Succession Planning</b></p> <p>SM highlighted to governors that ND, AD, SR, VS and SM were longstanding governors and was delighted to have three relatively new and enthusiastic governors on the FGB. SM was mindful of previous retention issues and was keen to ensure all governors felt involved and supported to develop into future roles.</p> <p>BB advised that the term of office for 3 of the governors would end in this calendar year.</p> <ul style="list-style-type: none"> <li>• VS (Foundation Governor)- 26<sup>th</sup> September</li> </ul>		

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	<ul style="list-style-type: none"> <li>AD &amp; SR (Parent Governors) – 30<sup>th</sup> October</li> </ul> <p>SR advised the meeting that she wished to remain on the governing body although she could no longer be Parent Governor as her son would have left the school at the end of the Summer Term. A discussion took place about the interest shown from a potential new Co-opted Governor that would make the FGB fully established once again. It was agreed that SR brought an immense amount of experience and skills to the FGB in terms of leading on several key aspects, in particular finance, and as such concern was expressed at the FGB's current inability to provide a replacement should she not continue. The FGB were keen to ensure SR continuation as a governor if possible and options to do so would be explored further.</p>		
18	<p><b>Date of the next meeting – Thursday 23<sup>rd</sup> March 2017, at 17.00</b></p> <p>The meeting closed at 18.53.</p>		

