

Bolham Community Primary School Governing Body

Full Governing Body Minutes 8th December 2016

Full Governing Body Minutes – Part 1				
Date/Time	8 th December 2016 @ 17:00	Venue	Bolham Primary School	
Attendees	Initials		Attendees	Initials
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			
Bruce Benton	BB			

In Attendance	Initials	Reason
Hannah Alford	HA	Potential New Governor

Minutes to
Attendees & Apologies

Ref	Minute, Action or Decision	Owner	Date Due
1	Apologies Apologies had been received from Vera Southcombe and Bruce Benton. Abi Dent had to leave at 5.45. All apologies were sanctioned and Steph Rolfe was asked to take minutes in Bruce's absence.		
2	Declaration of Business Interests There were no declarations of business interests.		
3	Hannah Alford SM introduced Hannah Alford and explained that she had visited the school and met with DW and SM to discuss potentially becoming a governor. HA explained that she is a PA in the education team at Mitchelmores, she works for 7 lawyers, has a legal background and expertise in finance. She had wanted to become a school governor for some time, felt that now was the right time. She liked Bolham Primary School and had enjoyed visiting the school. SR asked if she would be able to attend meetings starting at 4.00pm and 5.00pm. HA confirmed that she would be able to attend meetings during the day. AD asked if she understood what was required from a governor. HA confirmed that she did and felt that she was best suited to the resources committee. There were no more questions. HA left the room while the governors discussed her appointment. SR said that a legal background was useful. SM pointed out that TC had a law degree.		

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	Over recent years the FGB had been concerned about the predominance of parents on the governing body and the appointment of HA provided a better balanced representation on the governing body. SL said he welcomed the appointment of another non- parent governor but asked if HA would have time to devote to the role if she was considering taking a law degree. SM proposed that a vote was taken. The governors voted unanimously to invite HA to join the governing board. HA was asked back into the room and informed of the decision. HA agreed to remain for the rest of the meeting.		
4	Minutes of the Previous FGB meeting on the 13th October 2016 It was noted that AD had made some amendments to the minutes, SR questioned item 16 but was informed that the correction had already been made. The updated Part 1 minutes were signed off as a true and accurate record of the meeting. SM read out the Part 2 minutes and all agreed these were a true and accurate record of the meeting.		
5	Matters Arising:		
a	Governor Vacancies – Co-opted HA had been invited to join the governing board. There was still a vacancy for a co-opted governor.		
b	Swimming Lessons – Parents Consultation A letter had been sent to parents, responses to date seemed to support swimming throughout the school. The responses would be analysed in January and reported to FGB	SM	02/02/17
c	Self-evaluation Audit – Report SM said that the self-evaluation audit had been completed and asked governors to confirm if they considered it to be accurate.		
d	Nursery/Foundation Unit – Update DW had notified Sarah Ratnage that the Governing Board had rejected the council's proposal but had suggested an alternative proposal for a nursery unit. This was rejected by the council. Action complete.		
e	Skills Audit – All Governors to complete Governors who had not completed their skills audit forms were provided with hard copies to complete and return to BB asap.	All	ASAP
f	Purple Hoppers – Improvements to reporting VS had looked into the situation with Purple Hoppers. SM would discuss how to progress this further early next term.	SM &VS	02/02/17
g	Governors Code of Conduct – All governors to sign Governors were asked to sign the code of conduct	All	ASAP
h	Intimate Care Policy – Modify to include that 2 members of staff are in attendance at care issues Action complete.		
i	Safeguarding Policy- See item 13e Action complete.		
j	SL to be Deputy Safeguarding Governor SL said he had been surprised to be informed that the he had		

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	been nominated for the deputy safeguarding governor. However, he accepted that it was more appropriate for a non-parent governor to take on this role. Action complete.		
k	SF to attend New Governor course Action complete. It was noted that SF had attended the course on a Saturday so it did not impact on teaching. It was agreed to include an item on sharing learning/feedback on the agenda for future FGB meetings, where appropriate.		
6	TCLP Update TCLP had undergone some changes with new head teachers in post. As a result, there had been a review of the core funding package and what it delivered. DW recommended that the school bought into core services, listed what was covered and explained the cost for next year would be £1529, with the school being invoiced for £764. SR said this was good value for the service provided and proposed that the board agreed to continue to buy into core services with TCLP, ND seconded the proposal, all agreed. DW to feedback to TCLP	DW	By the next TCLP meeting
7	Receive Reports from Committees:		
c	As AD had to leave the meeting early it was agreed to start with the report from the Resources committee. SR explained that a way forward with the land transfer had been proposed with DCC retaining the land and the school leasing it from them. She noted that the school had not instigated the land transfer issue, but costs for the school to date were £850. No dry rot had been discovered and Churchill had been asked to retest our water, when we challenged their report. The test was passed successfully. Planned pupil premium and PE pupil premium expenditure for 2016/17 had been approved and a report on the impact of PE pupil premium for 2015/16 had been reviewed. Staffing and absence had been discussed and it had been noted that the teaching load of 5 afternoons a week for DW, as well as covering for minor sickness absence, was not sustainable in the long term. The current year's budget forecast balance was in the black but the school was in a difficult position regarding future finance. The meeting went to Part 2.		
	The meeting returned to Part 1 at 6.00pm		
a	Teaching & Learning As AD had left the meeting DW gave an update. There had been a discussion on safeguarding and it was noted that once children had left, the school no longer kept records for them. These records were kept by DCC. It was agreed that there would not be a separate homework survey, this would be covered in the general survey. Pupil performance data in Raise on Line for KS1 and KS2 was reviewed. Pupil targets for reading, writing and maths were set and agreed. The school development plan was updated. The timetable for governor visits was reviewed and it was		

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	noted that ND would be visiting the school to carry out a safeguarding audit. There were discussions about SEN, Home School Agreements and lengthy and definitive response on pupil record keeping.		
b	Performance & Pay SR informed FGB that the P&P committee had met twice to consider pay and performance proposals. DW had provided an anonymised report on staff performance and her recommendations had been agreed by the committee. The committee had also agreed the recommendation from those responsible for carrying out the Head Teacher performance appraisal.		
8	Safeguarding Governor Update ND had met with admin staff and a TA to discuss safeguarding and run through some scenarios with them. He said he had been very impressed by their knowledge. ND informed the Governing Board that he had also met DW earlier to discuss safeguarding and would be visiting the school at 9.30 on 09/12/16 to complete the safeguarding audit. He would be visiting the school to talk to other staff in January. ND informed the Governing Board that there were not many safeguarding issues, no outgoing MASH enquiries, 1 incoming enquiry. New staff had received training. SM added that he and SR had been impressed seeing safeguarding in action, with Mrs Piling immediately checking school lists to ensure the photo of the Christmas Lunch (that they wanted to put on the website) only included children whose parents had given permission to use their pictures.	ND	09/12/16
9	Headteacher's Report DW had circulated the report in advance of the meeting. SR, SM and TC had prepared some questions relating to the report. DW and SF provided the answers to the questions below: Key priority 1, what impact has the intervention had on key pupil groups? Are we seeing any progress yet or is it too early to say? It was noted that this was covered in detail at T&L Are other members of TCLP being as pro-active in seeking resolution to problems with Pupil Asset? Yes the group is very supportive and training is available. Has this work improved our ability to monitor progress and address potential learning needs and gaps? Yes. What are the areas of Ofsted focus, are there any areas that we need to review and act on, from a governance perspective? These are on the Ofsted site and are reflected in the headings of the head teacher's report. Key priority 2, what do AFL and PDM stand for? Asset For Learning and Professional Development Meeting. KS1 grammar teaching – are the pupils responding better to 'embedded' grammar within writing lessons? KS1 writing moderation shows grammar accuracy to be		

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	<p>good.</p> <p>Do children have time to absorb feedback from book marking and act on it? Do we have evidence of children taking feedback on board? Yes, in their books. Children are encouraged to write or acknowledge feedback or action taken.</p> <p>How regularly are progress walls updated and who does it, the children or the staff? Do children evaluate their own progress? At KS2, the children do this. This is still a work in progress at KS1, where more input is required from teachers or TAs.</p> <p>What are the resources referred to in the report? Are they the Nelson comprehension books, Pearson Wordsmith etc? Yes Have we had them long enough to evaluate their effectiveness? No. DW showed governors the comprehension books and gave a demonstration of Wordsmith.</p> <p>Key Priority 4, Are we seeing improvement in attainment or progress because of these resources? It is too early to say, we will be reviewing hard data. What about No Nonsense Spelling? This will be run as a project over 2 terms, it is still early days.</p> <p>SR said it was good to see that there were so many additional activities going on and that they were proving rewarding to the children.</p>		
10	<p>School Development Plan (SDP)</p> <p>This item had been covered by the Headteacher's report. The Senior Leadership Team had met to review where the school was and to identify next steps.</p>		
11	<p>Pupil Premium 2015-16 Impact</p> <p>DW had circulated the report in advance of the meeting. SM asked if DW thought Ofsted would be concerned that no children had achieved the higher level. DW said she didn't think so as they had recognised the value of the school's work with pupil premium.</p>		
12	<p>School Improvement Officer visit</p> <p>SM said he had had very useful session reviewing Raise on Line data and the new dashboard, discussing and understanding it. As a result, he had invited Brad Murray to lead a 2-hour training session for governors on the new dashboard on 16/03/17. SM emphasized the importance of all governors understanding the data and knowing where our children are and where progress is being made.</p>		
13	<p>Policies:</p> <p>All policies had been circulated to governors in advance of the meeting.</p>		
a	<p>Appraisal Policy</p> <p>SM asked how do we know that all teachers are aware of the appraisal policy? DW explained that it was held on the school's shared drive and all teachers were aware of and had access to the policy. SR proposed the policy was signed off, SL seconded the proposal and all agreed.</p>		
b	<p>Medicines in School Policy</p> <p>DW said this policy had been agreed at T&L but new</p>		

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	guidelines had been sent through, so SM agreed to check the detail. DW proposed that, subject to checking the detail, the policy be signed off, SM seconded, all agreed.		
c	Governors Written Statement of Behaviour Principles DW proposed the statement was signed off, SM seconded and all agreed.		
d	SEN & Inclusion Policy SF proposed the policy was signed off, DW seconded and all agreed.		
e	Safeguarding Policy ND proposed the safeguarding policy was signed off, SL seconded and all agreed.		
14	Governor Training TC and SF had both attended the New Governor training and found the course very good. TC said she found it reassuring. SM asked in what way it was reassuring. TC explained that she had been concerned about the legal responsibilities of the Health and Safety lead role, but the course had made it clear that it was OK. SM was pleased to see that there was lots of training booked for the future. SL would need to attend safeguarding training. BB to book SL on the training course on 01/03/17.	BB	ASAP
15	Date and Time of future meetings SM asked if the current meeting dates and times were still the most suitable for everyone. DW said that Wednesdays were easier for her but suggested we keep the existing dates for now but review these again for September. It was noted that the governor's record of meetings on the website needed to be updated with SF replacing GB and Hannah Alford to be added to the list following her full DBS check. BB to be asked to carry out both actions.	BB	ASAP
17	Date of the next meeting – Thursday 2nd February 2017, at 17.00 The meeting closed at 19.03.		

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