

Bolham Community Primary School Governing Body

Full Governing Body Minutes 23rd March 2017

Full Governing Body Minutes – Part 1				
Date/Time	23 rd March 2017 @ 17:00	Venue	Bolham Primary School	
Attendees	Initials		Attendees	Initials
Hannah Alford	HA		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
Tracy Cullerne	TC	Sick		

In Attendance	Initials	Reason
Bruce Benton	BB	Clerk

Minutes to
Attendees & Apologies

Ref	Minute, Action or Decision	Owner	Date Due
1	Apologies Apologies had been received from TC who was unwell. The committee sanctioned the absence. AD was not present at the start of the meeting.		
2	Declaration of Business Interests No interests were declared. (Clerk's note – HA declared an interest during item 5)		
3	Minutes (Part 2) of the FGB meeting on the 8th December 2016 and the minutes (Parts 1 & 2) of the Previous FGB meeting on the 2nd February 2017 SM read out the Part 2 minutes (8/12/16) and they were signed off as a true and accurate record of the meeting.		
	AD joined the meeting at 17:02		
	The Part 1 minutes (2/2/17) were signed off as a true and accurate record of the meeting. SM read out the Part 2 minutes (2/2/17) and they were signed off as a true and accurate record of the meeting.		
4	Matters Arising:		
a	Governor Vacancies – Co-opted SM reported that DW and himself had met with a potential new governor (Mr Chris Burgess) and he would be invited along to the next meeting. SM advised the meeting that Vera Southcombe had stepped down as a Foundation Governor. SM reported that VS had sent thanks to the FGB at Bolham for being welcoming and supportive. SM, on behalf of the FGB, thanked VS for her commitment to the school and the children, initially at a difficult time, and that she would be sorely missed from the governing body.	SM	18/05/17

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	<p>SM advised the meeting that the Foundation Governor represents Bolham School on the TCLP (Tiverton Co-operative Learning Partnership). The appointment of a new Foundation Governor would need the approval from the TCLP.</p> <p>SM proposed that the Foundation Governor vacancy along with end of office terms for 2 Parent Governors should be addressed during the Autumn term. ND seconded the proposal and all agreed.</p> <p>It was agreed that HA would replace VS as the Lead Governor for English. AD asked that HA meet with SF and produce a governor visit report in time for the next T&L meeting in June.</p>	HA	15/06/17
b	<p>Swimming Lessons – Advise parents on the results from the survey.</p> <p>SM reported that a letter, explaining the results from the survey, had been sent out to parents. AD asked if the letter had triggered any additional payments from parents.</p> <p>DW said that no additional payments had been made.</p> <p>SM stated that the issue would be revisited at the end of the school year if there was a significant deficit.</p> <p>Action complete.</p>		
c	<p>Skills Audit – All Governors to complete</p> <p>BB reported that AD had still to complete the Skills Audit.</p> <p>SM advised the meeting that the summary report across the completed governor audits did not flag any major concerns.</p> <p>The summary identified that the FGB was lacking in boardroom experience.</p> <p>(Post meeting note – AD handed the paperwork to BB).</p> <p>Action complete.</p>		
d	<p>Purple Hoppers – Improvements to reporting</p> <p>This item was carried forward to the next meeting. SM said he would contact Mr Maynard.</p>	SM	April 17
e	<p>Governors Code of Conduct – All governors to sign</p> <p>Action complete.</p>		
f	<p>Training – Record of learning from the New Governors Course to be handed to the clerk.</p> <p>Action complete.</p>		
5	<p>Finance Update & Future Planning</p> <p style="text-align: center;">The meeting went to Part 2</p>		
	The meeting returned to Part 1		
6	Receive Reports from Committees:		
a	<p>Teaching & Learning Committee</p> <p>AD advised the meeting that the minutes from the meeting on the 1st March had been circulated and invited questions – none were raised.</p>		
b	<p>Resources Committee</p> <p>SR reported that at the meeting on the 8th March the budgets had been reviewed. The 3-year budget had been covered under part 2 minutes earlier in this meeting.</p> <p>The Capital budget had been reviewed and any proposed expenditure would be discussed at the next Resources meeting.</p>		

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c	<p>Performance & Pay Committee SR advised the meeting that the P&P committee had met prior to this FGB to review the Headteacher Pay and Performance interim report and recommendations. SR stated that the staff performance was progressing towards the agreed objectives.</p>		
7	<p>Safeguarding Governor- Spring Report ND gave a verbal update to the meeting.</p> <ul style="list-style-type: none"> • No enquiries had been raised by the school to the MASH (Multi-agency Safeguarding Hub) • 1 report had been received from MASH from the Autumn term. DW advised that she had been telephoned during the Christmas holiday regarding the incident in November but subsequently the paperwork had not been sent to the school. DW said that the majority of concerns raised by police (a 121A report) were due to family situations. • All new staff had attended Child Protection training. • ND had visited the school and spoken with the staff and was pleased to report that the staff showed confidence in being able to identify and manage any safeguarding concerns. • ND stated that the number of concerns involving Bolham School was an extremely low percentage of the concerns across the Tiverton area. Staff awareness was good and any concerns were discussed with DW at staff meetings. • SM thanked ND for all of his hard work acknowledging how time consuming and detailed safeguarding needed to be. 		
8	<p>Headteacher's Report with School Development Plan Update DW had circulated the report in advance of the meeting. DW pointed out that the Data Analysis training with Brad Murray, which had been scheduled for the 16th March, was postponed because the RAISEonline system was being replaced. A new date was to be agreed.</p> <p>SR asked what was "The Key" subscription. DW explained it was a website that provided an information service for governors providing guidance and insight and answers to questions on school governance. The site also provided information for school leaders and management. The subscription would be paid from the National Leaders Fund allocated to SM. DW advised the FGB that the subscription would commence from 1st April and the login details and password would be circulated.</p> <p>AD asked what steps had been put in place to support the Phonics tests. SF advised on the acquisition and use of the Phonics Bug Prepare and Assess to support the Year 1 and Year 2 phonics programme. SF stated that she also</p>	DW	ASAP

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<p>performed class observations and said that the Fast Phonics intervention program was in progress. Daily intervention teaching was in place for the slow learners. SF added that last year's phonics tests had been taken twice, once for a baseline and repeated to identify the progress being made. SF said that additional practice in tests would continue in the Summer term. AD asked if any improvements had been detected. SF advised that the intervention group had shown significant improvement from the fast phonics programme.</p> <p>SF said the children had gained confidence in taking tests by practicing and the screening by the staff had helped to promote more useful reading skills. Progress was being tracked along with evidence to support the improvements made.</p> <p>AD asked how many times the children would be screened before the June test. SF said that it depended on what level of skill the children were showing but was conscious not to subject pupils to too many tests. SF reported that children were sharing their enthusiasm for the phonics teaching.</p> <p>AD said that was reassured by the responses from SF.</p> <p>SR asked DW that she checked with children before reading out their suggestions in assembly to save any embarrassment. DW agreed to check with the children.</p> <p>SM asked why there was no outcome and impact reported for Key priority 2, Key Task 3 (PSHE curriculum to be trialled at KS2). DW advised that the assessment would be made at the end of term.</p> <p>SM asked if there was any update on the TCLP event for Child Protection online (Key priority 3, Key Task 3). DW said she would address by the end of term.</p> <p>SM asked why there were no outcomes and impact along with next steps for Key Priority 4, Action d (Maths identified as an area for CPD development). DW said that Mr Dickinson had put a programme together but it was still to be implemented. The results would not be available until the second half of the Summer term. AD asked if there would be a formal review before the end of term. DW said that it would take time to evaluate the activities and allow them to be developed and bedded down.</p> <p>SM asked DW if she was confident that the school was making progress in line with targets. DW said that the senior leaders were spending time focusing on the triangulation of evidence backed up with lesson observations by DW and Mr Dickinson, the scrutiny of marking, the scrutiny of pupils books and the revisiting of identified actions. AD added that the AEG committee would be reviewing the Lead Governor visit reports in</p>		
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	<p>April.</p> <p>SM said he was pleased to read once again about so many additional school activities. DW highlighted that the school teams had performed well in sports events, winning tournaments against larger local schools in Tag Rugby and Netball. This emphasized the investment of the Sports Premium Grant in Pro Coaching time.</p>		
9	<p>School Improvement Officer Visit Report</p> <p>DW gave a verbal report on the visit by Brad Murray (BM) on the 6th March 2017.</p> <p>DW explained the visit was part of the Excellence for All Programme.</p> <p>AD asked how books were selected for BM to scrutinise. DW said a selection across all levels of children's performance was made available. SR said that she was also offered books from all levels of children when she came into school for her Lead Governor on Maths visit.</p> <p>AD asked how many books would be offered. DW said that 4 or 5 out of 20 books would be selected. DW added that she would ensure the Education Officer would be offered the better examples of evidence where it had been overlooked. SF added that the visits were often unannounced so the books being worked on would be scrutinised. DW said that she would often observe lessons and check bookwork.</p>		
10	Policies:		
a	<p>SFVS (Schools Financial Value Standard)</p> <p>The document had been approved by the Resources committee and circulated to everyone in advance of the meeting.</p> <p>SR stated that the SFVS was not actually a policy but was a mandatory requirement for local authority maintained schools.</p> <p>SR proposed the document was ratified by the FGB. All agreed and the document would be forwarded to DCC before the end of March.</p>		
b	<p>Attendance Policy</p> <p>The policy had been circulated to everyone in advance of the meeting.</p> <p>SM advised that the Teaching and Learning Committee had approved the policy.</p> <p>SM proposed the policy was ratified, all agreed, and the policy was signed off.</p> <p>SM said he would check the list of schools shown as in the TCLP was up to date.</p>		
c	<p>E-Safety Policy</p> <p>The policy had been circulated to everyone in advance of the meeting.</p> <p>SF advised that the Teaching and Learning Committee had approved the policy.</p> <p>SF proposed the policy was ratified, all agreed, and the policy was signed off.</p>		
d	Freedom of Information Act Policy		

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	<p>SR stated that the policy had been updated but a couple of points required clarification.</p> <p>The Discipline and Grievance policies for staff and the Acceptable Behaviour Policy for pupils needed to be checked and listed correctly. SR also wished to check that the Staff Code of Conduct was on the school server.</p> <p>SR proposed that subject to the resolution of these two actions, the policy was ratified by the FGB. All agreed to the proposal and the policy was signed off.</p>		
e	<p>2018-19 Admissions Policy</p> <p>The policy had been circulated to everyone in advance of the meeting.</p> <p>SM advised that the Teaching and Learning Committee had approved the policy.</p> <p>SM proposed the policy was ratified, all agreed, and the policy was signed off.</p>		
11	<p>Governor Training</p> <p>SR reported that she had found the Better Governor Webinars very useful and informative, recommending its viewing by all governors.</p> <p>HA had attended training on Social Media for schools and reported that schools had to be very careful when using it.</p> <p>DW reported to the meeting that there had been approximately 40 responses to the parent survey. HA agreed to analyse the responses and report back. It was agreed that the results be fed back to parents at the start of next term.</p> <p>SM/SR/AD had attended the Chairs Update training and SR stated that governors at the training had spoken about recent Ofsted inspections that had focussed on safeguarding, including health and safety aspects with gates and security. DW said that the level of security was relevant to the type of school, the level of risk and the management of any issues.</p> <p>DW said that DCC were issuing a template for site security (fencing, signage etc) and once this was available she would review with TC and report back to the Resources Committee.</p> <p>SM asked DW how she would action a lock down of the school if necessary. DW explained the lock down procedures to the governors.</p>	<p>HA/DW</p> <p>DW/TC</p>	<p>April 17</p> <p>End April</p>
12	<p>Date of the next meeting – Thursday 18th May 2017, at 17.00</p> <p>The meeting closed at 19.20.</p>		