

Bolham Community Primary School Governing Body

FULL GOVERNING BODY PART 1 MINUTES – 21st October 2015

Full Governing Body Minutes – Part 1				
Date/Time	21 st October 2015 4pm	Location	Bolham Primary School	
Attendees	Initials		Attendees	Initials
Gill Beach	GB		Martin Cossey	MC
Neal Davey	ND		Abi Dent	AD
Stephanie Jeffs	SJ		Stephen Moakes	SM/Chair
Stephanie Rolfe	SR		Vera Southcombe	VS
Denise Woodgate	DW			

Apologies	Initials	Reason	Absent without Apologies	Initials
			Steven Leather	SL

In Attendance	Initials	Reason
Bruce Benton	BB	Clerk to Governors

Minutes to
Attendees
Steven Leather

Ref	Action or Decision	Owner/ Decision	Date Due
1	Elect Chair & Vice-Chair VS proposed SM for the Chair, ND seconded. All members present agreed. SM proposed SR for the Vice-Chair, VS seconded. All members present agreed.		
2	Apologies DW, MC, SR, AD had sent apologies that they would be late and were not in attendance at the start of the meeting.		
3	Declaration of Business Interests None declared.		
4	All Governors to sign the Register of Pecuniary/Business		



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	<p>Interests A revised document has been introduced and this needs to be completed and signed by all governors. DW, MC & SL had actioned this. Other governors to complete the document and send to BB.</p> <p>BB advised members that there is a DfE requirement to publish governor details and register of interests on the school website. The details should include the full names of the governors. BB will extract the interests from the signed off registers.</p> <p>There is also a requirement to publish the attendance record at governing body and committee meetings over the academic year. BB will produce the information from the time of the reconstituted FGB.</p>	<p>GB, ND, AD, SJ, SM SR, VS</p> <p>BB</p> <p>BB</p>	<p>ASAP</p> <p>ASAP</p> <p>ASAP</p>
5	<p>Minutes of the last FGB meeting of 15th July 2015 The FGB approved the minutes of the last meeting and the document was signed off as a true and accurate record.</p>		
6	<p>Matters Arising:</p> <p>a) School Flyer - Discuss the production of the flyer with AD SM advised that he had spoken with AD and it would be discussed later in the meeting.</p> <p>b) Gable End - The crack over the window to be repaired Deferred to later in the meeting.</p> <p>c) Governor Health Check – Self evaluation audit in the summer SM stated that the audit would be performed after half term when the School Development Plan has been published.</p> <p>d) School Meals – Review NORSE costs and survey pupils Deferred to later in the meeting.</p> <p>e) Governor Training – Vice-Chair course Deferred to later in the meeting.</p> <p>f) First Aid – Paediatric training course SM reported that 4 staff had attended the course and all had passed. There are now 5 first aiders in the school.</p> <p style="text-align: center;"><u>At 4:18 p. m. SR joined the meeting</u></p> <p>g) Equality & Diversity Statement – to be re-written (in December) The statement relates to the School Development Plan and therefore will be re-written in December.</p> <p>h) DBS Policy – check the reference to ‘early 2014 action’</p>	<p>SM</p> <p>GB</p>	<p>Nov</p> <p>Dec</p>



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	<p>DCC is currently reviewing its recheck policies in line with the new Update Service launched by the Home Office/Disclosure & Barring Service in June 2013. DCC does not currently accept a DBS Certificate issued via another organisation where the individual has signed up to the annual update service. This is under consideration and is likely to be linked to policy in early 2014.</p> <p>SM reported that DCC have now adopted the procedure and the online service can be used at a cost of £11 p.a.</p>		
i)	<p>TCLP meeting date The meeting had taken place.</p>		
d)	<p>School Meals – Review NORSE costs and survey pupils SR reported that the NORSE details would be reviewed in November.</p>	SR	Nov
e)	<p>Governor Training – Vice-Chair course SR to book when a course becomes available.</p>	SR	ASAP
7	<p>Agree Committees and Terms of Reference The draft TOR's had been issued prior to the meeting and the following decisions were made. <u>Resources Committee</u> – SL to join the committee and to agree to take the lead on Personnel. <u>Teaching & Learning Committee</u> – SJ to join the committee. <u>Performance & Pay Committee</u> - SL to join the committee. <u>First/Hearings Committee</u> – SL to join the committee. SR to chair the committee. <u>Second/Appeals Committee</u> - SJ to join the committee</p>	SL	ASAP
8	<p>Receive Reports from Committees Deferred to later in the meeting.</p>		
12	<p>Policies:</p>		
a)	<p>Equality Policy The policy was agreed and signed off subject to replacing the wording 'School Improvement Plan 2013/14' with ' School Development Plan 2015/16'</p> <p style="text-align: center;"><u>At 4:30 p. m. MC joined the meeting</u></p>	BB	ASAP
b)	<p>Governors Code of Conduct Policy SM stated that the current document was comprehensive and should continue to be followed. All members agreed. SM signed off the policy.</p> <p style="text-align: center;"><u>At 4:32 p. m. DW joined the meeting</u></p>		
c)	<p>Intimate Care Policy DW stated that it was a model policy and was still relevant. All</p>		



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	<p>agreed and the policy was signed off. DW advised that intimate care procedures were in place and parents were aware of the processes.</p> <p style="text-align: center;"><u>At 4:33 p. m. AD joined the meeting</u></p>		
6	<p>Matters Arising:</p> <p>b) Gable End - The crack over the window to be repaired DW advised the meeting that the contractors had been on site and are providing a quotation.</p> <p>a) School Flyer - Discuss the production of the flyer with AD AD reported that she had received a quotation for 50 tri-fold flyers in full colour for £76 + VAT</p>	DW	ASAP
8	<p>Receive Reports from Committees:</p> <p>b) Resources Committee SR gave a verbal account to the FGB of the items discussed at the Resources Committee meeting on 16th September 2015. <u>Website</u> AD had made a presentation to the Resources committee and a long discussion had taken place on updating the school website. Three companies had provided quotations. As money was currently available it was agreed unanimously to proceed with Daneswood as they provided the best value for money quote for the specification. It was advisable to use professional photographers for the website and in order to reduce costs AD had asked parents (via the Bullet) if they could do it. There was no response from the request so AD is meeting with 2 professional photographers on Friday 23rd October when a decision will be made. AD asked what procedure was in place to approve the funding. DW advised that a brief outline of the requirement, and the reasons why, was needed to justify the expenditure. <u>School Funding Consultation</u> SR & DW had attended an event in Exeter and it was agreed that it was preferable to 'buy-back' some services as the cost would be too great for the school to undertake alone. <u>Land Transfer</u> NPS have recommended that the whole car park, held under lease by MDDC, should transfer to the School Trust under the relevant provisions dealing with the transfer of schools to Trust status on the basis that the school had the main benefit arising from the site. DW stated that a meeting would need to be arranged with the school's solicitor for advice as taking on the car park could be a liability. <u>Evacuation Plan</u> Following on from a bomb threat at St Sidwell School in Exeter earlier in the year all schools had been asked to review their</p>	AD	ASAP
		DW	ASAP

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	<p>Evacuation Plans. The current plan is to evacuate to a local farmers barn.</p> <p>AD asked how quickly could the school building be evacuated in the event of an emergency. DW replied, saying it had been recently done in 2 minutes.</p> <p>DW proposed that a small working group be set up to look at a new evacuation plan. This was agreed and SR, SM, MC volunteered to work with DW and meet before the end of term. MC was asked to enquire if there was any advice in place for a small rural school when he attends the Health & Safety course.</p> <p><u>Excellence For All – Self evaluation</u></p> <p>The scheme was launched by DCC at a meeting of the TCLP at Easter and introduced a set of criteria to measure against to determine the rating for each school. The documents were sent to the school at the end of the Summer term and were to be completed and returned by the end of September. DW & SR had worked through the criteria and consulted the Resources committee on some aspects prior to finalising. The responses generated a rating of 'good' for the school.</p> <p>a) AEG Committee</p> <p>AD, who was elected Chair of the committee, gave a verbal update to the meeting.</p> <p>The group had discussed whether the AEG was required after the 'good' Ofsted and everyone agreed it was prudent to continue with the level of scrutinisation and depth of detail. It was agreed to meet when there was some solid data to discuss. DW has been updating parents on 'Assessment without levels' and she had taken the opportunity to run through her draft presentation with the AEG committee.</p> <p>9 Headteacher's Report</p> <p>DW provided the FGB with a verbal report:</p> <p>There are 103 pupils on roll and the current attendance is 97.51% (target 97.91%).</p> <p>There have been no racist, bullying or exclusion incidents. There has been one safeguarding incident and two written concerns that have been dealt with.</p> <p>The school successfully retained the Bloomfield Cup for the best hanging baskets and containers in the school category. They were Highly Commended overall and were awarded the Developing category in the Horticultural award.</p> <p>Pupils in Class 3 were visited by a Roman soldier as part of their immersion into the Roman Empire and the invasion of Britain. More than 25 parents, grandparents, family and friends joined the school at the end of the day to watch the Class 3 Roman battle formation and 'attack' on the Bolham Celts. Class 4, accompanied by 2 parents, visited Bovington Tank Museum at the start their learning journey focusing on The Battle of Britain and life in World War Two.</p> <p>Year 6 pupils attended Life Skills training accompanied by Mr</p>	<p>DW, SR, SM, MC</p> <p>MC</p>	<p>Dec</p> <p>Jan</p>
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10	<p>Dickinson and Mrs Beach Class 1 received a visit from a local fire fighter to help them with their theme of People Who Help Us.</p> <p>Mrs Worthington attended Early Excellence Baseline Training so the school is ready to implement the statutory requirements from September 2016. Mrs Flower attended EYFS training. Mr Dickinson is working with other schools and Babcock on a Maths Research Project. GB spoke about the project and the Fair And Equal training and how Babcock will assist in the assessment and progress of pupils and provide reports for the AEG committee. Mrs Batten had attended a Thrive training update. Mrs Bagnell, DW, Mrs Pilling & Miss Cotter had attended the Paediatric First Aid course.</p> <p>The boiler had failed after being turned on for 24 hours.</p> <p>Following a discussion with the NORSE Catering manager and review of administrative hours the decision was taken to change back to the previous system of teachers recording daily dinner choices.</p> <p>Senior leadership had met this term to develop the monitoring and scrutiny schedule and review developing assessment without levels information from the DFE.</p> <p>SM asked what the capacity of the school was and when is the next census. DW stated that the capacity is 30 per class but the PAN is 16 and the census would be in January 2016.</p> <p>SM asked if the required standard of teaching was being maintained in class 2 due to the teacher absence. DW stated that the sickness policy was being managed correctly and was hoping for the teacher to make a swift return to work. Mrs Flower & Mr Dickinson are working alongside Mrs Woodman to ensure the work is up to Bolham standard. AD asked if observation of lessons were taking place. DW said that they were for both Maths & English. AD asked if Mrs Woodman would be staying after half term. DW replied that she was and after a meeting with HR she would inform parents via the Bullet.</p> <p>Visioning Session Update SM reported that the session had proved very productive with staff and governors all engaging. The core values were reviewed and they were still up to date. The 'good' Ofsted had been celebrated. There is now a need to grow and develop. The School Development Plan is the tool to be used to move forward.</p>		
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11	<p>School Development Plan</p> <p>The draft plan had been issued in advance on the meeting for all members to review.</p> <p>DW outlined the scope of the document and explained it was 'organic' and would be reviewed and maintained on an on-going basis. The information was based on the End of Year (July) results. Some figures are to be added when the national data is available. Science is included as it now in focus.</p> <p>DW stated that there had been a good turnout for the parents evening to explain assessment without levels. A further session for class 2 parents is required as many parents could not attend the initial session as it clashed with a funeral.</p> <p>SM pointed out that some of the 'lead governor' details in the plan were blank. SR said that as Lisa Holton had stepped down a lead governor was required for Maths.</p> <p>AD stated that in some other schools a governor was assigned to each class. SM replied it was preferable for all governors to get the breadth across the whole school as it was small.</p> <p>DW said that there needed to be a focus on EYFS. SM reported that he and MC had recently attended an Early Years update course.</p> <p>The allocation of governors was discussed and the following was agreed.</p> <ul style="list-style-type: none"> ➤ SJ to work with Mrs Flower on English – a meeting to be arranged after half term. ➤ SR to work with Mr Dickinson on Maths. ➤ SM to work with DW on EYFS. <p>DW asked if the FGB was confident all areas are being addressed and that sufficiently robust plans are in place to move the school forward.</p> <p>SM asked the question "how do we know the Head is being effective in her role?"</p> <p>DW will continue to develop the plan, working with Mrs Flower and Mr Dickinson to dovetail into their plans.</p> <p>Regular meeting & updates with SM & DW are to be arranged for the middle leaders (Mrs Flower & Mr Dickinson)</p>	DW	ASAP
		DW/SJ	Nov
		DW	On-going
13	<p>Best Value Statement</p> <p>SR advised the meeting that the statement needs to be revisited as it referred to TISP. To be included on the agenda for the next Resources Committee meeting</p>	SR	Nov
14	<p>Governor Training:</p> <p>Reports from courses attended</p> <p>a) <u>Safer Recruitment training at Tidcombe</u></p> <p>AD attended the session on the 29th September. AD reported that it had been a very good course and highlighted how to scrutinise CV's etc.</p> <p><u>Health & Safety</u></p> <p>SM & MC had to cancel in September and have rebooked for</p>		

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	<p>January.</p> <p><u>HR – Personnel Responsibilities</u></p> <p>MC had attended the course and found it a well-delivered course. He spoke about the level of investigation that takes place on governors.</p> <p><u>Headteacher Appraisal</u></p> <p>MC had attended the course.</p> <p><u>New Governor</u></p> <p>SL had attended the course</p> <p><u>Early Years Update</u></p> <p>SM & MC had attended the course and unfortunately they did not find it very beneficial and somewhat disjointed in its delivery. DW asked to be copied with the slide show.</p> <p>AD to be given a copy of the hand out pack.</p>	<p>SM</p> <p>SM</p>	<p>ASAP</p> <p>ASAP</p>
	<p>Future Plans</p>		
b)	<p>3rd Nov Update – New Ofsted framework</p>	<p>SM</p>	<p>Nov</p>
	<p>10th Nov Responsibilities for Safeguarding</p>	<p>SM, ND</p>	<p>Nov</p>
	<p>1st Dec Parental Engagement Conference</p>	<p>DW</p>	<p>Dec</p>
	<p>2nd Dec Clerk as Administrator</p>	<p>BB</p>	<p>Dec</p>
	<p>20th Jan Clerk as Advisor / Clerk as Facilitator</p>	<p>BB</p>	<p>Jan</p>
	<p>21st Jan Health & Safety</p>	<p>SM, MC</p>	<p>Jan</p>
	<p>DW asked to meet with SM & ND after the Safeguarding course to develop a "Prevent" policy and organise staff training</p>	<p>DW, SM, ND</p>	<p>Nov</p>
	<p>GB is attending a SEN course on the 4th November.</p>	<p>GB</p>	<p>Nov</p>
	<p>VS is attending a 'Dealing with Complaints' course on 2nd Dec</p>	<p>VS</p>	<p>Dec</p>
	<p>SM asked all governors to review the next set of training courses when issued by Babcock. BB will circulate when available.</p>	<p>ALL</p>	<p>ASAP</p>
	<p>The headteacher appraisal is planned for Friday 23rd October. 2 governors need to be present. SR is attending but MC cannot. After a discussion VS volunteered to attend.</p> <p>SR proposed that SL attend the HT appraisal course as part of succession planning.</p>	<p>SL</p>	<p>ASAP</p>
	<p><u>At 5:46 p.m. the meeting moved to part 2 minutes</u></p>		
	<p><u>At 6:24 p. m. the meeting returned to part 1 minutes</u></p>		
	<p>DW invited the Resources Committee members to attend a presentation about the British Gas contract at 4:30 p.m. 11th</p>	<p>SR, MC, ND, SL</p>	<p>Nov</p>



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	November at the Tiverton Hotel		
	Date of Next Meeting		
16	3 members gave apologies for the proposed date of the 9 th December so a new date the 2 nd December was subsequently agreed. Meeting Closed: 6:25 p.m.	BB	ASAP

