FULL GOVERNING BODY MINUTES - 25th May 2016

Full Governing Bo	dy Minutes	- Part 1		
Date/Time	25 th May 2016 @ 16:10	Location	Bolham Primary School	
Attendees	Initials		Attendees	Initials
Abi Dent	AD		Stephanie Jeffs	SJ
Steven Leather	SL		Stephen Moakes	SM/Chair
Vera Southcombe	VS		Denise Woodgate	DW

Apologies	Initials	Reason	Absent without Apologies	Initials
Gill Beach	GB	Family	Neal Davey	ND
Stephanie Rolfe	SR	Family		

In Attendance	Initials	Reason
Bruce Benton	BB	Clerk to Governors

Minutes to		
Attendees 8	& Apologies	

Ref	Action or Decision	Owner/ Decision	Date Due
1	Apologies Apologies were received from GB and SR who both had family commitments.		
2	Declaration of Business Interests None declared.		
3	Minutes from the Extra FGB meeting on the 27 th January 2016 and the Minutes (Parts 1 & 2) of the previous FGB meeting on the 16 th March 2016 SM summarised the Extra FGB minutes and they were signed off as a true and accurate record. SM summarised the Part 2 minutes from the meeting in March after which both Parts 1 & 2 minutes of the last meeting were signed off as a true and accurate record.		
4 a)	Matters Arising: Governor Vacancies – Advertise for a Parent Governor & Contact SGOSS about the Co-opted Governor vacancy The vacancy was advertised and one parent applied, Mrs Tracy Cullerne and she will meet with DW & SM to discuss the role. Tracy currently volunteers 1 day a week in school and has an educational background. SM has contacted SGOSS and the		
b)	Area Manager is progressing the request. Actions complete. Land Transfer – Contact Julie Evans (DWF) DW has contacted DWF and been informed that this is being dealt with by the Manchester Office as Julie Evans has left the	DW	ASAP

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c)	online training to be performed by SJ.	DD.	AGAD
d)	BB to book SJ on a course in the Autumn term. SM has provided SJ with details on the GEL training system. Part-time teaching staff handover to be checked DW reported that the check had been performed and the	BB	ASAP
e)	handover worked smoothly. Action complete. Parents' Evening report to be discussed. SL had circulated his report in advance of the meeting and there		
f)	were no questions on the contents. Action complete. "The Role of Staff & Parent Governors" article to be sent to all Governors.		
g)	Action complete. Admissions Policy 2017/18 – Part-time Attendance to be agreed		
h)	DW proposed that it should be "Mornings 5 days a week, home after lunch. 08:55 to 13:15". All agreed. Action complete. Emergency Management Plan to be shared with teaching		
i)	staff. Action complete. Business Continuity Plan – contact Hartnoll and		
	Knighthayes DW reported that she has a meeting at Knighthayes in June and is still to arrange a meeting with Hartnoll management.	DW	ASAP
j)	Leaver's Achievements Pack – Video of events to be included? Carried forward to the next meeting.	GB	11/07/16
5	Forward Planning		
	The meeting moved to Part 2 minutes		
6 a)	Receive Reports from Committees:		
,,	AD proposed that the governors read the minutes from the April meeting when they are available.		
b)	Resources SM reported briefly, on behalf of SR, that the priority for repairs and upgrades had been identified as addressing dry rot in the hall, focussing on class 2 with redecoration and secondary glazing for the window and investigating potential issues with the clock casing. The school had passed its Health & Safety audit with a score of 95% and congratulations were offered to all staff for their efforts in achieving this.		
7	2015-16 Year-end Budget Review The reports for both revenue and capital had been circulated in advance of the meeting. DW commented on the revenue budget that there had been high IT costs to resolve many issues and an overspend on Supply		

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	Teaching due to on-going staffing issues. Rates were higher than planned as the cost of the field had not been charged since 2012. A discussion took place on the school tradition of taking all children swimming which caused a financial loss to the school of approximately £600 as not all parents paid for the lessons. The curriculum requires children to have swum 25 metres by end of Key Stage 2. Parents are to be consulted.	SM	ASAP
8	Headteacher's Report DW had issued the report in advance of the meeting and there were no questions from the governors. VS asked if there was any feedback from the SATS tests. DW commented that Mr Dickinson had made the year 6 children, in class 4, confident to take the tests and any anxiety was because the children wanted to do their very best. DW reported that the year 2 tests were still in progress and were harder than in previous years causing some stress to a few pupils.		
	SJ left the meeting		
9	Purple Hoppers Update The report had been issued in advance of the meeting and no questions were raised.		
10	School Website Update AD said that work is on-going. The photographer needs to be booked to complete the governor's gallery. AD is to agree a date with the governors.	AD	ASAP
11	Self Evalution Audit SM and DW had discussed this and agreed to use the same questions as the last audit. The audit will take place after half term and be reported on at the next meeting.	SM	11/07/16
12 a)	Policies: Accessibility Policy The policy had been circulated in advance of the meeting. SM proposed the policy be approved, VS seconded, all agreed and it was signed off.		
13	Governor Training Courses attended since the last meeting 21 st March Headteacher Appraisal SL SL reported that the course had been interesting. Future Plans		
	7 th June HR Personnel Responsibilities – Introductory SL - Advanced SL		
	21 st June Clerk to Governors Update BB 23 rd June Leading the Governing Body SR/AD		

Signed

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14	Date of Next Meeting Wednesday 13 th July at 5 p.m. Meeting Closed: 18:45.	

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