

# Bolham Community Primary School Governing Body

## Full Governing Body Minutes 12<sup>th</sup> July 2017

Full Governing Body Minutes – Part 1				
Date/Time	12 <sup>th</sup> July 2017 @ 16:20	Venue	Bolham Primary School	
Attendees	Initials		Attendees	Initials
Chris Burgess	CB		Tracy Cullerne	TC
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
Neal Davey	ND	Work Commitment		

In Attendance	Initials	Reason
Bruce Benton	BB	Clerk

Minutes to
Attendees & Apologies

Ref	Minute, Action or Decision	Owner	Date Due
1	<b>Apologies</b> ND had sent apologies as he had a work commitment. TC said that she would have to leave the meeting at 17:30 for family reasons. SM advised the governing body that Hannah Alford (HA) had resigned from the FGB due to personal reasons and that SL had resigned and his would be his last meeting. CB offered to take on the role of Deputy Safeguarding Governor to replace HA. A Safeguarding training course would be booked for CB.	BB	ASAP
2	<b>Declaration of Business Interests</b> No interests were declared.		
3	<b>Minutes of the FGB Meeting on 17<sup>th</sup> May 2017</b> The minutes were signed off as a true and accurate record of the meeting.		
4	<b>Matters Arising:</b>		
a	<b>Purple Hoppers – Agree Improvements to reporting</b> SM advised that he had been unable to contact Mr Maynard.	SM	ASAP
b	<b>Parents Survey – Issue the report to parents with a covering letter</b> The report, with accompanying letter had been sent out to parents. CB asked if there had been any feedback. There had not been any feedback. Action complete.		
c	<b>PSHE – Should Year 5 children be included?</b> SF reported that she had discussed the question with senior leaders and it was agreed that year 6 was the most appropriate time to speak with the children. Action complete.		
d	<b>PSHE – Is the pupil with English as an additional</b>		

Signed *S. Rolfe*

Date 18/10/17

Page 1



# Bolham Community Primary School Governing Body

Full Governing Body Minutes 13<sup>th</sup> July 2016

	<b>language (EAL) included in the lesson?</b> SF confirmed that an interpreter would be in the session with the EAL pupil. Action complete.		
<b>e</b>	<b>E-safety training – Will future training be via TCLP?</b> DW had raised the question with other headteachers at a TCLP meeting and reported that schools had been holding individual training sessions run by Gary Gates. 2 sessions for parents would be organised for parents in the Autumn Term.	DW	18/10/17
<b>f</b>	<b>Generic Record of Learning Form to be produced</b> BB advised that the generic form had been produced and sent to all governors. Action complete.		
<b>g</b>	<b>Chair/Headteacher/Clerk Babcock course to be booked</b> BB advised that he could not attend the only course in the Autumn term and would plan to book training in the Spring Term.	BB	Dec 17
<b>h</b>	<b>Parent Election to be initiated in September</b> BB would discuss with DW on progressing the election. Parents would be asked for nominations for the 2 vacancies during September and if required an election would take place in October.	DW/BB	18/10/17
<b>i</b>	<b>Headteacher Appraisal Training for Neal Davey to be booked</b> BB was waiting on ND to confirm his availability for a course in October. SR asked whether ND would be able to sit on the Headteacher Appraisal Panel if not attended the training course. BB advised that at least one of the panel should have attended training.	ND	ASAP
<b>j</b>	<b>Co-opted Governor Vacancy – Update</b> SM reported that 2 potential governors had shown initial interest but subsequently decided not to progress any further. SGOSS and Inspiring the Future would continue to be used to source new governors.	SM/BB	ASAP
<b>k</b>	<b>Visioning Session - Date to be arranged</b> The session would take place on Wednesday 20 <sup>th</sup> September at 4:15 p.m.	ALL	
<b>5</b>	<b>Update on the Link Academy Trust presentation</b>		
	<b>The meeting moved to Part 2 minutes</b>		
<b>6</b>	<b>Receive Reports from Committees:</b>		
<b>a</b>	<b>Teaching &amp; Learning Committee</b> AD advised the governors to read the minutes that would be issued shortly. It was noted that from September, any governor attending an off-site educational visit (Residential, theatre trip etc), would be asked to produce a governor visit report with specific reference to staff ensuring that Health & Safety procedures were followed correctly.		
<b>b</b>	<b>Resources Committee</b> SR advised the governors to read the minutes that would be issued shortly. SR highlighted the issue of the high water bill. DW added that several possible leaks had been identified and these were discussed. DW advised that she was communicating		



**Bolham Community Primary School Governing Body**  
**Full Governing Body Minutes 12<sup>th</sup> July 2017**

	<p>with South West Water and the bill had been frozen whilst a resolution was sought. DW said a one-off grant was possibly available to pay the bill but if not an arrangement to pay in instalments would be requested.</p> <p>SR asked if there was a monitoring system was in place for the water usage. DW stated that a monthly reading of the meter would be taken.</p>	DW	ASAP
		DW	18/10/17
7	<p><b>Approve the 3-year Revenue Budget</b></p> <p>SR advised the governors that the 3-year budget had been approved at the Resources Committee meeting and had been submitted to DCC. SR recommended that the FGB ratified the budget, TC seconded and all agreed.</p>		
8	<p><b>Future Planning</b></p> <p><b>- Foundation Stage Play Area</b></p> <p>DW reported that 4 companies had been asked to provide designs and quotes for the refurbishment of the Early Years Play Area.</p> <p>The brief given to the companies was to design an exciting, creative and stimulating play area for the Early Years children with a budget of £10k or less.</p> <p>DW showed the governors the designs from the 3 companies that had provided plans and quotes.</p> <p>After a discussion on the options it was agreed that Lynwood Landscapes (LL) would be employed as they met the brief and were within the budget. The other 2 companies proposed lesser designs with budgets of £11k and £12k.</p> <p>LL would refurbish the EYFS area with a new picket fence, replace the grass area and install a soft resin track area. In addition, the initial plan would include a fort and a gazebo would be part of a 'theatrical' area with a platform area built into the tree. SR added that the LL solution provided value for money when compared against the other options.</p> <p><b>AD asked if there were any examples of the LL work available to view.</b> DW advised that Mrs Worthington had seen completed work at Exwick Heights School in Exeter and SR stated that there was website to view examples of their work.</p> <p><b>SM asked how DW would ensure that LL would guarantee to provide the contracted work within the agreed budget.</b> SR proposed that the fixed budget would be built into the contract. DW asked governors to help with drawing up the contract.</p> <p><b>AD asked if the glass roof was being retained.</b> DW advised it would be retained and LL would clean it and tidy up the guttering as part of their work.</p> <p>DW advised that, once approval obtained, the work would commence in September so that the children could be involved in the project by monitoring the progress in their schoolwork and providing toys to personalise the area.</p> <p><b>AD asked if the younger children would still be able to have an area 'for quiet time' while the revamp of the area was taking place.</b> DW stated that there was plenty of space in the playground and that in the early weeks of term all the children shared the same playground.</p> <p>DW advised that she had already spoken with the</p>		



# Bolham Community Primary School Governing Body

Full Governing Body Minutes 13<sup>th</sup> July 2016

	neighbours of the school and reported that they were happy with the outline plans. ND had consulted with the Conservation department and an email outlining their requirements had been received. DW proposed that the Governors approved the Lynwood Landscapes design with a budget of £10k. All governors agreed to the proposal as LL met the brief and were within the budget.		
9	<p><b>Discuss the merging of non-pupil days to extend a half-term holiday</b></p> <p>SM informed the governors that the item had been discussed at the Teaching &amp; Learning Committee as an option to give parents time to have a family holiday outside of peak time. DW added the idea was considered as an option to reduce the unauthorised absence from school, although the current attendance figures for Bolham School did not identify a significant amount of unauthorised absences. The T&amp;L committee had agreed that it would make best use of teaching staff time to continue with the current timetable of non pupil days and SM asked that the FGB ratified the decision to leave the on pupil days as they were currently scheduled. All governors agreed.</p>		
10	<p><b>Safeguarding Governor- Update</b></p> <p>ND was not in attendance to give the update. DW added that no safeguarding issues had been identified and that TC and herself would be performing a risk assessment in the Autumn term.</p>		
11	<p><b>Headteacher's Report with School Development Plan Update</b></p> <p>The Headteacher's report had been circulated in advance of the meeting.</p> <p><b>SR had some questions about the Key Stage 2 Data Analysis</b></p> <ul style="list-style-type: none"> <li>• SR asked "If each child equals 10%, shouldn't the figures have increased by 10%, i.e. 60% with EAL child became 70% without EAL child?" DW explained that 6 of 10 (60%) became 6 of 9 (66%) when excluding the EAL child.</li> <li>• SR asked "Did the percentage figures include or exclude the SEN child" noting that if the figures included the SEN child, then the figures would seem better. SR appreciated that the national data would probably include all children but when the cohort was only 10, it had a huge impact on the school's percentages. DW confirmed the SEN child was not included in the KS2 analysis for consistency.</li> <li>• SR requested clarification that when the % figures of middle achieving KS1 pupils achieving the higher level in each of the categories, was it correct to assume that this referred to children in the current year 6, who were middle achieving pupils at KS1 and had now achieved the higher level? DW confirmed that this was correct.</li> </ul>		



**Bolham Community Primary School Governing Body**  
**Full Governing Body Minutes 12<sup>th</sup> July 2017**

	<ul style="list-style-type: none"> <li>• <b>SR asked about the level of support provided to the KS2 children during their SATS exams. In the maths exam, children could have readers who follow strict rules about what they could and could not say. How many children had a reader? How was that managed for the EAL child, generally and specifically for the reasoning papers?</b> DW stated that the EAL pupil had an interpreter present during the exam and that Mrs Beach and Mr Dickinson were present to read to the SEN child if required.</li> </ul> <p>TC left the meeting at 17:30</p> <p>DW added that if there were any doubts regarding breaches to the assessment practice then it was a duty to report it to the Dfe. SR said she was not aware of any breaches or malpractice in any schools. DW advised that all tests taken in Bolham School were in accordance with Dfe procedures and regulations. AD added that she had invigilated during the exams and SM advised that he had been in the office when the exam papers were processed.</p> <p>DW reported that it had been a good year for Key Stage 1 pupils with increases in the percentages of children achieving ARE for Reading, Writing and Maths.</p> <p>DW reported that the percentage of Year 1 children passing the Phonics screening check had increased but added that the figure needed to be higher to be in line with national expectations. <b>SM asked if the necessary support was in place for the children with speech and language difficulties.</b> SF said that the Fast Phonics intervention programme was in place and was proving effective. DW added that an extra Teaching Assistant for the SEN child was currently in place and would continue for next year.</p> <p><b>AD asked at what time of day did the tests take place as children may not be able to concentrate if hungry.</b> SF said that the agenda was set to fit with the children and a good time was in the morning. Children were given a 'warm up' session in advance of the test.</p> <p>DW reported that the percentage of EYFS pupils achieving a good level of development across the 12 Early Learning Goals was 76%, higher than last years 67%. DW said she would investigate why the number of children reaching a higher score in writing had dropped from 17% to 11% when they were evidently capable when comparing the percentages for reading.</p> <p>SM acknowledged the achievement of the Year 5 IKAT Jaguar Challenge Project Team in winning the Regional Final and progressing to the National Finals.</p>		
12	<p><b>SAT's Tests – Early indications</b></p> <p>Included in the item 11 report.</p>		
13	<p><b>Purple Hoppers Ofsted Report</b></p> <p>The Ofsted report had been circulated in advance of the meeting.</p> <p>Ofsted rated the Purple Hoppers inspection as Good.</p>		

# Bolham Community Primary School Governing Body

Full Governing Body Minutes 13<sup>th</sup> July 2016

	The FGB recognised and congratulated the hard work and dedication of Miss Cotter and Mrs Babb and it was agreed that SM would formally write to them on behalf of the FGB	SM	ASAP
	<b>The meeting moved to Part 2 minutes</b>		
14	<p><b>TCLP – Update &amp; review impact of activities. Agree priorities for next year.</b></p> <p>DW reported that SM and herself had attended a TCLP Board and highlighted some of the topics discussed:</p> <ul style="list-style-type: none"> <li>• The approval of SR as a Foundation Governor at Bolham when her Parent Governor term of office ends in October.</li> <li>• John Cleaver was looking into the Land Transfer of the car park.</li> <li>• Plans for the Two Rivers Festival, Lantern Parade &amp; Mid Devon Show.</li> <li>• Headteachers to meet and produce an action plan for assessing data.</li> <li>• Making provision for pupil exclusions.</li> </ul>		
15	<p><b>Clerks Update</b></p> <p>BB had produced a summary document from his recent Clerks Update Training and had circulated in advance of the meeting.</p> <p>BB highlighted certain areas to be evaluated and addressed during the Autumn Term and he would advise governors accordingly.</p> <p>When checking with DW that a copy of the Emergency Plan was stored off-site, <b>AD proposed a copy was stored at the evacuation centre.</b> DW stated that the document was confidential and could not be left there.</p>		
16	<p><b>Governor Training</b></p> <p>- Courses Attended – <b>Feedback &amp; Share Learning</b></p> <p>- Planned Courses</p> <p>SM had attended the first part (of 3) of his Chairs of Governors Leadership Development Programme and reported that it was very good in sharing experiences with other governors and networking with the other delegates.</p> <p>CB had attended the Induction for New Governors training and reported he now had a deeper understanding of the role.</p> <p>It was agreed that SR would mentor CB.</p>		
17	<p><b>Policies:</b></p> <p>All policies had been circulated in advance of the meeting</p>		
a	<p><b>Children in Care</b></p> <p>The Teaching &amp; Learning Committee had approved the policy and DW asked for the FGB to ratify the approval. All agreed and the policy was signed off.</p> <p><b>CB asked if there were currently any Children In Care pupils in the school</b> and DW confirmed that there was.</p>		
b	<p><b>Computing Policy</b></p> <p>SF had reviewed the policy, advising that the review cycle had been amended to 2 years (from annually), and recommended that the FGB approved the policy. All agreed and it was signed off.</p> <p><b>CB asked when the assessment process would be</b></p>		



**Bolham Community Primary School Governing Body**  
**Full Governing Body Minutes 12<sup>th</sup> July 2017**

	established. DW advised that Computing would be the next subject to be added to the Pupil Tracker system.		
c	<b>DBS Policy</b> The policy was unchanged from the last review and SM recommended that the DCC standard policy be approved. All agreed and it was signed off.		
d	<b>Child Protection &amp; Safeguarding Policy</b> BB advised that DCC had produced a draft model policy earlier in the year with a minor modification in April. BB had personalised the document for the school and ND (via email) had recommended that the FGB approved the policy to replace the previous version adopted in December 2016. All agreed, subject to replacing SM's email and phone number with the schools details, that the policy be adopted and it was signed off.		
e	<b>Governor Expenses</b> The Resources Committee had already approved the policy and SR proposed it was ratified by the FGB, CB seconded and all agreed. The policy was signed off.		
f	<b>Maternity &amp; Adoption Support Leave Policy</b> The Resources Committee had already approved the policy and SL recommended that it be ratified by the FGB. All agreed and it was signed off.		
g	<b>Maternity Policy</b> The Resources Committee had already approved the policy and SL recommended that it be ratified by the FGB. All agreed and it was signed off.		
h	<b>Staff Leave and Absence Policy</b> The Resources Committee had already approved the policy and SL recommended that it be ratified by the FGB. All agreed and it was signed off.		
18	<b>Agree the Process for Appointing Chair &amp; Vice-Chair for next year</b> The FGB agreed that the same process as last year would apply for the election of the chair and vice-chair of governors for 2017-18. The Record of Decisions document was signed off.		
19	<b>Governing Body impact on the outcomes of pupils over the academic year</b> SM highlighted the following: <ul style="list-style-type: none"> <li>the use of the PE Pupil premium to finance the Pro-coaching that provided a wider range of sporting activities for ALL children.</li> <li>the wide range of outside school activities such as Residentials and trips that gave the children more confidence in themselves.</li> </ul> AD said that significant decision making by the FGB on behalf of the school had been important for the interests of the children. During the year lengthy open-minded discussions had taken place on adding a Nursery/Foundation area and decisions on whether or not to join a Federation or Academy. SR spoke highly about the continued work by the Action		

# Bolham Community Primary School Governing Body

Full Governing Body Minutes 13<sup>th</sup> July 2016

	<p>Evaluation Committee (AEG) in working with the Senior Leadership Team at a time when data was proving difficult to analyse. DW added that the AEG ensured that the teaching staff retained focus on teaching and learning. The AEG governors challenged the senior leaders, making them reflect on what had been achieved and continually refining practises that in turn impacted on the children. DW said that by the rigorous holding to account by the AEG it had resulted in the higher attainment achieved by KS1 pupils. DW thanked the work of the Resources Committee in its support through the financial difficulties, being mindful of the children's mental welfare and wellbeing. Decision-making had been important to the wider elements of the curriculum e.g. Music.</p> <p>SR said that TC had produced a very useful Governor Visit report for EYFS and proposed that the T&amp;L Committee advised on the focus areas to addressed by governor visits next year.</p> <p>SR thanked SM for his time and energy in leading the several practice walks for the Exmoor Challenge that resulted in great camaraderie within the teams. SM added that one of the biggest strengths that governors can show was by engagement with the children and staff in school. Finally, SM acknowledged the time and effort put in by all of the staff in the school.</p>		
20	<p><b>Date of the next meeting – Wednesday 18<sup>th</sup> October 2017, at 16:15</b></p> <p>The meeting closed at 18:40.</p>		