

Bolham Community Primary School Governing Body

Full Governing Body Minutes 21st March 2018

Full Governing Body Minutes – Part 1				
Date/Time	21 st March 2018 @ 16:20	Venue	Bolham Primary School	
Attendees	Initials		Attendees	Initials
Chris Burgess	CB		Pam Cook	PC
Tracy Cullerne	TC		Sarah Flower	SF
Claudette Harrower	CH		Stephen Moakes	SM/Chair
Stephanie Rolfe	SR		Denise Woodgate	DW

Apologies	Initials	Reason	Absent without Apologies	Initials
Neal Davey	ND	Work Commitment		
Abi Dent	AD	Family commitment		
Julia Slade	JS	Away		

In Attendance	Initials	Reason
Bruce Benton	BB	Clerk

Minutes to
All Governors

Ref	Minute, Action or Decision	Owner	Date Due
1	Apologies JS had sent apologies as she was away. ND had sent apologies due to a work commitment. AD had sent apologies due to a family commitment.		
2	Declaration of Business Interests None		
3	Minutes of the FGB Meeting on 31st January 2018 The minutes were signed off as a true and accurate record of the meeting. At the meeting in January, AD had asked why the Safeguarding Governor was not in attendance and the important Safeguarding report was not available. AD asked why her comments had not been recorded in the minutes.		
4	Matters Arising:		
a	Scheme of Delegation – Add to school website BB reported that he had spoken with DW and agreed the positioning on the website.	BB	ASAP
b	Skills Audit – ND to complete Carried forward.	ND	ASAP
c	RA24 – Apply the agreed 2 modifications DW confirmed that the modifications had been applied. Action complete.		
d	School Uniform Statement – Revise the Home-School Agreement and gain approval by the Teaching &		

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	Learning Committee Action complete.		
e	Medicines in School Policy – Apply updates for T&L to approve in February. Also item 14c Action complete.		
f	Progress the resolution of the high water bill with South West Water South West Water had still not resolved the problem and a corrected bill was awaited. DW advised that the bill would not be paid until the matter was resolved.	DW	ASAP
g	CH & SR to be booked on a Safeguarding Course Action complete.		
h	School Self-Evaluation – Update with Governor comments and re-issue Action complete.		
i	Arrange audit of the Breakfast and After-School Clubs with Neil Copland DW advised that a meeting with SR was cancelled due to the weather and it had been re-arranged. The audit with Neil Copland would be organised after the meeting with SR.	DW	ASAP
j	Business Continuity Plan / Emergency Management Plan –Review and report on recommendation to merge plans DW advised that advice taken from the Health & Safety team was to continue to use separate plans if they were up to date. The governors agreed that the plans could be retained as 2 documents until DW had time to merge them. Action complete.		
5	Library Update DW reported that the Library refurbishment had been completed. The ICT trolley would be ordered in the new financial year.		
6	Safeguarding and Child Protection Software (CPOMS) Presentation DW demonstrated the online system to the governors. The system was accessible by all members of staff, including TA's and Mealtime Assistants. TC asked if paper reports were still required. DW said the system was an online system but there was a facility to scan a handwritten document in the event of the system being unavailable. CB asked if the system was better than the previous method. DW said the system was very good and was well received by all staff as they understood the seriousness of safeguarding and their roles. SR asked if the system linked to other agencies. DW said it did not link to other agencies but explained that the Rights For Children did have this facility to share information with partner agencies.		
7	Headteacher's Report with School Development Plan update The report had been circulated ahead of the meeting and DW invited questions on the document. SM requested that the information sheets shared with the Action Evaluation Group, to support governors and		

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	<p>staff during Ofsted interviews, was shared with all governors. DW stated that the information would be shared with the governors at the next Resources Committee meeting. DW added that the Senior Leaders had recently undertaken an assessment data analysis meeting with Brad Murray, the Local Authority Adviser, as part of the on-going tracking and to help support them in any future inspection meetings.</p> <p>CB asked DW on the outcome of learner's progress in class 3 since the addition of the new Teaching Assistant. SF advised that it was early days as the TA had only been in place since the start of the Spring Term, however, a small lift had been identified by tracking performance in Maths and Reading. The TA had been working with children on the cusp to get up to the required level. SF added that the addition of the TA was very effective and was providing more emotional support to the children. CH asked what hours the TA worked. SF advised that the TA worked every morning and that she also worked as a Mealtime Assistant which worked well. SM asked if the new TA could be benchmarked against the existing TA. SF said that this was difficult to achieve as they worked with different sets of children at different levels. SM asked how the impact of the new TA could be measured. SF advised that the evidence in the children's books could measure the impact.</p> <p>PC asked if there had been any volunteers to assist with children's reading. DW advised there had been no volunteers.</p> <p>CB asked how the technical difficulties faced with ICT impacted on learning outcomes for that part of the curriculum. DW stated that there were not enough computers and pupils were removing keys from the keyboards. New keyboards were required and DW said that future investment in computers was required. CB asked if funds were available for the indicated investment in ICT budget or would funding need to be secured from elsewhere. DW advised that when the final figure for the Library refurbishment was produced and the grant from Tesco was received the budgets would be reviewed to seek investment for at least 15 more laptops. Friends of Bolham School (FOBS) had a program for funding laptops but priority had recently been directed to the library and music resourcing.</p> <p>CB asked how the pupil's health and welfare was monitored after the actions had been taken. DW stated that a comparative analysis, using the Public Health Survey for year 4-6, would be undertaken in July.</p> <p>PC asked what the "Prove it" project was. SF advised that it was designed to support children in Year 5 and 6 writing and enhance their skills to achieve at the required level or above.</p>	DW	09/05/18
8	Receive Reports from Committees:		
a	Teaching & Learning Committee		

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	<p>- Governor Visit Reports The Governor Visit reports by PC and TC had been issued ahead of the meeting. DW gave a verbal update from the February meeting.</p> <ul style="list-style-type: none"> • The Safeguarding Audit report was reviewed and an action plan was being addressed. • Support of Children with Medical Conditions was discussed along with a review on Road Safety. • Parent consultation arrangements were discussed and PC & CH were thanked for attending the Parents Evenings. 		
b	<p>Resources Committee - Schools Financial Value Standard (SFVS) SR provided a verbal update from the March meeting. The Land Transfer continued to be progressed via TCLP and John Cleaver. After a discussion it was agreed that Polly Colthorpe should be contacted to help with the issue. Work on the formal invitation to Tender for Catering & Cleaning was on-going. The Revenue budget for 2017-18 had not been available for the Resources meeting but was now available. DW reported that the previously forecast overspend of £7000 had been managed into a year-end surplus of £2000. SM asked how this had been achieved. DW explained that the budget had been frozen from January and that staff had been covering for each other for sickness and absence in order to keep the supply staff costs as small as possible. SR added that the increase in the PE Pupil premium had allowed for a play leader at lunchtime which had freed up TA time.</p> <p style="text-align: center;">TC left the meeting at 5:15pm</p> <p>DW discussed the 3-year budget plan offering two scenarios. Scenario 1, with DW continuing to teach at her current level, forecast a surplus of £19k, £12k, £4k over the next 3 years. Scenario 2, with a full time KS 2 teacher to free up DW to return to her previous level of teaching of 1 afternoon a week, forecast a surplus of £8k in the first year and a deficit of £10k and £32 in the next two years.</p>	SR	ASAP
	The meeting went to Part 2 Minutes		
	SR circulated the Schools Financial Value Standard (SFVS) and subject to confirming dates relating the Business Continuity Plan and Emergency Management Plan it was agreed by the governors.		
c	<p>Performance & Pay Committee The committee had met earlier in the day and SR reported that DW had presented her interim performance review for the staff which had been approved by the committee. The midterm review for DW was to be arranged.</p>	SR	ASAP
9	<p>Safeguarding Report A report would be available for review ahead of the next FGB.</p>	CB	April
10	Breakfast & After-School Clubs – Update		



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	<p>SR reported that the forecast showed a surplus at the end of the year with income higher than staff costs. The online payment system had seen increased levels of payments although there were some debtors.</p> <p>A complaint had been received following the standardisation of costs to £3 per half hour across both clubs. The complainant had said that the increase from £2.50 to £3 per half hour was prohibitive for their two children in the breakfast club.</p> <p>The governors had agreed the standardisation of costs previously and DW reported numbers had been maintained and there had been no reports of unattended children in the playground in the morning.</p> <p>It was agreed that a reply should be sent to the complainant. SR agreed to review the list of debtors.</p> <p>It was agreed that a set of Policies and procedures was required for the clubs. A working group (SM/SR/DW/CH + Mrs Pilling) would report back to the Resources Committee.</p>	SR SR SR	ASAP ASAP ASAP
	SF left the meeting at 5:45 pm		
11	<p>External Adviser Visit Report</p> <p>A report from Brad Murray (Education Officer) had been circulated in advance of the meeting.</p> <p>SM stated that the document was an encouraging and pleasing report.</p>		
12	<p>General Data Protection Regulation (GDPR) – Audit Report Update and Actions</p> <p>The audit report had been issued ahead of the meeting.</p> <p>DW advised that a TCLP headteachers meeting was scheduled for the 19th April with Data Protection being the main topic to be discussed. A TCLP solution to the appointment of a Data protection Officer was on the agenda.</p> <p>DW reported that Mrs Pilling was already addressing some of the actions identified in the report.</p> <p>It was agreed to set up a working party to produce an action plan and report to the Teaching & Learning Committee.</p>	DW	13/06/18
13	<p>Governor Training</p> <p>- Courses Attended – Feedback & Share Learning</p> <p>- Planned Courses</p> <p>CB & PC had attended the “Role of the Chair as Leader of the Governing Body” and CB reported it had been a very good course, reassuring and provided good networking opportunities.</p> <p>CH had attended the Induction for New Governors training, reporting that it had been good and requested that additional mentoring of new governors would prove helpful.</p>		
14	Policies: Copies of all policies had been circulated ahead of the meeting.		
a	<p>Admissions Policy 2019-20</p> <p>The policy was agreed by all governors and signed off.</p>		
b	<p>Pay Policy</p> <p>The policy had been approved by the Resources Committee and was ratified by the FGB. The policy was signed off.</p>		
c	<p>Medicines in School Policy</p> <p>The policy had been approved by the Teaching & Learning</p>		

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	Committee and was ratified by the FGB. The policy was signed off.		
d	Finance Policy The policy had been approved by the Resources Committee and was ratified by the FGB. The policy was signed off.		
e	Financial Policy Statement The policy had been approved by the Resources Committee and was ratified by the FGB. The policy was signed off.		
f	Capability Policy The policy had been approved by the Resources Committee and was ratified by the FGB. The policy was signed off.		
g	Attendance Policy The policy had been approved by the Teaching & Learning Committee and was ratified by the FGB. The policy was signed off.		
h	Data Protection Policy The policy had been approved by the Teaching & Learning Committee and was ratified by the FGB. The policy was signed off.		
i	E-Safety Policy The policy had been approved by the Teaching & Learning Committee and was ratified by the FGB. The policy was signed off.		
j	Freedom of Information Act Policy The policy had been approved by the Resources Committee and was ratified by the FGB. The policy was signed off.		
k	Grievance Policy The policy had been approved by the Resources Committee and was ratified by the FGB. The policy was signed off.		
l	Health & Safety Policy Statement The policy had been approved by the Resources Committee and was ratified by the FGB. The policy was signed off.		
m	Redundancy Policy The policy had been approved by the Resources Committee and was ratified by the FGB. The policy was signed off.		
n	Disciplinary Policy The policy had been approved by the Resources Committee and was ratified by the FGB. The policy was signed off.		
15	Date of the next meeting – Wednesday 16th May at 4:15pm. The meeting closed at 18:15		