

Bolham Community Primary School Governing Body

Full Governing Body Minutes 31st January 2018

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Date/Time	31 st January 2018 @ 16:15	Venue	Bolham Primary School	
Attendees	Initials		Attendees	Initials
Chris Burgess	CB		Pam Cook	PC
Tracy Cullerne	TC		Abi Dent	AD
Sarah Flower	SF		Claudette Harrower	CH
Stephen Moakes	SM/Chair		Stephanie Rolfe	SR
Julia Slade	JS		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
All Governors

Ref	Minute, Action or Decision	Owner	Date Due
1	Apologies ND had sent apologies due to a work commitment.		
2	Declaration of Business Interests None		
3	Minutes of the FGB Meeting on 6th December 2017 The minutes were signed off as a true and accurate record of the meeting.		
4	Matters Arising:		
a	PC to sign Register of Pecuniary/Business Interests Action complete.		
b	Headteacher Appraisal Training for Neal Davey to be booked Training courses for ND and TC had been booked for the 5 th March. Action complete.		
c	Scheme of Delegation – Add to school website BB to agree positioning of the information on the website with DW.	BB	ASAP
d	Skills Audit – All governors to complete All governors except for ND had completed the audit.	ND	ASAP
e	Keeping Children Safe in Education – PC to sign that it has been read Action complete.		
f	'Role of the Chair' Training courses for CB & PC to be booked Training courses for CB & PC had been booked for 7 th March. Action complete.		

Signed



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g	RA24 – Apply the agreed 2 modifications DW to apply the agreed two changes.	DW	ASAP
h	ND to be booked on a Safeguarding Lead course. Training courses for ND and TC had been booked for the 8 th March. Action complete.		
i	Arrange a new date for the Mental Health Training session Action complete.		
j	School Uniform Policy – Revise the Home-School Agreement It was agreed that SM would revise the Home-School Agreement to include reference to school uniform rules and present at the next Teaching & Learning (T&L) meeting.	SM	Feb 18
k	Medicines in School Policy – Apply updates for T&L to review in February prior to FGB approval in March DW to action for the next T & L meeting.	DW	Feb 18
5	Library Update DW advised that the project was almost ready to get underway. A Friends of Bolham School (FOBS) meeting had been arranged for the InCube library design to be agreed. The Resources Committee had approved an electrician and painter. AD asked why FOBS had to agree the proposals. DW explained that as FOBS were funding the library update, FOBS had to be confident that the money that had been raised was being spent in the best possible way. DW said she was looking for a quick go-ahead so the library would be completed ahead of SATS in the summer term. Parents and governors would be asked to help dismantle the existing library.		
6	Receive Reports from Committees:		
a	Action Evaluation Group (AEG) AD advised the governors that the minutes from the latest meeting had been circulated, and asked if there were any questions. SM asked if the AEG were confident that the pupils were aware of what was required of them. SR said that this had been discussed with SF and Mr Dickinson and that the objectives were displayed on the walls and KS2 children were provided with a weekly list of what was to be taught in order to focus on what they needed to achieve. SF added that she was confident that KS2 pupils were aware of what was required with evidence visible on the boards and in their books.		
b	Resources Committee - Use of TCLP Core Services SR advised that the minutes from the Resources meeting had only recently been circulated so she gave a verbal update. <ul style="list-style-type: none"> South West Water (SWW) had an issue with their accounting system and had not deducted a payment that DCC had made on behalf of the school. SWW had sent another bill and were threatening to cut off 		

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	<p>the water to the school if not paid. DW said that she and Mrs Pilling had spent a lot time trying to resolve the issue with SWW and asked SR to progress.</p> <ul style="list-style-type: none"> • One of the findings from the Financial Audit last year was to recommend that it was good practice to produce an Invitation to Tender for a 4-year Catering and Cleaning contract. SR explained that this entailed a detailed process and required exact specification. The relevant templates had been obtained and SR asked for a governor to take the lead on the process. CB agreed to take on the lead role. • The revenue budget was forecast to overspend by £7500, however DW had said that this would be reduced to £3500 by several measures <ul style="list-style-type: none"> ➤ Splitting the increased Sports Grant to use more after the end of the financial year. ➤ The County Mutual Fund paying out (amount to be determined) to cover a large part of the Supply Staff costs covering sickness. ➤ The resignation of the part-time administrator, who was leaving 2nd Feb, would not be replaced until the start of the Summer Term due to the time required to recruit a replacement. The job would be advertised as a Grade B position. CH asked if Mrs Pilling (AP) would cope with the extra workload in the short-term. DW advised that the Teaching Assistants (TAs) had been asked to undertake some of the administration tasks that AP would normally perform for them. In addition the work of AP would be prioritised and some tasks would not get done. • On online payment system was to be subject to a one-month's free trial. Previous investigations into payment systems had proved not to be cost effective but now that the Breakfast and After-School Clubs were operated in-house and administrated by the school office it was agreed to trial a Pay-As-You-Go solution. The 'Teachers to Parents' payment system, costing £50 set up and £200 per annum with a transaction fee being charged to parents, would be trialled after half-term. The alternative solution investigated, 'Unlimited', would cost £700 p.a. with no charges to parents. SF proposed that a system utilising an APP would be preferable as she found using one very effective. PC asked how the system would benefit the school. SR explained that it would be more efficient, helping to reduce the administration workload when chasing up 	SR	ASAP
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	<p>arrears and preparing cash and cheques for the bank.</p> <ul style="list-style-type: none"> The core cost payment to Tiverton Co-operative Learning Partnership (TCLP) had reduced by £250 to £1253 this year, which equated to £10.99 per pupil. The benefits for the pupils in Arts, Sports and transition to secondary school were well worth the value. The overall cost from all schools in the TCLP was £36k which was down from £51k last year. AD asked how the costs had been reduced. SR advised that savings in administration and not attending the Mid Devon Show had generated some savings. SR recommended that the school continued to contribute the core cost to the TCLP. All agreed. <p>DW requested that she was given permission to commit to paying for an I T Technician for 2 years in advance rather than an annual basis to ensure continued support. The support provided cover for 2 hours per week (£30 a week) for 38 weeks. All agreed that this was good value for money.</p>		
7	<p>Safeguarding Report</p> <p>The report was not available and CB offered to discuss future production of the Safeguarding report with ND. CH and SR asked to be booked on a Safeguarding course.</p>	BB	ASAP
8	<p>School Self-Evaluation</p> <p>The Self Evaluation report had been circulated ahead of the meeting.</p> <p>DW explained that the report had recently not been a priority to produce but had been made aware that Ofsted now required it. DW advised that she had drafted the report and the governors had to take ownership of it. DW noted the thoughts and suggested amendments from the governors and would update the report, re-issue and put on the school website.</p> <p>Comments noted were:-</p> <p>SM asked governors to defend any questions raised regarding "that since December 2014, 100% of the teaching staff have retired (25%) or resigned (75%)".</p> <p>SM said that the Wrap Around Care had been judged as "good" by Ofsted last year and asked if the governors were confident that the in-house provision provided since October was still good. SR advised that she had initially focussed on the administration, the budgets, the attendance numbers and the staffing of the new provision. SR added that the Breakfast Club numbers had increased and she had received positive feedback from the parents who recognised the impact the governor led provision was having. TC asked if Miss Waterman (HW) required any training. SR advised that HW had previously worked in a similar role at Tidcombe school. SR said that she would investigate the provision in other schools to work to an assessment of 'Outstanding' DW would ask Neil Copland to audit the clubs.</p> <p>SM asked if the governors were still confident that the</p>	DW	ASAP

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	<p>budgets were still well managed. SR advised that the Resources Committee regularly reviewed the budgets and the governors were aware of the current position. Bolham was in a much healthier position than many other schools that had much larger overspends.</p> <p>SM requested that "Curriculum Maps were available on the school website" was added to the Quality of teaching page. TC proposed that the first 3 paragraphs were modified slightly to read better in that the first paragraph stated teaching was consistently good but paragraphs 2 and 3 did not state the same.</p> <p>SM asked whether Teaching Assistants were prepared for the Ofsted inspection. SF advised that they would receive the required preparation.</p> <p>SM referred to the comment "the quality of planning and marking in foundation subjects is not yet securely embedded", asking how this was being addressed. DW explained that the quality of writing across the non-core subjects was not the focus. The senior leaders would ensure all staff were aware that book inspections focussed on the subject.</p> <p>AD requested that the homework books included an information sheet to parents in order to identify targets for pupils and their next stages of work.</p> <p>AD said she was surprised there was a low level of disruption in some classes, as the children behaved impeccably when representing the school at offsite events. DW confirmed there was still some low level disruption but would add a comment referring to the complimentary letters received by the school.</p> <p>On the page, showing the Outcomes for Pupils, TC said that for KS1 pupils, the RWM attainment "the 9.5% attaining GDS is below NA 11%" was a small difference due to the small cohort size. DW agreed to revise the comment to "broadly in line".</p>		
9	<p>Performance Tables</p> <p>DW asked the governors to view the data on the Department for Education website.</p>		
10	<p>Breakfast & After-School Clubs – Update</p> <p>SR reported that the latest year-end positive forecast of £3500 was slightly down from the original forecast by £929. The close monitoring of income would continue.</p> <p>As at 26th January, there had been 707 Breakfast Club sessions (£1750) and 494 After-School sessions (£2700), however, the payments received was £3806 which gave an outstanding £643 to be paid. SR said this was due to slow payments by parents although the sessions were supposed to be paid in advance. AD asked what procedure was in place to follow up on parents who did not pay. SR advised that, initially, a reminder text message was sent to parents, followed up by a letter explaining that the attendance at the club would be cancelled. DW added that if attendance was refused, the school needed to be aware of any potential vulnerable children and potential Child</p>		

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	<p>Protection issues involved.</p> <p>It was agreed that a late cancellation (within 24 hours) should still be paid for and the introduction of the online payment system for parents would help enforce this.</p> <p>SR said that the pricing structure across the clubs needed to be reviewed. AD asked if the charges were by the half hour. SR said that the charges were currently different across the two clubs and dependent on the hours.</p> <p>The Governors agreed to standardise the fees for both Breakfast and After-School Clubs.</p>		
11	<p>TCLP – Update</p> <p>SM advised that a TCLP meeting had not taken place recently.</p>		
12	<p>General Data Protection Regulation (GDPR)</p> <p>DW advised that a GDPR audit had taken place and the report would be available soon.</p>	DW	ASAP
13	<p>Governor Training</p> <p>- Courses Attended – Feedback & Share Learning</p> <p>- Planned Courses</p> <p>SM had attended the third and final part of his Chairs of Governors Leadership Development Programme.</p> <p>Several courses were scheduled over the coming months.</p>		
14	<p>Managing Policy Compliance for Staff</p> <p>SF had reviewed the School policy management procedures and reported that new staff underwent an induction process that included being handed copies of the Health & Safety and Wellbeing procedures. In addition the new staff were advised that they needed to view several policies that were available on the school computer network and they had to sign to say they had been read and understood.</p> <p>Existing staff were informed of changes to procedures and policies during staff meetings and advised to read the updated documents on the network.</p> <p>CH asked if there were hard copies of the policies. DW confirmed that copies were on file in the school office.</p>		
15	Policies:		
a	<p>Business Continuity Plan / Emergency Management Plan</p> <p>DW explained that the latest recommendation was to merge the two existing plans into one document. Advice taken from the Health & Safety team was to continue to use separate plans if they were up to date. DW would review the plans and report back at the next meeting.</p>	DW	21/03/18
b	<p>Admissions Policy 2019-20</p> <p>The draft document had not yet been received from DCC.</p>		
c	<p>Managing Sickness & Absence Policy</p> <p>CH recommended that the updated version of the model policy was approved. All agreed and the policy was signed off.</p>		
16	<p>Date of the next meeting – Wednesday 31st March at 4:15pm.</p> <p>The meeting closed at 18:20</p>		