

# Bolham Community Primary School Governing Body

## Full Governing Body Minutes 16<sup>th</sup> May 2018

Full Governing Body Minutes – Part 1				
Date/Time	16 <sup>th</sup> May 2018 @ 16:17	Venue	Bolham Primary School	
Attendees	Initials		Attendees	Initials
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
Chris Burgess	CB	Holiday	Neal Davey	ND

In Attendance	Initials	Reason
Bruce Benton	BB	Clerk

Minutes to
All Governors

Ref	Minute, Action or Decision	Owner	Date Due
1	<b>Apologies</b> CB had sent apologies as he was away on holiday. SM had informed SR that he would be arriving late. SR chaired the meeting until SM joined the meeting.		
2	<b>Declaration of Business Interests</b> None		
3	<b>Minutes of the FGB Meeting on 21<sup>st</sup> March 2018</b> The Part 2 minutes were read out to the meeting after which the Part 1 & Part 2 minutes were signed off as a true and accurate record of the meeting.		
4	<b>Matters Arising:</b>		
a	<b>Scheme of Delegation – Add to school website</b> BB advised that the work was completed and was waiting on the administration team to update the website.		
b	<b>Skills Audit – ND to complete</b> The audit was still to be completed.	ND	ASAP
c	<b>Progress the resolution of the high water bill with South West Water (SWW)</b> SR had emailed SWW asking for a revised invoice and confirmation that the leak had been fixed. SWW were still to respond. Action complete. <b>AD asked if the meter was being monitored.</b> DW stated that the meter was not being checked, however, the quarterly charge was the same as it was before the leak.		
d	<b>Arrange audit of the Breakfast and After-School Clubs with Neil Copland</b>		

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	It was agreed that the audit should be arranged after the clubs had been running for over 12 months (October). Action complete.		
e	<b>Share the information sheets for Ofsted interviews with all governors (see item 5)</b> This would be covered in item 5. Action complete.		
f	<b>Public Health Survey for years 4-6 to take place in July</b> Carried forward to the next meeting	DW	11/07/18
g	<b>Contact Polly Colthorpe to assist with the Land Transfer</b> SR advised that she was waiting on a response from DCC before involving Polly Colthorpe. All agreed. Action complete.		
h	<b>Arrange mid-term review with Headteacher</b> Action complete.		
i	<b>Issue Safeguarding report (see item 9)</b> Action complete.		
j	<b>Reply to the complainant against the price change for the Breakfast Club</b> Carried forward.	SR	ASAP
k	<b>Update on the debtors for the clubs</b> SR covered in item 10. Action complete.		
l	<b>Production of Policies and Procedures for the Breakfast &amp; After-School Clubs – Working Group to report to Resources Committee</b> SR covered in item 10. Action complete.		
m	<b>General Data Protection Regulation (GDPR) – Update on the action planning</b> DW reported that the Working Committee had met and reviewed the Data Asset Register working with the DCC Toolkit list. DW had met with headteachers from other schools and discussed the option of using Rob Long, Information Governance Specialist of Audit West. as the Data Protection Officer (DPO) at £975 per annum (fixed price for 3 years) for up to 10 schools. DW added that the revised Data Protection Policy was still to be produced by DCC and had been advised by Rob Long that some schools were choosing to rewrite policies and procedures rather than adapt existing ones. DW had already ordered encrypted memory sticks for use by the staff. <b>AD asked what data was involved.</b> DW advised that information on pupils and families was held on the School Information Management System (SIMS) database. <b>AD asked what was the role of the DPO.</b> DW stated that he would be involved in any breach of data, providing training for staff and support (and reports) for the FGB. <b>AD asked if a company employed Rob Long.</b> DW said that Audit West employed him and if he was unavailable (on holiday, sick or left the company) then a replacement would be provided. DW proposed that the governors agreed to employing Audit West (Rob Long) as the DPO. All agreed.		

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	<b>SM arrived at the meeting</b>		
<b>5</b>	<p><b>Ofsted</b>  <b>- Timeframe update</b>  <b>- Framework</b></p> <p>DW advised that Ofsted has made changes to how frequently it will inspect 'good' schools. Schools rated 'good' would now be re-inspected every 4 years. The inspection was now expected in May 2019.</p> <p>DW said that if the inspection did take place earlier then the school would be ready. <b>SM asked the governors if they thought the Governing Body was ready.</b> AD stated that the Action Evaluation Group was only one review from being fully confident. SM asked that governors remained ready and the extra 12 months would allow the newer governors to get up to speed.</p> <p>SR added that she had observed the recent Statutory Assessment Tests (SATs) and was pleased to report that the administration was performed to the required rules and regulations.</p>		
<b>6</b>	<p><b>Headteacher's Report with School Development Plan update</b></p> <p>The report had been circulated ahead of the meeting, so SM asked for any questions or points of clarification.</p> <p><b>AD asked if a new administrator had been recruited.</b> DW confirmed that Caroline Farqher had been employed as a part-time Administration Assistant.</p> <p><b>SM asked if the School Development Plan was on schedule.</b> DW confirmed that it was.</p> <p>All governors agreed that the report was detailed and an accurate account.</p> <p>AD advised that she had sourced information on "Normal Magic", Mental Health advice and circulated the details.</p> <p>SR said she was please that the Years 3-6 girls football team had won the tournament at Exeter.</p> <p>SM reported that two teams took part in this year's Exmoor Challenge, Team 1 was placed fifth overall in the mixed category and Team 2 achieved were ranked 42<sup>nd</sup>. This was the highest placing achieved by a team from Bolham Primary School in the last six years.</p> <p><b>AD asked if schools, other than Tiverton High School (THS), utilised transition days.</b> DW said that the other schools did hold transitions days but not as many as THS.</p>		
<b>7</b>	<p><b>TCLP Update</b></p> <p>SR reported that she had attended the recent TCLP meeting, however the meeting had been brief as only 3 schools were represented.</p> <p>It was agreed that the purpose and make up of the TCLP would be reviewed.</p> <p><b>AD asked if it was an indication that interest in the partnership was declining.</b> SR said that the meeting had clashed with other events and that had contributed to a small attendance.</p>		
<b>8</b>	<b>Receive Reports from Committees:</b>		
<b>a</b>	<b>Action Evaluation Group</b>		

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	AD asked the governors to review the recently issued minutes. PC asked that any data produced (for AEG) was made available to Lead Governors in advance of a Governor Visit.		
b	<p><b>Resources Committee</b></p> <p>SR gave a verbal update from the meeting the previous week.</p> <p>The 5-year budget had been circulated to the governors ahead of the meeting.</p> <p>SR advised that last year (2017/18) had resulted in a deficit of £643 due to the late arrival of some bills (TCLP and supply staff). This was a great improvement from the deficit of £6k forecast in January. DW said that the pupils had gone without resources as the budget was frozen from February in order to ensure there was not a significant deficit.</p> <p>SR added that there was a forecast surplus of £11.6k this year (2018/19) but subsequent 2 years forecast deficits due to the reduction in pupils as 10 had left the school when families had moved away. The impact was a reduction in £33k in the School Budget Share.</p> <p>SR stated that the budget had been submitted to DCC, subject to FGB approval. <b>SR proposed the 5-year budget was approved.</b> All governors agreed.</p> <p>SR advised that the impact of the revised budget for this year was that Mrs Hillier would be working 3.5 days rather than 4 from September. DW added that the Government Pay Award had forced this change. <b>AD asked what the impact was.</b> DW stated that she would be teaching 4 afternoons and 1 morning due to the reduced hours from Mr Boxer and Mrs Hillier. <b>TC asked if the budget should be approved on the basis that DW would have to spend as much time teaching.</b> DW said that the revised budget would then result in a deficit that would involve the Financial Intervention Panel for Schools who would then request the reduction of staff.</p> <p>DW advised that Dawn Stamp, Head of Education and learning for Devon, had requested that the government fund the pay award.</p> <p><b>SR questioned how long DW could sustain working the amount of time teaching at the expense of fulfilling the necessary activities of the headteacher role. The budgets had been reduced year on year and there was no further options to cut and therefore suggested that additional sources of income were considered.</b> Options considered were</p> <ul style="list-style-type: none"> <li>• Amory Trust, but was thought that this was more for individuals.</li> <li>• Swimming only for year 6 rather than the whole school as currently this incurs a cost to the school.</li> <li>• TAP (Town and Parish) fund from the council to finance projects.</li> </ul> <p>All governors agreed that Andrew Lathwell should be 'co-opted to the FGB to help explore potential grants and funding options (outside of current FOBS fundraising).</p>	SM	ASAP



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	The meeting went to Part 2 minutes		
9	<p><b>Safeguarding Report</b> CB had circulated the report ahead of the meeting and it was agreed it was a good report and there were no questions raised.</p>		
10	<p><b>Breakfast &amp; After-School Clubs – Update</b> SR reported that she had met with DW to discuss feedback from parents. Some children had requested a greater variety of activities, especially those attending both clubs when the activities were repeated. SR had spoken with the children to ask what their likes and dislikes were and what they thought would improve their time at the clubs. In addition they were asked about how to improve the snack offer. DW had produced a report that was currently being reviewed by DW &amp; Gemma Cotter (GC). It had been agreed that GC be given an extra 2 x 1 hours per week to support and train Hannah Waterman (HW) and also an additional 2 hours for planning and preparation for the clubs. The involvement and engagement of HW in planning would be beneficial going forward. SR stated that an improved variety in snacks would be made available. SR added that a parental agreement form would be produced and that existing school policies would be adopted for the clubs. SR advised that the school website had been updated with the details of the new provision. The movement of children was restricted by the fact that only one member of staff was available at each club although the better weather allowed the clubs to be operated outside. <b>SM asked if the clubs were in profit.</b> SR advised that the year-end position showed a surplus of £1870. <b>AD asked if the online payments system had helped reduced the debts.</b> SR said that the previously reported debt of £800 had reduced to £199. SM said he thought the online system required payment in advance so there should be no arrears. SR advised that last minute/emergency bookings were placed outside of the normal system by the administration team, requirement payment after the event. <b>SM asked if the online payment system was still on trial.</b> SR advised that the system would be rolled out for all payments to the school (dinner money, residential etc) from September 2018. <b>SM asked if there was a cost impact by using the online system.</b> SR advised that the school absorbed the costs but the savings on administration time would cover this. <b>SM asked if HW needed First Aid training,</b> DW advised that HW was already trained. <b>AD asked if a recruitment drive for more pupils to attend the school was being considered.</b> SR said that a competition to name the clubs was in progress and publicity for this would possibly help in recruitment.</p>		



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11	<b>Governor Training</b> <b>- Courses Attended – Feedback &amp; Share Learning</b> <b>- Planned Courses</b> <b>- Safer Recruitment Training</b> SM/CB/DW/BB had attended the Heads/Chairs & Clerks course and BB reported that he had been reassured with the Bolham FGB when networking with other clerks. PC requested that she undertook the online Safer recruitment training.	BB	ASAP
12	<b>FGB - Succession Planning/ Roles &amp; Responsibilities</b> It was agreed that CB should become the Lead Governor for Safeguarding. SM would contact ND with regard to continuing as a governor. SM acknowledged that ND was the longest standing governor and had contributed an immense amount to the school during his tenure.	SM	ASAP
13	<b>Leavers Assembly – Awards Presentation</b> SM advised that all governors were welcome to attend the Leavers Assembly at 9:30 on 26 <sup>th</sup> July and confirmed that as Chair he was intending to present the awards. CH advised that Tiverton in Bloom would be visiting the school on the 9 <sup>th</sup> July.		
14	<b>2018-19 Meetings</b> <b>- Agree Day &amp; Time</b> <b>- Draft calendar</b> All agreed that meetings would take place at 4:15pm on Wednesdays.		
15	<b>Policies:</b>		
a	<b>Accessibility Policy (Resources Committee)</b> Carried forward to the next meeting.	SR	11/07/18
16	<b>Date of the next meeting – Wednesday 11<sup>th</sup> July at 4:15pm.</b> The meeting closed at 18:00		

Signed



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