

Bolham Community Primary School Governing Body

Full Governing Body Minutes 11th July 2018

Full Governing Body Minutes				
Date/Time	11 th July 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

In Attendance	Initials	Reason
Bruce Benton	BB	Clerk

Minutes to
All Governors

Ref	Minute, Action or Decision	Owner	Date Due
1	Apologies No apologies had been received.		
2	Declaration of Business Interests No declarations were made.		
3	Minutes of the FGB Meeting on 16th May 2018 A correction was made to the original draft Part 1 minutes. 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	Matters Arising:		
a	Scheme of Delegation – Add to school website BB advised that the information had been loaded on to the school website. Action complete.		
b	Progress the resolution of the high water bill with South West Water (SWW) SR reported that the correct, revised bill had been received from South West Water and it had been paid. Action complete.		
c	Public Health Survey for years 4-6 to take place in July DW said she had not received the survey from the NHS and that it might not be required until July 2019. <u>JS arrived at the meeting</u>	DW	ASAP
d	Reply to the complainant against the price change for the Breakfast Club SR advised that she had emailed the complainant and there		

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	had been no further communication. Action complete.		
e	<p>Ask Andrew Lathwell (AL) to become an Associate Governor</p> <p>SM had been in contact with AL and advised that he was willing to help with identifying financial assistance for the school separately from the Friends of Bolham School (FOBS) fundraising. SM added that FOBS funds could not be used for statutory school provision such as staff costs. Due to business commitments AL was unable to attend meetings but would assist as much as he could. Action complete.</p>		
f	<p>Purchase online training package for Safer Recruitment Training</p> <p>BB advised that the training package had been purchased and passed to PC to use. Action complete.</p>		
g	<p>Contact ND regarding role as Local Authority Governor</p> <p>SM stated that he had emailed ND several times and left phone messages but had not received a response. As ND had not attended several recent meetings and not sent apologies it was believed that his previous offer to stand down from the governing body had been invoked. It was agreed that a formal letter be written to ND to thank him for his dedication and work over the years and confirm his stepping down from the governing body.</p>	SM	ASAP
5	<p>Headteacher's Report with known Test Results</p> <p>The headteacher report with the results from the Key Stage 1 and 2 tests had been circulated in advance of the meeting. SM asked the governors if there were any questions on the content of the report.</p> <p>SM asked if the forecast size, 32 children, for class 3 next year was acceptable. SF said that 36 pupils were in her class this year and she had coped with the allocation of extra Teaching Assistant (TA) help so a class of 32 next year would be manageable. CB asked if the same number of TA's would be retained for next year. DW said that the TA's would remain the same. SF added that she had been given the opportunity to discuss the situation with the Head and preferred not to move any of the pupils to another class. DW advised that the class was declared full for any further admission requests. SF thanked PC for her weekly visits to support one to one reading with the children.</p> <p>SM asked for clarification under the Safeguarding section of the report when it referred to Child Protection cases. DW said that any entry would refer to actual cases or referrals to external agencies. Internal concerns would not be reported on to the FGB unless significant.</p> <p>CB said that the 2018 Key Stage 2 data looked positive overall for pupils achieving ARE but there was a slight percentage drop in achieving the higher score across the body and asked DW what were her thoughts around its cause. DW explained that the main discrepancy in reporting by percentages was due to the pupil numbers involved as this year each pupil was equivalent to 6.6% whereas last year each pupil was 11%. DW added that the boundaries in</p>		

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	<p>the reading tests had moved and the results in Reading, Writing and Maths were in line with National results. Plans were being put in place to resolve the dip in the number of children achieving ARE for Grammar, Spelling and Punctuation. DW advised that the Local Authority had moderated the test results for writing and all teacher judgements were found to be accurate.</p> <p>CB said that for KS1, it was reported that 23% of students were undergoing investigation / referral for SEN. CB asked DW if these referrals did classify these students as part of the SEN category would this retrospectively be applied to the data. DW said the results would not be changed, however, the information would be available for an Ofsted inspection and the children would be tracked though their time in the school. DW added that Pam Roberts (PR), the schools Special Educational Needs and Disability Co-ordinator (SENDCo) worked hard with the Senior Leaders to support the children and DW said she would ask PR to meet with the governors.</p> <p>SM said that it was important for all governors to have confidence that the Pupil Premium was being utilised appropriately, any necessary intervention teaching was being put into place and resources for all staff being made available to provide the best opportunity and support for all children.</p> <p>SM congratulated DW and the staff on the fantastic achievement of 100% of the pupils passing the year 1 phonics screening check. JS asked if all of the year pupils being in class 2 had helped in achieving the 100% figure. DW said that the result could not be isolated to one reason and thought that the staff team approach had greater impact. DW advised that the result would put the school in the top 10% or better in the country and believed that this would be confirmed in a letter from the Department of Education (Dfe).</p> <p>DW said that the KS1 SATS papers were available for governors to review.</p> <p>DW reported that 77% the Early Years pupils had achieved the good level of development across the 12 Early Learning Goals which was above the Devon and National figures and the best in school for 3 years. SR asked DW why none of the pupils had achieved the highest score in Maths. DW said that this would be discussed with the teacher and would be a focus for leadership 2018-19 action plans.</p> <p>SM congratulated the staff and pupils taking part in the Jaguar Challenge in winning the regional final and progressing to the National Finals.</p> <p>CH reported that the Tiverton in Bloom judges had been impressed with the school displays.</p>	DW	ASAP
6	<p>General Data Protection Regulation Compliance</p> <ul style="list-style-type: none"> - Understand the changes - Evidence of Preparation / Action Plan Update - Sharing, Storing & Disposing of Data - On-going Monitoring Plans 		

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	<p>DW advised that she had met with CB, SR and Mrs Pilling (AP) to review the recommendations from the GDPR audit. DW & AP had performed a risk assessment to identify what data was provided and where it was stored and shared. The Data Protection Officer had been appointed and had been really helpful with swift responses to queries and work with policies.</p> <p>All staff had been trained and provided with encryption sticks.</p>		
7	<p>Tiverton Co-Operative Learning Partnership Update</p> <p>SM said that he had attended a meeting the previous evening with DW & SR. SM reported that the TCLP was revisiting what it stood for and what it wanted to achieve by surveying all members and organising a visioning session in the Autumn Term. SM added that the Head of Tiverton High School, along with the local Member of Parliament, Neil Parish, had met with the Dfe to discuss funding for a new secondary school in Tiverton and the TCLP was going to produce a letter to support the request. SR said that some members of the TCLP thought that the focus was too much on schools and education at the exclusion of the local community involvement.</p>		
8	Receive Reports from Committees:		
a	<p>Teaching & Learning Committee</p> <p>- Agree Attendance Target of 98%</p> <p>The minutes from the T&L meeting in June had been published. DW proposed that the target for attendance was increased to 98% and all governors agreed.</p> <p>AD asked what impact the absences for medical reasons had on the attendance figures. DW said that absence for medical reasons was classed as authorised absence.</p>		
b	<p>Resources Committee</p> <p>The minutes from the Resources meeting in June had been published.</p> <p>AD said that she was pleased to see the proposed improvements to the school gates. SR advised that the cost for the refurbishment and upgrading work was good value for money.</p> <p>SR reported that work on the Invitation to Tender for the Cleaning and Catering contracts had progressed further and that DW and AP were making final amendments before the end of term. DW said that the process had been formally reported to the TCLP and the current contractors, NORSE, had also been informed. The target was to be in a position to award contracts by December 2018 as 2 terms notice would be required if changing providers. DW said she would find out if there were any implications around TUPE (Transfer of Undertakings (Protection of Employment)) if new providers were to be used.</p> <p>SM asked if FOBS had their own insurance for hiring the bouncy castle at the end of term BBQ. DW confirmed that FOBS had informed the school that they would have their own insurance in place.</p> <p>The on-going transfer of the car park from MDDC back to</p>		

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	the school was discussed and it agreed by all governors that Devon County Council be informed that the transfer would take place. Mid Devon District Council would then be requested to give up the lease and return the land back to the school in good condition. The work required to bring the land up to an acceptable state would be discussed with MDDC.	DW	ASAP
9	Safeguarding Governor - Update CB had provided a report for the previous FGB meeting and asked the governing body how often formal updates were required. It was agreed by all governors that a formal report should be produced termly, (first meeting each term). CB added that he would meet with DW to produce a Safeguarding action plan.		
10	Keeping Children Safe in Education –Sept 2018 DW advised that the revised guidance would come into force on the 3 rd September 2018 and all staff would be trained on that date. DW added that everyone had to take responsibility for keeping children safe and outlined the contents of the guidance. Part 1 of the KCSiE guidance had been circulated ahead of the meeting and everyone was asked to read the document. All governors and clerk signed off that they had read the document. SM asked DW if staff would also have to sign that they had read the guidance. DW confirmed that this would take place.		
11	Breakfast & After-School Clubs – Update SR reported that the year-end balance surplus was less than previously reported as additional time had been allocated to the play leaders for preparation and set up work along with supervision, mentoring and training. AD asked what impact the additional time had produced. SR said that the changes had only been in place since half-term so it was too early to assess. DW said that it was important to retain some surplus in the budget to cover unexpected events such as redundancy payments. SR added that, as at the end of June, the outstanding payments stood at £150 which was a lot healthier than previously reported prior to introducing the online payment system.		
12	Governor Training - Courses Attended – Feedback & Share Learning - Planned Courses PC advised that she had completed the Online Safer Recruitment training. SR requested that she be provided with the Online Safer Recruitment package. SR had attended the Responsibilities of the Safeguarding Lead training and reported that it had been very good as the trainer had previously been an Ofsted Inspector and had passed on his experiences of what governors need to understand. BB reported on some of the actions from the Clerks Update.		

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	GDPR highlighted the need for a Privacy Notice and Consent forms for Governors. Babcock had produced a "New Governor Starter Pack" and BB would review in conjunction with the current Governor Induction Pack. After a discussion on emails and transfer of files it was agreed that all governors would be assigned a school email address and that a secure central drive for governors would be used rather than emailing documents. <u>School Website Information</u> – Dfe had issued revised requirements and these were being applied.	BB BB DW BB	ASAP ASAP ASAP ASAP
13	FGB - Succession Planning/ Vision Setting It was agreed that CH would become the Local Authority Governor and that would generate a vacancy for a Co-opted Governor. The usual recruitment sites (SGOSS and Inspiring the Future) would be used to source a new governor. DW suggested that Bruce Clothier, CEO of Fraser Anti-Static Techniques be contacted as he was previously a pupil at Bolham School. CH was assigned the role of Deputy Safeguarding Governor. AD was added to the Headteacher Appraisal Panel and training was to be booked.	SM/BB SM BB	ASAP ASAP ASAP
14	Policies: All policies had been circulated ahead of the meeting		
a	Accessibility Statement (Resources Committee) The Resources Committee had approved the Policy and SR proposed it was ratified by the FGB. All agreed and the policy was signed off.		
b	Curriculum & Learning Policy (T&L Committee) AD proposed the policy was approved by the FGB. All agreed and the policy was signed off.		
c	Child Protection & Safeguarding Policy (T&L) The T&L Committee had approved the Policy and CB proposed it was ratified by the FGB. All agreed and the policy was signed off.		
d	Children in Care Policy (T&L) The T&L Committee had approved the Policy and SF proposed it was ratified by the FGB. All agreed and the policy was signed off.		
e	DBS Policy The revised DCC policy was reviewed and subject to the following changes listed below, SM proposed it was approved. All agreed and it was signed off. Section 5 – in conjunction with the KCSiE guidance for Sept 18, the section 128 check would be RECOMMENDED rather than required. Section 6 – DW would be named as the Authorised officer. Section 9 – leave as stands. Section 10 – First option preferred that the school would not accept DBS disclosures from other authorities. Section 14 – As per section 5		
f	Governors Allowances & Expenses (Resources) The Resources Committee had approved the Policy and SR proposed it was ratified by the FGB. All agreed and the		

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	policy was signed off.		
g	Maternity & Adoption Lave Policy (Resources) The Resources Committee had approved the Policy and CH proposed it was ratified by the FGB. All agreed and the policy was signed off.		
h	Maternity Policy (Resources) The Resources Committee had approved the Policy and CH proposed it was ratified by the FGB. All agreed and the policy was signed off.		
i	Staff & Leave & Absence Policy (Resources) The Resources Committee had approved the Policy and CH proposed it was ratified by the FGB. All agreed and the policy was signed off.		
j	Data Retention Policy DW proposed the policy was approved by the FGB. All agreed and the policy was signed off.		
k	Data Breach Policy DW proposed the policy was approved by the FGB. All agreed and the policy was signed off.		
l	Data Subject Rights Statement DW proposed the policy was approved by the FGB. All agreed and the policy was signed off.		
m	Data Protection Policy DW proposed the policy was approved by the FGB. All agreed and the policy was signed off.		
n	Information Security Policy DW proposed the policy was approved by the FGB. All agreed and the policy was signed off.		
o	School Records Management Policy DW proposed the policy was approved by the FGB. All agreed and the policy was signed off.		
p	Special Categories of Personal Data Policy DW proposed the policy was approved by the FGB. All agreed and the policy was signed off.		
15	Agree the Process for Appointing Chair & Vice-Chair for next year It was agreed that the process for the Election of Chair and Vice-Chair would remain the same as agreed in previous years and the document was signed off.		
16	Governing Body impact on the outcomes of pupils over the academic year SM asked governors to reflect and celebrate the achievements over the past year. <ul style="list-style-type: none"> • SM spoke about the Governors and Staff participation in the Ice Bucket Challenge that had helped to raise funds to refurbish the Library. The allocation of some of the Capital budget had allowed the building of the Early Years Play Area which had been well received. • SF gratefully appreciated the allocation of money from the revenue budget for additional TA time to support Class 3. • On behalf of the staff, SF thanked the governors for 		

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	<p>their interest and help in school activities, for spending time in school and participating in Parent Evenings and residential.</p> <ul style="list-style-type: none"> DW stated that governors understanding of Performance Data, identified by challenging questioning in meetings was appreciated in ensuring rigorous accountability. The school has not been allowed to sit back on previous good performance and the results were on an upward trend. DW especially thanked the Action Evaluation Committee for their rigorous involvement with Senior leaders in reviewing progress and assessments of pupils. CB highlighted the introduction of the Governor led provision of Breakfast and After-School Clubs when the previous provider ceased trading at short notice. If the new provision had not been put in place then children may have been lost from the school impacting on future budgets. CB thanked SR, AP and the club staff for their hard work. SR added that the children enjoyed attending the clubs and contributed to improving the offering. SF said that the governors had worked hard in getting prepared for the anticipated Ofsted inspection this year and this would ensure the school was ready for the rescheduled inspection taking place next year. <p>SM and DW invited governors to attend Sports Day, the End of year Leavers Award presentation and the FOBS BBQ.</p>		
17	<p>2018-19 Meetings – Calendar</p> <p>An updated list of meeting dates and times had been issued ahead of the meeting and SM asked governors to advise BB if there were any issues.</p>		
18	<p>Date of the next meeting – Wednesday 17th October at 4:15pm.</p> <p>The meeting closed at 18:18</p>		

Signed



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