

Bolham Community Primary School Governing Body

Full Governing Body Minutes 3rd April 2019

Full Governing Body Minutes				
Date/Time	3 rd April 2019 @ 16:45	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

Apologies	Initials	Reason	Absent without Apologies	Initials
Denise Woodgate	DW	Illness		

In Attendance	Initials	Reason
Bruce Benton	BB	Clerk

Minutes to
All Governors

Ref	Minute, Action or Decision	Owner	Date Due
1	Apologies DW had sent apologies due to illness. JS had advised that she would be late to the meeting.		
2	Declaration of Business Interests TC declared an interest in the administrator vacancy which would be discussed in the recruitment process during the Resources Committee update. No further interests were declared.		
3	Minutes of the FGB Meeting on 6th February 2019 AD requested that item 4c was revised to state that it would be an unlikely event that the caretaker would supervise the children in the after-school club. This would only occur when a second member of staff wasn't on-site and the playleader had to go to the office to obtain a parents contact number. Subject to this revision the minutes were signed off as a true and accurate record of the meeting.		
4	Matters Arising:		
a	Update on Co-Opted Governor Vacancy SM advised that there had been no progress in filling the governor vacancies. SM added that there were similar problems in recruiting governors in several local primary schools.	SM	ASAP
b	Bolham Bees Contract SR confirmed that the contract for parents to sign had been completed. SM asked if the letter had been sent to the parent questioning a charge. SR confirmed it had been sent and had there had been no further communication. Action complete.		
c	Update on Administrator Vacancy		

Signed



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	The Resources committee had approved the recommendation from the Headteacher that Miss Fargher was to take on the full-time administrator position and a 6-hours a week part-time administrator was to be recruited. Action complete.		
d	Obtain advice from I-West regarding FOBS Data Protection requirements Carried forward.	DW	ASAP
e	Book PC on Introduction to Understanding Performance Data in Primary Schools BB advised that he was waiting on a course to be available.	BB	ASAP
f	Book CH on the next level of Safeguarding Training CH would be attending a Safeguarding conference in June. Action complete.		
5	Headteacher's Report with School Development Plan DW had circulated the report ahead of the meeting. There were no questions on the contents.		
6	Receive Reports from Committees:		
a	Teaching & Learning PC reported that the minutes from the meeting in February had been circulated to governors. No questions were raised.		
b	Resources SR advised that the minutes from the meeting in March would be circulated shortly. SR stated that the 2018-19 Revenue budget forecast surplus was better than previously reported and this was due to DW covering staff non teaching time rather than using supply staff, a freeze on certain budget areas and the reduced level of staff in the administration office. SR added that the 3-year Revenue budget had been approved by the committee and had been submitted to DCC.		
c	Performance & Pay SR reported that the Staff Performance Management mid-term report and recommendations from the headteacher had been reviewed and agreed.		
7	Governor Visit Reports The reports on English (by PC) and EYFS (by TC) had been issued to governors ahead of the meeting. No questions were raised. SM agreed to be Lead Governor for Music and would visit the school and produce a report.	SM	ASAP
8	TCLP – Update SM reported a re-visioning session had been held where the TCLP set up, it's achievements and future plans were discussed. The TCLP agreed the priority would be to ensure all Primary School children were Year 7 ready for transfer to Secondary Education. SM added that attendance at TCLP meetings had reduced as some schools were accountable to Academies and Federations. SF stated that the amount of work performed with other TCLP school on moderation and data sharing activities had also reduced.		

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	JS arrived at the meeting		
9	<p>Governor Training - Courses Attended – Feedback & Share Learning - Planned Courses JS reported that she had attended a very good Health & Safety training course and learnt many aspects of H&S through discussions on various scenarios with other governors.</p> <p>SM advised that the National Leaders of Governance (NLG) provided training courses and the link would be sent to governors.</p>	SM	ASAP
10	<p>School Uniform Supplier SM reported that the Resources Committee had recommended Impact Print as the exclusive supplier of uniforms to the school as the company was based in Tiverton town centre where parents could view, try on and pay for merchandise in the shop. SM added that Impact Print had offered to supply the school with leavers hoodies and Jaguar Challenge items etc. The T-shirt would be in the current school yellow with a printed logo. Parents would be advised that generic non-branded items were allowable.</p>		
11	Policies: All policies (except b) had been circulated ahead of the meeting		
a	<p>Admissions Policy 2020-21 DW had revised the policy having discussed it with the Devon Schools Admissions Service. All governors approved the policy and it was signed off.</p>		
b	<p>Pay Policy The Resources Committee had reviewed the policy and BB confirmed that the Appendix 2 comment should read “The post of Headteacher will be remunerated on Group 1 points 6 to 18.” All governors approved the policy and it was signed off.</p>		
c	<p>Attendance Policy The Teaching & Learning Committee had approved the policy and this was ratified by the FGB and signed off.</p>		
d	<p>E-Safety Policy The E-safety Governor needed to be updated to CH and subject to this change the policy was approved by the FGB and signed off.</p>		
e	<p>Freedom of Information Act Policy The Teaching & Learning Committee had approved the policy and this was ratified by the FGB and signed off.</p>		
f	<p>Medicines in School Policy The Teaching & Learning Committee had approved the policy and this was ratified by the FGB and signed off.</p>		
12	<p>Date of the next meeting – Wednesday 15th May 2019 at 4:15pm. The meeting closed at 17:30</p>		

Signed



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