

Bolham Community Primary School Governing Body

Full Governing Body Minutes 5th December 2018

Full Governing Body Minutes				
Date/Time	5 th December 2018 @ 16:15	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	Business commitment		

In Attendance	Initials	Reason
Bruce Benton	BB	Clerk

Minutes to
All Governors

Ref	Minute, Action or Decision	Owner	Date Due
1	Apologies CB had sent apologies due to a work commitment.		
2	Declaration of Business Interests There were no declarations of interests.		
3	Minutes (Parts 1 & 2) of the FGB Meeting on 17th October 2018 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	Arrange for Pam Roberts (SENDCo) to meet with Governors in the Spring Term DW advised that the date was to be agreed.	DW	ASAP
b	Revise Governors Consent Form to include Name & Photograph appearing on the School Website BB advised that it was a requirement to put the name of governors on the school website. The document had been revised to remove the reference to personal emails now that each governor had a school email address. All governors present signed a consent form. Action complete.		
c	Review Governor Induction Pack An updated induction pack had been issued ahead of the meeting and was agreed by the governors. SR asked where new governors should get the information		

Signed



Date

6/2/19

Page 1

Bolham Community Primary School Governing Body

Full Governing Body Minutes 5th December 2018

	identified in the pack. It was agreed that the clerk would provide the information if not already sourced by the Chair or the mentor. Action complete.		
d	Update on Co-Opted Governor Vacancy SM agreed to contact local organisations and businesses by sending out letters on behalf of the school.	SM	ASAP
e	Contact Local PCSO to attend School to advise on Parents about Parking DW stated that she had sent an email to the local police. Action complete. <div style="border: 1px solid black; padding: 2px; display: inline-block;">AD joined the meeting</div>		
f	Review T&L Terms of Reference The TOR had been agreed at the Teaching & Learning meeting in November. Action complete.		
g	Consult Babcock on Performance & Pay T.O.R. After guidance from Babcock, SR approved the P&P TOR. Action complete.		
h	Code of Conduct to be signed off CB was still to sign off the Code of Conduct.	CB	ASAP
i	Register of Pecuniary /Business Interests to be signed off CB was still to sign off the Register of Interests.	CB	ASAP
j	Child Protection & Safeguarding Policy - Remove front page & Add School Logo - Review Policy to ensure suitability for Bolham BB advised that the front page of the model policy had been removed and the school logo added to the document which had been issued ahead of the meeting. The updated policy was agreed by all governors and signed off. Action complete.		
5	Bolham Bees Breakfast Club SR informed the meeting that the pupils had chosen "Bolham Bees" as the name of the Breakfast and After-School Clubs. A parent had produced a professional Bolham Bees logo that would be added to the club's paperwork and this would be presented at the next meeting for approval. DW reported that a parent who did not sign out their child until leaving the school 10 minutes after the booked time was charged extra and had raised a query. It was agreed, as a gesture of goodwill, to issue a refund as the parent had arrived at the school in time but delayed signing out. A letter would be sent to the parent to explain the reason for the refund. SM agreed to put an article in the newsletter to advise parents to sign out their child from the after school club on entry to the school. DW advised that the policies for the clubs needed to be placed on the school website. DW advised that Miss Waterman had replaced Miss Cotter as the Play Leader for the Breakfast Club. An internal advertisement had been placed to supply extra hours for the After-School Club on Tuesday, Wednesday & Thursday to	SR SR SM SR	Jan 2019 ASAP ASAP ASAP

Bolham Community Primary School Governing Body

Full Governing Body Minutes 5th December 2018

	support Miss Waterman.		
6	<p>Staffing & Absence Update DW advised that Mrs Pilling, the Senior Administrator, had left the school to take up a more senior role within the NHS. A farewell assembly had taken place for Mrs Pilling. Miss Fargher had volunteered to cover full-time until a replacement was recruited and training on SCOMIS had been booked for her in January. David Dominie (Finance Officer) would undertake the financial aspects of the role until a replacement for Mrs Pilling was in place. SM asked if a replacement for the full-time administrator role had been found, DW advised that 3 candidates had applied for the position, only one of them was invited to attend an interview but subsequently declined. The position would be re-advertised in January.</p> <p>An internal advertisement had been placed for a part-time teaching assistant for class 3. Existing staff members and volunteers could apply for the position. AD asked how long the vacancy would be advertised internally before advertising externally. DW stated that the closing date for the internally advertised vacancy was the 10th December with interviews planned for the 12th. If not successful in filling the vacancy, the post would be advertised externally.</p> <p>A replacement Meal Time assistant had been appointed.</p>	DW	Jan 2019
7	<p>Headteacher's Report with School Development Plan The report had been circulated ahead of the meeting and SM invited questions from the governors.</p> <p>DW clarified a couple of acronyms in the report.</p> <p>SM asked AD to confirm the Action Evaluation Group (AEG) was reviewing SEN data for the Autumn Term and undertaking governor visits. AD confirmed that this was planned and an AEG meeting was taking place on the 16th January.</p> <p>SR asked for clarification on when the Educational Welfare Officer (EWO) was involved in monitoring pupil attendance. DW advised that when a pupil did not attend for 10 unauthorised sessions then Devon County Council would be advised and this would trigger "persistent absence" and the involvement of the EWO in monitoring the situation.</p> <p>AD asked about the difficulties in EYFS during the Autumn Term. DW stated that there had been a focus on creating a stable and safe working and learning environment for both pupils and staff. This was required due to staff absence and the challenging behaviour of one pupil.</p>		

Bolham Community Primary School Governing Body

Full Governing Body Minutes 5th December 2018

	PC thanked Mr Dickinson for the lovely Remembrance Service.		
8	<p>Safeguarding Audit</p> <p>DW advised that the audit report had been sent to CB to review and a response was awaited.</p> <p>AD asked if CB was committed to his Safeguarding Governor role as he had not attended the FGB meetings in the Autumn Term. SM agreed to contact CB.</p> <p>CH offered to take on the lead role for Safeguarding if necessary.</p> <p>An action plan had been produced but should be read in conjunction with the audit report. CH asked DW to send the audit report and action plan to review.</p> <p>DW highlighted the proposal for a LGBT (lesbian, gay, bisexual, and transgender) policy for primary schools and DCC were producing a model policy.</p>	SM	ASAP
9	<p>School Improvement officer Visit – Report</p> <p>The report had been issued ahead of the meeting and SM said the report was thorough and was pleased with the findings. The items highlighted had already been identified by the school and resolution measures were in place.</p> <p>The governors did not raise any questions about the report.</p>		
10	<p>GDPR – Report</p> <p>DW stated that she had requested advice from I-WEST on whether FOBS (Friends of Bolham School) needed a Data Protection Officer and policies of their own or could they use the schools. FOBS had to make a return to the audit committee for the charity commission and this linked into the schools's budget entries.</p>	DW	ASAP
11	Receive Reports from Committees:		
a	<p>Teaching & Learning</p> <p>- Agree Governor Lead for PE & Sports Provision</p> <p>- SEN Funding</p> <p>PC reported that she had taken on the SEN lead governor role, SM had agreed to be lead governor for Foreign Languages and proposed that JS become lead governor for P.E and Sports Provision. JS agreed to take on the role. FOBS were to be requested to raise funds for Special Educational Needs (SEN) and it was agreed to speak with Andrew Lathwell.</p> <p>PC advised that the minutes had already been circulated and asked if there were any questions. Governors did not ask any questions.</p>		
b	<p>Performance & Pay</p> <p>SR reported that at the Performance and Pay meeting, the committee agreed the TOR, elected a Chair and Vice Chair, monitored anonymised objectives, agreed the HT recommendations and confirmed a revised date for the Head Teacher's appraisal.</p> <p>AD asked when the appraisal was taking place. SR advised it was the 6th December.</p>		
c	<p>Resources</p> <p>SR advised that the minutes from the meeting in November</p>		

Signed



Date 6/2/19

Page 4

Bolham Community Primary School Governing Body

Full Governing Body Minutes 5th December 2018

	would be issued shortly,		
12	TCLP – Update SM advised that the recent meeting had been cancelled.		
13	Governor Training - Courses Attended – Feedback & Share Learning - Planned Courses CH had attended the “Responsibilities of the Safeguarding Lead”. PC requested a booking on the “Introduction to Understanding Performance Data in Primary Schools” course. SM reminded governors that his Chair’s National Leader of Governors provided £2k funding per annum and this could be used for governor training.	BB	ASAP
14	Best Value Statement DW had circulated the statement ahead of the meeting. SR recommended the document be approved and all governors agreed,		
15	Security Risk Assessment (RA24B) DW advised that the audit report had been passed to JS to review. JS would check and advise DW of any changes and the report would be presented to the Resources Committee in January.	DW	Jan 2019
16	Policies: All policies had been circulated ahead of the meeting		
a	SEN & Inclusion Policy The report was approved by all governors and signed off.		
b	Lettings Policy SR advised the existing Bolham School produced policy had been updated with recommendations from the revised model DCC policy and guidance. In addition the hiring rates had been rounded up. SR proposed the policy was approved, all governors agreed and it was signed off.		
c	Appraisal Policy CH proposed the unchanged model DCC policy was approved, all governors agreed and it was signed off.		
d	Outdoor Education Policy SM had reviewed the revised policy and was confident that Bolham School delivered on all risk assessment aspects, notably on the Exmoor Challenge. DW questioned the need for 16 hours of first-aid training over 3 years for Moorland Leaders and proposed this was discussed at TCLP. SM recommended the policy was approved, subject to clarification of the First-Aid training requirements for Moorland Leaders, all governors agreed and the policy was signed off. SM agreed to produce robust “Back at Base” emergency action cards for the Exmoor Challenge.	SM SM	ASAP ASAP
17	Date of the next meeting – Wednesday 6th February 2019 at 4:15pm. The meeting closed at 17:35		

Signed



Date

6/2/19

Page 5