

# Bolham Community Primary School Governing Body

## Full Governing Body Minutes 6<sup>th</sup> February 2019

Full Governing Body Minutes				
Date/Time	6 <sup>th</sup> February 2019 @ 16:15	Venue	Bolham Primary School	
Attendees	Initials		Attendees	Initials
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
Pam Cook	PC	Holiday		
Tracy Cullerne	TC	Family commitments		

In Attendance	Initials	Reason
Bruce Benton	BB	Clerk

Minutes to
All Governors

Ref	Minute, Action or Decision	Owner	Date Due
1	<b>Apologies</b> PC had sent apologies as she was on holiday. TC had sent apologies as her children were unwell.		
2	<b>Declaration of Business Interests</b> There were no declarations of interests.		
3	<b>Minutes of the FGB Meeting on 5<sup>th</sup> December 2018</b> The minutes were signed off as a true and accurate record of the meeting.		
4	<b>Matters Arising:</b>		
a	<b>Arrange for Pam Roberts (SENDCo) to meet with Governors in the Spring Term</b> SM & AD advised that Pam Roberts had updated the AEG committee with a very informative session on SEN. Action complete.		
b	<b>Update on Co-Opted Governor Vacancy</b> SM reported that there had been no progress on recruiting any governors.	SM	On-going
c	<b>Bolham Bees Breakfast Club</b> - FGB to approve paperwork - Send a letter to the parent querying a charge - SM to advise parents to sign out correctly - Put policies on the website SR circulated a draft Parent/Carer's contract for Bolham Bees. SR requested input from governors on the contents of the document. Several minor amendments were identified and were recorded by SR to update the contract.	SR	ASAP

Signed



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	<p>Key items agreed by the governors were:-</p> <ul style="list-style-type: none"> <li>➤ Cancellation - Charges would not be incurred for bookings if cancellation advised with more than 24 hours notice. <b>AD asked what the policy would be when a child had been sent home sick during the day.</b> SR advised that the parent/carer would be given a credit. <b>AD asked how long the credit would be available.</b> It was agreed that the credit should be used before the end of the academic year.</li> <li>➤ School Contact - It was agreed that the club mobile number be included in the contract.</li> <li>➤ Uncollected Children – <b>AD asked what procedure was in place.</b> SM proposed that the club followed the school Safeguarding Policy.</li> <li>➤ Behaviour Policy – It was agreed to follow the school's policy</li> <li>➤ Contact telephone numbers – DW advised that the contact numbers were held in the school office. <b>AD asked if the children would be left unattended when the playleader went to the office.</b> DW advised that in the unlikely event that a second member of staff was not on-site the school caretaker would supervise the children.</li> <li>➤ Contract on the website – <b>AD asked if the contract would be on the website with hyperlinks to the policies.</b> SR stated that a reference would be made to advise the policies were online if they needed to be referenced.</li> </ul> <p>SM stated that parents had been advised in the Bolham Bullet on signing out procedures for their children.</p>		
d	<p><b>Update on Administrator Vacancy</b> DW reported that Caroline Fargher (CF) was continuing to effectively deputise in the full-time administrator role supported by David Dominee (DD) on financial issues. DW added that the Resources Committee, due the current budget situation, had agreed to review the position in the new financial year. <b>SM asked if there was a cost implication with DD providing the financial service.</b> DW advised that there was an additional cost but not as much as the vacant administration cost. <b>CH asked what would happen if CF was absent from work.</b> DW stated that one of the Teaching Assistants would cover the school dinner administration, DW and the staff would cover the office requests and phone calls.</p>	DW	ASAP
e	<p><b>Obtain advice from I-West regarding FOBS Data Protection requirements</b> DW advised that she had emailed I-West and was awaiting a response.</p>	DW	ASAP
f	<p><b>Book PC on Introduction to Understanding Performance Data in Primary Schools</b> BB advised that he was waiting on a course to be available.</p>	BB	ASAP
g	<p><b>Outdoor Education H&amp;S Policy</b> <b>- Discuss 16 hour first-aid training requirement with</b></p>		

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	<p><b>TCLP</b>  <b>- Produce "Back at Base" Emergency Action Cards for Exmoor Challenge</b>  SM reported that a Babcock advisor stated that only the leader on adventurous outdoor activities needed the 16 hour training and that there were three providers for the relevant training.  SM advised that the action cards had been produced and were ready to be included in this years pack.  Action complete.</p>		
5	<p><b>Chris Burgess Resignation – Implications on Roles &amp; responsibilities</b>  It was agreed that SR would take on the deputy Safeguarding Lead and Mathematics Lead roles.  It was proposed that PC, as Lead Governor on English and chair of the Teaching &amp; Learning Committee, joined the AEG Committee.</p>		
6	<p><b>Ofsted Report</b>  DW thanked the Governing Body and her staff for their sterling work at the end of the Autumn Term when the inspection was called in the last week of term.  DW was please to report that in the 3 years since the last inspection the school had progressed by identifying strengths and weaknesses and putting actions plans in place to address concerns and ensuring their completion.  DW added that the 'next steps' for the school that were highlighted in the report were already being addressed.  Action plans for the EYFS provision to strengthen progress in Mathematics and English had been agreed with the senior leaders. In addition the children that were just below ARE were being clearly monitored.  SM had previously advised that the school should be in a position for an Ofsted visit at any time and did not need to put on any special performance when it occurred. As a result the school took the inspection in its stride and it was huge accolade for school with the results of the inspection.  DW added that a new framework from Oftsted would be introduced in September 2019 which would identify the requirements for the next inspection in 4 years.</p>		
7	<p><b>Approve 2019-20 Term Dates</b>  The term dates agreed at the Resources Committee were ratified by the FGB.</p>		
8	<p><b>Headteacher's Report with School Development Plan</b>  DW gave a brief verbal update.</p> <ul style="list-style-type: none"> <li>➤ Attendance -Despite plenty of illness in the school the attendance was reported at 94.14. Unauthorised absence was low at 0.9%. <b>AD asked how the requests for holiday were approved.</b> DW advised that an Absence Request Form had to be completed and only in exceptional circumstances would it be approved. The exceptional circumstances were included on the request form.</li> <li>➤ School Development Plan – DW reported she had</li> </ul>		



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	met with the senior leaders for action planning. ➤ Incidents – DW reported that there had been no incidents of Racism, Bullying, Safeguarding or complaints.		
9	<b>Safeguarding Report</b> CH reported that she had met with DW and discussed the reporting requirements from the lead governor and reviewed the Safeguarding policy. CH added that there had been no reported incidents, CH referred to the Ofsted report that confirmed the school's compliance on Safeguarding along with the encouraging comments from the inspector. CH requested that she was booked onto the next level of Safeguarding Training.	BB	ASAP
10	<b>Receive Reports from Committees:</b>		
a	<b>Action Evaluation Group</b> AD advised that the minutes had been issued and there were no questions from governors.		
b	<b>Resources</b> SR advised that the minutes had been issued and there were no questions from governors.		
c	<b>Performance &amp; Pay</b> SR advised that an extra meeting had been held to discuss the recommendations from the Headteacher performance review. SR and TC had performed the review and the committee had approved the recommendation. The headteacher had been informed on the outcome.		
11	<b>TCLP – Update</b> SM reported that there had not been a recent TCLP meeting then added that a revisioning session would take place on the 6 <sup>th</sup> March to refocusing the TCLP.		
12	<b>Governor Training</b> - Courses Attended – Feedback & Share Learning - Planned Courses JS would attend an introduction to Health & Safety on the 7 <sup>th</sup> February.		
13	<b>School Financial Value Statement (SFVS)</b> SR reported that DW had already advised her of some updates to the document and proposed that it was approved, all agreed. DW thanked SR for her hard and thorough work on the production of the document which would now be forwarded to the local authority.		
14	<b>Policies:</b> All policies (except d) had been circulated ahead of the meeting		
a	<b>Child Protection &amp; Safeguarding Policy</b> The policy had been updated to document that CH was now the Safeguarding Governor. The report was approved by all governors and signed off.		
b	<b>Finance Policy</b> The Resources Committee had approved the document and SR proposed it was ratified by the FGB. All agreed and the policy was signed off.		
c	<b>Finance Policy Statement</b>		

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	The Resources Committee had approved the document and SR proposed it was ratified by the FGB. All agreed and the policy was signed off.		
<b>d</b>	<b>Admissions Policy 2020-21</b> DW reported that herself and SM had reviewed the policy and had referred comments back to TCLP.	DW	ASAP
<b>e</b>	<b>RA24B (Security Risk Assessment)</b> The Resources Committee had approved the document and SR proposed it was ratified by the FGB. All agreed and the policy was signed off.		
<b>15</b>	<b>Date of the next meeting – Wednesday 3<sup>rd</sup> April 2019 at 4:45pm.</b> The meeting closed at 17:15		

Signed



Date

3/24/19

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