

Bolham Community Primary School Governing Body

Full Governing Body Minutes 15th May 2019

Full Governing Body Minutes				
Date/Time	15 th May 2019 @ 16:15	Venue	Bolham Primary School	
Attendees	Initials		Attendees	Initials
Pam Cook	PC		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
Tracy Cullerne	TC	Family Commitments		
Abi Dent	AD	Family Commitments		

In Attendance	Initials	Reason
Bruce Benton	BB	Clerk

Minutes to
All Governors

Ref	Minute, Action or Decision	Owner	Date Due
1	Apologies TC and AD had both sent apologies due to commitments with family members.		
2	Declaration of Business Interests No interests were declared.		
3	Minutes of the FGB Meeting on 3rd April 2019 The minutes were signed off as a true and accurate record of the meeting.		
4	Matters Arising:		
a	Update on Co-Opted Governor Vacancy A potential governor living in Wellington had been approached but the offer was declined.	SM	ASAP
b	Obtain advice from I-West regarding FOBS Data Protection requirements The schools Data Protection Officer had confirmed that Friends of Bolham School (FOBS) did not require a Data Protection Officer. Action complete.		
c	Book PC on Introduction to Understanding Performance Data in Primary Schools A course would be booked when one was available.	BB	ASAP
d	Lead Governor for Music to produce a visit report Carried forward to the Teaching & Learning meeting in June.	SM	5/6/19
e	National Leaders of Governance (NLG) training courses link to be sent to governors. The link had been circulated to all governors.		

Signed



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	Action complete.		
5	<p>Headteacher's Report with School Development Plan DW had circulated the report ahead of the meeting.</p> <p>DW advised that the resourcing and financial implications for swimming needed to be discussed by the governors. After a discussion it was agreed to review the costs and implications at the Resources meeting in June and take the recommendations to the FGB.</p>	SR	26/6/19
6	Receive Reports from Committees:		
a	<p>Resources SR gave a verbal update.</p> <p><u>Breakfast & After-School Club</u> was operating well and there had been a positive impact from the decision to provide additional staff resulting in an increased offer and improved uptake. <u>5-Year Budget</u> was forecasting a surplus each year until 2022/23 and DW was to discuss the option of additional Teaching Assistants (TA) for the safety of children and staff. DW added that she would also be discussing the employment of a SENCO for 3 hours a week with David Dominee.</p> <p><u>Amy Green</u> had been recruited as the part-time administration assistant.</p> <p><u>CPD for the staff</u> would be taking place in the second half of the Summer term.</p> <p><u>P.E. equipment</u> had been updated with new mats, a repaired footstool and sanding of the benches. The Trim Trail was due to be repaired shortly.</p> <p>JS asked if the money allocated at the Resources meeting for the additional TA had been utilised. DW advised that a TA, already known to children, had been employed.</p> <p>Hayley Graham of Bounce! had contacted CH, via MDDC https://www.kaleidoscopetherapy.com/phdi/p1.nsf/supppages/5359?opendocument&part=7 They provide a counselling and psychotherapy service to children. DW said she would investigate.</p> <p>DW advised that the new class 3 teacher would shortly be providing the required DBS paperwork and would be attending the school on the 11th July for the stay and play day to meet with pupils and parents.</p>	DW	ASAP
7	<p>TCLP – Update SM reported that Vera Southcombe had stood down as chair of TCLP. No meetings had taken place recently.</p>		
8	<p>Governor Training - Courses Attended – Feedback & Share Learning - Planned Courses</p> <p>Governors had undertaken no training since the last meeting.</p>		
9	<p>Staff Governor Vacancy SM would write to all staff asking who might consider being a</p>	SM	ASAP

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	governor.		
10	<p>Leavers Assembly – Awards Presentation SM invited governors to attend the wonderful celebration of the Leavers Awards presentation at 9:15 on the 19th July and also present some awards. Governors were also invited to attend Sports Day.</p>		
11	<p>2019-20 Meetings - Agree Day and Time - Draft Calendar It was agreed that Wednesday's at 4:15 suited everyone.</p> <p>SR asked that the Resources meetings were synchronised with visits by David Dominee to ensure up-to-date budget information was available. DW asked that the Autumn term AEG and Resource meetings were scheduled a week or so later.</p>	BB BB	ASAP ASAP
12	Policies:		
a	<p>Acceptable Behaviour and Discipline Policy The policy had been circulated ahead of the meeting. SF reported that the policy had been revised to reflect the current practice in place and had been discussed and agreed with all members of staff. DW advised that all staff would be undertaking Passive Intervention and Prevent Strategies training. JS asked if the pupils were advised what to do when a behavioural incident took place. DW stated that The PSHE (Personal, Social, Health & Economic) education included general advice. When the incident was outside of the classroom children were advised to find an adult to support them. If inside the classroom, all children would be taken out of the class if the incident was serious enough.</p> <p style="text-align: center;">The meeting went to Part 2 minutes</p> <p>DW and SR thanked SF and the staff for the work involved in the production of the policy. SM asked if the rights of staff, in Appendix 2, to be supported by peers and managers should also include governors. DW advised that it was unnecessary as it was an operational action and governors managed the school. SM asked if the governors had observed any evidence of the actions, identified in the policy. PC confirmed that she had been present in school when actions on behavioural issues had been addressed. DW proposed that pupils should be interviewed about what happens when children misbehave. CH, as Safeguarding governor, volunteered to action the request.</p> <p>All governors agreed the policy and it was signed off.</p>	DW CH	ASAP ASAP
13	<p>Date of the next meeting – Wednesday 10th July 2019 at 4:15pm.</p> <p>CH advised the governors that Polly Colthorpe would be providing representation for the school on the land transfer of the</p>		

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<p>car park.</p> <p>SR stated that she had been impressed with the children's work in the Jaguar Challenge and congratulated them on being rewarded with several awards.</p> <p>SM read out an email from a parent who had written to the Chair to express thanks to Miss Cotter for her work with their child who had speech issues.</p> <p>Due to the professionalism and intense help from Miss Cotter the child had now been signed off from the speech needs.</p> <p>SM had subsequently written formally to Miss Cotter to thank her for her dedication and commitment, advising her of the recognition from the parent and the massive impact she had made to the pupils situation.</p> <p>SR added that she had observed how Miss Cotter had kept the concentration of the children in the library when there were distractions around.</p>	
The meeting went to part 2 minutes	
<p>DW thanked SR for her time supervising the Year 6 SATS tests ensuring the regulations were adhered to.</p> <p>The meeting closed at 17:27.</p>	



10/7/19