

Bolham Community Primary School Governing Body

Full Governing Body Minutes 22nd October 2020

Full Governing Body Minutes				
Date/Time	22 nd October 2020 @ 16:30	Venue	Video Conference	
Attendees	Initials		Attendees	Initials
Lynne Guest	LG		Claudette Harrower	CH
Juliet Hillier	JH		Stephen Moakes	SM/Chair
Stephanie Rolfe	SR		Julia Slade	JS
Denise Woodgate	DW			

Apologies	Initials	Reason	Absent without Apologies	Initials
Pam Cook	PC	Prior engagement		
Abi Dent	AD	Family Commitment		

In Attendance	Initials	Reason
Bruce Benton	BB	Clerk
Clair Worthington	CW	EYFS Update

Minutes to
All Governors

Ref	Minute, Action or Decision	Owner	Date Due
1	Apologies AD had sent apologies as she had a family commitment. PC had sent apologies as she had a prior engagement.		
2	All Governors to advise on any changes to their Register of Pecuniary / Business Interests. BB reported that some changes had been advised by governors and new forms will be sent for them to complete. The governor details on the website will be updated where relevant. Signing off will take place at the earliest opportunity by each of the governors	BB	ASAP
3	Minutes of the FGB meeting on the 21st May 2020, 8th July 2020 & 20th July 2020 All 3 sets of minutes were agreed as a true and accurate record of the meetings. Signing off will take place at the earliest opportunity by the Chair.		
4	Elect Chair & Vice-Chair SR nominated SM for Chair. CH seconded and all present agreed. SM nominated SR for Vice-Chair, CH seconded and all present agreed.		

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5	<p>Agree Terms of Reference (TOR) for the Committees, Action Evaluation Group, Safeguarding Governor, Pupil Premium Lead Governor & Headteacher Appraisal Panel</p> <p>The recent Finance Audit identified a discrepancy between the TOR for the Resources Committee and the Finance Policy with regard to the delegation of two policies. The TOR for the Resources will be amended as advised by Audit.</p> <p>All TORs (subject to the above one change) were approved by all present.</p> <p>SM advised that Pam Cook was leaving the area and would be standing down. The following roles and responsibilities will need to re-allocated:-</p> <ul style="list-style-type: none"> • T&L Committee Chair - To be agreed at the next committee meeting. • Member of the Performance & Pay Committee. • Member of the Action Evaluation Group. • Pupil premium Lead • English Lead • SEND Lead - SR volunteered to take this role 	BB	ASAP
6	Matters Arising:		
a	<p>TCLP - Board meeting to be arranged & TOR revisited</p> <p>SM reported that he had been in contact with Sammy Crook (Head of the Federation of Tiverton Schools) and interim Chair of the TCLP, to arrange a virtual board meeting and to elect a new chair. The date is still to be advised.</p>	SM	ASAP
7	<p>Headteacher's Report with School Development Plan</p> <ul style="list-style-type: none"> - School Field lease update - Tree report - Computer connectivity <p>DW gave a verbal update to the meeting.</p> <ul style="list-style-type: none"> • 114 pupils started back in September. 3 children had moved to home schooling and 1 child had moved away from the area. • There were no new safeguarding cases with one case still on-going. <p>SM invited questions on the School Development Plan (SDP). AD (via email) asked about the Pastoral Care / Universal Support entry "End of day reviews, circle time and 'I wish my teacher knew box' to be introduced at KS2 so that children's voices are heard and taken into consideration" suggesting that all children were asked to respond so no child would be singled out. DW stated that the end of day reviews invited both positive and negative feedback and that this would be introduced after half term.</p> <p>JS asked what was the Bolham "notice me" system. DW explained that the 'notice me' system is where as staff make one another aware of any child who might be struggling and ensure that they are spoken to through the day by an adult and where needed, praised for something they have achieved or a comment made about how they might be looking or feeling so that they have some form of positive recognition.</p>		

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	<p>JS asked if the Home School communication books would only be for specific parents. DW advised that Home school books are established with specific families and may be around day to day achievement and progress or health and wellbeing.</p> <p>JS asked if regular TCLP teams meetings were taking place. DW stated that TCLP meeting for headteachers took place every Friday during lockdown and every other week since schools have returned.</p> <p>The School Development Plan was approved by the governors.</p> <p>DW reported that Ian Hyde (Bolham Trust) had been in contact as the lease of the school field had expired. The issue is currently with Jason Stanley (DDC legal team) as the land is undergoing transfer.</p> <p>DW advised a DCC tree inspection identified that several large lime trees alongside the road needed crowning as too tall. Ian Hyde had advised that the new lease would transfer the responsibility for the trees from the trust to the school so DW was arranging for DCC recommended specialists to undertake the work at a cost of £210. Governors agreed to the work.</p> <p>DW stated that with the introduction of the new 30 computers and 20 I pads the broadband speed is unable to cope, and this was hindering DW and work in the administration office as well as the children's learning. DW had consulted Steve Walsh (Tiverton High School) and Southwest Grid for Learning and had been given a quote of £5k a year. The current broadband costs £2.5k a year although DW has negotiated a reduction to £1.5k on a one-year contract. The governors agreed to this contract as government funding may be available for super broadband in rural areas from April 2021.</p> <p>DW advised that the company that took over the website hosting when Daneswood went into liquidation were restructuring their pricing resulting in the cost going up from £15 to £25 a month. A rolling contract at £25 a month was agreed by governors whilst an investigation was undertaken to see if there is a more value for money option. SM volunteered to consult with AD prior to asking the advice of Andrew Lathwell.</p>	DW	ASAP
8	<p>Finance Audit Report</p> <p>DW thanked those involved in assisting the auditor in producing the report, adding that the report demonstrated a good reflection of the current practices in place at the moment. SR added that she thought it was a fair report.</p> <p>DW asked if governors were content with the findings of the report and for her to respond to the auditors. All governors agreed the audit report.</p>		
9	<p>Ventrus Catering Contract – Approve</p> <p>The contract had only been provided by Ventrus the previous day and some governors had been unable to open the document. DW explained her concerns :-</p>		

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	<ul style="list-style-type: none"> • Timings – the contract to be agreed by 1st December 2020 is too soon. • Notice – one-months notice to be given on both sides is unacceptable as it would be difficult to source a replacement if Ventrus suddenly ended the contract. • Open Book contract – Is this type of contract understood and acceptable? <p>DW proposed that she inform Ventrus that the governors needed more time to review the contract and governors agreed.</p> <p>DW added that there had been no problems with the provision of meals to the school since Ventrus took over from the start of term, with the majority of feedback being positive. The meals were an improvement from the previous supplier, although there had been some complaints from parents that the meals were repetitive/similar and there was a lot of processed food. Rob Stevens (Ventrus) had a meeting with 3 parents to talk through the reasons for the unvaried menu. LG was concerned that there was a limited range of vegetables, peas or sweetcorn, and that meals like cottage pie were not being served. Governors noted that the menu was limited by the food having to be served in individual cardboard boxes and the fact that it had to travel easily. DW said the number of staff eating school dinners had increased. JH said that while chicken nuggets were on the menu, they were made from big chunks of chicken and the roast chicken dinner had been very good. A parent will meet Rob Stevens again after half term to discuss food standards.</p> <p>The meeting went to Part 2 minutes</p>		
10	<p>Special Educational Needs Reports</p> <p>Three documents had been issued to governors ahead of the meeting.</p> <ul style="list-style-type: none"> • Annual SEN report for Governors – DW informed the governors that previously numbers were reported by percentages for each category whilst the new requirement is to show a ranking for each category, • Sam Roberts (SENCO) had produced a very informative report on the current situation with SEN in the school. • A breakdown of the SEN numbers by category and the number on the watch list. 		
11	<p>School Uniform – Complaints</p> <p>DW reported that she had received a couple of complaints about the supplier of school uniform and the difficulty of getting uniforms during the summer holiday. The issues were around orders not being met on time, deliveries not arriving and customer relations. DW had spoken to other parents about this. The retailer had met with DW and said that there were supply problems due to factories closing during lockdown. SM had a similar conversation with the retailer. The complaints were received after DW had met the supplier, so they hadn't been raised with the supplier. It was agreed that FGB should monitor the situation.</p>	FGB	On-going
12	Receive Reports from Committees:		

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a	<p>Resources</p> <p>- Approve Brad Murray as External Advisor for Headteacher Appraisal</p> <p>The minutes from the September meeting had been circulated to governors ahead of the meeting. SR highlighted the fact that there had been a lot of additional expenditure due to the extra needs during the Covid-19 pandemic. SM asked if the costs could be reclaimed from the government. DW advised that she had put in a claim and was awaiting the outcome.</p> <p>All governors agreed that Brad Murray be the external advisor for the headteacher appraisal.</p> <p>DW updated the governors that Christopher Vickery had been appointed as Class 4 teacher from January 2020. He has been a class teacher and Maths lead in a primary school.</p> <p>DW advised that Mr Williams (Sports Coach) had resigned as he was taking up a full-time position in an academy trust. DW added that she had filled the resulting vacant time with Callum Hodge and a new coach, Alice Bluffield.</p>		
13	<p>Keeping Children Safe in Education – Sept 2020</p> <p>It is a requirement that all governors read the full document, and due to Covid-19 and having virtual meetings, email the clerk to confirm this has taken place. 3 governors still need to confirm.</p>	CH/JH /SR	ASAP
14	<p>Ofsted Visit</p> <p>SM advised that Ofsted will start visiting schools to see how they are getting back up to speed, after being closed to most pupils and learners for so long due to Covid-19. The visits are not inspections and are aimed at reassuring parents, ministers and the public about how schools are managing the return to full education.</p>		
15	<p>Catch Up Premium</p> <p>DW explained that all schools will receive additional catch-up funding for pupils. The Education Endowment Foundation (EEF) Guide to Supporting School Planning aims to support school leaders with their planning for the academic year 2020-21. It proposes a tiered model that focuses upon high quality teaching, targeted academic support and wider strategies to aid school leaders' existing school improvement planning efforts.</p> <p>https://educationendowmentfoundation.org.uk/news/introducing-eeef-school-planning-guide-2020-21/</p>		
16	<p>Early Adopter Reforms</p> <p>Clair Worthington updated the governors on the EYFS Early Adopter framework that sets the standard for learning, development and care for Children up to age 5.</p> <p>CW had produced an information sheet ahead of the meeting for governors to read.</p> <p>Bolham School is taking part in the EYFS reforms early adopter year to support changing the curriculum and practice ahead of the statutory roll out of the reforms from September 2021.</p> <p>CW said she was looking forward to following the new framework although the information had only been available since the 4th September. The end of year reporting would be different.</p>		

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	JS left the meeting		
17	Future Planning The meeting went to Part 2 minutes		
18	Policies to Approve: All policies had been circulated ahead of the meeting		
a	Code of Conduct for the Governing Body All governors agreed to follow the revised NGA policy. Signing off will take place at the earliest opportunity by all governors.		
b	Intimate Care Policy DW advised that a Covid-19 annex had been added to the current policy and proposed the policy was approved. All governors agreed. Signing off will take place at the earliest opportunity by the Chair.		
c	Disclosure & Barring Service (DBS) Policy SM proposed that the unchanged policy was approved. All governors agreed. Signing off will take place at the earliest opportunity by the Chair.		
d	Maternity & Adoption Support Leave Policy There had been a minor change to the model DCC policy. The policy had been approved by the Resources Committee and CH recommended it was approved by the FGB. All governors approved the policy. Signing off will take place at the earliest opportunity by the Chair.		
e	Child Protection & Safeguarding Policy There had been an update to the model DCC policy. The policy had been approved by the Resources Committee and CH recommended it was approved by the FGB. All governors approved the policy. Signing off will take place at the earliest opportunity by the Chair.		
19	Governor Training - Courses Attended – Feedback & Share Learning - Planned Courses Several virtual courses and webinars had been attended by governors and the clerk.		
20	Governor Recruitment The governing body currently has vacancies for 2 Co-opted governors and PC will be stepping down shortly. The recruitment agencies have no potential recruits on their books.		
21	Date of Next Virtual Meeting – Thursday 3rd December 2020 @ 4:30 p.m. The meeting closed at 18:27		

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