

Bolham Community Primary School Governing Body

Full Governing Body Minutes 5th February 2020

Full Governing Body Minutes			
Date/Time	5 th February 2020 @ 16:15	Venue	Bolham Primary School
Attendees	Initials	Attendees	Initials
Pam Cook	PC	Abi Dent	AD
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 Chapman	PCh	Unwell		

In Attendance	Initials	Reason
Bruce Benton	BB	Clerk

Minutes to
All Governors

Ref	Minute, Action or Decision	Owner	Date Due
1	Apologies PCh had sent apologies as she was incapacitated.		
2	Governor Introduction – Juliet Hillier SM welcomed JH to her first meeting, thanking her for taking on the Staff Governor role.		
3	Declaration of Business Interests No interests were declared.		
4	Minutes of the FGB Meeting on 4th December 2019 SR and AD requested some amendments to the minutes which would be applied prior to the minutes being signed off at the next meeting.	BB	ASAP
5	Matters Arising:		
a	Children taking refuge – Procedure for staff DW advised that work on the procedure was in progress. AD asked if the work could be delegated to speed up the completion. DW stated that her staff were also extremely busy, and they would be providing input to the procedure.	DW	ASAP
b	Relationship & Sex Education Policy to be circulated The documents had been circulated in December. Action complete. DW added that a new Relationships & Sex Education (RSE) Policy is coming into effect from September 2020 and a model		

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	policy from The Key was being adapted for Bolham School and for approval at the Teaching & Learning Committee meeting.		
c	PSHE – Update on the Jigsaw product DW advised that the Resources Committee had approved the purchase of the Jigsaw product with payment split over two financial years. Training for staff would be scheduled for the non-pupil day in September. Action complete.		
d	Hall Redecoration - Lone worker procedure to be checked with regard to Health & Safety - Check company has Public Liability DW reported that an email had been sent to the tradesman prior to the Christmas break and was awaiting a response. SR added that the check on the tradesman should include having full insurance cover, including working at heights.	DW	ASAP
e	Pay Policy to be finalised SR reported that the policy had been completed and was waiting on DW to confirm the Headteacher pay scales in the document. Action complete.		
6	Review of Governance The report from the reviewer from Babcock had been issued ahead of the meeting. SM explained that he had instigated the review as one had not taken place for a few years. The Headteacher and a core set of governors had overseen the school move from 'improvement required' to good in the last two Ofsted inspections, however, with several new governors in place, SM believed it was time to evaluate the current position and plan how the governance of the school needed to move forward. SM was pleased with the report from the review that highlighted nothing unexpected or surprising. There were no actions that required immediate attention. The key actions from the review were the requirement to formulate strategic direction and produce a succession plan for the Chairs of the Governing Body and the committees. It was agreed that the FGB meeting on the 18 th March would primarily focus on the production of the strategic plan for the next 3 years working with the 3-year budget which would available prior to the session. The meeting went to Part 2 minutes		
7	Headteacher's Report with School Development Plan (SDP) The report with a detailed SDP had been issued ahead of the meeting. The following questions were raised by the governors: - <ul style="list-style-type: none"> • SR asked if the child that had left the school, with on-going friendship issues, was linked to the reported written concern. DW advised it was not linked. AD asked if the written concern was from a parent or from someone in the community. DW stated the concern was raised by a parent. 		

Signed



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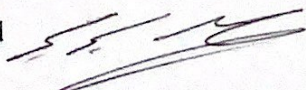
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	<ul style="list-style-type: none"> • SR noted that the Safeguarding Audit update had been sent to the Safeguarding Governor and asked if the document should be shared with all governors. DW said the report would not be shared with all governors as it had been shared with the Safeguarding Governor who had then reported to FGB last term. • SR asked if the communication with parents had improved with the introduction of a new SENCO. DW advised that there was room for improvement as communication was not as effective as it was required to be. DW added that the SENCO has attended a recent staff meeting discussing Individualised Educational Plans (IEPs) and Behavioural Care Plans which would be shared with parents on parents evening. DW added that the understanding of the working practice of the new SENCO as opposed to the previous SENCO was progressing. Improved paperwork and documentation was being developed to ensure the children and parents were clear on what was required along with plans to address the agreed actions. • AD questioned the reference to newly qualified teachers, asking if there was a one. DW said that the comment was a standard reference from the Ofsted framework for the document and currently there were no newly qualified teachers at Bolham. • AD asked how regularly the SENCO produced a report. DW stated the reports were produced fortnightly. • AD asked what was the Curriculum Intent Statement (CIS). DW explained the CIS was produced as a result of the Ofsted Framework Changes and Curriculum Review as discussed at the July FGB meeting. The document refers to the quality of education, defining the <u>Intent</u> (that meets the needs for Bolham children), the <u>Implementation</u> of how curriculum is taught and the <u>Impact</u> (Outcome) of the achievement versus the plans for all pupils. DW added that the model CIS had been adapted for Bolham School and reviewed with staff. The document would be shared with the governors at the next FGB meeting for approval. DW explained that the exercise was proving an extremely useful self-evaluation exercise to identify plans to put into place to address any gaps found if there were any concerns when subject to an Ofsted style inspection. JH was pleased to say that she would invite any review of evidence in books. CH asked what evidence was recorded in topic books. JH stated that various methods were used, sometimes a photograph would suffice or a commentary from a pupil. DW said that all staff members would be confident to explain the position of each subject and how they link together in the curriculum. • AD asked how the Behaviour Management Rewards system was working. DW explained it was successful highlighting the method used in Class 3. SM asked if the 	DW	18 Mar
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	<p>results were reflected in better behaviour. DW stated behaviour had improved.</p> <ul style="list-style-type: none"> • AD asked who provided the Early Help support. DW explained that she provided the initial support for parents who were undergoing difficulties, hopefully addressing any issues early to resolve them quickly. When issues accelerated, DW would instigate a team meeting of support services to produce an action plan. AD asked who identified the families that needed the help. DW stated that it was through her professional judgement or resulting from a safeguarding issue. Staff also logged concerns on CPOMS (Safeguarding system) and this is reviewed for any occurring patterns. Police reports would also be acted on. AD asked how many times the help is offered to a family. DW stated that help would continue as long as it was needed. AD suggested that rather than waiting for a problem to arise, parents should be advised that this Early Help is available, and could this information be put on the school website. SM suggested that an article in the Bolham Bullet about the key organisations to contact in Tiverton, providing parental support, would be beneficial. <p>SM thanked the staff for their time and continued commitment to support additional out of school activities. CH volunteered to help the pupils prepare the garden for the VE Day celebrations.</p>	SM	ASAP
8	<p>Self-Evaluation Form (SEF) 2019-20 The report had been issued ahead of the meeting. There were no questions from the governors who agreed it was a useful summary document for reference.</p>		
9	<p>Receive Reports from Committees:</p>		
a	<p>Action Evaluation Group AD advised that the minutes from the recent meeting would be issued shortly. The meeting had performed a thorough review of the data provided by the senior leaders and scrutinised the areas of concern. JS volunteered to join the group.</p>		
b	<p>Performance & Pay SR reported that the recommendations from the headteacher appraisal had been agreed by the committee.</p>		
c	<p>Resources SR advised the minutes from the recent meeting had been circulated. No questions were raised on the contents. SR added that a response had finally been received from DCC regarding the Land Transfer, however, it was to state that the details had been passed to another individual.</p>		
10	<p>TCLP – Update SM advised that the Headteachers within the TCLP continued to meet but no Board meeting had been held for several months. DW explained that the landscape had changed with some schools being part of academies or federations and therefore reported to their</p>		

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	own boards and CEOs. JH asked if the school paid for membership of the TCLP. DW explained that Bolham contributed to the core offer which provided transition to secondary education, moderation exercises (for consistency across the area), Two Rivers festival, Art funding and sporting activities which provided value for money and were positively beneficial for the pupils. SR expressed concern that the TCLP were not meeting legal and statutory requirements to hold 3 meeting a year and SM agreed to speak with other Chairs to push for a board meeting to be held suggesting that the terms of reference for the TCLP be revisited.	SM	ASAP
11	School Financial Value Statement (SFVS) SR advised the statement was almost complete. The revised, more detailed format for this year, includes benchmarking against other similar sized schools (nationally) and is designed to demonstrate that the school obtains good value for its expenditure. The report would be reviewed at the Resources meeting for approval ahead of agreement by the FGB at the next meeting.		
12	Policies: All policies had been circulated ahead of the meeting		
a	Finance Policy The policy had been approved by the Resources Committee and SR recommended it was ratified by the FGB. All agreed and the policy was signed off.		
b	Finance Policy Statement The policy statement had been approved by the Resources Committee and SR recommended it was ratified by the FGB. All agreed and the policy statement was signed off.		
c	Managing Sickness & Absence Policy CH had reviewed the policy and recommended it was approved. The policy was approved by all governors and signed off.		
13	Governor Training - Courses Attended – Feedback & Share Learning - Planned Courses Governors had not attended any training since the last meeting. PC, CH, JS, AD, SM and SR plan to attend the Ofsted Framework Seminar at Tiverton High School on the 11 th February. DW advised that Babcock were providing a level 2 Child Protection and Safeguarding training session for the whole of the school staff on the 12 th February at 3:45. DW invited all governors to attend.		
14	Impact of this meeting on the outcome of pupils SM said that the as a result of the Review of Governance, the agreement to hold a Strategic planning session on the 18 th March would impact greatly on the children and the future of the school. The action from the discussion on Early Help to publicise the help available would deliver assistance to families sooner.		
15	Date of Next Meeting – Wednesday 18th March 2020 at 4:00pm. *** Note the earlier start *** The meeting closed at 17:55.		

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