

# Bolham Community Primary School Governing Body

## Full Governing Body Minutes 3<sup>rd</sup> December 2020

Full Governing Body Minutes				
Date/Time	3 <sup>rd</sup> December 2020 @ 16:30	Venue	Video Conference	
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

In Attendance	Initials	Reason
Bruce Benton	BB	Clerk

Minutes to
All Governors

Ref	Minute, Action or Decision	Owner	Date Due
1	<b>Apologies</b> There were no apologies as all members of the committee were in attendance.		
2	<b>Declaration of Business Interests</b> There were no declarations of business interests.		
3	<b>Minutes (Parts 1 &amp; 2) of the FGB meeting on the 22<sup>nd</sup> October 2020</b> SM read out the Part 2 minutes after which both sets of minutes were agreed by all as a true and accurate record. Signing off will take place at the earliest opportunity by the Chair.		
4	<b>Matters Arising:</b>		
a	<b>TCLP – Date for a Board meeting to be arranged</b> SM reported that he would be meeting with Sammy Crook and John Cleaver to agree how to set up a virtual TCLP Board meeting.	SM	Dec 20
b	<b>Governor Business Interests on the school Website to be updated</b> Action complete.		
c	<b>Resources Committee Terms of Reference to be updated</b> Action complete.		
d	<b>School Field Lease – Update</b> DW reported that Jason Stanley (DCC legal) had been in touch and advised that there had been confusion regarding Bolham		

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	School's inclusion into the TCLP in 2012 and this had also hindered the progress on the Land Transfer. John Cleaver has agreed to progress both the Land Transfer and the lease of the school field with a new agreement in place for early in the new year.	DW	Jan 21
e	<b>Website Hosting – Update</b> DW reported that the Resources Committee had approved the hosting from WNW Digital to Oxygen Agency. <a href="https://oxygenagency.co.uk">https://oxygenagency.co.uk</a> DW had given notice on the rolling contract with WNW. DW added that the hosting had seamlessly moved across to Oxygen already, who advised that as the website is 5 years old it should be subject to a review. DW suggested a review should take place in the new financial year. <b>SR asked if the any of the suggested glitches in the website, advised by WNW, had been identified.</b> DW stated that Oxygen had not found any obvious problems but would undertake a more thorough check if required.		
f	<b>School Uniform – Update on issues</b> No further issues, regarding the sourcing of school uniform items, had been raised. Action complete.		
g	<b>Keeping Children Safe in Education – Confirmation that the document has been read</b> All governors had read the document and JH advised that she would email the clerk to confirm. Action complete.		
5	<b>Headteacher's Report with School Development Plan (SDP)</b> The report and updated SDP had been circulated ahead of the meeting. SM made the governors aware that the percentage of Special Educational Needs (SEN) pupils in school (11.5%) (National average 14.9%) and pupils entitled to Free School Meals (11.5%) (National average 15.8%) were higher than in previous years and asked that the implications of this needed to be considered. There would need to be more support for the children, with additional support from the staff and implications on strategic decisions to be made by governors. <b>PC asked if it had become easier to identify SEN in pupils, hence the higher numbers.</b> DW said that improvements in awareness, questioning and referrals had seen a significant increase in numbers in the last 2 years. <b>SR asked if the GDPR breach had been addressed.</b> DW advised that the actions identified were already in place. <b>AD asked if the attendance figure of 95.68% had been affected by parents not informing the school when they had decided to home-school their children.</b> DW advised that the parents had sent letters to the school advising on their decision but the process of addressing the paperwork involved took a lot of time. Pupils cannot be legally taken off the school roll until all the paperwork and any issues such as safeguarding have been addressed. <b>AD asked if the children would be returning to school.</b> DW said that the parents would need to follow the normal admissions procedure if they wanted their children to return to Bolham school		

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<p>as their place in school is not retained. DW added that the attendance figure had also been affected by children having to isolate while family members awaited a Covid test.</p> <p><b>JS asked if Parents Evening would take place in school in the Spring Term to discuss pupil attainment and next steps.</b> DW initial thoughts were that it would be discussed with staff on the non-pupil day in January but expected that the arrangements would be same as in the Autumn Term as the implications of Covid required limited numbers of visitors on site. Input from parents and governors would be appreciated.</p> <p>A discussion took place between governors, having to consider that parents prefer to speak with teachers for the personal contact rather than receiving a paper report. Timed telephone calls, Zoom or Microsoft Teams sessions were suggested along with the consideration on staff workload to action this.</p> <p>SM asked governors if they had any questions on the key priorities in the SDP ahead of RAG rating (on track or not) the questions posed by DW at the end of each section.</p> <p><u>Leadership &amp; Management</u></p> <p><b>SM asked how the recovery curriculum plans for staff to support the pupil attainment and progress 2020/21 and a return to normal standards of attainment and progress as soon as possible would be achieved with the Maths Lead retiring at the end of term.</b> DW advised that the Maths Lead would provide an action plan before the end of term and that initial assessments had been made using Rising Stars papers from previous years. DW stated that it was not ideal to not have a Maths Lead in place from the Spring term. <b>AD asked any of the existing staff could take on the role as Maths Lead.</b> DW advised that Mr Vickery had previously been the Maths Lead in a larger primary school, and that this could be discussed. JH volunteered to monitor the situation, until a Maths Lead in place, when the data is available. DW added that she had met with the English Lead (JH) to agree an action plan for the next 2 terms. <b>SR asked if data would be available for the Action Evaluation Group (AEG) to review in January.</b> DW stated that the information would be reviewed to determine how best to present to the AEG.</p> <p><b>SM asked DW if the new Devon R.E. curriculum would be implemented in the Spring Term as planned.</b> DW stated that work had already commenced, and she would personally be teaching Class 3 and Mr Vickery would action R.E within Class 4 when he starts in the Spring Term.</p> <p><b>RAG Rating – AMBER</b></p> <p>Governors felt that they could not give a Green rating as currently unable to perform governor visits and give personal assessments along with having no assessment data to review due to Covid restrictions.</p> <p><u>Quality of Education</u></p> <p>There were no questions on the SDP.</p> <p><b>RAG Rating – GREEN</b></p>	<p>DW</p>	<p>Feb 21</p>
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	<p><u>Personal Development</u> SM hoped the necessary resources would be in place this year to provide the usual rich curriculum experiences expected in Bolham School, however, due to Covid restrictions these would not be known until later in the school year. <b>AD asked if the rich curriculum experiences applied to the year or the whole time the pupil is at Bolham School.</b> DW stated it is the experiences in the whole time (7 years) at Bolham. JH added that in the absence of school trips and visitors into school, other avenues &amp; themes will be explored. <b>RAG Rating – GREEN</b></p> <p><u>Behaviour</u> <b>SR asked if the behaviour of the children was as expected.</b> JH advised that the children are behaving really well. Children are mindful of others and standing back when required. <b>AD asked if the pupils were coping with having to spend all day in their bubble and missing socialising with other children.</b> DW said it was not a major problem having a smaller pool of friends to play with although she was mindful about the reduced social contact and some pupils missing their friends that are within a different bubble. <b>AD asked if there is any impact with the absence of the normal mentoring relationships.</b> DW advised that the young children are fine as they have settled in well and are used to eating together in a calmer school room environment rather than the normal dining arrangements in the hall. In addition, the younger pupils have their outside playtime to themselves rather than being daunted of having to mix with all the school. The older pupils are missing their rights of passage to be a mentor. <b>SM asked if there are enough resources in place to support the increased number of SEN pupils.</b> DW said she would be meeting with the SENDCo and Gemma Cotter to plan the best use of time and all staff will be consulted in January. DW believed that resources would need to increase, and she would be discussing the budget options with David Dominey. <b>RAG Rating – GREEN</b></p> <p><u>Effectiveness of Early Years</u> SM advised that Clair Worthington (CW) had provided an update on the Early Years Adopter Framework to the governors at the FGB in October. DW added that letters had been sent to parents advising them about the trial of the new framework. DW and CW will be meeting with the Babcock advisory team in January to formulate the next stages. <b>RAG Rating – GREEN</b></p>		
6	<p><b>Ventrus Catering Contract – Approve</b> DW reported that she was waiting on the final version of the contract from Ventrus and would sign it with governors' approval, having had it checked by the DCC legal team. <b>AD asked if there were still any concerns on the quality of the provision.</b> DW advised that 2 parents (representing several</p>		

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	parents) had met with Rob Stevens (Ventrus) to discuss their concerns and these had been resolved. DW had received an email from the parents to confirm they are happy with the current provision allowing for the difficulties with the restrictions due to Covid. Governors agreed that the contract can be signed.		
7	<b>RSE consultation with parents</b> DW reported that the consultation with parents had run for 2 weeks and she had had received one email which had been resolved successfully with the parents. Parents will be updated in the Bolham Bullet before the end of term about the next steps to introduce RSE into the curriculum.		
8	<b>Covid – 19 updates, RA100 and next term</b> DW reported that the class bubbles have continued to work successfully, and additional costs continue to be incurred due to the extra cleaning required. The RA100 (Risk Assessment) is regularly updated. DW asked the governors for additional resources to be approved to provide an extra Meal Time Assistant (MTA) for Class 4 that currently only has 2 members of staff in its bubble when all other classes have 3 members of staff. This will allow the year 4 staff members to have a lunch break. Governors agreed to the extra 5 hours a week required to employ the MTA.		
9	<b>Receive Reports from Committees:</b>		
a	<b>Teaching &amp; Learning</b> The minutes from the November meeting has been circulated to all governors. PC informed the governors about the updates to the Homework Policy and the Send Policy.		
b	<b>Performance &amp; Pay</b> SR reported that the committee had agreed DW's recommendations for the staff and the recommendations from the Headteacher Appraisal Panel.		
c	<b>Resources</b> The minutes from the November meeting has been circulated to all governors. SM asked about the large water bill and proposed that the caretaker should check for any running water prior to closing the school each day. DW stated she had spoken with the caretaker to perform the checks. SM asked if the due diligence checks had taken place ahead of moving the website hosting from WNW to Oxygen Agency. SR advised that a robust assessment had taken place by the Committee. Due to a planned increase in hosting costs and additional charges for checking out potential corruption in the data, quotes were obtained from 2 other companies to provide the hosting. The committee reviewed the quotes, and all agreed that Oxygen offered the best value for money. SM expressed concern for the welfare of the staff in that the minutes reported staff absences for illness, self-isolating and time for bereavement. JH explained that was a snapshot of that particular time and staff absence has been reasonable low. SR asked JH if she currently felt under pressure in these unusual circumstances. JH said she was not feeling pressurised.		
10	<b>Future Planning</b>		

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	SM advised governors that along with DW, they had met a potential new governor with many years' experience in an educational role. SM recommended that he asked the person concerned to join governing body. All governors agreed. <b>The meeting went to Part 2 minutes</b>		
11	<b>Safeguarding Update</b> CH had issued the report ahead of the meeting.		
12	<b>GDPR Audit</b> DW advised the report would be available for the next meeting.	DW	Feb 21
13	<b>Policies to Approve:</b> All policies had been circulated ahead of the meeting		
a	<b>Appraisal Policy</b> The policy had been reviewed 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.		
b	<b>Pay Policy</b> The model DCC September 2020 Policy had been updated by SR for the requirements of Bolham School. SR recommended it was approved by the FGB. All governors agreed. Signing off will take place at the earliest opportunity by the Chair.		
c	<b>RA24B – Security Risk Assessment</b> The Risk Assessment had been reviewed by the Resources Committee and DW recommended it was approved by the FGB. All governors approved the policy. Signing off will take place at the earliest opportunity by the Chair.		
d	<b>SEND Policy</b> The policy had been reviewed by the Teaching & Learning Committee and PC 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	<b>Child Protection &amp; Safeguarding Policy</b> The policy had been updated to replace Mr Dickinson with Clair Worthington as Deputy Designated Safeguarding Lead. All governors approved the policy. Signing off will take place at the earliest opportunity by the Chair.		
f	<b>Finance Policy</b> The model DCC Policy had been updated by SR for the requirements of Bolham School. SR recommended it was approved by the FGB. All governors agreed. Signing off will take place at the earliest opportunity by the Chair.		
g	<b>Finance Policy Statement</b> SR recommended the Statement was approved by the FGB. All governors agreed. Signing off will take place at the earliest opportunity by the Chair.		
14	<b>Best Value Statement 2020/2021</b> The Statement had been reviewed by the Resources Committee and DW recommended it was approved by the FGB. All governors approved the policy. Signing off will take place at the earliest opportunity by the Chair.		

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15	Governor Training - Courses Attended – Feedback & Share Learning - Planned Courses No training had taken place since the last meeting.		
16	Date of Next Virtual Meeting – Thursday 11th February 2021 @ 4:30 p.m. The meeting closed at 18:30		

Signed



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