

Bolham Community Primary School Governing Body

Full Governing Body Minutes 25th March 2021

| Full Governing Body Minutes | | | | |
|-----------------------------|-------------------------------------|-------|------------------|----------|
| Date/Time | 25 th March 2021 @ 16:30 | Venue | Video Conference | |
| Attendees | Initials | | Attendees | Initials |
| Abi Dent | AD | | Lynne Guest | LG |
| Claudette Harrower | CH | | Juliet Hillier | JH |
| Nicola Holmes | NH | | 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 | Apologies SM sent apologies as he was detained at work and subsequently joined the meeting ahead of item 9. | | |
| 2 | Declaration of Business Interests There were no declarations of business interests. | | |
| 3 | Minutes (Parts 1 & 2) of the FGB meeting on the 11th February 2021 BB 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 | Matters Arising: | | |
| a | TCLP – Date for a Board meeting to be arranged SR & DW had sight of an email from John Cleaver regarding nominated board members but there was no indication of a date for a meeting. | SM | ASAP |
| b | School Field Lease - Update DW had communicated with Ian Hyde of the Bolham Trust who reported that Bevan Ashford requested confirmation, via a solicitor, that the trustees (the school) would confirm an undertaking to pay for drawing up the lease. DW is consulting John Cleaver for advice. DW added that the Headteacher of another school in the TCLP has a similar issue and is using the DCC legal team. DW to email DCC for advice. | DW | ASAP |

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| c | <p>School Broadband -Update</p> <p>AD reported that she had spoken with DW and agreed to not contact ORION at present as DW advised that she had spoken with Sam Holcombe (RM Education account manager) about the Dfe plans for fast broadband internet access for schools. There is no exact date for the next government funding scheme but 'it's very close'. DW advised that it would be better to wait for the outcome of this preferred secure option.</p> <p>DW is sending a letter to the local MP, Neil Parish, asking for his full support in talking with the Dfe as Bolham schoolchildren are not getting fair and equal access as other children. CH offered to add weight to the request. DW added that conversations with Open Reach are also taking place.</p> | DW | ASAP |
| 5 | <p>Headteacher's Report with School Development Plan</p> <p>The report had been issued ahead of the meeting and DW asked if there were any questions on the contents.</p> <p>There were no questions, however, AD & SR were pleased to see that the attendance of SEN (Special Educational Needs), Free School Meals & EAL (English as an additional language) pupils are reported.</p> <p>AD asked about the wellbeing of a member of staff. DW confirmed that all is well and following the agreed return to work policy.</p> | | |
| 6 | <p>RA100 v2.4</p> <p>The report had been issued ahead of the meeting and DW asked if there were any questions on the contents.</p> <p>There were no questions from governors.</p> <p>DW advised that on advice she had updated the RA08, Fire Risk Assessment, to take account of a PEEP (Personal emergency evacuation plan).</p> <p>AD enquired about the Trim Trail that is out of action and use for both repair and Covid-19 restrictions, asking if there is money in the budget for the repairs. DW advised that DTGS Ltd have surveyed the trail and it has suffered in the winter and has lots of rotting in the wood. DW has given the go-ahead, on a Health & Safety basis, for the repairs which will be done on May 8th. Addition repair work has also been undertaken by the local handyman on the picnic benches A costing for the repairs to the shed roofs has been requested.</p> | | |
| 7 | <p>ICT – Smartboard requirement</p> <p>DW reported that the smartboards in the classrooms are now old with broken parts and the projector bulbs need regular replacement at £200 each. DW proposed that new smartboards with interactive displays, that do not require projectors, are purchased. DW had obtained 3 like for like quotes – Partsmaster £2199, ICT Technology £2389.50 & Misco £2467.99. AD asked if this includes the installation of the equipment. DW stated that THS ICT technicians would perform the installation. AD asked about the disposal of the existing smartboards. DW advised that this would be an additional cost. DW added that she expected the cost to be about £3k per room once the costs of fittings, labour and disposal certificates are included.</p> | | |

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| | After a discussion the governors agreed that 3 smartboards are purchased with two funded from the capital budget and one from the revenue budget. DW agreed to speak with the chair of FOBS (Friends of Bolham School) for sponsorship for a 4 th smartboard. | DW | ASAP |
| 8 | School Website - Accessibility Statement requirements Information about public sector website accessibility information had been circulated ahead of the meeting. DW advised that the new website hosts had indicated that the school website is dated and in light of the requirement for improved accessibility a conversation should be initiated with Oxygen about the website improvements. AD stated that the school website stood up well against other school websites and offered to liaise with DW and consult with Oxygen. <u>SM joined the meeting</u> | AD | ASAP |
| 9 | Curriculum Intent Statement – Discussion The statement had been issued to governors ahead of the meeting. DW explained that she had produced the statement in March last year based on the requirements of Ofsted at the time. Ofsted had started to look at the wider curriculum being delivered in schools. DW had discussions with the subject leads to review the whole school curriculum which lead to the production of the Intent Statement with the staff. The statement was due to be reviewed by the governors but due to Covid-19 it was removed from the agenda. Governors agreed that report is succinct and covers everything. All governors accepted the Statement and approved it for uploading on the website. | | |
| 10 | Receive Reports from Committees: | | |
| a | Teaching & Learning The minutes from the meeting earlier in the month had been circulated ahead of the meeting. There were no questions on the contents. | | |
| b | Performance & Pay SR reported that DW had presented the mid-term update on the staff performance and all were reported on track. | | |
| c | Resources - Approve 2021-22 & 3-year Budgets The minutes from the meeting earlier in the month had been circulated ahead of the meeting. There were no questions on the contents. SR recommended that FGB approve the purchase of Babcock Services identified. All agreed. SR asked FGB to approve the 2021-22 and 3 Year Forecast budget. All agreed. <u>The meeting went to Part 2 minutes</u> | | |
| 11 | Future Planning <u>The meeting went to Part 2 minutes</u> | | |
| 12 | Safeguarding Update DW reported that there were no new issues to report. | | |
| 13 | Policies to Approve: Both policies had been circulated ahead of the meeting | | |
| a | Medicines in Schools Policy SR advised that the policy had not been altered and had been reviewed by the Teaching & Learning Committee and | | |

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| | recommended that it was approved. All governors approved the policy. Signing off will take place at the earliest opportunity by the Chair. | | |
| b | Relationships and Sex Education (RSE) Policy AD asked Denise to expand on what aspects are included under religious education (RE). DW stated that within the Jigsaw scheme, and using examples, RE covered celebrating differences, relationships between people, recognising different practices, understanding different faiths, tolerance and respect between groups and interacting with each other. DW agreed to work with AD on the wording of the changes to the policy. | AD/ DW | ASAP |
| 14 | Governor Training - Courses Attended – Feedback & Share Learning - Planned Courses CH & NH had virtually attended the Role of Governance on Schools Financial Benchmarking. JH had had training in Autism for Girls along with other staff members. NH is scheduled for a SEND for Governors course in May. BB advised that Babcock recommended that all governors undertake Safeguarding training. | | |
| 15 | Date of Next Virtual Meeting – Wednesday 19th May 2021 @ 4:30 p.m. *** Note Revised date The meeting closed at 18:15. | | |

Signed



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