

Bolham Community Primary School Governing Body

Full Governing Body Minutes 11th February 2021

Full Governing Body Minutes				
Date/Time	11 th February 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		Stephanie Rolfe	SR
Julia Slade	JS		Denise Woodgate	DW

Apologies	Initials	Reason	Absent without Apologies	Initials
Stephen Moakes	SM	Work Commitment		

In Attendance	Initials	Reason
Bruce Benton	BB	Clerk

Minutes to
All Governors

Ref	Minute, Action or Decision	Owner	Date Due
1	Apologies & New Governor Introduction SM has sent apologies as he had a work commitment. In his absence, SR chaired items 1-6 and AD chaired items 7-15. DW welcomed NH to the governing body as a new Co-opted governor. NH gave a brief overview of her background.		
2	Declaration of Business Interests There were no declarations of business interests.		
3	Minutes (Parts 1 & 2) of the FGB meeting on the 3rd December 2020 and the Part 2 Minutes of the Extra FGB meeting on the 14th January 2021 BB read out the Part 2 minutes from the 3 rd December and 14 th January after which all 3 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 BB advised that SM had not received any response from the TCLP.	SM	ASAP
b	School Field Lease - Update DW reported that the trust had advised that a new lease was needed to be in place by the 1 st April 2021, otherwise the school would need to install the boundary fence. The issue has taken time to resolve as the school is part of the TCLP and the contract needs		

Signed



Date 19/5/21

Page 1

Bolham Community Primary School Governing Body

Full Governing Body Minutes 11th February 2021

	<p>to be between the TCLP and not DCC as before. Ian Hyde (IH) (Bolham Trust) had written to DW asking for several requirements from the school – Risk assessments, Indemnity policy to market value and funding the work on tree maintenance and writing the lease. DW said that the school has DCC legal cover as a maintained school and risk assessments take place each term and are reported to the governing body. This was accepted by IH on behalf of the Bolham Trust. Bevan Ashford Solicitors have quoted between £700 and £900 for writing the new lease. SR asked if the DCC legal department could be used for writing the lease. DW stated that DCC had not responded to her request. AD asked if the Bolham Trust could contribute to the cost of work on the trees during the transition period. DW said that the latest problems, highlighted by a DCC inspection, had been addressed at a cost of £270 to the school as the work had to be completed within 20 working days. DW added that the maintenance work is normally minimal and just involves the removal of overhanging branches.</p> <p>It was agreed that DW progress the production of the lease by Bevan Ashford, asking the Bolham Trust for a contribution, and setting a sensible timeframe for the lease.</p>	DW	ASAP
c	<p>Spring Term Parents Evening Arrangements</p> <p>DW thanked AD for feedback and stated that arrangements are being made for week commencing 15th March, over 3 evenings between 16:30 & 18:30 online via Microsoft Teams using the child accounts already set up. The teachers will be working from home due to the poor broadband reception in school.</p> <p>AD thanked staff, parents and governors for making the arrangements. Action complete.</p>		
5	<p>Governor Roles & Responsibilities + Revised TOR</p> <p>It was agreed that the Inclusion/SEN role within the Teaching & Learning Committee would be addressed in the meeting in March. AD agreed to join the Performance & Pay Committee. SR volunteered to take on the Pupil Premium Lead.</p>	AD	04-Mar
6	<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>Catch Up Premium - JS asked whether there were any concerns identified with the Year 6 pupils as they have missed a lot of schooling and have a new teacher who is getting to know them. The pupils only have a term and half left before the transition to high school. DW advised that extra 'booster' support had been provided by Mr Dickinson in the Autumn term for Year 6 pupils outside of the using the catch-up premium. DW added that Mr Dickinson is providing online sessions for those Year-5 children not in school. Years 3 & 4 are benefiting from one-to-one tutoring from the National Tutoring Programme and DW is progressing the continuation of the one-to-one mentoring in the Summer term. One-to-one mentoring was not available for Key Stage 1 pupils during the Autumn term as the company was DFE approved, however, they are now licensed. DW reported that she had been informed that government catch up premium targets</p>		

Signed



Date

19/5/21

Page 2

Bolham Community Primary School Governing Body

Full Governing Body Minutes 11th February 2021

	<p>are not currently being met. AD asked if this is a target cost or attainment target. DW advised it was the number of schools involved and the use of one-to-one tutoring programme was at a considerably reduced rate in comparison to the school employing member of staff on contract. AD asked how the tutoring would work when all children are back in school next term. DW said that children would be released from specific lessons but not the same lessons each time.</p> <p>A reassessment of all pupils will be undertaken when they all return to school.</p> <p>AD suggested that the Health & Wellbeing, free to parents sessions, are advertised more, via the text service, to address the poor take up.</p> <p>AD asked if the safeguarding incident was connected to Microsoft Teams. DW advised that it was as the result of a parent's chosen actions and not the fault of an issue with the Microsoft Teams software. DW stated that she had spoken to the parent concerned outlining the school's position and expectations.</p> <p>AD asked if a letter had been sent to the staff member who is retiring to thank them for their years of service. DW stated that she had sent a letter on behalf of the governors, staff and families.</p>		
7	<p>School Broadband – Update</p> <p>AD referred to the email that DW had circulated ahead of the meeting to advise the governors of an offer from a parent to provide free help with a temporary, via Orion UK, improved broadband service for Bolham village that would assist the school with improving the current poor service which prevents the school from providing full online lessons and AD asked DW for an update.</p> <p>DW advised that the parent had contacted Steve Walsh (SW) (IT technician at Tiverton High School) and the outcome of the discussion between SW and Orion was in her email. The concern is around safeguarding and if in place the teachers could not be in classrooms and where would they be sited as all staff will be needed in school next half term as almost half the pupils are expected to be back in school. Expensive firewall systems would need to be in place to overcome the safeguarding issues. The Rural Connectivity Scheme reopens in March and South West Learning are providing support for the school to be included in this scheme to improve the broadband provision within the school. It was agreed that the parent that proposed the improved broadband and offered to pay the monthly costs was thanked for the offer.</p> <p>AD volunteered to progress this broadband issue.</p> <p>JH asked what the cost of a suitable firewall was. DW stated that the school is currently has a level of safeguarding via South-West Bridge for Learning and a suitable firewall would cost several thousands of pounds.</p>	AD	20-Mar
8	<p>Covid –19 updates, RA100 and School Re-opening</p> <p>Covid</p> <p>DW advised that there has been an increased number of children in school and as a result the pupils in EYFS/KS1 will be separated</p>		

Signed



Date 19/5/21

Page 3

Bolham Community Primary School Governing Body

Full Governing Body Minutes 11th February 2021

	<p>after half-term with pupils in Class 2 returning to work with Mrs Hillier.</p> <p>Lateral Flow Testing - teachers have agreed to be tested twice a week.</p> <p>Catch-up funding is in progress online and in school and the engagement is being monitored.</p> <p>The RA100 was updated on advice of the Health & Safety executive, approved by JS, and circulated to governors ahead of the meeting.</p> <p>AD expressed concern about the rising number of children in school and the sustainability of this and noted there are some South West schools insisting if there are 2 adults at home, that both need to be key workers, and also that some schools have set limits and refused requests for places.</p> <p>DW explained that she has had letters from companies supporting the requests, a list of Key worker roles and a number of vulnerable children. DW said it is difficult to refuse as the school is here to help families in any way they can.</p> <p>AD asked how the current workload was working. JH advised that she is working from home and is overloaded with work, having to juggle the work for those in school and learning remotely especially having to mark 3 sets of work each day. AD thanked the staff for the 'double duty' of having to provide lessons remotely and in school. DW added that her team were working to capacity and has concerns regarding their health and wellbeing. NH asked if more pupils could be in school in the current circumstances. DW said that only the year 3/4 class has spare capacity.</p> <p>JH added that she was amazed by the engagement by parents in the remote schooling and that they have had time to provide videos and pictures to support their children's work and proposed that governors thank parents for their efforts at the end of the lockdown. DW said that a thank you would be in the bullet this week.</p> <p>The announcement of school reopening is awaited on the 22nd February.</p>		
9	Receive Reports from Committees:		
a	<p>Resources</p> <p>- Clerk Hours</p> <p>The minutes from the January meeting had been circulated to all governors.</p> <p>Following the Clerks appraisal, DW and SM had supported the request for additional hours. A discussion took place, regarding the Clerks request for additional hours, after which the request was approved.</p>		
10	<p>Future Planning</p> <p>The meeting went to Part 2 minutes</p>		
11	<p>Safeguarding Update</p> <p>DW reported that she was managing a current child protection issue and the budget to resolve it was under the DW's spending threshold. Governors approved the cost. AD asked if the child</p>		

Signed



Date 19/5/21

Page 4

Bolham Community Primary School Governing Body

Full Governing Body Minutes 11th February 2021

	was safe during half-term. DW advised that as a result of actions, social services are involved. DW advised that if a member of staff returns a positive test from a lateral flow test then the bubble and any close contacts will be closed immediately. Families have been advised of this.		
12	General Data Protection Regulation (GDPR) Audit The report from I-Trent had been circulate ahead of the meeting. DW reported that the score of 80% was well above other schools scores and the findings be accepted and taken forward. All governors agreed.		
13	Policies to Approve: Both policies had been circulated ahead of the meeting		
a	Admissions Policy 2022-23 Proposal DW recommended that the DCC policy, updated with regard to children in care, was approved by the FGB. It will be reviewed by the DCC board in the next few days. All governors approved the policy. Signing off will take place at the earliest opportunity by the Chair. AD asked how the admissions are looking for next year. DW advised it was now 13 (pan 16).		
b	Safeguarding & Child Protection Policy - Corona Virus School Closure Arrangements DW recommended it was approved by the FGB. All governors agreed. Signing off will take place at the earliest opportunity by the Chair.		
14	Governor Training - Courses Attended – Feedback & Share Learning - Planned Courses NH had attended New Governor training. LG had attended Headteacher Appraisal training. BB had attended a Clerks briefing. SR had attended an Impact of Covid-19 on learning with SEND. AD requested that all members consider the individual researching and investigating of future planning as part of their training.		
15	Date of Next Virtual Meeting – Thursday 25th March 2021 @ 4:30 p.m. The meeting closed at 18:26		

Signed



Date 19/5/21

Page 5