

Bolham Community Primary School Governing Body

Full Governing Body Minutes 19th May 2021

Full Governing Body Minutes				
Date/Time	19 th May 2021 @ 16:15	Venue	Bolham School	
Attendees	Initials		Attendees	Initials
Abi Dent	AD/Chair		Lynne Guest	LG
Claudette Harrower	CH		Juliet Hillier	JH
Nicola Holmes	NH		Stephen Moakes	SM
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 There were no apologies as all members of the committee were in attendance. SM was delayed at work and arrived for item 13. In the absence of SM, AD chaired the meeting.		
2	Declaration of Business Interests There were no declarations of business interests.		
3	Minutes (Parts 1 & 2) of the FGB meeting on the 25th March 2021 Both Part 1 & Part 2 minutes were signed off as a true and accurate record of the meeting.		
4	Matters Arising:		
a	TCLP – Date for a Board meeting to be arranged No update was available.	SM	ASAP
b	Land Transfer – Update DW reported that the co-operative solicitors are no longer working for the TCLP, so DW had spoken to John Cleaver who is seeking advice from the Co-operative College as to who they are now using to represent schools	DW	ASAP
c	School Field Lease - Update DW advised that Ashfords Solicitors, who are working on behalf of the Bolham Trust, have contacted Jason Stanley (DCC) who will be in contact with the school when the lease is ready to view. DW had enquired about the idea of an indemnity policy and was		

Signed



Date

15/7/21

Page 1

Bolham Community Primary School Governing Body

Full Governing Body Minutes 19th May 2021

	told by Jason Stanley that the property insurance is covered under a blanket policy and the school currently buys in to the DCC policy and therefore there is no need for a separate indemnity policy. AD asked if the insurance is for the field and did it cover outside of school hours. DW stated that the insurance covered the school hours and outside of that it is the responsibility of Bolham Trust but she would check this.	DW	ASAP
d	School Broadband -Update DW reported that Neil Parish had contacted Openreach on behalf of the school and the issue had been escalated to higher level complaints. Openreach have advised that ultrafast fibre to the school is planned to be in place by the end of October 2021.		
e	Smartboard Sponsorship Update DW had spoken with FOBS but they do not currently have the funds to pay for an additional smartboard. AD proposed that the FGB reach out to Franny Armstrong & Andrew Lathwell as they are very good at fundraising events.	AD	ASAP
f	School Website Improvements – Update This is covered under 7a.		
5	Headteacher's Report with School Development Plan The report had been issued ahead of the meeting and DW asked if there were any questions on the contents. There were no questions from the governors.		
6	RA100 v2.6 The report had been issued ahead of the meeting and DW asked if there were any questions on the contents. JS asked about the bubble arrangements when outside with the recent change in Covid guidance. DW advised that schools had not been told of any changes to the guidance with the 'bubbling' of classes. Guidance had included updates on wraparound school care and football clubs, but DW thought that it is not sensible to mix the children outside on the school field when maintaining bubbles in the classroom. AD asked what changes will take place from the 21st June. DW stated that decisions will be made once the government announcements have been clarified.		
7	Receive Reports from Committees:		
a	Resources - Approve School Financial Value Statement (SFVS) - Approve the 5-Year Budget The draft minutes, along with the SFVS and 5-year budget, had been circulated ahead of the meeting. SR had populated the SFVS checklist ahead of Caroline Fargher and David Dominey updating the dashboard. SR recommended that the SFVS was approved, and all governors agreed. SR reported that there had been a £64k surplus from 2020-21 which been reflected in the revised 5-year forecast. The surplus had been achieved with savings through lockdown and staff changes. NH asked why there is a fluctuation in the School Budget Share and Teaching Staff figures over the 5 years. SR advised that the budget share is based on the current forecast number of pupils in school each year and the teaching costs fluctuate based		

Signed



Date

15/7/21

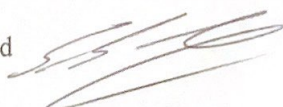
Page 2

Bolham Community Primary School Governing Body

Full Governing Body Minutes 19th May 2021

	<p>on the number of staff and the projection of movement through the pay scales.</p> <p>SR added that the revised budget identified that the school is in a different position financially as now sustainable as an independent maintained school until 2025-26.</p> <p>DW suggested that governors attend the "Remaining a Devon maintained school in 2021 and beyond" discussion on the 11th June as the educational landscape appears to be changing. AD encouraged all governors to attend.</p> <p>SR asked governors to agree the 5-year budget. All governors approved the budget which will be delivered to the local authority.</p> <p>SR advised that the school website needed to be compliant with new accessibility guidance and DW had spoken with Oxygen who had recommended a rebuild of the website at a cost of £3000. SR added that 3 quotes to host the website had been provided ahead of selecting Oxygen and as the current host and website maintainers then additional quotes on a rebuild would not be necessary.</p> <p>AD questioned which elements of the website were not accessible and she agreed to speak with Oxygen.</p>	AD	ASAP
8	<p>Safeguarding Update</p> <p>DW reported that an extra layer of reporting has been added to the communication with parents regarding first aid treatment in school.</p> <p>Some parents had complained that they were not told of a minor bump on their children's head even though issued with a letter and a sticker. DW has introduced an additional layer into the procedures so that parents also get a text message on the incidents.</p>		
9	<p>Policies to Approve: Both policies had been circulated ahead of the meeting</p>		
a	<p>Charging & Remissions Policy (as recommended by Resources)</p> <p>SR recommended the policy was approved. The policy was approved and signed off.</p>		
b	<p>Relationships and Sex Education (RSE) Policy</p> <p>The rewording of the section on the Delivery of RSE had been agreed by AD & DW. AD recommended that the updated policy was approved. The policy was approved and signed off.</p>		
10	<p>Governor Training</p> <ul style="list-style-type: none"> - Courses Attended – Feedback & Share Learning > Clerks Briefing - Planned Courses <p>BB reported on his Clerks Briefing session and highlighted a couple of items.</p> <ul style="list-style-type: none"> • Governors Briefing – SR asked to be booked for the briefing on the 24th June at 6pm. CH asked to be booked on the 8th June at 2pm. • Ofsted Visit session – NH & SR asked to be booked on the 30th June course. 	BB BB	ASAP ASAP

Signed



Date 15/7/21

Page 3

Bolham Community Primary School Governing Body

Full Governing Body Minutes 19th May 2021

	<ul style="list-style-type: none"> Babcock website instructions – to be circulated. Paperwork filing – BB to discuss with DW & SM. 	BB	ASAP
	NH & AD are attending a SEND course.		
11	<p>Agree Day & Time for 2021-22 meetings, and are they Face to Face and /or Virtual?</p> <p>It was agreed that the clerk will survey governors on whether Wednesday or Thursday is the preferred option with a start time of 4:15 or 4:30.</p> <p>The initial thoughts from governors are that meetings should be face to face with an option for a governor to be involved virtually if circumstances determine that.</p>	BB	ASAP
12	Date of Next Meeting – Thursday 15th July 2021 @ 4:30 p.m.		
13	Future Planning		
	The Meeting went to Part 2 Minutes		
	The meeting closed at 20:00.		

Signed



Date 15/7/21

Page 4