

Bolham Community Primary School Governing Body

Full Governing Body Minutes 15th July 2021

Full Governing Body Minutes				
Date/Time	15 th July 2021 @ 16:30	Venue	Bolham School	
Attendees	Initials		Attendees	Initials
Abi Dent	AD		Lynne Guest	LG
Claudette Harrower	CH		Juliet Hillier	JH
Nicola Holmes	NH		Stephen Moakes	SM/Chair
Denise Woodgate	DW			

Apologies	Initials	Reason	Absent without Apologies	Initials
Stephanie Rolfe	SR	Family Commitment		
Julia Slade	JS	Family Commitment		

In Attendance	Initials	Reason
Bruce Benton	BB	Clerk

Minutes to
All Governors

Ref	Minute, Action or Decision	Owner	Date Due
1	Apologies SR & JS offered apologies as they both had a child in isolation due to Covid guidance.		
2	Declaration of Business Interests There were no declarations of business interests.		
3	Minutes (Parts 1 & 2) of the FGB meeting on the 19th of May 2021 + the Part 2 minutes from the 27th of May 2021 and the 17th of June 2021. Both Part 1 & Part 2 minutes from the 19 th of May and the Part 2 minutes from the 27 th of May were signed off as a true and accurate record of the meeting. The Part 2 minutes from the 17 th of June were not available and would be signed off at the next meeting.		
4	Matters Arising:		
a	TCLP – Date for a Board meeting to be arranged SM reported that an email had been circulated by the TCLP asking to agree items in the absence of a meeting. A date for a Board meeting had still not been set.	SM	ASAP
b	Land Transfer – Update DW had contacted Jason Stanley (JSt) (DCC, Legal Advisor) to ask if the lease had to be transferred to the Co-operative Trust (TCLP) if potentially the school joined an Academy in the next year.		

Signed *S. Rolfe*

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	<p>JSt advised that technically the lease could only be transferred to the Co-operative Trust as DCC only have the authority to do that. The statutory transfer was taken as having already happened when the school joined the Co-operative Trust and DCC held the freehold land on trust for the Co-operative Trust and would take instruction from the school on what next steps to take. The transfer could be amended to have the land go to the academy but this would not be done until the conversion takes place and with agreement from the Co-operative Trust.</p> <p>Governors agreed to progress the transfer when converting to an academy.</p> <p>Action complete.</p>		
c	<p>School Field Lease - Update</p> <p>DW reported that John Cleaver (TCLP) had advised that the TCLP had agreed the renewal on drawing up the new lease. Ashford's solicitors had agreed to act on behalf of the TCLP to complete the renewal of the school field lease. TCLP acknowledged that the school had agreed to cover the legal fees.</p>	DW	ASAP
d	<p>School Broadband - Update</p> <p>DW reported that no further information had been provided by BT.</p>	DW	ASAP
e	<p>Smartboard - Fundraising Update</p> <p>DW advised that she has written letters to 2 local charities who offer grants. The outcome from the requests was awaited.</p>	DW	ASAP
f	<p>School Website Improvements – Update</p> <p>AD had spoken with Steve at Oxygen who had clarified the costs for updating the website.</p> <ul style="list-style-type: none"> Review the site and implement the Accessibility Policy and functionality (3 days work over 2 weeks) £1500 + VAT Light touch refresh of the style of the site £600-£700 + VAT Rebuild the site based on existing content (assuming accessibility already has been implemented) taking 6 weeks £1500-£2000 + VAT All of the updates at the same time £3000 + VAT A cookie compliance consent needs to be added to the site £100 + VAT <p>AD added that the current website could be controlled by a keyboard and the font size could be increased via screen readers. The contrast cannot be changed so this would need actioning.</p> <p>AD stated that the cost included the cost to implement an Accessibility Policy, however, these are readily available. Since the initial request, Oxygen have performed similar work for Tiverton High School, so Bolham School should benefit from this.</p> <p>AD recommended that the accessibility and cookie compliance updates were needed at a cost of £1600 + VAT.</p>		

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	<p>DW asked if the photography needed updating as some photographs were dated and the photographs of the staff and governors needed updating. AD stated that there is a library of images from the original website setup and Oxygen may include this at no cost.</p> <p>After a discussion it was agreed that SM would contact Ventrus Academy IT department for advice.</p>	SM	ASAP
g	<p>Agree Day & Time for 2021-22 meetings</p> <p>BB had circulated a calendar of the dates and times for next year's meetings and asked governors to advise if there were any issues.</p>		
5	<p>Headteacher's Report with School Development Plan - Staff request</p> <p>The Headteacher report had been issued ahead of the meeting. SM asked if the catch-up teaching sessions and evaluation would continue next year. DW advised that the evaluation on progress of the sessions was reported to the Teaching & Learning Committee. While the Age-Related Expectation wasn't visible the reports showed a significant number of children had made progress on their test scores.</p> <p>DW added that additional funding would be available from September and the National Tutoring Body had been revised but the amount of money would not be known until the end of term. Schools would be able to employ their own tutors with more in-school teaching or continue to employ a registered partner.</p> <p>AD asked why the school had not been accepted into the Nuffield Early Language Intervention System (NELI). https://www.nuffieldfoundation.org/project/nuffield-early-language-intervention</p> <p>DW said she thought the school was too small to be involved in the pilot scheme and the school had been accepted from September.</p> <p>The meeting went to Part 2 minutes</p>		
6	<p>Covid-19 - Step 4 Arrangements</p> <p>DW had circulated a Management Plan, Step 4 strategic support guidance, Parent Pack and Staff Pack ahead of the meeting. DW advised that any new guidance would be responded to when available.</p> <p>AD asked if the new member of staff, Miss Charlotte Smith, would be attending the non-pupil day. DW stated she would be attending.</p>		
7	<p>Agree the Process for Appointing Chair & Vice-Chair for next year</p> <p>Governors agreed to continue the process as previously agreed and it was signed off.</p>		
8	<p>Governor's Roles & Responsibilities</p> <ul style="list-style-type: none"> - Terms of Office nearing completion - Succession Planning - Vacancies <p>SR, AD & JS end their term of office in October 2021. After a discussion, it was agreed that the Parent Governor election would</p>	BB/ DW	Sept

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	be planned for September/October and that AD & JS would move to the Co-Opted Governor vacancies.		
9	Future Planning The meeting moved to Part 2 minutes		
10	Relationship & Sex Education (RSE) – Update DW advised that RSE had started using Jigsaw. A concern by a parent, had been raised via LG, that too much information had been given to their Year 3/4 child. DW explained, after discussing with the parent governor, that she had spoken with the parent to explain what had happened. After a question was raised a professional judgement was made and information given that was not accurate with the policy. AD asked if the professional development was inaccurate. DW said the information was accurate, however, another child had made a comment which was corrected but children had gone home and discussed all information with their parents. DW advised that she was setting up a working party with parents in September to agree what is age appropriate. AD asked for more detail about the working party. DW stated that a working party of parents and governors would look at the material and agree if age group appropriate. AD added that Jigsaw is a professionally designed product. DW explained that schools were able to determine what was age related for their school.		
11	Receive Reports from Committees:		
a	Teaching & Learning The minutes had been circulated to governors prior to the meeting. There were no questions on the contents of the minutes.		
b	Resources The minutes had been circulated to governors prior to the meeting. There were no questions on the contents of the minutes.		
12	Safeguarding Update CH advised that there was one on-going issue that was being managed in school. DW advised that she had sent out a message on website safety in relational to a website which does not have age restrictions.		
13	Keeping Children Safe in Education – Sept 2021 – Governors to confirm the statutory guidance has been read SM informed governors that they should read the new guidance as it was a legal requirement. Governors who had read the document signed it off, some others were still to confirm. DW advised that on the Key website had summary of the revised guidance. https://schoolgovernors.thekeysupport.com/curriculum-and-pupils/pastoral-care/safeguarding/keeping-children-safe-education-changes-september-2021/?marker=full-search-q-keeping%20children%20safe-result-1		

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	<p>DW asked governors if they should agree with the proposal for "Staff who don't work directly with children on a regular basis can read a condensed version of part 1 (annex A)"</p> <p>Governors agreed that staff should read the <u>full</u> version of part 1.</p> <p>DW added that she had arranged 3 hours of training for the staff.</p>		
14	<p>Policies to Approve: All policies had been circulated ahead of the meeting</p>		
a	<p>School Uniform Statement SM had made amendments, as proposed at the Teaching & Learning Committee meeting, which were subsequently updated by DW. The statement was approved and signed off. Due to the contact with the school preferred supplier changing it was agreed that the policy should be further reviewed.</p>	SM	Oct 21
b	<p>Children in Care Policy NH recommended the policy was approved. The policy was approved and signed off.</p>		
c	<p>Governors Written Statement of Behaviour Principles NH recommended the policy was approved. The policy was approved and signed off.</p>		
d	<p>Acceptable Behaviour & Discipline Policy AD had suggested a more detailed definition of staff in the policy. The reference to volunteers and restraining guidance was also raised. After a discussion, it was agreed to review the statement and amend ahead of the T&L meeting in November.</p>	AD/ DW	Oct 21
e	<p>Maternity Policy (recommended by Resources) CH recommended the policy was approved. The policy was approved and signed off.</p>		
f	<p>Staff Leave & Absence Policy (recommended by Resources) CH recommended the policy was approved. The policy was approved and signed off.</p>		
15	<p>Governor Training - Courses Attended – Feedback & Share Learning - Planned Courses NH & AD had attended a SEND course. CH & SR attended a briefing on governance. SR & NH had attended training on Ofsted visits.</p>		
16	<p>Governing Body impact on the outcomes of pupils over the academic year SM said that the governing body had provided the necessary support to the school and staff during the Covid-19 pandemic by providing the requested resources, finances and approval to requests. CH asked JH if the staff had felt supported. JH stated that the agreement by governors to stagger the return to school in September was appreciated by the staff. JH added that the governor's investment in their time to approve the proposed</p>		

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	conversion to an academy would ensure the future for the school and the children. AD said that an exciting new teacher had been recruited and the FGB had pulled together as a team while adapting to Zoom meetings despite the rural internet.		
17	Date of Next Meeting – Wednesday 13th October 2021 @ 5pm The meeting closed at 18:15		

Signed *S. Rolfe*

Date *13/10/21*

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