

# Bolham Community Primary School Governing Body

## Full Governing Body Minutes 16<sup>th</sup> February 2022

Full Governing Body Minutes				
<b>Date/Time</b>	16 <sup>th</sup> February 2022 @ 17:00	<b>Venue</b>	Video Conference	
<b>Attendees</b>	<b>Initials</b>		<b>Attendees</b>	<b>Initials</b>
Abi Dent	AD		Claudette Harrower	CH
Stephen Moakes	SM/Chair		Stephanie Rolfe	SR
Denise Woodgate	DW			

Apologies	Initials	Reason	Absent without Apologies	Initials
Lynne Guest	LG	Family commitment		
Juliet Hillier	JH	Family commitment		
Nicola Holmes	NH	Travel problem		

In Attendance	Initials	Reason
Bruce Benton	BB	Clerk

Minutes to
All Governors

Ref	Minute, Action or Decision	Owner	Date Due
<b>1</b>	<b>Apologies</b> JH & LG had sent apologies as they had family commitments. NH was unable to attend due to travel issues.		
<b>2</b>	<b>Declaration of Business Interests</b> None declared.		
<b>3</b>	<b>Minutes of the FGB meeting on the 9<sup>th</sup> of December 2021.</b> The minutes were agreed as a true and accurate record of the meeting. Signing off will take place at the earliest opportunity by the Chair.		
<b>4</b>	<b>Matters Arising:</b>		
<b>a</b>	<b>TCLP – Date for a Board meeting to be arranged</b> SM reported there had been no further communication on meetings from TCLP.	SM	ASAP
<b>b</b>	<b>School Field Lease - Update</b> DW advised that there had been no specific updates since the last meeting.	DW	ASAP
<b>c</b>	<b>School Broadband -Update</b> DW reported that she has emailed Sam Holcombe (RM Education Accounts Manager) for an update.	DW	ASAP
<b>d</b>	<b>Parent Governor Election – Update</b> SM reported that there has been interest from one parent. SM added that he has been phoning and emailing, with no response to date. DW offered to speak with the parent.	DW	Feb 22

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e	<p><b>Acceptable Behaviour &amp; Discipline Policy – Review</b> SM stated that he had reviewed the policy, taking into account the suggestions from the last meeting, and recommended that it is acceptable as it stands. All governors agreed. Action complete.</p>		
5	<p><b>Headteacher’s Report with School Development Plan - Staff request</b> The Headteacher’s comprehensive report had been issued ahead of the meeting. There were no questions from governors on the contents.</p>		
6	<p><b>Local Authority Visit – Schools &amp; Settings Note -Report</b> The report on the visit had been issued ahead of the meeting. DW advised that the report was a follow up session from Brad Murray’s (BM) last visit to the school. BM had provided advice, ensuring the school is on track for the new Ofsted framework, providing support for DW in leadership and support for her staff. DW added that she was pleased with the comments made in the report whilst still working within Covid restrictions and the staffing issues.</p>		
7	<p><b>RA100 version 2.8</b> The revised Covid-19 Risk Assessment report had been issued ahead of the meeting. DW had updated the RA100 based on the revised guidance after the spike in Covid after Christmas, ensuring the staff were aware of the updates. SR thanked DW for her work in ensuring the risk assessment is kept accurate and up to date.</p>		
8	<p><b>Ventrus Academy – Update on Plans &amp; Progress</b> SM updated the governors with the latest information.</p> <ul style="list-style-type: none"> <li>• Meetings with Ventrus Senior Management team. DW &amp; SM had met with the key members of the team (Estates, Finance and legal) who will be involved with the transition process and discussed timelines and the processes involved.</li> <li>• Amalgamation of systems and how to best support the school administrator in the transition, ensuring that Amy Green gets the required one to one peer support both in the school and remotely.</li> <li>• A review of the legal complexities of the school land and its lease.</li> <li>• An introductory meeting was taking place with the Bolham trustees and Ventrus later that evening.</li> <li>• Gary Chown and members of his team had an informal meeting with the staff to set out his vision and talk about the organisation and what it can offer. Staff were invited to ask questions.</li> <li>• The public consultation process had started with all stakeholders. Letters were sent out to all parents and other key stakeholders (Local authority, council etc) and requesting feedback and any concerns.</li> <li>• An online meeting was held with stakeholders on the 9<sup>th</sup> February which was reasonably well attended. SM gave a brief presentation on the how the decision to join the</li> </ul>		

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	<p>academy was made and Gary Chown gave a presentation on Ventrus. SM was pleased with questions raised by parents. The meeting was documented and will be posted on the school website.</p> <p><b>CH asked if there was positivity from the parents asking the questions.</b> SM stated it was very encouraging that positive reassurances were given to the questions raised (the identity of the school, the new headteacher setting the direction for Bolham, why did Ventrus want Bolham to join their academy). SM added that he, along with the office, had not received any direct emails. Consultation with stakeholders is on-going to the 1<sup>st</sup> March after which the consultation with staff will begin.</p> <p>On the 9<sup>th</sup> March, staff consultation will discuss TUPE, going through the formal processes and legal implications with the existing employer, new employer, trade unions and HR during the transfer to Ventrus</p> <p>The application had gone to the Regional Schools Commissioner and approval to proceed has been granted. A project manager has been allocated to oversee the transition.</p> <p><b>SR asked what are the next steps after the TUPE discussions.</b> SM stated that any concerns or any clarification would be discussed with the individuals or groups of staff as required. If this is successful, the formal merger into the academy and finalising the transfer process for handover will take place along with the appointment of the new headteacher.</p> <p>SM added that the process involves a lot more work than anticipated and there is a vast amount of work taking place, especially adding to DW's workload. SM has tabled his concerns, about the workload distracting from DW's headteacher role, with Ventrus and DCC.</p> <p>DW advised that the caterers for the school meals will not be working on the date the governors agreed for the Queens Platinum Jubilee. It was agreed to reschedule the date to the 6<sup>th</sup> June as 50 to 60 meals need to be provided for the children. SM agreed to provide an explanation for parents in the Bolham Bullet.</p>		
<b>9</b>	<b>Receive Reports from Committees:</b>		
<b>a</b>	<p><b>Action Evaluation Group</b>  <b>- Allocate Lead Governor roles &amp; Agree Spring Term Governor Visits</b></p> <p>The minutes from the January meeting had been issued. It was agreed that Governor visits are to be arranged with the subject leaders (Maths- SR, English – LG, EYFS – SM) and Music (AD) and History (NH reserve SM). The reports for the visits to be with the clerk by the 23<sup>rd</sup> March for circulation ahead of the next FGB.</p>		
<b>b</b>	<p><b>Resources</b></p> <p>The minutes from the January meeting had been issued. SR advised that the revenue budget reviewed at the meeting had some inaccuracies and the corrected version was circulated to governors ahead of the meeting. SR asked governors to approve the budget report. All governors agreed.</p>		

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10	<p><b>School Uniform Costs</b>  <a href="https://www.gov.uk/government/publications/cost-of-school-uniforms/cost-of-school-uniforms">https://www.gov.uk/government/publications/cost-of-school-uniforms/cost-of-school-uniforms</a></p> <p>This is statutory guidance from the Department for Education. This means that schools and their governing boards must have regard to it when developing and implementing their school uniform policies. It should be read alongside the non-statutory guidance on school uniforms. The purpose of this guidance is to ensure the cost of school uniforms is reasonable and secures the best value for money. The guidance outlines the cost considerations which schools should consider when developing and implementing their uniform policies and managing their uniform supplier arrangements. It also covers the provision of second-hand uniform, other support with the cost of school uniforms and the information schools should provide to parents regarding their uniform requirements.</p> <p>SM advised that the uniform supplier had recently been changed which involved due diligence around cost and supply of the branded items and representing good value for money. Feedback from parents has been positive. SM added that the costs for the uniform should be put on the website and if possible, a direct link to the uniform supplier could be included. Parents are allowed to buy plain versions of the uniform from elsewhere.</p> <p>AD said that the regular uniform rules were adhered to and parent feedback on the new supplier was positive. <b>AD asked how the changes to the guidance of the PE kit were being followed.</b> DW said there was no major issues with the guidance being followed, however, a reminder will be included in the Bolham Bullet.</p> <p>DW agreed to organise a recycling of uniforms event at the end of each term. Due to storage limitations in school any leftover clothing will be recycled.</p>		
11	<p><b>Schools Financial Value Statement (SFVS)</b>            SR reported that the statement is still being worked on and would be ready for the Resources meeting.</p>	SR	2 <sup>nd</sup> Mar
12	<p><b>GDPR Audit – Data Protection Compliance Report</b>            The audit report had been issued ahead of the meeting. There were no questions from governors.</p>		
13	<p><b>Safeguarding Update</b>            DW reported that she had an end of term review with her deputy designated safeguarding lead to discuss on-going cases. A whole school safeguarding training session in April has been booked with Babcock. Governors will be invited to attend and respond to the invitation. BB to advise on the date.</p>		
14	<p><b>Policy to Approve as recommended by the Resources Committee</b></p>		
a	<p><b>Pay Policy</b></p>		

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	SR recommended the DCC policy was approved. All governors approved the policy. Signing off will take place at the earliest opportunity by the Chair.		
<b>15</b>	<b>Policies to Approve:</b> All policies had been circulated ahead of the meeting		
<b>a</b>	<b>Managing Sickness &amp; Absence Policy</b> CH recommended the slightly modified policy was approved. All governors approved the policy. Signing off will take place at the earliest opportunity by the Chair.		
<b>b</b>	<b>Admissions Policy 2023-24</b> DW recommended the policy was approved. All governors approved the policy. Signing off will take place at the earliest opportunity by the Chair. <b>AD asked if the boundary lines will change after transfer to the academy.</b> DW agreed to find out.	DW	ASAP
<b>c</b>	<b>SEND Policy</b> The policy had been updated with the name of the new SENCo, Sarah Milne. All governors approved the policy. Signing off will take place at the earliest opportunity by the Chair.		
<b>16</b>	<b>Governor Training</b> <b>- Courses Attended – Feedback &amp; Share Learning</b> <b>- Planned Courses</b> BB had attended a Clerks briefing and CH will be attending a Safeguarding course in February.		
<b>17</b>	<b>Date of Next Meeting</b> <b>– Wednesday 30<sup>th</sup> March 2022 @ 5pm</b> <b>- An Extraordinary FGB meeting will take place at 5pm on the Wednesday 27<sup>th</sup> April to legally agree the transfer to the academy.</b> The meeting closed at 18:06		