

Bolham Community Primary School Governing Body

Full Governing Body Minutes 13th October 2021

Full Governing Body Minutes				
Date/Time	13 th October 2021 @ 17:00	Venue	Bolham School	
Attendees	Initials		Attendees	Initials
Abi Dent	AD		Lynne Guest	LG
Juliet Hillier	JH		Nicola Holmes	NH
Stephanie Rolfe	SR/Chair		Denise Woodgate	DW

Apologies	Initials	Reason	Absent without Apologies	Initials
Claudette Harrower	CH	Family Commitment		
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 SM had offered apologies as he had a work commitment. In the absence of SM, SR chaired the meeting. CH had offered apologies as she had a family commitment.		
2	All Governors to advise on any changes to their Register of Pecuniary / Business Interests. All governors present updated their Register of interests. There were no additional declarations of business interests.		
3	Minutes (Parts 1 & 2) of the FGB meetings on the 17th of June 2021 and the 15th of July 2021. SR read out the Part 2 minutes from the two meetings, after which, the Part 1 & Part 2 minutes from the 17 th of June 2021 and the Part 1 & Part 2 minutes from the 15 th of July 2021 were signed off as a true and accurate record of the meeting.		
4	Elect Chair & Vice-Chair SM had advised prior to the meeting that he would continue as chair if nominated. SR nominated SM for Chair, AD seconded. SM continues as Chair. AD nominated SR for Vice-Chair, LG seconded. SR agreed to continue as Vice-Chair.		

Signed



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5	<p>Agree Terms of Reference for the Committees, Safeguarding Governor, Pupil Premium Lead Governor & Headteacher Appraisal Panel</p> <p>The TORs were agreed by all governors.</p> <p>LG agreed to become Lead Governor on Health & Safety.</p> <p>It was agreed that a Lead Governor was no longer required for Quality & Value of P.E. Provision.</p> <p>NH was confirmed as Lead Governor for Special Educational Needs.</p> <p>It was agreed that the Action Evaluation Group would continue as a separate meeting in the Spring & Autumn terms and combined with the Teaching & Learning Committee meeting in November.</p>	BB	ASAP
6	Matters Arising:		
a	<p>TCLP – Date for a Board meeting to be arranged</p> <p>BB reported that SM had received a communication from John Cleaver (TCLP secretary). A Heads Group will be meeting immediately after half term. Following this, a Board meeting will be arranged with the emphasis being the initial feedback from the Heads Group and the way forward for the TCLP Board meetings.</p>	SM	ASAP
b	<p>School Field Lease - Update</p> <p>DW reported that Ian Hyde (Bolham Trust) had received a copy of an email dated 22nd September, from Jason Stanley (DCC, Legal advisor) to the solicitors for the Trust.</p>	DW	ASAP
c	<p>School Broadband -Update</p> <p>DW advised that Sam Holcombe (SH) (RM Education Accounts Manager) had sent an email in which the DfE stated that the school site is classed as 'in plan as part of the commercial fibre rollout'. Work is already underway to bring FTTP (Fibre to the Premises) to the school/area. There is no definitive date. Once live, SH will provide a quote. If there is no further update by the end of October, DW will write to the local MP.</p>	DW	ASAP
d	<p>Smartboard - Fundraising Update</p> <p>DW reported that the charity funding requests had been successful and two generous locally based charities had donated £3500 to the school which had funded 2 new smartboards which have been installed and are in use. On behalf of the school, DW had written to the charities to thank them for the donations.</p> <p>Action complete.</p>		
e	<p>School Website Improvements – Update</p> <p>BB advised that Ventrus are happy to support Bolham with any interim support to maintain the site and keep it legal, they would then be happy to look at taking on the entire website provision as part of our transfer to Ventrus Academy.</p> <p>In the interim, it was agreed that an Accessibility Statement, provided by AD, and Cookies Compliance consent would be added to the site by Oxygen.</p>	DW	ASAP
f	<p>Parent Governor Election – Update on the two vacancies</p> <p>DW advised there had been interest from one parent so far, ahead of the closing date on the 15th October.</p> <p>After a discussion, it was agreed that if there are no further nominations by the closing date then the person that has applied, be appointed. A second invitation will be sent out after half term</p>		

Signed



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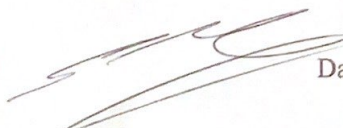
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	<p>to fill then second vacancy. AD volunteered to produce a note on what being a parent governor entails by the 22nd October.</p> <p>AD's end of office as a Parent Governor is 31st October 2021 and it was agreed that she take on a role a Co-opted Governor with immediate effect.</p> <p>SR's end of office as a Foundation Governor is the 30th October 2021 and it was agreed that she will continue for a further term of office.</p>		
7	<p>Queen's Platinum Jubilee -Extra days holiday for staff - date to be agreed</p> <p>DW had discussed the date with several local schools and proposed a school closure day for Monday the 4th July 2022. Governors agreed to the proposal as it is in line with other schools.</p>		
8	<p>Headteacher's Report with School Development Plan - Staff request</p> <p>The Headteacher report had been issued ahead of the meeting. There were two minor alterations to the figures quoted in the report. The SEN List figure of 14% was corrected to 11.2% after the census data was confirmed and the budget to deliver the key priorities in the School Development Plan was corrected (increased by £100).</p> <p>NH asked if the Teaching Assistant vacancy for one day a week had been filled. DW stated that, as agreed by the governors, the position was advertised, and one application was received. DW advised that the recruitment met the due diligence process and JH sat on the interview panel with DW. Lisa Tarr is already in her new role as the TA in class 2.</p> <p style="text-align: center;"><u>The meeting went to Part 2 minutes</u></p>		
9	<p>Pupil Premium - 2020-21 Report</p> <p>DW reported that last year had been challenging and the results were not as positive as she wished them to be.</p> <p>SR asked that, under the circumstances, are the staff happy with the achievements. JH explained that a lot of resources had been utilised to address the requirements via one-to-one tuition and regular monitoring. Year 2 children have missed a large proportion of their schooling lives. JH advised that Gemma Cotter had continued with the phonics training in school and online. LG added that when the phonics training was online the pupils had a parent/carer with them to also provide help.</p> <p>DW advised that the current Year 2 children will undergo phonics testing in November followed by the year 1 children in 2022.</p> <p>AD asked if the maths figure reported as '25% of pupils have made progress since the September 2020 baseline assessment' was skewed by one particular pupil ,or all four. DW advised that Maths was their weakest area, and along with other factors, all 4 had contributed to the 25% figure.</p> <p>NH asked where the children will be next year after the return to normal schooling and will the children recover. DW stated that some of the children are Pupil premium and SEN which affects the data. JH added that some of the children would have been behind in a normal years schooling.</p>		

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10	<p>Special Educational Needs Reports Samantha Roberts had produced the SEN report that had been circulated ahead of the meeting.</p> <p>The meeting went to Part 2 minutes</p>		
11	<p>Future Planning – Ventrus Academy DW has been advised by Sarah King (Regional Schools Co-ordinator for Academisation) that Hannah Woodhouse (Regional Schools Commissioner – South-West) would advise as to the next steps in the school's application to join a MAT at their meeting on Thursday 14th October. DW added that once a decision has been made the next steps will be for the request to go to the Headteacher Board after which the legal aspects of the process will take place before the final transfer period at the end of June/early July.</p>		
12	<p>GDPR Update & Training DW advised that she had performed GDPR update training for staff on the non-pupil day at the start of term. A GDPR audit is scheduled for November.</p>		
13	Receive Reports from Committees:		
a	<p>Resources - Approve external advisor for Headteacher Performance Management Review SR gave a verbal update to the meeting ahead of the minutes being published.</p> <ul style="list-style-type: none"> • The school is in a good position financially. • DCC have appointed a new financial advisor to the school on the retirement of David Dominey. • This year's £5k funds for the Capital budget has not yet been delivered. • The numbers using Bolham Bees clubs are still positive (12 in the morning, 12 to 15 after school). • The request to extend the afterschool club to 5:30 was discussed and it is not currently cost effective to extend beyond 5pm as it requires at least 6 children. • The rules for catch-up premium have changed (as detailed in the Resources minutes) which has an estimated impact of £6682 on the school budget to provide the additional training identified for 30 children. The Resources Committee gave the go-ahead for this additional spend as it is very important to support the children. AD asked if this was at the expense of other funding requests. SR advised it wasn't, as there is enough surplus in the budget to cover the expenditure. <p>SR advised that the Resources Committee recommend that Brad Murray is the external advisor for the Headteacher Performance Management Review. This was agreed by all governors. AD & LG are to advise SR on their availability to be on the panel on the morning of the 18th November.</p>		
14	<p>Safeguarding Update</p> <p>The meeting went to Part 2 minutes</p>		

Signed



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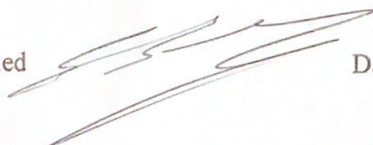
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15	Keeping Children Safe in Education – Sept 2021 – Governors to confirm the statutory guidance has been read All governors have confirmed that they have read the document and individually signed to that effect.		
16	Policies to Approve as recommended by the Resources Committee: All policies had been circulated ahead of the meeting		
a	Health & Safety Policy DW had made amendments and recommended the policy was approved. The policy was approved and signed off.		
b	Maternity & Adoption Support Leave Policy SR recommended the unchanged policy was approved. The policy was approved and signed off.		
c	Disciplinary Policy The policy had been updated to include additional accessibility information and attendance at an appeal. SR recommended the revised policy was approved. The policy was approved and signed off.		
17	Policies to Approve: All policies (except f) had been circulated ahead of the meeting		
a	School Uniform Statement SM had updated the document to amend the uniform supplier details. The policy was approved and signed off.		
b	Code of Conduct for the Governing Body SR recommended the updated policy was approved. The policy was approved and individually signed off by all governors present.		
c	Intimate Care Policy DW recommended the unchanged policy was approved. The policy was approved and signed off.		
d	Disclosure & Barring Service (DBS) Policy The unchanged policy was approved and signed off.		
e	Child Protection & Safeguarding Policy The September 2021 version of the policy was approved and signed off.		
f	School Emergency Management Plan DW had updated the plan (circulation only to the relevant governors). The plan was approved and signed off.		
18	Governor Training - Courses Attended – Feedback & Share Learning - Planned Courses BB had attended a Clerks Briefing (the slides being circulated via the Babcock weekly alerts). Governors agreed that hard copies of the Babcock Governance Today magazine are not required as they preferred to read the online version.		
19	Date of Next Meeting – Wednesday 8th December 2021 @ 5pm The meeting closed at 18:45		

Signed



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