

Bolham Community Primary School Governing Body

Full Governing Body Minutes 9th December 2021

Full Governing Body Minutes				
Date/Time	9 th December 2021 @ 17:00	Venue	Video Conference	
Attendees	Initials		Attendees	Initials
Abi Dent	AD		Lynne Guest	LG
Claudette Harrower	CH		Juliet Hillier	JH
Nicola Holmes	NH		Stephen Moakes	SM/Chair
Stephanie Rolfe	SR		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 All members of the Governing Body were in attendance.		
2	Declaration of Business Interests None declared.		
3	Minutes (Parts 1 & 2) of the FGB meeting on the 13th of October 2021. BB read out the Part 2 minutes, after which, the Part 1 & Part 2 minutes were agreed as a true and accurate record of the meeting. 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 SM reported that he had received an email from the current chair, Sammy Crook, apologising for the delay in bringing TCLP together. The intention is to hold a meeting of Headteachers then reach out to the Foundation Governors to discuss the best way of moving the TCLP forward. DW advised that a Headteacher's meeting had taken place with a further meeting planned for the 19 th of January ahead of a TCLP Board meeting.	SM	Jan 22
b	School Field Lease - Update DW reported that Jason Stanley (DCC Legal Advisor) plans to move forward on the lease early next term.	DW	Feb 22
c	School Broadband -Update		

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	DW reported that broadband fibre has been installed in Bolham village. The onsite engineer advised that an audit and a cable connection to the school are required. DW has subsequently raised complaints with Sue Gray, High Level Complaints - Customer Resolutions Openreach, as to the way forward as potentially a lockdown may be instigated in the new year.		
d	School Website Improvements – Update on advice from Ventrus SM had spoken with Gary Chown, CEO of the Ventrus Academy, who said that Ventrus would be happy to support any website improvements or developments during the transition into the academy. DW confirmed the legal requirements regarding cookies had already been applied to the website. Action complete.		
e	Parent Governor Election – Update The parent that had applied to be a Governor in October had decided that the meeting dates and workload were incompatible with his employment and had decided to not progress the role any further. A new round of elections is taking place with interest from one parent so far.	DW	Jan 22
5	Headteacher's Report with School Development Plan - Staff request The Headteacher report had been issued ahead of the meeting. AD asked how significant the reported GDPR breach was. DW advised it was a minor breach and the school had acted on the advice provided by the Data Officer from One West. SM thanked DW for her very comprehensive report.		
6	Review Term Dates 2022-2023 DW had circulated the proposed non-pupil and occasional dates for 2022-23. It was agreed that the non-pupil dates will be the 1 st and 2 nd September 2022 and the occasional days as 5 th & 6 th September, 3 rd January and 24 th & 25 th July. DW advised that the dates may be subject to change on the school joining the Ventrus Academy		
7	Future Planning – Ventrus Academy SM advised that the update from Gary Chown was that he was waiting on several schools who were considering on joining the academy and if they wish to proceed. Once the outcomes were available, he would consult the Regional Schools Commissioner and Heads group to get the proposal ratified. SM added that the only school wishing to proceed with the intention to join Ventrus is Bolham, and this has been advised to the Regional Schools Commission who have now been in contact with DW. SM plans to speak with Gary Chown in the new year to discuss the first steps in the consultation with parents, stakeholders, and the community to map out a plan. NH asked about the recruitment of a new headteacher for September, as in normal circumstances the advert would go out next term and would this potentially leave the school		

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	<p>without a Head if joining Ventrus did not materialise. SM agreed with the concern, but the firm intention is to proceed with joining the academy and the recruitment process will be led by Ventrus supported by Bolham governors, with Ventrus looking to appoint from within the organisation for the development of their staff.</p> <p>CH asked if there had been any feedback from parents on the intention to join the academy. AD said that she had a conversation with a parent who was interested in the process of the decision made to join the academy. AD explained the time taken to research, undertake school visits and investigate the details had satisfied the parent. SM added that he had received mainly positive feedback from Bolham staff and staff within Ventrus about working together.</p>		
8	Receive Reports from Committees:		
a	<p>Teaching & Learning - Confirm Chair & Vice-Chair</p> <p>The minutes from the November meeting had been issued. All agreed that AD & SM should continue as Chair and Vice-Chair respectively.</p>		
b	<p>Performance & Pay</p> <p>SR reported that in October the recommendations from DW for the staff were agreed. At a meeting earlier in the day the recommendations for the Headteacher, from her performance appraisal review, were agreed and SR asked for ratification from the governing body. All governors agreed.</p>		
c	<p>Resources</p> <p>The minutes from the November meeting had been issued. SR reported that the budgets were drawn up by the new DCC Finance Officer.</p>		
9	<p>Safeguarding Update</p> <p>DW advised that the Safeguarding Audit has already been sent to DCC. The report had been discussed with Clair Worthington (Deputy Safeguarding Lead) and CH (Safeguarding Governor). An action plan has been produced from the audit.</p> <p>CH has reviewed the Safeguarding Audit and the data and issued a report that was circulated ahead of the meeting. CH added that she was impressed with the safeguarding notice board in the staff room and the information provided by DW.</p> <p>SM praised CH for the immense amount of work involved as a governor responsible for safeguarding.</p>		
10	<p>Policies to Approve as recommended by the Teaching & Learning Committee: All policies had been circulated ahead of the meeting</p>		
a	<p>Attendance Policy</p> <p>DW recommended the unchanged policy was approved. All governors approved the policy. Signing off will take place at the earliest opportunity by the Chair.</p>		
b	<p>Equality Policy</p> <p>NH recommended the unchanged policy was approved. All governors approved the policy. Signing off will take place at the earliest opportunity by the Chair.</p>		

Signed



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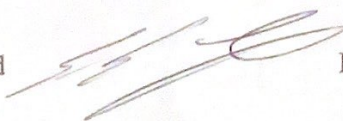
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c	SEN & Inclusion Policy NH had reviewed and proposed that appendix 4, added for Covid arrangements last year, be removed and recommended the revised policy was approved. All governors approved the policy. Signing off will take place at the earliest opportunity by the Chair.		
11	Policies to Approve as recommended by the Resources Committee: All policies (except e) had been circulated ahead of the meeting		
a	E-Safety Policy DW advised that the report had been reviewed by the staff and there were no changes to the current policy and recommended the policy was approved. All governors approved the policy. Signing off will take place at the earliest opportunity by the Chair.		
b	Appraisal Policy CH recommended the unchanged policy was approved. All governors approved the policy. Signing off will take place at the earliest opportunity by the Chair.		
c	Finance Policy SR recommended the modified policy was approved. All governors approved the policy. Signing off will take place at the earliest opportunity by the Chair.		
d	Finance Policy Statement SR recommended the unchanged statement was approved. All governors approved the Statement. Signing off will take place at the earliest opportunity by the Chair.		
e	Pay Policy SR advised that the Pay Policy still needed to be updated to be relevant to Bolham and would be available for the next Resources meeting.	SR	Jan 22
f	Security Risk Assessment (RA24B) SM asked if a governor had reviewed the assessment. SR confirmed that the RA24B, Security Risk Assessment report, had been reviewed by LG. DW recommended the modified assessment was approved. All governors approved the assessment. Signing off will take place at the earliest opportunity by the Chair.		
g	Best Value Statement DW had updated the statement for 2021-22's key focus areas. All governors approved the statement. Signing off will take place at the earliest opportunity by the Chair.		
12	Policies to Approve: All policies (except b) had been circulated ahead of the meeting		
a	Child Protection & Safeguarding Policy The revised policy includes additional information to reflect part 4 KCSiE relating to how concerns/allegation will be managed. CH recommended the modified policy was approved. All governors approved the policy. Signing off will take place at the earliest opportunity by the Chair. CH advised that as part of her safeguarding responsibility and a question in the audit, she had investigated the availability of a Suicide Policy, but one had not been found having communicated with MASH, Babcock and HR. DW added that she is waiting on advice on a Suicide Policy and what it involves. DW stated that		

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	she believed Babcock are producing model policies based on the death of a child or a member of staff. CH added that any policy would cover a mental issue regarding the person that committed the suicide, and the grieving would be covered by the Bereavement Policy.		
b	Acceptable Behaviour & Discipline Policy All governors approved the unchanged policy. Signing off will take place at the earliest opportunity by the Chair. SM agreed to review the policy with the suggestions of AD regarding the definition of staff and the reference to volunteers and restraining guidance.	SM	Feb 22
c	Homework Policy AD recommended the updated policy was approved. All governors approved the policy. Signing off will take place at the earliest opportunity by the Chair.		
d	Computing Policy DW had updated the policy for the number of computers and the Purple Mash scheme and had agreed it with the staff. CH asked if there are enough laptops in school. DW said there are enough computers, but the issue is with the broadband. DW recommended the updated policy was approved. All governors approved the policy. Signing off will take place at the earliest opportunity by the Chair.		
13	Governor Training - Courses Attended – Feedback & Share Learning - Planned Courses BB is planned to attend a Clerks briefing and CH will be attending a Safeguarding course in February.		
14	Date of Next Meeting – Wednesday 16th February 2022 @ 5pm DW thanked all the governors for their incredible support during the Autumn term. SR thanked for the staff for their hard work. AD said that the governors would support the school over the Christmas break if assistance is required. The meeting closed at 17:48		

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