

Bolham Community Primary School Governing Body

Full Governing Body Minutes 30th March 2022

Full Governing Body Minutes				
Date/Time	30 th March 2022 @ 17:00	Venue	Bolham School	
Attendees	Initials		Attendees	Initials
Abi Dent	AD		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
			Lynne Guest	LG

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 from governors. LG was not in attendance.		
2	Declaration of Business Interests None declared.		
3	Tiverton High School – New Build DW advised that she had been approached by one of the parents of Bolham School asking for help from the school in the community campaign to build a new school in Tiverton. https://www.our-tivvy-high.org DW added that she had taken the request to the TCLP Headteachers meeting to recommend it to the TCLP Board. Devon Council have only recently submitted the request for the new build to the DFE. After a discussion, on behalf of the governors, SM agreed to produce a statement explaining that Bolham School will support those working towards the campaign through the larger body of the Tiverton Community Learning Partnership (TCLP). The statement will include what the TCLP is, and how Bolham is part of it and has supported it from its inception.	SM	ASAP
4	Minutes of the FGB meeting on the 16th of February 2022 A minor modification of the minutes was requested and agreed. The minutes will then be signed off as a true and accurate record of the meeting.	SM	ASAP

Signed



Date 25/5/22

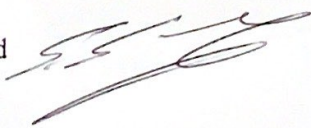
Page 1

Bolham Community Primary School Governing Body

Full Governing Body Minutes 30th March 2022

5	Matters Arising:		
a	TCLP – Date for a Board meeting to be arranged DW advised a Headteachers meeting had recently taken place and a full TCLP board meeting is planned for the 18 th May at 5:30p.m. Action complete.		
b	School Field Lease - Update DW advised that there had been no specific updates since the last meeting.	DW	ASAP
c	School Broadband -Update DW advised that there had been no further progress since the last meeting.	DW	ASAP
d	Parent Governor Election – Update One parent had shown interest, however, there had been no further progress. AD agreed to speak with the parent.	DW	ASAP
e	Will the Catchment Area change with Academisation? SM explained that applications will continue through Devon County Council and the catchment area would remain the same as at present. AD asked who sits on the appeals process. SM stated the process would be led by DCC and the school would be represented at any appeals meeting. Action complete.		
6	Headteacher's Report with School Development Plan - Staff request The Headteacher's report had been issued ahead of the meeting. JH asked if the one-to-one catch-up tuition will be continuing. DW advised that it will not continue after the end of the Spring term as the children have had their 15 hours tuition. NH asked how many applications have been made to join reception in September. DW advised that the number of applications exceeds the PAN of 16.		
7	Playing Field Fence repair – Review quotes DW reported that 3 quotes have been submitted to repair the fence at the lower end of the school field. <ul style="list-style-type: none"> All Outdoor Maintenance - quote is £2597 total (for materials & labour) to dismantle and dispose of existing 32 metres of wooden fence and replace with weldmesh fencing similar to the field fence already in place. CW Countrywide - quote is £3904 excl. VAT, for the removal of the existing damaged wooden and stock fence. Cutting the posts low and trimming back the vegetation. Installation of a new 1.2m high, galvanised angle post and galvanised mesh fence, 36m in length. All waste to be removed from site. Hooper Services - quote is £2248 incl. VAT, to supply and erect approx. 40m (1.2m high) of weldmesh fencing SR asked if Hooper Services have a licence for the disposal of the waste and is the disposal included in the cost. It was agreed to use the school grounds maintenance team (Hooper Services) providing they are licensed for the disposal of the waste. DW will seek clarification from Hooper Services prior to going ahead.	DW	ASAP

Signed



Date 25/2/22

Page 2

Bolham Community Primary School Governing Body

Full Governing Body Minutes 30th March 2022

8	<p>Governor Visits – Reports</p> <ul style="list-style-type: none"> - Maths – SR advised that the visit had taken place and the report is being produced. - English – JH advised that she is meeting with LG next week. - EYFS - the report from SM had been circulated ahead of the meeting. AD asked about the training undertaken by Gemma Cotter on NELI (Nuffield Early Language Intervention) and the product not proving very useful. SM explained that a new way of teaching being delivered was identified. The training was done to see if it was suitable but when tried in the classroom it proved to be cumbersome. SM was reassured that something new was tried, evaluated and as it was not satisfactory, a decision made to not use it. SM added that there had been a lot of change in EYFS and that the staff were positive about the new framework. - Music – AD advised that she is too busy to make the visit and asked for it to re-allocated to another governor. - History - NH advised that the scheduled visit had been postponed due to illness. 	SR	ASAP
		LG	ASAP
		SM	ASAP
		NH	ASAP
9	<p>Ventrus Academy – Update on Plans & Progress</p> <ul style="list-style-type: none"> - IT report from TME DW reported that Ventrus had a positive meeting with the Bolham Trust for an informal introduction including a discussion on the field lease. A TUPE meeting had been held between Ventrus and the staff with Trade Union and HR representatives present, and SR representing the governing body. Consultation with staff continues until the 6th April. JH asked when the advertisement for a new Headteacher will be available. SR advised that Ventrus are working on the advert. A Bolham School governor will be invited to sit on the interview panel. AD asked where the advert will be available to view, internally within the multi-academy trust or open to the public. SM agreed to find the answer. NH asked what happens if the transfer to the academy does not go ahead. DW advised that the Secretary of State has granted the order, so the transfer is moving forward. If there is a delay, then the school will go into a management partnership until the full conversion does take place. DW met with the DFE Operational Delivery Manager, Ruth Pengelly, HP Law and the Ventrus team to discuss the timeline for conversion, which is on track for 1st July. NH asked if all staff are being TUPE'd. DW confirmed that all staff are being involved although one member of staff may be affected, and discussions are taking place. AD asked if this individual is one of the teaching staff. DW stated it is not one of the teaching staff. JH asked what will happen to the FGB after 1st July. SM stated that there will a Local Governing Board for the school, meeting 4 times a year. AD asked if Bolham Bees, the governor lead provision breakfast and after-school clubs, will transfer over to Ventrus 	SM	ASAP

Signed



Date

25/5/22

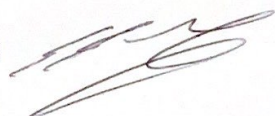
Page 3

Bolham Community Primary School Governing Body

Full Governing Body Minutes 30th March 2022

	<p>on July 1st. DW confirmed the clubs will continue as part of the academy.</p> <p>NH asked when the final agreement will be made. SM advised that governors will meet on the 27th April to consider the feedback from the consultation with stakeholders and TUPE consultation with staff etc and agree or not to continue with the transfer to Ventrus.</p> <p>As part of the due diligence process for the transfer, Ventrus must prove to their trustees and the DFE that everything is in place for the school to join the academy. An IT Audit on the School took place on the 16th February 2022 and the report was issued to governors ahead of the meeting.</p>		
10	Receive Reports from Committees:		
a	<p>Performance & Pay</p> <p>SR reported that a mid-term report had been presented to the committee by DW and everything is on track.</p>		
b	<p>Resources</p> <p>The draft minutes from the January meeting had been issued.</p>		
11	<p>Safeguarding Update</p> <p>CH reported on the Parents' evening that was held on the 14th March.</p> <p>CH theme on questioning was "what do you do if – someone in your class is not nice to you or says nasty things to you?" CH was pleased to report that every child knew the correct response and all parents were duly impressed.</p> <p>One set of parents, whose children had attended various schools, had previously not been offered the opportunity to speak with the safeguarding governor at a parents' evening, even when requested. CH advised that an informal 'buddy' arrangement was in place with two children and CH subsequently proposed the idea to DW, especially in the sports team environment. JH explained that a buddy system (Year 6 with a new starter) was in place in the school prior to the Covid pandemic and there are plans to re-instate the arrangement from September.</p> <p>CH reported, that overall, it was a very positive evening with no negative remarks or concerns.</p>		
12	<p>Request to lease the school for a Jubilee Party</p> <p>DW advised that there had been a request from the village community to hold a Jubilee Party in the school grounds with the use of the kitchen and servery along with the toilet facility.</p> <p>After a discussion, governors agreed to a recommendation from DW that as the lease for the field has not been paid for two years, the cost be allocated against the charge for the school hire/lease cost as documented in the school lettings policy. DW agreed to consult Norse on the cost for call out on Sunday 6th June, to open and close the school and the extra cleaning required. AD asked if the school would be secure. DW stated all doors will be locked except access to toilet and kitchen. AD asked that a wet weather plan is provided by the leasers. SR stated that she would look at the Lettings Policy and raise any concerns or issues with DW with regards to the proposed letting for the school</p>	DW	ASAP

Signed



Date 22/5/22

Page 4

Bolham Community Primary School Governing Body

Full Governing Body Minutes 30th March 2022

13	Schools Financial Value Statement (SFVS) SR had completed the SFVS and circulated to governors ahead of the meeting. SR recommended the statement was approved, signed off and be submitted to DCC. All governors agreed and SM signed off the document. Governors thanked SR for her hard work in producing the SFVS.		
14	Policy to Approve as recommended by the Resources Committee: All policies (except d) had been circulated ahead of the meeting		
a	Grievance Policy CH recommended the slightly modified DCC policy was approved. All governors approved the policy, and it was signed off.		
b	Redundancy Policy CH recommended the unchanged DCC policy was approved. All governors approved the policy, and it was signed off.		
15	Policies to Approve: All policies (except d) had been circulated ahead of the meeting		
a	Exclusion Policy SM recommended the unchanged policy was approved. All governors approved the policy, and it was signed off.		
b	Freedom of Information Act Policy AD recommended the unchanged policy was approved. All governors approved the policy, and it was signed off.		
c	Home-School Agreement AD recommended the agreement was approved. All governors approved the agreement, and it was signed off.		
d	Primary Maths Calculation Policy (TCLP) DW recommended the unchanged policy was approved. All governors approved the policy, and it was signed off.		
e	Schools Complaints Procedure AD recommended the unchanged procedure was approved. All governors approved the procedure, and it was signed off.		
f	Medicines in School Policy SM recommended the unchanged policy was approved. All governors approved the policy, and it was signed off.		
g	Marking for Learning Policy JH recommended the modified policy, having been agreed with the teaching staff, was approved. All governors approved the policy, and it was signed off.		
16	Governor Training - Courses Attended – Feedback & Share Learning - Planned Courses CH had attended a Safeguarding course in February.		
17	Date of Future FGB Meetings - An Extraordinary FGB meeting will take place at 5pm on the Wednesday 27 th April to legally agree the transfer to the academy. -Wednesday 25 th May 2022 @ 5pm -Wednesday 6 th July 2022 @ 5pm The meeting closed at 18:20		

Signed 

Date 25/3/22

Page 5