

Bolham Community Primary School Governing Body

FULL GOVERNING BODY MINUTES – 25th May 2016

Full Governing Body Minutes – Part 1				
Date/Time	25 th May 2016 @ 16:10	Location	Bolham Primary School	
Attendees	Initials		Attendees	Initials
Abi Dent	AD		Stephanie Jeffs	SJ
Steven Leather	SL		Stephen Moakes	SM/Chair
Vera Southcombe	VS		Denise Woodgate	DW

Apologies	Initials	Reason	Absent without Apologies	Initials
Gill Beach	GB	Family	Neal Davey	ND
Stephanie Rolfe	SR	Family		

In Attendance	Initials	Reason
Bruce Benton	BB	Clerk to Governors

Minutes to
Attendees & Apologies

Ref	Action or Decision	Owner/ Decision	Date Due
1	Apologies Apologies were received from GB and SR who both had family commitments.		
2	Declaration of Business Interests None declared.		
3	Minutes from the Extra FGB meeting on the 27th January 2016 and the Minutes (Parts 1 & 2) of the previous FGB meeting on the 16th March 2016 SM summarised the Extra FGB minutes and they were signed off as a true and accurate record. SM summarised the Part 2 minutes from the meeting in March after which both Parts 1 & 2 minutes of the last meeting were signed off as a true and accurate record.		
4	Matters Arising:		
a)	Governor Vacancies – Advertise for a Parent Governor & Contact SGOSS about the Co-opted Governor vacancy The vacancy was advertised and one parent applied, Mrs Tracy Cullerne and she will meet with DW & SM to discuss the role. Tracy currently volunteers 1 day a week in school and has an educational background. SM has contacted SGOSS and the Area Manager is progressing the request. Actions complete.		
b)	Land Transfer – Contact Julie Evans (DWF) DW has contacted DWF and been informed that this is being dealt with by the Manchester Office as Julie Evans has left the	DW	ASAP



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<p>c)</p> <p>d)</p> <p>e)</p> <p>f)</p> <p>g)</p> <p>h)</p> <p>i)</p> <p>j)</p> <p>5</p> <p>6</p> <p>a)</p> <p>b)</p> <p>7</p>	<p>company.</p> <p>Training – New Governor course to be booked for SJ & GEL online training to be performed by SJ. BB to book SJ on a course in the Autumn term. SM has provided SJ with details on the GEL training system.</p> <p>Part-time teaching staff handover to be checked DW reported that the check had been performed and the handover worked smoothly. Action complete.</p> <p>Parents' Evening report to be discussed. SL had circulated his report in advance of the meeting and there were no questions on the contents. Action complete.</p> <p>"The Role of Staff & Parent Governors" article to be sent to all Governors. Action complete.</p> <p>Admissions Policy 2017/18 – Part-time Attendance to be agreed DW proposed that it should be "Mornings 5 days a week, home after lunch. 08:55 to 13:15". All agreed. Action complete.</p> <p>Emergency Management Plan to be shared with teaching staff. Action complete.</p> <p>Business Continuity Plan – contact Hartnoll and Knighthayes DW reported that she has a meeting at Knighthayes in June and is still to arrange a meeting with Hartnoll management.</p> <p>Leaver's Achievements Pack – Video of events to be included? Carried forward to the next meeting.</p> <p style="text-align: center;">The meeting moved to Part 2 minutes</p> <p>Receive Reports from Committees:</p> <p>AEG AD proposed that the governors read the minutes from the April meeting when they are available.</p> <p>Resources SM reported briefly, on behalf of SR, that the priority for repairs and upgrades had been identified as addressing dry rot in the hall, focussing on class 2 with redecoration and secondary glazing for the window and investigating potential issues with the clock casing. The school had passed its Health & Safety audit with a score of 95% and congratulations were offered to all staff for their efforts in achieving this.</p> <p>2015-16 Year-end Budget Review The reports for both revenue and capital had been circulated in advance of the meeting. DW commented on the revenue budget that there had been high IT costs to resolve many issues and an overspend on Supply</p>	<p>BB</p> <p>DW</p> <p>GB</p> <p>DW</p> <p>GB</p>	<p>ASAP</p> <p>ASAP</p> <p>11/07/16</p>
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14	Date of Next Meeting Wednesday 13 th July at 5 p.m. Meeting Closed: 18:45.		
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