

# Bolham Community Primary School Governing Body

Full Governing Body Minutes 17<sup>th</sup> October 2018

Full Governing Body Minutes – Part 1				
<b>Date/Time</b>	17 <sup>th</sup> October 2018 @ 16:15	<b>Venue</b>	Bolham Primary School	
<b>Attendees</b>	<b>Initials</b>		<b>Attendees</b>	<b>Initials</b>
Pam Cook	PC		Tracy Cullerne	TC
Abi Dent	AD		Sarah Flower	SF
Claudette Harrower	CH		Stephen Moakes	SM/Chair
Stephanie Rolfe	SR		Denise Woodgate	DW

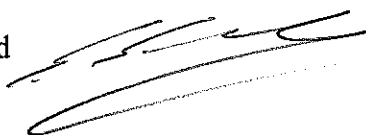
Apologies	Initials	Reason	Absent without Apologies	Initials
Chris Burgess	CB	Business Commitment		
Julia Slade	JS	Business Commitment		

In Attendance	Initials	Reason
Bruce Benton	BB	Clerk

Minutes to
All Governors

Ref	Minute, Action or Decision	Owner	Date Due
1	<b>Apologies</b> CB and JS had sent apologies due to business commitments.		
2	<b>All Governors to sign the Register of Pecuniary / Business Interests</b> All governors present signed the their registers. Governors not present to sign as soon as possible. No additional business interests were declared.	CB/JS	ASAP
3	<b>Minutes of the FGB Meeting on 11<sup>th</sup> July 2018</b> The minutes were signed off as a true and accurate record of the meeting.		
4	<b>SM Term of Office due to expire before the end of Academic Year (3<sup>rd</sup> March 2019)</b> SM advised that he intended to extend his Term of Office when the current term ends.		
5	<b>Elect Chair &amp; Vice-Chair</b> SR nominated SM for Chair, SF seconded and all agreed. PC volunteered for Vice-Chair, TC seconded and all agreed. SM thanked SR for her work and role as Vice-Chair for the last few years.		
6	<b>Matters Arising:</b>		
a	<b>Confirm that the Public Health Survey for years 4-6 took place in July</b> DW advised that the survey had not been requested during last academic year. Action complete.		
b	<b>Write to resigned governor, Neal Davey</b> SM confirmed that he had written to Neal Davey. Action complete.		

Signed



Date

5/12/18

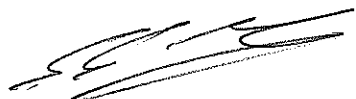
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c	<p><b>Arrange for Pam Roberts (SENDCo) to meet with Governors</b> It was agreed that a date would be arranged for a meeting in the Spring term.</p>	DW	ASAP
d	<p><b>Inform DCC that the Land Transfer would go ahead and discuss work required with MDDC</b> SR advised that she was dealing with the Land Transfer through Michelle Ellis (DCC solicitor) and would report back via the Resources Committee. Action complete.</p>		
e	<p><b>Produce Privacy Notice &amp; Consent Forms for Governors</b> BB had produced the draft documents ahead of the meeting. AD requested that the Consent Form be amended to include Name as well as Photograph appearing on the school website.</p>	BB	ASAP
f	<p><b>Review Governor Induction Pack</b> Carried forward.</p>	BB	ASAP
g	<p><b>Assign School email addresses for all Governors</b> DW advised that email addresses had been created for all governors and it was agreed that all email communications between governors and clerk would be via school email addresses with immediate effect. Action complete.</p>		
h	<p><b>Apply updates to School Website Information for revised Dfe requirements</b> Action complete.</p>		
i	<p><b>Update on Co-Opted Governor Vacancy</b> BB advised that 3 candidates had been contacted via the Inspiring Governance website and responses were awaited.</p>	BB	ASAP
j	<p><b>Book Headteacher Appraisal Training for AD</b> Action complete.</p>		
7	<p><b>Receive Reports from Committees:</b></p>		
a	<p><b>Action Evaluation Group</b> SR provided a verbal update from the September meeting. SF and Mr Dickinson had presented analyses on the attainment and progress of the pupils in Reading, Writing and Maths. SR said that the information proved useful in assessing the data and identifying pupils for intervention training. The senior leaders demonstrated the effect of intervention training to the group, providing detailed examples. SR was pleased to report that Year 1 had achieved 100% in Phonics. SR added that the staff were working pro-actively and forward planning was in place.</p>		
b	<p><b>Resources Committee</b> SR provided a verbal update from the September meeting. <u>Land Transfer</u> – As discussed in item 6d, adding that the car park would need to be handed over with the tarmac and fencing in good condition. <u>Catering &amp; Cleaning Contract</u> – the draft contract needed more work to make it school specific and a relevant template had been sourced from ‘the Key’. It was agreed to</p>		

Signed



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	<p>postpone the work until the Spring term.  <u>Revenue budget</u> – a year-end surplus of £4640 was forecast.  <u>Building works</u> – Improvement work on school gates had been approved. Some new tables were required for class 3 and the sheds required maintenance ahead of winter. 2 fire doors were to be replaced on advice from the Fire Brigade.  <u>Teachers Pay</u> – The government had agreed a pay package for teaching staff. 3.5% for teachers on the main pay range, 2% uplift for the upper pay range and 1.5% for the leadership pay range. The first 1% would have to be funded by the school but the funding for the remainder would be from the government allowance of £16.40 per child. <b>SR asked if this would be sufficient to cover the increased costs.</b> DW said that the budget had been planned on a 2% increase and would check with David Dominie on his next visit.  <b>SR proposed the pay awards went ahead. All agreed.</b>  <u>Pupil Premium/ PE Pupil premium</u> – the reviews of 2017-18 had been discussed.  <u>Breakfast and After School Clubs</u> - a year-end surplus of £4k was forecast. New equipment had been purchased. The average outstanding debt had reduced to £65, a big improvement. One outstanding debt of £114 had been written off. It was agreed that when any individual's debt rose above £30 a letter would be sent to the parent explaining that the child would be denied entry to the school clubs until the debt was cleared</p> <p style="text-align: center;"><b>The meeting went to Part 2 minutes</b></p> <p><u>Headteacher Appraisal</u> – The date was set for the 19<sup>th</sup> November. The panel would be SR, TC &amp; AD.  <b>SR proposed Brad Murray attended as the External Advisor, TC seconded and all agreed.</b></p>		
8	<p><b>End of Year Safeguarding Report</b>                  CB had circulated the report ahead of the meeting.  <b>SM commented on some staff members not having signed to say they had read the updated Keeping Children Safe in Education guidance and asked how it was ensured that staff had actually read and understood the document.</b>                  SF said that the staff were regularly questioned on the contents and as an example, advised that in the Spring term staff had been monitored on e-safety.</p>		
9	<p><b>Headteacher's Report with School Development Plan</b>                  DW had issued the Report ahead of the meeting and SM invited questions and/or points of clarification.  <b>AD asked what was a Pupil Passport.</b> DW explained it was a document produced for each SEN pupil identifying particular triggers for the child and advice on how to react with the child. The document would be used for existing and supply staff prior to interacting with the pupil. DW added that Pupil Passports and Target Sheets were used to liaise with families. <b>AD asked if this was a Bolham School initiative.</b> DW said that similar individual education plans</p>		

Signed



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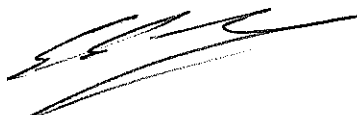
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	<p>were used in other schools. AD asked if the documents were shared when the child moved to secondary education. DW stated it could be included in the handover package.</p> <p>AD asked how the "Notice Me" practice manifested itself. DW advised that the initiative was in place for children that needed support and a sympathetic ear from an adult. The staff would be made aware of the child requiring the support but would not be advised on the issues causing the need.</p> <p>SM said that although DW produced the School Development Plan it was the governors responsibility to ensure it was delivered by asking for evidence, scrutiny and challenge. Governor visits to school play an important role in ensuring this was achieved.</p>		
10	<p><b>Organise Annual Review of the School with the School Improvement officer.</b></p> <p>DW said that Brad Murray (BM) had performed the review on the 16<sup>th</sup> October.</p> <p>Ahead of the report being produced, DW reported that the review was favourable and outlined a few of the topics discussed.</p> <p><u>Review of 2017-18 data</u> – Case studies had been reviewed.</p> <p><u>Curriculum</u> – a discussion had taken place on the widening on the curriculum and how changes to the Ofsted handbook had focussed on the curriculum itself.</p> <p><u>School Development Plan (SDP)</u> – By reviewing what the data identified along with monitoring by the Senior Leaders, based on triangulated evidence, the plans were put in place.</p> <p><u>Pupil Premium / PE Pupil Premium</u> – these were reviewed.</p> <p><u>Senior Team Leaders</u> – BM identified areas of development to the SDP by fully identifying the strengths and weaknesses needing further development. Embedding the use of the PAG pupil tracking system and CPOMS system had been incorporated in the SDP.</p> <p>SM asked whether governors could explain the KS1 and KS2 results to Ofsted. DW said that she was confident that the AEG team would be capable of discussing the data with Ofsted inspectors.</p>		
11	<p><b>TCLP – Update</b></p> <p>DW advised that a Headteachers meeting had taken place and discussed school to school issues.</p>		
12	<p><b>Car Parking</b></p> <p>CH handed out a report she had produced.</p> <p>After a discussion it was agreed that DW would continue to request parents, via the weekly newsletter, to consider local residents when dropping off and collecting their children.</p> <p>DW would contact the local PCSO to attend and advise parents.</p>	DW	ASAP
13	<p><b>Agree Terms of Reference for the Committees, Safeguarding Governor &amp; Headteacher Appraisal Panel</b></p> <p>BB advised that a paragraph, relating to the Policies &amp; Documents, had been added to the TOR for Resources and</p>		

Signed



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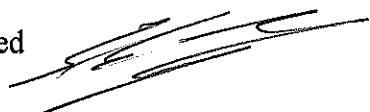
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	Teaching & Learning to complement the notes on delegation of policies and documents to lead governors. AD said that she thought the T&L TOR were more relevant to the AEG group and agreed to review. SR questioned that an annual review of the salaries of all staff needed to be included in the TOR for Performance and Pay Committee. BB would ask for advice from Babcock. Subject to clarification of the above points all of the TORs were approved.	AD  BB	ASAP  ASAP
14	<b>Social Media Guidance for Governors</b> An advice document from “the Key” on governor’s use of Facebook had been circulated ahead of the meeting. SM advised that it was good guidance for governors to ensure they were aware of risks associated with joining private parent groups. SF added that staff had similarly been made aware of the risks of using social media.		
15	<b>Governor Training</b> - Courses Attended – Feedback & Share Learning - Planned Courses AD had attended the Headteacher Appraisal Training and reported that it had been very good.		
16	<b>Policies:</b> All policies had been circulated ahead of the meeting		
a	<b>Code of Conduct for the Governing Body</b> The Code of Conduct, produced by the NGA (National Governors Association) was approved and all governors present signed off the document. 2 governors were still to sign.	CB/JS	ASAP
b	<b>Intimate Care Policy</b> DW asked for the option of “sealed letter” be removed from section 4.3 and subject to the change proposed the policy was approved, all agreed and it was signed off.		
c	<b>Child Protection &amp; Safeguarding</b> CB had communicated with SM to recommend the Model policy from DCC but had reservations about the front page reference to all schools having their own policy. It was agreed that the reference be removed from the front sheet along with the word “model” and the Bolham School logo added. It was suggested that more reference to Bolham School was included and CB was asked to perform the check. Subject to above the policy was approved and signed off.	BB  CB	ASAP  ASAP
17	<b>Date of the next meeting – Wednesday 5<sup>th</sup> December at 4:15pm.</b> The meeting closed at 17:45		

Signed



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