

Signature of Chair:

Date:

BOW COMMUNITY PRIMARY SCHOOL - FGB - NO.1
Minutes 20 September 2022 - 6pm - Hares Classroom

Present: Melanie Bishop; Erin Blake (Chair); Anna Fay; Julia Hill; (Vice-chair); Tony Neal; Kathryn Taylor; Clare Wilmott (Head); Megan Heath (Clerk)

In Attendance: Beth Lecoq

Apologies: Richard Drake

1.1	Apologies and Business Interests
1.2	Minutes of FGB9 12.07.22
1.3	Matters Arising
1.4	Housekeeping and Planning
1.5	Elections AOB. Co-opt Governor 1. Chair 2. Vice-Chair
1.6	Clerk's Update
1.7	SDP
1.8	Objectives
1.9	Ofsted
1.10	Learning Walks
1.AOB.1	Sustainability
1.11	Touchscreens
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1.AOB.2	Headteacher Report
1.15	Bow Bulletin
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1.17	Next meeting

PROCEDURAL

TN welcomed all to the meeting, including BL who is here as a prospective new governor. Everyone introduced themselves.

1.1 **Apologies** received from RD. Agreed and sanctioned.

JH will arrive late.

There are no changes to governor business interests.

There are no conflicts of interest.

1.2 **Minutes** from FGB9 12.07.22 were agreed as an accurate record.

1.3 **Matters Arising** from the minutes of the meeting on 12.07.22.

- See 'Summary of Actions' Document
- Item 7.4.5 - The letting has been agreed but is not yet signed. The insurance is sorted. Carried forward.
- Item 9.5 - Carried forward.
- Item 9.15.1 - Carried forward.
- Item 9.15.3 - Complete. The emergency plan does not get shared with all governors due to data protection.
- Item 3.3.1 (RES) - Another lockdown practice will take place before FGB2 and reported to governors.

- Item 3.5.6 (T&L) - Action closed due to BW having resigned and remaining governors being satisfied with the detail given in the report.

ACTION: 1. EB to set a date for all governors to have Equality and Diversity training with JH.

1.4 Housekeeping and Planning

1.4.1 Election Procedure and Term of Office for Chairs

- Governors agreed the election procedure and that the term of office for the chair and vice-chair would be 1 year.

1.4.2 Code of Conduct

- There is a completely new Code of Conduct based on the NGA model.
- All governors present have signed a copy of this.
- Agreed by ALL.

1.4.3 Keeping Children Safe in Education (KCSiE)

- All board members have read Part 1, Part 2, and Annex C the KCSiE and all governors present have signed the relevant documentation.

1.4.4 Membership, TOR and Committees

- The TORs were agreed at FGB9. Minor amendments have been made since.
- TOR: Proposed by MB. Seconded by EB. Agreed by ALL.

1.4.5 Open Meetings

- FGB meetings will remain open. Anyone wishing to attend a meeting must notify MH at least two weeks in advance.

1.4.6 Part 2 Protocol

- ALL governors agreed to the Part 2 Protocol.

1.4.7 Attendance at Training

- Governors were reminded of the importance of attending training - whether it is in person or virtual.
- Governors were reminded to inform MH of any training for the training log.

1.4.8 Succession Planning

- Succession planning will happen throughout the year.
- There are 4 governors whose terms of office expire this year:
 - MB expires in November
 - EB expires in April
 - AF expires in January
 - TN expires in March.
- MH will notify each at the meetings before their terms expire, so they can be reappointed.

1.4.9 Contact Information

- All governors agree to share contact information.

- There is a document on the School Website 'backroom' with all contact information.

1.4.10 **Virtual Attendance**

- In-person attendance is the preferred method, however the need to meet virtually may be appropriate on occasion. If governors feel uncomfortable meeting face to face due to local COVID spikes then they are to let the chair know and virtual meetings will be considered.

1.4.11 **Register of Business Interests**

- There are no changes to anyone's business interests. Governors have signed accordingly.

1.4.12 **Apologies**

- Governors agreed the procedure for dealing with apologies and sanctioning of absence.
- Governors were reminded that the attendance register appears on the school website.

1.5 **Elections**

BL left the meeting.

1.5.AOB **Co-opt New Governor**

- Governors agreed that BL would make a positive contribution to the governing board and her background in HR would be particularly beneficial.
- Governors clarified that internet checks have been carried out in line with the updated KCSiE.
- BL to be co-opted as a new governor.
 - Proposed by TN. Seconded by EB. Agreed by ALL.

BL rejoined the meeting.

JH joined the meeting.

- BL accepted the role of co-opted governor.

1.5.1 **Elect Chair**

- 2 nominations were received for chair. EB was the only one to agree to stand.
- ALL governors agreed for EB to take the role of Chair.

1.5.2 **Elect Vice-Chair**

- 2 nominations were received for vice-chair. JH was the only one to agree to stand.
- ALL governors agreed for JH to take the role of vice-chair.

EB takes over as chair of the meeting.

1.6 **Clerk's Update**

- MH completed the archive filing over the summer. She has the files for archiving at home ready to be delivered to the archive facility in Exeter.
 - *Governors asked if MH has any confidential files among the items for archiving.*
 - MH explained how the files for the archive facility are all non-confidential and will be accessible to the public. All confidential documents are stored in a locked cabinet in the school office.
- MH update the governor area of the website, however the introductory text needs updating. EB agreed to work on an update for this.
- MH will be attending a Clerks' Briefing next week which she will feedback at FGB2.

ACTION: EB to create an updated piece of text for the school website.

STRATEGIC PLANNING

1.7 SDP

- The SDP is now being referred to as the School Improvement Plan (SIP).
- The new SIP has been categorised to match the Ofsted framework.

Curriculum:

- The curriculum is a big focus. All subject leads are ensuring they are fully aware of the status of their subject area and are working to improve.
- Maths and English are both strong subjects within the school, so the main focus is moving towards other subjects, while continuing to monitor maths and English.
- EYFS reading and phonics is another focus. Although it is good the school need to be able to prove it. Work to prove this is underway.
- Techniques based on the science of learning have been introduced within the school. This includes regular data retrieval and skills practises.
- Each governor has a different curriculum focus on their learning walks this term.

TA Deployment:

- TA deployment has seen a shift away from the previous 1:1 structure (involving bases in the corridors and SEND pupils spending a lot of time outside the classroom) and is bringing the TAs and SEND pupils into the classrooms.
- *Governors asked if there is any difference between an SDP and a SIP.*
 - CW explained how there is no difference between the two.
- *Governors asked if equality has been included as a stand-alone item.*
 - CW explained how it has not but it has been worked into the items that are there.
 - *Governors stated how from previous Ofsted training that schools are required to demonstrate their commitment to equality and diversity clearly.*
 - CW explained that if it is included as a stand-alone item on the SIP it suggests that it is an area that requires improvement, which it is not. The way it is woven into the SIP ensures it is covered.
 - Wellbeing has been included as an item.
- Not all items on the SIP have associated targets.

- Governors noted how the change in TA deployment could be raised as a reflection on equality.
- Governors stated how it is important that we are seen to be addressing equality and diversity.
- JH has 2 equality audits. The one she recommends involves governors walking around the school to see what equality practices are currently in place. Governors requested that they receive equality training before they conduct the audit.

ACTION: ALL governors to read the new SIP before FGB2.

1.8 Objectives

- The following objectives were proposed:
 - To fill the current vacancies - a recruitment drive.
 - To develop/embed the chair and vice-chair roles.
 - To review governor practices - this includes the need to review the new governance structure (ie. the dissolving of the committees), and emphasising the need for governors to be prepared for meetings by reading all the papers beforehand and being prepared with questions.
 - To continue to support CW as the new headteacher.
- Governors requested that the chair feeds back more frequently to the FGB about what they have been doing. This could encourage governors to consider taking on the role of chair in the future.
- Governors expressed concern at the lack of back-up for each lead governor. This will be considered and will hopefully improve with successful recruitment.

1.9 Ofsted

- The training session on 02.09.22 included looking at the different types of Ofsted inspection. We are expecting a short inspection due to a previous 'good' rating, however some local schools have had the longer inspections regardless of previous ratings.
- Governors' main concerns are surrounding the curriculum and evidence.
- MH's main concern was items missing from the training log and governors giving feedback to evidence impact.
- TN produced a crib sheet with potential questions and model answers. TN stated how this needs to be a live document with further evidence being added as things develop throughout the year.

ACTION: EB to distribute his Ofsted crib sheet.

1.10 Learning Walks

- The training session on 02.09.22 included discussion around learning walks and what the school expects.
- There is a new learning walk template. Governors stated how some categories of learning walk may not fit the template. Governors were reminded that the template was just a guide.
- Learning walks are not lesson observations. They are about looking at the SIP and finding evidence that it is being followed.
- Governors need to look for consistency across the classrooms.

- It is good for governors to end a classroom visit by thanking the teacher and offering a positive comment.
- It would be helpful for governors to refer to the curriculum documents prior to their curriculum learning walks. These are available on the school website.
- CW introduced governors to the science of learning during this session.

ACTION: 1. CW to circulate a list of non-negotiables for governors to look out for on learning walks; a template for learning walks; and the new marking scheme.

1.AOB.1 Sustainability

- *Governors asked if the school is doing anything with regards to sustainability.*
 - CW explained how they are in the process of starting up the school council again.
 - This is discussed in school frequently, including the impacts of food and water waste.
 - There is a new, more efficient, printer in school. All staff have their printer settings set automatically to print in black to save ink.
 - The oil heating cannot be changed, however the heaters are on thermostats that could be reduced slightly.
- There are statutory policies being written by the DfE regarding sustainability. These are anticipated to arrive in approximately 2 years.
- MH stated how some governing boards have gone paperless, and she is happy to look further into this if it is something we decide to do in future.

ACTION: JH to research sustainability in schools.

STATUTORY REPORTING AND ACCOUNTABILITY

1.11 Touchscreens

- CW sought quotes for the new touchscreens in order to have them ready for the new school term.
- TN shared these quotes with all governors over the summer break, however there was a number of governors who did not reply to the message. Due to the limited time scale, and available capital budget, TN approved the spend as a chair action.
- ALL governors agreed that this spend was acceptable.

1.12 Cyber Incidents

- New guidance for academy schools has been published. TN contacted the DPO to ensure we are still compliant and doing what we should be to protect the pupils.
- Our offline backup is efficient.
- The National Cyber Security Centre training is covered by the DPO in his annual GDPR staff/governor training.
- The Police Cyber Alarm has received a generally negative response. The DPO will continue to monitor this. We have not registered with this as it is not statutory, and would reconsider in future if the DPO was to recommend.
- There are currently no immediate risks.

ACTION: TN to follow up on this guidance with the DPO near the end of term.

1.13 GDPR Review

- There have been no incidents.
- There will be a full update next term.
- KT now has a working school email address.
- BL has a school email address.

1.14 Safeguarding Scenario

- CW shared details about 'harmful sexual behaviours' and the importance of governors challenging the school to ensure it is being adequately addressed.
- It is important to remember that this can happen in primary schools, especially considering many of the pupils have older siblings.
- Governors discussed how they would need to ensure the safeguarding logs are in place and that all staff have received the appropriate training.
- The RSHE curriculum needs monitoring to ensure it educates pupils in healthy relationships.
- Governors would need to ensure the school know the families.
- Governors need to understand the risks themselves and undertake necessary training.
- Governors suggested that they could challenge staff to explain what they would do in certain scenarios.
- The NSPCC has age appropriate resources for schools.
- *Governors asked that if Ofsted assume that 'harmful sexual behaviours' happen in all schools then could they expect governors to explain how we know it is covered.*
 - CW explained how they could.
- *Governors asked if CW is confident that all staff would be able to handle this if it came up.*
 - CW explained how not all staff would. However, following an MTA and TA meeting, all stated how they would report any concerning behaviour to CW.
 - It is important that no staff member asks leading questions, it is about being vigilant.
 - Children can open up to each other.
- *Governors asked if there were sufficient numbers of staff supervising at break and lunchtimes.*
 - CW explained how there is. There is a rota for break-times and the MTAs generally cover the same areas at lunchtime.

1.AOB.2 Headteacher Report

- *Governors asked if there was any wellbeing impact among pupils from the Queen's death.*
 - CW explained how a significant number of children were upset by the news.
 - The school focused on celebrating her life, rather than being sad about her death.
 - CW praised the staff for their handling of this.
- *Governors asked when the new website was expected to be ready.*
 - CW explained she is hoping it will be ready by half term.
- *Governors asked how the teacher in question received the news that they would not be the new literacy co-ordinator yet.*

- CW explained how they were not happy. They are a very good teacher, but they have a difficult class this year.
- *Governors asked what is meant by Sustaining Mastery.*
 - CW explained how it means that the maths mastery that AH has introduced will be continued this year.
- *Governors asked if the geography lead teacher is attending the DISP geography meeting.*
 - CW explained how they are.
- *Governors asked if the PE lead teacher will be attending the PE deep dive.*
 - CW explained how they are, along with the head of Primary Sports.
- *Governors asked if there is enough support for the EYFS lead teacher.*
 - CW explained how the EYFS development is going well. There are weekly briefings. The new TA deployment has helped.
- *Governors asked what is happening in school with regards to the new values and characters.*
 - CW explained how they are displayed around the school and will be displayed in the classrooms.
 - They are going to feature weekly in the Monday assembly.
 - All staff are being encouraged to use them as examples throughout the day.
 - The learning tree has gone and has been replaced by learning flames (to tie in with the dragon themed value characters).
- *Governors asked about the meeting with other local schools.*
 - CW explained how it is hoped that they can share training, however nothing has been confirmed yet.
- *Governors asked if there have been any exclusions.*
 - CW explained how there has not.
- *Governors asked if there was any guidance on exclusions.*
 - CW explained how they are now referred to as suspensions. Governors need to ensure they are aware of their role in this.
- *Governors asked if CW will have completed Safer Recruitment training before the interviews in October.*
 - CW explained how she will complete this before the interviews.
- Governors noted how the Recruitment and Selection Policy will need to be updated to include online searches for applicants, in line with KCSiE advice.

ACTION: 1. CW to share details of the PE deep dive with MB so she can attend.

2. MB to update the Recruitment and Selection Policy to include online applicant checks.

COMMUNITIES AND COMMUNICATION

1.15 Bow Bulletin

- Notification of the new chair and vice-chair.
- Message about KT being at the school gates to have informal conversations with parents during the week commencing 17.10.22.

1.16 Website

- Updates to chair and vice-chair on governor pages.

Chairs Initials:

1.17 **Date of the next FGB meeting** is Tuesday 1st November 2022.