

Signature of Chair:

Date:

**BOW COMMUNITY PRIMARY SCHOOL - FGB - NO.2**  
**Minutes 2 November 2021 - 6pm - School Hall**

**Present:** Erin Blake (Vice Chair); Richard Drake; Anna Fay; Lesley Hodgson (Head); Tony Neal (Chair); Kathryn Tayler; Bella Westlake; Megan Heath (Clerk)

**Apologies:** Melanie Bishop

**In Attendance:** Julia Hill (Prospective Parent Governor)

2.1	Apologies and Business Interests
2.2	Minutes of FGB9 21.09.21
2.3	Matters Arising
2.4	T&L Committee
2.5	RES Committee
2.6	Lead Governor Reports 1. Personnel 2. Premises 3. Curriculum 4. Safeguarding & Inclusion 5. Community & Parental links 6. Finance
2.7	Clerk's Update
2.8	IT Report
2.9	Performance Data
2.10	Headteacher Recruitment
2.11	Pupil Premium Report
2.12	Ofsted Sexual Abuse Review
2.13	HT Performance Management
2.14	Swimming Pool Committee
2.15	Training
2.16	Safeguarding Scenario
2.17	Policies 1. Admissions Policy 2. SEND Policy 3. Pay Policy 4. Child Protection & Safeguarding Policy 5. Safeguarding Policy Appendix 3 6. Asset Management Plan 7. Health and Safety Policy AOB. RSHE Policy
2.18	Bow Times
2.19	Website
2.20	Next Meeting

## PROCEDURAL

2.1 **Apologies** received from MB. Agreed and sanctioned. There are no changes to governor business interests. There are no conflicts of interest (noting that item 2.10 Headteacher Recruitment is to confirm dates).

2.2 **Minutes** from FGB1 21.09.21 were agreed as an accurate record.

2.3 **Matters Arising** from the minutes of the meeting on 21.09.21

- See 'Summary of Actions' Document.
- Item 7.4.2 - The draft has been completed, RD is attending school next week to check a few items and will then circulate to governors. Carried forward.
- Item 1.9.2 - LH confirmed that volunteer DBS checks have not expired. Action is closed and will be revisited in the Spring term.

## 2.4 T&L Committee

- KT was elected chair of T&L and the Terms of Reference were approved.
- Questionnaire ideas were discussed.
- The current staff situation was noted. There are issues around TA recruitment. An apprentice TA has been hired, which has helped, but the situation is still serious.
  - *Governors asked how often the apprentice TA has to attend college.*
    - LH explained how this is once a month. Most of her training happens on the job.
- KT shared details of her meeting with the SENDCo. There is currently only 1 looked after child in the school who is making good progress.
- There is to be a governor led Parents Forum to ease pressure on staff from parents.
- LH talked governors through the pupil progress data. Pupils who are more than 1 point behind are generally SEND pupils and are unlikely to meet ARE. The school are working with these pupils. Governors noted how damaging another lockdown would be to pupil progress, particularly to SEND pupils.
- Pupil targets will not be altered and another assessment is going to be carried out before Christmas, results of which will be shared at FGB4.

## 2.5 RES Committee

- TN was elected chair of RES and the Terms of Reference was approved.
- A budget update was shared. There is a deficit in year 3. This deficit is due to the size of the school and the high level of need. Suzette has reviewed the figures. New EHCP funding has been taken into account and future projections were also discussed with Suzette.
- TN, LH and SV will discuss and agree a response to the FIPS Panel letter.
- Pay Policy was discussed to recommend for FGB approval.
- Pupil and Sports Premium have been completed.
- The Clerks Appraisal process was agreed.
- The Health and Safety Policy and the Asset Management Plan were carried forward.

## 2.6 Lead Governor Reports

### 2.6.1 Personnel - LH (due to MB being absent)

- MB communicated that she has nothing to report.
- LH reiterated the extreme difficulties the school are facing with recruitment. Agencies are not able to provide staff either. A 1:1 TA, who recently trained as an HLTA, has been able to assist, however she is not always able to be released from her role.
- Recruitment issues are a national concern.
- The importance of looking after current staff was noted.
- Governors stated how safety always comes first.

### 2.6.2 Premises - RD

- RD is visiting the school on both 5<sup>th</sup> and 19<sup>th</sup> November for both asset management plan and health and safety learning walks.
- There are issues with the new windows. Bolts have fallen out of them on several occasions. The company that installed them have responded to messages and have had to keep coming back to repair them. The school have gone to the LA to

complain. The LA is waiting for a date for an inspection from the company that manufactured them to come and see the issue. Governors clarified that the contract was with the LA.

- The groundwork in the caged area is complete. The next step is the resurfacing. Quotes will be collated and it is hoped this work can be carried out during the Easter holiday.
- The lockdown drill has been arranged.
- Risk assessments are due to be reviewed in December.
- Governors discussed the rising energy costs and how this is likely to affect us. A new boiler is needed, however this cost approximately £60,000, which is hugely over-budget. Governors discussed whether the school could appeal for a grant from the LA based on a more efficient boiler being more eco-friendly.

### 2.6.3 Curriculum - BW

- All updates were covered in the T&L meeting. These included the need to have the RSHE policy on the website; and the July 2021 Reading Framework which has potential costs with staff training.
- BW has carried out a Phonics learning walk, which was a positive experience.
- Amanda Burrows, LA advisor, is going to carry out a curriculum 'deep dive' with staff.

### 2.6.4 Safeguarding & Inclusion - KT

- KT has carried out two learning walks.
- The Single Central Record has been monitored during one visit.
  - A report has been circulated contain matters arising from this visit. These include the school ensuring that all staff have signed and returned a KCSIE declaration.
- The second learning walk was to visit the SENDCo.
  - The SEND register has been circulated. It was noted how this gives governors a clear view of the situation. Governors also noted how this is interesting in terms of finance.
  - The Communication Passport was circulated to make governors aware.
  - All EHCP pupils have allocated staff members, however it is not to the level they all require.
  - One particular pupil has needed greater than what we can adequately support. There are currently no vacancies in any special schools.
  - The SENDCo has many pressures including the SEND report being overdue (but in progress) and that EHCPs use a majority of her allocated time.
- An equality statement has been drafted and circulated. Governors queried the equality impact assessment mentioned. This will be looked further into.
- Pupil Interventions have resumed. These happen with the TA's during assembly and with teachers in PE lessons.
- KT has arranged to visit the school to review the safeguarding audit and to sign the CPOMS overview. LH has been experiencing issues with CPOMS because the figures are not adding up. KT will follow this up during her visit.
- *Governors asked if the EHCP pupil support hours not being met is logged on CPOMS.*

- LH explained how the hours not being met is due to staff sickness, not staff shortage.

**ACTION: 1. KT to investigate whether all staff have signed and returned their KCSIE declarations.**

**2. TN to research equality impact assessments.**

**3. KT to follow up the CPOMS issue with figures.**

#### **2.6.5 Community & Parental Links - EB**

- EB has met with LH and discussed parent, pupil and staff questionnaires.
  - Parent questionnaires will focus on 3 curriculum areas and be tied in with equality.
  - The staff questionnaires will be one question. It was agreed at T&L that a full questionnaire would be an unnecessary burden on staff in the current circumstances.
- The new Parents Forum has been arranged for 09.11.21 at 9.30am. This will be run by EB and KT, with LH supporting. LH will draft a notice to parents to publicise this event.
- The FOBS Halloween Disco was a success, raising over £300. 83 children attended and the team had many risk assessments and procedures to adhere to in order for it to be COVID safe.
- Governors congratulated FOBS for their hard work.

**ACTION: LH to draft notice to parents regarding the Parents Forum and to share this with EB and KT.**

#### **2.6.6 Finance - TN**

- This was covered under item 2.5.

#### **2.7 Clerk's Update**

- MH has completed the Development for Clerks course. There is one final mentor call to go. MH thanked governors who carried out the 2 appraisals for this course. The second appraisal flagged a couple of issues that are already being addressed, but overall it was a positive result with improvement in all areas. MH is going to discuss some ideas for board self-assessment with TN, to be potentially carried out with the new headteacher.
- The staff appraisal policies (both teacher and support staff) have been changed to a 3 year review.
- MH circulated a list of changes that were made to the TORs prior to FGB1. All governors agreed with these changes.

### **STRATEGIC PLANNING**

#### **2.8 IT Report**

- A report from TN's meeting with CJ regarding IT in the school was circulated prior to the meeting.
- The report is overall positive and the school has improved greatly when compared to three years ago.

- There is a lot of new hardware and software in the school, largely due to remote learning.
- There is a risk regarding the lifespan of the equipment and the fact that it was purchased at the same time, meaning it will need to be replaced at approximately the same time.
  - LH explained how they are about to receive more new equipment and she feels the receipt of the equipment has been staggered enough for this to not be as much of an issue.
- The school is cyber security compliant. This means that the children are as safe as they can be when using IT in the school.
- Moving all staff data into the 'cloud' is proving time consuming.
- It was discussed how QE need to be contacted in order to find out where they would like pupils' IT knowledge to be at the end of year 6.
- Online safety is incorporated into the RSHE policy. This has also been covered in the pupil survey.
- Governors noted how IT underpins all teaching within the school.

**ACTION: LH to ensure that QE are contacted with regards to where they would like pupils IT knowledge to be at the end of year 6.**

## 2.9 Performance Data

- This was covered under item 2.4.

## 2.10 Headteacher Recruitment

- The vacancy has been advertised and applications have been received. Some candidates have visited the school and there are more booked to visit.
- Application deadline is 05.11.21. Shortlisting will be carried out with the LA advisor and any available governors on 08.11.21.
- Governors were reminded how LH has 'no role' in the headteacher recruitment process. However, she can advise on request.
- Interviews are on 29.11.21 and 30.11.21. Governors will be needed on these days. If there are not enough available then external governors will be approached. LH will not be on the premises during the interview days. There will be an FGB meeting (without LH and AF due to conflicts of interest) on the evening of 30.11.21 to agree the successful applicant.

## STATUTORY REPORTING AND ACCOUNTABILITY

### 2.11 Pupil Premium Report

- This has been completed but has not been circulated or published on the school website.
- There is a new statutory format that must be adhered to. LH explained that a year has been missed due to this new format. This is because in previous years it has been discussing the previous year, however the new format wants information from the current year.
- Governors noted the risk associated with the new format. Due to being a small school and protecting pupil identity, some areas have not been reported in great depth.

- ACTION: 1. All governors to read the Pupil Premium Report before FGB3.**  
**2. MH to add Pupil Premium Report to FGB3 agenda.**

#### **2.12 Ofsted Sexual Abuse Review**

- All schools are required to have suitable safeguarding processes in place. Ofsted will be looking for this during inspections. They do this by: challenging schools leaders and pupils; reviewing policies; and checking that the systems of support are fit for purpose.
- Ofsted expect the school to adopt the attitude that it is happening here.
- Appendix 2 in the Child Protection and Safeguarding Policy covers sexual abuse and harassment. The policy gives instructions regarding logging incidents on CPOMS.
- Governors were assured that all adults and volunteers that work within the school are DBS checked; all staff have regular safeguarding training; and many staff are trained in intimate care.

#### **2.13 HT Performance Management**

- This has been arranged and will be carried out by TN, MB and EB.
- This will conclude by compiling incoming objectives for the new headteacher.

#### **2.14 Swimming Pool Committee**

- The committee met for their review of the year on 13.10.21.
- The year was positive with good use by both the school and private users.
- Obtaining trained lifeguards is an ongoing issue.
- The overall income for the year was £1325, however the school have not billed them for this year yet.
- They would like to replace the pool liner due to damage causing water to leak from the pool. The school were not informed of the damage and were unprepared for the large water bill they received due to this. The Swimming Pool committee are going to be approached to assist with the cost of this bill.
- Governors noted that the swimming pool is essentially self-funding. LH explained how some Sports Premium budget goes towards the pool.

#### **2.15 Training**

- KT attended 'Exploring Partnership Options for Maintained Primary Schools'. She did not write a report due to the headteacher recruitment decision being made. However she felt she learnt a lot from it.
- TN attended a 'DAG Community Networks Chairs Forum' about the broad and balance curriculum. Key points include:
  - Staff reactions to pressure on curriculum when they are still attempting to catch-up.
  - The need to link and integrate the curriculum.
  - Bridging the curriculum structure to link low and high achievers.
  - Recommending the use of external benchmarking with Fischer.
    - LH explained how the school used to subscribe but it was too expensive to currently subscribe to it.
  - There was nothing mentioned that flagged any concerns.

- JH will need to attend an Induction for New Governors course and TN will meet with her to discuss the finances.
- Self-assessment of the governing board will be revisited under the new headteacher.

## 2.16 Safeguarding Scenario

- LH read through the Babcock 1 Minute Guide called 'Children Missing in Education'. This was tied in with a current ongoing situation that is being dealt with.
- *Governors asked how long data is stored on CPOMS.*
  - LH explained how it is stored for 25 years.

## 2.17 Policies

### 2.17.1 Admissions Policy

- Carried forward.
- This has not yet been received from the LA.

### 2.17.2 SEND Policy

- Carried forward.
- This is usually written by the SENDCo, however LH will cover this due to the SENDCo's workload.
- *Governors asked if there is any risk associated with this policy being overdue.*
  - LH explained how it is a model policy and will not have changed much, if at all.

### 2.17.3 Pay Policy

- This is a model policy personalised to our school. There have been no substantial changes.
- Proposed by TN. Seconded by EB. Agreed by ALL.

### 2.17.4 Child Protection & Safeguarding Policy; 2.17.5 Safeguarding Policy Appendix 3

- This policy is a personalised model.
- The appendix is regarding school closure and vulnerable pupils.
- Governors noted how the headteacher details will need to be updated when LH leaves.
- Proposed by KT. Seconded by AF. Agreed by ALL.

### 2.17.6 Asset Management Plan

- Carried forward.
- This will be finalised next week.

### 2.17.7 Health and Safety Policy

- This is a model policy.
- The only change was updating the Legionella assessors.
- Proposed by RD. Seconded by TN. Agreed by ALL.

### 2.17.AOB RSHE Policy

- Proposed by TN. Seconded by RD. Agreed by ALL.

**ACTION: MH to add Admissions Policy; SEND Policy; and Asset Management Plan to FGB3 agenda.**

## **COMMUNITIES AND COMMUNICATION**

### **2.18 Bow Times**

- Parents Forum review (invitation communication to be sent via School Comms).
- Headteacher Recruitment update.

### **2.19 Website**

- Pupil Premium report.
- Child Protection and Safeguarding Policy
- RSHE Policy

**2.20 Date of the next FGB meeting** is Tuesday 7<sup>th</sup> December 2021 at 6pm.

P&P Committee is Tuesday 7<sup>th</sup> December 2021 at 5pm.

Headteacher Recruitment governors to meet on 30.11.21 to ratify appointment decision.