

Signature of Chair:

Date:

BOW COMMUNITY PRIMARY SCHOOL - FGB - NO.3
Minutes 7 December 2021 - 6pm - Robolab

Present: Melanie Bishop; Erin Blake (Vice Chair); Richard Drake; Anna Fay; Julia Hill; Lesley Hodgson (Head); Tony Neal (Chair); Kathryn Tayler; Megan Heath (Clerk)

Apologies: Bella Westlake

3.1	Apologies and Business Interests
3.2	Minutes of FGB2 02.11.21
3.3	Matters Arising
3.4	P&P Committee
3.5	Lead Governor Reports 1. Personnel 2. Premises 3. Curriculum 4. Safeguarding & Inclusion 5. Community & Parental links 6. Finance
3.6	Clerk's Update
3.7	Budget
3.8	SDP
3.9	LA Admissions Arrangements
3.10	Risks
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3.12	Headteacher's Report
3.13	Pupil Premium Report
3.14	Safeguarding
3.15	Training
3.16	Safeguarding Scenario
3.17	Policies 1. Admissions Policy 2. SEND Policy 3. Asset Management Plan 4. Behaviour Policy 5. Behaviour Policy Addendum 6. Managing Unreasonable Behaviour Policy 7. Parent/Carer Code of Conduct AOB. Practical Advice for Parents/Carers Raising a Concern
3.18	Bow Times
3.19	Website
AOB	Staff Communication
3.20	Next Meeting

PROCEDURAL

3.1 Apologies received from BW. Agreed and sanctioned. There are no changes to governor business interests. There are no conflicts of interest.

3.2 Minutes from FGB2 02.11.21 were agreed as an accurate record.

Part 2 Minutes from the Headteacher Selection EFGB meeting on 30.11.21 were agreed as an accurate record. All actions within were complete.

3.3 Matters Arising from the minutes of the meeting on 02.11.21

- See 'Summary of Actions' Document.
- Item 7.4.2 is now complete.
- Item 9.19.1 is now complete. The name has changed to the 'Lucy Faithful Stop it Now Traffic Light Tool' and it is due to be circulated to parents with next week's Bow Times.
- Item 1.9.2 will be revisited after Christmas.

- Item 2.6.4.2 Governors agreed that a checklist needs to be created. TN will draft one to share at FGB4.
- Item 2.8 The CLC meeting went ahead on 02.12.21. The main concern from QE was pupils not being able to construct and send emails. There are many e-safety concerns about setting up email addresses for the pupils as they would be able to access these from home. The school will attempt to teach the theory and all pupils have access to MSTeams within school.
- Item 2.11.1 was completed by all governors.

ACTION: TN to write a policy equality checklist.

LH and AF left the room.

3.4 P&P Committee

- The P&P Committee meeting from prior to this meeting was detailed to all present governors.
- All governors approved the recommendations of the P&P Committee.

LH and AF enter the room.

- LH was notified of the decision to approve a single one-off payment for her as a thank you for her continued hard work throughout the COVID pandemic.
 - LH thanked governors.

3.5 Lead Governor Reports

3.5.1 Personnel - MB

- MB met with LH this week.
- A majority of staff appraisals have been carried out - the exceptions are due to sick leave.
- There is one member of staff off on long-term sick leave which is causing undue pressure on staff. This pressure is currently being handled well by staff however governors noted the need to monitor the situation.
- 'Heads Up for Mental Health' has been providing support for pupils as well as staff and is receiving positive feedback.
- There are currently no wellbeing concerns.
- MB is due to attend a staff meeting next week to discuss wellbeing with staff.

3.5.2 Premises - RD

- RD carried out a site walk and visit with Susan Vile on 19.11.21.
- The lockdown drill did not happen due to the increase in COVID within the school and the subsequent return of the bubble system.
- RD got the data needed in order to complete the asset management plan.
- It was noted that office staff were not able to immediately locate documents requested by RD.
- There are concerns around the amount of information held mentally by both LH and SV. There are associated risks with this in case of unforeseen circumstances. LH has been noting down information for the handover to the new headteacher.

- Governors were reminded of the CW's lack of experience with premises and resources and the associated risks with this. CW will need to attend relevant training for these areas, however it is unlikely to be able to happen before she commences the role.
- There has been an issue raised regarding site security. Governors discussed the balance of the potential risk involved against the cost of extended fencing around the perimeter of the site. This included the impression that a fence would give in the context of a small village primary school. The risk is included in our site risk assessment which is submitted to the LA. To date their response has been that the cost involved is not justified against the risk.
- It was noted how the risk assessments are due for their annual review.

ACTIONS: 1. RD to make notes regarding potential changes to the risk assessments and return to LH.

2. LH to ask SV to note down mentally stored information/procedures.

3.5.3 Curriculum - BW

- BW carried out a learning walk last week and will feedback at FGB4.

3.5.4 Safeguarding & Inclusion - KT

- KT visited the school on 16.11.21. She did not carry out the planned walk due to increasing COVID numbers within the school. However she was able to review the safeguarding audit with LH.
- KT will carry out the learning walk next term - COVID permitting.

3.5.5 Community & Parental Links - EB

- The Parents Forum happened and was well attended. The notes from the Forum were circulated prior to the meeting. The main action from this meeting was the issue raised regarding site security (discussed under item 3.5.2).
- Governors agreed that it would be worth hosting another Parents Forum after CW has started.
- Governors discussed future Parents Forums. It was agreed that they did not want to host them too frequently as they would get 'stale'. The possibility of hosting one online to reach different parents was also discussed.
- The introduction letter to parents from CW was well received.

3.5.6 Finance - TN

- The reply to the FIPS panel was sent.
- The budget now balances in year 3.

3.6 Clerk's Update

- A majority of governors stated they preferred the hard copy of the Governance Today magazine.
- MH has handed the signing of policies back to the relevant chairs. Governors had agreed that MH would temporarily sign policies due to COVID.

STRATEGIC PLANNING

3.7 Budget

- *Governors asked why there was a variance with the Pupil Premium funding.*
 - This was explained to be due to the increase in Pupil Premium numbers.
- *Governors asked why there was an approximate £4000 variance in the block funding.*
 - This was due to the forecast shortfall funding. The surplus from this drove this variance.
- *Governors asked why there was a variance with the admin expenses.*
 - This was due to overtime and back-pay awards.
- *Governors asked why there was a variance in the MTA budget.*
 - This was due to sick cover and maternity leave, as well as increased NI expenses due to multiple contracts and back-pay awards. Unlike other employees, MTA maternity pay is paid for out of the school budget.
- *Governors asked about the variance in electricity and oil costs.*
 - This was explained by the significant increase in electricity and oil prices nationally. Oil has gone from costing 64p per litre to 68p per litre. It was also noted how more oil was being used for heating due to the COVID rules regarding ventilation and needing to have the windows open.

3.8 SDP

- The statistical performance of the school drives the development of the SDP. Currently, there is not a full set of assessments to work from due to high pupil absence rates, although we will assess these pupils on their return to school. A focus in the New Year will be to look at the bottom 20% (not on the SEND register) and work from this.
- The current areas of focus include KS1 writing and comprehension; and KS1 and KS2 maths.
- SEND and pupils with an EHCP need their progress measuring differently. Some are assessed through P-Levels.
- *Governors asked how confident that the targets set will be achieved by the end of the summer term.*
 - LH explained how it is unpredictable. COVID has caused some very low attendance rates. The best term for progress is the Spring Term, due to it being the most settled term.
 - It was noted how the reception pupils were of a lower level of ability than previous years. This is largely due to COVID.
 - Last year the school closure happened at the beginning of the Spring Term which disrupted pupil progress markedly.
- *Governors asked if the catch-up targets are still comfortable.*
 - LH explained how they are, however there are high expectations with this and we aim to achieve as high as possible.
 - There is ongoing issues with getting staff cover. Staff are being redistributed around the school to fill gaps - this included the designated catch-up member of staff.
- *Governors asked if CW will inherit the current SDP.*
 - LH explained how she will. LH recommends an all staff visioning exercise is arranged by CW for the autumn term, as this will set the direction of travel and give overall new aims in October.

3.9 LA Admissions Arrangements

- There are no changes.
- The PAN is 20.

3.10 Risks

- Governors agreed to update the risk register to change the falling pupil numbers impact to level 3.
- The next formal review will happen in June 2022.

3.11 Headteacher Recruitment

- The recruitment campaign was successful and a new substantive headteacher has been recruited.
- LH and CW are beginning the handover process.
- TN is to call CW to deliver detailed feedback on her performance during the Headteacher Selection process.

STATUTORY REPORTING AND ACCOUNTABILITY

3.12 Headteacher's Report

- The report was circulated prior to the meeting.
- *Governors asked if COVID was the main reason for the high pupil absence figures.*
 - LH explained how it is all due to illness, however not all due to COVID. There are various other illnesses in the school and some children are unable to get to school due to parent illness, or parental COVID and then being unable to leave the house.
- *Governors asked how the school's COVID rates compare to other schools.*
 - LH explained how she knows of schools who have had much higher rates.
 - Many schools are having the same issues with lack of agency staff support.
- *Governors asked if the home learning structure has changed from before.*
 - LH explained how it has not changed. Parents are directed to Oak Academy; TT Rockstars; BBC Bitesize; and EdShed.
 - Teachers are only obliged to provide work for COVID related absences, as not all children are ill with COVID.

3.13 Pupil Premium Report

- The report is in the mandatory new format.
- The report has been published on the school website.
- There are no notable changes this year.
- The Pupil Premium strategy is underpinned by the Education Endowment Foundation.
- There was a focus on engagement with homework. The school provided all Pupil Premium pupils with a stationery set meaning that all pupils had the resources to work at home.
- Governors agreed the Pupil Premium Report.

3.14 Safeguarding

- KT signed the CPOMS safeguarding log today. There was nothing that needs to be flagged to governors.
- A safeguarding learning walk will be carried out soon.

3.15 Training

- KT is to attend a Safeguarding Level 3 Refresher course on 9.12.21.
- JH has received information regarding New Governors Induction Training.

ACTION: MH to book JH onto a New Governors Induction course.

3.16 Safeguarding Scenario

- LH shared the Devon Children and Families Partnership 'One Minute Guide' about Neglect.
- *Governors asked if staff were aware of the content of this guide.*
 - LH explained how all staff, including MTAs, are aware of this.
- *Governors asked if the school is confident that we are aware of all neglected children within the setting.*
 - LH explained how they are not. Anything that is flagged up is addressed. The school are not aware of any neglected children, however it is likely there will be some.
 - It was noted how home behaviour and school behaviour can be very different and the power of grooming cannot be underestimated.
- *Governors asked if the school could be at risk of neglecting children.*
 - LH explained how 'pupils' is a standing item on staff meeting agendas and any change in behaviour or concerns are shared. However, this will be taken to a further staff meeting and openly discussed, to see if we can take a different view or approach.

3.17 Policies

- The Complaints Policy has been superseded by a suite of policies and is therefore to be removed.

3.17.1 Admissions Policy

- This is a model policy.

3.17.2 SEND Policy

- This is complete.

3.17.3 Asset Management Plan

- Carried forward. This has been completed but has not been circulated.

3.17.4 Behaviour Policy; 3.17.5 Behaviour Policy Addendum

- This has been updated to an annual review due to ongoing behavioural issues.

3.17.6 Managing Unreasonable Behaviour Policy

- This policy is part of a suite of complaints policies. It protects the school in certain situations.
- This is the new name for the 'Unreasonable Complainant Policy'.

3.17.7 Parent/Carer Code of Conduct

- This is a new document.

3.17.AOB Practical Advice for Parents/Carers Raising a Concern

- This has been updated to tie in with both the Managing Unreasonable Behaviour Policy and the Parent/Carer Code of Conduct

3.17.1 Admissions Policy; 3.17.2 SEND Policy; 3.17.4 Behaviour Policy; 3.17.5 Behaviour Policy Addendum; 3.17.6 Managing Unreasonable Behaviour Policy; 3.17.7 Parent/Carer Code of Conduct; 3.17.AOB Practical Advice for Parents/Carers Raising a Concern

- Above policies proposed by KT. Seconded by MB. Agreed by ALL.

COMMUNITIES AND COMMUNICATION

3.18 Bow Times

- The new Parent/Carer Code of Conduct.

3.19 Website

- Agreed policies.

ACTION: MH and LH to ensure the new complaints policy suite is on the website and all traces of the old ones are removed.

AOB Staff Communication

- TN to send Christmas message of thanks to all staff.

3.20 Date of the next FGB meeting is Tuesday 25th January 2022 at 6pm.