

Signature of Chair:

Date:

BOW COMMUNITY PRIMARY SCHOOL - FGB - NO.5
Minutes 8 March 2022 - 6pm - Robolab

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

In Attendance: Isobel Pentreath (Prospective New Governor); Clare Wilmot (Incoming Headteacher)

Apologies: Melanie Bishop

5.1	Apologies and Business Interests
5.2	Minutes of FGB4 25.01.22
5.3	Matters Arising
5.4	Co-opt New Governor
5.5	Lead Governor Reports 1. Personnel 2. Premises 3. Curriculum 4. Safeguarding & Inclusion 5. Community & Parental links 6. Finance
5.6	Clerk's Update
5.7	SFVS and Budget
5.8	Skills Audit
5.9	Data Triangulation
5.10	Headteacher Recruitment
5.11	Headteacher's Report
5.12	Safeguarding
5.13	Admissions Arrangements
5.14	Emergency and Continuity Plans
5.15	Curriculum
5.16	Staff Presentation
5.17	Swimming Pool Committee
5.18	Training
5.19	Safeguarding Scenario
5.20	Bow Times
5.21	Website
5.AOB1	Freedom of Information Documents
5.AOB2	DPO Contract
5.AOB3	Thank You to LH
5.22	Next Meeting

PROCEDURAL

5.1 **Apologies** received from MB. Agreed and sanctioned. JH will be late. There are no changes to governor business interests. There are no conflicts of interest.

IP was welcomed to the meeting. All attendees introduced themselves.

5.2 **Minutes** from FGB4 25.01.22 were agreed as an accurate record.

5.3 **Matters Arising** from the minutes of the meeting on 25.01.22

- See 'Summary of Actions' Document.
- Item 4.6.1 We are not signed into a contract for uniform so we do not need to look into retendering. Action complete.

IP left the meeting.

5.4 Co-opt New Governor

- It is believed that IP has a lot to offer the board. She has wealth of experience in education, although little experience in the primary sector. However it was noted how this alternative view point could be beneficial.
- Both TN and LH have had long conversations with IP.
- TN recommends that we co-opt IP into the board.
- IP to be co-opted governor.
 - Proposed by TN. Seconded by EB. Agreed by ALL.

IP returned to the meeting.

- IP was formally invited to join the governing board. IP accepted.
- IP has a school email address set up so she can be contacted on that.

5.5 Lead Governor Reports

5.5.1 Personnel - MB

- MB is absent. Any additional personnel items will be discussed under item 5.11.

5.5.2 Premises - RD

- RD has had a consultation with LH.
- The only issue is some storm damaged trees behind the swimming pool. There is a large branch hanging loose that could cause damage to either school or the neighbouring property. A tree surgeon is booked to repair this next week.

5.5.3 Curriculum - BW

- BW has attended some curriculum training. The main item to come out of this is for the board/school to focus on what curriculum area our deep dive scrutiny would cover.
- It is understood that the school could effectively 'negotiate' with Ofsted as to which curriculum area they would look into. They will want to talk to different staff members so the maths and literacy lead teachers will not have more than one area to discuss.

ACTION: MH to add 'Ofsted deep dive focus' to FGB8 agenda.

5.5.4 Safeguarding & Inclusion - KT

- KT has not visited the school since T&L2. She is due to visit on 31.03.22.
- KT is hoping to attend for a day to carry out a wellbeing and behaviour survey with a cross-section of all pupils. The aim is to ask approximately 20-30 pupils. Teachers will be able to advise which pupils would be appropriate to canvas. It was noted how a whole day may not be possible due to various other meetings within the school leading to lack of space. MB will be invited to join KT for this.
- KT needs to arrange to meet with Susan Vile to check the Single Central Record.

5.5.5 Community & Parental Links - EB

- There are lots of events coming up.
- 2 parent workshops have taken place. A 3rd is due to take place on Friday, however the electronic board is broken and may not be repaired in time. This workshop will be

postponed if the board is not fixed. The workshops are recorded and will be shared via the school website. Some parents are still wary of attending school due to COVID.

- *Governors asked about attendance figures to these workshops.*
 - LH explained how only 4 attended the second workshop. There was one parent booked to attend the Friday workshop.
- Governors would like to see the workshops become a regular feature. EB will follow this up with CW in the summer term.
- An advertisement asking for volunteer parent readers received no responses. Parents will be directly approached. YR and Y1 parents will have no experience of this. Chris Johnston (CJ) and Daniel Bashford are going to host a training session for parent readers. It is hoped that this will encourage more parents to volunteer.
- CJ has been attempting to encourage parents to join the Swimming Pool Committee. The Swimming Pool AGM is tomorrow at the school at 7pm. There are approximately 4 meetings per year where they discuss both swimming pool arrangements and fund raising.
- FOBS are running smoothly and are grateful for the school's support.

5.5.6 Finance - TN

- The end-of-year figures are coming up and it is looking as though we are underspent. Governors commended the school for this. The figures will be available to review in the summer term.

5.6 Clerk's Update

- MH has been working on the skills audit which will be discussed under item 5.8.
- There is nothing further to report.

STRATEGIC PLANNING

5.7 SFVS and Budget

SFVS

- The SFVS has been completed in the new format. This needs to be submitted by the end of March.
- There are no actions/matters arising from the results.
- SFVS return
 - Agreed by ALL.

Budget

- 5 different scenarios were forecast. It was agreed to keep the number of classes and staff structure as it is. This is due to there being no current need for change and it will give CW a steady atmosphere in which to join the school.
- Pupil numbers will need to be kept under review. There are 6 new pupils joining the school which brings us level with the beginning of the year.
- There are 2 1:1 TAs whose attached pupils are due to leave the school at the end of the year. It was agreed that they could both remain at the school to offer general TA support.
- *Governors asked if these 2 TAs want to stay employed at the school.*
 - LH explained how they both do. Although the initial offer is for one year.

- It is best practice to ensure that the first 3 years of the budget figures forecast are positive.
- The budget was agreed by ALL.

JH joined the meeting.

5.8 Skills Audit

- A summary report, with recommendations, was circulated prior to the meeting.
- TN and EB will revisit the succession planning.
- Governors interested in other areas of responsibility are to notify TN as he is currently updating the TORs.
- Introducing a formal 'buddy governor' system was further discussed. New governors are to let TN know if they would like to have a 'buddy governor'.
- The idea of an equality training session for the governing board was discussed. Governors noted how it would be helpful for all staff too. It was noted how this could improve governor-staff relations. JH offered to assist the running of the training.
- Lack of diversity on the governing board was noted.

ACTION: CW to arrange an all-staff and governor Equality training session.

5.9 Data Triangulation

- A summary report was circulated prior to the meeting.
- When comparing the data triangulation against the annual cycle, all items were covered (or explained) with the exception of the Fischer Family Trust.
- The triangulation report will be useful as evidence for Ofsted.

ACTION: TN to look further into the Fischer Family Trust.

5.10 Headteacher Recruitment

- CW and LH have spent the last half term beginning the ongoing handover process.
- CW has been attending staff meetings.
- LH noted how there is too much to handover and not everything will be covered.
- *Governors asked if the incomplete handover will be secure enough.*
 - LH explained how it will be.
- Amanda Burrows (AB), Babcock advisor, has been in touch and the process is going well.
- AB is attending school next week, with a School Improvement Partner, to carry out a 'health check'. This will highlight areas for improvement. LH requested some governors attend the feedback meeting at 4pm on 15.03.22. TN will be attending.

STATUTORY REPORTING AND ACCOUNTABILITY

5.11 Headteacher's Report

Pupil Learning and Progress

- Progress was reported back for autumn to governors in the January meeting.
- Assessments are due to take place for the spring term at the end of March, beginning of April. Data will be ready for FGB 7 in May. This will be presented by the Amy Harvey (AH) and CJ, maths and literacy leads.

Pupil applications, admissions, attendance and exclusions

- Since December, we have lost an additional 3 pupils; 1 to join a sibling at another school and 2 who have moved to a school in Crediton.
- We have 3 new families for whom we have received admissions details via County. 1 family is delayed in their arrival, due to delays with their house sales; 1 family was shown around the school prior to half term; another family we have no knowledge of whatsoever, as they have made no contact with school. This is a total of 6 new pupils.
- There is no indication whether the children, from the family who have not made contact, have additional needs.
- *Governors asked if the 4 pupils that have been in contact have additional needs.*
 - LH explained that they do not.
- *Governors asked if any of the pupils we lost have additional needs.*
 - LH explained that they do. But they did not have EHCP.
- We have had another significant bout of COVID running through the school from 3rd week in January into February. At its height, we had 9 members of staff off and one class with 12 pupils in. All classes were affected, with COVID in every class throughout the school. Teachers had to give up TA's to support other classes in school, they also offered up PPA time, to help cover absences.
- Attendance rates have been affected with this latest outbreak of COVID – see below, up to Friday 18th February:
 - Whole school 91.39% (previously in December 92.21%)
 - Foxcubs 90.31% (88.48%)
 - Otters 93.09% (93.34%)
 - Hares 91.91% (94.78%)
 - Badgers 92.06% (93.49%)
 - Stags 89.27% (90.44%)
- We have had 1 exclusion during the first half of the spring term
- *Governors asked if this exclusion was internal or external.*
 - LH explained that it was external.
- *Governors asked if the attendance figures can be triangulated with other schools.*
 - LH explained how currently, they cannot.
 - LH has been made aware by the school's EWO, the many schools do not have an attendance policy in place that is current and up to date. We do.
- *Governors asked if it is possible to review the attendance figures excluding COVID absences.*
 - LH explained how it would be possible as COVID is coded differently. However, many of the absences are due to illnesses that would usually be mild but are worse as a result of lockdown isolation.

Staff deployment, absence, recruitment, retention, morale and performance

- We have had one staff resignation – the PPA cover and COVID catch-up teacher has left the school at February half-term.
- Interviews were held to replace the PPA teacher and Linda Williamson (LW) was successful in securing the PPA post. LW will take over the PPA post in September 2022. In the meantime, Claire Davey (CD) was appointed as PPA cover teacher from April 2022, until summer 2022. She will also be able to undertake the COVID catch-

up over the summer term. From September 2022, CD will then partner Gemma Salmon (GS) in class for 2 days per week and GS will work 3 days per week.

- There continues to be support within the classes across the school, with teaching assistants working alongside pupils as 1:1's or in small groups. Interventions take place on a daily basis
- For the interim, Jo Jones is covering PPA for the teachers, there is no catch-up taking place and no management time is available
- Appraisals have all been completed and all bar one mid-year review have taken place.
- AH and CJ have no management time at the moment.
- *Governors asked what AH and CJ have not been able to achieve due to no management time.*
 - LH explained how they have not been able to work on their assessment reports. However, these are not due until after Easter and they do have time set aside for these.

Quality of teaching

- There is a consistent level of behaviour management across the school, however all classes continue to report low levels of behaviour in each class
- Teaching is of a good standard across the school, with some areas being stronger than others

Catch up Programme

- Catch-up is currently on hold due to no catch-up teacher
- Interventions continue to take place with both teachers and teaching assistants working with small groups and individuals each day
- Catch up is due to re-start in the summer term

COVID-related

- We have 1 case of COVID in school, which is heading towards its 10 days isolation, this is a KS1 pupil
- We were unable to carry out the practice lockdown – due to the high levels of COVID across the school – this has been re-scheduled for Friday 18th March
- The new Risk Assessment states that staff only need to test if they show symptoms.
- *Governors asked if the school will be supporting the cost of lateral flow tests for staff if required after the stop being free in April.*
 - LH explained that they won't yet need to purchase any tests, as they have a supply building up.
- *Governors asked if there had been any impacts from the war in Ukraine.*
 - It was explained how some pupils have mentioned it. The schools approach is to answer the questions that are asked and to not give information that is not asked for.
 - There is an education push around where children can access information about the war. For example, watching Newsround. It was noted how TV is saturated with war coverage and it is causing anxiety.

5.12 Safeguarding

- See item 5.5.4.

5.13 Admissions Arrangements

- This has not changed. The arrangements are published by the LA in September and that this agenda item needs to be amended to appear only in the autumn term.
- *Governors asked when the final numbers for September are received.*
 - LH explained how they will be available after Easter. However this can change right up until September.

5.14 Emergency and Continuity Plans

- RD received the updated copies today. They are templates from the LA that need personalising and amending just with Clare's name on as they were updated in January 2022.
- Carried forward.

ACTION: CW and RD to prepare emergency and continuity plans for FGB8.

5.15 Curriculum

- Carried forward to T&L3.

ACTION: MH to add Curriculum (monitoring provision in respect of special needs provision) to T&L3 agenda.

5.16 Staff Presentation

- Staff need to be informed if this is to become a regular requirement.
- TN and CW will discuss this further.

ACTION: TN and CW to discuss how to use this item.

5.17 Swimming Pool Committee

- The Swimming Pool Committee AGM is tomorrow.
- Carried forward.

ACTION: MH to add Swimming Pool Committee to FGB7 agenda.

5.18 Training

- JH watched an Environmental Sustainability Governance video. There were 2 documents to support this video. There was an emphasis on focusing how pupils are being educated on sustainability and how it is embedded into the curriculum. This could be linked with the school council. The DfE will be asking the school to sign up to the 'Greener Governance Pledge'.
- MB has completed the Home Office Prevent training.
- BW attended curriculum training. This was a useful overview, but very basic.

5.19 Safeguarding Scenario

- LH shared the Babcock One Minute Guide on 'Supporting Transgender Children'.
- It was noted how all staff and governors need to be familiarised with this. There are currently no transgender pupils but it is helpful to be prepared.

- This guidance impacts many policies, including: Behaviour Policy; Anti-bullying Policy; Equality Policy; RSHE Policy; Parent/Carer Code of Conduct; Managing Unreasonable Behaviour; Recruitment Policy; How to Raise a Concern.
- It was noted how incidents should be reported to the LA, however the outcome would likely be educating pupils in order to reduce their ignorance around the subject. The school would need to be careful not to 'criminalise' pupils but to inform.
- The 'disabled toilet' still needs to be relabelled.
- It was noted how the school does not publish a gender breakdown of pupil numbers.
- The school uniform is gender neutral.
- This can be covered in the staff/governor equality session discussed in item 5.8.

COMMUNITIES AND COMMUNICATION

5.20 Bow Times

- An article welcoming IP.
- A notification of the headteacher handover date.

5.21 Website

- Photos and pen portrait from JH and IP for the school website.

ACTION: JH and IP to send photo and pen portrait for the school website to MH.

5.AOB1 Freedom of Information Documents

- There have been 2 further documents from the DPO: 'Publication Scheme' and 'Publication Scheme - Guide to Information'.
- Proposed by EB. Seconded by KT. Agreed by ALL.

5.AOB2 DPO Contract

- Alvin Scott's (DPO) contract is up for renewal. He is contracted for up to 50 hours per year.
- He has performed his role well and it is recommended that we continue to access his service.
- Agreed by ALL.

5.AOB3 Thank You to LH

- This is LH's last FGB meeting.
- LH was thanked for all her hard work for Bow School during her time here.
- LH was presented with a card and flowers from all governors.
- LH stated how the key to her success was making the job fun.

5.22 Date of the next FGB meeting is Tuesday 24th May 2022 at 6pm.