

Signature of Chair:

Date:

**BOW COMMUNITY PRIMARY SCHOOL - FGB - NO.5**  
**Minutes 23 February 2021 - 6pm - Virtual Meeting via ZOOM**

**Present:** Melanie Bishop; Erin Blake (Vice Chair); Anna Fay; Lesley Hodgson (Head); Anita Jellings; Tony Neal (Chair); Kathryn Taylor; Bella Westlake; Megan Heath (Clerk)

**Apologies:** Richard Drake

5.1	Apologies and Business Interests
5.2	Minutes of FGB3 26.01.21
5.3	Matters Arising
5.4	Resources Committee
5.5	Lead Governor Reports 1. Personnel 2. Premises 3. Curriculum 4. Safeguarding & Inclusion 5. Community & Parental Links 6. Finance
5.6	TOR
5.7	Clerk's Update <i>(including Behaviour Policy; Admissions Policy; Ethos Statement approval)</i>
5.8	Budget/SFVS
5.9	SDP
5.10	Occasional Days
5.11	Skills Audit
5.12	Pupil/Parent Survey
5.13	Headteacher's Report
5.14	Safeguarding <i>(including Safeguarding Appendix 3 approval)</i>
5.15	Admissions Arrangements
5.16	Swimming Pool Committee
5.17	Training
5.18	Policies and Procedures 1. E-Safety Policy 2. Information Security Policies 3. Anti-bullying Policy 4. Collective Worship 5. RE Policy 6. Sex & Relationships Policy 7. Practical Advice for Parents Carers Raising a Concern
5.19	Bow Times
5.20	Website
AOB	Remote Learning Policy
5.21	Next meeting

## PROCEDURAL

5.1 **Apologies** received from RD, agreed and sanctioned. There are no changes to business interests.

5.2 **Minutes** from FGB4 26.01.21 were agreed as an accurate record.

5.3 **Matters Arising** from the minutes of the meeting on 26.01.21

- See 'Summary of Actions' document.
- Item 5.8.2 This has been completed via email and LH is going to look into this when normal working resumes. Item complete.

- Item 2.15 The AGM has still not happened, it will happen as soon as the restrictions have been lifted.
  - *Governors asked if swimming will be allowed to commence with other outdoor sports under the upcoming easing of COVID restrictions.*
    - LH explained that newer staff members have not received the training to be able to teach swimming, due to restrictions.
    - After school 'fun' swimming cannot commence until bubbles are allowed to mix.
  - *Governors asked if they would be able to run the 'fun' swimming sessions if they could section off lanes in the pool for different bubbles.*
    - LH explained that this would not be possible due to the nature of these sessions.
  - *Governors asked if it is the school or the swimming pool committee that is responsible for making this decision,*
    - LH explained that the school has the overarching responsibility due to the health and safety elements.
  - It is hoped the swimming pool will be able to open after 21<sup>st</sup> June, when all restrictions are planned to be lifted.
- Item 4.6 The budget is not ready for approval. It is going to the Financial Intervention Panel for Schools (FIPS) next week. It is anticipated that FIPS will not make any recommendations due to overspend being justified by SEND staffing and the reluctance to exclude children. This is action is closed with the budget to be brought to FGB7.
- Item 4.10 Communication has been received by staff. No feedback has been received.

**ACTION: LH and TN to meet and discuss the swimming pool and to feedback to the swimming pool committee.**

#### **5.4 Resources Committee**

- TN is continuing as chair. Another governor is needed to join the RES committee.
- The SFVS and the COVID Lead TOR were discussed and recommended for approval to FGB, both on this agenda.
- Policies approved: Governor Expenses Policy; Capability Policy & Procedure; Disclosure & Barring Service Policy; Recruitment & Selection Policy; Whistleblowing Policy; No Smoking Policy.
- The Health and Safety Policy and the Asset Management Plan are being worked on and will be approved at RES3.

#### **5.5 Lead Governor Reports**

##### **5.5.1 Personnel - MB**

- There is nothing new to report.
- All HR policies are currently up to date.
- MB has communicated with a new staff member who was very positive about the recruitment and induction process, and the experience so far.

##### **5.5.2 Premises - LH (due to RD's absence)**

- The new windows and doors have been fitted. Positive feedback from staff. Much easier to open; good ventilation; and warmer classrooms.
- The school has sought quotes for the front and back door. 6 companies were approached to tender, only 2 responded. The cheaper of the 2 quotes came from the company that has just installed the windows and other doors. The school are now familiar with the good quality of this company's work and they also work with Guardian Security, the schools security contractor- who will be needed to install the keypad locks on both doors.
  - The quote is £3069.92 per door. Additional costs include £130 to ensure the doors are on a master key. The overall cost will be approximately £6300.
  - This cost does not include the funds required for Guardian Security
  - Governors noted that formal policy requires 3 quotations, and accept that reasonable effort was made to meet this.
  - Governors agreed for the school to accept the quote discussed.

### 5.5.3 Curriculum - AJ

- See Curriculum Report.
- The 'Implementation of the RSHE Curriculum' document was written by a support organisation, based on a DfE mandate to support schools in implementing the RSHE curriculum. This supports the idea that we can slow the roll out of this curriculum. The lead RSHE teacher is off on long-term sick leave, the supply teacher is handling this.
  - *Governors asked if this document was helpful to the school.*
    - LH explained that the school plans directly from the national curriculum.
  - *Governors asked when the school would be engaging with parents, in relation to the RSHE curriculum.*
    - LH explained that it is likely to be September.
  - *Governors asked if the school needs to implement a temporary interim RSHE Policy on the school website, to cover any RSHE that is taught before the policy is completed.*
    - LH explained that the current RSHE policy is on the school website and will be adequate until the new policy is ready. It is anticipated that the first draft of the new policy will be ready in a few weeks.
- OFSTED are going to be reviewing remote education. There needs to be a statement regarding this on the school website.
  - *Governors asked if a statement could be added to the website to cover this.*
    - LH explained that there already is a statement on the website, under the 'COVID 19' tab. It was completed using a DfE template.
- Governors were reminded to keep their curriculum areas in mind, while understanding that it is not appropriate for them to be questioning lead teachers at the moment.

### 5.5.4 Safeguarding & Inclusion - KT

- See 'Safeguarding SEND Meeting with AG Notes' and 'SEND Training Notes' documents.
- KT has attended 2 update training sessions and a SEND training session. It was noted that a majority of points raised have been addressed.

- The SEND comparison between Bow CPS and National figures highlight how high Bow's rates of SEND are. This supports the staffing costs in the budget and can be used as evidence for the FIPS panel.
- The current Devon safeguarding figures of risk show a 73% increase in safeguarding issues.
- *Governors asked if KT has been able to pinpoint how the SENDCo's workload has been made more manageable.*
  - KT explained how the new SEND assistant has now been trained in various areas of paperwork, easing the SENDCos workload. The SENDCo has also had an hours increase.
- *Governors asked if it is anticipated that the workload will increase or decrease with the school reopening.*
  - KT explained how it is likely to remain the same, with different jobs being required.

#### 5.5.5 Community & Parental Links - EB

- There is nothing new to report.
- It is expected that this will change upon reopening.

#### 5.5.6 Finance - TN

- Contracts were reviewed at RES2. There were no actions from this.
- The budget position is due to high levels of SEND.
- The Sports Premium is usually completed in the Spring Term. This has been carried forward to the Summer Term.

#### 5.6 TOR

- A new TOR for the TN as the COVID Lead TOR has been written as an appendix to the RES TOR.
- Lead COVID Governor TOR
  - Proposed by TN. Seconded by KT. Agreed by ALL.
- The TORs have been updated to include TN as chair
  - Proposed by MB. Seconded by KT. Agreed by ALL.

#### 5.7 Clerk's Update

- The Development for Clerks course is going well, still very intense.
  - 2 items flagged up from this training lead to the Behaviour Policy; Admissions Policy; and ethos statement to be amended slightly to ensure compliance.
  - Behaviour Policy; Admissions Policy; Ethos Statement
    - Proposed by KT. Seconded by EB. Agreed by ALL.
  - Part of the course involves a school based project. MH has decided to look into the positives and negatives of converting to an academy. This will end with a presentation and proposal of whether or not Bow CPS would benefit from converting. The title of the project will be confirmed following a mentor meeting in April. Governors stated that this would be useful to look into from a finance point of view.
    - *Governors asked MH to clarify if this would be looking into becoming an academy or federation.*

- MH explained that she has not decided yet and will keep governors informed as the project progresses.
- MH stated how she will continue to publish the agenda 2 weeks prior to a meeting, however asked governors how far in advance they would like the papers, due to it being best practice to publish them a week before (rather than the weekend before).
  - Governors agreed that a week would be the preferred timescale.
  - Governors gave positive feedback to receiving all the papers in one email and that each item was labelled with the item number.
- Item raised via the Clerks Update was regarding accessibility to the school website.
  - Governors stated that some of this should fall to the website provider.
  - LH explained how the website is in the format it is so that staff can add and remove content, without needing to go through the provider.

**ACTION: 1. LH to seek an accessibility statement from the website provider.**

**2. MH to send relevant website accessibility guidance to TN.**

## **STRATEGIC PLANNING**

### **5.8 Budget/SFVS**

- A budget meeting with Suzette is taking place on 15<sup>th</sup> March. There will be further communications and actions following this meeting, before the budget is ready for FGB. This will be approved at FGB7 (27.04.21).
- The SFVS has flagged no issues. All items can be answered and evidenced. The Finance Audit backs this up. The data used is from 2019, if current date was used this would show some red flags. Governors are confident that money is being spent correctly.
  - Governors who expressed an interest in learning more about finance in the skills audit were recommended to study this document as it gives a good overview.
  - Governors approved the SFVS.

### **5.9 SDP**

- This has been updated in light of the school closure.
- Governors noted that the staffing structure needs to be updated, to remove a former staff member.
- This document is subject to frequent review. It is likely to need reviewing again following the reopening of school.
- Governors approved the SDP, following the minor amendment detailed above.

### **5.10 Occasional Days**

- The term dates (including occasional days) were agreed in September.

**ACTION: MH to move Occasional Days to be with Term Dates in the Annual Cycle.**

### **5.11 Skills Audit**

- All governors were thanked for responding to the skills audit.
- The results were as expected
- TN will continue the search for new governors.

- Some governors expressed an interest in learning more about finance. TN offered to meet with governors to discuss finance. Governors would like to know more about financing SEND.
- Governors were reminded that they are welcome to visit both RES and T&L committee meetings. They were also reminded of the benefits of talking to each other.
- Both the NGA and DAG websites were recommended as good sources of information.
- MH explained how her Development for Clerks training has emphasised the importance of governor self-evaluation. There is a helpful NGA document to help with this.

**ACTION: 1. TN to send link to all governors regarding finance for governors.**

**2. MH to circulate the NGA Key Questions document to all governors.**

### 5.12 Pupil/Parent Survey

- Parent Survey
  - The survey covered school safety (with regards to COVID); ethos; school communications policy; awareness of school governors; School Comms; E-bug Video; bullying.
  - A majority were marked high, some were marked low.
  - How bullying is dealt with was marked lower. LH believes bullying is dealt with well, however some parents do not accept the definition of bullying (incidents happening several times on purpose). LH is confident that it is not happening in school.
  - *Governors asked if there are any resulting actions from the survey.*
    - LH explained how there were no stand-out areas of concern.
    - Regular items in the Bow Times from governors are helping parental awareness of them.
    - The fact that the survey was online meant that they received more responses.
  - *Governors asked if a communication will be sent to parents regarding these results.*
    - LH explained that there will but was unsure whether to do a stand-alone letter or write a piece in the Bow Times.
    - Parent governors stated how they personally would prefer it as a separate email so they can 'action' when to read it.
- Pupil Survey
  - All KS2 pupils participated.
  - Results included: 93% feel safe in school; 99% understand the changes regarding COVID; 96% understand the need for handwashing; 97% felt settled and feel they learn well; 92% feel they can talk to adults about their worries; 93% feel they benefit from the mindfulness activities.
  - Governors agreed that these results are reassuring overall.
  - *Governors asked why the other 7% did not feel safe.*
    - LH explained how some of the children did not understand the questions (as reported by other members of staff).

- With regards to the talking about worries, a few pupils felt they could not approach their teacher around the time of the survey due to an 'incident' (regarding the unveiling of Santa).

**ACTION: EB to brainstorm ideas for questions for next year's parent survey.**

## **STATUTORY REPORTING AND ACCOUNTABILITY**

### **5.13 Headteacher's Report**

- See 'Headteacher Report' document.
- The school is not anticipating so much slippage following reopening due to a much higher level of engagement with remote learning, and the closure has not been for so long.
- Upon reopening, pupils will have one week to settle in then they will all sit assessments.
- Annual reports have been delayed by half a term.
- All staff are back in school which means safeguarding concerns can be acted upon immediately.
- There are now 2 members of the admin staff who are shielding at home. It has been decided to only open the office in the mornings. The reception is currently not very busy. This arrangement will be reviewed if this changes upon reopening. This was the best solution without spending more money. Shielding stops on 31<sup>st</sup> March.
- Parent governors stated how the teachers need to be commended on the high quality of remote learning.

**ACTION: LH to contact TN when the Risk Assessment is ready to be reviewed prior to reopening.**

### **5.14 Safeguarding**

- LH has gone through some of Babcock's one minute guides with staff.
- The highest number of safeguarding incidents logged are SEND communications, due to all virtual meetings and phone calls being logged.
- Some parents have contacted the school for support due to their child not being willing to engage with the home learning.
- KT asked when she will be able to come in to sign the safeguarding log.
  - LH stated that she will contact KT to arrange a time, when restrictions allow.
- The Safeguarding Appendix 3 has been updated.
  - Proposed by KT. Seconded by EB. Agreed by ALL.

**ACTION: LH to arrange for KT to sign the Safeguarding Log and review the Single Central Record.**

### **5.15 Admissions Arrangements**

- The Admissions Policy was updated today.
- There are no changes. The PAN is still 20 due to no new housing developments being planned.
- This is on the website.

### **5.16 Swimming Pool Committee**

- There is nothing new to report.

## 5.17 Training

- MB attended Governing Finance and HR courses.

## 5.18 Policies and Procedures

### 5.18.1 E-Safety Policy; 5.18.2 Information Security Policies (*Data Protection Policy; Information Security Policy; Information Security Incident Management Policy; Information Security Incident Management Procedure; Privacy Notice for Volunteers; Freedom of Information Procedure; Retention and Disposal Policy; GDPR Data Subject Request Procedure; Video Conferencing Policy*)

- These all come through the DPO.
- There were amendments to the E-Safety Policy and Data Protection Policy.
- The Video Conferencing Policy is a new policy recognising the new 'ZOOM culture'. It makes using the platform safer for everyone involved.
- *Governors asked if the Privacy Notices have been handed out, following this having been a flagged item in the finance audit.*
  - LH explained that they have been handed out to staff, and signposted to parents via the Bow Times.
- *Governors asked how long recorded ZOOM calls are kept.*
  - LH stated that they would be kept for 12 months.
- *Governors asked if the changes to the above policies raise any particular issues or implications.*
  - It was explained that there is nothing new that will affect us.

### 5.18.3 Anti-bullying Policy

- Carried forward.

### 5.18.4 Collective Worship Policy

- *Governors asked if the school wants this policy as it is no longer statutory.*
  - LH explained how it is used as all staff lead different assemblies and the school hosts different guest speakers (eg. religious leaders).

### 5.18.5 RE Policy

- Carried forward.

### 5.18.6 Sex & Relationships Policy

- Carried forward.

### 5.18.7 Practical Advice for Parents Carers Raising a Concern

- There are no changes to this document.
- The website copy needs updating to our personalised copy.

### 5.18.1 E-Safety Policy; 5.18.2 Information Security Policies; 5.18.4 Collective Worship Policy; 5.18.7 Practical Advice for Parents Carers Raising a Concern

- Proposed by EB; Seconded by KT. Agreed by ALL.

**ACTIONS: 1. MH to add Anti-bullying Policy; RE Policy; Sex & Relationships Policy to FGB7 agenda.**



**2. MH to update website copy of 'Practical Advice for Parents Carers Raising a Concern'.**

**COMMUNITIES AND COMMUNICATION**

**5.19 Bow Times/Staff**

- To note the governors admiration of the school and staff; attendance; and SEND.

**5.20 Website**

- The remote learning information was not easy to find on the website.

**ACTION: LH to add a sentence about where to find the remote learning information on the curriculum pages of the website.**

**AOB Remote Learning Policy**

- This is a new policy that needs approval.
- Proposed by TN. Seconded by MB. Agreed by ALL.

**5.21 Date of the next FGB meeting**

- It was agreed that FGB6 is not needed, due to it being so soon after the school opens.
- The next meeting will be FGB7 on Tuesday 27<sup>th</sup> April 2021 at 6pm.