

Signature of Chair:

Date:

**BOW COMMUNITY PRIMARY SCHOOL - FGB - NO.7**  
**Minutes 24 May 2022 - 6pm - Badgers Classroom**

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

**Apologies:** Richard Drake; Bella Westlake

7.1	Apologies and Business Interests
7.2	Minutes of FGB5 08.03.22
7.3	Matters Arising
7.4	Lead Governor Reports 1. Personnel 2. Premises (Health and Safety Policy) 3. Curriculum 4. Safeguarding & Inclusion 5. Community & Parental links 6. Finance
7.AOB.1	T&L Meeting Update
7.5	Clerk's Update
7.6	New HT Introductory Report
7.7	Budget
7.8	Staffing Structure
7.9	SDP
7.10	Website Development
7.11	Curriculum Development
7.12	Fundraising
7.13	Safeguarding
7.14	GDPR
7.15	Swimming Pool Committee
7.16	Training
7.17	Safeguarding Scenario
7.18	Policies 1. Disciplinary Policy 2. Redundancy Policy 3. Grievance Policy 4. Governor Visit Policy
7.19	Bow Times
7.20	Website
7.AOB.2	Re-inspection of LA Social Services
7.21	Next Meeting

## PROCEDURAL

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

7.2 **Minutes** from FGB5 08.03.22 were agreed as an accurate record.

7.3 **Matters Arising** from the minutes of the meeting on 08.03.22

- See 'Summary of Actions' Document.
- Item 4.5.2 - This is now complete and the report has been shared with the RES committee.
- Item 5.8 - JH is planning to run an equality training session for all staff and governors on 02.09.22.
- Item 5.14 - Carried forward. TN has taken on this action.
- Item 5.16 - Curriculum will be a focus next year, particularly looking at the wider curriculum.

**ACTION: MH to add actions from RES3 and T&L3 to FGB8 agenda.**

## **7.4 Lead Governor Reports**

### **7.4.1 Personnel - MB**

- MB visited LH on 24.04.22. This meeting involved discussing headteacher wellbeing; how the school support staff wellbeing; staff work/life balance; staff structure; and absenteeism.
- MB will arrange a follow up meeting with CW.
- The National Wellbeing Charter has been signed up to although there does not appear to be any marked difference. This is partly because the school was doing a lot of it anyway. MB is going to revisit the charter and see if there is anything else we can access. The school needs to develop it's vocabulary around wellbeing.
- The National Wellbeing Charter is a government initiative.
- A visitor spoke to pupils about wellbeing, which received positive feedback from both staff and pupils. It would be good for the school to continue to progress from this.
- There are no concerns about absenteeism. There was 1 staff member off with COVID at the time of the meeting with LH.
- MB has a list of wellbeing support websites from LH.

**ACTION: MB to circulate full report from this meeting around governors.**

### **7.4.2 Premises - TN**

- TN has completed the fire log check.
- The annual fire safety checks were carried out in January and March 2022.
- There is a fire drill in the diary for next term. The fire drill that took place in the Spring term is not in the fire logs.
- The Health and Safety Policy has been checked, there are no changes.
  - Policy agreed by ALL.
- TN is updating the Accessibility Plan. This focuses on providing access for current pupils as well as potential needs for the future. This needs to be woven into the SDP.
- *Governors asked about the future of the cordoned-off climbing frame in the playground.*
  - CW explained how quotes have been sought for replacement equipment. The current equipment will be too expensive to repair. Funding ideas were discussed at RES3.
  - Governors noted how the pupils who took part in the survey stated how they miss using this equipment.

**ACTION: 1. TN to ensure the Spring Term fire drill is added to the fire logs.**

**2. MH to add Accessibility Plan to FGB9 agenda.**

**3. MH to note updated Health and Safety Policy in Policy Cycle.**

### **7.4.3 Curriculum - BW**

- BW is absent.

### **7.4.4 Safeguarding & Inclusion - KT**

- To be covered in item 7.13.

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

- There is a community event planned for the Jubilee. Parents and Bow Bears Preschool have been invited.
- There is a community issue regarding childcare. There is only one registered childminder in Bow and she is looking to retire and is no longer offering daytime childcare. This is causing panic among preschool parents who rely on this service, particularly on Mondays when the preschool is not open. This is causing them to look at alternative preschools, and in turn alternative schools, in order for them to source childcare.
  - Different scenarios have been looked at, including opening the preschool on Mondays. However the village hall is not available on a Monday.
  - The favourable option is for Bow Bears to open on a Monday at the School, and to offer to run breakfast and after school clubs for both preschool and school pupils.
  - The plan would be for preschool to use the Hive (formerly known as Robolab).
  - Governors noted how the favoured option would potentially attract more working parents to the school.
  - *Governors asked if hosting Bow Bears within the school would lead to additional premises/preschool checks.*
    - It was explained how it would but it would not be a full Ofsted level inspection. The group would need to be on the childminder register. They would also look to provide spaces free of charge for vulnerable children.
  - *Governors asked how they would move from one setting to the other on Tuesday-Friday.*
    - It was explained how Bow Bears staff would escort the pre-schoolers to the school.
  - *Governors asked if there would be any negative implications for the school.*
    - CW explained how she was not sure yet and needs to do further research. There would likely need to be a letting agreement with a minimal hire cost and insurance would need to be researched.
  - *Governors asked about the financial implications.*
    - There would be the obvious additional costs of electricity and cleaning, but preschool would be happy to cover those costs - as they do for the village hall.
  - *Governors voiced concern that hosting a preschool on a Monday during school hours in KS2 could be disruptive to learning.*
    - CW explained how long term the classrooms could be shuffled to move the preschool down to the KS1 area.

**ACTION: EB and CW to research insurance, preschool paperwork and lettings.**

#### 7.4.6 Finance - TN

- The budget was discussed at RES3.
- Last year's capital carry forward was approximately £5,000.
- The forecast going forward will be discussed under item 7.7.

#### 7.AOB.1 T&L Meeting Update

- Equality was the key item focused on.
- The new curriculum was discussed including CW's plans and the curriculum 'deep dives'.

### 7.5 Clerk's Update

- MH has received a notification from Zoom stating that free meetings are now limited to 40 minutes. Future meetings will either need a funded account or for governors to re-join every 40 minutes.
- Governor contact information has been shared with the school office.
- Safeguarding Level 2 Training has been arranged for 02.09.22 - all governors are recommended to attend.
- MH briefly talked through the key points in her Governance Briefing Report.
  - She is arranging to attend the school during the summer holidays to sort out the paperwork archives.
  - Governors agreed for MH to delete minutes that are over 2 years old from the school website.
  - MB found a useful NGA podcast about the new White Paper. She will share this with all governors.
  - The LA is looking to create its own MAT. There is a consultation meeting for chairs on 06.07.22.
  - The new attendance guidance will become statutory. CW will include regular attendance updates in the headteacher reports.
  - The schools Pupil Premium report has been completed with the new template.
  - An equality audit has been planned.
  - The school website will be discussed under item 7.10.
  - MH recommended all governors come up with answers to the sample Ofsted questions and attend the Babcock Ofsted training.

**ACTION: 1. MH to delete minutes older than 2 years from the school website.**

**2. MB to circulate NGA White Paper Podcast around governors.**

**3. ALL governors to listen to NGA White Paper Podcast.**

## STRATEGIC PLANNING

### 7.6 New HT Introductory Report

- See HT Report document.
- CW has been carrying out a lot of learning walks.
- Staff are willing to learn and adapt.
- Ofsted have pushed learning/school environment as one of their focuses. The workstations currently in the corridors need removing.
- The main outcome from the Family Forum was the need for improvement in communication being needed between the school and parents. The school have invested in Tapestry - this allows direct communication between the school and home.
- *Governors asked if there has been any parent feedback on the use of Tapestry.*
  - There has not been any feedback yet. Some parents comment on the photos.

- It was noted how if more than one child is tagged then the photo cannot be viewed. The safeguarding settings will be checked.
- Approximately 15 attendance letters have been sent. This is being monitored every 2 weeks. The school will offer support to children with persistently poor attendance.
- Governors thanked CW for her hard work in her first half term. She has used her time well and they are confident that everyone is safe. Parent feedback is positive.

### 7.7 Budget

- The budget agreed at the EFGB is still in place. This involves moving to a 4 class structure from September 2023.
- 3 TAs have been informed that they are at risk of redundancy due to their 'attached' children leaving the school. It is hoped that one could be retained, depending on the September intake. Retaining a TA would cost £15,298 per year, however the cost of this would be offset by EHCP funding.

### 7.8 Staffing Structure

- *Governors asked how the changes around the school in classes and TA deployment after affecting staff morale.*
  - CW explained how 2 staff members had been for job interviews - one was unsuccessful, the other was successful but declined the position.
  - Staff are relieved that the teacher redundancy has been pushed back.
  - Staff are very good at supporting each other.
- *Governors asked if staff understand that the future is only slightly more secure.*
  - CW explained that they do understand.
- TAs are to be allocated set classes creating consistency for pupils and enabling the teachers to line manage and carry out TA appraisals.
  - *Governors asked if there could be any challenges around 1:1 funded TAs with specific funding working for a class.*
    - CW explained that as long as the EHCP was being provided then there should be no issue.
    - Some interventions and therapies will need to happen in the corridor space but it is hoped to move all pupils within the classroom.
- There are 2 pupils that cannot access the curriculum in the classroom, although the school has a duty to expose pupils to same age pupils and curriculum.

### 7.9 SDP

- Targets set at the previous Ofsted inspection have still not been met.
- CW believes the school would currently be rated 'Requires Improvement' should Ofsted inspect now.
  - 'Curriculum Reviews' (previously deep-dives) have been introduced.
  - Staff are creating progression documents and yearly plans.
- CW has created a School Self-Evaluation Form (SEF).
- The main focuses of the SEF are EYFS and the new curriculum and framework.
- Plans include: more SIP visits and learning walks; use of EEF; maximising learning; TA deployment; reviewing child assessment; early years reading and phonics.
- The school is looking to purchase a new phonics scheme.
  - *Governors asked how much this will cost.*

- CW explained how this will be an initial outlay of approximately £1,600, then £300-£400 per year thereafter.
- More resources are required by the school. Governors noted how a request for some of the items could be put on the FOBS Facebook page.
- Kelly Tanner, EYFS teacher from Lapford School, visited AF to share ideas. AF is to return the visit.
- CW is to visit Haywards School.
- *Governors asked if any items on the current SDP are being dropped.*
  - CW explained how they will be. It is too big to work with. The new SEF will inform the SDP and create the overall plan.

### 7.10 Website Development

- 2 alternative companies have been contacted with a view to hosting an updated website. The current 'E-Schools' contract expires in October. There are better providers out there and many parents have issues accessing the current website from mobile phones.
- 'E for Education', part of Juniper, provides a bespoke package at a set-up cost of £2,200, followed by £330 annual fee. This would take 14 weeks to set up.
- 'G5 Designs' can provide the same for £1,800, followed by a £250 annual fee.
- It was noted how 'G5 Designs' is run by friends of CW. They have no known background with education.
- *Governors asked if a 'parent portal' would be possible with either of these options. This was a request from the Parents Forum.*
  - CW explained how they are both bespoke packages therefore anything is possible.
- *Governors expressed concern at cost and asked if we can afford this.*
  - It was explained how we can afford the set up as the cost comes out of the capital budget. The annual fee is only a £110 increase on what we currently pay.
  - We have unsubscribed from the Devon Library Service saving £3000 per year.
- MH asked if she would still be able to update the website.
  - CW explained how she would. Training will be provided.
- MH asked if there would be an equivalent to the governor backroom.
  - It was explained that there would be.
- *Governors asked if 'G5 Designs' offer the same support as 'E for Education' do.*
  - CW explained how they do.
- *Governors asked if there are any other companies that could be looked into.*
  - CW explained how there are others but these are the best 2 options.
  - Governors stated how 3 quotations would be preferable.
- Governors stated how a decision needs to be made ASAP due to the current contract ending in October.

**ACTION: CW to get quotations from 'G5 Designs' and 'E for Education' with case studies ASAP.**

### 7.11 Curriculum Development

- This item has been covered in item 7.9.

### 7.12 Fundraising

- 2 grants have been applied for. There has been no response so far.
- FOBS are motivated to fundraise.

## STATUTORY REPORTING AND ACCOUNTABILITY

### 7.13 Safeguarding

- KT has attended school on 08.04.22, 28.04.22 and 14.05.22.
- There are plans for those attending school to have colour coded lanyards.
- Updated governor photos are needed for the governor board.
- KT, CW and SV reviewed the Single Central Record (SCR). Many items were updated and actioned. Including volunteer, contractor and supplier lists. There have been new tabs added to make it more user friendly.
- Swimming Pool Committee DBS checks were flagged. If a volunteer has not attended the school for 3 months then their DBS lapses.
- The welcome notice in the reception window has been updated. It refers visitors to the safeguarding quick reference guide. KT will circulate a copy of this guide when it is complete.
- Forms that all volunteers and visitors have to fill out have been updated.
- The SCR will be reviewed every term. The next review meeting is scheduled for 19.09.22.
- KT is meeting with the SENDCo on 26.05.22.

**ACTION: KT to circulate Safeguarding Quick Reference Guide.**

### 7.14 GDPR

- We are GDPR compliant. There have been no incidents.
- It was confirmed to the DPO that governors have accepted the update Freedom of Information policies and documents.
- The DPO is to be approached to offer a GDPR refresher training session for all staff.

**ACTION: TN to contact DPO regarding staff refresher training.**

### 7.15 Swimming Pool Committee (SPC)

- The AGM covered the standard items.
- Lifeguard numbers are an ongoing issue. The SPC are confident that this has been covered.
- The SPC are contacting FOBS to ensure that their fundraising efforts are not conflicting with each other. There is potential for collaboration between the 2 groups.
- The finances approximately broke even last year, with an opening balance of £3,326 and closing balance of £3,282.
- The lettings policies and insurance are being finalised.
- There have been issues with the electrics which is now rectified and considered safe.
- The pool will open after half term.
- The risk assessment has been sent to the SPC. This is needed to be able to open the pool.

### 7.16 Training

- Governance Briefing attended by various governors.
- MB attended various training sessions.

### 7.17 Safeguarding Scenario

- CW shared a powerpoint about Cannabis edibles.
- Governors were shocked at their child-friendly appearance.

### 7.18 Policies

#### 7.18.1 Disciplinary Policy; 7.18.2 Redundancy Policy; 7.18.3 Grievance Policy

- There are no changes to the above policies.
- Agreed by ALL.

#### 7.18.4 Governor Visit Policy

- Carried forward.

**ACTIONS: 1. MH to update all policies to change LH to CW.**

**2. MH to update all policies to change 'peer to peer' to 'child to child' in line with the new KCSiE guidelines.**

**3. MH to add Governor Visit Policy to FGB8 agenda.**

## COMMUNITIES AND COMMUNICATION

### 7.19 Bow Times

- The Bow Times and Friday Flyer have been combined into a fortnightly newsletter called the Bow Bulletin.
- A note about the swimming pool opening.
- An advert for new governors.

**ACTION: MH to change agenda item name in future to 'Bow Bulletin'.**

### 7.20 Website

- Usual meeting documents.

### 7.AOB.2 Re-inspection of LA Social Services

- The school was asked to send letters to all parents about the re-inspection of LA Social Services.
- The LA have been re-inspected due to receiving a 'requires improvement' rating at the previous Ofsted inspection. This is partly due to the exceptionally long waiting times for SEND support.
- Governors have not noticed any improvement. No feedback has yet been published.

**7.21 Date of the next FGB meeting** is Tuesday 14<sup>th</sup> June 2022 at 6pm.

- Apologies from TN and KT.
- This meeting will be to focus on the next 3 years.
- KT will pass notes from her meeting with AG before this meeting.