

Signature of Chair:

Date:

BOW COMMUNITY PRIMARY SCHOOL - FGB - NO.9
Minutes 12 July 2022 - 6pm - The Hive

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

Late Arrival: Anna Fay (*Present from Item 9.4.5 to end, excluding item 9.10*)

Apologies: Richard Drake; Bella Westlake

In attendance: Amy Harvey (Maths Lead Teacher); Christopher Johnston (English Lead Teacher) (*Both present for item 9.10 only*)

9.1	Apologies and Business Interests
9.2	Minutes of FGB8 14.06.22
9.3	Matters Arising
9.4	Lead Governor Reports 1. Personnel 2. Premises 3. Curriculum 4. Safeguarding & Inclusion 5. Community and Parent Links 6. Finance
9.5	Clerks Update
9.6	Meeting Dates
9.7	Ofsted Deep Dive Focus
9.8	School Website
9.9	Headteacher's Report
9.10	School Progress
9.11	Computing in School
9.12	Swimming Pool Committee
9.13	Training
9.14	Safeguarding Scenario
9.15	Policies 1. Accessibility Plan 2. Governor Visit Policy 3. Practical Advice for Parents Raising a Concern 4. Attendance Policy 5. School Emergency Plan 6. Staff Wellbeing Policy
9.16	Bow Bulletin
9.17	Website
9.18	Next meeting
AOB1	Staff Uniform Expectations
AOB2	CW Objectives
AOB3	The Key
AOB4	Learning Walks
AOB5	Parent Communication
AOB6	TN Thanks

PROCEDURAL

9.1 **Apologies** received from RD and BW. Agreed and sanctioned.

RD is hoping to re-join us in the new-year, following a period of absence due to illness.

AF will be late due to parent interviews.

There are no changes to governor business interests. There are no conflicts of interest.

9.2 **Minutes** from FGB8 14.06.22 and T&L3 19.05.22 were agreed as an accurate record.

9.3 **Matters Arising** from the minutes of the meeting on 14.06.22

- See 'Summary of Actions' Document.

FGB Actions:

- Item 7.4.1 - Action closed. The report was super-ceded by another meeting, details of which was shared with governors.
- Item 7.4.5 - Carried forward. Progress has been made. Ofsted have approved and bookings have been opened. The costing and lettings paperwork needs to be arranged. Governors will need to approve of the final cost and the additional keyholders.
 - *Governors asked if the school has a list of keyholders.*
 - It was explained how governors believe there is a list of keyholders with the office, however this needs to be confirmed.
 - The new reception intake will not be starting school on a part-time timetable, as with previous intakes. This will mean there is no childcare issue for reception parents.
 - The lettings policy allows governors to vary the cost of lettings. Electricity costs and the fact that preschool will be doing their own cleaning need to be factored into the calculation.
 - Governors agreed to approve the letting cost via email.

RES Actions:

- Item 3.4 - Complete. A meeting has been arranged.
- Item 3.8.1 - Complete. JH has written a reflection but has not yet shared it. The main point was how helpful a new governor starter pack would be, to include information about the school and where/how to find out certain pieces of information.

T&L Actions:

- Item 1.3.8 - Action closed. CW has created a starter pack for volunteers.
- Item 3.5.2 - Complete.
- Item 3.5.3 - Carried forward.
- Item 3.14 - Carried forward. JH would also like to attend the curriculum training.

ACTIONS: 1. CW to clarify the list of keyholders; the process of signing keys in and out; the total number of keys; the procedure for lost keys; etc.

2. MH to book EB and JH onto Finance and curriculum training.

3. TN to create governor starter pack.

4. JH to get hold of equality audit.

5. MH to book JH onto curriculum training.

9.4 Lead Governor Reports

9.4.1 Personnel

- MB visited the school. During this visit she carried out various operational tasks around the school which opened up opportunities for non-formal conversations with staff. This was a positive experience and enabled concerns of individuals to be addressed.
- Wellbeing and equality needs to be looked at in terms of the SDP. The guardian angel scheme was a good start but this needs developing on.
- All staff need an action around their own wellbeing.

9.4.2 Premises

- The policies are up to date.
- TN has carried out short internal walks but has not carried out any external walks.
- The swimming pool heater pump is broken. The Swimming Pool Committee have fundraising plans to replace this.
- A child attempted to escape via the gate to the playing field. Site security has previously been discussed at length by governors. It is believed that if a pupil really wants to leave the site that they would find a way. If the gate was replaced with a higher gate they would find another means of exit. This area will continue to be monitored.
- CW asked why the car park is not used by parents. Parents were allowed to pre-COVID, however they have not been allowed to start again. It is believed there is an issue with the surface not being suitable for cars. The LA are coming to inspect the groundworks required in the MUGA - CW will ask if they can inspect the lower car park at the same time. Lack of parking during school drop off/pick up is angering local residents.

ACTION: 1. TN to contact LH to find out if she remembers why parents cannot use the lower car park.

2. CW to ask the LA inspectors to check the lower car park for suitability.

9.4.3 Curriculum

- CJ took part in a group moderation exercise. Peer moderators stated that his marking was too high. This knocked his confidence, however Babcock said his marking was good and agreed with his projections.
- Governors agreed that peer moderation will be monitored and participation potentially withdrawn if it has a negative impact on our staff wellbeing.
- There is an increase in hours of our early years funding. This is due to 2 impending resignations. The school have a duty to offer these vacancies to the 2 TAs that have been made redundant. Until the resignations have been received, nothing further can happen.

9.4.4 Safeguarding & Inclusion

- KT visited on 26th May and circulated a report.
- The SENDCo met with Amanda Burrows. It was understood that all SEND children should be on the SEND register and provided with home support, and only diagnosed SEND children can be added to the register. However CW clarified that undiagnosed SEND children can be added to the register if they have significant needs and that home action plans are only required if their needs are not adequately met in school alone.
- *Governors asked if the SENDCo's workload has improved.*
 - It was explained how it has improved vastly. The assistant SENDCo is now fully trained.

9.4.5 Community & Parental Links

- FOBS have organised a leavers disco.
- Parent interviews are today and tomorrow.

- Sports Day is organised.
- Grant voting is open in Crediton Tesco, the public determine how much we will receive.

9.4.6 Finance

- Budget documents were circulated prior to the meeting.
- There is a variance on admin spend, under the revenue budget. This is due to the fact that SV was intending to resign, but has decided to stay. This decision is beneficial to the school due to having SV's strong experience and knowledge in this area while the changes in leadership, both headteacher and lead finance governor, train and develop their knowledge.
- There is an approximate £2000 overspend on curriculum. This was expected due to curriculum being a new focus area on the draft SDP.
- The school have been reassured that the unbalanced year 3 in the budget is not a concern yet, and that there are many other schools in a much worse situation than ours.
- *Governors asked if the early years spend could be aided by sharing resources with Bow Bears.*
 - It was explained how that could be difficult. Bow Bears have a healthy budget that they want to remain in control of. It could end up one sided and taint the relationship.
- *Governors asked what the plans are to spend the capital budget.*
 - CW explained how the school needs new furniture; new classroom trays; and new interactive screens for 3 of the classrooms.
 - The new screens are approximately £2400 each. Kernow Solutions has been recommended as a supplier.
 - A governor knows of a company that help schools financially with IT solutions.

ACTION: 1. TN to look into IT grant sourcing.

2. CW to get quotes for interactive screens.

9.5 Clerk's Update

- MH will remove all meeting documents from the back room of the website in August. Governors will still be able to request copies of any documents from MH, who will keep the electronic copies indefinitely.
- 'Babcock' will become 'Devon Education Services' from 1st August.
- MH invited any questions on her report about Desirable Qualities in new governors. There were no comments.
- There is a potential new governor that will hopefully observe at FGB1 with a view to joining. They have a background in HR.
- MHs actions from previous meetings included updating policies to change LH to CW and to change 'peer on peer' to 'child on child'. The following were the actions taken as a result:
 - The Finance Policy and the Record of Individuals with Authority both mention LH but also include CW, with appropriate finish and start dates. So these have been left.
 - The Child Protection and Safeguarding Policy has been updated to remove LH/add CW. This policy mentions both 'peer on peer' and 'child on child' in

such a way that it would be difficult to change. MH recommends this is left for the policy update in the Autumn Term.

- The Safeguarding Appendix 3 has been updated to remove LH/add CW. It has also had 'peer on peer' changed to 'child on child'.
- The E-Safety Policy; SEND Policy; and Lockdown Procedure have all been updated to remove LH/add CW.
- The electronic copy of the DBS Policy has been personalised.
- The electronic copy of the Recruitment and Selection Policy needs personalising.
 - Governors agreed the above changes.
- *Governors asked if the school sign has been updated to remove LH and add CW.*
 - It was explained that this is on SV's 'to do list'.

ACTION: MH to personalise the electronic copy of the Recruitment and Selection Policy.

STRATEGIC PLANNING

9.6 Meeting Dates

- Documents shared with governors prior to meeting.
- The proposed date for FGB6 is during the Easter holiday. This has been changed to 18th April.
- The quorum on the proposed TORS has been changed to 3 due to this being the statutory minimum.

9.7 Ofsted Deep Dive Focus

- Internal curriculum reviews have been carried out in science, maths, history and early years. Next term these will be revisited alongside a review of PE.
- The Action Plans from these reviews have been shared with governors.
- Ofsted will not want to see data, they will ask about the curriculum - what it looks like and how it is delivered.
- *Governors asked if the school has decided which subjects they will put forward for inspection.*
 - CW explained how they have not decided yet. Ofsted will want to look at early years and it is hoped they will look at maths.
 - Systems within the school are changing from September. There is also a new English lead teacher from September.

9.8 School Website

- The new website design is underway. The first draft is expected next week. Various staff members have input pieces of text.

STATUTORY REPORTING AND ACCOUNTABILITY

9.9 Headteacher's Report

- Report circulated prior to meeting.
- Governors praised CW for her clear and helpful report format.

- Governors noted how the changes being implemented look positive and how CW has a good momentum from being a new headteacher post-COVID.
- *Governors asked if the marking of handwriting review is increasing staff workload.*
 - CW explained how it is not. Handwriting and presentation is poor across the school.
 - The updated marking policy promotes 'live marking' (where teachers mark during a lesson).
 - TAs are being trained to deliver effective conferencing.
- *Governors asked if the issues around uniform could be linked to the cost of living crisis.*
 - CW explained how she believes it is that standards have slipped. Many of the non-uniform items being worn are expensive designer items.
 - The school have second hand items for sale, at low cost. And parents should know to talk to the school if they are struggling.
 - Governors believe there are funds available through a farming charity, this will be looked into further.
- *Governors asked if any impact from the cost of living crisis has yet been seen in any pupils.*
 - CW explained how it has not yet, but it is being monitored.

ACTION: 1. CW to circulate the new Marking Policy.

2: EB to look into uniform funding support through a farming charity.

AH and CJ join the meeting.

9.10 School Progress

Maths:

- AH talked through her Maths Report (circulated prior to meeting).
- AH is planning to focus on year 2s next year to address the jump between year 2 and 3.
- Overall there has been a vast improvement in problem solving and showing working out, the focus is now on arithmetic. 'Territhmetic' sessions are being run on Thursdays.
- The new NTSA assessments look good and seem to be in line with SATs.
- The school achieved a 74% pass in this year's maths SAT. 17 out of 19 that sat it passed. 4 did not sit the exam. This is the best maths result known to the school and the highest out of all the subjects. This is also above national average. The maths interventions were successful.
- Governors congratulated AH for her hard work towards this achievement.
- Governors thanked AH for her attendance at this meeting.

AH left the meeting.

English:

- CJ talked through his English Report (circulated prior to meeting).
- Year 3 need to work on the foundation of understanding.
- Working on presentation will encourage pupils to have pride in their work.
- When the results are compared with the level of need across the school, it proves how strong the teaching is.

- Reading is below national average for the first time. However the number of those at greater depth is above.
- *Governors asked if parents could be doing more to help.*
 - CJ explained how it is difficult as generally parents do not understand phonics and do not know the standards for handwriting.
 - Parent governors noted how a list of non-negotiables would be helpful to aid home learning.
 - Some pupils have received home stationery packs.
- COVID recovery support and improved attendance have both aided the improved results.
- Governors thanks CJ for his attendance at the meeting.

CJ left.

- *Governors asked if the year 3 issue could be related to the job share teaching arrangement. Concerns were raised before this arrangement was agreed due to the nature of the arrangement.*
 - CW explained how the teaching is strong and that she believes the issue lies elsewhere.

9.11 Computing in School

- Report circulated prior to the meeting.
- Overall computing is looking good. However there is always more to do.
- Discussions have been had around e-safety and the school has this in hand.
- There is an increased risk that it is becoming easier for pupils to access inappropriate content online. The school can only teach and highlight these risks. Links to e-safety advice for parents can be shared on school social media accounts, when they are set up.
- There is a risk around cost due to a lot of the school's equipment being purchased around the same time, meaning they will need replacing around the same time. Governors noted how larger companies quite often donate their 'old' equipment to schools.
- CJ is working on curriculum maps that are tied in with secondary curriculum so that pupils are where they need to be for the transition at the end of year 6.
- It is not known if anyone took up the offer of free IT training first mentioned a few months ago.
- *Governors asked if the wifi would cope with the addition of the potential new interactive screens.*
 - It was explained how there would be no additional access than now.
 - The wifi still occasionally drops out now.
 - TN will discuss this with CJ.

ACTION: 1. TN to follow up free IT training.

2. TN to look into the wifi connectivity with CJ.

9.12 Swimming Pool Committee

- The Swimming Pool Committee meeting minutes were circulated prior to the meeting.
- The electrical issues have been sorted.

- The renewal of the DBS checks caused unrest within the committee, however this has all been completed now.
- Lifeguarding rotas have been arranged.
- There are ongoing questions regarding insurance for private hire. Governors suggested we could take out a separate insurance policy then charge extra for private hire to cover this. This will be looked into. It is also unknown if the schools insurance covers the public swimming sessions.
- It was confirmed that if a volunteer has not been in school for a total of 3 months then their DBS check will need renewing.

ACTION: TN/CW to ensure relevant insurance is obtained for public and private swimming sessions.

9.13 Training

- EB attended Headteacher Appraisal training.
 - She now feels she has a good knowledge of the process.
 - There was a focus on the importance of headteacher wellbeing.
 - It is important that there is a continuity of appraisers (ie. At least one appraiser who attended the previous appraisal.
- Governors are aware that CW has not been taking her weekly scheduled headteacher time. CW agreed that she needs to be taking this time, but up until now believes it has been better spent in school. CW assured governors that she will take this time in the new year.
- MB attended Ofsted training.
 - Key points have been circulated around governors.
 - MB believes it would be helpful for governors to meet to discuss Ofsted in order to make sure we are ready for an inspection. It was agreed that governors would meet after the safeguarding training on 02.09.22.
 - Governors were reminded that they are not expected to know everything off the top of their head - they will be allowed to refer to resources.
 - Ofsted are predicted to visit during the autumn term.

9.14 Safeguarding Scenario

- CW asked governors various questions about children missing in education and Elective Home-schooling, and associated safeguarding concerns.

9.15 Policies

9.15.1 Accessibility Plan

- Governors noted the need to ensure all school 'plans' are linked so they can be adequately actioned.
- 'He/She' needs to be changed to 'they'.

9.15.2 Governor Visit Policy

- Carried forward.

9.15.3 Practical Advice for Parents Raising a Concern

- This has been amended to change 'chair' to 'nominated governor'.
- Phone numbers have been updated.

9.15.4 Attendance Policy

- There have been many changes made to this policy to reflect the new government focus on school attendance.
- To be changed to state that no term-time holidays will be authorised.
- *Governors asked at what point is further action taken with attendance.*
 - CW explained how it's currently when individual attendance falls below 90%, however this will change to below 95% from September.
 - The first stage is to offer support to the family. Devon LA approach is not to fine immediately.
- Carried forward.

9.15.5 School Emergency Plan

- This has been updated but is not shared due to GDPR rules.

9.15.6 Staff Wellbeing Policy

- CW has a few queries to clarify before this policy can be approved.
- Carried forward.

9.15.1 Accessibility Plan; 9.15.3 Practical Advice for Parents Raising a Concern; 9.15.5 School Emergency Plan

- Agreed by ALL.

ACTIONS: 1. MH to change all mention of 'he/she' to 'they' in all policies.

2. MH to add Governor Visit Policy; Attendance Policy; and Staff Wellbeing Policy to FGB1 agenda.

3. CW to send TN the final copy of the Emergency Plan.

COMMUNITIES AND COMMUNICATION

9.16 Bow Bulletin

- EB to write a piece thanking TN for his time as chair.
- A piece from all governors wishing the children and families a happy and safe summer.

9.17 Website

- Practical Advice for Parents Raising a Concern.

9.18 **Date of the next meeting** is Tuesday 20th September 2022 at 6pm.

AOB1 Staff Uniform Expectations

- *Governors queried the staff uniform expectations, specifically whether men are allowed to wear shorts (it was noted how both CJ and DB have been wearing trousers during the current heatwave).*
 - CW explained how they are allowed to wear shorts, and believes they have done recently.

- It was noted how as a new headteacher, it would be mindful for CW to reassure staff that appropriate summer wear is acceptable.

AOB2 CW Objectives

- TN and EB have started working on CW's objectives for next year.

AOB3 The Key

- All governors should have access to the Key.
- A governor noted how they had registered but are not able to access the governance area of the site. This will be looked into.

ACTION: CW to contact the Key and find out what is being paid for.

AOB4 Learning Walks

- It would be helpful to run a short session on 'how to do a learning walk' for all governors. This will happen on 02.09.22.
- This will help with the Governor Visits Policy update.

AOB5 Parent Communications

- It was noted how improved parent communication would be helpful.
- Various methods were discussed.
- Alternative methods will be looked into and brought to FGB2 for discussion.

**ACTION: 1. CW to look into alternative parent communication methods for FGB2.
2. MH to add 'Parent Communications' to FGB2 agenda.**

AOB6 TN Thanks

- Governors thanked TN for his time as chair and presented him with a gift of cheese, wine and a card.
- TN assured governors that he is not leaving just yet and will stay on as a governor to ensure a smooth transition.