

Signature of Chair:

Date:

BOW COMMUNITY PRIMARY SCHOOL - FGB - NO.9
Minutes 29 June 2021 - 6pm - School Hall

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

In Attendance (virtually): Amy Harvey (Maths Lead Teacher); Christopher Johnston (Literacy Lead Teacher)

Apologies: Richard Drake; Bella Westlake

9.1	Apologies and Business Interests
9.2	Minutes of FGB5 23.02.21
9.3	Matters Arising
9.4	RES Committee
9.5	T&L Committee
9.6	Lead Governor Reports 1. Personnel 2. Premises 3. Curriculum 4. Safeguarding & Inclusion 5. Community & Parental Links 6. Finance
9.7	Clerk's Update
9.8	Budget
9.9	EYFS Framework
9.10	Vision Statement
9.11	Governor Succession Planning
9.12	Meeting Dates/Annual Cycle of Business
9.13	Maths and Literacy Lead Reports
9.14	Headteacher's Report
9.15	Safeguarding
9.16	SEND
9.17	School Website
9.18	School Progress
9.19	Training and Impact
9.20	Policies and Procedures 1. Attendance Policy 2. Assessment Policy 3. Asset Management Plan 4. Health and Safety Policy 5. RSHE Policy 6. Adoption Policy
9.21	Planning Application
9.22	Bow Times
9.23	Website
AOB1	AJ Final Meeting
AOB2	LH Resignation
9.24	Next meeting

PROCEDURAL

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

9.2 **Minutes** from FGB7 27.04.21 were agreed as an accurate record.

9.3 **Matters Arising** from the minutes of the meeting on 27.04.21

- See 'Summary of Actions' Document
- RES 2.4.2 (2020) and 2.10 TN will follow these actions up with RD as they are overdue.

- RES 3.8.2 Item now complete. 'NT' was a typo, it was actually referring to iTrent (payroll).

9.4 Resources Committee

- The budget was reviewed. The carry forward is approximately £1000 greater than anticipated.
- The 2 governor vacancies have been registered online. Governors were asked to canvas parents for potential governors. All parents will be approached regarding the vacancies in September, to include the new intake.
- The asset management plan was reviewed.
- The disability equality impact assessment was performed.
- The health and safety audit has taken place and is expected to be signed off by the end of the year. This cannot be signed off until all 'red' items become 'green'.

9.5 Teaching and Learning Committee

- The catch-up interventions with Chrissie Rycroft continue to be successful.
- AH and CJ provided written reports. They are attending tonight to present updated reports.
- Issues with providing the intervention programmes and the solution to this was discussed.
- Thanks were sent to the SEND team at the school for their ongoing work.
- It was noted that curriculum learning walks need to commence.
- Governors were assured that more-able pupils are still challenged.
- Sports Day is to commence without parents.
- There have been no school visits or residential.
- Pupils' behaviour is generally good but there is a lot of anxiety among pupils.
- SEND was discussed. The annual report is on the school website. There are no new EHCPs.
- It is hoped that the bubbles can be changed in September, so that there is a KS1 and a KS2 bubble. This will enable more events and activities to be possible. The DfE are making an announcement on 19th July with regards to COVID guidance in schools from September. Staff will not be testing over the summer, this will commence 3 days before the start of the autumn term.

ACTION: MH to check that the most recent Complaints Policy is on the school website.

9.6 Lead Governor Reports

9.6.1 Personnel - MB

- MB has not yet met with LH.
- All items on the Personnel TOR have been completed this year.
- There are changes to staffing that are to be covered in the headteachers report.
- There is a new school wellbeing charter for staff to agree to. MB will look further into this.

ACTION: MB to look into the school wellbeing charter.

9.6.2 Premises - RD

- RD is absent.
 - The Health and Safety Policy is out of date, and awaiting RD to look into. This creates a risk. It is a model policy from County. MB offered to look at this policy with RD.
- *Governors asked when the best time to carry out the health and safety learning walk would be.*
 - LH explained how the autumn term would be best due to the groundworks and electrics being completed by then. The trees will need to be checked.
- *Governors asked if fire drills, legionella checks and other drills/checks have been carried out.*
 - LH explained how there is now new asbestos paperwork. Any work that involves drilling into the external walls will need an Asbestos 1 form filling out.
 - There is a legionella inspection due next week. This is carried out every 4 years. The taps now need to be run over the school holidays, however this is very time consuming and difficult to do properly (due to push and hold taps). It has been decided to investigate getting a contactor to flush the system through before reopening in September.
 - The fire risk assessment has been reviewed, although a walkthrough is required. This will be carried out with LH and RD in December.
 - The lockdown practise has not been carried out due to maintaining bubbles. The procedure requires pupils to go into the nearest classroom, and this cannot be achieved without breaking bubbles. This also requires a full school assembly to introduce.
- *Governors asked about what can be done about the lockdown training and how would children be kept safe.*
 - LH explained how it is hoped this can be carried out in September, if the bubbles are amended.
- Accident reporting is all uploaded to OSHENS and the H&S team at County review it daily. The logs need to be updated by school forwarding an update to them.

9.6.3 Curriculum - AJ/BW

- *Governors asked if the curriculum lead teachers are still monitoring their subjects.*
 - LH explained how they are. An audit has been conducted on the curriculum leads to determine what is left to do over the next academic year, and to see if deep dive training is available.
- *Governors asked if there are any national changes in curriculum anticipated soon.*
 - LH explained how none are expected. If there was to be a change of government then changes would be expected.

ACTION: TN to check BW training status.

9.6.4 Safeguarding & Inclusion - KT

- KT is to attend the school on 8th July for a SEND and safeguarding learning walk. A report will be circulated afterwards.
- CPOMS logs have been signed. These show an increase in anxiety.
- All governors were recommended to read the checklist for the safeguarding governor in the Governance Today magazine, written by Jonathan Galling.

- There is a new SEND service to be launched in Autumn 2022. This should improve the way families are supported. It will enable them to see what is available and how cases are dealt with in school.
 - Governors stated their contempt at the suggestion that schools are not delivering as they should. Any issues are due to lack of budget.

9.6.5 Community & Parental Links - EB

- The planning application (item 9.21) is the only issue to report.

9.6.6 Finance - TN

- Covered under item 9.8.

9.7 Clerk's Update

- The clerk's appraisal was carried out before this meeting. It generally went well. There is an issue with hours which is currently being addressed.
- Governors were reminded that there is a lot of training evidence and evaluation missing. MH will be contacting governors directly.
- The Development for Clerks course is ongoing. MH is behind on the school based project but will be able to catch up soon.
- From September, MH will start putting meeting documents in the back room of the website. Governors agreed that this will make them easier to access and it will save MH time.
- MB thanked MH for her work on the policies.

STRATEGIC PLANNING

9.8 Budget

- See budget documents.
- *Governors asked what the spend on the capital budget was used for.*
 - LH explained that it was for the doors and associated works.
 - *Governors asked what the rest of the capital was being used for.*
 - LH explained that it was going towards groundworks.
- *Governors asked if any of the £2000 overspend on TAs would be returned via relevant funding.*
 - LH explained how it has been offset from SEND funding.
- *Governors asked how there is an accrual under school residential when no residential have happened.*
 - LH explained how this is currently under investigation.
- *Governors asked about the cleaning costs.*
 - LH explained how they are still doing an order a month due to extra materials for COVID cleaning procedures.
- *Governors asked if the kitchen air-conditioning unit could have been taken out of the capital budget.*
 - LH explained how the capital budget has already been allocated to the groundworks.

9.9 EYFS Framework

- The EYFS staff have completed training for the change.
- Both Babcock and Twinkl have provided support for the changes.
- It is expected that County will provide an audit service that we can pay into.

9.10 Vision Statement

- There are no changes to the vision statement this year. The vision statement drives the SDP.
- The focus on this past year has been about COVID and catch-up.
- The vision statement has been upheld within school over the past year.
- Governors suggested that the statement could include 'being safe'.
- Children, staff and parents could be approached to say how we know the statement is having an impact.
- The 'learn, share, enjoy' stickers had to be paused due to COVID restrictions but it is hoped these can resume soon.

9.11 Governor Succession Planning

- A document was circulated to all governors.
- All governors were asked to consider chairing a sub-committee. TN currently chairs Resources, however this is deemed bad practice as he is FGB chair.
- Governors have noted issues with the committee meetings being too far apart.
- It was noted that someone will have to take on EBs role of assistant SEND governor if she becomes chair of governors. This will be eased with governor recruitment.

9.12 Meeting Dates/Annual Cycle of Business

- Documents circulated prior to meeting.
- *Governors asked if the preparation for the parent and pupils questionnaires should be moved to T&L1 (from T&L2).*
 - LH agreed.

ACTION: MH to move questionnaire preparation to T&L1.

STATUTORY REPORTING AND ACCOUNTABILITY

AH and CJ joined the meeting via ZOOM.

9.13 Maths and Literacy Lead Teacher Reports

- Literacy - CJ
 - CJ talked through the report circulated prior to meeting.
 - 6 months of schooling have been lost during closures.
 - Pupils were only expected to achieve one point of progress.
 - Many pupils made 5-6 points of progress in reading.
 - The test papers used were from 2018. These results do not get sent anywhere.
 - Pupil Premium pupils are less likely to have solid home support.
 - Chrissy Rycroft will be delivering her catch-up programme until at least Christmas, funding permitting.
 - There is a high proportion of SEND pupils in year 4, many of whom cannot achieve ARE.

- CJ has writing plans in place for September. There is a new focus on vocabulary.
- Governors noted there is a lot to celebrate and this report gave a clear comparison.
- *Governors asked CJ what worries him and what the next steps are.*
 - CJ explained how his worries include:
 - The high number of SEND pupils and the lack of support for the middling and just below middling pupils.
 - Pupil mental health. Although this is being worked on across the school.
 - Potential future lockdowns.
 - Potential slippage over the summer holidays.
- Governors thanked CJ for both his work and attendance.

CJ left the meeting.

- Maths - AH
 - AH talked through report circulated prior to meeting.
 - The impact of the teaching is being seen in the results.
 - There are still gaps that need plugging and some children struggle with maths anyway.
 - Parents were least confident about teaching maths at home during the closures.
 - *Governors asked AH if she felt confident that the intervention programmes for both the SEND and Pupil Premium pupils were effective.*
 - AH explained how they are making progress and one child has already made 2 points progress.
 - The lower year groups haven't got the embedded knowledge. Mastery builds upon a solid foundation of understanding.
 - Governors thanked AH for both her work and attendance.

AH left the meeting.

9.14 Headteacher's Report

- Report circulated prior to meeting.
- Since publishing the report, there is a staff member who is having an operation over the summer holidays. It is hoped they will be well enough to return to work as usual in September.
- *Governors asked who carried out the quality of teaching observations.*
 - LH explained how teachers have filmed lessons and sharing this with other teachers to analyse.
 - It is hoped that visits to other schools can be restarted with the lifting of COVID restrictions.
- *Governors asked about the current TA maternity cover vacancy.*
 - LH explained how despite extending the deadline, there was still only one applicant for the maternity TA cover.

- There were 17 pages of advertisements on the Devon Jobs website for TAs required in Devon. It is believed that too much is being asked of school staff.
- *Governors asked if we could review previous applicants.*
 - LH explained how this is a different role, there were very few applicants and it was back in February.
- *Governors asked what qualifications were needed for this post.*
 - LH explained how a good level of maths and literacy is essential. The other areas are desirable.
- *Governors asked if this could be set up as an apprenticeship.*
 - LH explained how she was not sure about this. It is hoped the situation will ease with the ending of the governments' furlough scheme.
- *Governors asked what will happen if the catch-up funding does not continue.*
 - LH explained how everyone will be in the same situation. Assuming there are no further school closures, most pupils are expected to catch-up.
- *Governors asked whether the school could provide recorded catch-up sessions/online material for use at home.*
 - LH explained how there is already a lot available online, including: Oak Academy provide good quality online lesson content; educational TV programmes (eg. Numberblocks); and BBC Bitezise.
 - It was agreed that parents will be provided with links to online material appropriate for their child, in order to aid catch-up over the summer.

9.15 Safeguarding

- Nothing further to report.

9.16 SEND

- Nothing further to report.

9.17 School Website

- Governors have reviewed the school website. It all appears compliant.
- It was stated how part of the RSHE policy requires there to be a statement on the website regarding a parents right to withdraw their child from the RSHE lessons.
- Governors discussed how the website is difficult to access via iPhone. It was stated that we are tied into a contract and changing over to a different contract would be a long and difficult process.
 - *Governors asked when this contract ends.*
 - LH explained how she does not know but will find out.

ACTION: 1. LH to ensure there is a statement on the school website regarding parents right to withdraw child.

2. LH to research when school website contract ends.

9.18 Schools Progress

- It has been a highly unusual year.
- The pupil progress results were better than expected.
- The Spring school closure was approached well by all staff. All staff have pitched in and done their bit.

- Teachers found it particularly challenging to teach virtually alongside children in the classroom, at the same time.
- *Governors asked AF (staff governor/teacher) how she has found this year.*
 - AF explained how the support has been good, but that teaching remotely was a strain. It has not all been bad.
- Governors passed their thanks on to all staff for their continued hard work during this period.

9.19 Training and Impact

- EB has completed Safeguarding Level 3.
 - There was a big focus on pupil mental health and wellbeing.
 - Governors were recommended to challenge staff and volunteers about how well they know the code of conduct.
 - It was recommended to ask 'probing questions'. For example, instead of asking 'do you feel safe?' ask 'who don't you feel safe talking to?'.
 - The idea of making better use of play times was suggested. For example, setting up games.
 - It was suggested we consider additional mental health support for our SENDCo. This does not have to be a trained counsellor, but someone with at least Level 3 Safeguarding.
 - The Brook Traffic Light tool could be shared with parents, in order to help support their own children. It was agreed that this was a good idea.
- KT attended the Governance Briefing.
 - Report circulated prior to meeting.
 - KT offered to attend all Governance Briefings on the FGBs behalf. Governors agreed.
- KT and MB are attending Ofsted training tomorrow.

ACTION: 1. LH to share the Brook Traffic Light tool with parents.

2. MH to book KT onto Safeguarding Level 3 refresher in the Autumn term.

9.20 Policies and Procedures

9.20.1 Attendance Policy

- This policy has been reviewed by staff.

9.20.2 Assessment Policy

- This policy has been reviewed by staff.
- The next review date needs changing to read "June 2022".

9.20.3 Asset Management Plan

- Carried forward.

9.20.4 Health and Safety Policy

- See item 9.6.2.
- Carried forward.

9.20.5 RSHE Policy

- This policy is still in development.
- Carried forward.

9.20.6 **Adoption Policy**

- This policy is new to our school.
- This comes from a County model.

9.20.1 **Attendance Policy**; 9.20.2 **Assessment Policy**; 9.20.6 **Adoption Policy**

- Proposed by MB. Seconded by EB. Agreed by ALL.

ACTION: LH to update review date on Assessment Policy.

COMMUNITIES AND COMMUNICATION

9.21 **Planning Application**

- The FGB objection did not mention the proximity of the proposed site to the SSSI due to it being irrelevant to the school.
- There are currently 100 objections and 27 objections showing on the planning portal. The governing boards response is not showing yet. A governor was informed that there is a 10 day processing time due to a high volume of responses.
- It is anticipated that this application will be rejected.
- There was no representative from the governing board present at the parish council meeting regarding this application. This was noticed by the Parish Council.
 - Governors noted how there was no formal invitation to this meeting received and previous attempts to create a link with the parish council were ignored.
- Governors agreed that it was not appropriate for governors to put a statement in the school newsletter regarding their response.
- Some governors have also put in personal objections to this application.

9.22 **Bow Times**

- LH to draft an update from the governors.
- The unconfirmed minutes are circulated to all staff.

9.23 **Website**

- Attendance Policy.

AOB1 **AJ Final Meeting**

- Governors thanked AJ for her hard work during her time with the governing board, both as chair and a governor.
- Governors presented AJ with a plant.

AOB2 **LH Resignation**

- LH has tendered her resignation, she is to leave Bow Community Primary School at the end of the Spring term.
- Governors all stated how LH will be missed.
- There will be a timescale for headteacher recruitment ready for September. We need to have appointed by the end of the autumn term.

- LH can be flexible if absolutely necessary.
- *Governors asked how staff reacted to the resignation.*
 - AF explained how staff were very emotional. LH will be missed.
- Governors expressed concerns regarding new inexperienced heads applying for this position to use as a 'stepping stone' to further their career. Ideally we would want an experienced head looking to build on LH's foundation.
- Governors will also need to discuss the idea of converting to a MAT. MH will move her school based project presentation to FGB1 to cover this.

7.19 **Date of the next FGB meeting** is Tuesday 21st September 2021.