

Signature of Chair:

Date:

BOW COMMUNITY PRIMARY SCHOOL - FGB - NO.2
Minutes 1 November 2022 - 6pm - Hares Classroom

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

Apologies: None

| | |
|------|--|
| 2.1 | Apologies, Business Interests, Conflicts of Interest |
| 2.2 | Minutes of previous meeting on 20.09.22 |
| 2.3 | Matters Arising from minutes of the meeting on 20.09.22 |
| 2.4 | Governor Appointments |
| 2.5 | Lead Governor Reports |
| 2.6 | Clerk's Update |
| 2.7 | SIP |
| 2.8 | Analyse School Performance (ASP) |
| 2.9 | Performance Data |
| 2.10 | Destinations |
| 2.11 | National Developments |
| 2.12 | Behaviour Principles |
| 2.13 | ICT |
| 2.14 | SEND |
| 2.15 | Looked After Children |
| 2.16 | Equality Objectives |
| 2.17 | Parent Communications |
| 2.18 | FOBS |
| 2.19 | Headteacher's Report |
| 2.20 | Lockdown Practice |
| 2.21 | Safeguarding |
| 2.22 | Ofsted Sexual Abuse Review |
| 2.23 | School Personnel Files |
| 2.24 | HT Performance Management |
| 2.25 | Swimming Pool Committee |
| 2.26 | Training |
| 2.27 | Safeguarding Scenario |
| 2.28 | Policies 1. Managing Unreasonable Behaviour Policy 2. Parent/Carer Code of Conduct 3. Practical Advice for Parents Carers Raising a Concern 4. Governor Visit Policy 5. Behaviour Principles 6. Child Protection & Safeguarding 7. Safeguarding Policy Appendix 3 8. Education of Children in Care 9. Equality Objectives 10. Behaviour Policy 11. Behaviour Policy Addendum 12. Intimate Care Policy 13. Outdoor Education Visits and Offsite Activities Policy 14. SEND Policy 15. Attendance Policy 16. Staff Wellbeing Policy 17. Recruitment and Selection Policy 18. Child on Child Abuse Policy (New) |
| 2.29 | Bow Bulletin |
| 2.30 | Website |
| 2.31 | Next meeting |

PROCEDURAL

2.1 No apologies received.

There are no changes to governor business interests.

There are no conflicts of interest.

2.2 Minutes and **Part 2 Minutes** from FGB1 20.09.22 were agreed as an accurate record and signed accordingly.

2.3 Matters Arising from the minutes of the meeting on 20.09.22.

- See 'Summary of Actions' Document.
- Item 7.4.5 - Complete. The Letting Agreement has been sent.
- Item 9.5 - Carried forward.
- Item 1.7 - Complete.
- Item 1.AOB.1 - Carried forward.
- Item 1.AOB.2.2 - We are already using the most recent version of the policy. The policy already states 'appropriate checks' are to be made on new recruits, which covers the online checks.

2.4 Governor Appointments

- MB's term of office runs out next week.
- MB to be reappointed for another term as a co-opted governor.
 - Proposed by TN. Seconded by KT. Agreed by ALL.

2.5 Lead Governor Reports

- MB carried out a PE learning walk during which she attended a PE deep dive meeting, with staff from Primary Sports. There were a couple of action points arising from this meeting that have been diarised but overall it is a positive outlook.

2.6 Clerks Update

- All governors have either attended, or are booked to attend level 2 safeguarding training.
- Governors agreed that the maternity policy (and associated policies) are to be made gender neutral
- MH confirmed that all amendments made to policies were saved prior to the agenda being published. Policies agreed tonight will need to be double-checked to ensure changes are carried forward. Going forward, this will be added to the policy equality checklist for governors.

**ACTION: 1. MH to make the Maternity Policy, and associated policies, gender neutral.
2. MH to ensure any policies agreed tonight include the discussed changes.**

CURRICULUM AND STANDARDS

2.7 SIP; 2.8 Analyse School Performance (ASP); 2.9 Performance Data

- There was a visit from the School Improvement Partner. This visit flagged writing as a priority.
- The SOAP does not provide much useful information, however it does flag the writing as an issue.
- The school is about to start the first round of standardised testing. Teachers have provided results predictions and they look promising.
- Year 2 has a high level of need and will need extra focus.
- Year 6 is not as strong as it was.
- There is a lot to celebrate within the available data.

- CW visited Coplestone Primary School to discuss their recent Ofsted visit. Ofsted did not observe much teaching, instead they focused on early years and phonics, alongside curriculum reviews.
- The school is moving in the right direction - weaknesses have been identified and action plans in progress.
- *Governors asked if the Key Stage 1 phonics result of Q4 is because of the level of need in year 2.*
 - CW explained how it is, but this is improving.
 - CW emphasised how 'data' and 'quality of teaching' are very separate areas. She believes the teaching to be strong, which is not reflected fairly in the results, particularly where there is a high level of need.
- *Governors asked when the first lot of testing will begin.*
 - CW explained how it is due to start on 21st November and will be carried out termly. These results will provide a baseline for the school to work from.
- *Governors asked if the data will be available for FGB3.*
 - CW explained how she will bring the results to FGB3 for governors to review.
- *Governors asked if the way the results are worked out mean that English and maths are only just within Q2 level.*
 - CW explained how this is the case. The school are aware and are continuing to push for an improvement. Foundation subjects are being worked on too.

2.10 Destinations

- The secondary destinations of last year's year 6s included 2 pupils who went to Chulmleigh, 2 pupils who went to special schools, and the remaining majority went to QE.
- The QE transition was not smooth, it is believed that this was due to the relevant staff member leaving during the process.
- Chulmleigh offered some transition days but it is out of catchment.
- The current year 6s are applying for secondary places now. Opening events have happened during September.

2.11 National Developments; 2.12 Behaviour Principles

- Behaviour post-COVID is a national issue, and changes are being noted within the school. It is not known if this stems from COVID or from children not being so resilient as they were pre-COVID. This is regularly addressed during staff meetings.
- Official behaviour guidance is largely secondary age focused.
- The behaviour principles need reviewing by CW. The current version was created by someone from the LA, who has a wealth of experience in this area.
- *Governors asked what is being done to address the lack of resilience among pupils.*
 - CW explained how it is being addressed through the schools 'resilience' dragon character - through lessons and school assemblies.
 - CW and the SENDCo have been exploring the behaviours and have noted how they are emerging at different ages, when compared to previous years.
 - A book about behaviour is being studied by staff during staff meetings. It emphasises the need to understand individual children and finding individual techniques to support them.

2.13 ICT

- The school has started using Google Desktop. All files will be stored on Google meaning that the server is no longer needed. This will save the school money.
- Governors will have their own area for storing their files, replacing the website backroom.
- *Governors asked if personal data will be secure.*
 - CW explained how personal data will be locked and encrypted. Google is a secure platform.
- *Governors asked if there will be training for governors to access the relevant governance documents.*
 - CW explained how this will not be needed as it is self-explanatory. CW will be able to run through how to use this with anyone who is not sure.
- There will be a fee associated with the setting up on this service. SCOMIS will be providing this asap. This quote will need governor approval.

ACTION: CW to share quote from SCOMIS.

INCLUSION AND EQUALITY

2.14 SEND

- The SENDCo report has been incorporated into the headteacher's report.
- KT is visiting the SENDCo next week and will circulate a report for FGB3.
- KT has some notes that need circulating regarding some safeguarding webinars she attended. These cover socio-economic deprivation and pupil premium. They also go into what governors should be doing in order to monitor this.
- *Governors asked if the school is addressing the pupils who are near the threshold of pupil premium but do not qualify.*
 - CW explained how the school are aware of a number of pupils that fall into this category, which are both addressed and their mental health supported.
 - The school pay for all children to receive music lessons and extra-curricular sports clubs.

ACTION: 1. MH to circulate KT's notes from the webinars.

2. MH to add these notes to FGB3 agenda.

2.15 Looked After Children

- There are currently no looked after children in the school.

2.16 Equality Objectives

- EB, JH and KT are going to meet to discuss this further.

ACTION: EB to arrange meeting to discuss equality objectives.

COMMUNITY AND PARENT LINKS

2.17 Parent Communications

- The new Facebook page has received very positive feedback.
- The new website is about to go live. MH will be given a log in to be able to update the governor areas.

- There will be no class pages on the new website. This is a drain on teachers' time and the Facebook page is used to show what is happening within school day to day.
- *Governors asked how often the school Facebook page is monitored.*
 - CW explained how the Facebook page has been checked and it would be difficult to abuse. The settings mean that all posts require approval from CW.
- *Governors confirmed that all photos that appear on Facebook have the relevant permissions.*
 - CW explained how they do.
- Governors discussed how long it is appropriate to leave photos up on Facebook. It was decided that items will be deleted after 4 years.
- A Facebook checklist will be created.

ACTION: MH to add Facebook checks to annual cycle, to check settings and remove items older than 4 years.

2.18 FOBS

- The FOBS autumn disco was a successful event that raised £325. Teachers attended and will continue to do so in the future.
- *Governors asked if FOBS are planning any quieter events for more sensitive children.*
 - CW explained how this is up to FOBS. However there have been discussions about possibly splitting the discos so that there could be a calmer key stage 1 disco first, followed by a louder key stage 2 version.
- Vicky Brimacombe is the new chair of FOBS. VB is happy to work with JH to apply for possible grants/funding.
- FOBS have bought books for the library.

STATUTORY REPORTING AND ACCOUNTABILITY

2.19 Headteacher's Report

- Governors praised CW for a clear and comprehensive report.
- Attendance is a huge area that Ofsted will inspect to the same level as safeguarding.
- Wayne Westacott from the LA has produced a comprehensive attendance breakdown.
- CW is refusing all absence requests, in line with LA advice. It is anticipated that there may be complaints from this. Some families have also received fines.
- The school has created a new role of 'attendance officer'. This role involves sending out all attendance related communications and monitoring pupil attendance. Any family who has been contacted about poor attendance is monitored.
- *Governors queried if the policy was too harsh by recording the whole morning as absent if the pupil arrives shortly after the registration period.*
 - CW explained how the policy is in line with LA recommendations and this is a standard element. Registration lasts for 10 minutes. Arrival after this time means you are late.
 - Governors need to ensure CW is following this procedure.
- Governors discussed creating a governor portfolio for attendance. It was agreed how this would pair well with safeguarding, however it would be too much work for one governor. EB and KT agreed to work together on this.

ACTION: EB and KT to create a new attendance portfolio.

2.20 Lockdown Practice

- Carried forward.

ACTION: MH to add Lockdown Practice to FGB3 agenda.

2.21 Safeguarding

- It is important that all governors are aware of the contents of the Child Protection and Safeguarding Policy. All governors are to sign annually to say that they have read this.
- KT checked the SCR during her recent visit.
- There is now a safeguarding booklet for all visitors available at reception.
- Everyone that comes into the building is registered at reception and given an appropriate coloured lanyard.
- *Governors asked if pupils understand what the different coloured lanyards mean.*
 - CW explained how pupils know that visitors with a red lanyard are not to be approached if they are unattended.
 - It was noted how this would be worth checking.

2.22 Ofsted Sexual Abuse Review

- The school need to actively assume that this is happening within the school community.
- This has been discussed with all staff and will be revisited regularly.
- Consent has been discussed a lot with all pupils.

2.23 School Personnel Files

- All staff personnel files need reviewing. There are many without a job description. Without a job description it is difficult to hold staff to account during appraisals.
- All the material for the personnel files is held by the school, but it's not all in the personnel file (eg. some is held on the Single Central Record (SCR)).
- HR have been contacted for advice about creating support staff role descriptions. Teachers job descriptions are covered by 'Teachers Standards'.
- *Governors asked how staff have reacted to their new job descriptions.*
 - CW explained how there are only 2 staff members who have had changes to their role and both of these are happy.
 - New staff will automatically receive role descriptions.
 - All the roles are covered by the staff already, the role descriptors allow clarity.
- *Governors asked if the personnel files will be reviewed periodically.*
 - CW explained how they will be, but there needs to be a system put in place.
- *Governors asked who owns the personnel files.*
 - CW explained how the school owns the files. They are kept in a locked drawer in the office. Staff are able to access their own personnel files.

2.24 HT Performance Management

- EB and MB will book a date before FGB3 to carry out the headteacher performance review.

- It was agreed that LA representation is not necessary for this meeting, however governors reminded CW that she is entitled to this extra support.

ACTION: EB to arrange a date for the headteacher appraisal.

2.25 Swimming Pool Committee (SPC)

- The SPC met on 05.10.22 to review the year. It was deemed a success.
- £4,000 has been donated to the SPC from the Parish Council; and £3,960 has been donated by Den Brook Windfarm - this money will go towards the maintenance and repairs of the swimming pool.
- More lifeguards are needed for next year.
- The SPC are hoping to have a fundraising stall at the FOBS Christmas Fair.
- It was noted how having a swimming pool is a selling point for the school.
- *Governors asked if the new temporary teacher, due to start in the spring term, will need the swimming training.*
 - CW explained how they will if they are going to teach swimming. It might be easier to swap them with another teacher for swimming lessons. This will be considered further.

2.26 Training

- MB has attended various wellbeing training sessions, which have been useful in terms of 'hearts and minds'. However, they have been lacking in practical advice.
- MB has attended 'unconscious bias' training. Key points from this session include: being careful about having similar opinions on similar people; and information about drug and human trafficking. There is nothing to action from this training.
- KT attended safeguarding training. Key points from this training include: a general reminder that safeguarding is *everyones* responsibility; governors need to ensure staff are doing it properly; a safeguarding checklist was provided (this will need personalising to the school); and contextualised safeguarding was covered.
- MH reminded all governors to inform her of any training carried out so it can be added to the training log.

ACTION: KT to edit the model safeguarding checklist.

2.27 Safeguarding Scenario

- CW ran through the guidance regarding the checks needed when shortlisting of candidates.
- CW has recently learnt how to carry out a DBS check with someone who lives abroad.
- A checklist needs creating for recruitment checks.
- Governors agreed that a robust policy needs creating before a checklist can be created.

2.28 Policies

2.28.1 Managing Unreasonable Behaviour Policy; 2.28.5 Behaviour Principles; 2.28.9 Equality Objectives; 2.28.10 Behaviour Policy; 2.28.11 Behaviour Policy Addendum; 2.28.14 SEND Policy; 2.28.16 Staff Wellbeing Policy; 2.28.17 Recruitment and Selection Policy

- Above policies carried forward.

2.28.2 Parent/Carer Code of Conduct; 2.28.3 Practical Advice for Parents Carers Raising a Concern; 2.28.4 Governor Visit Policy; 2.28.12 Intimate Care Policy; 2.28.13 Outdoor Education Visits and Offsite Activities Policy; 2.28.15 Attendance Policy; 2.28.18 Child on Child Abuse Policy (New)

- See 'Summary of Policies' document.
- Above policies to be agreed.

2.28.6 Child Protection & Safeguarding

- Policy ready to be agreed. Minor changes, including changing 'peer on peer' to 'child on child'.

2.28.8 Education of Children in Care

- There are no changes to this policy.
- Policy ready to be agreed.

All above policies marked a 'ready to be agreed' to be agreed.

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

2.28.7 Safeguarding Policy Appendix 3

- This appendix is out of date and the contents are partially covered within the new policy.
- Appendix 7 within the policy is blank.
- Recommended that these appendices are no longer required and can be removed from the cycle.

Governors agreed to remove these appendices from the policy cycle.

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

ACTIONS: 1. MH to add carried forward policies to FGB3 agenda.

2. MH to remove Safeguarding Policy Appendix 3 and Appendix 7 within the policy.

COMMUNITIES AND COMMUNICATION

2.29 Bow Bulletin

- A thanks to FOBS for their purchases for the school and their continued hard work.
- 'Snapshots' of information promoting good attendance.
- A new governor introduction piece welcoming BL.

ACTION: MH to send picture of BL to CW.

2.30 Website

- Policies and minutes.

ACTION: MH to ensure all documents from the 'backroom' are backed up before the new website launch.

2.AOB.1 Bow Bears Letting Agreement

- Bow Bears have sent a letter to governors regarding the breakfast and after-school clubs. The number of children attending these clubs are lower than anticipated and it

means that Bow Bears are losing money. In order for the arrangement to continue, Bow Bears have requested that the school temporarily reduce the rent, allowing them to further establish the clubs. In exchange, Bow Bears have offered to open a couple of places to vulnerable children.

- CW explained how having Bow Bears at the school has had a positive impact and it is in everyone's best interests for the club to be successful.
- Governors noted how the clubs could be promoted in more places.
- Funding is difficult to source due to it being for a preschool, rather than the school.
- Governors discussed the idea of it being promoted as a club rather than childcare.
- Numbers are expected to rise as the clubs become more established.
- The current rent is £6 per hour. Bow Bears have not paid any rent yet. The school have to charge rent otherwise the letting agreement will be void, however this can be a 'peppercorn' amount.
- Governors agreed to reduce to rent to £1 per week, to be reviewed in 6 months.

2.AOB.2 Tesco Grant

- The school came second in the Tesco Community Grant draw. This means the school will receive a £1,000 grant.

2.31 Date of the next FGB meeting is Tuesday 6th December 2022.