

Signature of Chair:

Date:

BOW COMMUNITY PRIMARY SCHOOL - FGB - NO.5
Minutes 05 March 2024 - 6pm - School

Present: Erin Blake (Chair); Richard Drake; Alice Humberstone; Lucie Hiscock; Lindsay Lucas; Beth Lecoq; Clare Wilmott (Head); Mel Bishop; Natalie Chandler (Clerk)

Apologies: Julia Hill; Kathryn Tayler

5.1	Apologies, Business Interests, Conflicts of Interest
5.2	Minutes of previous meeting on 30.01.24
5.3	Matters Arising from minutes of the meeting on 30.01.24
5.4	Lead Governor Reports
5.5	Clerk's Update
5.6	Budget
5.7	SVFS
5.8	Budget And SFVS
5.9	Bought-in Services
5.10	Pupil and Sports Premium
5.11	FOBS Fundraising
5.12	Staff Wellbeing
5.13	Staff Training Updates
5.14	Health & Safety Issues and Asset Management Plan
5.15	Fire Logs
5.16	Headteacher's Report
5.17	Safeguarding And Safeguarding Scenario
5.18	Admissions Arrangements
5.19	Audits
5.20	Swimming Pool Committee
5.21	Equality
5.22	Training
5.23	Policies <ul style="list-style-type: none">• Accessibility Plan • Adoption Policy• Capability Policy & Procedure• Disclosure & Barring Service Policy• Recruitment & Selection• Pandemic Policy • Finance Policy• Records of Individuals with Authority• Governor Expensed • 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• Lettings Policy
5.24	Bow Bulletin
5.25	Website
5.26	Next Meeting 16.04.24

PROCEDURAL5

5.1 Apologies received from JH and KT agreed and sanctioned.

There are no changes to governor business interests.

There are no conflicts of interest.

5.2 Minutes and **Part 2 Minutes** from FGB4 30.01.24 were agreed as an accurate record and signed accordingly.

5.3 Matters Arising from the minutes of the meeting on 30.01.24.

- See 'Summary of Actions' Document.

7.16	Solar Panels. RD had one quote. looking into Grants	On Going
4.5	CW has added a sentence to policy. AH to meet with Bow Bears and discuss	Closed
4.7	Closed	
4.8	CW and EB have uploaded to google drive. Major changes made.	Closed
4.9	Closed	
4.10.1		
4.11	Checked and in process	
4.15	No more quotes, but evidence of reaching out	Closed
4.16	Date set	
4.18	CLOSED	
4.20	CLOSED	

ACTIONS:

5.4 Lead Governor Reports

No visits.

5.5 Clerks Update

- ❖ Q Cards have been uploaded onto the shared Google Drive to help all Governors.

ACTION:

FINANCE

5.6 Budget; 5.7 SFVS; 5.8 Budget and SFVS Approval;

- ❖ These items will be discussed under part 2.

5.9 Bought-in Services

- ❖ Moved to FGB6

5.10 Pupil and Sports Premium

Sports Premium

- ❖ PE funding is used for Primary Sports
- ❖ Lee is helping out more in Reception for movement
- ❖ CW has a meeting Mark from Primary sports
- ❖ Brendan Worth Sports is going well
- ❖ The recent sport activities have raised the profile of Bow Governors- *Where does the funding come from?*

CW- It is Government funded. Has to be used on sports. Based on the number of pupils on roll, it cannot be used for equipment or swimming. Gemma Salmon is our sports lead.
Governors- Really great as Sport is good for mental health.

ACTION: None

5.11 FOBS Fundraising

- ❖ Disco was a great success
- ❖ Mothers Day Stall
- ❖ Purchased - *Speech posted notes*
Language resource
Football Master class

PERSONNEL

5.12 Staff Wellbeing

- ❖ Workload has be raised
- ❖ Push on SEN

AG hs sent out SEN to all teachers.

Governors- Will this extra workload be ongoing or is it only because SEN has been put in place?

CW - Once it is all up and running it reduces workload. There is currently a lot of pressure in KS1

HTLA is leading, but teachers are planning, HTLA can do planning also when needed. CW feels very confident in KS1, but will talk to the Teachers.

Governors - Would HTLA's be ok todo some of the planning to take some pressure off?

CW- Yes it is within our right to ask for them to do planning. CW has checked in on her and she is happy. KS1 is hard and we do need to look at ways to make it easier on everyone. AH has approached CW as she is struggling to fit all work in.

AH- Going back to mixed ages would be a mistake.

- ❖ Reception - AH
- ❖ Year 2 - JD
- ❖ Sharing year 1

Both currently being a Teacher and a half. When someone is away or unwell it becomes a struggle and makes it very difficult as it is all set up to a tee.

It makes no sense to have Year 1 in EYFS as the curriculum is completely different.

Currently we have one student who needs a lot of support and care which can put a strain on the KS1 team.

CW- The changes and team are doing an amazing job. But we do need to look at it again. We have had a student teacher in KS1 who needs a lot of support.

- ❖ Ongoing well being checks
- ❖ Need to keep an eye on it

Governors- Could we HTLA to help with planning?

CW- The teachers would need to check and agree on it, it could make more work, we will look into it.

- ❖ Summary of tomorrow's meeting to be shared with Governors

How is KS2?

CW- It has been a difficult term with assessments and reports

Governors- Is CJ still without support?

CW - No, he now has a TA 0.6.

Teachers are feeling there are too many reports a year.

CW - There is one written one and two progress reports.

Which is the bare minimum and in line with other schools.

Governors- Parents do value the reports.

CW - Cannot see how we could any less.

Governors- Could we look into when the reports come out? Would that help reduce the stress? Maybe have a talk with the staff to find out when they'd prefer to do them.

Governors- Do we have a time limit on when the teachers should leave the school?

CW - I have spoken to staff on this subject, some do like to get all their work done at school and not take it home, however 6.30 is too late to stay.

5.13 Staff Training Updates

- ❖ All core subject leaders have had briefings
- ❖ Well being to be held 06.03.24

PREMISES

5.14 Health & Safety Issues and Asset Management Plan

- ❖ Glazing Survey to be completed on Thursday 07.03.24
- ❖ No major concerns - Boiler did go off but has been fixed, however was Reset to 2020. All sorted now.

Hiring of the Hall - CW read out letter from SV on the situation with Invoice with Bow Bears and DCC.

- ❖ Governors agreed to hold the amount in credit for Bow Bears until used.
- ❖ Increased BB for holidays not wrap around care. Look into the current price, however keep in mind what an asset it is to the school.

5.15 Fire Logs

- ❖ The fire logs to be checked on 12.03.24 along with a drill. There is nothing to raise.

STATUTORY REPORTING AND ACCOUNTABILITY

5.16 Headteacher's Report

- ❖ Water check has been done. The urinals no longer constantly flush.

Governors- How would it look if we released teachers to complete their SEN work. What would the impact be?

CW- Really hard to measure. Some classes have more than others. They do have their PPA time, Ali does make herself available when she is in. Need to reduce the families with TAF.

Governors- How often do we compare trends?

CW- SEMH is huge

Currently working with AG on reviewing the Behaviour Procedure and Policy.

- ❖ Help children help themselves
- ❖ Not ready to share yet
- ❖ Ready. Respectful. Safe.

Governors- Do we need to intertwine into the schools Vision?

CW- Trying to condense the vision and values.

Governors - Will you have parent communication once ready?

CW- Yes once shared with staff we will set a date to share with parents.

Governors- What are the site maps?

CW- Just an updated map of the school.

Meeting Moved into Part 2 .

5.17 Safeguarding

- ❖ There is no update.

ACTION: Clerk to add to FGB6 agenda.

5.18 Admissions Arrangements

- ❖ Destinations for Year 6's confirmed.
- ❖ Not all got their first choice of Chumleigh mainly due to not being in catchment area

Governors -Could this affect our numbers? will families choose primary schools closer to Chumleigh to ensure a place?

CW - Possibility, but unlikely.

ACTION: None

5.19 Audits

- ❖ Agreed by all and to be sent back.

ACTION: Finance Audit to be moved to FGB6.

5.20 Swimming Pool Committee

- ❖ Rob Bishop has stepped down as chair
- ❖ Breifini Perkins has stepped down as treasurer
- ❖ AGM will be held on 13.03.24
- ❖ No Governor has been attending meetings since Tony Neale stepped down.
- ❖ Swimming Pool is a Sub committee of the Governors, Governors are responsible for the committee and will need a governor to take the role on.
- ❖ EB will speak to JH - To create Terms of reference and an Annual Cycle for meetings.
- ❖ RB has been amazing and achieved so much
- ❖ We can open for school lessons and after school swim twice a week.

Governors- Have we ever considered getting in another company to run the pool? Like Primary Sports or BW?

CW- Yes, we did look into this last year, we can approach these two sports clubs. Landscore has inquired about using the pool this summer, we definitely have options to look into. Definitely do not want to lose the pool, a huge asset.

ACTION: EB TO SPEAK TO JH ABOUT THE POOL.

5.21 Equality

- ❖ Carried forward.

ACTION: Clerk to add to FGB6 agenda.

5.22 Training

- ❖ LH Attended Safeguarding for Governors. Good to see Bow doing everything that is expected.
- ❖ CW has completed Asbestos Training.
- ❖ CW NC and EB to attend Head, Chairs and Clerks training on 13th March.

ACTION: Clerk to add to FGB6 agenda.

5.23 Policies

<p>Policy 1. Accessibility Plan</p>	<p>1. Move to FGB6</p>
<p>2. Adoption Policy 3. Capability Policy & Procedure 4. Disclosure & Barring Service Policy 5. Recruitment & Selection 6. Pandemic Policy</p>	<p>2. No changes - 3. No changes 4.No Changes 5.No Changes 6.No longer needed. NC to remove from list</p>
<p>7. Finance Policy 8. Records of Individuals with Authority 9. Governor Expenses</p>	<p>7. 8.On Finance policy. no longer needed 9.Governor Name changes</p>
<p>10. 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</p>	<p>10. Moved to FGB6</p>

- Above policies: Proposed by EB. Seconded by MB. Agreed by ALL.

ACTION: Clerk to add carried forward policies to FGB6 agenda.

COMMUNITIES AND COMMUNICATION

5.24 Bow Bulletin

- ❖ Thank you to FOBS
- ❖ Thank you to Rob Bishop
- ❖ Advertise Swimming Pool AGM
- ❖ Welcome to new Governors

5.25 Website

- ❖ Governors Blurbs
- ❖ Minutes
- ❖ Policies

5.26 Date of the next FGB meeting is Tuesday 16.04.2024