

Signature of Chair:

Date:

BOW COMMUNITY PRIMARY SCHOOL - FGB - NO.4
Minutes 25 January 2022 - 6pm - Badgers Classroom

Present: Melanie Bishop; Richard Drake; Anna Fay; Julia Hill; Lesley Hodgson (Head); Tony Neal (Chair); Kathryn Tayler; Bella Westlake; Megan Heath (Clerk)

In Attendance: Amy Harvey (Maths Lead Teacher - Present for Items 1,2,3,4,5,6,12); Clare Wilmott (Incoming Headteacher - Present for all)

In Attendance Virtually: Christopher Johnston (Literacy Lead Teacher - Present for Item 12)

Apologies: Erin Blake (Vice Chair)

4.1	Apologies and Business Interests
4.2	Minutes of FGB3 07.12.21
4.3	Matters Arising
4.4	TOR
4.5	Lead Governor Reports 1. Personnel 2. Premises 3. Curriculum 4. Safeguarding & Inclusion 5. Community & Parental links 6. Finance
4.6	Clerk's Update
4.7	SDP
4.8	Staff Questionnaire
4.9	2022-2023 Cycle of Business
4.10	Skills Audit
4.11	Headteacher Recruitment
4.12	Pupil Assessments
4.13	Risk Register
4.14	Training
4.15	Safeguarding Scenario
4.16	Policies 1. Asset Management Plan 2. Pandemic Policy 3. Supporting Pupils at School with Medical Conditions Policy 4. Finance Policy 5. Records of Individuals with Authority 6. Information Security Policies
4.17	Bow Times
4.18	Website
4.AOB	New Governor
4.19	Next Meeting

PROCEDURAL

4.1 **Apologies** received from EB. Agreed and sanctioned. There are no changes to governor business interests. There are no conflicts of interest.

The visitors were welcomed and everyone introduced themselves.

4.2 **Minutes** from FGB3 07.12.21 were agreed as an accurate record.

4.3 **Matters Arising** from the minutes of the meeting on 07.12.21

- See 'Summary of Actions' Document.

- Item 1.9.2 - The volunteer handbook has been updated to include COVID safety measures. It is hoped volunteers could be welcomed into school after Easter.
 - *Governors asked if volunteer DBS checks need to be redone.*
 - LH explained how they do not and she has a confirmation email as evidence.
 - *Governors asked if the DBS checks should be redone anyway.*
 - LH explained how she believes they should be due to the fact that they only prove no misconduct has taken place up to the date on the certificate and lockdown has proved significantly difficult for many people on many fronts
 - All governors agreed to the school getting all volunteer DBS checks updated.
- Item 3.3 - TN created a policy equality assessment checklist. This is to be used for all school-written policies.

ACTION: MH and TN to prepare list of which policies will need checking against the equality checklist in next year's cycle.

4.4 Terms of Reference (TOR)

- JH has been added to the FGB, RES and Second Committee TORS.
- BW has been added to the First Committee TOR.
- TN proposed that a 'nominated stand-in' is added to both the first and second committee TORS to cover us for absence.
 - All governors agreed.
- ALL governors agreed the updated TORs, following agreed amendment.

ACTION: MH to update the First and Second Committee TORs.

4.5 Lead Governor Reports

4.5.1 Personnel - MB

- MB observed a staff meeting and talked to staff.
- The disruption caused by a staff member being on long-term sick leave has settled.
- There are no concerns.

4.5.2 Premises - RD

- The site security points raised from the risk assessment review were addressed by LH.
- The fire walk was carried out by LH and SV. RD did not attend.
- *Governors asked if the Lockdown practice has happened yet.*
 - LH explained how they are hoping to carry this out in March. It cannot happen now as there is currently a lot of COVID in the school.

ACTION: LH and RD to feedback on Lockdown practice to the FGB.

4.5.3 Curriculum - BW

- BW carried out a learning walk on 02.12.22, focusing on literacy.
- This was a positive experience where she spoke to both staff and pupils.
- There was good engagement from both pupils and staff during lesson observations.
- BW was able to observe good progression of the subject throughout the school.
- Phonics is taught daily.

- Pupils particularly like group stories and spelling work on the laptops.
- There are no concerns or issues to raise.

4.5.4 Safeguarding & Inclusion - KT

- KT visited the school on 20.01.22, to meet with the SENDCo.
- During this visit KT established that the school regularly check on children who are remote learning. All communication is logged and video calls are sometimes recorded.
- The process of inducting new staff was discussed. SV stated how the formal side was complete, but she did not know about the other items on the checklist. KT will follow this up.
- The SENDCo raised concerns over the reinstatement of pastoral care that stopped due to COVID. This is missed.
- All CPOMS entries are clearly marked as to whether further action is needed.
- There are no children missing in education.
- There are safeguarding posters around the school in accessible places for the pupils.

ACTION: 1. KT to share checklist with MB.

2. KT to follow up non-formal items from the checklist.

3. MH to circulate KT safeguarding notes.

4.5.5 Community & Parental Links - LH (EB absent)

- FOBS have been carrying out a lot of fundraising.
- The outdoor Christmas event was very well attended and raised over £1000.
- The Valentines Disco has been postponed until Easter due to current COVID numbers.
- Parent workshops had been arranged as an action point from the parent questionnaires. These have had to be postponed due to current COVID numbers.
- *Governors asked if these workshops could be recorded and sent to parents now.*
 - LH explained how this cannot be done currently due to a high number of staff absence meaning that the relevant teachers cannot leave their classes as there is also an acute shortage of supply teachers to provide cover.
 - The workshops will be recorded after half term and posted on the website as well.
- *Governor asked how many parents had booked into the first workshop.*
 - LH explained that there were approximately 12 parents booked to attend.

4.5.6 Finance - TN

- The Sports Premium report will be due at the end of this term.
- TN and LH have met to discuss the 'Children in Care' spend. It was agreed that the spend was appropriate.
- The Pupil Premium report is on the school website.
- The Capital budget remains unchanged.
- The Revenue budget has improved.
- The government have announced increased funding streams, these have not come through yet.
- The carry forward is £109,516.

- There is a £28,000 in year surplus.
- TN has queried all variances within the budget and is awaiting a response.
- Water and electricity rates have increased greatly.
- LH and TN have a meeting on 03.03.22 to set next year's staff structure and budget.
- Overall the finances are positive.

4.6 Clerk's Update

- MH has passed her NGA Development for Clerks course. She is now an 'ICSA Accredited Level 3 Certificate in Clerking of School and Academy Governing Boards'
- There is new training available through Babcock.
- There is new statutory guidance about School Uniform. LH explained how uniform is sold in the school, both new and second hand, and it is available to buy from Thomas Moore, in Exeter. Unbranded uniform is accepted.
- The SFVS is due by 31.03.22. This is all in hand.
- The RA100 risk assessment has been completed.
- MH shared the triangulation tool with governors. MH believes that governors are strong in gathering both 'First Hand' and 'School' based evidence, but feels there is room for improvement with 'External'.
 - LH explained how a 'School Improvement Partner' (SIP) can be purchased through the LA, however this can be costly. It could be arranged to jointly purchase one with another local small school. SWIFT, formerly DTSA, also provide a similar service, for a cost.
 - It was agreed that it would be helpful to compare the triangulation suggestions with the annual cycle to see where we fall short.

ACTION: 1. TN to ask MButler to look into retendering the school uniform supplier.

2. MH and TN to review the annual cycle against the triangulation tool.

STRATEGIC PLANNING

4.7 SDP

- The school is doing its best to achieve the maths and English targets.
- There is currently many staff off work with COVID.
- The deep-dives are ongoing. Staff are reviewing their subject areas progression through the school.
- Implementing of the interventions is proving challenging. COVID is constantly interrupting through staff shortages.
- *Governors asked if the school is clear on what will not be achieved.*
 - LH explained how the planned resurfacing of the MUGA is on hold. The only quote received was £55,000, which is massively over-budget. No other requests for quotes were responded to. LH stated how there will need to be some serious fund-raising/grant searching to achieve this.
 - The results catch-up is hard to predict. It has been another abnormal school year. Reading comprehension is improving - last year we were above national average, whereas this year it is hoped we will be meeting national average.
- It currently takes noticeably longer to discuss concerns around individual pupils during staff meetings.
- ARE is being recalibrated nationally, which will be helpful to our results.

- It is expected that SAT testing will return this year.
- Teaching is good throughout the school.
- SEND support is not where it should be, however attempts to recruit further staff have been unsuccessful. There are some pupils that need further support.
- Equality awareness has been discussed during assemblies.
- The RSHE parent consultation was carried out.
- Growth Mindset has not been looked into yet.

ACTION: LH to highlight actions discussed and to circulate to all governors.

4.8 Staff Questionnaire

- A summary report was circulated prior to the meeting.
- The results of the questionnaire were encouraging.
- The actions flagged are of an operational nature and MB will discuss these with LH to cover them off.
- There are no further actions to take.

4.9 2022-2023 Cycle of Business

- A new Annual Cycle of Business has been drafted, in which the RES and T&L Committees are disbanded.
- It is hoped this will make meetings more effective and reduce the high level of repetition. It should lead to more focused decisions.
- It was noted how the agendas will be fuller. Governors would need to read all reports prior to the meetings and use the agenda time to ask questions.
- Meeting times will not be extended. This will be carefully monitored.
- The draft needs policies checking.
- The TORs will need amending to combine the committee meetings with the FGB.
- ALL governors agreed to the proposed changes.

ACTION: MH to check the policy schedule against the draft annual cycle.

4.10 Skills Audit

- MH explained why we do an annual skills audit.
- MH will circulate the questionnaires to all governors over the next week and feedback at FGB5.
- It was clarified that this is not the same as an External Review of Governance (ERG). It was explained how there are alternative methods of ERG, including inviting another schools governing board to carry out a review in exchange for the same in return. The finance audit also acts as a form of ERG.

ACTION: MH to circulate Skills Audit Questionnaires.

4.11 Headteacher Recruitment

- The new headteacher, CW, has been recruited and is in attendance. This is part of the ongoing handover process.
- Governors noted to LA Advisor report and associated cost.

STATUTORY REPORTING AND ACCOUNTABILITY

4.12 Pupil Assessments

AH - Maths

- A report from AH was circulate prior to the meeting. AH ran through her report for governors.
- The bottom 20% of non-SEND pupils in each class is being targeted. There is a plan in place.
- Lack of confidence with maths, both in pupils and parents, can be an issue.
- There continues to be a push on TT Rockstars.
- *Governors asked if the capacity is there to be able to achieve the 'even better ifs'.*
 - AH explained how TAs are running regular interventions; the lowest achieving children have been identified; teachers are being regularly trained and monitored; everyone is doing their best.
 - Daily Mini-maths has been having a positive impact.
 - It is hard to say whether this will be enough, the school are confident they are doing all they can.
 - Current staffing issues are not helping the situation.
- *Governors asked about the lower year 3 results.*
 - AH explained how year 3 is a challenging year group in general. This is largely due to the transition from KS1 to KS2. The pace of work picks up and they need time to adapt.
 - This particular year 3 have not had a full year in school for 2 years.
 - AH assured governors that year 3 always look behind at this stage in the year.
- *Governors questioned year 5's results.*
 - AH explained how the current year 5 has a high percentage of SEND pupils. Many of the SEND pupils will not hit ARE.
 - Some of the pupils are only 1 point off ARE.
- Governors thanked AH for her attendance.

CJ - Literacy

- A report from CJ was circulated prior to the meeting. CJ ran through his report for governors.
- Accelerated Reader is still encouraging pupils reading.
- Current frustrations include pupils' lack of consistent time in school (due to illness) and lack of staff (both due to illness and recruitment issues).
- *Governors asked how much can be realistically achieved.*
 - CJ explained how it is hard to predict. If school stays open with good attendance from both staff and pupils, the progress should increase.
 - It is hoped that the actions plans in place for the lowest 20% of non-SEND pupils in each class can be achieved.
 - Targets should be achieved but there are many variables.
- CJ stated how governors are welcome to contact him with any future questions.
- Governors thanked CJ for his attendance.

4.13 Risk Register

- It was proposed that the risk of harm to pupils was rated too highly. It was proposed to reduce it to 'Medium'.

- It was proposed that risks 3 and 4 are equal.
- ALL governors agreed to the above 2 amendments.
- It was noted how the risks linked with finances will change if the extra money from the government comes through.

4.14 Training

- JH attended the Induction for New Governors course. This was a good course but not particularly helpful.
- JH was recommended school finance training; safeguarding training; and safer recruitment training.
- Governors suggested EB might find this Parent Link course helpful.
- KT, TN and MB attended the Governance Briefing. Reports from MB and KT were circulated prior to the meeting.
 - It was noted how the computing curriculum was a matter arising from this. This is in hand and will be discussed further at T&L2.
- MB is booked on the Staff Wellbeing Course.
- KT completed the Child Protection and Safeguarding Level 3 Refresher.
- MH completed the Development for Clerks Course.

ACTION: KT to inform EB about the Parent Link training course.

4.15 Safeguarding Scenario

- LH shared the Babcock 'One Minute Guide' about 'Prevent'.
- Prevent continues to be covered in RSHE and assemblies.
- Staff look for push and pull factors and pass on observations to the secondary schools to continue monitoring; pupils are a standing agenda item at staff meetings.
- Concerns are reported to the safeguarding leads.
- *Governors asked how many staff members have had specific prevent training.*
 - LH explained how she does not know yet as this was only raised with staff last week.
- *Governors asked if there were any parents with extreme views around COVID, due to a strong 'anti-vax' presence in Crediton.*
 - LH explained how there are none that she is aware of.
- *Governors asked if the school are clear on how British Values are woven into the curriculum.*
 - LH explained how they are throughout the curriculum. Some examples include democracy through the school council elections; voting for various things around the school; and assemblies, as well as RSHE.

4.16 Policies

4.16.1 Asset Management Plan

- This has been tidied up, with superfluous items removed.
- There are a lot of high cost items within.
- *Governors asked who the current handyman is.*
 - LH explained how they use a self-employed handyman on an ad-hoc basis. He cannot do the guttering work required meaning this will need to be put out to tender.

- Governor discussed the idea of employing a handyman on a zero hours contract. It was not known if the LA would allow this.

4.16.2 **Pandemic Policy**

- There are no changes to this policy.

4.16.3 **Supporting Pupils at School with Medical Conditions Policy**

- There is a minor change involving over-the-counter pain relief being allowed. This is due to doctors no longer prescribing these.

4.16.4 **Finance Policy**

- There are no changes to this policy.

4.16.5 **Records of Individuals with Authority**

- The only change is adding an 'end date' for LH and adding CW.

4.16.6 **Information Security Policies**

- A note from the DPO detailing all the changes was circulated prior to the meeting.
- These policies are produced by the DPO.

4.16.1 **Asset Management Plan**; 4.16.2 **Pandemic Policy**; 4.16.3 **Supporting Pupils at School with Medical Conditions Policy**; 4.16.4 **Finance Policy**; 4.16.5 **Records of Individuals with Authority**; 4.16.6 **Information Security Policies**

- Above policies proposed by KT. Seconded by MB. Agreed by ALL.

COMMUNITIES AND COMMUNICATION

4.17 **Bow Times**

- No communications from this meeting.

4.18 **Website**

- Agreed policies.

4.AOB **New Governor**

- There is someone interested in filling the co-opted vacancy. It is hoped they can be adopted at the next meeting, suitability checks pending.

4.19 **Date of the next FGB meeting** is Tuesday 8th March 2022 at 6pm.