

BOW COMMUNITY PRIMARY SCHOOL - FGB - NO.7
Minutes 28 April 2020 - 6pm - Virtual Meeting via ZOOM

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

Apologies: Tamsin Kilner

7.1	Apologies
7.2	Minutes of FGB 25.02.20
7.3	Matters Arising
7.4	Clerks Update
7.5	Headteacher's Report
7.8	Budget
7.9	Finance
7.10	Information Security
7.11	Safeguarding
7.12	Equality
7.13	Personnel
7.14	Community & Parent Links
7.15	Curriculum
7.16	Premises, Security, H&S
7.17	Bow Times
7.18	Website

7.1 Apologies received from TK. Agreed and sanctioned.

7.2 Minutes from FGB 25.02.20 were agreed as an accurate record.

Part 2 Minutes from FGB 25.02.20 were agreed as an accurate record, and the matter has since been resolved.

7.3 Matters Arising from the minutes of the meeting on 25.02.20

- See 'Summary of Actions' document.

7.4 Clerks Update

- MH has been forwarding all information to governors as it is received.
- All governors were reminded that all Babcock conferences and training have been postponed until 31st August. This decision is being constantly reviewed.

7.5 Headteachers Report

- See 'Headteachers Report' document.
- Since this report was distributed, there have been updates to safeguarding.
 - There is a daily risk assessment flowchart which staff must adhere to.
 - There is a flowchart detailing the procedure for making contact with families from whom there has been no recent contact received.
- The new safeguarding addendum
 - The addendum is an addition to the Keeping Children Safe in Education (KCSiE) document. It recognises that schools are not operating as normal, with reduced staff, meaning there will not always be a designated safeguarding officer on site.
 - Normal protocol is still to be followed in safeguarding cases. There is a list of contact numbers available to all staff, of who to contact should they need to report a disclosure.

- Governors recognised that this is important and needs to be adopted.
- New safeguarding addendum to be adopted by governing body. Proposed by KT. Seconded by LH. Agreed by ALL.
- Safeguarding
 - *Governors asked if staff are conscious of the increase in domestic violence, since the beginning of the COVID-19 lockdown, and are keeping aware of its potential within children's homes.*
 - LH explained that staff are carefully monitoring pupil engagement with the online learning platforms and contact families of pupils who have not (this could involve other factors such as lack of technology at home).
 - The SENDCo is phoning vulnerable families weekly.
- Free school meals
 - *Governors asked if the school has looked into exchanging the free school meals for food vouchers as this could be more cost effective.*
 - LH explained that these families currently receive a food hamper that is better value for money, and also solves access issues as no very local supermarkets are part of the scheme.
- OFSTED complaint
 - Governors are pleased that the complaint has been resolved.
 - Governors had already discussed and agreed the necessary work, however, this was delayed due the COVID-19 situation. This was not communicated effectively to parents or the complainant.
 - The scheduled works are to be communicated to parents in the next newsletter.
 - Parent governors were urged to keep aware of parental concerns and feedback to all governors.
 - *Governors asked if OFSTED will follow up the complaint.*
 - LH explained that OFSTED refer complaints back to the local authority. There are no grounds to take the complaint forward as both the governors and the school have evidence to prove that work was scheduled to take place. There will be a follow up letter.
- Parent communications
 - *Governors asked if the school plans to continue contacting parents regularly during the school closure.*
 - LH explained that she intends to circulate a parent newsletter fortnightly, as a form of continuation of the fortnightly Bow Times.
 - Governors were urged to contact LH with anything they believe should be included within this communication.
 - Parent governors commented how the message of 'don't stress' was being well received by parents who are in need of reassurance during this time.
- Governors thanked LH for her comprehensive report and work during this unprecedented situation.

7.8 Budget

- *LH queried the supply costing, asking if that had been put in due to the carry over.**

*Please note that the budget was set with the seconded head during LH's absence.

- TN (finance lead governor) explained that this decision was largely driven by the SEND situation and the collaboration with the maths project. There is also an outstanding EHCP claim. We should be able to meet this later in the term.
- *Governors asked where the new budget leaves us in terms of flexibility in relation to new pupils in September with potential extra needs.*
 - LH explained that this is always a risk when budget setting. It is important to keep communicating with the Early Years providers to be better prepared for this.
- *Governors asked if a list of contractors and renewal dates (as discussed at a Resources meeting) has been compiled yet.*
 - TN explained that this is an ongoing task. He has been in touch with Susan Vile. This is an ongoing SFVS action.
- Finance lead governor stated that he would prefer there to be a surplus heading into year 3.
- It is believed that County will approve this budget.
- TN was thanked for his contribution to the budget, and finances, during LH's absence.
- Governors commented that the budget is positive considering the financial difficulties schools have been facing.
- Budget proposed by TN. Seconded by MB. Agreed by ALL.

Items 7.9 - 7.16 are for the lead governor of each area to identify or highlight any potential issues relating to the school closure.

7.9 Finance

- The final 'end of year' figures are not yet available.
- All COVID-19 expenditure is claimable. County have set up a budget line.

ACTION: 1. TN to follow up 'end of year' figures with LH.

2. TN to discuss COVID-19 expenditure claims with LH.

7.10 Information Security

- Providing technology to disadvantaged families so that all children can access online learning is currently being looked into.

7.11 Safeguarding

- All potential issues in this area have been covered within the Headteacher's Report.

7.12 Equality

- All potential issues in this area have been covered within the Headteacher's Report.
- It was noted that the longer this closure goes on for, the greater the concerns will be.

7.13 Personnel

- There are some temporary COVID-19 related amendments to some HR policies. Governors are aware of these amendments and will approve their use if needed.
- Staff well being
 - *Governors asked if staff were generally maintaining a good balance and sensible approach to their own risks.*

- LH explained that staff are finding it more difficult not coming into school, as coming in feels more normal.
 - There is a weekly staff meeting via ZOOM.
- *Governors asked if there are any particular staff members that there are concerns about.*
 - LH explained that each group of staff has their own means of keeping in touch and supporting each other. There is no-one specific but LH will continue to monitor all staff.
- *Governors asked if the SENDCo's hours increase was still happening during the school closure.*
 - LH explained how the SENDCo is working extended hours due to the extra phone calls to vulnerable families, and extra meetings with various people (social workers, etc.)
- *Governors queried whether these extra hours can be claimed under the COVID-19 expenses.*
 - LH explained that she is hoping to claim these hours back along with the phone call costs.
- *Governors asked if there are any plans for when school would reopen.*
 - LH explained that there is nothing yet; will act on the information as it is received.

ACTION: TN to forward information regarding HR policy amendments to LH.

7.14 Community & Parent Links

- All potential issues have already been covered in this meeting.
- Parent governors emphasised the positive impact of the communication parents receive.
- Parents are impressed with the online learning and support.

7.15 Curriculum

- TK is the lead curriculum governor and she is absent.
- There is nothing urgent to report.
- Teachers are working hard to provide online material. They each have a statement of intent.
- Evidence for portfolios has temporarily ceased.
- These issues are to be discussed at the next T&L meeting.

ACTION: MH to add curriculum issues related to the school closure to the T&L 3 agenda.

7.16 Premises, Security, H&S

- There is nothing urgent to report.
- *Governors asked if the quinquennial M&E inspection had taken place as scheduled.*
 - LH explained that this has been postponed due to COVID-19.
- *Governors asked if the new windows and doors were progressing as intended.*
 - LH explained that this has been postponed due to COVID-19.

7.17 Bow Times

- A brief report to say that the governors had a virtual meeting and discussed safeguarding and security.
- Maintaining the reassurance to parents, 'do what you can'.

7.18 Website

- Updated Safeguarding Policy with addendum.

ACTION: LH to upload Safeguarding Policy to website.

Date of the next meeting is 02.06.20 at 6pm via ZOOM.

Governors agreed to postpone both Resources 3 and T&L 3 until June. Dates to be confirmed.