

**BOW COMMUNITY PRIMARY SCHOOL – FGB – NO.4**  
**Minutes 2 April 2019 – 6.00pm**

**Present:** Anita Jellings (Chair); Lesley Hodgson (Head); Tony Neal; Tina Baskerville (Substitute Chair); Melanie Bishop; Tamsin Kilner; Anna Fay; Erin Blake; Megan Heath (Clerk)

4.1.1	Welcome
4.2.1	Apologies
4.3.1	Governor Appointments
4.4.1	Minutes of FGB 15.01.19
4.4.2	Matters Arising
4.5.1	Budget Forecast 2019
4.5.2	Resources Committee
4.5.3	T&L Committee
4.6.1	SDP
4.7.1	Swimming Pool Committee
4.7.2	Updated TOR
4.7.3	GDPR Policies
4.7.4	New Governor Training
4.7.5	Child Protection and Safeguarding Policy, SEND policy
4.8.1	Safeguarding Scenario
4.8.2	SFVS
4.9.1	Bow Times
4.9.2	Website
4.10.1	AOB

4.1.1 TB **welcomes** everyone as substitute chair

4.2.1 **Apologies** received from Kathryn Tayler and Gary Quick.

**4.3.1 Governor Appointments**

- Erin Blake recognised as a new parent governor.
- Vote to reappoint TN
  - Proposed by TK; Seconded by MB; Agreed by ALL
- Vote to reappoint AJ
  - Proposed by EB; Seconded by TK; Agreed by ALL.

Chairing of the meeting passed to AJ, now that she has been reinstated.

Noted that:

- Marc Astley has resigned
- TK and TB are intending to resign at the end of this school year.
- TB offered to mentor her replacement.

**ACTION: Advertise for 2 new parent governors and organise the election. MH + AJ**

**4.4.1 Minutes** of FGB 15 January 2019

Noted that:

- Megan's name spelling to be corrected

- Item 3.7.3 – CAMS to be altered to CAMHS

With these 2 amendments complete, the minutes were agreed as an accurate record.

#### 4.4.2 Matters Arising from the minutes of 15 January 2019

Noted that:

- Item 3.3.2 All governors and clerk are using school email addresses.
- Item 3.3.2 Status of making the website governor area and Pupil Data Tracking unknown.

**ACTION: Status of the work the DPO has been doing with the website to be followed up. MH**

- Item 3.3.2 Daisy is no longer going to be contacted about the new learning leaf tree due to budget constraints.

**ACTION: Volunteers and ideas for new learning leaf tree required. ALL**

- Item 3.4.2 The impact of new pupils entering the school into year 6 was discussed at the T&L committee. Our results would have been 81% in reading, 75% in SPAG and 69% in maths. All of these are satisfactory.
- Item 3.5.1 A majority of the information from SPTO is to be transferred/imported into SIMS during the summer term.
- Item 3.6.3 Carried forward. See item 4.7.3.
- Item 3.7.2 Governors continue to communicate importance of attendance. New guidelines have been received; fines have increased.
- Item 3.8.1 A reminder to parent governors to review ParentMail. Many parents have not responded to requests for up-to-date contact information. *A governor asked if there is a back-up plan in place for parents who do not respond/do not use email. Back-up plan is to use paper copies of the information shared. A governor asked if the school could arrange a 'drop in' on a parent open morning to offer assistance for parents that are struggling to set this up.* It was agreed that this is a good idea, and governors are to arrange this.

**ACTION: Governors who are parents to feedback how ParentMail is working at FGB 6.**

**ACTION: Set up a flip-chart stand at the first parents open morning of the summer term to encourage full compliance from parents for the new ParentMail system. MB + TK.**

- Item 3.8.2 Bow Garden Centre has not been approached, however, Homeleigh Garden Centre, Crediton, has kindly donated plants and have offered us the possibility of more in the future.
- Item 3.8.3 Set of questions has been circulated and sent out to parents. Results received have proved useful.

#### 4.5.1 Budget Forecast 2019

Noted that:

- Suzette has provided a pie chart of the schools' income and expenditure to give the governors a clearer picture.
- A majority of the budget goes on staffing.
- The report circulated prior to the meeting talked through.
- The government has declared that schools have to pick up the teacher pension excess.
- All schools are struggling financially.
- We need to base our forecast on what we know, not what we predict.

- *Governors questioned what the school improvement budget is used for.* LH explained that it is used for many things, including teachers training; pupil tracker; Hamilton Trust; Babcock; School Improvement Officer; and much more.
- *Governors asked what the impact of halving the school improvement would be.* LH explained that teachers would have less time out of class (with supply cover) to discuss strategic pupil development and they will struggle to pay for things that help pupils (eg. TT Rock Stars – a times table maths app).
- *Governors asked how much the educational apps cost the school.* LH said that individually they cost, on average, between £500-£750. The school has already unsubscribed to 'Bug Club'. FOBS are assisting the school by subsidising some things, including the new parent communication system.
- *Governors asked what elements of Babcock we are losing by reducing our subscription with them.* LH explained that their directory of services expands every year. Many of the services that were free have now gained a cost. The literacy and maths co-ordinators attend termly updates which costs £400 through Babcock, whereas the same training is available through the DTA free of charge.
- *Governors asked if this means there will be no impact.* LH explained that the library service costs the school £4000 per year, if we unsubscribe from that we would have to return all the books and not be able to order any more, this is being kept as the impact would be huge. LH also explained the impact of reducing the use of supply teachers, meaning she has to work supply herself, which is having a great impact on her time.
- *Governors questioned how these cuts are going to affect SEND pupils.* LH explained how the impact will be huge, largely due to lack of funded support. Pupils with EHCP do not always come with funding, approximately 50% of the pupils are unfunded. Legally the school has to meet the needs of the ECHP. Staff are already stretched. Concerns over all staff and pupil wellbeing raised.
- *Governors questioned whether the TA hour reduction was voluntary.* It was.
- The budget needed to be balanced for next year to avoid a FIPS referral.
- The Resources Committee recommend accepting the budget.

Budget proposed by TN. Seconded by MB. Agreed by ALL.

**ACTION: Sub-committees need to focus on the negative impacts these cuts are having on the school's performance, ensuring they do not get out of hand. ALL**

**ACTION: T&L committee to focus on impact of budget cuts on SEND pupils. T&L COMM**

**ACTION: Communication to be sent to parents outlining the severity of the current situation. AJ + LH**

#### 4.5.2 Resources Committee

Noted that:

- The latest meetings focus has been the budget, as just discussed.

#### 4.5.3 Teaching and Learning Committee

Noted that:

- Amy Harvey gave a comprehensive report and SPTO analysis.

#### 4.6.1 SDP

Noted that:

- Some items are complete, and some are ongoing.
- SENDCO on board with her items.

- Need to check the changes made to the SEND pupils are taking effect.
- Generally everything is going to plan.

**ACTION: To assess whether SEND interventions are effective.**

### **Governor Action Calendar**

Noted that:

- Date of SEND visit to be confirmed by TB imminently.
- MB has been missed of the list for the RES meeting on 25/6/19.
- TB is away and unable to chair the T&L meeting on 11/06/19. AJ to stand in as chair.
- Both the Health and Safety Audit and the Finance Audit are due in the autumn term.

#### **4.7.1 Swimming Pool**

Noted that:

- The Swimming Pool Committee has been formally linked to the FGB as a sub-committee.
- They have reviewed the Lettings Policy. The swimming pool committee will deal with Pool Letting only, grounds letting to go through the school.
- Safeguarding within the changing rooms agreed by swimming pool committee. If adults need to go in, they go in 2 at a time. Adults only to go in alone in an emergency. Lifeguard cannot be involved as they need to be watching the pool.
- The next meeting is at the end of April.
- They have a good balance to carry forward.

Swimming Pool Normal Operating Procedures (N.O.P), Lettings Policy and Swimming Pool Management Committee Constitution

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

#### **4.7.2 TOR**

Noted that:

- Changes include addition of Swimming Pool Committee and removal of Marc Astley following his resignation.
- AJ recommends approval.
- Proposed by MB. Seconded by TK. Agreed by ALL.

**ACTION: Everyone to look at what they are allocated in the TOR and query any uncertainties. ALL**

#### **4.7.3 GDPR Policies**

Noted that:

- Carried forward to FGB 5

**ACTION: Agree associated policies at FGB 5. MH**

#### **4.7.4 New Governors Training**

Noted that:

- EB and MB attended New Governor Induction training.
- We need to look at the induction process. 3 most recent governors all felt overwhelmed and are still not clear on what they are supposed to be doing.
- Succession planning of the FGB needed. Need to plan for skills required, not just who says yes.

- Portfolios for each governor to be created. This will outline exactly what they should each be doing. This system is successfully used at Haywards. Will mean we can reduce the number of sub-committee meetings.
- Review of Policy storage needed, all policies to be put in the 'back room' of the website.
- Some governors would like a checklist, including what the head wants from them. The portfolio would cover this.
- T&L committee meetings to potentially be moved to be during school day. Mondays and Fridays preferred days.
- The website should be checked for OFSTED requirements and parents encouraged to visit it. Suggested a new email signature with website link be used by the admin when emailing newsletters to parents.

**ACTION: Refer to Babcock Governor Induction Toolkit and create induction pack. AJ + MH.**

**ACTION: Update skill set succession planning. AJ + MH.**

**ACTION: Moving of T&L meetings to school day to be considered. AJ + LH.**

**ACTION: School website address to be added onto email signature for parent newsletter mailouts.**

**ACTION: Organise policies. AJ + MH.**

## 7.5 Child Protection and Safeguarding Policy

Noted that:

- TB recommends this policy be adopted.
- Proposed by TB. Seconded by AJ. Agreed by ALL.

## SEND Policy

Noted that:

- The language has been updated and the information has been made more concise.
- This is our own policy, not based on a model.
- There have been no material changes.
- Proposed by TB. Seconded by AJ. Agreed by ALL.

**ACTIONS: Child Protection and Safeguarding Policy to be printed and signed. MH + AJ**

**ACTIONS: Amend front sheet of SEND policy. MH**

### 4.8.1 Safeguarding Scenario

Governors considered a specific and realistic safeguarding scenario, for their ongoing learning around this important duty.

AF left the meeting due to feeling unwell. AJ thanked her for her attendance.

### 4.8.2 SFVS

Noted that:

- This document needs FGB approval, it comes recommended from the Resources committee.
- Proposed by TN. Seconded by MB. Agreed by ALL.

### 4.9.1 Bow Times

Noted that:

- TN has offered to write an item about the budget for the Bow Times.

#### **4.9.2 Website**

**ACTION: Swimming Pool Lettings Policies to be added to website. LH**

#### **4.10.1 AOB**

Noted that:

- Zeal Monachorum are starting a new village magazine and have offered us a page to update the community free of charge. AJ recommended this to EB as something Bow Bears may be interested in joining in with too.

Date of the next meeting is 21 May 2019.