

BOW COMMUNITY PRIMARY SCHOOL
FULL GOVERNING BODY - NO.3
Minutes 15 January 2019

Present: Gary Quick (vice-Chair); Marc Astley; Tina Baskerville; Mel Bishop; Erin Blake; Anna Fay; Tamsin Kilner; Tony Neal; Kathryn Tayler; Lesley Hodgson (Head); Anita Jellings (Chair and Minutes). In attendance: Megan Heath (Applicant for position of Clerk).

3.1 **Welcome**

Noted that:

- Meghan Heath is in attendance as prospective Clerk to the Governors;
- Especially pleasing to welcome back Tina Baskerville.

3.2.1 There were no **Apologies**

3.3.1 **Minutes of FGB** 13 November 2018 were agreed as an accurate record.

3.3.2 **Matters arising** from the minutes of FGB 13 November 2018:

Noted that:

- Item 2.1 Staff have been advised verbally about the importance of encrypting all flash drives; the Code of Conduct will be updated at its annual review; the Data Protection Policy has been customised and is an item on the agenda; an updated compliance report has been received from the DPO; a majority of governors have initiated their school email address, two have yet to do so;
- Item 2.3.2 The appropriate GDPR Privacy Notice has been sent electronically to all governors;
- Item 2.4.1 Exeter College was approached to provide Artist in Residence to work on new Learning Leaf tree, but were unable to help due to timing;
- Item 2.6.2 The Resources Committee has scheduled a review of swimming pool policies and arrangements to be undertaken by TN and LH with a representative of the swimming pool committee;
- Item 2.7.2 Report from Pay Committee is an agenda item;
- Item 2.7.5 The Governance Action Plan will be completed with the new Clerk before Easter 2019.

Action:

- All school email communication to be implemented using school email addresses by Easter 2019 latest. **ALL GOVERNORS & CLERK**
- To continue work to make the school website governor area and Pupil Data Tracking checked as compliant. **DPO**
- Local charity 'Daisy' to be contacted about new Learning Leaf Tree artist.
HEAD

Current issues

3.4.1 **Heads Up**

Noted that:

- HLTA has resigned for personal reasons. Her position is being advertised.
- Year 2 and 5 are being visited by the Fire Brigade in February.

- Julie Stevens from Babcock visited new maths coordinator to help us improve maths outcomes within the school. Feedback from maths coordinator very positive.

3.4.2 **Teaching & Learning**

Noted that:

- There has been an increase in the number of SEND and safeguarding referrals, and therefore an increased workload for SENDCO. They have been asked to record the hours they work to have their contracts updated if necessary.
- Data Dashboard shows that generally performance has improved year on year since 2016;
- KS2 data dashboard shows male low attainers born in the summer have performed well.
- Maths is the priority subject area for the school in this academic year.

ACTION:

- To look into the impact of new pupils entering school into year 6 on the overall school performance data. **HEAD**

3.4.3 **Resources**

Noted that:

- The data from the benchmark analysis is generally reassuring though staff costs are high because of additional unfunded TA needs, leaving less to spend on other resources (in line with our strategy).
- Our 'occupation' data in the benchmark analysis is being queried.
- LED lighting is likely to be installed using a government backed lending initiative, with financial saving realised after 5 years;
- Swapping energy supplier is being explored to reduce costs;
- Health and safety visits are complete;
- Pupil Premium Report has been published on the website;
- The sense of everything getting tighter financially is affecting all areas of the school and staff;
- Third year budget forecast is very tight.

3.4.4 **Sensory Garden**

Item moved to 8.2 on agenda.

Strategic planning

3.5.1` **SDP**

Noted that:

- Mrs Harvey is the new maths coordinator.
- Times tables being promoted by all teachers as times table statutory testing for year 4 pupils to be introduced in 2020.
- All classes are doing regular common exception word spelling tests.
- Mrs Harvey to be trained as safeguarding officer next month.
- Miss Williams has been allocated both PE responsibilities and school council

but will need time to catch up from her absence through illness.

- The school gates are now being closed most evenings.
- 'SPTO' is closing down at the end of the year, approximately 6-7 years of data stored on there.
- Exterior doors all need to be replaced at the same time as must all be under the same master key.
- Concerns raised about how not all SEND pupils *can* progress and whether this is taken into consideration by OFSTED.

ACTION:

- To look at saving the data stored on 'SPTO'. **HEAD**

The Chair thanked Megan Heath for her attendance, and she left the meeting.

3.5.2 **Risk Register**

Noted that:

- Resources Committee will continue to develop the Risk Register for consideration by FGB in the summer term.

Governance

3.6.1 **Pay Committee**

Noted that:

- The Committee has met twice in the autumn term; there are no outstanding issues.

3.6.2 **TOR**

Agreed that:

- The proposed amendments be made and the updated Terms of Reference be adopted.

3.6.3 **GDPR Policy**

Agreed that:

- Alvin Scott is the Bow CPS Data Protection Officer;
- The Data Protection Policy be adopted.

ACTION:

- **Agree associated policies at next FGB (Clerk);**
- **Amend the Complaints Policy to note the connection with the Data Protection Policy (Clerk).**

Statutory reporting and accountability

3.7.1 **Safeguarding Scenario**

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

3.7.2 **Pupil attendance**

Noted that:

- There is a new directive from DCC, with a new form, and increased fines;
- Next CLC will agree a collective attendance policy;
- There was 95.43% attendance in Autumn term;
- KS1 illness absence was significant.

ACTION: All governors to continue to communicate the importance of full attendance, and to clarify the role of county directives to parents.

3.7.3 SEND

Noted that:

- SEND pupil numbers are reported in the SDP;
- Numbers of SEND pupils have increased;
- The process demands for each SEND pupil are high ('Team Around the Family' (TAFs)), with termly meetings for each child;
- There are currently 12 TAF pupils;
- SENDCO hours have been increased beyond those budgeted for;
- There are long waiting lists with DCC, and 1:1 support remains underfunded;
- CAMS is to be transferred back to Devon Partnership Trust within the NHS.

Communities and Communication

3.8.1 Parents

Noted that:

- A Parents Forum was advertised to discuss improvements to communication with parents but only one parent attended;
- There is an informal WhatsApp group which facilitates communication for those signed up, and a FOBS Facebook page;
- ParentMail.co.uk has been purchased by the school and will be live to parents after Easter, this facility can send messages to parent 'phones;
- Parents have requested electronic payment facility, this will be phased in to be fully in place by September 2019;

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

3.8.2 FOBS

Noted that:

- Head met with FOBS rep recently;
- Some of the recently raised money could be used to fund both a sensory area within the school (identified by TB's SEND Learning Walk Report), and the renovation of the paved area next to the front of the school building with improved lighting and replanting as a sensory garden.

ACTION: MA to approach Bow Garden Centre for sponsorship with plants and/or compost etc.

3.8.3 Questionnaire

Noted that:

- Previously used 'off the shelf' parental questionnaire questions have yielded useful responses which have been acted upon, so opportunity to move to questionnaire targeted at specific issues;

Agreed that Healthy Eating would be focus of 2019 Parent Questionnaire;

ACTION: Head to circulate a proposed set of questions to governors for feedback before issue.

3.8.4 **Website**

Noted that:

- Staff time capacity is a constraint on maintaining a vibrant interactive website;
- Staff have expressed strong view that website should be information repository only as insufficient resource to maintain it as an interactive system;
- Improvements are being made to streamline the menus and improve communication;
- In answer to query from Head, web provider has stated that they are unable to provide any usage statistics;
- Sponsorship might assist moving to another web provider, but capacity issue would remain.

*Next meeting: **19 March 2019***