

BOW COMMUNITY PRIMARY SCHOOL - FGB - NO.6
MINUTES 9 July 2019

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

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|------|----------------------------|
| 6.1 | Apologies |
| 6.2 | Minutes of FGB on 02.04.19 |
| 6.3 | Matter Arising |
| 6.4 | Resources Committee |
| 6.5 | T&L Committee |
| 6.6 | Pupil Attendance |
| 6.7 | SATS |
| 6.8 | SDP |
| 6.9 | School Vision |
| 6.10 | Training |
| 6.11 | Governor Recruitment |
| 6.12 | Evaluation |
| 6.13 | 2019-2020 Governor Cycle |
| 6.14 | Safeguarding |
| 6.15 | Policies |
| 6.16 | Swimming Pool Committee |
| 6.17 | Bow Times |
| 6.18 | Website |
| 6.19 | Next Meeting |

PROCEDURAL

6.1 No **apologies** received.

Absence without apology received from Gary Quick.

6.2 **Minutes** from FGB 02.04.19 were agreed as an accurate record.

6.3 **Matters Arising** from the minutes of the meeting on 02.04.19

Noted that:

- Item 5.3.1 MH contacted DPO. The website is compliant. Governors each need to sign a consent form as their photos are featured on the website.
- Item 5.3.2 Construction of the Learning Tree is in progress, with Creation Station. To be finished next week.
- Item 5.3.3 Mel Butler has sent out a parent communication regarding the difference between the 2 apps.
- Item 5.3.4 GDPR policies are on the agenda (Item 6.15.1)
- Item 5.3.5 Email signature signposting to website was used when requested, but this seems to have stopped now. Discussion about the website and the new apps was had. MB explained how it currently feels disjointed and not particularly user friendly. All agreed that app feedback was to be reviewed at FGB 1 next year.
- Item 5.3.6 MH emailed Letting Policy to LH.
- Item 5.3.7 Swimming Pool Letting Policy has been added to website.
- Item 5.15.1 Website has been fixed for iPhones.
- Item 5.15.2 Links for the new apps have not been added to website. MB will follow this up with Mel Butler.

ACTION: 1. Parent Communication App feedback to be reviewed at FGB1. MH;

2. Mel Butler to be asked to put links to both of the new apps onto the school website. MB

6.4 Key items to report from the **Resources Committee**

Noted that:

- Solar panels and new doors are being looked into as potential purchases in the near future.
- The budget is looking more positive than anticipated.
- The money saved in the budget will be put towards the purchase of new Chromebooks, this decision was made following a discussion about the recent computer monitoring visit and the SDP.
- There are significant changes to the maternity policy.

6.5 Key items to report from the **T&L Committee**

Noted that:

- The Able, Gifted and Talented Policy has been removed from the current policy set. A new “most able statement” has been created in its place, this will appear on the website. This will be discussed with the new staff in September.
- KT was very impressed with the pupils’ behaviour on her recent governor visit. She passes on her congratulations to the school.
- The Equality Policy update was discussed; it is an item on tonight’s agenda (Item 6.15.2).
- There are serious concerns about the pressure on Ali Gillard (SENDCo). She is taking on extra work due to her assistant being on long-term sick leave. We have had 4 children in care over the last term, creating extra work. We are now down to 2.
- TB clarified her action from the last T&L meeting. She did contact TN regarding feeding back the poor quality of training attended by EB and himself. TN had a reply which thanked him for the feedback.

STRATEGIC PLANNING

6.6 Pupil Attendance

Noted that:

- The attendance for this term is 95.61% through the whole school. Over 1% of the absences are due to term-time holidays.
- 3 separate letters will have been sent home to all parents alerting them to the importance of attendance and the new rules that are coming into force from September.
- ALL unauthorised absences are to be reported to County from September.
- Attendance has declined (it was up to 97% a few years ago). It was noted that genuine illness cannot be helped.
- Attendance is very important due to learning and the manner in which lessons are taught (for maths and literacy, usually in a 3 week block).
- AJ encouraged all governors (particularly the parent governors) to explain to parents about why good attendance is so important.
- It was agreed that LH has done all she can to encourage good attendance.
- It was suggested that face to face meetings could be held with the parents of children who have term time holidays in order to discourage them from repeat offending.
- It was suggested that we could use a common enemy approach, in saying that our hands are tied. However, it was pointed out that County would turn it back on us describing the effects it would have on education.
- Holiday companies are under pressure from the government to make school holiday holidays more affordable for families.

6.7 SATS

Noted that:

- The KS2 SATS results are as follows:
 - 65% of pupils have achieved age expected results in Reading, Writing and Maths.
 - 85% achieved age expected results in Reading. 45% at greater depth.

- 75% achieved age expected results in SPAG. 40% at greater depth.
- 70% achieved age expected results in Maths. 20% at greater depth.
- 75% achieved age expected results in Writing. 25% at greater depth.
- These are good results. The number of pupils who started out this year below average was a concern, however, they have all achieved much better overall than anticipated.

6.8 SDP

Noted that:

- The changes to the maths curriculum this year have had a positive impact on the SAT results.
- Years 2, 3 and 4 are to be monitored in writing.
- In order to achieve the same/better results in KS2 SATS next year, the quality of teaching at years 2, 3 and 4 needs to be robustly monitored.
- CJ is to attend further training, as literacy lead.
- AF and AH are to attend maths training – this training is a free package from County
- The NQT will need close monitoring and support.
- We are not taking on a university student this year, as the more recent ones have needed a lot of support. With new staff starting in September, our current staff will need to support them.
- *Governors asked if the KS1 SAT results have shown any areas of concern.*
 - LH explained that reading is an area of concern that will be focused on next year.
 - Maths was a key area of concern last year and the improvement this year is vast.
- *Governors asked how SEND pupils performed in the KS2 SATs?*
 - LH explained that all SEND pupils sat the exams. A few of them had made great progress. Others made progress, despite not achieving age expected averages.
 - None of the children in care were in this group.
- *Governors asked when the revised SDP will be published.*
 - LH stated it would be completed in September.

6.9 School Vision

Noted that:

- Staff are being encouraged to revisit the vision statement: “learn, share, enjoy”.
- Each area can be looked at individually.
- It should be articulated visually through wall displays, both in the staff room and throughout the school, to stop it being forgotten.
- *Governors asked if there are any free display boards.*
 - There are not, however a lot of the current displays could be easily adapted by using the correct language. The ‘World Book Day’ board was used as an example, as the children all learned, shared and enjoyed that day.
- It was discussed whether some clear stickers could be ordered, with a view to sticking them on display boards and walls around the school, to get the message into everyone’s subconscious.
- *Governors asked if there was anything specific they could do to get the message across.*
 - T&L Committee members can focus on this during their learning walks. It was also suggested this could be a standing item on T&L agendas.
- It was pointed out that the Bow Times is a publication that celebrates things that pupils have learned, shared and enjoyed. Another focus on using the correct language would emphasise this.

ACTION: To explore having some clear stickers to be printed to display around the school. AJ.

GOVERNANCE

6.10 Training

Noted that:

- KT attended OFSTED Update training. A report from this training, by KT, was distributed before the meeting. KT ran through the report.
 - The training was very informative.
 - All governors need to have a booklet detailing the changes.
 - The changes have come about as inspections were perceived as not putting the children first.
 - There is a possibility that they would want to see more governors during inspections.
 - *Governors asked if the changes will affect the SDP?*
 - It will affect it as the focus will be more on skills. There are no changes in terms of curriculum. The teams throughout the school will need to come together to look at how to develop children's skills as they move up through the school.
 - *Governors asked for thoughts around the changes to SEND.*
 - It is very encouraging that SEND results will be treated differently.
- KT is booked onto 'Responsibilities of the Safeguard Lead'
- MB is booked onto 'Introduction to Safeguarding + Child Protection Responsibilities'

**ACTION: 1. Booklets of information from the OFSTED training to be sought and distributed. MH;
2. Email KT with instructions of how to create her own Babcock log-in. MH.**

6.11 Governor Recruitment

Noted that:

- This is TBs final meeting. TB was thanked for all her hard work as a governor.
- GQ has resigned and was thanked for all his hard work, in his absence.
- Since advertising began, there has been one expression of interest.
- AJ is to advertise for a non-parent governor over the summer break.
 - She will write to the Parish Council to canvas for potential governors, in an attempt to maintain a link with them (GQ was a member)
 - She will advertise in both Bow and Zeal Monachorum village magazines.
 - She will look at the County website for new governors.
- In the interim, AJ will cover GQs areas (Health and Safety; Premises; and the Emergency Plan)

ACTION: New non-parent governor advertising to commence. AJ

6.12 Evaluation

6.12.1 School Website

Noted that:

- MH has been working on checking the School website is compliant and is due to meet with AJ tomorrow to discuss queries.
- There are no major concerns, we are generally compliant.
- MH believes a few areas could do with being more accessible.
- A few documents on the website are out of date. MH intends to update these over the summer break.

ACTION: Website to be made completely compliant and out of date documents to be updated. MH

6.12.2 Training

Noted that:

- Item to be moved to FGB2 next year.
- AJ is to meet with both EB and MB before the end of term.
- All governors are to think about the effectiveness of any training they have received this year ready to feedback next time.

ACTION: Add Evaluation of Training to FGB2.

6.13 2019-2020 Governor Cycle

Noted that:

- Handouts were distributed. (Summary of Governor Responsibilities; summary of where responsibilities are to be reported; a model portfolio)
- These items will give governors key areas of focus/specialisms.
- These are currently draft to enable governors to dispute items, if desired.
- Languages have not been assigned to anyone yet.
- *Governors asked why some governors have been placed on more than one area.*
 - AJ explained that the larger areas are to be covered by 2 governors to cover for absence/future resignations.
- *Governors asked who they should contact with specific queries.*
 - AJ explained that each subject area will have a designated staff lead, which will be detailed in the portfolio.
- *Governors asked if the policies each governor is responsible for will appear on the portfolio.*
 - They will.

STATUTORY REPORTING AND ACCOUNTABILITY

6.14 Safeguarding

Noted that:

- There is new guidance being issued in September that we will need to adopt.
 - The NSPCC has created a document that summarises the changes.
 - The relevant sections of the policy will need updating.
 - There are changes on the legal status of 'must' and 'should'.

ACTION: 1. Updated Safeguarding Guidance to be added to FGB2 agenda. MH

2. Link to the NSPCC document to be sent to all governors. MH

6.15 Policies

6.15.1 GDPR

- Item carried forward.

ACTION: GDPR Policies to be added to FGB1 agenda. MH.

6.15.2 Equality Policy

Noted that:

- This is the policy created by the Equality sub-committee.
- It is an amended County policy.
- Inclusion is being changed to equality.
- A hyperlink to the SDP is not possible as the SDP is not a public document.

Proposed by TB. Seconded by TN. Agreed by ALL.

6.16 Swimming Pool Committee

- Item carried forward.

ACTION: Add Swimming Pool Committee to FGB 2 agenda. MH.

COMMUNITIES AND COMMUNICATION

6.17 Communications to be published in the **Bow Times**

- A communication about the good KS2 SAT results.
- Appeal for parent readers. It was discussed that the parents of new children starting in September will not know about this yet. AF will communicate this to them in September.

6.18 Documents to be put on the **Website**

- Equality Policy.

6.19 **Date of the next meeting** is 10 September 2019 at 6pm.