

**BOW COMMUNITY PRIMARY SCHOOL - FGB - NO.9**  
**Minutes 30 June 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

9.1	Apologies
9.2	Minutes of FGB 28.04.20 & 21.05.20
9.3	Matters Arising
9.4	Resources Committee
9.5	T&L Committee
9.6	Clerks Update
9.7	SDP
9.8	School Progress
9.9	Staffing Structure
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9.11	School Vision
9.12	Term Dates
9.13	Budget
9.14	Meeting Dates
9.15	Headteacher's Report
9.16	Safeguarding
9.17	Training
9.18	Policies 1. Behaviour Policy Addendum 2. Safeguarding Policy Appendix 2 3. Staff Wellbeing Policy 4. School Emergency Plan 5. Health and Safety Policy 6. Accessibility Plan 7. Staff Appraisal Policy (Support Staff) 8. Staff Appraisal Policy (Teachers) 9. Staff Discipline Policy 10. Staff Redundancy Policy 11. Staff Grievance Policy 12. Intimate Care Policy 13. Supporting Students at School with Medical Conditions Policy 14. Disability Equality Policy 15. Attendance Policy 16. Safe Touch and Positive Handling Policy
9.19	Bow Times
9.20	Website

**PROCEDURAL**

9.1 **Apologies** received from TK. Agreed and sanctioned.

- This was TK's last meeting. Governors thanked TK, in her absence, for her work over her term and wish her all the best for the future.

9.2 **Minutes** from FGB7 28.04.20 and EFGB 21.05.20 were agreed as an accurate record.

9.3 **Matters Arising** from the minutes of the meetings on 28.04.20 and 21.05.20.

- See 'Summary of Actions' document.
- Updates since document was circulated
  - Item 7.9.1 and 7.9.2 are now complete.

9.4 **Resources Committee**

- The budget figures have been received.
- Some policy reviews have not been completed to our schedule, these will be carried forward. This is not putting us at risk.

- The window and door replacement is going ahead, They measured up last week and hope to install in October. The quotation received was £60,000. DCC will pay for this.
- The COVID risk assessments have been updated a couple of times since the meeting.
- The swimming pool will not be opening this year.

### 9.5 T&L Committee

- The school progress data is to be reviewed by FGB, it is on the agenda (item 9.8).
- AF has contacted Bow Garden Centre regarding the school notice board to be placed there.

### 9.6 Clerks Update

- MH virtually attended the Babcock 'Clerks Update' this morning. Key points include:
  - New Keeping Children Safe in Education document to be published in September 2020, governors need to be aware of the following, "Governing boards should ensure that they have clear systems and processes in place for identifying possible mental health problems...".
  - The RAG rated safeguarding risk assessments are to be kept live/under constant review.
  - RSHE - DfE has stated that this is statutory from September, however they have stated that due to the COVID situation schools can have until the summer term 2021 to implement it.
  - Governors are to be prepared for an increase in parental complaints. All governors are to make sure they are familiar with the 'Complaints Procedure'.
  - Staff wellbeing - governing boards must ensure they are grateful to staff. It was noted that the governors provided staff with 'Gold Bars' with an attached thank you note earlier this term.
  - Headteacher and staff appraisals need altering to take the COVID situation into account.
  - New risk assessments for September opening need to be agreed by FGB.
  - Lettings Policy - schools are being asked to potentially open for outside organisations. DCC are publishing an appendix on Friday.
  - Virtual meetings - emphasis on confidentiality and consider how we will return to 'normal'.
  - The minutes must be signed by the meeting chair. MH will print them and obtain signatures at the next face to face meeting.
- MH established that there have been no changes to governor business interests.
- Clerks appraisal happened last week. This was a positive experience. MH will be in touch with governors individually in order to compile a tailored annual cycle.
- MH will be attending the school next week to catch up on printing/filing, governors are to ask if they require anything specific from this visit.
- MH thanked all the governors for their ongoing support.

**ACTION: 1. MH to circulate a report containing more detail from the Clerks Update**

**2. MH to send KT any safeguarding related material from the Clerks Update.**

## STRATEGIC PLANNING

### 9.7 SDP

- The effect of COVID restrictions on the SDP was discussed at T&L 3. LH explained at this meeting how she is intending to roll over this year's SDP, with a few minor amendments.
- The figures show that many children were close to meeting their targets at the end of the Spring term. They were expected to meet them by the end of the Summer term. However, the COVID situation has drastically affected this. A significant number are going to miss their targets.
- Specific targets will be created following the September assessments.
- *Governors asked if vocabulary and numeracy can be rolled out to parents.*
  - LH explained that staff training in these areas is currently incomplete.

- They are intending to ask parents for information to bring into the classroom. For example, highlighting specific words that were not understood when reading at home, to extend pupil vocabulary and parental engagement.

## 9.8 School Progress

- Referring to 'Governor Whole School COVID Data' document.
- This information shows us estimated pupil slippage within year groups.
- Year 5 and 6 have a small amount of slippage. The percentages represent a small number of pupils for each area. This is due to their age and ability to learn independently.
- Year 4 has a small amount of slippage.
- Year 3 has the greatest amount of slippage. This is due to the fact that they have had less time in school, learning has not fully embedded and they had a very disruptive year last year. This particular cohort are not as independent as the older children, partly due to age, largely due to the huge amount of need within the class.
- *Governors about the poor achievement for the year 3 class in the Spring term.*
  - LH explained how last year the pupils in the current year 3 were split over 2 different classes. A majority of them were in a class which had multiple teachers over the course of the year and many disruptions.
  - There is an unprecedented number of SEND pupils in this year.
  - The Hares team have been working hard to overcome the poor starting point for many of the pupils at the start of the year..
- Year 3 should not work only on core subjects to seek to close the gap. The school is intending to mix creative subjects with the core subjects to help with concerns around pupil mental health and wellbeing.
- Governors stated how they share LHs concerns for year 3.
- *Governors asked what degree of certainty can be placed on the data in this report.*
  - LH explained that it is difficult to assess. Parents are not trained teachers and many are struggling.
- *Governors asked if the pupils who have slipped in year 1 will be able to recover well.*
  - LH explained how the pupils lower down the school will be able to recover more effectively. They should make up any losses within 2-3 years.
  - Year 3 is the biggest concern as they have less time left in school. They are a very mixed ability class with mixed personal circumstances. Many have EHCPs and/or SEND.
  - Years 4 and 5 should pick up due to less slippage.
  - Year 6 have essentially finished. They are doing a lot of work around mental health and PSHE.
- Governors stated that the data in this document is largely speculative, we need concrete data.
- The whole school is going to drop the rolling programme for at the least the first half of the Autumn term. This time will be focusing on 'changes' in order to ease the pupils back into school, which will cover all areas of the curriculum.
- *Governors asked if this report will go to County.*
  - LH explained how this does not go to County, although distributed by them, this report will go to the schools that the year 6s will be attending from September.
- Children who were working above 'age related expectations' (ARE) and have slipped are expected to have slipped to be at ARE. The higher achieving pupils will still be challenged however on return to school.
- Mental health needs to be addressed before the catch up starts.
- *Governors questioned if the SENDCo hour increase (mentioned in the Headteachers Report) is enough.*

- LH explained that it is not. There is 'Emotional Logic' training happening at the beginning of September. This underpins the RSHE curriculum and will give staff the tools to support pupils with minor anxieties.
- Governors thanked LH for her continuing hard work.

### 9.9 Staffing Structure

- The Headteachers Report states that there are 2 newly recruited 1:1 TAs and an increase in the SENDCo's hours.
- *Governors asked if there were going to be any other changes to the staffing structure.*
  - LH explained that there are no further changes. The teachers will be staying the same.
  - The TA increase comes from EHCP funding, however the school has to pay £6000 towards each EHCP. Currently £48,000 of the school's budget is going towards EHCP support.
  - There are a further 3 EHCPs currently in progress. More TAs will be required in the future.
- *Governors asked if all of these changes are included in the budget figures.*
  - LH explained that the new TAs are but the increase in the SENDCo's hours are not.
- *Governors asked if the SENDCo's COVID cost could be put in a different 'pot'.*
  - LH explained that they had intended to claim under COVID-19 expenses, however this is not the case. They will put the hour increase through the SEND 'pot' to ensure identification of the costs of SEND
- *Governors asked if there was any indication how the government is proposing to help with the extra support being offered.*
  - LH explained that the government assistance is the equivalent of £90 per pupil which equals approximately 3 hours of teaching.
  - They hope to group together children of similar abilities to increase these (for example, have 6 children with 18 hours of support).

**ACTION: LH to assist AJ in creating an updated staffing structure table for governors.**

### 9.10 September Arrangements

- Governors stated the importance of supporting the school and LH.
- Uncertainty and practicalities are the biggest concern.
- The classrooms will need reconfiguring to fit everyone in.
- Reception children will not be able to socially distance from each other/staff.
- Increased handwashing currently takes a total of approximately 1 hour a day. With extra pupils back this time will increase.
- *Governors asked if they could use hand gel dispensers instead to save time.*
  - LH explained that the guidance states it has to be proper hand washing in order to efficiently remove potential virus.
- There are concerns over needing to maintain class bubbles during the winter at break and lunchtimes. The field cannot be used in bad weather, there will not be enough room to adequately distance bubbles on the playgrounds.
- Items missing from the report - the school has now received a G-Suite. LH and Chris Johnson have been sorting this out with the Chrome Books themselves. They hope year 6s will get a chance to use these before the end of term.
- *Governors asked if they could get a local IT expert to do this for free, in order to save LH some time.*
  - LH said that they have used local IT experts before but the platform was too big for them.
- *Governors asked if pupils number were likely to change.*
  - LH explained that she has received a few enquiries but nothing concrete as of yet.

### 9.11 School Vision

- This will remain unchanged.

### 9.12 Term Dates

- The term dates for 2021-2022 have not been issued from County yet.

**ACTION: MH to add 'Term Dates' for 2021-2022 to FGB1 agenda.**

## STATUTORY REPORTING AND ACCOUNTABILITY

### 9.13 Budget

- There is a £76,000 carry forward.
- Governors have all received a copy of the FRS Report.
- Everything is currently running OK. COVID claims are not as they first appeared. Not everything is covered. There is enough of a cushion from our carry over to cover these extra costs.
- Final figures will be received next week. TN will circulate any concerns around governors.
- Staff costs are approx. 75% of the total budget. This is not unusual.
- There are no irrecoverable debts/disposal of equipment to report.

FRS Report - Agreed by ALL.

### 9.14 Meeting Dates

- Governors agreed to keep T&L meetings to Friday afternoons.
- The possibility of having some ZOOM meetings once normal practise resumes was discussed, particularly for mid-winter meetings
- ZOOM is currently free, however, when this stops being the case it is something the school intends to keep. It has proved valuable over many areas and many staff intend to continue using it.

### 9.15 Headteacher's Report

- This item has been covered throughout the items so far.

### 9.16 Safeguarding

- There has been no safeguarding learning walk due to COVID restrictions.
- The points raised from the February report are not relevant during the current situation.
- KT is going to attend the staff safeguarding in September and report back key items to FGB1.
- Points raised from the February report will be revisited when appropriate.
- Governors discussed the fire logs and safeguarding logs which have not been signed due to COVID restrictions.
  - It was agreed that these will be signed when restrictions have eased.
- Governors thanked both LH and the SENDCo for their continued hard work.

**ACTION: MH to send learning walk report to LH.**

### 9.17 Training

- Governors were asked if they had any reflections on the way in which the board takes advantage of training.
  - Governors stated how it increases their confidence.
  - Governors discussed the need for a recruitment checklist, to include giving an overview into their area of responsibility.
  - The idea of a 'buddy governor' for new recruits was discussed.
  - The clerk reminded everyone that they can ask her if they need any information/assistance.

### 9.18 Policies

#### 9.18.1 Behaviour Policy Addendum

Proposed by TN. Seconded by KT. Agreed by ALL.

### 9.18.2 Safeguarding Policy Appendix 2

Proposed by EB. Seconded by KT. Agreed by ALL.

### 9.18.3 Staff Wellbeing Policy

Proposed by MB. Seconded by EB. Agreed by ALL.

### 9.18.4 School Emergency Plan; 9.18.5 Health and Safety Policy; 9.18.6 Accessibility Plan

- Carried forward.
- The accessibility plan is a two-part document. The copy RD has is the curriculum side which is LH's responsibility.

### 9.18.7 Staff Appraisal Policy (Support Staff); 9.18.8 Staff Appraisal Policy (Teachers)

- Both updated versions from DCC.

Proposed by TN. Seconded by KT. Agreed by ALL.

### 9.18.9 Staff Discipline Policy; 9.18.10 Staff Redundancy Policy; 9.18.11 Staff Grievance Policy

- There are no changes to any of these policies.

Proposed by TN. Seconded by RD. Agreed by ALL.

**ACTION: MH to upload most recent version of Staff Discipline Policy to 'Back Room' of website.**

### 9.18.12 Intimate Care Policy; 9.18.13 Supporting Students at School with Medical Conditions Policy

- Both of these policies should be under LH, not KT.
- Carried forward.

### 9.18.14 Disability Equality Policy;

- Carried forward.

### 9.18.15 Attendance Policy

- There are no changes to this policy.
- Arrangements for September are still unclear.

Proposed by AF. Seconded by TN. Agreed by ALL.

### 9.18.16 Safe Touch and Positive Handling Policy

- Carried forward.

**ACTION: MH to add carried forward policies to FGB1 agenda.**

## COMMUNITIES AND COMMUNICATION

### 9.19 Bow Times

- Advertisement for more governors.

### 9.20 Website

- Updated policies to go on backroom and policy page.

**ACTION: ALL governors to check their area of the school website for compliance and to report any issues to MH.**

### AOB Staff Thanks

- AF, staff governor, thanked governors for the 'Gold Bar' gift from governors to all staff. Staff were reportedly very pleased with them.

**Date of the next meeting** is Tuesday 15<sup>th</sup> September 2020.