

BOW COMMUNITY PRIMARY SCHOOL - FGB - NO.2
Minutes 3 November 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; Bella Westlake; Megan Heath (Clerk)

2.1	Apologies
2.2	Recruitment
2.3	Minutes of FGB 15.09.20
2.4	Matters Arising
2.5	T&L Committee
2.6	RES Committee
2.7	Clerks Update
2.8	COVID Pupil Data
2.9	SDP
2.10	Budget
2.11	EAP
2.12	AF Masters Degree
2.13	Headteacher Report
2.14	Headteacher Appraisal
2.15	Swimming Pool Committee
2.16	Training
2.17	Groundworks
2.18	Policies 1. Safeguarding Policy Appendix 2 2. SEND Policy 3. Behaviour Policy 4. Pay Policy 5. Child Protection & Safeguarding Policy
2.19	Bow Times
2.20	Website
2.21	Next Meeting

PROCEDURAL

2.1 No **apologies** received.

2.2 Recruitment

- BW has attended T&L1. RES governors introduced themselves.
- BWs DBS clearance has been completed.
- Governors agreed to formally accept BW as a new governor.
 - Proposed by EB. Seconded by MB. Agreed by ALL.

2.3 **Minutes** from FGB1 15.09.20 were agreed as an accurate record.

2.4 **Matters Arising** from the minutes of the meeting on 15.09.20

- See 'Summary of Actions' document.
- Item 5.3.2 has been transferred to BW to be picked up later in the school year. BW will research the Art and Design Primary National Curriculum in preparation for this.

2.5 T&L Committee

- The main items discussed were the draft SDP and the September pupil performance data, along with the new Safeguarding policy. All appear on this agenda.

2.6 RES Committee

- TN was re-elected as chair.

- The SDP and budget were discussed and both appear on this agenda.
- The Devon Funding Consultation recommendation was discussed and our response agreed. This was returned today.
 - T&L governors were informed of the decisions made.
- Some finance policies were agreed.
- The clerk's appraisal and the health and safety learning walk were arranged.
- PIPS training was noted as a high risk item, due to COVID restrictions preventing refreshers. .
- Governors received an update about the emergency plan.
- Groundworks and booster pump funding was discussed (groundworks on this agenda).

2.7 Clerks Update

- MH informs governors that she aims to open ZOOM meetings 15 minutes before the meeting start time, allowing governors some informal interactive time.
- Governors asked about the Governance Today magazines. MH understands that an electronic version of these is to be available shortly. MH will circulate when this is available.

STRATEGIC PLANNING

2.8 COVID Pupil Data

- The COVID Pupil Data document, seen by both T&L and RES committees, was re-circulated prior to the meeting.
- This document reminds us of the pupil performance gaps and their link to the SDP.
- *Governors asked if this data reflects where we currently are.*
 - LH explained that this data was collated in October but is in fact from September. It was collated after 2 weeks into term, allowing the first 2 weeks to get pupils into a stable position to be assessed.
 - The latest assessment shows some pupils have already made good progression from this point.
- *Governors asked if the gaps in the new data are in the same places.*
 - LH explained that they are. These are areas of focus, such as reading comprehension. This needs to be taught in a certain way in order to prepare pupils for assessment and for year 6 SAT assessments.

2.9 SDP

- The updated draft SDP was circulated prior to the meeting.
- The SDP is evolving very differently to usual due to the ongoing COVID situation.
- Governors focused on Key Priority 4, unpicking all the tasks to ensure their understanding. . The other Key Priorities were then considered. (See below).
- Governors are to focus on the areas covered in their portfolios to support targets being met.
- Minor rewording amendments and typos have been made to the SDP since the version circulated.
 - Governors agreed the SDP in principle, and will approve final version at FGB3.

Key Priority 4:

- *Governors asked how the reading and comprehension data has fed through to item 4.1.*
 - LH explained that they will look for an increase in the number of pupils who are achieving ARE.
 - The data from March shows where the pupils were.
 - During lockdown a good number of pupils accessed education, however a number also did not.
 - Chris Johnston, literacy lead, will monitor all areas of literacy. This includes monitoring planning; available tools; dropping into the classes; observing lessons and collating assessment results. The SDP shows what will underpin this.
- *Governors questioned if the school has thought about how they plan to evidence the specific tasks.*
 - LH explained that, with regards to literacy, the school uses the 'Accelerated Reader' programme, where pupils read a book then complete an online quiz about it. Teachers can monitor progress made and can see where pupils have not been successful in quizzes.
 - Guided reading (where a teacher reads a book with a group of pupils) is also a chance for teachers to assess pupil's comprehension abilities.
 - KS1 are continuing to monitor phonics and reading levels.
- *Governors asked about evidencing other areas of the SDP.*
 - LH explained how writing will be assessed using EGG grids, and maths can be assessed via assessments, and online maths quizzes.
- *Governors asked about evidencing both staff and pupil wellbeing.*
 - LH explained how the staff and pupil questionnaire results will help provided evidence.
 - Staff absence rates will be monitored too.
- *Governors asked if these targets have been woven into staff appraisals and individual targets.*
 - LH explained that they will. The first priority is pupil progress in reading, writing and maths.
 - Pupils who have difficulty accessing the curriculum will have separate targets via IEPs.
- *Governors asked about pupil wellbeing being included in the staff targets.*
 - LH explained that it is not.
- *Governors asked if an OFSTED inspector would be able to see a clear link.*
 - LH explained that they would and that our rationale for having health and wellbeing at the top of the SDP is because supply teachers would not know the pupils, and the pupils need to be in the right place mentally, in order to make progress. There is also the question of being able to get supply staff to cover. Therefore, the school needs to look after the staff to be able to adequately support the pupils.
- *Governors asked if the SEND provision is supporting what the school is aiming to achieve.*
 - LH explained that it is not as there is not enough provision.

- *Governors asked if the SEND provision that they have is supporting the school.*
 - LH explained that it both is and is not. The staff are working very well. But the current regime means that staff are struggling to find both time and space to carry out interventions. Pupils are being removed from lessons in order to carry out these interventions. This results in missed lesson content
- *Governors asked if the increased number of assessments will have an adverse impact on the pupils.*
 - LH explained that the impact will be no more than is usual to them. Pupils usually produce 2-3 units worth of work per half term. End of term assessments normally take place, but staff are also using final pieces of work as a bench mark for progress as well.
 - Spelling tests are marked separately. However, the link between the tests and being able to recall the correct spelling in writing is being focused on.
- *Governors asked to clarify that pupils will not notice the extra assessments.*
 - LH explained that they will not notice as regular assessments would be carried out anyway. The only area in which they may notice a difference is in comprehension as this is an area that will be enhanced.
- *Governors asked if the school is planning to celebrate individual successes with the teachers.*
 - LH explained that they will. Teachers are gathering the data and looking at individual pupils.
 - Governors expressed that recognising the teachers work is important too.
- *Governors asked how staff felt about the relaxation activity idea.*
 - LH explained how there has not been an opportunity to discuss this with staff yet. It will be discussed at the staff meeting on Wednesday.
- *Governors asked about the surveys and when they will be distributed.*
 - LH explained that they had come back from the printers and will be distributed by the end of the week.
- *Governors asked about purchasing mental health training.*
 - LH explained that a mental health visitor had been talking with staff and pupils in school. They are hoping she will return in the Spring, but availability may be an issue.
 - There are many free items available from DCC.
 - An Education Psychologist has visited the school.
 - It was suggested that all governors research mental health courses for schools as they are difficult to find.
- *MB met LH for a meeting regarding staff wellbeing. Outcomes include:*
 - Governors need to support teachers.
 - Teachers are able to express any concerns to LH and are not being challenged to do more than they can achieve under current circumstances.
 - They discussed the idea of offering relaxation activities such as yoga, meditation or pilates.

Key Priority 1

- Governors are satisfied that this item is fully covered. The key areas being maintaining vigilance and following the actions on the risk assessments.

Key Priority 2

- Governors are satisfied that this item is fully covered.

Key Priority 3

- *Governors asked how item 3.8 would be achieved with pupils who will not talk.*
 - LH explained that pupils need to feel safe before they will talk. The school provides a forum to allow them to talk safely.
 - The regular teaching of RSHE (PSHE) ensures that lots of wellbeing areas are being covered through the curriculum.
 - Pupils are encouraged to express themselves in different ways, for example, drawing pictures.
 - Guidance states that foundation subjects do not have to be taught, however they are still being delivered in order to keep the children happy and interested.
- *Governors asked if this ability to talk was carried through the whole day, including with lunchtime staff.*
 - LH explained that this is difficult. There are 3 MTAs outside at lunchtime, covering half the school. There is not always the opportunity for them to talk. However, teachers are available inside if needed.
 - Many pupils do not feel as safe at lunchtime as this is unstructured time.
- *Governors asked if the SENDCo has been able to meet with staff yet to discuss emotional wellbeing of the pupils.*
 - LH explained that this has not happened yet. Linda Williamson is also doing a lot of work around pupil wellbeing and sharing it with colleagues as part of RSE.
- KT stated how reassuring her recent visit with the SENDCo was. The new SEND assistant is proving a great relief.
- Governors are satisfied that this item is fully covered.

Key Priority 5

- Governors are satisfied that this item is fully covered.

2.10 Budget

- The September figures were a 'work in progress'. There were some areas of overspend and other in underspend.
- It is anticipated that the new figures will not be good due to extra TA and COVID costs.
- This will require governor action. The Resources Committee may have to have an extraordinary meeting to discuss this.

ACTION: MH to add Budget to FGB3 agenda.

2.11 Excellence for ALL (EAP)

- This was an LA initiative created approximately 5 years ago.
- The school has not received the paperwork for approximately 2 years.
- It is assumed that this no longer exists and will be removed from the annual cycle.

ACTION: MH to remove EAP from the annual cycle.

2.12 AF Masters Degree

- A letter detailing AF's request was circulated prior to the meeting.
- Governors were invited to ask AF questions, to be followed up with a part 2 discussion at the end of the meeting, with AF absent.
- Governors noted their support for staff CPD and thanked AF for showing an interest in the course.
- *Governors asked AF how she will manage her time with all the added pressures in the current climate.*
 - AF explained that the course is part time. It will all be online and is research based. She anticipates it being more of a hobby/additional interest. Essays may be difficult but workable. The course is over 2 years with a short dissertation at the end (7000 words). This will not affect the school. And if the work load proved too much she would acknowledge that.
- *Governors asked how many hours would this be per week.*
 - AF explained that the university have not been able to answer this. The course structure is 4 modules of 12 weeks. Some weeks may be busier than others. Not all of the information has been received yet.
- *Governors asked if the 12 week modules include school holidays.*
 - AF explained that she has not received a timetable yet. So it is 12 calendar weeks, totalling 48 weeks over 2 years. The course is designed to be completed while working full time.
- *Governors questioned the financial cost to the school.*
 - AF reassured governors that there would be no financial cost to the school because we automatically pay into a levy pot.
- *Governors raised concerns over using PPA time to carry out coursework.*
 - AF explained that this would only be if she had to. The PPA would not be missed, it would be carried out at home if necessary.
- *Governors asked about the 20% Off-The-Job training element.*
 - AF explained that due to the course being an apprenticeship, 20% must be within working hours. This will not all be in the school day, it could be demonstrated by other means.
- Time used for the course should be tracked.

STATUTORY REPORTING AND ACCOUNTABILITY

2.13 Headteacher Report

- Parents evening was a valuable experience. Parents were grateful to be able to talk to teachers face to face and to be allowed inside the building.
- Attendance is excellent and above national average. One class is at 93% attendance, the rest are above 95%.
- Concerns have been raised about excessive handwashing and the cracking and drying of pupil's skin. This is most likely due to not rinsing or drying hands properly, which has been addressed, in addition to this the soap has been changed and a mild moisturising cream has been provided to soothe skin, and the RA 100 has been updated to reflect this.
- There are concerns about the cost of COVID as it is difficult to recoup funds already spent.

- Overall, everyone is coping well.
- *Governors asked if all pupils had returned, and if there are any behavioural difficulties.*
 - LH explained that one pupil is currently seeking an alternative establishment.
 - All SEND pupils are back in school.
 - Autistic children have settled into the new routines and are generally happy following their peers. It is now normal.

2.14 Headteacher Appraisal

- The Headteacher Appraisal is taking place on 17.11.20, with TN and MB.
- The LA Advisor input will not be used this year due to cost. TN is experienced in headteacher appraisals.

2.15 Swimming Pool Committee

- There has been no activity to report.
- The AGM should be taking place this month.

ACTION: TN to contact the swimming pool committee regarding AGM.

2.16 Training

- EB is commended for her commitment to training this year.
- There are many virtual training opportunities available, including Dartmoor Academy; DAG; Schools and Academies online, in addition to Babcock.
- Governors were reminded to inform MH of any training undertaken.
- A governor is needed to shadow the finance lead, to improve our resilience in this important area.

2.17 Groundworks

- The MUGA needs resurfacing, however the surrounding area also needs work, including a new path and a retaining wall.
- The resources committee agreed that this work needs to be carried out, and it is on the asset management plan.
- Susan Vile attempted to gather quotes, however only received one.
- The quote cannot be precise due to materials potentially varying in price before Spring, when it is anticipated this work will happen.
- This needs FGB approval due to lack of quotations.
- FGB supports the recommendation from the resources committee, based on the quote received, and acknowledges that the usual 3 quotes could not be obtained.
 - Proposed by RD. Seconded by MB. Agreed by ALL.

2.18 Policies

2.18.1 Safeguarding Policy Appendix 2

- It is believed that this should read Addendum 2, as appendix 2 already exists.
- Carried forward.

ACTION: MH to research when this was last agreed and if it is still relevant.

2.18.2 SEND Policy

- This policy is a model policy.

- *Governors asked why there was a highlighted area on page 4.*
 - LH explained that she does not know. This policy was received from the SENDCo.
 - It is understood that the highlighted information about 'DAF' is now known as the 'Team Around the Family', or TAF.
- Carried forward.

ACTION: 1. LH to update highlighted area.

2. MH to add SEND Policy to FGB3 agenda.

2.18.3 Behaviour Policy

- This policy has been amended due to physical violence towards members of staff from a pupil.
- *Governors asked whether the policy should say a child 'will' or 'may' be excluded due to physical violence.*
 - Governors and LH discussed this wording and agreed to keep a zero tolerance approach and use 'will'.
- It was agreed that the physical and verbal abuse needed separating into two points: physical - *will* get excluded; verbal - *may* get excluded.
- Policy agreed with discussed changes.
 - Proposed by KT. Seconded by TN. Agreed by ALL.

2.18.4 Pay Policy;

- The highlighted text shows where a selection needed to be inputted into the model. All selections are the same as before.
- This comes recommended from the Resources Committee.
- Policy agreed.
 - Proposed by RD. Seconded by MB. Agreed by ALL.

2.18.5 Child Protection & Safeguarding Policy

- This is a model policy with personalisation.
- This comes recommended from the Teaching and Learning Committee.
- The e comments will be removed.
- Policy agreed.
 - Proposed by KT. Seconded by TN. Agreed by ALL.

COMMUNITIES AND COMMUNICATION

2.19 Bow Times

- A note about how governors are supporting staff mental health; the fact that governors are pleased with pupil progression; and an introduction from BW.

2.20 Website

- Agreed policies.

2.21 **Date of the next FGB meeting** is Tuesday 1st December 2020 at 6pm, preceded by Pay Committee at 5pm.

AF left the meeting. Meeting enters Part 2.