

BOW COMMUNITY PRIMARY SCHOOL - FGB - NO.3
Minutes 1 December 2020 - 6pm - School Hall

Present: Melanie Bishop; Erin Blake; Richard Drake; Anna Fay; Lesley Hodgson (Head); Anita Jellings (Chair); Tony Neal; Kathryn Tayler; Megan Heath (Clerk)

Virtually Present: Bella Westlake

3.1	Apologies
3.2	Minutes of FGB2 03.11.20
3.3	Matters Arising
3.4	Clerk's Update
AOB	Recruitment
3.5	Budget
3.6	LA Admissions Arrangements
3.7	Equality Objectives
3.8	SDP
3.9	Staff CPD Request
3.10	Headteacher's Report
3.11	P&P Committee
3.12	Lead Governors Report 1. Personnel: Staff Welfare 2. Premises 3. Curriculum 4. Safeguarding & Inclusion 5. Community & Parental Links
3.13	Risk Review
3.14	Training
3.15	Policies and Procedures 1. Accessibility Plan 2. Admissions 3. Disability Equality 4. Educating Children in Care 5. Outdoor Education Visits and Offsite Activities 6. SEND 7. Supporting Pupils at School with Medical Conditions 8. Lockdown Procedure
3.16	Bow Times
3.17	Website
3.18	Next meeting

PROCEDURAL

3.1 No **apologies** received. BW was in attendance via ZOOM.

3.2 **Minutes** from FGB2 03.11.20 were agreed as an accurate record.

3.3 **Matters Arising** from the minutes of the meeting on 03.11.20

- See 'Summary of Actions' document.
- Item 1.6.1 is now complete.
- Item 2.18.1 Governors agreed that the proposed Appendix 2 is no longer relevant and will not be added to the Safeguarding Policy.
 - Proposed by AJ. Seconded by KT. Agreed by ALL.

3.4 **Clerks Update**

- Governors agreed that MH is to continue to sign policy cover sheets on governors' behalf, due to COVID infection control.

- Governor signing in sheets are currently not being used, due to COVID infection control. Governor presence will be noted in minutes.
- There are no changes to governor business interests.
- The governance side of the finance audit is complete, pending potential queries.
- MH will inform governors of any amendments made to the annual cycle and will make sure the up to date copy is available on the backroom.

AOB Recruitment

- BW was adopted at the last meeting. As she is filling the Local Authority (LA) governor vacancy she went through the relevant application process.
- The LA has formally nominated BW to be our LA governor.
- All governors agree to BW being adopted as our LA Governor.

STRATEGIC PLANNING

3.5 Budget

- The budget was looked at in detail at the last RES meeting.
- The capital budget is being used to replace the doors.
- The carry forward is being used and we have a budget that does not balance in year 2. County have asked for this to be explained. It is due to staff related costs; running 5 classes; and the high number of EHCPs (a ratio of 1:8.2 children have an EHCP). There are also staff costs related to children needing 1:1 support who do not have an EHCP. This is an ongoing conversation.
- Governors are comfortable that there is no excessive spending. Governors cannot criticise essential expenditure.
- The school is hoping to avoid a deficit next year.
- We are not the only school in this situation, it is a national problem. School budgets nationally were already tight before the COVID situation, leading to national protests. This situation is still there on top of the added COVID costs.
- It is understood that the anticipated catch-up money is now expected to last 2 years, rather than the original 1 year.
- COVID funding of £3758 has been received.
- This funding covers some of the cleaning costs. Two years-worth of paper towels have already been used in this academic year, due to the extra handwashing. The clean team are frugal, however the new restrictions means that more resources than normal are being used.
- We can claim back the cost of covering staff sickness, if COVID related and in excess of 20% of normal staffing levels.
- The financial benchmarking always flags up items regarding premises costs; however nothing can be done due to the layout of the building.
- Fundraising ideas were discussed. FOBS should not have to fund educational items like this. Asking local businesses to sponsor subscriptions was suggested.
- The staff are aware of the budget situation and have been voicing concerns about job security.
- *Governors asked if jobs are safe.*
 - It was explained that we do not know yet.

- A majority of the TAs are 1:1 with specific pupils, so if they were removed then the child they support would potentially need to be removed too. Their role is more akin to a Learning Support Assistant.
- There are not many general TAs. It is a safeguarding requirement to have general TAs in early years and KS1.
- *Governors asked if the budget constraints would have potential impact on areas other than staffing.*
 - Many of the electronic learning subscriptions have had to be cut. This is having a negative impact as the pupils respond well to these platforms.
 - CJ won a year subscription to EdShed which is proving very popular among pupils and is getting positive results in terms of pupils spelling ability.

ACTIONS: 1. TN to prepare communication to staff regarding the budget situation.

2. LH to make a list of electronic subscriptions that would benefit pupils if we were able to purchase them.

3.6 LA Admissions Arrangements

- Our Published Admission Number (PAN) is 20.
- The admissions policy is on the website and school applications are received through the LA.
- *Governors asked if the school still intends to run 5 classes.*
 - LH explained how the PAN is not the predicted number of pupils. Last year 17 applications were anticipated but 21 were received.
- *Governors asked for clarification that the school can take more than the PAN.*
 - LH explained that yes they can to a degree. In KS1, you can have a maximum number of 30 pupils in each class County can extend this to 32, so increasing numbers over PAN needs to be traded off against smaller year groups.
 - The school can go up to 36 pupils per class in KS2.

3.7 Equality Objectives

- Suggested equality objectives were circulated prior to the meeting.
- The equality policy agreed last year specified that equality objectives would be developed, however this got overlooked due to COVID.
- The actions based on the objectives need to be reflected in the SDP.
- The objectives need to be published on the school website.
- It was recommended that the suggested objectives are adopted with a view to revisiting them when the COVID situation has settled.
- Governors agreed to recommended objectives.

ACTION: LH to put Equality Objectives onto school website; and to insert the highlighted actions in to the SDP.

3.8 SDP

- This has been completed and circulated prior to the meeting.
- There are likely to be changes to this (eg. under Key Priority 5, Robolab is currently being used as breakout space). There will be ongoing changes to the document as a result of current circumstances.

- Governors agree to accept SDP in its current form, on the understanding that amendments will be required throughout the year.
 - Proposed by KT. Seconded by MB. Agreed by ALL.

ACTION: MH to add SDP COVID development adjustments to FGB5 agenda.

3.9 Staff CPD Request

- Letter from Kirsty Loader (KL) was circulated prior to the meeting.
- Governors stated how they are very keen to support CPD, and that budget constraints should not be a reason to cut staff CPD.
- The total cost to the school would be £775.
- KL has thoroughly researched the course: what is required from her; what is required from the school; and the benefits.
- *Governors asked what was being asked of them and how LH feels about the request.*
 - LH explained that the governors are being asked for their approval for the financial support.
 - LH approves of the request and thinks it could be very helpful to the school. It would mean she could potentially lead classes in emergency situations.
- *Governors asked if KL's pay would need to be reviewed once she was a qualified HLTA.*
 - LH explained that it would not. Her role is TA, she would only be paid as an HLTA for any HLTA hours she works.
- *Governors asked if KL would have to wait for a vacancy to work as an HLTA within Bow School.*
 - LH explained that she would not need a vacancy. She would be very effective in emergencies.
- *Governors asked if she would work as PPA cover.*
 - LH explained that there is already a PPA cover HLTA employed.
- *Governors asked if she would be able to cover staff leave.*
 - LH explained that she would have to fulfil her contracted TA hours as first priority. If it is outside of her usual hours then she could.
- Governors agreed to support KL's request.

ACTION: AJ to write to KL to confirm governor support.

STATUTORY REPORTING AND ACCOUNTABILITY

3.10 Headteacher's Report

- See 'Headteacher's Report document.
- A majority of pupils are ok, some are still unsure.
- The children have various Christmas activities coming up, including Christmas buffet lunch within their bubbles and a virtual pantomime.
- The 86% pass rate in the Otters phonics test was much higher than the predicted 65% pass rate.
- The low Stags attendance rate is due to one pupil who is refusing to return.
- The staff Guardian Angel scheme is boosting morale. There is a lot of mental health support information being given to staff.
- Governors commended all staff for their continued hard work.

- *Governors asked if there will be any changes in school due to the move to a Tier 2 lockdown.*
 - LH explained that none have been received yet. County will update risk assessments then let the school know of any amendments.
- *Governors asked if all children will receive catch-up support.*
 - LH explained how 1:1 children are already receiving the support they need and many children are making accelerated progress within the classroom. The focus will be on those not making progress, and without the 1:1 support.
- *Governors asked if there was anything they can do to boost staff morale.*
 - LH explained that mindfulness sessions and yoga were offered but staff have voiced that they would rather complete their work then go home to rest (rather than stay longer at work for the suggested sessions).
 - A gift to show appreciation from governors was suggested (eg. chocolate or cheese).
 - AJ writes an annual Christmas letter to all staff, in which she thanks them.
- *Governors asked about the school Christmas single.*
 - LH explained how Cameron Mills, the music teacher, has worked with the pupils to produce a Christmas single. There are many famous musicians involved and a video has been filmed in school.
 - The single is released on Friday 11th December, it is raising money for the Royal Devon & Exeter Hospital.
 - The children have enjoyed this whole process.

ACTIONS: EB to write a letter to staff specifically to thank them for their efforts during the ongoing COVID situation.

3.11 P&P Committee

- All staff appraisals have been carried out.
- There are no outstanding issues or actions.
- 3 pay progressions have been approved.

3.12 Lead Governor Reports

3.12.1 Personnel: Staff Welfare

- The staff survey has been carried out, results pending. MB is to meet with LH on 08.12.20 to analyse the results. Feedback to be delivered at FGB4.
- Staff morale is generally low (covered in item 3.10)
- One staff member is off on long-term sick.
- The new HLTA is doing a good job.
- MB attempted to meeting with the previous HLTA to discuss his reasons for leaving, however the meeting was cancelled due to sickness.
- The SDP objective related to Staff Welfare is on track.

ACTION: MH to add staff survey results to FGB4 agenda.

3.12.2 Premises

- There is nothing new to report.
- The windows will be fitted at Easter.
- One door is broken and needs replacing.

- The MUGA works will be carried out at Easter. Funding for this needs to be ring-fenced from the Sports Premium budget.
- FOBS have been considering fundraising for the MUGA by sponsoring a 'square metre' of the resurfacing.

3.12.3 Curriculum

- See report circulated prior to meeting.
- All the curriculum link teachers remain the same.
- All governors are to focus on one of their curriculum subject areas in readiness for OFSTED.
- *Governors asked how much they can focus on their subjects when the current curriculum focus is on the core subjects.*
 - It was explained that the staff are still following the rolling programme and are actively incorporating foundation subjects. Without the foundation subjects, the children would get bored.
 - Science is the only subject not broadly covered, however it is included if it fits within the other work.

3.12.4 Safeguarding & Inclusion

- KT is carrying out a learning walk soon.
- The SENDCo is currently very busy with meetings.
- KT will report back at FGB4.

3.12.5 Community & Parental Links

- Much of this report has been covered under previous items.
- Parent and pupil surveys will be covered at T&L2.
- EB is to carry out a learning walk next Friday, with BW.
- Parents are missing communication both with each other and class teachers. Many are feeling isolated.
- The virtual class assemblies and face to face parents' evenings were gratefully received by parents.
- FOBS have been busy. They have funded a virtual pantomime; arranged a Halloween fancy dress day; organised a Christmas reindeer trail and Christmas present sale. They are looking for a big project to specifically fundraise for in January.
- LH put a piece in the Bow Times encouraging parents to inform the school of any home problems, enabling the school to be more effective supporting the children.

ACTION: MH to add Parent and Pupil Surveys to T&L2 agenda.

3.13 Risk Review

- The Risk Register document was circulated prior to the meeting.
- There have been minor changes regarding COVID.
- Pandemics were not covered in the original risk register.

ACTION: MH to move Risk Review to 'Strategic Planning' subheading.

3.14 Training

- KT is booked to virtually attend: The Governance of Safeguarding; and The Responsibilities of the Safeguarding Lead.
- BW is booked to virtually attend: Induction for New Governors; and Introduction to the Primary Curriculum.
- MB virtually attended 3 sessions on the Schools and Academies Show.
- MH is booked onto a virtual NGA Clerking Course.
- EB is booked onto a virtual NGA Chair of Governors Course.
- AJ is booked to attend RHSE curriculum update
- All governors were reminded to inform MH of any training undertaken.

3.15 Policies

3.15.1 Accessibility Plan

- This has been looked at with staff.
- The plan will be revisited if a child with a physical disability attends the school.
- It was questioned whether 'hidden disabilities' had been considered. It was decided that this is covered by SEND.
- Proposed by TN. Seconded by MB. Agreed by ALL.

3.15.2 Admissions

- This is on the school website. It is a model policy from County.
- Proposed by TN. Seconded by KT. Agreed by ALL.

3.15.3 Disability Equality

- This policy needed updating. It works in conjunction with the Accessibility Plan.
- *Governors asked how the impact assessment (item 3.8 in the policy) is carried out.*
 - It is understood that this is left open to assist with future planning.
 - This needs to be discussed at RES3.
- Proposed by MB. Seconded by RD. Agreed by ALL.

ACTION: MH to add how to assess disability equality impact to RES3 agenda.

3.15.4 Educating Children in Care

- The previous policy required significant updating..
- A policy from another school was used for reference. This was particularly useful due to its links to the DfE guidance.
- There is a section regarding roles and responsibilities of the governing body. There is a lot to cover in this section. It is about liaising with the head and the allocated children in care staff member.
- There is an overlap with GDPR, however there is nothing specific within the GDPR policies about children in care.
- Proposed by EB. Seconded by MB. Agreed by ALL.

3.15.5 Outdoor Education Visits and Offsite Activities

- There are 2 parts to this policy. The model document containing the official guidance and the personalised document detailing what our school needs to do.
- There is a typo within the personalised document, to be corrected.

- The visit leader has to vet the suitability of the provider, meaning the teacher is responsible. The teacher needs to obtain a certificate.
- Proposed by KT. Seconded by TN. Agreed by ALL.

3.15.6 **SEND**

- This was carried forward from FGB2.
- The highlighted area was amended to read TAF, updated from DAF.
- Proposed by AJ. Seconded by MB. Agreed by ALL.

3.15.7 **Supporting Pupils at School with Medical Conditions**

- Carried forward.

ACTION: MH to add Supporting Pupils at School with Medical Conditions to FGB4 agenda.

3.15.8 **Lockdown Procedure**

- This has been reviewed and updated by staff.
- This has not been practised yet, in future it will be practised once a term.
- There is a 'partial lockdown' and a 'full lockdown'. A 'partial lockdown' means there is no outside access but free movement within the building. A 'full lockdown' means there is no movement within the building, all blinds are drawn and everyone is to remain out of sight.
- The issue of communication discussed previously has been addressed by using email to communicate with the main office.
- Proposed by TN. Seconded by AF. Agreed by ALL.

COMMUNITIES AND COMMUNICATION

3.16 **Bow Times**

- A piece praising the good the attendance.

3.17 **Website**

- Policies.
- Equality Objectives.
- The attendance figures, after-school club, and school dinner pages all need updating.
- Governors were advised to email any website amendments to the admin team so they can update accordingly.

3.18 **Date of the next FGB meeting** is Tuesday 26th January 2021 at 6pm.

The date of the potential ERES meeting was queried however it is not yet known.

AF left the meeting.

3.2 **Part 2 Minutes** from FGB2 03.11.20 were agreed as an accurate record.