

BOW COMMUNITY PRIMARY SCHOOL - FGB - NO.5
Minutes 25 February 2020 - 6pm - Badgers Classroom

Present: Richard Drake; Anna Fay; Nic Forder (Acting Head); Anita Jellings (Chair); Tony Neal; Kathryn Tayler; Megan Heath (Clerk)

Apologies: Melanie Bishop; Erin Blake; Lesley Hodgson (Head); Tamsin Kilner

5.1	Apologies
5.2	Minutes of FGB 28.01.20
5.3	Matters Arising
5.4	Resources Committee
5.5	Clerks Update
5.6	Budget
5.7	Term Dates
5.8	Pupil Performance/Progress
5.9	School Visits/Residential
5.10	SEND
5.11	Policies 1. Behaviours Principles and Policy 2. Information Security (5 documents) 3. Freedom of Information Procedure
5.12	Governor Spring Tasks
5.13	Governing Body
5.14	Parents
5.15	Bow Times
5.16	Website

PROCEDURAL

5.1 **Apologies** received from MB, EB, LH and TK. Agreed and sanctioned.

5.2 **Minutes** from FGB 28.01.20 were agreed as an accurate record.

5.3 **Matters Arising** from the minutes of the meeting on 28.01.20

- Item 4.4.1 KT can now access her training information via Babcock.
- Item 4.4.2 MH has put the updated TOR on the school website.
- Item 4.4.3 School attendance compared with other maintained primaries in central Devon for 2017-2018, using data from the 'Get Information About Schools' website (<https://get-information-schools.service.gov.uk/>).
 - Bow CPS is 4th in terms of absence, which is poor when compared to the majority. The Devon average for maintained primaries is 4%, compared to Bow's 4.3%. Whilst this is barely statistically significant, BCPS attendance is flagged as red on the IDSR, so it continues to be a live issue.
 - OFSTED requirements are that the school does all it can to encourage good attendance. LH (and NF) is very strict with absence. Parents get reminded of the importance of good attendance regularly. New parents get the rules explained. Offenders get reported to County. These measures have not had impact on the level of absence.
 - Cornwall and Plymouth Councils have agreed to allow up to 5 days of 'unauthorised' absence per school year. The idea of pressuring County to agree a similar arrangement was discussed. It was also noted that the impact on teaching and learning of such a change needs to be considered.

- Item 4.4.4 Carried forward.
- Item 4.5.1 All governor skills audit questionnaires have been received.
- Item 4.5.2 Governors have checked the policies on the back room and feedback has been received by MH.
- Item 4.6.1 NF shared photographs of her autism friendly classroom at a staff meeting. As a result of this, all displays in the main corridors have been changed to neutral colours. The KS1 classrooms displays have also been changed to matching neutral colours.
- Item 4.6.2 NF provided a report for the Resources meeting.
- Item 4.7 TK is awaiting a date to complete the learning walk regarding the National Curriculum link with Art and Design. Carried forward.
- Item 4.10 TN is meeting with Susan Vile (SV) next week, where procurement deals for schools, or potentially linking with other schools, will be discussed.
- Item 4.11 Carried forward to LHs return.
- Item 4.14.1 Updated GB Composition on agenda.
- Item 4.14.2 Governor Skills Audit on agenda.
- Item 4.14.3 Finance Skills Audit on agenda.
- Item 4.17 NF has ensured the Thrive logo is no longer on school literature.
- Item 4.18.1 TN will discuss capabilities of ordering system programme with SV at next week's meeting.
- Item 4.18.2 Carried forward.

ACTIONS: 1. MH to chase outstanding 'training evaluation and impact forms'.

2. TK to carry out learning walk on the National Curriculum link with Art and Design and report back to governors.

3. LH and TN to consider robustness of finance governance.

4. TN to report back on meeting with SV, including procurement deals for schools and the ordering system capabilities of the ordering system programme, who operates it, and what support they receive.

5. EB, as the Community lead governor, to approach FOBS with the idea for a pop-up café.

5.4 Resources Committee

- The budget carry forward is £6000, which is higher than expected.
- The capital budget is good.
- Gemma Jackson, chair of FOBS, attended the meeting to propose using FOBS funds to cover some costs linked to the asset management plan, including the KS1 outdoor fencing. RD is to carry out an asset management walk, which will be presented to FOBS so they can choose how to spend their money.
- The Sports Premium report was approved and published on the school website.
- The loose flagstones outside the front of the school will be replaced over the Easter holidays.
- The Lockdown Procedure was discussed. This will be practised soon. Arrangements have now been made for the kitchen staff too. Air horns are being used to raise the alarm. Governors suggested that there should be an air horn at each point of entry.

5.5 Clerks Update

- The governor area of the front website is now completely up to date. Governors were asked to report anything they believe has been missed to MH. The only item that is outstanding is RDs profile, which MH will chase up.
- All governors were reminded to contact MH using her 'clerk' email address, rather than her personal one.

ACTION: MH to chase the outstanding governor profile.

STRATEGIC PLANNING

5.6 Budget

- The current staffing structure will be rolled forward to next year's budget, with the additional support for Hares class.
- Predicted pupil numbers rarely anticipate actual numbers. Pupil numbers impact the budget.
- Per-pupil funding is to increase.
- High Needs Block funding is set to increase, however it is not yet known how much of this will filter down to the schools from County.
- Next year's budget is expected to be healthier than this year.

ACTION: MH to look for a 'Finance for Governors' course for RD to attend.

5.7 Term Dates

- Carried forward.

ACTION: MH to add 'Term Dates for 21-22' to FGB 7 agenda.

STATUTORY REPORTING AND ACCOUNTABILITY

5.8 Pupil Performance/Progress

SDP targets handouts distributed at the meeting.

- There is progress in all areas.
- The SOAP document, discussed at previous FGB meetings, flagged KS1 reading (amber/medium) and KS1 writing (red/high) as areas of concern. Both of these areas are progressing.
- NF presented a document called the 'On Track Document' - to be emailed to all governors after the meeting.
 - The children that are currently 'on track' need targeting. Some of these are on Pupil Premium.
 - Most of the children who are 'not on track' are covered by EHCPs and/or SEND support.
 - Christopher Johnston (CJ) and Amy Harvey (AH) (Literacy and Maths subject leaders) have been working strategically throughout the school.
 - Daniel Bashford (DB), NQT, is performing very well.
 - At the beginning of the year, no children in year 3 were 'on track' for their writing, but now many have made a year's progress.
 - 80% of the children in year 2 are expected to reach age related results. 67% are expected to reach age related in reading. These results are already better than last year. The progress is ongoing.

- KS2s results are expected to be in line with or above the national average. Over 70% are expected to get age related results.
- *Governors asked what the least successful area of focus has been.*
 - NF explained that it is the disadvantaged. There is such a high number of them with different personal situations. There is a limit to how much they can achieve.
- *Governors asked if the SEND targets are likely to be met.*
 - NF explained how it is looking unlikely.
- *Governors asked what NF believes is driving this overall change for the better.*
 - NF explained how she believes that it is the new teaching staff being stronger than the staff they replaced. And many of the existing teaching staff are excellent. NF did warn that there would be a dip in the data with this year's year 3-4 class.
- Governors acknowledged the value of the fresh point of view afforded by NF secondment. Governors discussed the value of continuing to use a HT from another school to observe classroom teaching, as staff found this both challenging and supportive.
- It was noted that it would be important that teachers continue to understand that such observations are there to strengthen and develop their practise, not to criticise.

ACTION: 1. NF to email the 'On Track Document' to all governors.

2. AJ to discuss with LH the idea of regular observations with other local head teachers.

5.9 School Visits/Residentials

- All classes have had either a classroom visitor, or a school trip, this term.
- Stags have a residential booked. There are plans underway for a Hare's only residential.
- *Governors asked about risk assessments for trips/residentials.*
 - NF explained that they all have to be approved by the Head. NF has made minor amendments to recent ones.
- *Governors asked how we assess the impact of visits/residentials.*
 - NF explained that there is no formal impact assessment. . However, it is often reflected in the quality of learning after the event. For example, Badgers class recently visited Quickes' Cheese Farm, and produced some high quality writing following this.
 - OFSTED will study the website, this is where the impact of trips could be evidenced (via photographs and supporting text).
 - It was suggested we could put 'school visit impact' into the annual parent questionnaire.

5.10 SEND

- The Hares' team, CJ, AH, Ali Gillard (SENDCo) and NF had a meeting regarding the current situation in Hares class. Things are now moving in the right direction.
- NF is involved in classroom releases with CJ and AH, enabling them to teach literacy and maths to Hares class, while the Hares team meet with the SENDCo.
- There are now additional hours on a Friday for PP pupils, and ongoing assembly interventions.

- Staff are feeling more positive.
- KT has a meeting with AG tomorrow.
- *Governors asked if we have been able to also focus on the 'more able' pupils.*
 - NF explained that although Badgers and Stags classes have no additional support, they are supporting those working at greater depth.
 - There are 2 pupils who moved from Hares into Badgers for maths lessons, to enable them to receive appropriate challenge.
 - DB has flagged a year 1 pupil that he believes would benefit from being moved onto the KS2 reading scheme.

5.11 Policies

5.11.1 Behaviour Principles and Policy

- There is an amendment required. It covers acts of aggression towards other children but it does not cover acts of aggression towards adults. This needs addressing.
- LH will amend this policy when she returns.

ACTION: MH to add 'Behaviours Principles and Policy' to T&L3, with LH leading.

5.11.2 Information Security Bundle

Data Protection Policy; Data Protection Compliance Report; Information Security Incident Management Policy; Security Incident Management Procedure; Privacy Notice for Volunteers

- There are minor changes.
- Governors have asked the Data Protection Officer to make updates annual, so that we do not have to keep adopting new versions each term. He has agreed.

5.11.3 Freedom of Information Procedure

- This procedure is to be included in the Information Security Bundle.

All documents in the Information Security Bundle (including Freedom of Information Procedure): Proposed by KT. Seconded by AJ. Agreed by ALL.

GOVERNANCE

5.12 Governor Spring Tasks

- TN has completed his Sports Premium walk and report. It is available publicly on the school website.

ACTION: 'Governor Spring Tasks' to be added to FGB 6 agenda.

5.13 Governing Body

5.13.1 Update GB Composition

- This has been completed. MH will put it onto the backroom of the website for all governors to access.

ACTION: MH to put Governor Contact Information on the governor back room.

5.13.2 Governor Skills Audit

- This has been completed and the results are on the backroom for governors to review.

- Our 'essential' skills are generally good.
- We do not have strength in depth for experience of school HR, school finance, and chairing experience. We should therefore focus on these in recruitment of new governors, and in training priorities.

5.13.3 Financial Skills Audit

- This has been completed and is on the back room for governors to review.
- There are no issues to report.

COMMUNITIES AND COMMUNICATION

5.14 Parents

- There has been no feedback from FOBS.
- AJ will ask EB to follow up the ideas generated at the previous FGB when she returns.

5.15 Bow Times

- RD update was missed off of the last Bow Times. MH is to send the information to the relevant person.
- NF to write a positive piece about her impressions of the school.

ACTION: MH to send RD update to be published in Bow Times.

5.16 Website

- Updated policies.

Date of the next meeting is 17.03.20 at 6pm.