

BOW COMMUNITY PRIMARY SCHOOL – FGB – NO.5
Minutes 21 May 2019

Present: Anita Jellings (Chair); Lesley Hodgson (Head); Anna Fay; Melanie Bishop; Erin Blake; Tina Baskerville; Kathryn Tayler; Megan Heath (Clerk)

5.1	Apologies
5.2	Minutes of FGB 02.04.19
5.3	Matters Arising
5.4	Governor Appointments
5.5	Resources Committee
5.6	T&L Committee
5.7	Equality Act
5.8	SDP
5.9	Risk Register
5.10	Staffing
5.11	School Vision
5.12	Safeguarding
5.13	Policies
5.14	Bow Times
5.15	Website
5.16	AOB
5.17	Date of next meeting

PROCEDURAL

5.1 Apologies received from Tony Neal and Tamsin Kilner.
Absence without apology received from Gary Quick.

5.2 Minutes and Part 2 Minutes from FGB 02.04.19 were agreed as an accurate record.

5.3 Matters arising from the minutes of the meeting on 02.04.19

Noted that:

- Item 4.3.1 An advertisement for new parent governors has been prepared and is to be published in the Bow Times on Friday.
- Item 4.4.2 MH still to follow up the work of the DPO. Carried forward.
- Item 4.4.2 EB has been in touch with Creation Station who would like to help create our new Learning Tree. A budget needs to be worked out for this.
- Item 4.4.2 Flip-chart stand at open morning did not happen, however, Mel Butler was in reception helping parents with any questions. There are no technical issues with the new app, just lack of parent support. Parent governors suggested that parents may be confused as there has been no direct communication explaining the difference between the two apps. Parents of children at QE should already have the 'School Gateway' app.
- Item 4.5.1 Sub-committees have discussed risks and impacts of new budget. This will be a continuing focus of both committees.
- Item 4.5.1 T&L have discussed the budget impact on SEND pupils. This was not positive.
- Item 4.5.1 TN has already published a communication in the Bow Times regarding the budget. No further communication has been created yet and it has been agreed to wait until the start of the new school year to communicate again, when we will have a clearer view on what the impacts are going to be.
 - *Parent governors were asked if they believe parents are aware of the current situation. They believe that they are either aware or completely unaware, there is no in-between.*
 - TB will get a clearer picture, with regards to SEND parents, following her meeting with AG next week. The impact on SEND is concerning.

- The need for a parental voice was emphasised. Only if parents communicate with us can we pass their feedback up the chain.
- Item 4.6.1 SEND interventions are currently effective. However, cracks are going to start appearing with the budget situation.
- Item 4.7.2 Everyone is to continue to study the TOR and their own responsibilities.
- Item 4.7.3 Item carried forwards to FGB 6.
- Item 4.7.4 Induction pack is under construction.
- Item 4.7.4 Skill set succession planning is underway. AJ thanked all who have responded to her so far.
- Item 4.7.4 T&L meetings are going to move to Fridays during the school day, from September.
- Item 4.7.4 School website has not been added to email signature yet. To be followed up.
- Item 4.7.4 Policy organisation is ongoing.
- Item 4.7.5 Child Protection Policy has been printed and signed and front sheet amended.
- Item 4.9.2 Swimming Pool Lettings Policy has not yet been added to website.

ACTIONS:

- 1. Status of the work the DPO has been doing with the website to be followed up. MH;**
- 2. Learning Tree with Creation Station to be negotiated and fall-back option to be considered. EB, KT, LH;**
- 3. A parent communication about the two different apps to be created and sent out via Mel Butler. MB;**
- 4. GDPR policies to be agreed at FGB 6. MH;**
- 5. Mel Butler to be asked to add email signature to parent email communications. LH;**
- 6. Letting Policy to be emailed to LH. MH;**
- 7. Swimming Pool Letting Policy to be added to website. LH**

5.4 Governor Appointments

Noted that:

- GQ cannot have his term renewed in his absence.
- His term will have to be renewed at the next Resources meeting.

ACTION: Email to be sent to GQ regarding his reappointment. MH

5.5 Resources Committee

Noted that:

- The Finance Policy was the only item to be brought to FGB. (Item 13.2 on the agenda).

5.6 T&L Committee

Noted that:

- The IDSR analysis, discussed at T&L, was explained.
 - The main area of concern is absence (particularly term-time holidays).
 - There is an overall positive trend upwards.
 - The IDSR will be a key area of focus.
- KT is attending OFSTED Update training.
- All governors should look at this document; it is available for all of them to view on the governors' area of the website.

5.7 Equality Act

Noted that:

- The Equality and Cohesion Policy needs updating.
- TBs proposal (circulated before the meeting) was agreed as a good starting place.
- A committee is to be formed to focus on this.

- The SENDCo is a suggested member; however, this is not possible with her workload. LH will step in as she is in constant contact with the SENDCo.
- The stakeholders will be consulted but not invited onto the committee.
- It is suggested that there are 2 planned meetings, plus more if required.
- Areas of focus discussed
 - As there is no specific transgender policy, this needs to be addressed under the equality policy.
 - *Governors asked if there should be a focus on ethnicity within the equality policy (particularly looking at our current teaching staff, who are all white British).*
 - LH explained how it is difficult in rural Devon as the ethnic minority groups are a minor proportion of the population. But it could certainly be looked at.
 - *Governors asked if there are any non-white British pupils in the school and whether there was any way we could celebrate their heritage (via the parents).*
 - LH explained that there are 2 non-white English pupils in the school but their family situations would mean that it would not be possible for the parents to get involved.
 - A mindfulness about ethnicity required within the policy.
 - Gender equality was discussed as being an area to focus on.
 - Making sure both genders are treated equally and given equal opportunities, and avoiding the use of gender stereotypes.
 - All policies reviewed from now on must be written in a gender neutral way.
- Membership of the Equality Policy committee
 - TB will lead, and represent T&L Committee.
 - LH to be a member as both Head and SEND representative.
 - MB to represent Resources Committee.

STRATEGIC PLANNING

5.8 SDP

Noted that:

- The SDP will be looked at in depth at FGB 6.
- *Governors asked if there are any concerns regarding the SDP.*
 - LH explained that there are no concerns. Many areas can never be described as 'complete' as they will always be ongoing, therefore always listed as amber. Nothing is falling behind. Chris Johnston, Amy Harvey and Ali Gillard are all working hard on their specific areas.
- There are no governance targets within the SDP. We need to build some effective ones in.
- We need to be self-auditing our achievements constantly.
- How do we measure our impact? Assisting recruiting is one way, but there must be others.
- The new governor training emphasised the need for governors to ask questions.
- It was suggested that each governor has an action from the SDP as their focus to see through.
- Using the draft portfolios, governors can choose their own areas of focus for learning walks/research. This should assist with assessing our impact.

5.9 Risk Register

Noted that:

- The updated Risk Register was circulated.
- The high areas of risk are 'High/frequent staff turnover' and 'Decreasing budget/pupil'.
- 'High/frequent staff turnover' is not such a concern now that recruitment has commenced for 2 new teachers.
- 'Decreasing budget/pupil' is a high risk and concerning. The situation will continue to be monitored.

5.10 Staffing

Noted that:

- There will still be 5 classes next year.
- Hares will have 2 part-time teachers, each working 50% of the week.
- Otters will have an NQT.
- Foxcubs, Badgers and Stags will have the same teachers.
- A TA has reduced their hours meaning that Badgers and Stags will have less support. The children in these classes are generally more independent and do not require as much support as younger children. However, this will have an impact on the pupils that benefit from the extra support.
- Hares and Otters will have almost full-time support, as there are many children that require extra support in these classes.
- Foxcubs will have full-time support due to the dependency of the age group.
- 1 to 1 TAs will still be needed by certain pupils. LH has successfully secured more funding for one pupil.
- MTA turn-over is high. The nature of the role is that many people do not wish to continue once their child has left the school.
- A staffing summary is to be prepared to help governors better understand who/how/where situation changes will affect.

5.11 School Vision

Noted that:

- The vision is, "Learn, Share, Enjoy."
- The vision is the ethos of the school.
- This is discussed regularly at staff meetings.
- 'Pride in all we do' is the school motto.
- School vision was a key focus discussed at the 'Heads, Chairs and Clerks' Training.
- *Governors asked how we can return to the vision at FGB.*
 - LH suggested that we incorporate it into governor visits.
- *Governors asked if the vision is displayed anywhere within the school.*
 - LH explained that it was not but agreed that this is a good idea.
 - It was suggested that this be added to 'Learning Leaves' as these get sent home to parents, who will then also learn the vision, also that it be added to the school letter-headed paper.
- This is to be a constant focus, along with the SDP.

STATUTORY REPORTING AND ACCOUNTABILITY

5.12 Safeguarding

Governors considered a specific and realistic safeguarding scenario, for their ongoing learning around this important duty.

5.13 Policies

5.13.1 GDPR

Item carried forward.

5.13.2 Finance

Noted that:

- There are no changes to this policy and TN recommends approval.

Proposed by TB. Seconded by KT. Agreed by ALL.

5.13.3 Disciplinary; 5.13.4 Redundancy; 5.13.5 Grievance

Noted that:

- There are no changes to these policies.

Proposed by MB. Seconded by TB. Agreed by ALL.

5.13.6 Supporting Pupils with Medical Conditions and Administration of Medicines

Noted that:

- This policy had to be amended as doctors will no longer prescribe Calpol, due to it being cheaper to buy over-counter.
- The medicine release form, taken from 'OSHENS', was amended to only include pain-killers (removing items like cough medicines).

Proposed by LH. Seconded by AJ. Agreed by ALL.

COMMUNITIES AND COMMUNICATION

5.14 Bow Times

Noted that:

- AJ has entered an advertisement for new parent governors.
- EB's testimonial to go into the next issue.

5.15 Website

5.15.1 Agreed documents

Noted that:

- There are no documents to go onto the website from this meeting.
- The website is still not working on iPhones.

ACTIONS:

- 1. Website to be fixed for iPhones. LH;**
- 2. Links to the new apps to be placed on website. MB**

5.15.2 Website review

Noted that:

- Governors were reminded that if they find any inaccuracies on the website, then they should contact Mel Butler.

5.16 AOB

Noted that:

- EB described an annual event for parents, at Sandford School, where they get parents to come and help out with odd tasks (decorating, repairs, etc.) and the kitchen staff lay on food and drink. This is something we could consider in the future. This could also encourage more of a parent voice, as looked for by OFSTED.

5.17 Date of the next meeting is 9 July 2019.