

BOW COMMUNITY PRIMARY SCHOOL - FGB - NO.2
Minutes 29 October 2019

Present: Mel Bishop; Erin Blake; Anna Fay; Lesley Hodgson (Head); Anita Jellings (Chair); Tamsin Kilner; Tony Neal; Kathryn Tayler; Megan Heath (Clerk)

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AOB	LH Planned Absence

PROCEDURAL

2.1 No **apologies** received.

2.2 **Minutes** and **Part 2 Minutes** from FGB 09.07.19 were agreed as an accurate record.

2.3 **Matters Arising** from the minutes of the meeting on 09.07.19

Noted that:

- Item 6.3.1 is on the agenda, item 2.19.
- Item 6.3.2 Mel Butler was unable to put a link to the new apps onto the website as they are not webpages. It was discussed that we could add a link to the download webpage for the apps, however this is no longer deemed necessary as a majority of parents have already downloaded them.
- Item 6.9 AJ and LH discussed the idea of having stickers with the school vision written on them. LH took the idea to staff who have come up with the idea of

awarding individual 'learn', 'share' and 'enjoy' stickers at the weekly learning leaf assembly.

- Item 6.10.1 MH distributed the OFSTED Update booklets to all governors.
- Item 6.10.2 MH did email KT with instructions of how to log-in to Babcock, however KT is still struggling to access the site. MH is to meet KT to discuss in person.
- Item 6.11 AJ has commenced the search for a new non-parent governor. No interest to date.
- Item 6.12.1 MH has been working on making the website completely compliant, however there are areas that remain unclear as to who should be responsible to avoid overlap. MH is to arrange to meet with Mel Butler to discuss exactly who covers what.
- Item 6.12.2 Carried forward due to ongoing update of training records.
- Item 6.14.1 is on the agenda, item 2.15.
- Item 6.14.2 MH could not find a link to the NSPCC document discussed, however, it is now deemed unnecessary as everything is covered in the KCSiE document.
- Item 6.15.1 is on the agenda, item 2.18.1.
- Item 6.16 is on the agenda, item 2.17.

ACTIONS: 1. AJ to order 'Learn', 'Share', 'Enjoy' award stickers.

2. MH to show KT how to log-in to Babcock.

3. MH to meet with Mel Butler to clarify who is responsible for updating what on the school website.

4. MH to add Evaluation of Training to FGB 3.

2.4 Housekeeping and Planning

2.4.1 Election Procedure and Term of Office for Chairs

Noted that:

- Governors agreed the election procedure and that the term of office for the chair and vice-chair would be 1 year.

2.4.2 Code of Conduct

Code of Practice was distributed at the meeting.

Noted that:

- There are no changes from last year.
- Governors are to let MH know if they would like to suggest future amendments.
- Governors noticed that the punctuation at the end of the document makes it appear that something is missing from the bottom. AJ is to check this.

ACTION: AJ to confirm whether the Code of Conduct distributed at the meeting is complete.

2.4.3 Keeping Children Safe in Education (KCSiE)

Noted that:

- All board members have read the KCSiE and signed the relevant document to confirm this.

2.4.4 Membership, TOR and Committees

Summary of Government Responsibilities and new TOR were distributed at the meeting.

Noted that:

- All governors are to make themselves familiar with the areas they are responsible for and to contact AJ with any queries/concerns.
- AJ proposes that governors agree the new TOR in principle, and confirm at FGB 3, once they have had a chance to study them.
- The TOR are divided into 3 main group areas: FGB; T&L; and Resources.
- The Swimming Pool Committee TOR are missing, AJ will add these.

Terms of Reference proposed by TN; Seconded by KT. Agreed by ALL

ACTION: TN to send Swimming Pool Committee TOR to AJ.

2.4.5 Open Meetings

Noted that:

- Meetings will remain open. Anyone wishing to attend a meeting must notify MH at least two weeks in advance.

2.4.6 Part 2 Protocol

Noted that:

- All governors agreed that any sensitive items discussed that include named individuals will go to Part 2.

2.4.7 Attendance at Training

Noted that:

- All governors are good at recognising their own needs regarding training and approach MH for booking as required.
- *Governors asked if there is any possibility of online training as many of the training seminars/workshops clash with work commitments.*
 - The NGA has some on their website, however there is very little available.
 - Governors were reminded that anything relevant to ongoing personal development could count as training, backed up with evidence.
- KT would like to attend a staff safeguarding training session as recommended in her safeguarding governor training.

ACTION: LH to inform KT of the next staff safeguarding training session.

2.4.8 Succession Planning

Noted that:

- MH is to create a spreadsheet showing each governors term of office, in order to plan for any future vacancies.

ACTION: MH to create spreadsheet of governor terms of office.

2.4.9 Contact Information

Noted that:

- All governors agree to share contact information.

2.4.10 Virtual Attendance

Noted that:

- It was agreed that virtual attendance was not a possibility due to the unreliability of the internet connection available.

2.4.11 Register of Business Interests

Noted that:

- All governors updated and signed the Register of Business Interests. No changes were noted.

2.4.12 Apologies

Noted that:

- Governors agreed the procedure for dealing with apologies and sanctioning of absence.
- Governors were reminded that the attendance register appears on the school website.

AJ stands down as chair. MH takes over chairing the meeting.

2.5 Elections

2.5.1 Elect Chair

AJ leaves the room.

- MH received 4 nominations for AJ to be chair, no other nominations were received.
- Pending her approval, AJ is to continue as chair for another year. Proposed by EB. Seconded by TK. Agreed by ALL.

2.5.2 Elect Vice-Chair

- MH received 2 nominations for TN to be vice-chair, no other nominations were received.
- TN declined the position as he is the chair of governors for another school.
- With the current vacancies, governors are already stretched covering everything that needs doing, therefore no-one is willing to take on the role of vice-chair.
- Governors agreed to continue without a vice-chair, noting that a temporary chair would be nominated for any potential absence of AJ.
- LH warned that AJ has expressed her desire to stand down after 2 years in office and that the vice-chair role is considered the step preceding chair. We have to be careful that we do not end up without a chair.

AJ entered the room.

- AJ agreed to continue as chair, with no vice-chair, pending review once the current vacancies are filled.

AJ takes over as chair of the meeting.

2.6 Resources Committee

Noted that:

- TN is continuing as chair of the committee this year.
- Different issues surrounding the budget were discussed. Overall, it is tight but under control.
- TOR; learning walks; Health and Safety Policy; and the Pay Policy were discussed.
- The finance policies were agreed.
- The Asset Management walk has been completed.

- The Emergency Plan is now updated.
- LH and AJ attended a DCC consultation on next year's funding from government and we will receive a small increase in the amount of funding per pupil.

2.7 T&L Committee

Noted that:

- There is to be a rotating chair, with EB, TK and KT chairing one meeting each.
- EB chaired the first one.
- SOAP was analysed, to be discussed later on - item 2.8.
- The idea of a 'parent working party' was revisited. It was agreed that it will run separately from the governing board.
- We are developing a positive relationship with Bow Garden Centre - they are providing us with our own community notice board and have invited the singing club to perform at Christmas.
- The removal of the Home School Agreement was agreed but needs ratification from the FGB.
 - The content is often not enforced by parents and it is inappropriate for younger children to sign something, as they cannot be held accountable to it.
 - Removal of the Home School Agreement proposed by MB. Seconded by EB. Agreed by ALL.

STRATEGIC PLANNING

2.8 and 2.9 SOAP and Pupil Progress

SOAP Document distributed at meeting.

Noted that:

- This document tells us information we already knew.
- It focuses on progress, rather than attainment.
- We are in Quintile (Q) 1 (top 25%) for Early Years.
- We are in Q1 for disadvantaged, which was 4 out of 25 pupils last year. Some of these include SEND pupils, and they often have different targets compared to their peers.
- We scored Q4 for phonics, however the school are not concerned as not everyone who was able to, took part in the test. All pupils that were expected to pass did so.
- The KS1 results were disappointing. The unsettled start to the year is partly to blame for this. Maths was a strong focus last year and the results reflect this. Reading and writing are a big part of this year's focus.
- The KS2 results were good. We were Q1 for reading and disadvantaged. And meeting national average for Reading, Writing and Maths combined.
- The T&L Committee were overall pleased with the progress.

2.10 SDP

'School Development Plan - Budget Summary' was distributed electronically prior to the meeting.

Noted that:

- The data from the SOAP document and last year's results, have fed directly into the SDP Budget Summary.

- The school are adopting a mastery approach to maths teaching.
 - We have signed up to a 2 year project as part of the Jurassic Maths Hub.
 - The mastery approach starts all children at the same level and extends the more able further, whilst supporting the less able.
 - *Governors asked how staff will encourage this approach.*
 - They will have access to 'White Rose Maths Planning' which has lesson ideas. There is an emphasis on their use of vocabulary. This is a very different approach to what we have used before.
 - *Governors asked what the money allocated to the mastery approach is being spent on.*
 - LH explained that it is going on releasing teaching staff from the classroom for planning and training courses. AF and Amy Harvey have been attending training courses for this approach. There is no need to buy more resources, at this point, as we have plenty already.
- *Governors questioned the budgeting of raising standards in literacy areas of reading, spelling and comprehension, when the SOAP data shows that a closer focus is needed on writing.*
 - LH explained that writing is being focused on throughout the school. Chris Johnston and Amy Harvey are regularly meeting with Daniel Bashford (NQT) to ensure he is meeting KS1 standards, particularly in writing.

'Learning Walks' Handout Distributed

- The new curriculum encourages school to self-assess progress.
- Having assessments in only years 2 and 6 make it hard for teachers to track progress.
- Teachers will start using the Evidence Gathering Grid (EGG). A piece of work is uploaded each half term, from each pupil, enabling teachers to track progress more efficiently
 - *Governors asked if this is going to help the teachers already stretched workload.*
 - LH explained that it will not decrease their workload, however, it is an invaluable resource that should improve progress greatly and support staff to know that they are teaching to a high standard.

2.11 School Vision

Noted that:

- The school vision is brought up regularly at staff meetings.
- It has been added to the school's headed paper, learning leaves, and will be on the new 'learn', 'share', 'enjoy' stickers.

STATUTORY REPORTING AND ACCOUNTABILITY

2.12 LA Admissions

Noted that:

- Both the 2019-2020 and the 2020-2021 admissions policies are on the school website.

- There are no changes on either.
- Our PAN is 20.

2.13 HT Performance Management Process

Noted that:

- The arrangements are in place. AJ, MB and Alan Betts will be meeting on 19.11.19 to perform the appraisal.

2.14 Attendance

Noted that:

- There has been a high volume of term time absence applications.
- A high profile court case, leading to a suspension of fines, has encouraged many parents to take advantage.
- The LA has reviewed the procedure, increasing the fines and the period it covers.
- The school issued the official LA letter to all families, and from 21.06.19 a reminder has been published in every Bow Times.
- The school has a statutory duty to report any unauthorised absences. One family has received a fine totalling £240.
- Last year's attendance was 94% overall, 3% lower than the national average.
- A comparison with figures from other local schools would be helpful.
- Governors stated the need to hold the line on attendance, particularly parent governors, with an emphasis on how disruptive term time absence can be to the pupil, class and teacher.
- Unauthorised attendance figures for this year so far are as follows:
 - 0% Foxcubs
 - 1.59% Otters
 - 1.63% Hares
 - 0.01% Badgers
 - 0.1% Stags
- Overall, current attendance for this year is 96.45%. This is expected to dip over the next couple of terms due to winter illnesses.

ACTION: AJ to review other local schools attendance figures to compare.

2.15 Safeguarding

Noted that:

- On page 25 of the safeguarding policy, many suggested policies have been renamed to correspond to the names of the policies that school holds.
- The safeguarding policy is linked to the KCSiE.
- The only change in the KCSiE is that it is now the school's responsibility to send a letter to any new pupil's previous school requesting safeguarding information.
- *Governors questioned this believing this happened automatically.*
 - LH explained that we use CPOMS to log safeguarding incidents, however, other schools use different systems that may not be compatible with this.

2.16 Evaluation

2.16.1 Governance and Policy Website areas

Noted that:

- MH is continuing work on updating the website. If governors spot anything that needs updating then they are to email MH.

2.16.2 Training Review

Noted that:

- Item carried forward to FGB 3.

ACTION: Add 'Review impact of governor/clerk training activities on governing board effectiveness' to FGB 3 agenda.

2.17 Swimming Pool Committee

Noted that:

- The swimming pool committee have had their winter close-down meeting.
- They consider this to have been a successful year. Private bookings were up and they have ended the year with £1197 capital.
- There is some work that needs doing to the pool, including: new filter; new pipework; and repointing of slabs.
- The committee were considering fundraising options. Governors agreed that we have no view on this.
- Their next meeting is in March 2020.
- It was pointed out that the winter cover has not be placed on the pool yet. TN will follow this up with the committee chair.

ACTION: TN to follow up the whereabouts of winter pool cover.

2.18 Policies

2.18.1 GDPR Policies

Noted that:

- *Governors queried the wording of the policy as it states that all monitoring goes to LH, understanding that it should be reviewed by governors too.*
 - LH agreed to changing the wording to include governors.

ACTIONS: 1. TN to check when the next GDPR update is due.

2. TN to email Alvin Scott (DPO) with regards to changing the policy wording.

2.18.2 Safeguarding Policy

See item 2.15.

2.18.3 Health and Safety Policy

Noted that:

- Governors agreed that the policy does not need to contain a list of first aid trained staff, as it changes so often (with training expiring and staff changes), instead it will make reference to the First Aid list, cited in the administration office.
- To be ratified at FGB 3 following alterations.

ACTIONS: TN to amend policy for FGB3.

AOB: SFVS

- *Governors asked if the school has booked an improvement partner as this will need to be noted on the SFVS.*

- LH explained that they have not. Last year they booked one and did not find it to be helpful.

COMMUNITIES AND COMMUNICATION

2.19 Parent Communications App

Noted that:

- A majority of parents have registered with the apps.
- Parent governors expressed concerns (both personal and from other parents), including:
 - Booking lunches a week in advance is not always practical, some parents use school dinners as a last resort when they have 'run out of food'.
 - The lunch options appear on the app as numbers, rather than what they physically are, meaning you have to have the menu to hand, or order blind.
- LH explained how the lunches can now be ordered as little as 3 days in advance, although this has not been advertised.

ACTION: LH to put notice in Bow Times regarding only 3 days needed to order lunch.

2.20 Communications to be published in the Bow Times

- Parents Communications App ability to order 3 days in advance.
- Thanks to Bow Garden Centre for their support of the school.
- New governor appeal
 - Governors discussed putting an advertisement for new governors in the Crediton Courier.

ACTION: LH and AJ to discuss ways forward for looking for new governors, including the possibility of an article/advert in the Crediton Courier.

2.21 Website

2.21.1 Documents to be put on the website.

- New TOR
- Safeguarding Policy

2.21.2 Website Review

Noted that:

- All governors were reminded to review the school website for compliance in their areas of interest.

AOB: LH Planned Absence

Noted that:

- LH will be absent for a majority of the Spring term, for medical reasons.
- Governors are advertising for a fixed term headteacher, for the Spring Term.
- LH cannot be part of the interview process.
- *Governors asked what will happen if LH's surgery is cancelled.*
 - LH and AJ explained that they will still have to go through with the appointment and have 2 headteachers for a term. LH has emphasised to the hospital how important it is that her surgery happens as scheduled, due to the disruptive nature of her absence.

Date of the next meeting is 03.12.19 at 6pm.