

**BOW COMMUNITY PRIMARY SCHOOL - FGB - NO.3**  
**Minutes 3 December 2019 - 6pm - Badgers Classroom**

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

**Apologies:** Anna Fay; Tamsin Kilner

3.1	Apologies
3.2	Minutes of FGB 29.10.19
3.3	Matters Arising
3.4	Clerks Update
3.5	Headteachers Planned Absence
3.6	National Curriculum Lead Updates
3.7	School Performance
3.8	Budget
3.9	School Vision
3.10	Safeguarding
AOB	SEND Learning Walk
3.11	Training 1. Impact of Training 2. Training
3.12	Policies 1. Health and Safety Policy 2. Pay Policy 3. GDPR
3.13	Bow Times
3.14	Website

## PROCEDURAL

3.1 **Apologies** received from AF and TK. Agreed and sanctioned.

3.2 **Minutes** from FGB 29.10.19 were agreed as an accurate record.

3.3 **Matters Arising** from the minutes of the meeting on 29.10.19

Noted that:

- Item 2.3.1 AJ has ordered stickers and they have arrived.
- Item 2.3.2 MH has shown KT how to log onto Babcock but needs to sort out further issues with her username.
- Item 2.3.3 MH has met with Mel Butler and they have clarified which areas of the website they cover.
- Item 2.3.4 On agenda, item 3.11.
- Item 2.4.2 AJ confirmed via email that the Code of Conduct is complete.
- Item 2.4.4 TN has sent the Swimming Pool Committee Terms of Reference (TOR) to AJ. All TORs were agreed in principle at the last meeting. However, the Personnel TOR missed all the HR policies (which are not included on the Babcock list of statutory policies). These have now been added. TOR are now ready for approval
  - Proposed by TN. Seconded by KT. Agreed by ALL.
- Item 2.4.7 LH has informed KT of the next staff safeguarding training session.
- Item 2.4.8 spreadsheet development is ongoing. We have 2 new governors who will be starting in January. One is a parent, one is a non-parent. They are both surveyors. They will both be joining the Resources Committee, to cover Premises and Health& Safety. It is hoped that one will also be a vice-personnel governor and the other a vice-finance governor.
- Item 2.7 The Home School Agreement has been removed from the policy cycle.

- Item 2.13 The pay committee have met. There are no increments in pay this year due to staff being either at the top of their pay scale, first year in this school or the first year on the Upper Pay Scale (UPS).
- Item 2.14 AJ was unsuccessful in finding a tool to compare attendance figures. She is going to look at individual school websites for the data.
- Item 2.16.2 On agenda, item 3.11.
- Item 2.17 The winter pool cover has been replaced. The delay was due to the tiles being repointed.
- Item 2.18.1.1; Item 2.18.1.2; Item 2.18.3 GDPR policies and Health and Safety Policy have been updated and are ready to ratify in item 3.12 on this agenda.
- Item 2.19 Notice went into Bow Times regarding changes to time needed to order lunches.
- Item 2.20 This item is no longer required as we have recruited 2 new governors. However, it is worth bearing in mind for future reference.

**ACTIONS: 1. MH to sort out KT's Babcock username.**

**2. MH to put updated TOR on school website.**

**3. AJ to send MB an electronic copy of the personnel TOR.**

**4. MH and AJ to find and discuss 'Instrument of Government'.**

**5. MH to continue working on spreadsheet for governors terms of office.**

**6. MH to remove the Home School Agreement from both hard and electronic records.**

**7. AJ to review other local schools attendance figures to compare.**

### **3.4 Clerks Update**

Noted that:

- This is going to be a standing item on agendas, as a result of MH's 'Professional Clerk' training programmes.
- A skills audit will be held in January.
- Website updates so far have included removal of Governance Impact Statement as this was out of date and no longer statutory or good practice; removal of Governor Training Information as this was out of date, however it is still considered good practice so an updated one will be added once all Governor Training Evaluation and Impact Statements have been received; Policies are starting to be put into the back room, they are currently being re-filed so this is taking a bit longer than anticipated.
- MH is about to complete the Professional Clerk training programme. This has given her much more confidence in her role and there are several small things she intends to change.

**ACTION: ALL governors to get training evaluation and impact forms to MH.**

## **STRATEGIC PLANNING**

### **3.5 Headteacher Planned Absence**

Noted that:

- A potential secondment has been found, pending governor approval.
  - Mrs Nic Forder, Head of Teaching and Learning for the Exmoor Link Federation, is following a career path to become a full headteacher of a primary school.
  - A placement at Bow School would be mutually beneficial.
  - She would start on the first day of the Spring Term and there would be a 2 week overlap with LH. Follow this she will completely cover LH for operational matters.
  - The Exmoor Link Federation Governing Body has formally approved this secondment.
  - There is a concern that the time period is when budget setting takes place. Both TN and Susan Vile are experienced in budget setting and it should be possible to liaise with LH if any issues arise regarding next years budget

- The insurance cover will not be sufficient to pay the full leadership grade salary for a secondment and approx. £10,000 will be needed from the planned carry forward.
- Although a current staff member could be asked to act up for the period, it is considered that this would adversely affect the children's education.
- *Governors asked if this arrangement could be changed should the hospital postpone the treatment?*
  - LH and AJ do not know the answer to this, but they are hopeful that an agreement could be reached. LH has made it clear, to the hospital, the importance of the treatment going ahead as scheduled, and so far they have been very accommodating.
- AJ seeks approval for Nic Forder to become acting headteacher, with associated safeguarding, staffing, personnel and financial authority, on the understanding that governors are aware of both the positives and negatives of this arrangement.
  - Proposed by KT. Seconded by MB. Agreed by ALL.
- Mrs Nic Forder is to be acting headteacher during LHs absence.

### 3.6 National Curriculum Lead Updates

#### TN - I.T. (Chris Johnston)

- The syllabus is meeting the national curriculum.
- The main challenge is providing evidence and impact, due to the nature of the lessons. CJ is working on developing means of evidencing the learning/impact.

#### TN - P.E (Gemma Salmon)

- This has not been completed yet due to Sports Premium being due next term, this will followed up then.

#### MB - Geography (Anna Fay)

- Details distributed prior to meeting via email.
- The school generally feels like a positive place and the children are very polite.
- AF is confident that the teaching of geography throughout the school is good.
- She is not so confident on the specifics of what each class is doing. And evidence of learning and impact is a struggle. Both of these areas are being worked on.
- AF is to attend a Geography Subject Lead course in January.
- MB will do a follow up walk.

#### KT - Music (Anna Fay)

- Details distributed at meeting.
- AF is adapting the national curriculum progression maps to fit the school. This will be completed by Easter 2020.
- AF plans to start a 'music folder' to evidence progress.
- There are currently enough resources within school.
- It is believed that 1 hour per week will be required to meet the national curriculum.
  - LH explained that this will not be possible, she will talk to AF in person to discuss.

#### EB - English and Literacy (Chris Johnston)

- Details distributed prior to meeting via email.
- Learning walk was very positive and she has complete confidence that CJ has his subjects covered.
- CJ has set up many items/programmes, which are implemented throughout the school (including: vocab boards; 'rectangle thingy'; accelerated reader). These help with both focus and enthusiasm.
- There is a strong link with OFSTEDs '3 I's' (Intent, Implementation and Impact)

- Minor concerns include the data from accelerated reader could be more user friendly and the books bands in KS1 need updating to match phonic learning.

Noted that:

- OFSTED will pick a foundation subject to inspect at random.
- There has been no subject leader training available for 5 years, now there is a lot. The schools budget cannot stretch to send all leaders on individual courses.
- The School Improvement Coordinator (SIC) has indicated that the governors approach to understanding the development of the National Curriculum is appropriate.
- The new governors will not be allocated an area of the curriculum until Summer Term.

### 3.7 School Performance

Noted that:

- Inspection Data Summary Report (IDSR) was distributed at the meeting.
- The KS2 results were outstanding, however this highlights underlying problems in KS1 (the results are good because of the rise in attainment between KS1 and KS2 SATS).
- Low KS1 results are partly due to the split Y1 year group. Half access Y2 curriculum while the other half does not. Staff are looking at different methods to alleviate this.
- This year's Y2 results will be interesting, as they were together in the same class for Y1 last year.
- In general, children in the school do not seem to be reaching a level of maturity until Y4/5.
- Absence figures are below that required and have been flagged on the IDSR.
  - 3 families have taken term time holidays already this year. 1 family has received a fine.
  - School continues to push the importance of attendance in newsletters.
  - 1 pupil has a fixed exclusion. The school does not exclude pupils lightly, but staff welfare has to be taken into consideration.
- We have a large number of children eligible for free school meals (23 in total).
- 'School and local context' - SEND figures out of date. Educational Health Care Plans (EHCPs) is high and will be higher.
- Our KS1 results appear to be better than expected when compared nationally.
- KS2 writing and reading are not good, but we are already aware of this and it is in the School Development Plan (SDP).

### 3.8 Budget

Noted that:

- There is a number of variances, largely around MTAs, of which we are aware.
- It is looking reasonably healthy as we are underspending.
- The capital budget is squeezed by the need for new doors and windows, to improve energy use.

### 3.9 School Vision

Noted that:

- This is revisited both in class and staff meetings.
- Governors saw the implementation of 'learn, share, enjoy' on their learning walks.
- Governor commented on a class sharing assembly they had observed, which epitomised 'learn, share, enjoy' when they shared their artworks.

## STATUTORY REPORTING AND ACCOUNTABILITY

### 3.10 Safeguarding

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

## AOB SEND Learning Walk

Noted that:

- Details distributed at meeting.
- There are currently: 18 children with SEND; 3 on the watchlist; 5 are statemented with EHCPs; 2 children in care.
- SENDCo still has an enormous workload. She is struggling to keep up with paperwork as the children take priority.
- The SEND impact statement has been completed, it is not on the website yet.
- SENDCo has completed Educational Logic Training (similar to Thrive).
- There are concerns about lunchtime supervision with problem children.
- There were concerns raised about the checking of volunteers within the school. Governors discussed whether volunteers should provide references. Governors agreed that it was creating extra unnecessary work and that all volunteers have to be DBS checked.
- LH added that the number of SEND pupils is going to keep increasing, which in turn creates a lot of extra paperwork for the SENDCo.
- Issues around SEND funding is a national problem that is recognised.
- *Governors asked what options we have to help, because the current resources are not allowing us to provide the best support we can?*
  - LH explained that Mel Butler is being trained to take on the role of SENDCo assistant and she will be able to take on a lot of the admin.
- *Governors asked if there is anything we can do to help reduce the amount the SEND?*
  - LH explained that childrens' mental health is deteriorating due to increased screen-time, emotional detachment (not conversations or context), and reduced amount of outdoor play. This is a problem with society.
- *Governors asked if the TAs and MTAs encourage resilience, like the teachers already do?*
  - LH explained how times have changed so they cannot do so, so easily. (for example, a parent may complain if a small bump on the playground is not treated 'by the book').
- Governors discussed the idea of encouraging parents to talk to children by "banning" mobile phones at school pick up (many parents stare at phones instead of interacting with their children at pick up).
- Governors are pleased there is steps in place to support the SENDCo and will continue to monitor the situation.

### 3.11.1 Impact of Training

Noted that:

- Covered in Item 3.4.

### 3.11.2 Training

Noted that:

- MH is completing 'The Professional Clerk'
- MB had to postpone the 'Headteacher Appraisal' training until later in the year.
- KT attended 'Responsibilities of the Safeguarding Lead'
- KT is booked to attend 'Safer Recruitment' training.
- The new governors will have to attend 'Induction for New Governors' Training (there are 5 available courses in the spring term).

### Responsibilities of the Safeguarding Lead Training Feedback

Noted that:

- Details distributed prior to the meeting via email.
- Course was very good.

- OFSTED will question the schools collective responsibility. Is there a good ‘culture of safeguarding’. Governors must keep their eyes and ears open in order to support the headteacher.
- Loopholes are weak points - we must mention things we notice (eg. Unsafe premises).
- *Governors questioned the meaning of “Not taking a governing role in formulating safeguarding improvements”?*
  - KT explained that this means that we receive a disclosure but do not see it through.
- *Governors asked if there are things we should immediately be doing?*
  - KT explained how half of the schools present had staged lockdown practise.
- *Governors asked if volunteers are required to read the Keeping Children Safe in Education (KCSiE) document?*
  - LH explained that only teachers and TAs are required to read this document.
- A parent governor raised an issue with regards to volunteer safeguarding training and how they were ‘missed’ in the first year they volunteered. LH is to look into this.
- Governors discussed the idea of ‘spot checking’ staff on the KCSiE.

**ACTION: LH to ensure all volunteers within the school have received the appropriate safeguarding training.**

### 3.12 Policies

#### 3.12.1 Health and Safety Policy

Noted that:

- This has been amended to remove named first aiders (as agreed at FGB2).

Proposed by AJ. Seconded by EB. Agreed by ALL.

#### 3.12.2 Pay Policy

Noted that:

- Discussed at the Performance and Pay Committee.
- The date of completion has been changed to ‘end of the Autumn term’.
- The half points on the pay scale have been removed, to bring us in line with County.
- The new pay ranges have been put in.

Proposed by TN. Seconded by AJ. Agreed by ALL.

#### 3.12.3 GDPR

Noted that:

- 2 of the policies from the last meeting have been removed. 5 have been accepted.

## COMMUNITIES AND COMMUNICATION

### 3.13 Bow Times

- LH to write to parents regarding her planned absence.

### 3.14 Website

Policies and updated TOR.

**Date of the next meeting** is 28.01.20 at 6pm.