

Signature of Chair:

Date:

BOW COMMUNITY PRIMARY SCHOOL - FGB - NO.1
Minutes 21 September 2021 - 6pm - School Hall

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

Apologies: Bella Westlake

1.1	Apologies and Business Interests
1.2	Minutes of FGB9 29.06.21
1.3	Matters Arising
1.4	Housekeeping and Planning
1.5	Term Dates
1.6	Elections 1. Chair 2. Vice-Chair 3. Co-opted Governor
1.7	Clerk's Update
1.8	Finance
1.9	SDP
1.10	Objectives
1.11	Leadership Structures
1.12	Headteacher Recruitment
1.13	Safeguarding Scenario
1.14	Bow Times
1.15	Website
1.16	Next meeting

PROCEDURAL

1.1 **Apologies** received from BW, due to illness. Attempts were made for BW to attend virtually however the technology was not working.

There are no changes to governor business interests.

Conflict of interest for AF with item 1.12. If the specific content of the advisor meeting is to be referred to she will leave the meeting.

1.2 **Minutes** from FGB9 29.06.21 were agreed as an accurate record.

1.3 **Matters Arising** from the minutes of the meeting on 29.06.21

- See 'Summary of Actions' Document
- Item 4.12.1 is now complete.
- Item 7.4.2 is carried forward to RES1.
- Item 9.6.1 MB has looked into the wellbeing charter and it appears to be live. LH has received no further communications confirming this. MB will look further into this. Carried forward.
- Item 9.6.3 is now complete.
- Item 9.17.2 TN will follow this up with CJ at their meeting regarding IT.
- Item 9.19.1 LH has contacted Babcock and is awaiting a reply. Carried forward.
- Item 9.19.2 is now complete.
- In July, documents were circulated from KT, including notes from the Ofsted governor briefing and a safeguarding meeting with the SENDCo.
 - KT recommended all governors read the slides from the Ofsted training.
 - The SENDCo vented frustration regarding SEND funding but was confident that everything that can be done is being done.

- The pupils KT spoke to were all keen to tell their story and a majority were happy. 2 pupils did not feel safe - one was due to COVID, the other was due to a recent power cut. Governors agreed that this needs to be followed up.
- KT thanked staff for their ongoing efforts.
- The COVID risk assessment has been updated for the school reopening. It is green across all areas. We are compliant.

ACTION: 1. MH to add action 'Item 7.4.2' to RES1 agenda.

2. TN to follow up school website contract with CJ at upcoming meeting.

3. KT to follow up on pupil uncertainty.

1.4 Housekeeping and Planning

1.4.1 Election Procedure and Term of Office for Chairs

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

1.4.2 Code of Conduct

- There are no changes from last year.
- All governors have signed a copy of this.
- Agreed by ALL.

1.4.3 Keeping Children Safe in Education (KCSiE)

- All board members have read the KCSiE and will sign the relevant document to confirm this.
- MH advised that all governors are recommended to read the entire document.

1.4.4 Membership, TOR and Committees

- MH has updated all TORs and created the new FGB TOR.
- The Personnel TOR has been included within the Resources TOR.
- MH has added reviewing of the quinquennial survey to the Resources TOR. This amendment was made after the documents were circulated.
- Governors approved all TORs subject to review of amendments.

1.4.5 Open Meetings

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

1.4.6 Part 2 Protocol

- ALL governors agreed to the Part 2 Protocol.

1.4.7 Attendance at Training

- Governors were encouraged to be active in their personal development. This does not have to be via attendance at training but can be via other means.
- The annual skills audit flags areas where we need development.

1.4.8 Succession Planning

- The succession plan discussed at FGB9 remains unchanged.
- KT's term of office ends in November, she is to be re-elected tonight (Item 1.6.3).

- A potential new parent governor has expressed interest.
- Two governors have people that may be interested in joining as a co-opted governor.

1.4.9 Contact Information

- All governors agree to share contact information.
- There is a document on the School Website 'backroom' with all contact information.

1.4.10 Virtual Attendance

- In-person attendance is the preferred method, however the need to meet virtually may be appropriate on occasion and the ability is there.

1.4.11 Register of Business Interests

- There are no changes to anyone's business interests. Governors have signed accordingly.

1.4.12 Apologies

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

1.5 Term Dates

- LH consulted with the senior teachers to create the term dates, as she will have left before these dates.
- There is a chance the new headteacher may amend the inset days.
- Governors approved the term dates.

1.6 Elections

1.6.1 Elect Chair

- 1 nomination was received for chair. TN. He agreed to stand.
- ALL governors agreed for TN to continue as chair for another term.

1.6.2 Elect Vice-Chair

- 2 nominations were received for vice-chair. Only 1 agreed to stand. EB. She agreed to stand.
- ALL governors agreed for EB to continue as vice-chair for another term.

1.6.3 Co-opted Governor Reappointment

- KT's term of office ends on 06.11.21.
- ALL governors agreed to re-appoint KT as a co-opted governor for another term.

1.7 Clerk's Update

- MH would like to seek advice from the LA regarding retention of governance documents and hopefully dispose of much of the archive. Governors agreed.
- MH circulated a report from the clerks briefing on 16.09.21.
- Governors asked if the new model safeguarding policy is available yet.
 - LH explained that it is and the link to it is information shared with KT.

ACTION: MH to add new Child Protection and Safeguarding Policy to the FGB2 agenda.

STRATEGIC PLANNING

1.8 Finance

- The current spend is where it was projected to be.
- We have a healthy carry forward.
- We currently have 16 EHCPs. This is a lot for a small school.
- There will be new figures to review in November. This is due to changes in pupil numbers.
- The TA overspend is still an issue.
- A letter has been received from the FIPS panel asking us to complete a spreadsheet. This has been completed. Issues include: the balance of unfunded SEND pupils needing extra support; and the cost of leadership against teachers.
- A meeting with Suzette is happening on 08.11.21. She will review the budget. It is expected that we might be slightly over-budget in year 3.
- The school are struggling to recruit TAs. A maternity cover post has not been able to be filled, therefore an agency is having to be approached.
 - *Governors asked when the maternity leave is over.*
 - LH explained that it ends in April, but this depends on the staff member returning.

1.9 SDP

- LH has reviewed the SDP with Amanda Burrows (AB), the LA representative.
- The SDP was more difficult to write than usual as it normally relies on 'end of year data', of which there is none.
- Pupils missed approximately 6 months of schooling during the pandemic. Some good catch-up progress was made last year and on average pupils are currently 1 term behind.
- The aim is to close the gaps in reading, comprehension, writing and maths, over the course of this year.
- AB will discuss curriculum 'deep dives' with curriculum lead teachers in November.
- *Governors asked about a lack of specific references to equality within the SDP, as discussed at a previous meeting.*
 - LH explained how it is difficult to give 'equality' its own key priority.
 - Governors stated how this was an action point that needed to be addressed.
- *Governors asked if reading volunteers are able to return to school.*
 - LH explained how, due to local COVID figures, it is not safe at present.
 - Volunteers' DBS checks have all expired and all volunteers will need basic safeguarding training.
 - The KCSiE does not mention volunteers.
- *Governors asked if the DBS checks could be arranged now so that volunteers are ready to start as soon as it is safe.*
 - LH explained how there is no guarantees as to when volunteers may be allowed back in. This could end up using several months of the check.
- *Governors asked how the school is running at the moment.*

- LH explained how it is fairly good.
- The struggle to recruit TAs is resulting in a high level of need and support.
- There are no outbreaks of COVID, just some individual children. It does not appear to be spreading.
- LH expressed concern at the difficulty of covering potential teacher COVID absence. Public Health England will only close a class if there is a certain number of pupils within the class with COVID.
- All pupils have watched an EBug video on handwashing.
- Assemblies are back to normal, including singing assemblies and learning leaf assemblies.
- All pupils are mixing at lunchtimes which is having a positive effect on pupil mental health.
- The school has a contingency plan in place should COVID start spreading - this is to revert back to 2 bubbles (KS1 and KS2).
 - *Governors asked if parents are aware of this plan and the issues regarding potential teacher absence.*
 - LH explained how this issue is new and advice will be sought from the LA.
 - It was discussed whether 1:1 TAs could potentially be temporarily re-allocated to run classes. This could not happen as the children who have 1:1's would struggle and we could not send them home as this would be classed as an unofficial exclusion of a pupil.
 - *Governors asked about attendance and COVID rates.*
 - LH explained how there is 1 official case and a further 4 awaiting confirmation.
 - *Governors asked about all COVID cases.*
 - LH explained how this was the first case this term. There was 3 cases last year.
- *Governors asked if pupils eligible for free school meals were having school meals with the current reduced menu.*
 - LH explained how there are 1 or 2 pupils who are not happy, one more so than the other.
 - There have been notably more packed lunches than usual in KS1.
 - It is hoped that the menu will return to pre-COVID normal after October half term.
 - The menu comes from Devon Norse so we have no control over this.
- AH is continuing with her maths mastery, including visiting other schools.

ACTION: 1. LH to reflect on equality being its own key priority and report back to FGB2.

2. LH to consider how to engage reading volunteers.

1.10 Objectives

- To continue overseeing the SDP recovery.
- Headteacher recruitment and future leadership structures.

- Future governing board development including new governors, chair and a review of the committee structure due to large amounts of duplication between the committees and FGB.
- Headteacher reports - thinking about what would work.

1.11 Leadership Structures

- A meeting with LA advisors was held prior to FGB1, between 5-6pm. LH and AF were not present at this meeting due to conflicts of interest.
- Different leadership structures were discussed, including both pros and cons of each.
- A direction was agreed upon and further advice is being received from the LA.
- There is a rough timeline in place and a fall-back timetable should the first recruitment attempt not be successful.
- It was noted how this term is the prime headteacher recruitment time.
- Governors agreed via email to purchase the Gold Package of support from the LA. This decision was made due the valuable continued support we will receive throughout the process, not just the statutory presence at the beginning and end. The governing board make all the decisions but the LA advises. We must take their advice into account.
 - Governors ratified the decision to purchase the Gold Package.
- Governors discussed how a message to parents would help ease any concerns around headteacher recruitment.

ACTION: TN to write a message to parents updating them on headteacher recruitment.

1.12 Headteacher Recruitment

- See item 1.11

STATUTORY REPORTING AND ACCOUNTABILITY

1.13 Safeguarding Scenario

- LH shared the Babcock '1 minute guide' entitled the 'Role of Governance in Safeguarding'.
- *Governors asked if the safeguarding lead governor should be seeing more reports.*
 - It was agreed that the safeguarding lead governor will follow up on this.
- Governors agreed that this guide was a useful reminder of their safeguarding responsibility.

ACTION: KT to follow up regarding safeguarding reports.

COMMUNITIES AND COMMUNICATION

1.14 Bow Times

- Note regarding Headteacher Recruitment

1.15 Website

- The banner on the school website was out of date. This has been rectified.
- All relevant beginning of year documents from this meeting.

1.16 **Date of the next FGB meeting** is Tuesday 2nd November 2021.

Chairs Initials:

- Governors discussed whether virtual meetings would be preferred during the winter. It was decided to keep FGB2 as an in-person meeting at school.