

BOW COMMUNITY PRIMARY SCHOOL - FGB - NO.1
Minutes 15 September 2020 - 6pm - Virtual Meeting via ZOOM

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

1.1	Apologies
1.2	Minutes of FGB 30.06.20
1.3	Matters Arising
1.4	Housekeeping and Planning
1.5	Elections
1.6	Clerks Update
1.7	SDP
1.8	Objectives
1.9	Term Dates
1.10	School Reopening
1.11	Safeguarding
1.12	Bow Times
1.13	Website
1.14	Next Meeting
AOB	Parents Evening

MH opened the meeting as chair until new chair elected.

PROCEDURAL

1.1 No **apologies** received.

1.2 **Minutes** from FGB9 30.06.20 were agreed as an accurate record.

1.3 **Matters Arising** from the minutes of the meeting on 30.06.20

- See 'Summary of Actions' document.
- Item 9.20
 - TN checked the website against the guidance document and highlighted areas of non-compliance to LH, AJ and MH. All matters have been dealt with and the website is currently compliant.
 - All governors were reminded that they should all look at their own areas for compliance.
 - Governors agreed that next year, the website compliance can be added into the Terms of Reference (TOR) so governors know exactly what should be there.
 - A member of staff is to be allocated to update the swimming pool information on the website.
 - Governors discussed whether there was difference between 'inclusion' and 'equality'. From a personnel perspective they are essentially the same, however it is understood that 'inclusion' refers more to SEND whereas equality is more general.
- Item 9.9 was circulated to all governors before this meeting.

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 will sign 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.

1.4.4 Membership, TOR and Committees

- All governors have received their relevant TORs and have studied them prior to the meeting, in order to highlight any areas of uncertainty.
- KT - Lead governor for 'Equality, Inclusion & SEND' and 'Safeguarding'.
 - No areas of uncertainty.
- RD - Lead governor for 'Premises, Security and Health & Safety'
 - No areas of uncertainty.
 - Getting into school had been difficult due to the COVID situation. Governors are now allowed to enter the school with an appointment and they must leave their contact details for 'track and trace' purposes.
- MB - Lead governor for 'Personnel' and 'First Committee'
 - No areas of uncertainty.
 - MB feels that she does not carry out her role effectively as she is worried about being a burden to LH when she is busy. Governors and LH reassured MB that it protects LH and is reassuring for her.
 - A meeting with MH is required to review policies.
- EB - Lead governor for 'Community and Parental Links', 'Second Committee' and 'T&L1'
 - No areas of uncertainty.
 - Clarified that the 'Community and Parent Links' role was about being aware rather than changing the ethos or values.
 - Feels confident having the TOR as a guide.
- TN - Lead governor for 'Finance', 'Performance and Pay Committee', 'Resources Committee', 'Information Security', 'Pupil Premium' and 'Swimming Pool'
 - No areas of uncertainty.
 - Queries about whether his role as the lead COVID governor needs its own TOR. It was suggested this could be an addendum to the 'Resources' TOR. To be discussed by the Resources Committee.
- AJ - Lead governor for 'Curriculum' and 'School Improvement'
 - No areas of uncertainty.
- New TOR agreed by ALL.
- There are currently 2 governor vacancies. 3 potential governors have been found using the Inspiring Governance website.
 - 1 is an English Graduate who lives near Okehampton.

- 1 is a secondary teacher. Communication has been attempted but no response has been received yet.
- 1 has been a headteacher at a local school.

ACTIONS: 1. RD to arrange premises learning walk.

2. MB to arrange a personnel meeting with LH.

3. MH to add COVID addendum to RES TOR to RES1 agenda.

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

- All governors are encouraged to attend relevant training.
- The new Autumn Governor Checklist contains many new training opportunities, both virtual and face to face.
- MH reminded all governors that they are to ask her if they would like to be booked onto training.

1.4.8 Succession Planning

- There are 2 current vacancies. If we were to get more than 2 interested governors they would be included as 'associate members'.

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.

ACTIONS: 1. LH to reset RD's school email address

2. RD to let MH know when he has been able to access his email address and the governor area of the 'backroom'.

1.4.10 Virtual Attendance

- The virtual attendance protocol was circulated prior to the meeting.
- Agreed by ALL.
- It was noted that a majority, potentially all, meetings this term would be conducted virtually.

1.4.11 Register of Business Interests

- There are no changes to anyone's business interests. Governors will sign 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 Elections

1.5.1 Elect Chair

- 2 nominations were received for chair. Both agreed to stand for election. AJ and TN.
 - AJ explained that when she initially accepted the role of chair she agreed to continue for 2 years. However, due to the COVID closure and the upcoming finance audit, AJ has offered to maintain the role of chair for the autumn term. It was explained how the newer governors may feel that the role of chair appears to be greater than it is due to the fact that AJ had to initially clerk meetings, as well as chair the governing board. This was due to the previous clerk's absence then resignation, followed by a period of training for MH. The chair's main roles are chairing meetings, line managing the Headteacher and the Clerk, and dealing with complaints beyond Stage 1.
 - TN explained that he would stand for election in the spring term as a short term solution. He has been governing at Bow for 9 years and cannot continue forever. Ideally, another governor would use this year to train up for the role of chair in order to fully take on the role next academic year.
 - AJ is to remain as chair for the Autumn term. Position to be re-elected at the beginning of the Spring Term. Agreed by ALL.

1.5.2 Elect Vice-Chair

- 4 nominations were received for vice-chair. Only EB agreed to stand for election.
- EB explained she does not yet feel confident with this role but is willing to learn in office.
- EB to be the vice-chair. Agreed by ALL.

1.6 Clerks Update

- T&L1 date change was agreed as 9.10.20.
- MB and RD need to send photos of themselves to MH for the school website and governor board.
- There will be 'packs' in the school office for each governor to sign, due to this meeting being virtual. MH will arrange a visit to school to prepare these once she is out of self-isolation, then notify governors.
- MH only received amendments to the annual cycle from one governor. The only other amendments are as follows: the new T&L1 date; the finance audit date; and governor tasks, to be discussed at RES1 and T&L1.

ACTIONS: 1. MB and RD to send photos of themselves to MH.

2. MH to prepare governor signing packs with papers from this meeting to sign.

AJ takes over as chair of the meeting.

STRATEGIC PLANNING

1.7 SDP

- The SDP cannot be finalised and agreed until after the pupil assessments.
- This item is carried forward to both RES1 and T&L1.

- LH explained that this year's priorities would be catching up from the school closure and pupil interventions. Many of last year's targets have been carried forward to this year, however a couple will be carried forward to next year due to the new priorities.
- *Governors asked if there was any official guidance on amending the SDP to take into account the time lost to school closure.*
 - LH explained that there is not.

ACTION: 1. LH to have draft SDP ready for RES1 and T&L1

2. MH to add SDP to both RES1 and T&L1 agenda.

1.8 Objectives

- Each governor was asked to share their own personal priorities for this academic year.
 - MB - a closer relationship with the school and LH
 - RD - getting to know the school and staff
 - EB - build a healthy relationship between the governing board and FOBs, then onward to parents. Also, a strong focus on the well-being of the children.
 - AF - governor presence in school
 - KT - Preparations for OFSTED, although they're not expected until at least summer term.
 - TN - succession planning; filling the vacancies; use the NTA tool or another mechanism to reflect on our governance. Self-evaluation.
 - AJ - supporting MH development; thinking about the long-term future of the school.
- Each governor building relationships with specific staff members

1.9 Term Dates

- The term dates for the year 2021-2022 were circulated prior to the meeting.
- Agreed by ALL.

STATUTORY REPORTING AND ACCOUNTABILITY

1.10 School Reopening

- A report from LH was circulated prior to the meeting.
- A County risk assessment was carried out prior to opening.
- Governors congratulated LH and praised the resilience of the staff.

Report Comments

- *Governors asked LH to clarify the details in the report regarding absence. It says that everyone was in on the first day, except 2. It then says a number of parents are not sending their children in.*
 - LH explained that the number of parents not sending their children in has changed over the week.
- *Governors asked how many children are absent now.*
 - LH explained that there were 4 or 5 children absent today.
- *Governors asked how many of these 4 or 5 children were not in due to concerns over COVID.*

- LH explained that it was only 1 or 2 of them. A parent tried to send their child in with a mask, and the school refused. LH explained all the strategies in place to the parent and they ended up letting their child into school without a mask.
- *Governors asked if the guidance around parental fear is enough.*
 - LH explained that there is not any. They have to 'chivvy' the children along and reassure the parents.
- Governors have seen a one-pager document from another school detailing when a child should be kept home from school. LH has a copy that is due to be sent out to parents tomorrow.
- Parent governors commented on how good the staff have been and how efficiently the school appears to be running.
- *Governors asked if the handwashing and hand sanitiser usage has been reviewed now that the guidance has changed.*
 - LH explained that soap and water is still the preferred, and most effective, method of hand washing, however sanitiser has been used on occasion.

Staff Wellbeing

- There are concerns about the long term effects of the current situation on staff mental wellbeing.
- Staff are constantly having to check and clean everything and this does slow down everything else. Everything is different. Staff are covering more break times and do not have the staff room available to have a break. This situation will make an already annually tiring term far more exhausting.
- LH is looking into a staff questionnaire regarding mental health.
- LH is considering giving selected staff members a 'break' (eg. allowing a staff member an afternoon off). Some staff members are doing a lot more than they normally would. It is causing a huge strain on some.
- Governors stated that all staff should be included in the offer of the 'break', not just selected ones. Equality of the offer needs to be considered before any decision is made.
- *Governors asked if FOBS could be approached to assist in funding these 'breaks'.*
 - LH agreed that this could be useful.
 - It was discussed if approaching FOBS to pay for time off was appropriate. It was agreed that if they were asked to pay for the supply teacher rather the staff member's time, it would be acceptable.
- *Governors asked to what extent are staff able to support each other as a team.*
 - LH explained that they cannot as there is no staff room. The staggered breaks/lunchtimes mean that outdoor areas are often unavailable.
 - AF explained that staff are supporting each other where they can.
- Governors stated the importance of staff knowing that the governing board understand the challenges of the current situation. AF, staff governor, explained that she will relay this message at the next staff meeting.

Current Situation

- The main focus so far this term has been on the mental health of the pupils. No assessments have been carried out yet.

- *Governors asked what the current impact is on pupils of the school reopening.*
 - LH explained that a majority of the pupils are thriving and have settled down well. A small number of children have not responded well. Week 3 (next week) is historically a 'telling' week, it will be closely monitored.
 - Assessments have not been carried out yet due to not wanting false positive or negative results by diving in straight away. These assessments will show how far pupils have fallen.
- *Governors asked if LH feels comfortable about how she has phased the reopening.*
 - LH explained that she is.
- *Governors asked if there are any current issues around SEND.*
 - LH explained that a majority of SEND pupils are OK. 1 is a bit troubled and there are a couple giving concerns over attendance.
- *The Safeguarding Governor asked if she would be able to sign the safeguarding register during her visit with the SENDCo next week.*
 - LH explained that this is not in school yet.

1.11 Safeguarding

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

COMMUNITIES AND COMMUNICATION

1.12 Bow Times

- Advertisement for new parent governors
- A thanks to the staff from the governing board
- The one-pager document detailing when a child should be kept home from school

1.13 Website

- Housekeeping items from this meeting.

1.14 **Date of the next FGB meeting** is Tuesday 3rd November 2020 at 6pm.

Date of the next T&L meeting is Friday 9th October 2020 at 1.30pm.

Date of the next RES meeting is Tuesday 13th October 2020 at 6pm.

AOB Parent Evening

- Parents evening is to be held face to face in school. This is going to be spread over 4 evenings rather than the usual 2. This allows staff 10 mins between appointments to clean the chairs/table. It is hoped that allowing parents into the building will reassure them.
- *Governors asked if ZOOM meetings could be offered.*
 - ZOOM meetings are being offered to parents who cannot/do not want to enter the school building. Conducting all of the appointments over ZOOM is not viable. A number of parents will struggle to use ZOOM, and keeping to the 10 minutes appointment time will be difficult.