

BOW COMMUNITY PRIMARY SCHOOL - FGB - NO.4
Minutes 28 January 2020 - 6pm - Badgers Classroom

Present: Erin Blake; Richard Drake; Anna Fay; Nic Forder (Acting Head); Anita Jellings (Chair); Tamsin Kilner; Tony Neal; Megan Heath (Clerk)

Apologies: Melanie Bishop; Lesley Hodgson (Head); Kathryn Tayler

4.1	Apologies
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PROCEDURAL

4.1 **Apologies** received from LH, MB and KT. Agreed and sanctioned.

4.2 The chair **welcomed** acting head, Nic Forder, and new parent governor, Richard Drake, to the governing board. Governors agreed to recognise RD as a parent governor, due to no other applicants.

4.3 **Minutes** from FGB 03.12.19 were agreed as an accurate record.

4.4 **Matters Arising** from the minutes of the meeting on 03.12.19

- Item 3.3.1 MH has received confirmation from Babcock that they have been in touch with KT directly with her user information. MH needs to confirm that KT has been able to access.
- Item 3.3.2 MH will put the updated TOR onto the school website.
- Item 3.3.3 AJ did send an electronic copy of the Personnel TOR to MB.
- Item 3.3.4 MH and AJ have discussed the 'Instrument of Government'.
- Item 3.3.5 MH has created a spreadsheet of governors' terms of office.
- Item 3.3.6 MH has removed both hard and electronic copies of the Home School Agreement.
- Item 3.3.7 Carried forward
- Item 3.4 MH has received no further training evaluation and impact forms.
- Item 3.11 LH did ensure that all volunteers within the school have received the appropriate safeguarding training.

ACTIONS: 1. MH to confirm with KT that she can now access her training information on Babcock.

2. MH to put the updated TOR on the school website and the backroom.

3. AJ to review other local schools attendance figures to compare.

4. MH to chase outstanding 'training evaluation and impact forms'.

4.5 Clerks Update

- MH welcomed both NF and RD to the governing board.
- Governors were thanked for their responses to the skills audit. MH requested that outstanding responses be delivered ASAP.
- The policies have been refiled. The hard copies are now in complete alphabetical order, in order to make them more accessible to staff. The electronic copies are now available to all governors on the back room and have been filed according to category (eg. Community, Safeguarding, Staff, etc). MH would like to redistribute the policies in the folder named 'other' and requested governor suggestions as to where to put them.

ACTIONS: 1. Outstanding Skills Audit questionnaires to be sent to MH ASAP.

2. Governors to check the policies on the backroom and contact MH with any changes they would like implemented. ALL

STRATEGIC PLANNING

4.6 School Development Plan (SDP)

SEND Targets distributed during the meeting.

- NF has been working closely with Hares class, due to the unprecedented number of children with SEND currently in this class and the strain it is putting on staff.
- NF noted that the Quality First teaching approach is working well. And staff are utilising the Boxall Profile System.
- NF described the current SEND situation as being a vicious cycle where the SENDCo is in urgent need of more support. The SENDCo uses a majority of her hours to complete the large quantities of paperwork involved. This means she is unable to be strategic in her approach and has limited time to be able to attempt to access external agencies or funding streams. The teachers need to be made more aware of the systems in place in order for them to further support the SENDCo. There is a Hares 'Team Meeting' taking place tomorrow to see how they can utilise the staff they already have to alleviate the pressures of the situation.
 - *Governors asked what support is currently in place for the SENDCo?*
 - NF confirmed that there is now admin support in place, as of the beginning of this term. However, more support is required.
- NF observed that the school building was not very 'autism friendly', due to the busyness of the corridors and the amount of wall displays. The classroom from her own school was described by an external OT as being very 'autism friendly' and she is happy to share pictures of this with the school, governors agreed this would be helpful.
 - It was noted that making the school 'autism friendly' might have a cost implication.
- There is a new sensory room which is proving effective, and more pupils would benefit with having access to this.
- Governors noted that some of the 2020 SEND targets are considerably higher than what was achieved last year.
 - *Governors asked how confident the school is about these targets being met.*
 - NF explained that the pupils have potential as many have emotional problems, rather than learning difficulties, so the school is focusing on managing these issues in order to meet the targets. The Boxall Profiles assess the pupils the same as Thrive (which is no longer available). Staff are very good at responding, however they are constantly 'fighting fire'. This circles back to the SENDCo being in need of more support.
 - Governors stated the importance of finding a way out of the current SEND situation.
- The resources provision for SEND will be looked at during the next Resources meeting.

ACTIONS: 1. NF to provide photographs of her autism friendly classroom.

2. NF to provide a report for next week's Resources meeting.

4.7 National Curriculum Lead Updates

TK - Art and Design (Linda Williamson)

- There are various art related topics/events that have happened, including: a sketching skills day; cave art; and a link to the e-twinning project.
- TK is to carry out a learning walk next week, where she will report back about the National Curriculum link.
- Melanie Smallman from Babcock visited the school and offered to help develop a 'deep dive' into a foundation subject that NF felt we may be struggling with.
- Governors asked AF (Staff governor) if the governor interaction with the National Curriculum is encouraging staff.
 - AF explained that it does. It encourages focus and it is helpful to talk about the direction in which they are heading.

ACTION: TK to circulate report to all governors regarding National Curriculum link with Art and Design.

STATUTORY REPORTING AND ACCOUNTABILITY

4.8 Safeguarding

4.8.1 Action Plan Update

- An action plan has been created from the key points raised during the safeguarding audit.
 - All staff have been updated about early help.
 - The '7 golden rules', includes timely and immediate response, considering GDPR. It has been clarified that safeguarding is always more important than GDPR.
 - Risk assessments are now on personnel records (eg. missing paperwork)
 - Internal applications for positions need to be kept on file.
 - New SEND induction training is to be rolled out during February.
 - LH and NF agreed that no-one will be sent on 'Suicide Indicator Training' as the level of training to do this job effectively is not being offered, and it is inappropriate to expect one member of staff to take this on alone.
 - Governors agreed with this decision.
- Lockdown Procedure
 - All teaching and teaching support staff are aware of the procedure. The MTAs will be informed at a meeting tomorrow. The pupils will be informed, sensitively, during a series of assemblies over the next few weeks.
 - There are three air-horns in school to raise the alarm (it has to be a different sound to the fire alarm).
 - This will be practised under different conditions over the next few weeks, until the pupils and staff are confident they know what to do.
 - A potential issue is the school being all ground level and the doors being glass top and bottom. There are some ideas of how to tackle this, including paper over the glass, or 1 way film.
 - *Governors asked if there are any thoughts yet on any physical alterations that may be required.*
 - NF explained that there are not yet, but this will be reviewed at the first Lockdown Drill.

4.8.2 Safeguarding Scenario

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

4.9 Secondment

Introduction Statement distributed prior to meeting.

- Parent governors noted positive feedback from parents on NF being present during school drop off and pick up.
- Staff governor noted positive feedback from staff regarding communication.
- NF described how the school staff have been very supportive of her.
- Governors noted how from a governance perspective, it is helpful to have a fresh pair of eyes.
- *Governors asked if there is anything of importance NF feels needs to be discussed.*
 - NF explained that her main issue was the busyness of the learning environment. She recommended observing other local schools and she is in the process of attempting to arrange moderation with Copplestone Primary School.
- Governors were informed that LH is recovering well from her operation.

4.10 School Financial Value Standard (SFVS)

SFVS distributed prior to meeting.

- The format of the SFVS changed this year. Pupil progress is being taken into consideration, in order to see if the money is making a difference.
- TN and Susan Vile (SV) worked together to complete this.
- We score comfortably in most areas with 2 exceptions.
 - Energy costs are high. We run on oil, which is expensive, and we are not yet seeing the benefits of recent changes in the budget. This value does not include the cost of boiler repairs.
 - Leadership costs are high, as a consequence of the size of school.
- There are procurement deals for schools that need looking into, to reduce our spend on services/goods.
- The idea of linking with other local schools, to bulk order certain items, was considered.
- The SFVS gets sent in April, with feedback being received shortly afterwards.

Proposed by TN. Seconded by TK. Agreed by ALL.

ACTION: TN to discuss procurement deals for schools, or linking with other local schools, with SV.

4.11 Finance Audit

- This has been postponed until next term, date TBC.
- *Governors asked if we were prepared for the audit.*
 - TN explained how he met with SV and MH and most of the details were in place. The postponement was agreed due to LH's absence.
- The finance audit is essentially a governance audit.

ACTION: LH and TN to consider robustness of finance governance.

4.12 Policies

Finance Policy

- There is no documented delegated authority for credit cards.
- There are no major changes to this policy.

Proposed by TN. Seconded by EB. Agreed by ALL.

GOVERNANCE

4.13 Terms of Reference (TOR)

- RD has been added to the First Committee and Resources Committee. He is also the lead governor under both Premises and Security.
- There are no further changes to the TOR.

Proposed by TN. Seconded by TK. Agreed by ALL.

4.14 Governing Body

4.14.1 Update GB Composition

Item carried forward.

ACTION: MH to add 'Update GB Composition' to FGB5 agenda.

4.14.2 Governor Skills Audit

- There are still some outstanding responses so an accurate picture cannot yet be delivered.
- Item carried forward.

ACTION: MH to add 'Governor Skills Audit to FGB5 agenda.

4.14.3 Financial Skills Audit

Item carried forward.

ACTION: MH to add 'Financial Skills Audit' to FGB5 agenda.

4.15 Spring Tasks

Learning Walks handout distributed at meeting.

- This document has been amended to include RD (replacing ANO), otherwise no changes.
- TK is going to cover both of her subjects at the same time.
- Feedback is the subject of TKs learning walk. The senior staff are aware that both parents and visitors to the school want to see evidence of marking and feedback. The Marking and Feedback Policy is due to be reviewed at the staff meeting tomorrow.

COMMUNITIES AND COMMUNICATION

4.16 Communications to be published in the **Bow Times**

- Introduction statement from RD.
- New governor advertisement.
 - Gary Willis has withdrawn his application to be a governor due to other commitments.

4.17 Items for the School **Website**

- Updated TOR.
- Finance Policy
- SFVS
- It was noted that the Thrive logo needs to be removed from the school website, letterheads, etc.

ACTION: NF to ensure that the Thrive logo is removed from all school literature.

4.18 Parent Communication

- The admin team are frustrated that not all parents engage with the online ordering system.
 - Governors questioned whether the programme was being used to its full potential, the programme's website shows that it can do so much more.
 - Parent governors explained how the system does not seem user friendly and documents that are not in a PDF format cannot be opened.
 - *Governors asked if parents have been given an opportunity to feedback their opinions.*
 - They have not yet.

- Governors need to research the programmes capabilities and ask who operates it and who provides supports to them.
- *Parent governors were asked if they feel that as a school we embrace the community.*
 - All parents receive regular newsletters and have the opportunity to attend fortnightly open mornings. They also get invited to class sharing assemblies.
 - There is a general concern for the lack of parent involvement. This appears to be the same across many different types of committee/organisation.
 - Parent governors believe that many parents do not know what we do or what is involved.
 - The outdoor classroom was built by some members of the parish council, meaning a link could be forged here.
- NF explained how in her school they have many strategies in place for community outreach.
 - They have an open afternoon once every half term, as a precursor to parents evening. This is at a much more sedate pace than our open mornings. These are often used as an opportunity to inform prior to consultation.
 - They have run parent workshops, including a maths afternoon.
 - NF's school had put on many events, involving the governors. They are Ogden Trust members (Science focused support) and have run science fairs and photographic competitions as a result.
 - They run a pop-up café every 2 weeks, which also doubles up as a fundraiser for the PTA who provide the refreshments. This gives isolated parents the chance to touch base with the school. The school has also hosted family lunches which coincides with a carol service. Parents now feel like they can voice their opinions in a non-toxic environment and are more willing to get involved.
 - *Governors asked how we can make the pop-up café happen.*
 - It was agreed that we would need to approach FOBS with the idea of them providing refreshments and offer to support in the organising of the event.

ACTION: 1. TN to research the capabilities of the ordering system programme and to find out who operates it and what support they receive.

2. EB, as the Community lead governor, to approach FOBS with the idea for a pop-up café.

Date of the next meeting is 25.02.20 at 6pm.