

Signature of Chair:

Date:

**BOW COMMUNITY PRIMARY SCHOOL - FGB - NO.9**  
**Minutes 4<sup>th</sup> July 2023 - 6pm - School**

**Present:** Erin Blake (Chair); Richard Drake; Anna Fay; Julia Hill; (Vice-chair); Beth Lecoq; Tony Neale; Clare Wilmott (Head); Natalie Chandler (Clerk); Mel Bishop; Kathryn Tayler;

**Apologies: None**

9.1	Apologies, Business Interests, Conflicts of Interest
9.2	Minutes of previous meeting on 23.05.23
9.3	Matters Arising from minutes of the meeting on 23.05.23
9.4	Lead Governor Reports
9.5	Clerk's Update
9.6	Occasional Days
9.7	Skills Audit
9.8	Budget
9.9	SFVS
9.10	Budget and SFVS Approval
9.11	Bought in Services
9.12	Pupil and Sports Premium
9.13	FOBS Fundraising
9.14	Staff Wellbeing
9.15	Staff Training Updates
9.16	Health & Safety Issues and Asset Management Plan
9.17	Fire Logs
9.18	Headteacher's Report
9.19	Safeguarding
9.20	Admissions Arrangements
9.21	Swimming Pool Committee
9.22	Equality
9.23	Training
9.24	Safeguarding Scenario
9.25	Policies Governor Expenses Policy Adoption Policy; Disciplinary Policy; Flexible Working Policy; Managing Sickness & Absence Policy; Maternity Policy; Redundancy Policy;

	Staff Grievance Policy; Staff Leave & Absence Asset Management Plan; Health & Safety Policy; School Emergency Plan Attendance Policy; Code of Conduct;
9.26	Bow Bulletin
9.27	Website
9.28	Next Meeting

**PROCEDURAL**

**9.1 Apologies**

**9.2 Minutes and Part 2 Minutes** from FGB7 23.05.23 were agreed as an accurate record and signed accordingly.

**9.3 Matters Arising** from the minutes of the meeting on 23.05.23.

- Training ongoing
- EB & NC continue to advertise for non-parent governors - JH has contacted 50 people - would we be interested in someone joining virtually? EB not keen but would consider it if needed. EB to advertise in local papers, village magazines.
- CW & SV to look into volunteers DBS on update system - moved to next meeting.
- CW met with FOBS - Requested funding can be used for enrichment purposes. Need a new member of staff on FOBS. Requested to see financial reports JH to look over.
- RD - quotes for scaffolding and solar panels requested - scaffolding possibly FOC. Still waiting on solar panel quotes.

**ACTIONS: EB to email Zoe and local papers. NC & EB to find non parents governors.**

**9.4 Lead Governor Reports**

MB has visited the school for a well being check up. No worrying trends with absence. MB putting together a well being survey that will be sent out to all staff and responses and results to be shared at the next meeting.

Training - all positive.

There has been a lockdown at another local school recently. Governors advised the school to practise the lockdown procedures ASAP. RD and CW will do it before the end of term.

**ACTIONS- RD AND CW to complete a lockdown test . MB to send out staff well being surveys.**

**9.5 Clerks Update**

- NC updated on training booked for governors

**ACTION: NC to continue to find courses for governors.**

**STRATEGIC PLANNING AND REVIEW**

**9.6 School development plan**

**Improvement Plan** - Outcomes from OFSTED

KS1 is currently full.

Staff movement - New teacher coming in. One teacher is moving classes.

*Governors - are you confident you can fulfil everything within the plan? Are all members of staff fully committed and aware of the details within the plan?*

CW- Yes, absolutely. Subject leaders and SENDCo have contributed to the plan looking long term- Subject leaders are accountable for leading their subjects. There have been a lot of changes made in core subjects over the past year. More work is needed in other curricular areas, for example Geography and History. Reading and phonics are coming on well.

*Governors - The report reads really well, all 'goal posts' being met.*

CW- Some subjects are very strong and others need further development. Subject leaders' conducting timetables scrutinities and curriculum reviews, which are planned in

*Governors - Are you confident you can reach the goals within the budget?*

CW- Yes, very similar to last year.

*Governors - Is there something within the improvement plan for staff wellbeing ?*

CW- No, but we can definitely add something. Wellbeing is interweaved into the SIP but we can make it a more discrete target.

*Governors- Are there resources to release teachers to work on their subject?*

CW- Yes, Linda Williamson is in to cover on a Friday morning to release staff to conduct curriculum reviews.

*Governors - There has been concern with the reduced staff members, will there still be time to release teachers for PPA when needed, with more students but less TA's?*

CW- Unfortunately this is the situation we are currently in, but we are doing our best to make it work for everyone.

*Governors- With an increase of more students will that mean more money for the school?*

CW- Yes in theory, but will not come in until next term, but still not enough.

**School Vision Statement** -

Do we still feel the statement still applies-

*'At Bow Community Primary School, we strive to be an inclusive school, which is happy and safe. We have high expectations for all; we expect all pupils to fulfil their maximum potential for academic, physical and social achievement. We nurture confident, ambitious learners, who will positively contribute to their community and beyond.*

*We equip pupils with the skills, knowledge and cultural capital they need to succeed in life through delivering a broad and balanced curriculum. Our vision is to provide all our pupils with opportunities to shine, develop and flourish; we do this through offering high quality enriching experiences that informs the quality of our curriculum, allowing pupils to obtain high levels of spoken, investigative and problem-solving skills.'*

Governors all feel it's a little wordy MB will take a look and re-write.

## Values-

*Our vision is underpinned by the promotion of our core values of Resilience, Independence, Ambition and Achievement.*

*We hope that children will learn the importance of these values and remember them. We hope that our new characters will help them with this.*

All Governors agree the values are right.

## Full Governing Body – Meeting Dates 2023 – 2024

FGB1 – 19<sup>th</sup> September 2023 – 6pm  
FGB2 – 7<sup>th</sup> November 2023 – 6pm  
P & P – 5<sup>th</sup> December 2023 – 5pm  
FGB3 – 5<sup>th</sup> December 2023 – 6pm  
FGB4 – 30<sup>th</sup> January 2024 – 6pm  
FGB5 – 5<sup>th</sup> March 2024 – 6pm  
FGB6 – 16<sup>th</sup> April 2024 (If needed) – 6pm  
FGB7 – 21<sup>st</sup> May 2024 – 6pm  
FGB8 – 18<sup>th</sup> June 2024 (If needed) – 6pm  
FGB9 – 9<sup>th</sup> July 2024 – 6pm

## **ACTION: MB TO CONDENSE VISION STATEMENT. NC TO ADD TO FGB1 AGENDA**

## **FINANCE**

### **9.7 Budget**

Jo Benfield came in and has got an extra 3 days to help with the budget. The budget is looking better. JB, JH & SV to have a meeting on the 19th July to go through the budget. JB has made some suggestions where we can make savings.

Primary sports have reduced cost by £500 - this money will go towards the grounds. £1000 saving from the pool - this will be spent in other areas of the school.

Cameron Mills will be stopping.

TA left and not replaced

AF leaving - being mindful to find a lower grade teacher.

EB- with all this in mind, when JB returns on the 19th she will see the school is improving and we will no longer be on the priority list.

134 students enrolled from September - the school should be looking much better.

KS1 has a waiting list.

Year R&1 - 29

Year 1&2 - 31 (32 within catchment area)

*Governors - If we have any enquiries can we say yes?*

CW- No. PAN is 20 in Reception - it is possible to go over but NOT in Reception

*Governors- would a class for year 2s and 3s be an option?*

CW- Ideally no. Saying no actually makes the school look more desirable. Classes need to be 30 (unless in catchment then number can increase to 32)

EB - We need a rough budget with these numbers.

*Governors - Worth keeping a close eye on numbers. A 10% growth school can apply for extra funding.*

*Governors - What do you think has caused this growth in numbers?*

CW- Bow does have a good reputation. Another local school has recently lost their Head teacher. We are also not a MAT school. We also have a great support from families, having sports clubs during the holidays is also a great advert for the school.

*Governors- Is there anything we need to do for the rest of the school to support this recent growth.*

CW- Yes, I will be looking into it.

### **ACTION - EB TO look in extra funding**

### **9.8 FOBS Fundraising**

A thank you from the school and governors to FOBS needs to be sent for all their hard work this year, including coming in on a Sunday to clear outside, a great job was done by all.

Funding - can FOBS apply for DENBROOK funding, now Bow Bears are at school and we are serving the wider community? JH to help VM to put together the paperwork.

### **ACTION: JH to look into denbrook funding with FOBS**

## **PERSONNEL**

### **9.9 Staff Wellbeing**

MB to comply wellbeing survey for next meeting

### **ACTION: MB TO SEND STAFF WELLBEING SURVEY OUT. NC TO ADD TO FGB1 AGENDA**

### **9.10 Staff Training Updates**

- This item is covered within the Headteacher Report.
- Maths/science/english briefing
- 5th September safeguarding training level 2. All invited to attend (NC & MB may struggle to attend, CW can go through training on a later date if necessary)

*Governors- in regards to CPD & CIP are you confident you can demonstrate outcomes?*

CW- Yes.

New staff Governor will be Alice Humblestone

Non-parent Governor desperately needed once TN has stepped down leaving only KT as our only non-parent governor.

*Governors- can we do a swap with another school? MAT school governing board is run very differently, could we offer training for someone who would like more experience?*

EB will contact the chair of the MAT

### **ACTION: EB to contact the chair of the MAT**

## PREMISES

### 9.11 Health & Safety Issues and Asset Management Plan

RD reported no major issues currently. Hot water is back on.

New catering suppliers came in to do a sample of what they do. Are we going ahead with this? had feedback from other schools that weren't too impressed with the company when it came to staff cover.

*Governors- Is it worth the risk? NORSE have been good.*

CW- Will speak to other schools who have used the company and use feedback.

RD- No new Health and Safety issues to report. Risk assessments up to date

CW-Alan is still off but is planning on returning. RB has been stepping in to cover, however it is now starting to feel we are asking too much as RB is volunteering its time.

*Governors- Be very clear when asking he can say no, could we ask other parents to help? or find some else who is self employed ~ they would need to be DBS checked and have public liability insurance. Risk assessments would need to be carried out on each job. We could ask RB to invoice for the larger jobs. we need to be mindful how much we are asking of someone.*

**ACTION: CW TO SPEAK TO RB IN REGARDS TO HIS ONGOING HELP WITHIN THE SCHOOL.**

### 9.12 Fire Logs

- The fire logs have been checked. There is nothing to raise.

## STATUTORY REPORTING AND ACCOUNTABILITY

### 9.13 Headteacher's Report

*Governors- What are the risks of teaching cohort in KS1?*

CW- JD, CW & AH have worked very hard on cohort based learning. It is looking a little different now KS1 is full, heavily relying on TAs, they will be leading classes during the week. Geography and History will be taught as a whole class, we may need to re-look at that at a later date.

The main risk is the area. Two classrooms, the Hive- reluctant to use Hive as a classroom because of BB, so we have been looking at the outside space between the classrooms, once we have moved the furniture about, possibly purchased new tables the space is very usable.

*Governors - will you be doing ongoing assessments to check its working?*

CW- Absolutely.

*Governors- is there any more space in KS1?*

CW- not really, The Hive is used by BB, which is going really well.

*Governors- with such a tight timetable are you still able to do interventions?*

CW- Yes, included within the timetable.

*Governors- Are you confident that you can fulfil this?*

CW- Yes, funfit incorporated into break time.

*Governors- in regards to the solar panels, be mindful that county might need to be notified as its their roof.*

En-ergy - when giving quotes will contact county.

***Governors- Future proofing - ignore the full time teaching head suggestion. it would not work within Bow.***

*Governors- in regards to SEND are assessments going through any quicker?*

CW- unfortunately no, a very frustrating system.

*Governors- assessment results look good, how do we compare against the national average?*

CW- Teaching assessments, STATS results are not in yet- results are good, KS1 is down, which does not reflect the results behind the scenes, the progress especially in the SEN children has been great since January. The changes made within reading have dramatically improved. The trends happening are really positive.

Twinkle phonics results are starting to show.

*Governors- results are similar to last year?*

CW- The level of need is high. Just a test, does not reflect the work and progress happening everyday.

## **Meeting continued to Part 2**

### **ACTIONS: .**

### **No more questions for CW**

## **9.14 Safeguarding**

### **Detailed report attached.**

SEND - AG everything is as it should be.

Safeguarding survey results- 25 pupils spoken to.

All very positive.

On a whole all children are very happy at school, happy at home, all feel safe at school. all be confident and comfortable to speak to someone at school if needed to, would be more open at school than at home.

A concerning amount of children feel or have felt anxious on a daily basis.

Mostly due to feeling tired and mostly trivial but still upsetting to hear.

*CW- It is a very difficult time for some families and some are really struggling which might contribute to this.*

Minor bullying flagged up- No unresolved issues

Always dealt with quickly.

Some struggled with mixing at break times, these were mainly SEND pupils.

Friendships - Very important to their happiness at school. Alot of very long term friendships.

Most had eaten breakfast.

*Governors- is there any money in pupil premium for breakfast?*

CW- NO, But BB can apply for funding.

KT- it was really good to be within the school speaking to the children and the teachers.

KT will try to speak to parents at sports day.

### **ACTION:**

**9.15 Admissions Arrangements**

- LA admissions - Yes

**ACTION:****9.16 Swimming Pool Committee**

Pool is up and running, lessons and after school swims have been happening since half term.

Only 3 lifeguards currently, we really need a couple more.

Governors thank the pool committee for their hard work.

TN leaving EB to replace him on the swimming pool committee.

If we can restore funding in the future we must.

**9.17 Equality**

carried over to next meeting

**ACTION:****9.18 Training**

CW to do ' understanding child sexual abuse' course level 3 qualification

*Governors- Do you have someone in place to speak to after course?*

CW- No, but I will source one.

**9.19 Safeguarding Scenario**

Carried forward to next meeting

**ACTION:****9.20 Policies**

Governor Expenses Policy	No changes
Adoption Policy	No changes
Disciplinary Policy;	No changes
Flexible Working Policy;	Minor changes
Managing Sickness & Absence Policy	Minor changes
Maternity Policy	No changes
Redundancy Policy	No changes
Staff Grievance Policy	No changes
Staff Leave & Absence	No changes
Asset Management Plan	No changes
Health & Safety Policy;	No changes
School Emergency Plan	No changes

Attendance Policy	No changes
Code of Conduct;	No changes

**Policies - Proposed- KT    Seconded - MB**

**ACTION: Clerk to add carried forward policies to FGB1 agenda.**

**COMMUNITIES AND COMMUNICATION**

**9.21 Website**

- **Policies to go on**
- **FGB dates to be uploaded**

**9.22 A.O.B**

EB - All governors would like to thank Tony for his 11 years of service! you will be missed. Good bye and good luck to Anna Faye also, thank you for your commitment to the school over the years.

**9.23 Date of the next FGB meeting** is Tuesday 19<sup>th</sup> September 2023.