

Signature of Chair:

Date:

BOW COMMUNITY PRIMARY SCHOOL - FGB - NO.7
Minutes 23rd May 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)

In Attendance:

Apologies: Melanie Bishop; Kathryn Tayler

7.1	Apologies, Business Interests, Conflicts of Interest
7.2	Minutes of previous meeting on 07.03.23
7.3	Matters Arising from minutes of the meeting on 07.03.23
7.4	Lead Governor Reports
7.5	Clerk's Update
7.6	Occasional Days
7.7	Skills Audit
7.8	Budget
7.9	SFVS
7.10	Budget and SFVS Approval
7.11	Bought in Services
7.12	Pupil and Sports Premium
7.13	FOBS Fundraising
7.14	Staff Wellbeing
7.15	Staff Training Updates
7.16	Health & Safety Issues and Asset Management Plan
7.17	Fire Logs
7.18	Headteacher's Report
7.20	Safeguarding
7.21	Admissions Arrangements
7.22	Swimming Pool Committee
7.23	Equality
7.24	Training
7.25	Safeguarding Scenario
7.26	Policies 1. Pandemic Policy 2. Collective Worship Policy 3. RE 4. Anti Bullying 5. Lettings 6. Governor Expenses
7.27	Bow Bulletin
7.28	Website
7.29	Next Meeting

PROCEDURAL

7.1 Apologies received from MB and KT. Agreed and sanctioned.

There are no changes to governor business interests.

There are two new conflicts of interest.

- RD - Mrs Drake is the new teacher in Otters
- MB - Rob Bishop is now the new chair of the swimming pool committee

7.2 Minutes and **Part 2 Minutes** from FGB5 07.03.23 were agreed as an accurate record and signed accordingly.

7.3 Matters Arising from the minutes of the meeting on 07.03.23.

- See 'Summary of Actions' Document.

- Item 7.4.5 - CW confirmed letting agreement with BB has now been signed and actioned .
- Item 3.21 - Carried forward to next term.
- Item 3.25.17 - Carried forward.
- Item 4.9.1 - Complete
- 5.12.1 - Complete
- 5.12.2 - Complete

ACTIONS: 7.1 NC to look into relevant courses for Governors 7.1.2 EB and NC to advertise for Non-parent Governors

7.4 Lead Governor Reports

TN - IT and GDPR

- TN has been speaking with Chris Johnston with internal IT issues - Data breach
- New IT curriculum which is ongoing and going well.
- External support Alivin is leaving. There will be some major changes to IT polices - we need to be aware of this mainly with GDPR
- JH can carry on with GDPR

KT - SEND

- Please refer to KT reports

Governors- Concerns flagged on report about DBS checks for volunteers - Clarify who it is referring to?

EB - Believes it's the swimming pool committee and would like everyone to be put onto the update service

Learning walks - EB would like everyone to start doing more

ACTIONS- 7.4.2 CW will speak to SV about swimming pool volunteers being put on update service.

7.5 Clerks Update

- NC informed governors of upcoming training on the 7th and 8th of June

ACTION:

STRATEGIC PLANNING AND REVIEW

7.6 School development plan

Governors asked which staffing structure CW was more in favour of?

CW- Structure #2 With the Year 3s as one class as there are some concerns on behaviour. No TA currently TA will be shared. Years 4 and 5 will be together with a very strong teacher. AH will be continuing as the teacher.

Reception and year 1 - AF - 7 Scenario's currently. AF and JD working well together and have great support staff two very strong TAs.

Governors asked if the year 6 classes could take some year 5s to lessen the strain?

CW- No, the year 6s should really stay as one year as it's an important time and CJ is very good at getting them ready for the next stage.

CW has summited 5 classes and all staff are happy with that.

Governors asked if there was another way?

CW - No, all staff are happy with scenario #2.

KS1 is full.

All Governors happy with plan

Development Plan -

SEF and EYFS - OFSTED showed concern about children in split classes.

Leadership- Subject leaders not fully aware of the curriculum for KS1 and not fully aware of EYFS however all are working really well in their subjects.

SEND - AG - relooked at this and all staff are now aware and applying it in practice.

Governors raised concern that after OFSTED visit we might be over promising?

CW - Ofsted didn't teach us anything we didn't already know and weren't already working towards.

English Report-

- CJ has completely revamped guided reading and it's working really well, all children reading much more.
- CJ highlighted a few students are working towards great depth

Governors asked if we are pushing these children to achieve this?

CW- Yes and we are giving opportunities to write more.

Governors asked how our scores compare to the national average?

CW- Not sure as of yet as the scores are not out yet, not until after SATS.

*Governors asked if we compare our results with **DISP?***

CW- No, its just for our own records - no data out yet.

ACTION:

7.7 Skills Audit

EB and MH highlighted- Areas for development-

- Experience of being a chair.
- Confidence in conducting the headteacher's appraisal.
- Understanding around finance.
- Understanding around school curriculum.
- Deeper understanding of equality and inclusions.

EB- we all need to do more training - little bits during the day- podcasts, webinars, que cards as and when we can, but we are doing well. JH has recently done curriculum course.

EB noted that we are all doing a great job and in the Ofsted report the Governing team did well.

EB- we do need a succession plan in place. Really need to recruit non-parent Governors

ACTION: NC to find courses for everyone. NC and EB to advertise for non- parents governors- Big Push

FINANCE

7.8 Budget

- EB submitted 5 classes please revert back to original meeting. Expecting repercussions.
- 17 children coming into reception in September
- JH there is nothing we can cut back on.
- CW there will be a natural cut with two TAs leaving

7.9 SFVS

7.10 Budget and SFVS Approval

7.11 Bought-in Services

- Go-Serverless quotes - CW moving forward it is the right thing to do
- All happy with quotes and to go ahead

5.12 Pupil and Sports Premium

Sports Premium

Governors asked if CW is happy with the amount of targets proposed

CW -Yes,very similar to last year so completely achievable. GS is doing a great job working on it.

Pupil Premium (PP)

- All teachers to monitor PP children

ACTION:

7.13 FOBS Fundraising

- No recent update. We have had some Netball bibs with school logo on.
- CW would like to have a meeting with FOBS in regards to how much money is available slightly concerned about the spending, be helpful to see budgets. EB will join CW in this meeting.
- Brilliant support as always from FOBS recent cake stall raised £200

ACTION: CW AND EB TO CATCH UP WITH FOBS

PERSONNEL

7.14 Staff Wellbeing

- The Ofsted visit has had a huge impact on the staff, all staff and teachers struggled during and after.
- All feeling much better now, much more positive.
- JD, AG and CW working really well with families in KS1
- Staff night out planned
- Parents have been a great support since Ofsted. Really encouraging.

Governors asked if there was anything we can do to help the staff ?

CW - They are ok, doing much better.

Governors asked if the staff might benefit from resilience training?

CW - No.

Governors did comment how surprised and shocked how Ofsted spoke to teachers and staff this visit

CW - This Ofsted was very different.

7.15 Staff Training Updates

- This item is covered within the Headteacher Report.

PREMISES

7.16 Health & Safety Issues and Asset Management Plan

- Swimming pool - A few issues

The recent lifeguard training unfortunately is not adequate and hasn't been for a while. This means we currently have 1 fully qualified lifeguard who has very kindly offered to do school swimming lessons and after school swims, this could have a huge financial impact on the pool. Rob Bishop has recently become chair.

- Urinals are finally flushing, water now coming in.
- There is some decorating happening during half term- Changing rooms and toilets.
- No hot Water- RD has had a quote of £1200 to replace pump, which will unfortunately take most of the maintenance budget.
- Two new pumps in last year - which have now gone wrong.

Governors asked if we could get 3 quotes?

RD - struggled to get one quote, this needs to get done ASAP.

- David Grace **SWNORSE** Has increased this from Priority C to a D.

Governors asked if there is a legal requirement for schools to have hot water?

RD and CW - Yes simply for hand washing. The kitchen has hot water

- Report has been done - Centralised system, big job to get updated.
- Solar Panels- RD will send out the report.
- £12,000 for efficiency solar panels

Governors asked if our supply was large enough for upgraded system

RD- will look into.

- Lockdown drill needs to be completed - 23rd June

ACTIONS: RD TO GET SCAFFOLDING AND SOLAR PANEL QUOTES

7.17 Fire Logs

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

STATUTORY REPORTING AND ACCOUNTABILITY

7.18 Headteacher's Report

Governors asked if CW was doing a parent forum this year?

CW- No, there wasn't much response and not needed parents are happy and very supportive, no negative comments from Ofsted. Parents can already see the positive changes that have started.

Governors asked if CW feels the negative press about Ofsted has helped with parents being more supportive towards the school?

CW - Yes definitely

Governors asked if SATs reading test was as hard as the media said?

CW- Yes, but the school tried not to make too much of the whole thing, CJ is really good at preparing the children and all then children behaved brilliantly and we're very proud of them all. KS1 JD working really hard to keep the class working well.

Governors asked if CW feels the safeguarding issues are being a trend and should we be concerned?

CW- No, CW is to go on course about mental health - **Mental Health Lead Training DFE**. AG may also do the course.

Governors asked if this trend is a direct affect from COVID?

CW- Yes and parenting

CW Has recently agreed with Brendan Worth Football Club that they will run football tournaments for years 3/4 and 5/6.

SV has been communicating with a company called **EduCatering** who offer school meals for a £1 per meal, they will be coming in to give a presentation and taster.

Meeting continued to Part 2

EB - PC purchases needed - Admin and Clerk - which budget would we using ? CW will get quotes for both for governors to discuss.

CW - There will be one child that will have a part-time timetable with the possibility of going to a special needs school as well.

Governors asked if we got all the funding for EH?

CW and EB - yes we did.

ACTIONS: CW to get PC quotes.

No more questions for CW

7.19 Staff Presentation

On hold

7.20 Safeguarding

- Update from KT in documants

ACTION:

7.21 Admissions Arrangements

- **LA admissions - Yes**

ACTION:

7.22 Swimming Pool Committee

- RB has worked really hard on tidng up the pool and it looks amazing.
- New equipment and H&S signs are being purchased
- Pool opens on June 5th

7.23 Equality

- TN - We are fine in regards to GDPR

ACTION:

7.24 Training

- JH - Equality training
- CW - BPRI training booked free session for all teachers. All Governors welcome.

7.25 Safeguarding Scenario

Do you know your Social Media Apps?

BeReal
Snapchat
MeetMe
Grinder
WhatsApp
Hot or Not
TicTok

Some primary children have these on their phones, we need to be educating the children on all these

Governors asked if the school has a responsibility to the children in regards to these or is it a parenting issue?

CW- Yes we do, especially if there is a safeguarding issue then we would definitely have a responsibility.

Governors asked if the children are allowed phones in school?

CW- No. If a child brings one in they have to be handed in to the school office and handed back at the end of the day.

ACTION:

7.26 Policies

7.26.2 Anti Bullying Policy; Two changes made

7.26. 2.1 RE Policy; Carried forward

Governors asked if a child needed a prayer space would the school be able to accommodate? CW - Yes we would

7.26.3 Pandemic Policy; No Changes

7.26.4 Collective Worship Policy; Minor changes

7.26.5 Governor Expenses Policy; Carried forward.

7.26.6 Lettings Policy; Swimming Pool Code of Conduct added

- Above policies: Proposed by JH. Seconded by RD. Agreed by ALL.

Governors asked how it was working with Bow Bears wrap around care

CW - Working really well. Very happy for them to continue and to continue with current charges

ACTION: Clerk to add carried forward policies to FGB9 agenda.

COMMUNITIES AND COMMUNICATION

7.27 Bow Bulletin

- Thank Jenny for her time at Bow and good luck in the future
- Thank RB for all his hard work so far.
- Congratulations to the year 6s for doing their SATs

7.28 Website

- **Policies to go on**

7.29 Date of the next FGB meeting is Tuesday 4th July 2023.

Chairs Initials: