

Signature of Chair:

Date:

**BOW COMMUNITY PRIMARY SCHOOL - FGB - NO.1**  
**Minutes 19th September 2023 - 6pm - School**

**Present:** Erin Blake (Chair); Richard Drake; Alice Humberstone; Julia Hill; (Vice-chair); Clare Wilmott (Head); Natalie Chandler (Clerk); Mel Bishop;

**Apologies:** Kathryn Taylor; Beth Lecoq;

**In attendance:** Lucie Hiscock

1.1	Apologies, Business Interests, Conflicts of Interest
1.2	Minutes of previous meeting on 04.07.23
1.3	Matters Arising from minutes of the meeting on 04.07..23
1.4	Housekeeping and Planning
1.5	Elections of Chair and Vice Chair
1.6	Clerks Update
1.7	SEF/SIP
1.8	Objectives
1.9	Budget
1.10	Staffing Update
1.11	End of Year Data
1.12	Health And Safety
1.13	GDPR
1.14	Safeguarding
1.15	Policies <ol style="list-style-type: none"><li>1. Child Protection Policy</li><li>2. Behaviour Policy</li><li>3. Governor Expenses</li><li>4. Letting Policy</li><li>5. Practical Advice for Parents Carers Raising a Concern</li><li>6. SEND Policy</li><li>7. Charging &amp; Remissions</li><li>8. Disability Equality Policy</li><li>9. Accessibility Plan</li></ol>
1.16	Bow Bulletin
1.17	Website
1.18	AOB
1.19	Next Meeting 07.11.2023

**PROCEDURAL**

EB welcomed all to the meeting, including LH who is here as a prospective new governor. Everyone introduced themselves.

**1.1 Apologies**

received from KT and BL. Agreed and sanctioned.

There are no changes to governor business interests.

There are no conflicts of interest.

**1.2 Minutes** and **Part 2 Minutes** from FGB9 04.07.23 were agreed as an accurate record and signed accordingly.

**1.3 Matters Arising** from the minutes of the meeting on 04.07.23.

See 'Summary of Actions' Document

3.25.17	MB - Paternity Policy - Will get one in place for the next meeting. - CLOSED
4.3.2	EB - Attendance And Absence TOR is now in place - CLOSED
4.18	Carried forward and to be added to agenda FGB2 - OPEN
7.1.2	NC sent emails to local Parish councils. EB has advertised on Governance websites- We still need one more LA appointed Governor - OPEN
7.4.2	Volunteers need to sign onto the SCR within the first 60 days - Going forward this will be completed. - CLOSED
7.16	RD has had a quote for Solar Panels - Standard Panels - £20,000 - Payback £ 3,500py School has £12,000 energy efficiency fund towards it- RD will speak to the surveyor. AH - Will contact Green Energy Think Bank OPEN
9.3	Carried Forward - OPEN
9.4	Date set for First week of November
9.5	MB conducted survey - Good responses 13 in total - very positive - results in documents - CLOSED
9.8	JH Has been in contact with Denbrook on behalf of FOBS and has been given a list of requirements to be completed - What will the money be used for? Put it to the school council- ask the children - ONGOING
9.11	Closed

**ACTIONS: NC to add all Open and Carried forward actions to next meeting FGB2**

**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**

- All governors present have signed a copy of this.
- Agreed by ALL.

**1.4.3 Keeping Children Safe in Education (KCSiE)**

- All board members have read the recent updates to the KCSiE Policy and all governors present have signed the relevant documentation.

**1.4.4 Membership, TOR and Committees**

- EB Proposed a few changes to the TOR. LH to shadow KT as Safeguarding deputy.

*Governors- Raised concern that might be too much for a new Governor to take on.*

LH - More than happy to take it on.

- EB would like to take on the Finance as the school is currently being monitored.
- JH to take on GDPR and Swimming Pool.

Governor	Current	Proposed	Agreed
Erin	Parental Engagement /School improvement	Finance/Parental Engagement	All
Kathryn	Safeguarding/Equality, Inclusion and SEND	Safeguarding/Equality, Inclusion and SEND	All
Mel	Well Being/Personnel	Well Being/Personnel	All
Julia	Pupil Premium/Finance	GDPR/Pupil Premium/Swimming pool	All
Beth	Curriculum	Curriculum/ Personnel	All
Richard	Health And Safety	Health And Safety	All
Vacancy	N/A	Curriculum	N/A
Lucie	N/A	Safeguarding deputy/Attendance	All
Tony	GDPR/ swimming pool	N/A	N/A

**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 reminded of the importance of attending training - whether it is in person or virtual.
- Governors were reminded to inform NC of any training for the training log.

**1.4.8 Succession Planning**

- Succession planning will happen throughout the year.
- There are 1 governors whose terms of office expire this year:
  - RD expires in January
- NC will notify each at the meetings before their terms expire, so they can be reappointed.

**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.
- Anna Faye and Tony Neale to be removed and AH and LH to be added.

#### 1.4.10 Virtual Attendance

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

#### 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 Elections

EB and JH left the room

#### 1.5.1 Elect Chair

- 2 nominations were received for chair. EB was the only one to agree to stand.
- ALL governors agreed for EB to take the role of Chair.

#### 1.5.2 Elect Vice-Chair

- 2 nominations were received for vice-chair. JH was the only one to agree to stand.
- ALL governors agreed for JH to take the role of vice-chair.

EB takes over as chair of the meeting.

- EB proposes LH to be a Co-opted Governor

LH lives locally with her two sons and husband, she has worked at Queen Elizabeth's community college for the past 5 years.

- Governors agreed that LH would make a positive contribution to the governing board and her background in Education would be particularly beneficial.
- Governors clarified that internet checks have been carried out in line with the updated KCSiE.
- LH to be co-opted as a new governor.
  - Proposed by MB. Seconded by EB. Agreed by ALL.

### 1.6 Clerks Update

Nothing to report. Will continue to find relevant training for Governors.

**ACTION: NC to Book Finance Course for JH/EB/CW/SV**

## STRATEGIC PLANNING AND REVIEW

### 1.7 SEF/SIP

CW -Following Ofsted, current school focus is on Early years and cross year classes- and SEN-meeting needs. Lots of work has been done already in KS1 to address this.

SEND - AG has been working really hard and making lots of changes already.

Writing and Maths has been the main focus. Learning Walks planned and in place to monitor quality of offer for SEND pupils.

CDP- Staff meetings all staff know what the focus is on Reading and Writing.

A new approach to guided reading and phonics - CW has witnessed great practise of this already on learning walks, really positive so far.

KS1 is very busy- JD AH SS all doing a great job managing the new changes.

DIPS- Schools - Winkleigh, Haywards, Kings Nympton, Bow and Landscore are working together to conduct whole staff moderation and CPD, including CPD on shared writing later this year. Bow will host these meetings.

Aim - For greater depth in writing, teachers know how to get there and are positive for a strong outcome. How to develop shared writing across the school.

Subject Leaders - Focus on Reading and Phonics.

*Governors- In terms of reading and writing in the cross-year classes, how will you measure the success?*

CW- With all the standard means of testing, with the split year 5 pupils CJ and JH are working and planning all their learning together. All subject leaders have time to asses all work completed. JD is the Phonics lead. Learning walks and monitoring in place to challenge.

*Governors- Badgers class new teacher JH working 4 days a week, how is that going?*

CW- JH is settling in really well, really happy with how she is doing. KL in Badgers on a Friday, SS and KL have really stepped up.

*Governors- The newest teacher in school possibly has the hardest role this year.*

*Governors- How do you manage the busy areas for the children who do not cope well with those situations?*

CW- There are areas setup for children to go, KS1 has now got 3 learning areas to separate the 3 year groups and this is working well.

*Governors- With the increase of numbers recently do we need a new separate class?*

CW- We are definitely getting to that point, but not this academic year. With the increase we are very busy.

We are at PAN in years 1, 2 and 3 unless the families are within the catchment area.

Foxcubs -31	R - 19
Otters -32	Y1 - 20
Hares-25	Y2 - 24
Badgers-28	Y3 - 25
Stages-29	Y4 - 15
	Y5- 23
	Y6 - 19

There is one more family who have asked about attending the school, we have had to say we now have a waiting list in KS1.

One child who has been in for a trial day in kS2 and another next week.

145 Pupils in total. Classes and year groups have been split by age this year.

*Governors - The current year 5 pupils have always had a teacher who is new to the school, we need to be mindful of this.*

CW- The new teacher in Badgers is really settling in well and practice is strong. We are very pleased with her so far.

*Governors- When would we need to consider adding a 6th class?*

CW - Not until next year unless class sizes in KS2 become too big for the space.

CW- we have advertised for a new TA, we have had one applicant and 1 more possible. We do need more support at lunchtimes. TA advert lunch cover planned in, with TA having a 30 minutes lunch break. This will help with lunchtime cover.

*Governors- Could TA finish earlier or start later so hours are in line with contact?*

CW - We could consider that yes. However, we want to maximise support for all learning opportunities.

CW- We do have two PGCE students who will be conducting their teaching experience at Bow this year.

We do have some great/ new volunteers-

Beth Gutans - 2 Afternoons a week

Maggie Keenor - 1 Morning a week

Cheryl Howls- In JD class once a week.

Rachel Standbury - Two days a week - Speech and language interventions.

*Governors- How do we Thank our volunteers? We need to work on how we welcome new volunteers to the school. We also need to be mindful of not over stretching them.*

CW and EB - We do agree, however they can also say no or do less.

*Governors- Are we logging how many volunteer hours are being used? We should have something in place so we can prove we need more help.*

CW- Year 2 SATs are no longer a statutory requirement. The school are likely to continue to have some for of assessment.

*Governors- Could you please explain what School Spider Is?*

CW- We Had 3 tenders for the new service and Spyder is a really great service with everything for school communications in one place, including website.

Compliance Audit- SV feels it would be beneficial as some items are missed or overlooked, it costs £600 for 3 years.

*Governors- Do we really need it? We are only a small school, a diary maybe a cheaper option?*

CW- Agree, This may be for a smooth transition as SV is to retire by the end of the school year.

*Governors- Can we be of any help with this?*

CW- We will need a handover with SV. We are about to have a non-financial Audit.

### **1.8 Objectives**

- Recruit More Non-Parent Governors
- Succession Planning - KT
- Maintain Values and Vision within the growth of the school.
- Support School with OFSTED
- Learning walks

**ACTION: EB will send round focus of learning walks to governors.**

### **1.9 Budget**

Growth Fund- Budget will be looking very different since July due to new pupils, however access to the money will not come in until April 2024.

Jo Benfield is due to come in on the 11th October 2023

EB has been looking into The funding for a growing school, there is a long list of criteria that needs to be met, it is not a no, but we wouldn't get funding until December/January if we do fit the requirements.

More pupils but no more money. EHCP in process for new pupils.

**ACTION: EB FIPS**

**1.10 Staffing Update**

JH - Brilliant addition to the school.

KL and SS are really stepping up.

*Governors- How are the staff coping with the extra pressure of more pupils but less staff?*

AH- The school is at the fullest it's been, with the least amount of staff ever.

CW- 1 teacher and 1 TA need support with the extra pressure.

TA advert and contact to change from 1 hour break to help MTAs

*Governors- For staff wellbeing we need more TAs. We should go out of budget to recruit 2 on temporary contracts. From a Health and Safety perspective we also need more staff.*

All Governors in agreement to hiring two new TAs.

*Governors- How is the behaviour in KS2? (Hares)*

CW- Much improved since returning after summer. Lots of support.

**ACTION:****STATUTORY REPORTING AND ACCOUNTABILITY****1.11 End Of Year Data****End of Year Data 2022-2023****1 Phonics Screening Check**

Achieved Standards	Did not achieve standard	PP achieved	SEND achieved
65%	35%	66%	33%

**Year 2 Phonics Screening Check- recheck (5)**

Achieved Standards	Did not achieve standard	PP achieved	SEND achieved
40%	60%	100%	20%

**KS1 SATs**

(17) +1 2 x u	SATS/TA WB	SATS/TA WTS	SATS/ TA EXS
<b>Reading</b>	12%	35%	59%
<b>Reading PP</b>	-	40%	60%
<b>Reading SEND</b>	100%	-	-
<b>Maths</b>	12%	41%	41%
<b>Maths PP</b>	-	40%	60%
<b>Maths SEND</b>	100%	-	-

	TA WB	TA WTS	TA EXS
<b>Writing</b>	35%	41%	24%
<b>Writing PP</b>	20%	80%	-
<b>Writing SEN</b>	100%	-	-
<b>Science</b>		19%	71%
<b>Science PP</b>		20%	80%
<b>Science SEND</b>		75%	25%

**KS2 Teacher Assessment**

/12	/11 (+1-pk)	WTS		EXS		GD		SATS Result /12 /11	
		WT	ARE (GD)	WT	ARE (GD)	WT	ARE (GD)	WT	ARE (GD)
<b>Reading</b>		25%	27%	66%	73%	-	-	12.5%	75%
<b>Reading PP</b>		60%		20%		-	-	18%	82%(18%)
<b>Reading SEND</b>		60%		20%		-	-	40%	40%
<b>Maths</b>		33%	36%	58%	64%	-	-	36%	58% 64%
								36%	

<b>Maths PP</b>	40%	40%	-	-	60%	20%
<b>Maths SEND</b>	80%	0%	-	-	80%	0%
<b>Writing</b>	33%	36%	58%	64%	-	-
<b>Writing PP</b>	60%	20%	-	-	-	-
<b>Writing SEN</b>	80%	0%	-	-	-	-
<b>Science</b>	8%	9%	83%	91%	-	-
<b>Science PP</b>	20%	60%	-	-	-	-
<b>Science SEND</b>	20%	60%	-	-	-	-
<b>GPS -SATS</b>					25%	67% 73%
<b>GPS- PP</b>					27%	20%
<b>GPS-SEN</b>					50%	25%

Please note, if data has not met standard (e.g. PK) then this will impact percentage.

## **ACTION:**

### **1.12 Health And Safety**

RD No new updates to report.

### **Fire Logs**

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

### **1.13 GDPR Review**

Carried Forward

## **ACTIONS: .**

### **NC to add to FBG2 agenda**

### **1.14 Safeguarding**

KT Report attached.

KCSiE New updates

- Roles and Responsibilities
- Absence
- MIE
- Attendance

Attendance officers now known as AIOs. They are no longer attending schools, they are there to give advice only.

### **1.15 Policies**

Child Protection Policy	Minor Changes
Behaviour Policy	Few Changes
Governor Expenses	Complete
Lettings Policy	Updates
SEND Policy	No Changes
Charging And Remissions	No Changes



Disability Equality Policy	No Major changes
Accessibility Plan	Carried Forward
Recruitment Policy	MB recommended the changes proposed for online checks. Tick box to be added to form. For new employees only.

**All Changes agreed by Governors  
Proposed by EB Seconded by RD**

**ACTION: NC TO ADD CARRIED FORWARD POLICIES TO NEXT MEETING**

**COMMUNITIES AND COMMUNICATION**

**1.16 Bow Bulletin**

Acknowledgement that the school has grown and welcome new families to the school.  
Welcome new Governor Lucie.

**1.17 Website**

New Website by Spyder  
Add AH and LH  
Governors blurb needed

**ACTION: NC to add updated policies and new Governor to website.**

**1.18 A.O.B**

Bow Bears would like to hire the school to run a holiday club after their success of the wrap around care clubs. How much should we charge? Check lettings policy and use October half term as a trial run.

Brendan Worth back for two days in the half term.

Could we express a special Thank you to members of staff going above and beyond.

All governors agree this would be a great idea.

**1.19 Next Meeting**

7th November 2023