

Signature of Chair:

Date:

BOW COMMUNITY PRIMARY SCHOOL - FGB - NO.2
Minutes 7th November 2023 - 6pm - School

Present: Erin Blake (Chair); Richard Drake; Alice Humberston; Julia Hill; (Vice-chair); Clare Wilmott (Head); Natalie Chandler (Clerk); Mel Bishop; Kathryn Tayler; Beth Lecoq; Lucie Hiscock;

Apologies: None

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| 2.1 | Apologies, Business Interests, Conflicts of Interest |
| 2.2 | Minutes of previous meeting on 19.09.23 |
| 2.3 | Matters Arising from minutes of the meeting on 19.09.23 |
| 2.4 | Lead Governor Reports |
| 2.5 | Clerks Update |
| 2.6 | SIP |
| 2.7 | Behaviour Principles |
| 2.8 | ICT |
| 2.9 | SEND |
| 2.10 | Equality Objectives |
| 2.11 | Parent Communications |
| 2.12 | FOBS |
| 2.13 | Headteacher's Report |
| 2.14 | Lockdown Practice |
| 2.15 | Safeguarding |
| 2.16 | Ofsted Sexual Abuse Review |
| 2.18 | HT Performance Management |
| 2.19 | Swimming Pool Committee |
| 2.20 | Training |
| 2.21 | <ol style="list-style-type: none">1. Relationships, Sex and Health Education (RSHE) Policy2. Safe Touch/Safe Holding Policy3. Supporting pupils at school with medical conditions Policy4. Volunteering in School5. Whistleblowing6. Intimate Care Policy7. Accessibility Plan8. Child on Child Abuse Policy9. Child Protection & Safeguarding10. Equality Objectives11. Pay Policy |
| 2.22 | Bow Bulletin |
| 2.23 | Website |

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| 2.31 | AOB |
| 2.19 | Next Meeting 05.12.2023 |

2.1 Apologies

There are no changes to governor business interests.

There are no conflicts of interest.

2.2 Minutes from FGB1 19.09.23 were agreed as an accurate record and signed accordingly.

2.3 Matters Arising from the minutes of the meeting on 19.09.23.

See 'Summary of Actions' Document

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| 9.3.2 | ONGOING - EB |
| 3.2.1 | Closed |
| 7.1 | ONGOING - NC |
| 7.1.2 | ONGOING - EB & NC |
| 7.1.6 | ONGOING - RD - RD awaiting usage from SV and new contract pricing. |
| 9.3 | MB and CW to look into wording for Menopause Guidelines |
| 9.4 | Closed - Lockdown procedure carried out. |
| 9.6 | ONGOING- MB and NC to condense Vision statement |
| 1.8 | Closed- On google drive for Governors to read through |
| 1.9 | ONGOING- EB |

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

2.4 Lead Governor Reports

RD - Lockdown Procedure was carried out on the and a few issues have become clear as a result.

One class did not hear the Horn as they were doing something particularly noisy at the time. However the positives to take from it was that all classes knew exactly what to do in the situation.
Governors - Could we have a horn in each class and as each class hears it they use it so the next class along can hear?

RD and CW - Unfortunately you can only use the Horn once, so that would create too much noise.

Governors - What is the difference between a Partial lockdown and a full lockdown?

RD- Partial - Could be a dog has got onto the field so all children and staff into the building and lock the doors.

Full- Higher risk - Everyone in, get down and hide.

RD feels positive overall with the test and will conduct another one with a few tweaks.

Upcoming Health And Safety Audit - EB suggested RD speak to Fiona Collier to get advice.
CW and SV to have two days of Health and safety review.

ACTION: NC to pass on Fiona Collier details to RD

2.5 Clerks Update

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

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

CURRICULUM AND STANDARDS

2.6 SIP

CW will cover in Headteachers report

2.7 Behaviour Principles

KT has not completed as of yet

ACTION: NC TO ADD TO FGB3

2.8 ICT

All on Google Drive now. Serverless. All Admin files have now been moved over and all working well.

Governors - What happens if you lose the internet connection?

AH - All files are downloaded so we can still access them, we just cannot necessarily save or change anything.

Governors- Do we have the same system or is ours slightly different?

CW- We are all using the same system.

EB- All policies are now on our shared Google Drive. Please can you Review your individual policies on the Drive and make any amendments or updates on the drive from now on.

KT was not confident on the system and requested if she could carry on sending them through to NC.

EB and NC agreed to support where needed.

ACTION:

2.9 SEND

KT to cover in her Safeguarding report in item 2.15

2.10 Equality Objectives

JH downloaded from website and put on google drive for Governors to read through.

EB read out each one-

Objective 1: To monitor and analyse pupil achievement by race, gender and disability and act on any trends or patterns in the data that require additional support for pupils.

Objective 2: To raise levels of attainment in core subjects for vulnerable learners.

Objective 3: To review levels of parental and pupil engagement in learning and school life, across all activities to ensure equity and fairness in access and engagement.

Governors - Are these hard to monitor? Do we have a register of parents who do not engage? Repeat offenders for example not attending parents evening? Do the teachers swap or compare details in staff meetings?

CW and AH - Yes we all discuss these issues and bring all the information together to get a broader view of some situations.

Governors- Do we need to look into the language we use?

AH - It is changing constantly, for example 'under served' has now been changed to 'under resourced'.

ACTION: JH to look at website language.

2.11 Parent Communications

Facebook is working really well, positive feedback and is now linked to Instagram.

Once our contract with GateWay ends we will switch to Spider and all communication will go through that, including the website which has been updated and changed ever so slightly.

Governors- Have the issue of some parents not receiving emails been resolved?

CW- It seems to be an SIMS glitch unfortunately. We do put reminders on Facebook of all upcoming events.

Governors- It would be more helpful if both parents could receive emails, but only one contact can be put down on the system.

CW- Separated parents must be able to do this, I will speak to other schools and see how they resolve this. All correspondence is put onto SIMs and the system sends out all the information. Once Spider is up and running it should resolve these issues.

ACTION- CW TO RESEARCH THIS ISSUE AT THE ADMIN MEETING.

Fire Logs

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

2.12 FOBS-

Denbrook funding for outdoor library.

2.13 Headteacher's Report

Governors- You mentioned in your report concerns with the rise in Social Media in younger children, do we have anything in place if they post whilst wearing their school uniform?

CW- Nothing has been reported about school uniforms as of yet, but we are very aware of the rise of younger children on social media and we have had to make phone calls home.

Governors - We could look into the student code of conduct, it would be a really good lesson for the older classes as secondary schools have them.

CW- It is very worrying that it is coming into primary schools.

Governors - Secondary school will be a massive change for the children and they are made to be responsible for their own actions, we should help prepare them for that and put something in place, we could maybe get the school council involved.

Governors- Teacher appraisals - any issues raised?

CW- No issues raised. all teachers complete, Admin still to do and teachers are still to conduct TAs appraisals. Mainly very positive. Three teachers doing NPQs. More staff is needed ideally. We have re-done the staffing structure.

Governors- The change of PE uniform and introduction of the hoodies, does this comply with our uniform policy?

CW- Yes it will be an Optional Extra.

Governors - Will You be offering PP students help to purchase the hoodies?

CW- Unfortunately No, it cannot come out of the budget. Not in P&P. Mindful of PP students and Year 6 hoodies this year.

CW- We have signed AG to do The mental health NVQ which will cost £800.00, which we have funding for.

AG and CW have put together a Statement of Mental Health to go on the website if all Governors approve it.

All governors in agreement and happy with the Statement and CW will upload to the website.

Governors - Do we offer help and support for the parents and carers of SEND children.

CW- Yes we will do.

Governors- We understand the work done so far in Phonics, what are we offering the 'able' children progress and how do we monitor that progress.

CW- Children will move onto Accelerated reader and monitored through the progress on that. Guided reading has changed massively this year. All year 3's read the same book, but the questions are different

Governors - How do you challenge 'capable' students?

AH - TAs will take students off and work with them with additional objectives.

*** Tina Jackson SIP report ***

Governors- Accessibility - Are we sure all families are able to access online learning and books?

CW- No, however little books do go home- Paper Copy books for enjoyment. Coloured books stay in school.

Governors-Screen time can be an issue for some families, can we measure that in some way?

AH- It is all optional, not an expected piece of home learning. It is quite simply because we cannot afford the books. We need to keep the books in school.

Colour coded books are for enjoyment.

Governors- Term dates for 2024/25 would you like to agree to them this evening?

CW- Yes. Both years are the same - CW read out proposed dates of Training days and Non pupil days

All governors agreed to the dates.

Proposed by CW Secoded by MB

Governors- How is attendance so far this term.

CW- All good so far. Two family fines have been sent out. CW and SV to have a meeting 8th November so will have a better understanding.

Governors- TA recruitment how has that been?

CW- Had four applicants we have hired

1 full time and 1 part time 1.6 both from Winkleigh Primary School.

Both will be KS1 and KL will move to Badgers year 4 and 5

MB Will be in stags.

Governors- Are you happy with this?

CW - Yes, we cannot afford anymore staff now. We have deployed one TA for 1-1.

Governors- We did approve two full time TAs, but you have one full time and one part time.

CW- We did offer the role to someone else, but they did not want a temporary position. We need people with experience, we are happy with the choices and changes made, very positive to have MB in stags and will help with the SEND children.

Governors- OFSTED report main concern was the split year groups, how are we managing this?

CW -KS1 has made massive progress in the area and most children are taught in their year groups. Year 5s only class that is split.

CJ And JH are working closely to make sure they are taught the same.

AH - English and reading are easier to split. Maths is trickier to monitor.

AH CJ and JH are working together on this, we use whiterose as a base for 4/5/6/ maths.

Staff meeting 8th november to discuss all areas.

JH has been a great addition and we have no concerns.

Governors- Homework seems to have changed, definitely less coming home is this a conscious decision?

CW - Are we talking about a particular class or the whole school?

Governors - The whole school. How are you measuring the impact of the changes to the homework.

CW and AH - There is no research or evidence that says homework helps.

Upper KS2 Stags and Badgers have the same amount of homework, the children work very hard within school all day, we can never be sure who actually did the homework and families can teach in a very different way to the school which can hinder rather than help.

AH - Homework can be so much work and time consuming for the teachers and very stressful, not great for well being.

Homework is great to help enrich the work happening at school, Year 6 getting them ready for secondary school expectations.

KS1 Projects working really well.

Meeting moved into PART 2

ACTION - CW TO LOOK INTO STUDENT CODE OF CONDUCT. MB TO UPDATE WELL BEING POLICY.

2.14 Lockdown Practice

Covered in item 2.4

2.15 Safeguarding and SEND

AG outlined the SEND situation at the commencement of Autumn Term 2023. Due to the entry of several children new to the school since that date the statistics below are not entirely accurate. Presently, 50% of the children on the SEND Register for 2023-24 are children who have entered the school this year.

There are no 'Children in Care' on the Register at present.

17 children (68% of the Register and 12% of the whole school) are receiving SEND support and a further 7 hold EHCPs (5% of the Register in comparison to 1.8% of Registers Nationally). 17% of Bow children have either SEND support or a full EHCP in comparison to 12.6% Nationally.

% SEND pupils by year group is as follows: 1% in Reception, 0.6% in Year 1, 3% in Year 2, 3% in Year 3, 3% in Year 4, 0.6% in Year 5 and \$% in Year 6.

Devon has a particularly high need.

SEND parents were given a questionnaire concerning their opinions about SEND implementation at Bow last June over all the findings are extremely supportive. Three parents of the eleven that completed the questionnaire were unsure that their children were making progress at school and made some negative responses to questions asked all agreed that staff had given positive advice about how they felt progress could be made. Only one parent felt that he/she lacked confidence in the leadership and provision of interventions at Bow. Although the contributions were anonymous they were in line with AGs expectations – no surprises and happy to see such positivity.

AG has made an improvement plan for SEND.

AG has applied to do a management course.

Governors - With Home learning packages being removed are we expecting a rise in students?

CW- Only if they are within the catchment area, we cannot say no, other than that we cannot accept anymore.

Governors- Early engagement with parents/carers of SEND to show what Bow can offer would be helpful. Once children are in mainstream school it is very difficult to get into specialist schools.

CW & EB - Bow bears are very strong within this area and are having these difficult conversations with parents/carers early on.

Safeguarding - CW, SV and KT have been working on and tweaking the SCR. All staff were , at this point, recorded as having signed the KCSiE and attended Level 2 Safeguarding training.

All the recommended updates to the SCR are under way and it was agreed that a separate column was needed on the Governors' page to show that they had all attended Level 2 training – although some members of the Governing Body have yet to do this. KT will review personnel files on 16th November.

AG and Chris Johnson attended Level 3 Safeguarding update on 2nd November as they are both DSLs. KT added that as always the children were a delight and thoroughly enjoyed visiting the school.

SIP - In regards to Safeguarding a lot of work has been done and AG has been working incredibly hard on it.

Governors - Does AG workload need assessing?

CW- AG can claim extra days as and when necessary, I do not feel there is need to change contract just yet.

ACTION- KT & CW TO LOOK INTO UPCOMING AUDIT

2.16

Moved to FGB3

ACTION: NC TO ADD ITEM 2.16 TO FGB3

2.17

Head teacher appraisal will be held on the 21st November 2023 Midday with EB, BL And Tina Jackson.

2.18 Swimming Pool News

Winter cover is on . No other news to report

2.19 Training

Governor Induction - LH

Safeguarding Conference - LH and KT

Safeguarding level 3 - KT

Responsibilities of the Safeguarding leads - LH And KT

Clerk as an advisor - NC

2.20 Policies

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| Relationships, Sex and Health Education (RSHE) Policy | Huge changes. Rewritten now SCARF |
| Safe Touch/Safe Holding Policy | No longer needed. CW sourced advice from Caroline Pincote. |
| Supporting pupils at school with medical conditions Policy | Few changes. Wording changed *non prescribed medicine* |
| Volunteering in School | Small changes |
| Whistleblowing | Up to date |
| Intimate Care Policy | No changes |
| Accessibility Plan | FGB3 |
| Child on Child Abuse Policy | No change |
| Child Protection & Safeguarding | All complete |
| Equality Objectives | |
| Pay Policy | Small changes |

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

CW- Do we need a severe weather policy? or make a procedure for the website?
Governors - *No policy is needed but definitely would be a good idea to have a procedure on the website.*

ACTION: Remove Safe Touch/safe handling policy. CW to make severe weather procedure.

COMMUNITIES AND COMMUNICATION

2.21 Bow Bulletin

Parent Governor vacancy

2.22 Website

Mental Health
Severe Weather
Policies updates

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

2.23 A.O.B

EB - Governor vacancies - Only parent vacancies available, we are applying for LH to be a LA Governor.

RD- TOO expires in January.

We will need to send letters out to all parents and carers to have the opportunity to stand and conduct an election.

ACTION - NC AND CW TO START ELECTION PROCESS.

2.24 Next Meeting

5th December 2023

P&P Meeting 5pm 5th December 2023

EB MB CW KT NC