

Signature of Chair:

Date:

BOW COMMUNITY PRIMARY SCHOOL - FGB - NO.3
Minutes 5 December 2023- 6pm - School

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

Apologies: Richard Drake; Lucie Hiscock

3.1	Apologies, Business Interests, Conflicts of Interest
3.2	Minutes of previous meeting on 07.11.23
3.3	Matters Arising from minutes of the meeting on 07.11.23
3.4	Lead Governor Reports
3.5	Clerk's Update
3.6	Admissions Arrangements
3.7	Risks
3.8	Budget
3.9	Financial Plan
3.10	Pupil Numbers
3.11	Health & Safety
3.12	Asset Management Plan
3.13	Emergency and Continuity Plans
3.14	Lockdown Practice
3.15	Headteacher's Report
3.16	Performance Data
3.17	Pupil Premium
3.18	Pay and Performance Committee
3.19	Safeguarding
3.20	Equality
3.21	New Website
3.22	Training
3.24	Safeguarding Scenario
3.25	Policies <ol style="list-style-type: none">1. Managing Unreasonable Behaviour Policy2. Accessibility Plan3. Parent Code of Conduct4. Finance Policy
3.26	Bow Bulletin
3.27	Website

3.28	Next Meeting
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PROCEDURAL

3.1 Apologies received from RD and LH. Agreed and sanctioned.

There are no changes to governor business interests.

There are no conflicts of interest.

3.2 Minutes from FGB2 07.11.23 were agreed as an accurate record and signed accordingly.

BL advised NC of a couple typos which have been corrected.

JH raised that another JH initial was used - Jenny Hayes Badgers teacher

3.3 Matters Arising

7.1,2,	Ongoing	Parent election currently in progress. RD TOO expires at the end of Jan '24. Two applications have been received.
7.1.6	Ongoing	RD to bring quotes to FGB4
9.6	Ongoing	MB had started this, and would like CW to read through. MB will be in school on the 12.12
1.9	Ongoing	Growth fund virtual meeting 14.12 at 10.30am. Jo Benfield feels we are unlikely to receive the growth fund but will update CW
2.4	CLOSED	
2.7	CLOSED	KT and CW Completed
2.10	Ongoing	JH awaiting correct language from LH
2.13	CLOSED	CW Completed
2.13	CLOSED	CW Completed
2.15	CLOSED	Completed
2.22	CLOSED	Website updated
2.22	CLOSED	Website updated
2.23	CLOSED	Election in progress

- KT raised concern for her replacement Governor LH possibly not being able to make in school visits due to her job. KT feels this is a vital requirement for the safeguarding lead Governor to do.

3.4 Lead Governor Reports

Governor Visits

- KT has been into school and will updated in Safeguarding report
- JH has visited with CJ in regards to Reading and writing. Will finish report for FGB4

- BL has visited. Very impressed with the children's knowledge of Geography. Due to have a meeting with JD in the new term and will update and report ready for FGB4

ACTION:

3.5 Clerks Update

- Website Blurbs needed for Governor page from LH nad AH
- LA governor form needed from LH

ACTION: AH AND LH TO SEND NC BLURBS FOR WEBSITE

STRATEGIC PLANNING AND REVIEW

3.6 Admissions Arrangements

- No change

Governors- Do we need to look into increasing PAN?

CW- No, I do not believe we need to just yet.

3.7 Risks

- JH will send to EB for EB to update
- JH will draft revision for FGB4

ACTION: NC TO ADD TO FGB4 AGENDA

FINANCE

3.8 Budget; 3.9 Financial Plan;

- EB updated all governors on the new forecast and discussions were conducted in regards to high staffing percentage.
- CW explained areas in which money will be saved
- Governors raised concerns of high percentage and risk of DCC and OFSTED keeping a close eye on the school currently.
- CW feels it is highly important to reward staff and make sure they feel appreciated and valued.

ACTION: PROJECTION FOR THE NEXT 6 MONTHS- SHORT TERM AND LONG TERM

3.10 Pupil Numbers

- 145 on role
- We are losing a couple to Chumleigh primary
- One new starter in January
- Open morning was very busy and went well.
- Bow Bears have high numbers - 15/20 Reception from BB
- We will not know School applications until April '24
- Over 30 in KS1
- No limit in KS2

Governors- *What is your long term plan in regards to numbers?*

CW- To grow safely and steadily. All classes are 30 plus. Space is limited and an issue. I am also keeping the staff's mental health in mind.

We have had some really positive new starters and they are flourishing since starting in september.

ACTION:

PREMISES

3.11 3.12 3.13 Health & Safety

- SV and CW are preparing for the upcoming Health and safety audit.
- All looking good so far. Nothing major jumping out.
- CW has been updating all health and Safety training in all areas.
- Swimming Pool Committee paperwork all complete thanks to RB

Governors- *Accident log book- Is there anything we need to review or update?*

CW- No, we follow and complete forms. All training is complete and up to date.

Fire drills are being carried out regularly

Governors- *Do we need anything from Bow Bears in regards to the Health and safety audit?*

CW- No, they have all their own paperwork.

3.14 Lockdown Practice

- Next drill is planned for next term
- all actions from the previous drill revised and in place.

3.15 Lettings -

- Bow Bears Fee's need to be revised now they are providing holidays clubs.

Governors- *Bow Bears are a great facility to have at the school and we are lucky to have them. Are Bow Bears in a good place financially to afford the rise?*

- **EB stated she had a conflict of interest on the subject.**

CW- Term time does not need to change, however Holiday club should be in line with BWCC.

ACTION: CW TO SPEAK TO CLAIRE TUCKER

STATUTORY REPORTING AND ACCOUNTABILITY

3.16 Headteacher's Report

Governors- *The sports hoodies are looking great! Any reason why they are Navy?*

CW- Really pleased with the response. Over £1000 worth sold already.

Governors - *Are you aware that we are cheaper than Thomas Moore?*

CW- Yes I am and that is correct.

Governors - *Are you looking into T-shirts? Would they be cheaper?*

CW- Yes we can look into that for the summer. Staff have also ordered the Hoodies.

Governors- *Our Policy states we must have them available to buy in two places. Are we doing that?*

CW- Yes we are. From school and Thomas Moores.

Governors- *What about second hand uniform are we still providing some?*

CW- We used to have a table outside school at the end of term, we could do that again? No lost property anymore.

Governors- *Could you please explain the GDPR Breach?*

CW- An Email was sent out to a Parent instead of a teacher they share the same surname as a member of the staff.

Governors- *We need to celebrate the attendance for this term and a great report from Tina Jackson.*

Governors- *Could you please explain the Tree situation with the schools neighbour?*

CW- The tree on the left of the entrance of the school is growing at an angle and our neighbour is concerned about the roots. I have spoken to RB (who is a tree surgeon) and he is not overly concerned about it, however our neighbour would like the school's permission to come and trim the tree during the holidays.

Governors- *As long as we have no responsibility for any accidents and he has public liability insurance and it is at his own risk.*

AGREED BY ALL GOVERNORS

Governors- *Could you please talk through SENSO.*

CW- Within KCSIE we need a Filtering and monitoring system and SENSO was the best we found. SCOMIS will oversee the system.

- Email alerts to DSLs
- Weekly reports
- Able to review
- Any words or websites children may use will send out alerts.
- Children must sign in to their account
- All children from year 2 have log ins

Governors- *How much will the cost be?*

CW- £500

Governors- *Have you tested the system? Our ICT Policy will need us to test it.*

ACTIONS: JH TO UPDATE ICT POLICY. TEST TO BE CARRIED OUT ON SYSTEM.

3.17 Pupil Premium

- Very little change
- On website

3.18 Pay and Performance Committee

- The meeting entered Part 2.

CW and AH joined the meeting.

- Governors informed CW that all pay recommendations were approved.

3.19 Safeguarding 3.20 Equality

- KT is meeting with AG 6.12.23 and will complete her written report after the meeting.
- KT has been into school and has worked on the SCR with SV and have tidied up some issues and all sorted.
- Have not seen a personnel file yet this term
- Parents evening was a really useful time -

- ★ 30/40 Families spoken to
- ★ Very enthusiastic about the school and the changes already made.
- ★ Very impressed with the leadership and the impact they are having
- ★ All felt all staff are very approachable

Points to Raise -

- New families are very happy, some of which have moved from MAT schools and really positive are a maintained school.
- Slight concern over future class sizes. Concern they may get even bigger.
- TAs and teachers all seem to have a great relationship and understanding of any issues there may be and any concerns raised are dealt with very promptly and efficiently.

Governors- *How many parents/carers did not attend parents meetings?*

CW- It was very well attended.

Governors- *What do you do if families do not attend?*

CW - Continue to monitor

Governors- *Time Management during parents evening may need to be reviewed in some areas.*

Behaviour Policy all complete and reviewed on walk.

3.21 New website - N/A

3.22 Training:

KT booked onto Safeguarding level 3 refresher course in January 2024

BL attended Visiting your school 5.12.23

- ★ Have a clear focus for your visit
- ★ Speak to teacher/subject lead before hand and send through questions
- ★ Would be really useful for new governors to do

NC attended Clerk as an advisor 16.11.23

- ★ Form good relationships with other clerks in your area
- ★ Use forums and Facebook for advice and knowledge
- ★ Have a clear understanding of school vision and Governance.
- ★ To have a clear succession plan
- ★ Clear focus

MB - Data Protection

- Cloud storage

MB RD & BL to complete safeguarding level 2

- ★ CW to set a date 9th Feb 2024

3.23 Safeguarding Scenario

3.24 Policies

Policy	Action / Changes made	Proposed	seconded
Managing unreasonable behaviour	No changes made	EB	MB

Accessibility Policy	Moved to FGB4		
Parent Code Of Conduct	Small changes made	EB	MB
Finance Policy	Updated - Spending Allowances added	EB	MB

ACTION: NC TO ADD ACCESSIBILITY POLICY TO FGB4

COMMUNITIES AND COMMUNICATION

3.25 Bow Bulletin - All already sent out to families.

A thank you to all staff from Governors - Biscuits and Chocolates
CW has been covering staff for some free time.

3.26 Website

- The updated policies and usual meeting documents.

3.27 Date of the next FGB meeting is Tuesday 30th January 2024.