

Signature of Chair:

Date:

BOW COMMUNITY PRIMARY SCHOOL - FGB - NO.4
Minutes 30 January 2024 - 6pm - School

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

Apologies: None

In Attendance: Lindsay Lucas

4.1	Apologies, Business Interests, Conflicts of Interest
4.2	Minutes of previous meeting on 05.12.23
4.3	Matters Arising from minutes of the meeting on 05.12.23
4.4	Staff Governor Election
4.5	Lead Governor Reports
4.6	Clerk's Update
4.7	SIP
4.8	Risks
4.9	Skills Audit
4.10	Curriculum and standards
4.11	SEND
4.12	Parent/Pupil/Staff Questionnaire
4.13	FOBS
4.14	Asset Management Plan
4.15	Headteacher's Report
4.16	Safeguarding
4.17	Equality
4.18	Training
4.19	Safeguarding Scenario
4.20	<p>Policies</p> <ul style="list-style-type: none">• Finance Policy• Information Security Policies (<i>Data Protection Policy; Information Security Policy; Information Security Incident Management Policy; Information Security Incident Management Procedure; Privacy Notice for Volunteers; Freedom of Information Procedure; Retention and Disposal Policy; GDPR Data Subject Request Procedure; Video Conferencing Policy</i>)• Supporting Pupils at School with Medical Conditions Policy• Accessibility Policy
4.21	Bow Bulletin
4.22	Website
4.23	Next Meeting

PROCEDURAL

4.1 No apologies received.

There are no changes to governor business interests.

There are no conflicts of interest.

4.2 Minutes and **Part 2 Minutes** from FGB3 05.12.23 and EGM 17.01.24 were agreed as an accurate record and signed accordingly.

4.3 Matters Arising from the minutes of the meeting on 05.12.23.

9.6	MB TO CONDENSE VISION STATEMENT. NC TO ADD TO FGB1 AGENDA	CLOSED
9.1	EB to book FIPS	CLOSED
3.5	LH and AH to send through website blurbs to NC	CLOSED
3.7	NC to add RISK to agenda FGB4	CLOSED
3.7	JH to send through Risks to EB	CLOSED
3.9	Projection budget for short term	CLOSED
3.15	CW to speak to CMT about lettings rise	CLOSED
3.17	JH to update ICT policy	CLOSED
3.17	Test on new Monitoring system to be carried out	CLOSED
3.24	NC to add Accessibility Policy to FGB4	CLOSED

ACTION:**4.4 Governor Election****RD and LL left the room**

- ❖ Richard Drake has been re-elected as Parent Governor for another term.
- ❖ Beth Lecoq will remain as a Co-opted Governor
- ❖ Lindsay Lucas Joins the Governing Board as a Parent Governor.
- ❖ Lucie Hiscock LA Governor Approved

EB Proposes RD to be re-elected - Seconded - All Governors in agreement.

RD and LL rejoin the meeting.

Erin introduced Lindsay Lucas to the board. LL gave a brief overview of her background.

- ❖ Studied Engineering Degrees
- ❖ 4 Years in software
- ❖ Digital Roles
- ❖ IT and Operations

4.5 Lead Governor Reports**W Copy of Maths Govenors Report Spring.doc**

CW- Maths is being led really strongly.

Governors- Is GAP analysis new?

AH- No, but we are using it more. Gives data out to see where pupil needs are, we do it termly.

Governors- And for those learning at a greater depth?

AH- Yes, you can adapt the WR

Governors- It would be useful to have a year on year data for the board to see the difference and progress made.

AH- We can see the progress when we are completing observations.

W Spring EYFS Govenors Report 2024.doc

AH- Lots of changes made, lots of positive outcomes and better questioning on learning.

Governors- How much do you link up with Bow Bears

AH- We have a great relationship with Bow Bears. We have very detailed transitions from Claire Tucker.

Governors- Transitions with SEND?

AH- Yes, Bow bears are very strong in this area.

Governors- What are the plans for the outside space?

AH- We want to build a reading shed, which will enrich the outside area, but there is also a practical reason to make the space outside, we do need more space inside.

Governors- Are we allowed to discuss children with Bow Bears? In regards to DATA Protection and GDPR?

We would need parent permission in place for this to take place. If a parent was to make a complaint we would need to have this in place.

AH- When a child is in the transition period from Bow Bears and School there is open dialog with the handover. We do not discuss children who are not in the process.

Governors- We should have consent from families for this to happen.

W Governor Report - Geography (Autumn 2023).docx

BL- A really great and positive experience going into school and conducting the Learning walks. CW supported BL.

The subject was not the current subject during the visit, so I was very impressed with the knowledge of the children. BL was very impressed with Mrs.Drake as Geography is not her preferred subject, however the progress in this area is notable.

JH has also been into school. There are a few areas to follow up on so the full report will be ready for FGB5.

KT - Safeguarding Visit- to be covered in **4.10**

RD - Premises-To be covered in **4.13**

ACTION: Data and consent check.

4.6 Clerks Update

- ❖ No current updates

ACTION:

STRATEGIC PLANNING AND REVIEW

4.7 SIP

CW Explained the SIP (School Improvement Plan) to LL

Slight changes made

- ❖ A column for impact

It is a working document. All teachers can access this document.

- ❖ All governors agreed to read the updated SIP. Governors were reminded that evidencing the changes in the environment in the school should be included in governor visit reports. This is vital for triangulating evidence. Governors were reminded that this evidence could be an email to EB or CW detailing their observations.

ACTIONS: ALL GOVERNORS TO READ SIP

4.8 Risks

- ❖ EB will have detailed report for FGB5

ACTION: NC TO ADD RISK REPORT TO FGB5

4.9 Skills Audit

- ❖ The skills audit documents will be circulated over the coming weeks
- ❖ All governors were asked to fill out the questionnaire and return to NC

ACTION: NC AND EB TO SEND OUT TO GOVERNORS

Curriculum and Standards

4.10

1. Analyse pupil performance data including attendance, exclusions, part-time timetables. Compare exclusion rates with local & national data
2. Discuss Pupil Premium report and identify actions/issues; review effectiveness and impact of intervention programmes against pupil premium strategy success criteria
3. Evaluate subject leader Self Evaluation Forms and Improvement Plans
4. Monitor pupil progress against School Development Plan/levels of expected progress from entry
5. Monitor arrangements for school visits/residentials
6. Undertake work scrutiny, and/or evaluate evidence from curriculum learning walks
7. Update FGB on the curriculum in respect of special needs provision including More Able pupils
8. Review term dates as recommended by the LA, inset and occasional days

4.10.1 - Governors- Can we get the data?

CW- Yes, at the end of the year. Schools are now managing their own attendance.

LH can take a look at the system Bow uses and look into using a similar system and process as the secondary schools.

4.10.2 -KT - SEND Data entry has changed. Pupil premium is covered in the SEND report.

4.10.3 - All in SIP. All teachers can update their forms and plans.

4.10.4 - SEF - End of year report.

ACTION: NC TO MOVE POINT 1 TO FGB1

4.11 SEND

W Notes from SEND.docx

Governors- Are we offering a Breakfast club to the families who are struggling?

CW- Yes, they know it is available.

KT did Safeguarding level 3 refresher training. KT does have a couple of questions for CW regarding this and will set a time to come in and discuss.

COMMUNITY AND PARENT LINKS

4.11 Parent/Pupil/Staff Questionnaire

MB - Move Staff to FGB5

EB - Will do parents - Any questions the Governors would like to add?

- ❖ Internet safety
- ❖ Termly open mornings
- ❖ Communication
- ❖ Scout for volunteers - FOBS and Swimming pool

KT - Will do children

ACTION: Check Website for DSL photos.

4.12 FOBS

- ❖ Mel Butler supporting
- ❖ Valentines Disco 9th February
- ❖ Funded a few items.
- ❖ More help is needed.

PREMISES

4.13 Asset Management Plan

RD- Unfortunately no money in pot so not much progress or improvements made

Biggest Item on the list is the boiler.

- ❖ Possibility of new boiler august 2024. Priority has been raised- RD will follow up on this.
- ❖ Will review outside and access when the weather is drier.
- ❖ Slight leak in roof when rain is very heavy.
- ❖ Energy Renewal - Laser Electricity - All schools use laser. They will do all the quotes and inform DCC. 0.28ph Not much change.
- ❖ Ground maintenance quote £3000 for all work over the year. We will need at least two more quotes.
- ❖ Survey done on Glazing - Two quotes for this -Norse £800. ACLS £
- ❖ Health and Safety Audit has been completed 97%. SV did a great job on this.
- ❖ We need someone to do the Tree inspection course - RD?
- ❖ Fire training - New TAs completed
- ❖ CW has completed ASBESTOS Training
- ❖ COSHH - Updated.
- ❖ Swimming Pool - CW Knows where all information is.

Governors- Amber Risk on Display screen time?

CW- Assessment completed for the Admin team.

Governors - Good Governance and practice to do this assessment once a year.

COVID has been removed from the list.

CDC2 Audit complete and all good

CSR - IT Inventory completed.

Governors - Well done and congratulations on all the hard work that you have done.

STATUTORY REPORTING AND ACCOUNTABILITY

4.15 Headteacher's Report

W January 2024 Headteacher Report (1).docx

Governors- Please talk us through decommissioning the Klin.

CW- In a nutshell, the Health and Safety around the klin is not satisfactory and the cost of running it is too high.

Governors- The staff handbook, is that a new addition?

CW- Not new, but major changes have been made. Much more condensed.

Governors- How was the Maintained Headteachers meeting?

CW- A really good meeting. The Head of Education was present. There will be termly meetings for maintained schools, current Hubs of schools will also continue. Headteachers will set the Agendas.

Very positive feeling overall.

Governors- How many schools attended?

CW- 80 in total

There is great support within the community of schools. Each Head bring something different.

Governors- The TA training- What benefits have you seen from this?

CW- I have seen great practice. There are also areas we need to improve on.

KS2 - Questioning really good

Teachers and TAs working well together.

There is another training session next week.

Governors- The newer TAs, has there been any induction for them?

CW- They have been attending the training sessions.

Governors- Lindas retirement, what impact will this have?

CW- Very sad about this, however it is the right decision for her.. She would like to come back to do special projects in the future. We will be advertising for 1.4 replacement. I will be having a meeting with SV to put together the advert.

Governors- Will this have an impact on Art?

CW- This will have a massive impact on Art. Teachers will have to take back the responsibility of the subject. It really is a great loss to the school.

ACTION: CW to source 2 more quotes for the grounds maintenance.

4.16 Safeguarding

- ❖ Covered under item 4.11
- ❖ KT will come and speak to children. LH will join and shadow KT. LH will set a time and date with CW.

ACTION: LH to set date with CW and KT.

4.17 Equality

- ❖ JH - No updates
- ❖ CW will share notes from course with Governors.

ACTIONS:

4.18 Training

- ❖ KT has completed SG level 3 refresher training
- ❖ CW EB AND NC upcoming Head, Chair and Clerk course 13.03.2024

ACTION: NC TO KEEP UPDATING GOVERNORS ON UPCOMING TRAINING.

4.19 Safeguarding Scenario

- ❖ CW to share 1 minute guide on

4.20 Policies

Policy	Changes	Proposed	Seconded
Finance Policy	Completed	MB	KT

Policy	Changes	Proposed	Seconded
Information Security Policies (<i>Data Protection Policy; Information Security Policy; Information Security Incident Management Policy; Information Security Incident Management Procedure; Privacy Notice for Volunteers; Freedom of Information Procedure; Retention and Disposal Policy; GDPR Data Subject Request Procedure; Video Conferencing Policy</i>)	JH has made changes. DCC Website not helpful. JH and SV to go through. Move to FGB5		
Supporting Pupils at School with Medical Conditions Policy	Tick box added.	MB	KT
Accessibility Policy	Move to FGB5		

ACTIONS: NC TO MOVE 2 POLICIES TO FGB5

COMMUNITIES AND COMMUNICATION

4.21 Bow Bulletin

- ❖ Welcome to our new Governors.
- ❖ Congratulations to to team for Health and safety audit

4.22 Website

- ❖ Policies, minutes - DSL Photos on website

A.O.B

- ❖ EB - Thank you to all governors for attending the EGM - No update as of yet.
- ❖ MB - Has been into school to meet the new teacher - Great response, really positive. New teacher did suggest we look into stronger ties with the wider community.

4.23 Date of the next FGB meeting is Tuesday 5th March 2024.