

Signature of Chair:

Date:

**BOW COMMUNITY PRIMARY SCHOOL - FGB - NO.7**  
**Minutes 21st May 2024 - 6pm - School**

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

**Apologies:** Kathryn Tayler; Melanie Bishop; Lindsay Lucas

7.1	Apologies, Business Interests, Conflicts of Interest
7.2	Minutes of previous meeting on 05.03.24 and 16.04.24
7.3	Matters Arising from minutes of the meeting on 05.03.24
7.4	Lead Governor Reports
7.5	Clerk's Update
7.6	Update And Monitor
7.7	Skills Audit
7.8	Parent and pupil Questionnaires
7.9	Behaviour
7.10	Subject Lead Reports
7.11	Inclusion
7.12	FOBS Fundraising
7.13	Staff Wellbeing
7.14	Staff Training Updates
7.15	Health & Safety Issues and Asset Management Plan
7.16	Fire Logs
7.17	Headteacher's Report
7.18	PINS
7.19	Safeguarding
7.20	Admissions Arrangements
7.21	Swimming Pool Committee
7.22	Equality
7.23	Training
7.24	Safeguarding Scenario
7.25	<p>Policies</p> <ul style="list-style-type: none"><li>• Assessment Policy</li><li>• Attendance Policy</li><li>• Code of Conduct</li><li>• Behaviour Policy</li><li>• Mobile Phone and SmartWatch Policy</li><li>• Flexible Working Policy</li><li>• Recruitment Policy</li><li>• Maternity Policy</li><li>• New Carers Policy</li><li>• Redundancy Policy</li><li>• Accessibility Policy</li><li>• Finance Policy</li><li>• Records of Individuals with Authority</li><li>• Procurement Policy</li><li>• Information Security Policies: 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</li></ul>
7.26	Bow Bulletin
7.27	Website
7.28	Next Meeting

## PROCEDURAL

### 7.1 Apologies

**7.2 Minutes** and **Part 2 Minutes** from FGB5 05.03.24 and Budget meeting on 16.04.24 were agreed as an accurate record and signed accordingly.

**7.3 Matters Arising** from the minutes of the meeting on 05.03.24.

7.1.2	Non parent Governor recruitment	EB has spoken to a couple of people who might be interested. If anyone has anyone they think might be suitable please put their name forward to EB/NC
	Solar Panels	RD still ongoing

**ACTIONS:****7.4 Lead Governor Reports****BL - Art**

A really positive meeting with Linda. Discussed the future of Art at Bow CPS after LW retires, LW has put a plan in place for the teachers. The budget for Art is very difficult, shortage in equipment especially if all the classes are doing the same subject.

*Governors - Is it possible to source second hand resources?*

CW - Materials need to be new.

The videos on Facebook are a really good record of progress, could these be put on the website? they would be a useful visual aid for parents.

Next Term - Core subjects - Maths/Science/English

The reports are really good. Lead Governor Reports and visits are really important.

LH - Safeguarding Visit. Really positive visit, as a new Governor, was a great opportunity to meet parents and speak to the children. Talked about CPOMS and SCR. Will go more in depth at next visit.

**ACTIONS- EB to do EYFS visit****7.5 Clerks Update****Nothing to Report****STRATEGIC PLANNING AND REVIEW****7.6 Update and Monitor -****Budget -**

New 5 year Budget has been sent through from SV with slight changes for the Governors to approve.

- In year budget monitoring
- More income
- Over spent on Admin
- Photocopying high
- Oil - under spent
- Maintenance - under spent

EB - Any questions before we approve-

*Governors - With all the cutbacks, how has this affected the staff wellbeing this past year?*

CW - If you asked the staff what they want, they would tell you they want more resources and more staff, not more money spent on wellbeing.

However FOBS have been amazing and have supplied the school with amazing equipment.

*Governors - The adjusted budget can you please explain the reasons behind no more support for KS1. Two teachers are currently teaching 1.5 classes, with massive support of the HTLA's, but with AH off for a period of time, why have we not put more support in KS1.*

CW- The area of need will move into KS2. With a high SEND need.

*Governors- KS1 cannot operate without support staff, if one person is missing the system does not work. Are we not able to take on a full time teacher on a temporary basis with a 6th class in mind, with numbers maxed out currently this would give the school the opportunity to grow.*

CW -Once we approve this budget we can always hire more staff if needed. We will continue to review staffing needs.

*Governors - Could we look into getting an apprentice?*

CW - We would consider hiring a TA with the intention to do an apprenticeship. KS2 will be facing the same difficulties next year as KS1. KS1 numbers will be slightly lower next year, but will have some children who will

need greater care. SV has now handed in her notice, we will be saving in this area. The new role will be advertised as a Business Manager .

*Governors - Bow Bears are no longer using the hive on a monday, freeing up a room if needed for extra class.*

EB - DCC will be monitoring us closely, we would need 15 more pupils to create a new class and for it to be worth us taking the risk. The risk is too high currently to make.

*Governors - KS1 is increasingly challenging. 1 more member of staff would make a huge difference.*

CW - KS2 face the same struggles. One pupil starting in September will need greater care.

*Governors - We must be mindful not to lose staff due the pressure they are under.*

CW - We will monitor closely.

Modified budget includes

- an increase in Ali Gillards hours to support staff and TAF meetings.
- Admin - Crossover with SV and new business manager

*Governors - Once the admin staff have streamlined the office and are up and running, can we use the admin staff as extra support?*

CW - Support staff and staff wellbeing is high on our priority list, we can always adjust as we need to throughout the year.

*Governors- Is it worth asking DCC for one more teacher?*

CW - We would be looking at making redundancies if we do this. If we continue to grow we will revisit this idea.

*Governors - Can we approach current TAs to see if they'd be interested in doing their HTLA training?*

CW - I will get AG to put this idea to all current TAs.

Can we advertise for one more TA with the intention to train as HTLA, contract to include lunch time cover.

- ❖ **NO MORE QUESTIONS**
- ❖ **ALL GOVERNORS AGREED TO ONE MORE TA**
- ❖ **EB PROPOSES BUDGET      ALL GOVERNORS AGREED**

**WE WILL REVIEW AND MONITOR REGULARLY.**

**ACTION: CW TO ADVERTISE FOR BUSINESS MANAGER AND TA**

### **7.7 Skills Audit**

EB - Main things to take from recent skill audit are

- ❖ Succession
- ❖ Budget and Finance training

Are high on the list.

NC - Will speak to fiona Collier about a bespoke training for finance.

JH - has slides from the last training course, NC wil, share with Governors.

**ACTION: NC CONTACT FC. JH TO SEND SLIDES TO NC.**

### **Curriculum and Standards**

#### **7.8 Parent/Pupil Questionnaire**

The overall response was very positive.

- ❖ School is managed well
- ❖ only 2-3 families not happy with the school.
- ❖ No-one strongly agreed they knew who to go to with a concern.

#### **7.9 Behaviour**

AG has gained her NPG in Behaviour and has Re-designed Behaviour Policy.

- ❖ Made changes to Lining up at school
- ❖ Provided CPD for all TAs and staff in restorative conversation
- ❖ Fix Behaviour - Adults pick up on the issue and resolve
- ❖ Procedures if it needs to be escalated

### 7.10 Subject Leads

**EB - Firstly, these batch of reports are great, can you please pass that on to the subject leads. Staff are amazing.**

CW - The subject leads are really taking ownership and are doing a fantastic job.

*Governors - Reports read really well, no major questions.*

*However only a 3rd of year 1 are at age related level reading. Are we expecting this?*

CW - Yes, Reading is a slow burner, However Phonics has been a great success.

*Governors - Do you work with Bow Bears in this area?*

CW - Not necessarily, they are very strong in this area, level 1 and 2

**Great reports all round. Thank you**

### 7.11 Inclusion

**KT not here. Move to FGB9**

**ACTION: EB TO SPEAK TO KT**

### 7.12 FOBS Fundraising

New reading shed, filled with books and PE equipment. Amazing asset. Children love it.

Upcoming events - Fathers Day Stall

Leavers Disco

FOBS are doing a really fantastic job. But they do need new members.

VB will be stepping down. Need a replacement.

**ACTION:**

**PERSONNEL**

### 7.13 Staff Wellbeing

**No MB. But this is an area we must keep an eye on.**

### 7.14 Staff Training Updates

- NPQ ongoing
- CPD ongoing
- EY - CPD - AH

**PREMISES**

### 7.15 Health & Safety Issues and Asset Management Plan

- Re-writing management plan
- Boiler refurb to be completed over the summer!
- Glazing Audit complete.

**ACTIONS:**

### 7.16 Fire Logs

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

**STATUTORY REPORTING AND ACCOUNTABILITY**

### 7.17 Headteacher's Report

*Governors - The number of absent children seems to be high at 14%. What reasons are given for this?*

CW- One child is on a PTT. We have had a sickness bug go through the school. And Family holidays. Families are realising if you go for 4 days you will not get a fine. It is noted on the DCC website.

*Governors- Can we try to reduce that?*

CW- Unlikely, as they are following the guidelines on the DCC website.

*Governors- Will the pupil number change significantly in September?*

CW- 143 Pupils will be on role in September. 1 new student and 1 has left.

*Governors- Is there still a risk of families moving their children to Chumleigh?*

CW - Chumleigh is full.

*Governors- SV has now officially hand in her notice. Have we advertised for this role yet?*

CW- We did not agree to her initial offer, we do need to discuss how to manage the transition.

*Governors- There is no need for a month handover.*

CW- We may need to advertise the role more than once to find the right person.

*Governors- When is her end date?*

CW- October half term.

*Governors- The start date for the role should be the start of october. Is there anyone internally who may apply?*

CW- It is a possibility.

*Governors- How much of SV role do the admin team know and understand? The person we hire will have experience and knowledge of the role, they will not need a month to hand over.*

CW- Our systems are not complicated, all through DCC.

*Governors- Could we have a start date after half term, but the candidate comes in before voluntarily?*

CW- We cannot ask someone to do that. The start date should be 1st October.

**ACTIONS; EB AND CW TO PUT ADVERT TOGETHER AND ADVERTISE ASAP. JH TO ASSIST SV ON WRITING HANDOVER NOTES.**

**No more questions for CW**

**7.18 PINS** (Partnerships for Inclusion of Neurodiversity in schools)

We have been selected to be part of PINS. Very exciting opportunity. Will update when we have more information.

**7.19 Safeguarding And SEND**

- Update from KT in documents

*Governors- The school's number does seem high, are we in line with other schools?*

CW- Yes we are in line with other local schools, Devon does have a high need. But I will speak to other school on the subject.

**ACTION:**

**7.20 Admissions Arrangements**

- ❖ 18 LA Admissions

**ACTION:**

**7.21 Swimming Pool Committee**

- ❖ Great turn out at AGM
- ❖ Existing members taking on role of chair as a shared responsibility, with allocated roles
- ❖ 4 lifeguards
- ❖ contribution rather than a wage
- ❖ Would be good to open up to other schools - Winkleigh are interested.
- ❖ Swimming Gala?

**7.22 Equality**

**Moved to FGB9**

**ACTION:**

**7.23 Training**

- ❖ LH - New Governor training - Really good. Now feel confident on Governors Role and HT teachers role
- ❖ NC to find Finance training for all
- ❖ One member of the Board to do Exclusion training - LH is interested.

**7.24 Safeguarding Scenario**

**CW- Did you know M.A.S.H Have changed their name? If so, what is the new name?**

*Governors - unaware of name change*

**M.A.S.H. now known as ‘ Children Front Door Service’**

- ❖ Anyone can contact them with safeguarding concerns.
- ❖ Much quicker if a member of the community reports a concern.
- ❖ Will communicate with Families on how to report concerns.

**ACTION:**

**7.25 Policies**

Assessment Policy	Minor
Attendance Policy	No Changes
Code of Conduct	No Changes
Behaviour Policy	Major Changes
Mobile Phone and Smartwatch Policy	New
Flexible Working Policy	Updated
Recruitment and Selection	Carried forward
Maternity and Adoption Policy	Updated
New Carers Policy	New
Redundancy Policy	
Accessibility Policy	Carried Forward
Finance Policy	Ongoing
Records Of Individuals with Authority	Carried Forward
Procurement Policy	Carried Forward
Information Security Policies: 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	Complete and updated

**Proposed - LH                      Seconded - RD**

**ACTION: NC TO MOVE CARRIED FORWARD POLICIES TO FGB9**

**COMMUNITIES AND COMMUNICATION**

**7.26 Bow Bulletin**

**7.27 Website**

- ❖ **Policies**
- ❖ **Art Videos**

**7.28 Date of the next FGB meeting is Tuesday 9<sup>th</sup> July 2023.**

**A.O.B**

**EB DECLARED CONFLICT OF INTEREST**

Lettings - We have been currently charging Bow Bears £1 per week to hire the hive. We are now losing them on a Monday.

Governors - *Why were we only charging £1?*

CW- Unsure how it would take off initially. We agreed to review every 6 months.

*Governors - How busy have they been?*

EB- Very successful.

*Governors- We should charge them more than £1. It would look odd for such a large discount.*

CW- It does massively benefit the school. I do not think we can afford to lose them and the wrap around care they provide.

*Governors - 1/3 of the normal rate? How many hours are they using the hive?*

CW- 14 hours per week.

*Governors - £1 per hour = £14 per week. And to be reviewed every 6 months.*

**All Governors agreed to £1 per hour.**