

Signature of Chair:

Date:

BOW COMMUNITY PRIMARY SCHOOL - FGB - NO.9
Minutes 9th July 2024 - 6pm - School

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

Apologies: None

9.1	Apologies, Business Interests, Conflicts of Interest
9.2	Minutes of previous meeting on 21.05.24
9.3	Matters Arising from minutes of the meeting on 21.05.24
9.4	Lead Governor Reports
9.5	Clerk's Update
9.6	Strategic Planning and Review
9.7	Budget
9.8	FOBS Fundraising
9.9	Staff Well Being
9.10	Staff Training Updates
9.11	Health and Safety Issues and Asset Management plan
9.12	Fire logs
9.13	Head Teachers Report
9.14	Safeguarding
9.15	Swimming Pool Committee
9.16	Equality and GDPR
9.17	Training
9.18	<p>Policies</p> <ul style="list-style-type: none">❖ Disciplinary Policy;❖ Managing Sickness & Absence Policy;❖ Staff Grievance Policy; Staff Leave & Absence❖ Recruitment & Selection❖ Asset Management Plan;❖ Health & Safety Policy;❖ School Emergency Plan❖ Accessibility Plan❖ Lettings Policy❖ Finance Policy❖ Records of Individuals with Authority❖ Procurement Policy❖ Acceptable use Policy NEW
9.20	Bow Bulletin
9.19	Website
9.20	Next Meeting 17.09.24

PROCEDURAL

9.1 Apologies



Chairs Initials:

9.2 Minutes and **Part 2 Minutes** from FGB7 21.05.24 were agreed as an accurate record and signed accordingly.

9.3 Matters Arising from the minutes of the meeting on 21.05.24.

7.6	CW to advertise for new TA	Reposted
7.4	EB to do EYFS visit	Ongoing
7.7	NC to contact Fiona Collier- All governor's budget training	NC has been in discussions with Fiona on organising group training
7.11	EB to catch with KT	Completed
7.17	CW and EB to advertise for Business manager	3 Candidate applied - No one suitable Will re-advertise

ACTIONS: CW TO RE-ADVERTISE FOR BUSINESS MANAGER.

Governors - In regards to the Business manager role, is there anyone within the office that has any experience?

CW- Not necessarily - have spoken previously.

9.4 Lead Governor Reports

Maths Report - AH

Governors - Looking at the report the SATS age related are low, are we expecting these pupils to progress?

Y1 have made lots of progress, big jump at the end of year tests, JD and AH to look at how we can better prepare for this next year. Continuing with Whiterose Maths.

Governors - How do we help pupils become more independent?

At the last staff meeting we looked through lots of examples throughout the school. Teachers are very conscious of moving children up too soon, especially if they are on the line. There has been a lot of independent practice happening throughout the school. The national Average does not measure progress. There has been an impact of the high amount of SEND children starting at the school.

Governors - Could we look into starting another Maths club?

EYFS -

Writing is going really well, AH has completed speech training.

AH has introduced reception to the Drawing Club, where children draw a picture and write a sentence to help develop early writing skills.

Governors - How does this approach help those children who are more capable ?

AH - We are able to adjust the program to the level the child is at.

KT - Planning on a school visit next week to speak to the children for her annual survey. KT has been asked to speak mainly to the SEND children about how they feel about their support within the school.

ACTIONS- KT TO DO ANNUAL VISIT

9.5 Clerks Update

New title for Clerks will be rolled out next year. We have been asked if we would like to adopt the title now or continue until change has been made.

`Governance Professional'

All governors agreed to adopt now.

ACTION: NC TO CHANGE TITLE



Chairs Initials:

STRATEGIC PLANNING AND REVIEW

9.6 School Vision Statement -

EB read out current Vision statement

' To ensure that all pupils learn the social and academic behaviour to excel, not only at Bow Community Primary School, but in their interactions with the world, leading to happy and successful lives.'

Is this Vision statement still relevant? Would a 'Visioning day' be helpful?

Governors - Do the children understand it? Do the children understand our values? and do the two align?

CW - The children definitely know and understand the Values. I think the Vision is good.

Governors - MB did some research last year on other schools' statements and ours is good.

A more strategic view might be good.

As a governing body are we looking to the future of the school? As a board we should sit down and put together a 5-10 year plan.

EB - Would any governors like to take on the Strategic planning and put together some ideas for the board?

Lindsay Lucas and Julia Hill will put together some ideas for a meeting for all governors to read.

SIP -

Builds on last years - main areas are

- ❖ Behaviour
- ❖ Independence
- ❖ SEND
- ❖ Are we meeting need?
- ❖ Subject leadership

CW- Would like to praise all the subject leads as they have really taken ownership on these and are all doing a fantastic job.

Music - Needs an overhaul - we can hire equipment from DCC

RE - Less strong

Releasing staff to complete their CPD.

Linda will return to teach Art twice a term. This will be at an extra cost.

Would like to work with FOBS for more enrichment experiences -

- ❖ Improve sports equipment
- ❖ More school trips
- ❖ Experience days within school
- ❖ Forest school.

ACTION: LL AND JH STRATEGIC PLANNING REVIEW. TASKS FOR GOVERNORS TO READ. SET SEPARATE DATE FOR STRATEGIC PLANNING MEETING

FINANCE

9.7 Budget

Jo Benfield has been in to finalise the budget and has sent it off to DCC.

DCC contribution is much lower than we expected, the budgets were balanced for the 3 years, however now -£20k within the first year. Every school has had the same and is in the same boat. With a new Government things may change.

We currently have a waiting list on KS1 - however not enough to open up another class room.

Governors - We should be more confident and open another class.

We do not want to be making redundancies if we do not grow as expected.

Governors - We could advertise the teaching role as a year post to start with? Most teachers now expect this when they apply.

In september all classes will have 30 pupils (33 max)

Governors - At what number number on the waiting list do we start to consider opening up another classroom?

This needs to start in Reception.

We will be at PAN in KS1.



Chairs Initials:

New TA position will be for KS2. The need will be much greater next year.

The ongoing pressure on KS1 with the three year groups and two teachers/classes. The work done already has been amazing. The HTLA has been supporting a lot. JD has worked really hard in this area. We have discussed going back to two classes with year 1 split between the two, however AH and JD have decided it is best for the children to continue keeping the Year Groups separate with the amount of work they have put in and the progress the pupils have made.

HTLA will do more of the planning.

Governors - We must be mindful of the wellbeing of the teachers in this situation. Mindful of the waiting list.

Other local schools are in a similar situation or they are losing numbers.

Mixed age group PAN 30

PAN per year group is 30, we are nowhere near this amount.

We do have a high number of SEND pupils.

ACTION - ONGOING MONITORING OF THE NUMBERS AND WELLBEING OF STAFF.

9.8 FOBS Fundraising

Sports day - BBQ on sports day had to be unfortunately cancelled, due to some health and safety concerns.

We are delighted with how much they have managed to raise, we would like a little more input to what the money is spent on. Mel Butler is now the staff representative on the committee. We cannot fault their hard work.

ACTION: THANK YOU TO VICKY BRIMICOME FOR ALL HER HARD WORK. SHE IS STEPPING DOWN AS CHAIR AS SHE NO LONGER HAS CHILDREN AT THE SCHOOL.

PERSONNEL

9.9 Staff Wellbeing

MB - Very mindful of the staff's wellbeing and the numbers increasing in the school.

All teachers are ok, very successful year.

ACTION: CLOSE WELLBEING MONITORING

9.10 Staff Training Updates

Ali Gillard and Jo Drake have done? NPQ's

TA training has been on Behaviour

Alice Humberstone - Maths and Language courses.

PREMISES

9.11 Health & Safety Issues and Asset Management Plan

No major issues to raise.

No more work on accessibility as of yet.

Catering - Do we look into a cheaper source? Norse/educatering/Fresher

The quality of food is great within the school

Inspection of sports equipment is needed. Quote for new equipment needed, will ask FOBS to help with funding.

ACTION: CW TO LOOK INTO WHAT % OF CHILDREN HAVE HOT MEALS

9.12 Fire Logs

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

STATUTORY REPORTING AND ACCOUNTABILITY

9.13 Headteacher's Report



Chairs Initials:

Recently had a visit from Tina Jackson and completed a learning walk. Very positive impressed with all the changes in KS1

AG - Support is great

KS1 - Communication

KS2 - TA's are great

Minor tweaks need to be made, she will complete a SIP report.

CW on the committee of Maintained school's group.

New boiler is being installed over the summer holidays.

Y1 Phonics progress has been great

SATs - slightly below, one child did not sit their SATs

Governors - Can you please explain the Data?

Cohort on catch up, slightly disappointed with the data, but once you look at the individuals and see how far they have personally come especially in writing.

ACTIONS: . NONE

9.14 Safeguarding

Safeguarding level two training will be held on the 3rd september

CW to set alternative date for Governors who cannot make the 3rd

KT has not been in the country, but has no concerns currently will be in school next week for a visit.

CPOMS - some Titles have been changed

SCMH - Is the biggest issue

Governors - How do we support these families?

AG is now our SCMGL - Relationship approach, building relationships, when behaviour breaks down look at what within a relationship has gone wrong and work with families and pupils.

ACTION:NC AND CW TO SET SG TRAINING DATE FOR GOVERNORS

9.15 Swimming Pool Committee

All communication with school should go through Natalie or Laura, too many people coming into school about the pool. Appoint a chair as soon as possible.

Meeting on the 17.07.24

9.16 Equality And GDPR

Recently had GDPR audit -

We do have the following -

Privacy Notices

DPIA

OROPA

One West will sent out templates for all policies and notices.

We need a cookies pop up on our website

We will wait for the full report to come out and we will work from there and put all in place.

ACTION: CW TO CHASE REPORT.

9.17 Training

- ❖ NC has booked on LL, RD, LH AND BL onto multiple courses in the Autumn term.

9.18 Policies

Policy	Changes	Proposed	Seconded
Disciplinary Policy	No changes	MB	KT



Chairs Initials:

Managing Sickness & Absence	New Model- Slight Changes	MB	KT
Staff Grievance Staff leave and Absence	Up to date	MB	KT
Recruitment & Selection	Up to date	MB	KT
Asset Management Plan	Moved to FGB1	MB	KT
Health & Safety Policy	No Changes	MB	KT
School Emergency Plan	Moved to FGB1	MB	KT
Lettings Policy	JH to add Swimming pool	MB	KT
Finance Policy & Procurement Policy	Updated	MB	KT
Records of Individuals with Authority	No Changes	MB	KT
Acceptable use Policy	All Governors to read and approve	MB	KT

ACTION: NC TO MOVE 9.20.5 & 9.20.7 TO FGB1. JH TO REVIEW LETTINGS POLICY AND SWIMMING POOL

COMMUNITIES AND COMMUNICATION

9.19 Bow Bulletin -

- ❖ Lindas Retirement
- ❖ Vicky Brimmacome stepping down from FOBS
- ❖ Thank you to the Pool Committee
- ❖ Two job vacancies

9.20 Website

- **Policies to go on**
- **FGB dates to be uploaded**

9.21 Date of the next FGB meeting

Tuesday 17th September 2024.