

Signature of Chair:

Date:

BOW COMMUNITY PRIMARY SCHOOL - FGB - NO.1
Minutes 17th September 2024 - 6pm - School

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

Apologies: Alice Humberstone

In attendance:

1.1	Apologies, Business Interests, Conflicts of Interest
1.2	Minutes of previous meeting on 09.07.24
1.3	Matters Arising from minutes of the meeting on 09.07..24
1.4	Housekeeping and Planning
1.5	Elections of Chair and Vice Chair
1.6	Clerks Update
1.7	SEF/SIP
1.8	Objectives
1.9	Budget
1.10	Staffing Update
1.11	End of Year Data
1.12	Health And Safety
1.13	GDPR
1.14	Safeguarding
1.15	Policies Ongoing Policy Cycle 2024/2025.xlsx 1. School emergency plan 2. Accessibility plan 3. Lettings Policy (Swimming Pool) 4. GDPR Policies 5. Privacy Notices (Approval) 6. Data Breach Policy (Approval)
1.16	Bow Bulletin
1.17	Website
1.18	Next Meeting 12.11.2024

PROCEDURAL

EB welcomed all to the meeting

1.1 Apologies

There are no changes to governor business interests.

There are no conflicts of interest.

1.2 Minutes and **Part 2 Minutes** from FGB9 04.07.24 were agreed as an accurate record and signed accordingly.

1.3 Matters Arising from the minutes of the meeting on 09.07.24.

See 'Summary of Actions' Document

7.4	EB still to book in a date with CW
7.7	NC still in talks with FC and will set a date
7.17	Closed - Business manager hired
9.6	Open - date to be set
9.7	Open

ACTIONS: NC to carry over all open actions to FGB2

1.4 Housekeeping and Planning

1.4.1 Election Procedure and Term of Office for Chairs

- Governors agreed on the election procedure and that the term of office for the chair and vice-chair would be 1 year.

1.4.2 Code of Conduct

EB reminded Governors of their roles and responsibilities. The clear differentiation between Strategic and operational.

- All governors present have signed a copy of this.
- Agreed by ALL.

1.4.3 Keeping Children Safe in Education (KCSiE)

- All board members have read the recent updates to the KCSiE Policy and all governors present have signed the relevant documentation.

1.4.4 Membership, TOR and Committees

- EB Proposed a few changes to the TOR. KT to shadow LH as Safeguarding deputy.
- EB would like to take on the Finance as the school is currently being monitored.
- JH to take on Parent engagement
- BL to take on HR with support from MB
- LL to take on GDPR

Governor	Current	Proposed	Agreed
Erin	Finance/Parental Engagement	Finance/Curriculum	ALL
Kathryn	Safeguarding/Equality, Inclusion and SEND	Safeguarding Deputy/Equality, Inclusion and SEND/Curriculum	ALL
Mel	Well Being/Personnel	Well Being/Personnel/Curriculum	ALL
Julia	Pupil Premium/Finance	Pupil Premium/Swimming pool/Parental Engagement/Curriculum	ALL
Beth	Curriculum	Curriculum/ Personnel	ALL
Richard	Health And Safety	Health And Safety/Curriculum	ALL
Lucie	Safeguarding deputy/Attendance	Safeguarding/Attendance/Curriculum/	ALL
Lindsey		GDPR/Curriculum	ALL

1.4.5 Open Meetings

- FGB meetings will remain open. Anyone wishing to attend a meeting must notify NC at least two weeks in advance.

1.4.6 Part 2 Protocol

Part 2 minutes to be printed on red paper and numbered. Handed back to NC at the end of the meeting and filled away in a sealed envelope.

- ALL governors agreed to the Part 2 Protocol.

1.4.7 Attendance at Training

- Governors were reminded of the importance of attending training - whether it is in person or virtual.
- Governors were reminded to inform NC of any training for the training log.

1.4.8 Succession Planning

- Succession planning will happen throughout the year.
- There are no governors whose terms of office expire this year:
- NC will notify each at the meetings before their terms expire, so they can be reappointed.

1.4.9 Contact Information

- All governors agree to share contact information.
- There is a document on the School Website 'backroom' with all contact information.
- Anna Faye and Tony Neale to be removed and AH and LH to be added.

1.4.10 Virtual Attendance

- In-person attendance is the preferred method, however the need to meet virtually may be appropriate on occasion.

1.4.11 Register of Business Interests

- There are no changes to anyone's business interests. Governors have signed accordingly.

1.4.12 Apologies

- Governors agreed the procedure for dealing with apologies and sanctioning of absence.
- Governors were reminded that the attendance register appears on the school website.

1.5 Elections

EB and JH left the room

1.5.1 Elect Chair

- 3 nominations were received for chair. EB was the only one to agree to stand.
- ALL governors agreed for EB to take the role of Chair.

1.5.2 Elect Vice-Chair

Governors - Highly important that the vice chair should have experience and good governance knowledge.

- 4 nominations were received for vice-chair. JH was the only one to agree to stand.
- ALL governors agreed for JH to take the role of vice-chair.

EB takes over as chair of the meeting.

Governors - Need to start thinking about succession planning and recruiting more non-parent Governors.

1.6 Clerks Update

Will continue to find relevant training for Governors. Lots of upcoming training booked for Governors. Please all think of three points to bring back to the next meeting you learnt from training.

ACTION:

STRATEGIC PLANNING AND REVIEW

1.7 SEF/SIP

Key Aims - Inclusion, Meeting Need and Ofsted.

Common way of learning - Retrieval. Guided. Independent.

CW really impressed on her learning walks, great learning throughout the school.

Attendance - New codes. No holidays

Writing - Big Focus. CJ making a big push on early writing

Phonics - JD has worked very hard on this area. Using Twinkl Phonics.

Marking and feedback -

Budget -

Governors - Is the budget fair and achievable?

CW - Yes

Governors - Do you foresee anything that might prevent this being achieved?

CW - Not unless we have major staff changes. Leadership is currently really strong. All subject leaders are given time to work on their subjects. All have excellent understanding of the curriculum.

Governors - What are the last three columns for?

CW - Updates throughout the year. It is a working document

Governors - Who is now leading Art?

CW - Unfortunately Linda has decided not to return once a term, however she has handed over all her planning so teachers are following that.

SIP - Are we thinking ahead? and how do we review over the year?

Learning walks?

Set out as Quarter by Quarter

1.8 Objectives

- ❖ **Succession**
- ❖ **Recruitment of non parent governors**
- ❖ **Strategic Planning**
- ❖ **Supporting the school in Modernization**
- ❖ **Achieve A 'Good' Ofsted review**

Show the community how far the school has come in recent years and the hard work and commitment of the staff to achieve this.

Governors - What are we doing to support CW in achieving the SIP ?

- Push the boundaries
- Striving to meet needs now, but try to foresee what is on the horizon
- Modernization - Office and Administration. School to go cashless.
- New Business manager - support in above.

**ACTION: Objectives wording - EB to bring to FGB2. Early years discussion to be added to FBG2
Agenda - NC**

1.9 Budget

No update on current Budget.

Pay Rises (Teachers) are not Funded by Government - To come out of the school Budget.

Not as much money as originally thought from DCC.

All school are in the same situation

TA recruitment - 1.5 - Did not replace HS

Currently have 143 on role

- Losing 2
- 1 on waiting list
- 1 coming in for taster day

Massive concern about children being moved to Chulmleigh Primary School.

We have lost 7 in total to Chumleigh - we need to look into why.

Parents under the impression that they will get a place at Chulmleigh College if they attend the Primary School - Not necessarily the case - Need to be in catchment also - Chumleigh not being completely clear on this matter.

We need to work more closely with QE -

CW concerned as Bow is in a vulnerable position as a maintained Primary school.

CW has spoken to QE and will hopefully set up a meeting with current Year 7 Head of Year and Paula Smith on how we can promote QE as their feeder school.

We need to tackle the situation head on.

Governors - Do we need to start looking at joining an academy?

CW - We have had multiple families join Bow because we are NOT part of an academy or trust. It is Why people choose the school.

CW on the leadership team for maintained schools.

Being a Maintained school is our strength and it is where we are happy, exciting times to be a maintained school. Times have changed.

Governors - We must try and get that message out to families in the community.

Finance Audit is due - Have requested for a delay as we have a new Business manager.

ACTION: EB/NC to speak to Megan Heath at Ted Wragg.

1.10 Staffing Update

New Business Manager has been appointed Debbie Bryant.

Governors - What experience has had and what is her background?

CW/EB - DB was working at Dartmoor MAT, she was made redundant a year ago, has been working in a travel agent since, but due to unforeseen circumstances that role ended.

The plan is for DB is to take on the Business side of the office and Mel Butler to take on the HR and SCR so her hours have been increased.

Governors - MB was supporting Ali Gillard, will she continue with that role?

TA will support AG

DB will attend FGB meetings

Advert for maternity cover has been advertised and we have had 3 applications so far.

AG will become Staff Governor.

Robyn Briggs and L.Cox new TAs in KS1 - Great team in KS1 currently.

New title for Ali Gillard - Senior Teacher and Sendco

ACTION:

STATUTORY REPORTING AND ACCOUNTABILITY

1.11 End Of Year Data

NC TO MOVE TO FGB9

ACTION:

1.12 Health and Safety

Fire Logs - RD to book in a visit to the school

ACTION: RD TO VISIT SCHOOL AND UPDATE FIRE LOGS

1.13 GDPR

GDPR Audit - Lots to work on

Updating Policies - Acceptable Use -JH currently drafting and needs to book into see CW

Retrieve E-Safety Policy

ACTION: Acceptable Use Policy to be added to FGB2. Multi Factor Authorisation on Emails

1.14 KcSIE

1.15 Policies

	Policy	Action	Proposed	Seconded
1	School Emergency Plan	Carried over		
2	Accessibility Plan	Carried over		
3	Lettings Policy	Swimming pool terms and conditions added for hire of the pool		
4	GDPR Policies	Updated	MB	LL
5	Privacy Policy	Updated	MB	LL
6	Data Protection Policy	Updated	MB	LL

ACTION: ONGOING POLICY CYCLE NC TO ADD LINK TO POLICY FOLDER. NC TO SEND OUT ONGOING POLICY CYCLE TO ALL GOVERNORS.

COMMUNITIES AND COMMUNICATION

1.16 Bow Bulletin

Welcome to the New school Year from Governors

1.17 Website

Policies

FGB9 Minutes

2024/25 TOR

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

A.O.B - FOBS AGM is set for 2nd October. No clear succession in place, Zoe Webb possible new Chair.

New Boiler has been fitted, slight issue but coming back in half term to correct the problem

1.19 Next Meeting

12th November 2024