

Signature of Chair:

Date:

BOW COMMUNITY PRIMARY SCHOOL - FGB - NO.2
Minutes 12th November 2024 - 6pm - School

Present: Erin Blake (Chair); Richard Drake; Ali Gillard; Clare Wilmott (Head); Natalie Chandler (Clerk); Kathryn Tayler; Beth Lecoq; Lucie Hiscock; Lindsey Lucas;

Apologies: Julia Hill; Melanie Bishop

2.1	Apologies, Business Interests, Conflicts of Interest
2.2	Minutes of previous meeting on 17.09.24
2.3	Matters Arising from minutes of the meeting on 17.09.24
2.4	Lead Governor Reports
2.5	Clerks Update
2.6	SIP
2.7	Behaviour Principles
2.8	Pupil Premium/Sports Premium
2.9	School Leavers 2025
2.10	SIMS
2.11	National Curriculum
2.12	Staff Questionnaire
2.13	SEND
2.14	Equality Objectives
2.15	FOBS
2.16	Head Teachers Report
2.17	Safeguarding
2.18	Swimming Pool Committee
2.19	Training
2.20	<ul style="list-style-type: none">❖ Managing Unreasonable Behaviour Policy;❖ Parent/Carer Code of Conduct❖ Practical Advice for Parents Carers Raising a Concern❖ Child on Child Abuse Policy❖ Child Protection & Safeguarding❖ Education of children in care❖ Intimate Care Policy❖ Relationships, Sex and Health Education (RSHE) Policy;❖ SEND Policy❖ Outdoor Education Visits❖ Attendance❖ Behaviour ❖ Accessibility Policy❖ Emergency Plan Policy❖ Health and Safety
2.22	Bow Bulletin

2.23	Website
2.31	AOB
2.19	Next Meeting 03.12.2024

2.1 Apologies

There are no changes to governor business interests.

There are no conflicts of interest.

2.2 Minutes from FGB1 17.09.24 were agreed as an accurate record and signed accordingly.

2.3 Matters Arising from the minutes of the meeting on 17.09.24.

7.4	On Hold	
9.6	On going. EB met with CW. To set meeting	
9.7	Closed	
1.8	Rewritten - EB read out proposed objectives - EB to send to NC. Add Objectives to FGB 9 to be agreed FGB 1 - NC to amend Annual Cycles	
1.9	Open	
1.10	Closed	
1.12	Open	
1.13	LL to take a look at Audit and CW's working document -	
1.13	Keep open until all have Authenticator on	

ACTION: NC to amend Annual Cycles. LL to view GDPR Audit. NC to add open Actions to FGB3

2.4 Lead Governor Reports

KT to cover in 2.12.

LH came into school for a quick visit and looked at SCR with KT. Did manage a walk around school with CW.

RD to book in a time with CW.

ACTION:

2.5 Clerks Update

New PP guidance - will cover in 2.8

If Ofsted are coming in. Schools will get a call by 2.30 on a Monday. Tuesday and Wednesday the review will take place.

Attendance - Should be part of the FGB Agenda with Governors making Attendance a priority.

Should discuss having an Attendance Lead.

KT attended Attendance training - Bow doing better than majority of the Schools.

CW always reports Attendance within HT report.

Sue Richards compiles the Attendance report for CW.

Make a sub note in HT report on Agenda for Attendance

LH is Attendance Lead Governor.

All Governors agreed to challenge and review attendance of every FGB.

Governors - Do we have any PTT students currently
CW - No.

ACTION:

CURRICULUM AND STANDARDS

2.6 SIP

Any updates?

Lots of work with CJ. Stronger starts and meeting need.

Looked at how we regulate students and meeting needs at staff meetings.

KS1 Very strong at the moment

KS2 is more challenging.

AH is on maternity leave. All staff to pick up Maths whilst she is away.

Ofsted will be in before March. New Framework is not in place until 2025 - They will be looking at Quality of Education in Maths English and Quality of learning in other subjects.

Subject leads are tightening up their areas.

Currently in a good place

2.7 Behaviour Principles

CW and AG to update from 'Policy' to Behaviour Principles'

Statement almost complete.

Governors - Lots of Changes and updates made throughout the summer term. Are they being upheld?

CW- Yes. Monitoring closely and making sure we are continuing with a rational approach.

ACTION: CW and AG to complete Behaviour statement and circulate.

2.8 Pupil Premium/Sports Premium

New PP

Slight changes made to SP. After school clubs are free again so all students get the opportunity to attend.

All Governors agreed to changes

Proposed by EB Seconded by KT

ACTION:

2.9 School Leavers

Discussed in FGB1

2.10 SIMS

Current Data system will no longer be working with Scomis. We could stay with SIMS, but lose Scomis support or change to another System. This is a big change for the school.

Arbour or BromCom are the two we are looking at.

However we need to end contract with SIMS, we must give notice by december

Governors - Do we know the cost of either option?

CW -Not yet, but we have requested for both to come in and give us a demo. But I believe it will be a similar cost to what we have now.

Governors- This is a great opportunity to update the office and make the changes we have previously discussed.

CW- Debbie Bryant would like to come to next FGB and explain the new systems after training on both,

Governors - You can ask directly to the companies for costs.

What is the cut off period once we have given notice?

CW - Scomis will stop supporting the current system in April.

Governors - All data will migrate and be given a hard copy. LL happy to come in and speak with DB and support with talks with both Data companies.

CW - We do not want to lose the support from scomis, Lee has helped and supported school so much, including refurbishment of laptops free of charge.

Governors - You could discuss with DISP to see what other local schools are doing.

EB - Can we please vote by a show of hands who agrees for DB to give notice with Current system.

ALL GOVERNORS VOTED TO GIVE NOTICE.

ACTION: LL TO MAKE CONTACT WITH DB

2.11 National Curriculum

Review on curriculum currently taking place. Has not been reviewed since the 1970's. No changes will be in place until 2026. Parents can put their input in.

ACTION- EB to send BL Curriculum walks with focus on meeting Need.

Fire Logs

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

2.12 Staff Questionnaire

CW will send one out. Last one was completed in march.

ACTION: MB n and CW to send out questionnaire for next FGB

2.13 SEND

Thank you KT for wonderful reports once again, well written and easy to read.

KT - Spoke to almost every student. All students are talkative and well mannered. Children felt that their interventions had been well received.

Year 6 - Do feel supported and understood.

KT feels the school must be doing something right for such a great response.

All students feel like they can go to any adult within the school and ask for help.

21 currently on SEND register

3 new requested EHCP. Delay from DCC until April 2025.

4 TAF's

Governors - With the delay from DCC are we putting in the help before the support comes in?

CW/AG - Yes we are.

Governors - AP for a couple students, is this manageable for our staff?

CW - It has been a little stressful, but we have given the staff members extra time and support.

Governors - Do we need to continue monitoring and reviewing?

CW- Yes, it is working, going slightly different, but working. The balance in the classroom needs to be carefully managed, we have lots of little things in place. The mindset in this area needs to be slightly reset.

Pupil Profiles in staff meetings 'Spotlight'.

Governors - How do identify those 'invisible' children?

CW - We know the children really well. Noticing all the little things.

KT - Very easy to notice the neediest children. It is wonderful to see that the school takes notice of the quieter ones.

We want all children to come to school and Feel Welcome, Feel Safe and Feel Loved.

KT - The words I did not hear once was - 'Bullied' or 'picked on'.

AG has completed her senior mental health lead course. AG takes regular SEND walks and all staff are filling in their forms. All the staff are on it.

Safeguarding - LH and KT only found one issue. The staff are not great at 'Ticking Boxes' to say when they have completed training or read relevant policies.

In the future on the annual SG training day, no staff leave until all forms are completed and signed off.

Possibly send out before the summer to be read before term starts again.

KT has been round school and got most done.

Did not manage to look through personal files, DB is updating.

Governors - Have you looked into Breathe HR? LL offered to speak to DB on this matter.

DB has been a great asset to the school since joining.

ACTION -

2.14 Equality Objectives

At Bow Community Primary School, we are committed to ensuring equality of education and opportunity for all pupils, staff, parents and carers, irrespective of race, gender, disability, belief, religion or socio-economic background.

In order to further support pupils, raise standards and ensure inclusive teaching, we have set the following objectives:

Objective 1: To monitor and analyse pupil achievement by race, gender and disability and act on any trends or patterns in the data that require additional support for pupils.

Objective 2: To raise levels of attainment in core subjects for vulnerable learners.

Objective 3: To review levels of parental and pupil engagement in learning and school life, across all activities to ensure equity and fairness in access and engagement.

Governors - Can we define 'Vulnerable Learners'

CW- Under Resourced would be a more suitable phase.

Governors - Do we have a high percentage of minorities?

Social Economic issue rather than race.

Governors - Do we monitor this area?

We use Devon's data on this area, Devon has the highest absence percentage in the whole uk.

ABSENCE = VULNERABLE

ACTION; JH to go through audit with CW. NC to find dates offully funded Equality training.

2.15 FOBS and Community

FOBS

Zoe Webb now Chair.

Disco was unsuccessful from the school's point of view. We need to look at how we run the Disco's. The aftermath is not worth it.

Christmas Fair Planned.

All very eager to support the school.

Mel Butler to continue as Staff Rep.

Governors - The cake stall took as much as the disco, should we be looking at doing things for the wider community? 'Big Breakfast' 'Wreath making'?

CW to have meeting with ZW

COMMUNITY

Bow Bears Wrap around Care have had an Ofsted inspection - Amazing report. EB to share with Governors.

Governors send their Congratulations on this achievement.

ACTION-

2.16 Head Teachers Report

Any Question -

Governors- Please talk us through the Maintained schools Group

CW- Devon CC has set up a Maintained Schools Group. I am part of the Executive Team to help set the Agendas and discussions. All get together to discuss current issues and support.

Governors - In regards to SOAP is there anything that stands out or needs highlighting?

CW- No

Governors - Does it reflect the areas you are already aware of?

CW - Yes. Considering the cohorts within the school - SEND ect

Governors - New Teacher in KS1 - AH maternity cover. What do we as Governors need to be doing to support her and the school?

CW - To challenge whether we are supporting her and giving her the training she needs.

CW - Tutor

JD - Mentor

Governors - We need to be mindful of the extra workload for JD.

CW - JD has been given extra time each week. We as a school will support JD. JD is a fantastic mentor.

Governors - 97% Attendance is a great start to the year. Only 1 Holiday.

How is the boiler? did all the issues get sorted over half term?

CW - They have been back, however it is not working correctly. They will be out again.

ACTION:

2.17 Safeguarding -

Covered in 2.13

2.18 HT Performance Management

EB already had a meeting. Will be discussed in P&P Committee meeting.

2.19 Swimming Pool Committee

All good. Closed down for winter. Winter cover is on.

AGM to be held in January. LM set to become Chair.

2.20 Training Updates

KT - Governors updates

- Reminding of Ofsted new points
- Attendance
- If we do get a proper response from 'Front Door' must keep pestering, the more complaints they get the better service they will provide.
- Reminding Governors to have a 'Eyes On' Hands off' approach - To guide rather than interfere
- To offer Early Help rather than a heavy handed approach.

LL - Governance Updates -

- New regional Improvement Teams - for after Ofsted inspections for schools that do not score well.
- Kings Speech - Free Breakfast Funding

2.21 Policies

Policy	Changes	Proposed	Seconded
Managing Unreasonable Behaviour Policy;	Moved to FGB3	N/A	N/A

Parent/Carer Code of Conduct	Moved to FGB3	N/A	N/A
Practical Advice for Parents Carers Raising a Concern	Moved to FGB3	N/A	N/A
Child on Child Abuse Policy	Add Sexting	EB	LH
Child Protection & Safeguarding	Slight Amendments	EB	LH
Education of Children in care	None	EB	LH
Intimate Care Policy	None	EB	LH
Relationships, Sex and Health Education (RSHE) Policy	None	EB	LH
SEND Policy	Minor	EB	LH
Outdoor Education Visits Policy	None	EB	LH
Attendance Policy	None	EB	LH
Behaviour Policy	Move to FGB3	/	/
Accessibility Policy	Move to FGB3	/	/
Emergency Plan Policy	Move to FGB3	/	/
Health and Safety	Move to FGB3	/	/

ACTION: NC TO MOVE POLICIES TO FGB3**COMMUNITIES AND COMMUNICATION****2.22 Bow Bulletin**

- Welcome to DB With a photo
- Welcome to Aimee O'Neil with Photo

2.23 Website

- Minutes
- Policies

ACTION:**2.24 A.O.B**

ATOM learning. Free for PP children. Will be going out to under-resourced families. Really user friendly. Maths / English / Science

Free CPR Training for year 5 and 6

ACTION -**2.25 Next Meeting**

03.12.24 6pm-8pm

Pay and Performance meeting 5pm 03.12.24

Chairs Initials: