

Signature of Chair:

Date:

BOW COMMUNITY PRIMARY SCHOOL - FGB - NO.5
Minutes 04 March 2025 - 6pm - School

Present: Erin Blake (Chair); Richard Drake; Ali Gillard; Lindsay Lucas; Beth Lecoq; Clare Wilmott (Head); Mel Bishop; Natalie Chandler (Clerk); Julia Hill; Kathryn Tayler

Apologies: Lucie Hiscock

5.1	Apologies, Business Interests, Conflicts of Interest
5.2	Minutes of previous meeting on 28.01.25
5.3	Matters Arising from minutes of the meeting on 28.01.25
5.4	Lead Governor Reports
5.5	Clerk's Update
5.6	Budget
5.7	SFVS Approval
5.8	Catering Approval
5.9	Brought in services
5.10	Pupil and Sports Premium
5.11	FOBs Update
5.12	Staff Well being
5.13	Staff Training
5.14	Health and Safety
5.15	Fire Logs
5.16	Headteachers Report
5.17	Safeguarding and Scenario
5.18	Admissions Arrangements
5.19	Audits
5.20	Swimming Pool
5.21	Equality
5.22	Training
5.23	<ul style="list-style-type: none">• Whistleblowing• Recruitment & Selection• Remote Learning Policy• E-Safety Policy• Charging & Remissions
5.24	Bow Bulletin
5.25	Website
5.26	Next Meeting 22.04.25

PROCEDURAL

5.1 Apologies received from JH agreed and sanctioned.

There are no changes to governor business interests.

There are no conflicts of interest.

5.2 Minutes from FGB4 28.01.25 were agreed as an accurate record and signed accordingly.

5.3 Matters Arising from the minutes of the meeting on 28.01.25.

- See 'Summary of Actions' Document.

9.6	Date to be set	EB/LL
4.6	CW has added to the Governors Good Drive	
4.8	Ongoing	
4.10	Closed	
4.13	Quotes obtained to be discussed in meeting	Closed

5.4 Lead Governor Reports

Governor learning walks to be forwarded to JH

KT and EB attended the PINS Parent/Carer meeting 04.03.25

- Purpose of meeting to ask Parents and Carers their thoughts on the support they receive from the school.
- The workshop had a good relaxed feel, not forced at all
- Four cornerstones
- SEND/Communication
- Very heartening
- School doing all they can to meet need
- Some families compared Bow to their previous school. Families positive that school is not part of a MAT or academy
- All staff have good knowledge of each child's needs
- Parents feel they can come and speak to anyone within the school and feel listened to.
- Feedback from meeting will be feedback to other schools
- Bow will be able to learn from other schools

Governors- Would educating the families in the area of need their child be helpful?

CW- This is an area that needs to be looked at. New parents are not so well informed as they could be. As a school we are aware of these areas and we have more help coming in.

KT & EB - A lot of information was given to families at the meeting

Governors - Could this information be put onto the website or links to helpful information?

AG/CW - It was less educational than helpful - where to go for support ect.

5.5 Clerks Update

No Current updates

FINANCE

5.6 5.7 Moved to FGB 6

Transition from SIMs to Bromcom has not gone too smoothly so far. Data issue. All schools are experiencing the same issues. Not too concerned about it just yet. DB is working alongside Jo Benfield to work it out.

Governors - Is there anything we can learn from this?

EB/CW- We were wise to go early. Scomis are also new to Bromcom. All should be good by the next FGB

5.8

Approved at FGB 4

5.8a Catering Approval

CW and EB have put together a plan. Norse have increased their management fee for the last few months of the contract.

Governors - Did they not give any notice?

CW- Two months notice of the rise has been given.

Governors - Legally within the contract there must be something that says they cannot raise the fee by a certain %.

CW - Will ask DB to look through the contract and send it through to the Governors to read. Freeze the contract.

EB - The question that needs to be answered is Do we start with Educatering early after Norse have increased their fee?

Governors - Do not pay the increase until the FGB have read through the Norse contract and got legal advice.

Supplier	Votes
Fresher	
Norse	
Educatering	✓✓✓✓✓✓✓✓✓✓

Educatering -

- Quality of food
- Cost
- Putting people first
- Fresh meals
- Ideas and support on how to increase school meal uptake
- Community help
- Menu planning

Governors - Slight concern on how they are able to be so much cheaper than competitors. If the Uptake does not increase we must be mindful of the increased management fee.

EB - Do the FGB agree to an early transfer to Educatering? This would mean we would be up and running before summer.

Educatering will fully support Julie and the team on the move. Hatherleigh has given great feedback.

The Salaries will be paid through the school. The contracts will need to be transferred.

To get HR to assist with the TUPE move will cost £882 for 10 hours.

Do the FGB have the skill set to help support DB complete the TUPE or do we pay the HR fee?

CW - There is only 3 members of the team that require the move.

Governors - We could start the process and pay into HR later on to check over the Employee Policies and contracts.

Do Educatering not support this area?

CW - It would be HR One. We can pay into HR at anytime to support.

With BL, MB and EB experience in the area, we can support DB.

Liability covered by school.

BL and MB to meet with DB and go through and check that we can do this ourselves.

Governors - All agreed to move to Educatering early.

Consultation meeting booked for 11th March. Period of move 2 weeks to 30 days.

ACTION: BL and MB to meet with DB to look through TUPE.

5.9 Bought-in Services

Moved to FGB 6

5.10 Pupil and Sports Premium

PP - Anything to highlight? No

Any Questions? No

Proposed	Seconded
JH	RD

SP - Carried forward from last year.

In need of a Football coach.

New company to start - Two dates over the Easter Holidays and Friday Sessions. Found through DISP

Free After school Clubs -

Governors - Does this help and encourage the families who might need the help?

We did start charging again but the numbers dropped, so we have decided to offer them for free.

Proposed	Seconded
MB	EB

5.11 FOBS Fundraising

Lots planned.

Book a meeting with Educatering to see what they can support with.

FOBS rep JH

Uneasy relationship with the school and running events. No money left from previous Chair. Received some unexpected bills. 04.0

CW has had a meeting with Mish Boardman.

Swimming Pool Update = Moved from 5.20

Lifeguards - would any of the PT staff be interested in training to become a Lifeguard?

CW to ask.

Would other local schools be interested in using the pool?

CW - Winkleigh Primary have shown interest in using the pool.

ACTION: CW to speak to MT's and Part Time members in interest of becoming lifeguards.

PERSONNEL

5.12 Staff Wellbeing

Move to FGB6.

Ofsted took its toll on the staff.

Changes in staffing

Very positive feel within the school.

Positive comments from Ofsted

AH is returning.

Meeting moved to PART 2

5.13 Staff Training Updates

Massive congratulations to Ali on completing her NVQPL

Governors - At the last meeting it was discussed about the different levels of knowledge of teaching Twinkle.

Have you addressed this?

CW - Yes. Formal training to be given on Non-pupil day.

PREMISES

5.14 Health & Safety Issues and Asset Management Plan

Nothing to raise.

Boiler - coming back in Easter Holidays to fix.

5.15 Fire Logs

Completed.

Need to set date for Lockdown Drill

STATUTORY REPORTING AND ACCOUNTABILITY

5.16 Headteacher's Report

Any questions -

Governors - ROPA - How are we progressing with this?

CW - DB is completing

Governors - Predicted numbers look low this year

CW - 14 coming into Reception. 19 Leaving Year 6

Governors - Is there still an issue with families not choosing QE?

CW - No. 18 are going to QE. Great support from QE. Coming in again next week to meet the pupils. The work that has been put into building the relationship has paid off.

5.17 Safeguarding

AG read a Scenario out to the FGB

5.18 5.19 Completed FGB 4

5.20 Swimming Pool

Covered in 5.11

5.21 Equality

Raised in Ofsted - How do we educate KS2 in equality

Need to keep an eye on this area.

5.22 Training

BL - Finance training

- Funding for schools
- Was more common sense
- Nothing to take away from training that would support FGB

EB - Would Jo Benfield be able to do some bespoke training for the FGB? or DB to break down the scenarios?

CW - Will speak to DB

BL - Governors Update -

- Ofsted Report card - Same as before just dressed up
- Consultation still open
- Focus on EYFS - Getting it right in the Early years will follow into KS2
- Lots of changes coming to the Curriculum

ACTION: CW to speak with DB and JB about FGB finance training.

5.23 Policies

Policy	Changes	Proposed	Seconded
Whistleblowing	Carried over		
Recruitment & Selection	Carried Over		
Remote Learning Policy	Minor Changes	EB	MB
E-Safety Policy	Carried over		
Charging & Remissions	No Changes	EB	MB

ACTION: NC to move Carried over Policies to FGB6

COMMUNITIES AND COMMUNICATION

5.24 Bow Bulletin

New Football Club

Ofsted

5.25 Website

Policies

PINS?

5.26 Date of the next FGB meeting is Tuesday 22.04.2025