

Signature of Chair:

Date:

**BOW COMMUNITY PRIMARY SCHOOL - FGB - NO.7**  
**Minutes 20th May 2025 - 6pm - School**

**Present:** Erin Blake (Chair); Julia Hill; (Vice-chair); Beth Lecoq; Clare Wilmott (Head); Natalie Chandler (Clerk) Lucie Hiscock; Ali Gillard; Lindsay Lucas;

**Apologies:** Kathryn Tayler; Melanie Bishop; Richard Drake;

7.1	Apologies, Business Interests, Conflicts of Interest
7.2	Minutes of previous meeting on 04.03.25
7.3	Matters Arising from minutes of the meeting on 04.03.25
7.4	Lead Governor Reports
7.5	Clerk's Update
7.6	Strategic Planning Update And Monitor
7.7	Skills Audit/Parent and pupil Questionnaires
7.8	Budget
7.9	Budget Approval
7.10	FOBS Fundraising
7.11	Staff Wellbeing
7.12	Staff Training Updates
7.13	Health & Safety Issues and Asset Management Plan
7.14	Fire Logs
7.15	Headteacher's Report
7.16	Safeguarding Scenario
7.17	Swimming Pool Committee
7.18	Training
7.19	Policies <ul style="list-style-type: none"><li>• Child on Child Abuse Policy</li><li>• Outdoor Education Visits and Off Site Activities Policy</li> <li>• Asset Management Plan (and Quinquennial Review)</li> <li>• Whistleblowing</li><li>• Recruitment and Selection</li><li>• <b>NEW</b> Complaints Policy April 2025</li> <li>• E-Safety</li><li>• Child Protection &amp; Safeguarding</li> <li>• Education of Children in Care</li></ul>
7.20	Bow Bulletin
7.21	Website
7.22	Next Meeting

## PROCEDURAL

### 7.1 Apologies

**7.2 Minutes** and **Part 2 Minutes** from FGB5 04.03.25 were agreed as an accurate record and signed accordingly.

BL Raised incorrect name of Swimming Pool committee member MB.

**ACTION;** NC to correct and amend.

**7.3 Matters Arising** from the minutes of the meeting on 04.03.25.

7.4	EB will book day for EYFS visit	Open
9.6	Planned for Early September	Open
5.8	Completed	Closed
5.11	CW will book date with RD	Open
5.22	No response as of yet	Open

5.23	Completed	Closed
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#### 7.4 Lead Governor Reports

EB very conscious that no curriculum visits have been made this academic year.  
 Been very busy term since OFSTED.  
 KT is booked to see AG after half term for SEND visit.

#### **ACTIONS- Lead Governors to book in subject visits**

#### 7.5 Clerks Update

Changes to the OnGoing Policy Cycle.  
 Where to amend and save Policy once reviewed.  
 Governors to send through questions to CW a week before meeting. All governors agreed to this  
*Governors - Can we still ask questions on the night if needed?*  
 NC - Yes.

### STRATEGIC PLANNING AND REVIEW

#### 7.6 Update and Monitor -

Staffing structure agreed. Classes to remain the same. All agreed

Proposed	Seconded
CW	BL

#### **Governors -**

JH Term Of Office is expiring October 2025  
 KT Term of Office Expiring September 2025 - Stepping down  
 MB - Stepping down  
 RD no longer parent at school - Change to Co-Opt

1 new parent Governor Vacancy  
 1 Non Parent Governor Vacancy

Start election process End of summer term.  
 Advertise in local village newsletter - Bow And Arrow/Monachorum Matters/ WI's

#### **SIP Updates -**

Quality of Education - Teacher talks, independence  
 Rates of progress in KS1  
 Embedded - Targets -SMART  
     - Phonics (OFSTED)  
 EYFS - Indoor/outdoor learning going really well.  
 Drawing Club  
 Mental Health  
 Attendance ( Currently 96%)  
 Leadership and management.  
*Governors - Have you thought about teaching critical thinking? With AI on the rise, teaching the ability to see what is right and wrong. Reason with the facts.*  
 CW - Great point.

### **7.7 Skills Audit**

Only 2 responses from Governors so far.

**ACTION: All governors to complete skills audit for next meeting.**

### **7.8 7.9 Budget - Meeting moved into PART 2.**

**DB LEFT MEETING AT 18.40.**

### **7.10 FOBS**

**JH**

Zoe Webb will be stepping down as chair from next academic year.

Lost or losing members and no new members interested.

Lost momentum in recent months.

Lack of fundraising this year.

Proposal was to join forces with the Swimming Pool committee and raise funds.

*Governors - FOBS is a registered charity and the pool is a sun committee of the GB, they will not be able to join together unfortunately.*

CW - The money raised by FOBS is needed to enrichment days for the pupils. We would like to purchase new dining plates for the canteen costing £600.00

*Governors - Can we use Educatering to support an event? BBQ for Sports Day? or a Curry and Quiz night?*

*What is needed is a guidance tool on what can or cannot be done on the school premises and Clarity on what the school needs the funds for.*

New Starter day - Educatering?

Advertise for new members

**ACTION: Guidance to be written for FOBS**

## **PERSONNEL**

### **7.11 Staff Wellbeing**

CJ leaving has unsettled a few members.

*Governors - Should we be concerned about the staff turnover?*

CW - I do not think so.

JH is going on Paternity Leave for two weeks in September.

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### **7.12 Staff Training Updates**

*Governors - What Gaps in training will CJ leaving leave the school with?*

CW - English Lead. There is good momentum in this area so whoever replaces will be able to pick up easily. CJ currently on a course but will have to stop as it would be too much for replacement or take on.

## **PREMISES**

### **7.13 Health & Safety Issues and Asset Management Plan**

**No RD for updates. No recent visits.**

EB concerned about number of carried forwards this academic year. In this area.

*Governors - Does the school have a maintenance person?*

CW - Yes. Alan comes in once a week.

**ACTIONS:**

### **7.14 Fire Logs**

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

**ACTION; JH to sign off.**

## **STATUTORY REPORTING AND ACCOUNTABILITY**

### **7.15 Headteacher's Report**

Any questions?

*Governors - 1 exclusion. Will this happen again?*

CW - Behaviour has improved.

*Governors - Was this anything to do with the lunch time incident?*

CW - No.

EB - The lunch time incident - there was a thorough investigation and an outcome. We cannot say more than that.

**No more questions for CW**

### **7.16 Safeguarding Scenario**

CW handed out sheets to all governors on text slang and emoji used to see how many the board could get right.

*Governors - Might be worth sending out to KS2 parents or just Year 6. Really good to know what these mean.*

### **7.17 Swimming Pool Committee**

JH

JH has updated and future proofed the paperwork

Personal data to be saved elsewhere

Life Guards - Do they need safeguarding training?

CW- Yes they will need to do. Regular helpers will need to do also.

Last summer a few children came to swimming sessions without a parent /carer. This has now been updated in the policy to state all children need to be accompanied by an adult.

Fire Safety - Fire extinguishers were stored behind the shed. These have now been moved.

Biggest cost will be the Lifeguards. Last year lifeguards were gifted an hourly rate. They will now be employed by the school as casual staff, DCC have advised £18ph. If the Swimming Pool committee ran out of money, they school would be liable to cover the cost. The pool needs lifeguards due to the depth.

CW and JH have written job descriptions and sent them to DCC. DCC suggested £18ph because of the level of responsibility.

£6,000 currently in the bank.

DB to be put onto the banking account.

Harris Pools currently look after the pool.

Voluntary contribution will be £18 per child. Slight increase.

*Governors - For those families that might struggle with larger families or low income, could we ask for help instead?*

Approval on Swimming Pool Documents - All agreed.

Proposed by JH Seconded by LL

**ACTION:**

### **7.18 Training**

Clerks Briefing

- Cyber Training- 1 governor to attend
- BromCom issues for budgets - Heads should receive letter reporting the issue
- New complaints policy april 2025
- New way for schools to buy energy with possible savings of up to 36%
- Climate and sustainability a big focus - should we have a lead Governor?

## 7.19 Policies

Policy	Changes
Child On Child Abuse Policy	Updated
Outdoor Education Visits and Off Site Activities Policy	Updates - Evolve
Asset Management Plan (and Quinquennial Review)	Carried Forward
Whistleblowing	Minor Changes
Recruitment and Selection	No changes
NEW Complaints Policy April 2025	New Appendix's
E-Safety	Carried Forward - LL to look over
Child Protection & Safeguarding	No Changes
No Smoking/Vaping Policy	Vaping added

**Proposed - JH                      Seconded - EB**

**ACTION: NC TO MOVE CARRIED FORWARD POLICIES TO FGB 8/9. LL to look over E-Safety Policy**

## COMMUNITIES AND COMMUNICATION

### 7.20 Bow Bulletin

Governor Vacancy

### 7.21 Website

- ❖ Minutes
- ❖ Policies
- ❖ JH to updates swimming pool page

### A.O.B

AH returning to work F/T. A... to continue and AH and CJ to have time to handover

Comms provider subscription ran out, currently moving everything over to BromCom.

All communications are to go through CW.

*Governors - Are you aware of the mistakes in some of the emails that go out? Do you see the correction emails?*

CW - Unaware of these, How often does this happen?

*Governors - Quite often.*

**7.22 Date of the next FGB meeting** is Tuesday 17<sup>th</sup> June 2025.