

Signature of Chair:

Date:

BOW COMMUNITY PRIMARY SCHOOL - FGB - NO.3
Minutes 3rd December 2024- 6pm - School

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

Apologies: Richard Drake; Linsey Lucas

In Attendance: Debbie Bryant

3.1	Apologies, Business Interests, Conflicts of Interest
3.2	Minutes of previous meeting on 12.11.24
3.3	Matters Arising from minutes of the meeting on 12.11.24
3.4	Lead Governor Reports
3.5	Clerk's Update
3.6	Admissions Arrangements
3.7	Risks
3.8	Catering
3.9	MIS System
3.10	Wrap around provision
3.11	Attendance
3.12	Budget and Financial Plan
3.13	Pupil Numbers
3.14	Personnel
3.15	Health & Safety
3.16	Asset Management Plan
3.17	Emergency & Continuity Plan
3.18	Head Teachers Report
3.19	Pupil Premium
3.20	Pay and Performance Committee
3.21	Safeguarding
3.22	Training
3.23	<ul style="list-style-type: none">❖ Managing Unreasonable Behaviour Policy;❖ Parent/Carer Code of Conduct❖ Practical Advice for Parents Carers Raising a concern ❖ Accessibility Policy❖ Emergency Plan Policy

	❖ Health and Safety
3.24	Bow Bulletin
3.25	Website
3.26	Next Meeting 28.01.24

PROCEDURAL

3.1 Apologies

Richard Drake; Lindsey Lucas

There are no changes to governor business interests.

There are no conflicts of interest.

3.2 Minutes from FGB2 12.11.24 were agreed as an accurate record and signed accordingly.

3.3 Matters Arising

9.6	Aiming for friday. Date to be set	
1.12	Closed	
1.13	EB to help KT	
2.10	Open	
2.12	MB and CW to get questionnaire sent out to staff	
2.14	Open	
2.21	Closed	

3.4 Lead Governor Reports

SEND report KT.

21 On role.

SEND workload reduced by a couple TAFs being closed.

No ED Phyc currently available. Until at least April.

Badgers have the highest need currently. High proportion of badgers are SEND More time has been given to JH (Jen Hayes) by extra TA support.

Pupil Supports Plans - All children with need have one in place. Parent/Child/Teacher voice.

Governors - Has this increased the teachers workload?

CW/AG - No, the admin team have been supporting this. CW to review this going forward. AG being accessible is highly important. Being available to staff when needed is invaluable.

New Provision OAIP - Audit on going CW and AG currently working on.

PINS

KT saw this in action on her visit.

Governors - Can the Governing Board help support or help move along the wait for Ed Phcys?

PINS is a nation project. A lot of training and workload has increased, however in the long run it will help the school and bring in extra support for the school.

TA Training - During the Panto practise.

Governors - How long will it run for?

CW - Until Easter.

Richard Drake's Update was sent around to all Governors Prior to the meeting.

Any Question on Richards Report? No. NC to edit a couple words.

ACTION: EB to circulate curriculum wa

3.5 Clerks Update

No Current updates

STRATEGIC PLANNING AND REVIEW

3.6 Admissions Arrangements

- **No change**
- **PAN is PAN**

CW - Currently have a waiting list. 3 have enquired, however no spaces.

DB will get the admissions for Next september. 13 from Bow Bears will be starting.

Open event was well attended.

Governors-

3.7 Risks

Move to FGB4 - JH to send EB the list she has already started

ACTION: EB to meet with DB and go through current Risks

FINANCE

3.8 Catering;

DB - New Catering options.

DB attended the last DISP meeting and discussed the new catering company some of the other local schools are using, and they are saving a significant amount of money.

We are currently using Norse which costs £14,000 to run the kitchen. Kitchen is running at a loss.

Could save a s much as £9000, in the first year.

We need to give Norse a two term notice period.

Would Governors agree to DB giving Norse notice and find another Supplier?

Governors - What are the other options?

CW - We did have Fresher and Educatering come in last year for a taster,

Governors - The current Kitchen staff are employed by Norse. We would need to make sure they are protected and looked after. We cannot change their salaries.

DB - The staff would become employed by the school under a new contract and we would protect their jobs. We would transfer their contracts to Bow.

We currently pay Norse a management fee. This would not be the case under new companies.

We would have much more Freedom with the menu under Fresher.

Governors - If we gave notice in January, how much notice would the new company need to start?

DB - We would be giving notice to Norse in January, for the new to start in september.

Governors - Do you feel that you have enough time between the summer and now to find a new supplier?

We would need three quotes and a clear plan in place before giving notice.

DB/CW- We have no loyalties to Norse. We pay a significant amount to Norse, we would protect the current staff.

Governors - Have we spoken to Julie and the team? How do they feel about it? What are their main concerns?

CW/DB - Yes we have spoken to the team, their main concern is new training. Norse would send out staff if anyone was unwell, we would manage the team ourselves, all paperwork would be carried out by Fresher rather than Julie.

Norse is a huge chunk of our Budget. This is something we do need to do.

EB asked the board to vote on giving Notice to Norse.

Governors - As long as we have Three quote for the next meeting

All 7 Governors Voted in favour of giving 2 months Notice to Norse.

**ACTION: FGB4 Three Quotes from DB. DB to invite to next meeting for a taster.
HR one for advice on protecting the current Kitchen Team.**

3.9 MIS System

SIMs contract to end in march.

DB - Arbour are not taking on any new schools until March, so not really an option.

BromCom - Most schools are now using with support of Scomis.

Governors - What do we get for the 'On Boarding'?

DB - All Training

Governors - Do we have the 3 quotes needed?

DB - Arbour is not an option. SIMS cannot get quote, we have done our due diligence in contacting 3 different options.

Governors - If Arbour was available, would you use instead of BromCom?

DB - No, BromCom is used widely in the local area,

Governors- Might get extra support and advice if most schools are using.

All Governors happy DB has done her due diligence in this area.

All Governors Agreed For February OnBoarding with BromCom.

3.10 Wrap around Provision

CW - Wrap around provision has been and is a great success. Unfortunately the school is not eligible for the new Government Funding as we have Bow Bears on site. However we currently do not charge BB very much rent.

Question to FGB

Do we need to review how much we charge BB?

Governors - All schools need to have wrap around provision between 8-6. Why is the funding not available.

CW - We do not qualify for funding as we already have BB here, funding is for schools that currently do not have any provision in place.

Governors - We originally agreed to charge BB £1 per week to support the set up, and we did not know how it would take off, do you have a figure in mind?

CW - They currently pay £1 per week for 3.5 days in total, the Village hall charge £4.30 per day (not full price)

Governors - £15 per week? We do need to start opening Friday afternoons also.

We should have a discussion with BB to see how much they would be prepared to pay and their plans for under-resourced families.

ACTION: CW and EB to have meeting with Bow Bears

3.11 Attendance

96.7%

Governors - Any regular late students ?

CW - 3 families -

- 1 Escalation
- 1 Letter written - No response
- 1 Emotional Avoidance. Allowances made

Governors - Any Safeguarding concerns?

CW - No.

Governors - Have we offered any Early help? Funding for Breakfast club? Educational Ket worker?

CW - Yes, but did not meet the threshold.

Sue Richards is working incredibly hard on attendance and it is well managed. She is doing a fantastic job.

DB AND LH LEFT THE MEETING AT 7.06pm

3.12 Budget and Financial Plan

No updates since last meeting

3.13 Pupil Numbers

141 on Role

1 new pupil to start in April. Given fair access.

2 New families moving to the area.

Over 30 in KS1

All settled in year 6. Great links with QE. Will make plans for more visits and extra transitions for those who need them.

3.14 Personnel

Clerk appraisal due. Date to be set in January

PREMISES

3.15 3.16 3.17 Health & Safety

RD sent through updates .

Boiler still not working correctly. Will be returning in February to fix.

ACTION: Lockdown drill date to be set

STATUTORY REPORTING AND ACCOUNTABILITY

3.18 Headteacher's Report

No questions for CW on HT report.

Governors - How is new teacher Amiee settling in?

Jo Drake is a great mentor.

CW Covers JD on a Tuesday for Mentor Time with Aimee.

CPOMS training in place. Amiee is very proactive, a very promising teacher. Children are very happy and settled.

Handled parents' evenings very well, CW supported a couple families, very impressed. The open day was a great success.

ACTIONS:

3.19 Pupil Premium

To be updated on the website.

3.20 Pay and Performance Committee

- The meeting entered Part 2.

CW and AG joined the meeting.

- Governors informed CW that all pay recommendations were approved.

3.21 Safeguarding;

KT -

LH now doing the Policies.

DB - fresh look into how we record and store personnel files.

Records are being kept for too long.

Safeguarding audit completed and sent off. CW has shared with Governors.

3.22 Training:

MB to send through current and relevant training completed.

3.23 Policies

Policy	Action / Changes made	Proposed	seconded
Managing Unreasonable Behaviour Policy;	No Changes	MB	JH
Parent/Carer Code of Conduct	No Changes	MB	JH
Practical Advice for Parents Carers Raising a concern	No Changes	MB	JH
Accessibility Policy		MB	JH
Emergency Plan Policy		MB	JH
Health and Safety		MB	JH
Pay Policy	Newc wording updated	MB	JH

ACTION: FGB4. MB to check through Health and Safety Policies.

COMMUNITIES AND COMMUNICATION

3.25 Bow Bulletin -

Admissions open 15th January

Happy Christmas from The FGB

Letter to be sent to SR for hard work on attendance.

3.26 Website

- The updated policies and usual meeting documents.

3.27 Date of the next FGB meeting is Tuesday 28th January 2025.