

Signature of Chair:

Date:

BOW COMMUNITY PRIMARY SCHOOL - FGB - NO.4
Minutes 28 January 2025 - 6pm - School

Present: Melanie Bishop; Erin Blake (Chair); Ali Gillard; Beth Lecoq; Kathryn Tayler; Clare Wilmott (Head); Natalie Chandler (Clerk) Richard Drake;

Apologies: Lucie Hiscock; Julia Hill

4.1	Apologies, Business Interests, Conflicts of Interest
4.2	Minutes of previous meeting on 03.12.24
4.3	Matters Arising from minutes of the meeting on 03.12.24
4.4	Lead Governor Reports
4.5	Clerk's Update
4.6	SIP
4.7	Risks
4.8	Skills Audit
4.9	Curriculum and standards
4.10	SEND
4.11	Parent/Pupil/Staff Questionnaire
4.12	FOBS/Swimming Pool
4.13	Asset Management Plan
4.14	Headteacher's Report
4.15	Attendance and SIMS Update
4.16	Safeguarding
4.16	Equality
4.17	Training
4.18	<p>Policies</p> <ul style="list-style-type: none">• Charging & Remissions• Collective Worship• Communication Policy• Staff Wellbeing Policy• Supporting pupils at school with medical conditions Policy• E-Safety Policy• Whistleblowing <p>New DCC Complaints Policy to be approved</p>
4.19	Bow Bulletin
4.20	Website
4.23	Next Meeting

PROCEDURAL**4.1 Business Interests, Conflicts of Interest****Erin Blake** - No longer Bow Bears**Beth Lecoq** - Husband Marcel Lecoq noe Swimming Pool treasurer

4.2 Minutes and **Part 2 Minutes** from FGB3 03.12.24 were agreed as an accurate record and signed accordingly.

4.3 Matters Arising from the minutes of the meeting on 03.12.24.

7.4	On Hold	on hold
9.6	Julia Unwell	on hold
9.6	Set date for Strategic planning meeting JH/LL/EB	Open
1.13	Authenticator	Ongoing
2.10	Due this thursday	Closed
2.12	MB and CW to send out staff Questionnaire	Closed
2.14	JH Unwell But has sent through via Email	
3.4	EB to circulate governor walks	Closed
3.7	EB and DB to go through current Risks	Closed
3.8	DB to get quotes for catering	Closed
3.10	EB/CW catch up with BB **	Closed
3.23	Completed by RD	Closed

**** 3.10**

CW and EB met up with Bow Bears.

Looking to increase the rent to £15 per week - £3 per day.

BB are making a profit.

Continue with £35 per day in the holidays

FGB needs to approve the increase.

Governors - What would we make if we provided the service ourselves?

CW/EB - The issue would be that we would be in direct opposition to BB and that would not be feasible. There is no funding for the school as there is already a service in the village. We will continue to discuss this in the future.

Proposal of Rent increase to £15pw

Proposed	Seconded
EB	MB

4.4 Lead Governor/Teacher Reports

Reading Report -

CJ - Has completed a fluency project. 6 Children For 8 weeks. The progress has been amazing.

CJ - Will be looking at how to conduct guiding reading in the future.

Governors - The data shows % working below average. Are those children making progress?

CW - Yes. We knew what this data would look like, you have to take in the SEND students and the under-resourced, they are making good progress and this data will be gathered for the next FGB.

- Learning walks - will need to contain

` What would be better if'

` Even better if'

- Tighten up guided reading
- Comprehension
- SEND - Support those with need
- KS1 - Very strong
- KS2 - CPD in this area.

Phonics Report

Fantastic report!

KS2 Intervention - Challenged those children who are still doing KS1 work

Hub - purchased books and been in twice. Very positive link with experts

Governors - How close is the school to having expert Reading teachers in all classes?

We already have some. More training is needed. This is an area for Teacher development.

Maths Report

Governors - Independent learning. Do we know what that exactly means.

CW - Maths teaching is a bit stuck and rigid. Whiterose is very structured.

Governors - How are we trying to overcome this?

CW- Discussed in staff meetings. We need to change some habits.

Governors - Do they recognize this as an area they need to adjust?

CW - Yes and No. Feeling very positive we can change and use whiterose maths a bit more flexible.

Governors - The Data. Are we where we'd expect to be?

CW - Yes.

ACTION:

4.5 Clerks Update

- ❖ No current updates
- ❖ Training booked for KT and BL
- ❖ NC still in talks with Charles Woodland about Finance training for the whole committee. NC to speak to Fiona Collier to move things along. NC has sent current budgets to Charles Woodland but is still waiting for a reply with dates and times.

ACTION:

STRATEGIC PLANNING AND REVIEW

4.6 SIP

Working Document. On going. All Governors to Read.

SEF - Last looked at in June

Governors need to read before an Ofsted inspection - possibly due in March-July.

CW to share will Governors

It is a work in progress.

ACTIONS: CW TO SHARE SEF WITH GOVERNORS

4.7 Risks

CW and EB made a few changes.

- SV leaving
- DB arriving
- Ofsted due
- KT will be stepping down as a Governor - this has moved up in Risk
- SEND Funding
- Staffing

Understanding Highlighted Risks and acting upon them quicker.

4.8 Skills Audit

- ❖ The skills audit documents will be circulated over the coming weeks
- ❖ All governors were asked to fill out the questionnaire and return to NC

ACTION: TO SEND OUT

Curriculum and Standards

4.9

Covered in 4.4

4.10 SEND

'SEND in a Nutshell' Was sent out to all governors.

AG - Completed a review in December. Due again soon.

Biggest area - Communication and interaction

Governors - With this Data, what does this enable you to do?

AG - All Teachers teach SEND children, so it helps them understand the room and the needs within that room.

- Adaptive teaching
- learning walks focus

EHCP - Waiting for 3

The wait for this is six months

OAIP - Buzz term - Provision map

EP -

- PINS - Training for teaching
- Exeter University is coming in
- Two parent workshops planned - First one is 11th March.

EBSA (Emotionally Based school avoidance) - Huge rise over the years. This causes added pressure to the staff in the mornings. We have 8/9 Students that suffer with this currently.

Parent workshops - To help support the families facing this.

COMMUNITY AND PARENT LINKS

4.10 Parent/Pupil/Staff Questionnaire

MB

Staff - MB to come into school next week and send out

Leadership/Culture/Values/Wellbeing

Governors - Also add Strategic structure? Do they know and understand the direction the school is heading?

Parent - Staffing/Conflicts/Happiness/Activities/Understanding Progress/Communications/Lunches

Pupils - KT conducts pupil group interviews instead rather than a formal questionnaire.

AG - PINS conducted a whole school questionnaire. The result was the school is not inclusive.

ACTION; PINS - child questionnaire

4.11 FOBS/Swimming Pool

JH Has been in contact with FOBS for and update -

- Funds are low
- Zoe Webb is starting with nothing
- Rebuilding from scratch

Governors - Could we use Educatering and put on a Quiz and support FOBS?

NC - Swimming Pool AGM was held on the 21st January.

Disappointing numbers attended. JD and NC have now left committee

Management Committee -

Chair - Laura Morgan

Vice Chair - Steph Comont

Treasurer - Marcel Lecoq

Secretary - Mish Boardman

Committee members - Becky Pugsley; Chris Jonstone; Cass ; Claire Penny;

Minutes to this meeting have been circulated.

PREMISES

4.13 Asset Management Plan

RD- Under Review RD to meet with DB

Catering -

- Fresher are due in tomorrow 29th Jan
- Educatering gave presentation this evening
- CW/DB/Julie went to see Hatherleigh who have already moved over to Educatering - They gave high praise on the service they provide.

Governors - The quotes provided are based upon an up take on school meals. We need a like for like uptake on meals to make a decision. Almost seems too good to be true currently.

ACTION: DB TO GET 3 LIKE FOR LIKE BEFORE FGB MAKE FINAL DECISION.

STATUTORY REPORTING AND ACCOUNTABILITY

4.14. 4.15 Headteacher's Report/Attendance

Data protection visit due on the 25th February.

There is an issue with the boiler - due in over half term to fix and correct. DCC to cover the cost.

BromCom - We have mostly moved over

Budget carried forward - There is an question on this Jo Benfield is looking into this.

Grounds Maintenance -

Three Quotes

- Country Wide £4998
- Ben Tucker £3608 - No removal of grass cutting (Current)
- L and M - £3536

FGB APPROVAL TO L and M IF BEN TUCKER CANNOT OFFER GRASS REMOVAL

3 Issues raised in Audit -

Main one - Petty Cash

ROPA -

Governors - What exactly is ROPA?

LL and CW - A record of how we process peoples data.

LL is due in on Thursday to format and regularly check

Data Destruction Policy - Current Policy - Storage and Retention

Ventro Fire Compliances - The fire/emergency lights in KS2 hallway do not work

One quote £4000+ CW to get two more quotes.

Staffing Updates -

SS handed in notice - Not much response to the job advert. SS will stay until April.

Currently we have had HTLA covering Fridays in Badgers. Hired Gina Ruby to cover Fridays - GR to have SENDco training.

Will need to Re-advertise TA role.

4.16 Safeguarding

No LH to update

SCR - LH to book a date with CW Band DB.

MB offered to come in on Monday and complete.

4.18 Training

Covered in 4.5

LL went to the DCC Conference - an interesting item covered.

- AI is being used to created videos to teachers
- very concerning

ACTION: NC TO KEEP UPDATING GOVERNORS ON UPCOMING TRAINING.

4.19 Policies

Policy	Changes	Proposed	Seconded
<ul style="list-style-type: none"> • Charging & Remissions 	Carried forward	N/A	N/A

Policy	Changes	Proposed	Seconded
• Collective Worship	No Changes	MB	EB
• Communication Policy	No Changes	MB	EB
• Staff Wellbeing Policy	No Changes	MB	EB
• Supporting pupils at school with medical conditions Policy	No Changes	MB	EB
• E-Safety Policy	No LH. Carried Forward	N/A	N/A
• Whistleblowing	Carried Forward	N/A	N/A
• Complaints • Practical Advice for parents and carers raising a concern	New Updated	MB MB	KT EB

SFSF - No changes. Must be submitted by March. Produced by DB
Proposed EB **Seconded** KT

ACTIONS: NC TO UPLOAD COMPLAINT POLICY TO WEBSITE

COMMUNITIES AND COMMUNICATION

4.21 Bow Bulletin

Swimming Pool update of committee after AGM

4.22 Website

❖ Policies, minutes -

A.O.B

Learning walks - EB to circulate more a more detailed sheet -

LL - I.C.T and Reading and Writing

LH - Safeguarding

MB - PE and Maths

RD - Premises and Health and Safety

KT - Inclusion and AIP

BL - History - Geography and Science

EB - EYFS and Equality

4.23 Date of the next FGB meeting

Tuesday 4th March 2025.