

**Bishop Road Primary School
Governing Body**

Chair: Mr Mark Worsley
Vice Chair: Ms Lorraine Woodward

Address: Bishop Road, Bristol BS7 8LS
Telephone: 0117 9030483
Website: <http://www.bishoproad.bristol.sch.uk/>
Head Teacher: Mrs Gillian Powe
Deputy Head Teacher: Mr Joe Emissah



FULL GOVERNING BODY MEETING – TERM 5

Held in the Silverthorne Building meeting room on Thursday 10 May at 6.15pm

DRAFT MINUTES

PRESENT: Mark Worsley (Chair) (MW) Thomas Barr (TB)
Lorraine Woodward (Vice Chair) (LW) Cedric Sanguinol (CS)
Gillian Powe (Head Teacher) (GP) Dara Ely (DE)
The meeting was Joe Emissah (Deputy Head Teacher) (JE) Sarah Gillingham (SG)
noted to be quorate John St Leger (JSL) George Hutchinson (GH)
Kathie Auton (KA) Kate Head (KH)
Brooke Storer-Church (BSC) Liang-Fong Wong (LFW)
James Smith (JS)

ITEM	MINUTE	ACTION
1	Welcome & Apologies for Absence	
	No apologies	
2	Attendance & Business/Pecuniary Interests Register	
	The register was circulated and signed by all present.	
3	Re-election of Governors	
	MW confirmed that he would be standing down as a governor and as chair in September 2018. GP conveyed the school's sincere thanks for his long service both through happy and challenging times. KJ outlined the process for electing a new chair. A request for expressions of interest will be sent out, along with details of the Instrument of Governance and numbers of governors. An election will be held at the July FGB meeting. Co-opted governors Sarah Gillingham and Mark Worsley all confirmed they wished to stand for re-election (MW intends to resign in September). KA proposed and JSL seconded SG's nomination, and LFW proposed and JSL seconded MW's nomination. They were both re-elected by unanimous vote for an additional term to 04/06/20. GH confirmed he did not wish to stand for re-election and will stand down on 04/06/18. Governors discussed the level of vacancies and agreed it would be preferable to have another co-opted governor from the staff body.	KJ
4	Approval of Minutes of Last Full Governing Body Meeting (FGBM) Held on 22 March 2018	

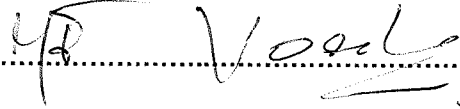


ITEM	MINUTE	ACTION
	The Minutes were agreed and signed as a correct record.	
5	Matters Arising	
	None. It was noted that Uniform was discussed at the last FBH&S committee meeting.	
6	Chairs of Committees' Reports – Finance, Buildings Health & Safety 1 May 2018	
	<p>Governors noted that admissions numbers are strong but down and questioned the reasons for this. GP reported that first choice numbers are down and 110 places are currently allocated, however it is anticipated the maximum 120 will eventually be allocated. There have been wider demographic changes with the birth rate slowing. Governors interrogated how this compared with previous years – there were more applications and offers last year, however applications and offers have dropped across the board this year and some schools have reduced by a form of entry. Governors discussed the impact of open days, parental perception of the size of the school, the size of the catchment, and limited local publicity of the school. Governors agreed that some positive local publicity of the school's SDP, story-based curriculum would be positive. The options for media advice were discussed, and it was agreed to approach contacts within the parental body for advice initially if necessary.</p>	
7	Approval of Budget	
	<p>Governors discussed the budget summary. GP reported that the £50,000 previously top sliced by the local authority has been restored following DfE direction, nonetheless the school is projecting an in-year deficit by 22/23.</p> <p>Governors queried the teaching support budget in 18/19 – GP explained this has increased following FGB's previous agreement to increase lunch cover. Figures also fluctuate due to children having 1:1 support for particular medical conditions.</p> <p>It was also noted that a 2% allocation has been made for teacher's pay increases rather than the 1% recommended, allowing contingency in case of a higher award.</p> <p>MW proposed acceptance of the budget, JSL seconded the motion, and it was approved by unanimous vote. MW signed the budget.</p>	
8	GDPR Update	
	<p>LW, JE and Thomas Powe attended a local authority meeting about GDPR, and have concluded the GDPR service offered by Trading with Schools (which the school had previously intended to buy into) did not meet the school's needs. JE met with the school's HR provider Judicium who are also offering the service. If 15 other schools join with BRPS to buy the service from Judicium, it will cost £500 more than the TwS service, however it is a better service. It was agreed that BRPS should buy the service from Judicium initially, while looking into a longer-term solution.</p> <p>Governors discussed the school's key actions to date and it was concluded good progress has been made – the school will be close to compliance on 25th May. Governors discussed whether the school needs GDPR insurance and concluded it did not. Governors queried the plan for getting data sticks and other breaches eliminated – school confirmed action plan in place, all staff will need to sign up to confirm individual compliance.</p> <p>GDPR policy is not yet available as need to get this from Judicium. It was agreed that FGB would delegate the approval of the policy to the FBH&S committee, who would approve it by email.</p> <p>Governor email accounts are being set up. One Drive will be used in conjunction.</p>	JE
9	AOB	

ITEM	MINUTE	ACTION
	Summer fair on 23 rd June. LFW will send out Doodle Poll for manning bottle stall.	
10	Date and Time of Next FGB Meeting	
	Thursday 5 th July at 6.15pm	

Minutes agreed by the Governing Body and signed by the Chair

SIGNED:



DATE: 5 July 2018