



**Bishop Road Primary School**

**Governing Body**

**Co-Chairs:** Mr Dara Ely & Ms Lorraine Woodward

**Vice Chair:** Ms Kate Head

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**Head Teacher:** Mrs Gillian Powe

**Deputy Head Teacher:** Mr Joe Emissah

## FULL GOVERNING BODY MEETING – TERM 6

Held in the Silverthorne Building meeting room on Thursday 4 July at 6.15pm

### DRAFT MINUTES

**PRESENT:**

|  |                            |
|--|----------------------------|
| Dara Ely (Co-chair) (DE)               | Thomas Barr (TB)           |
| Lorraine Woodward (Co-chair) (LW)      | Cedric Sanguignol (CS)     |
| Gillian Powe (Head Teacher) (GP)       | Leif Overment (LO)         |
| Joe Emissah (Deputy Head Teacher) (JE) | Liang-Fong Wong (LFW)      |
| John St Leger (JSL)                    | Kate Head (KH)             |
| Kathie Auton (KA)                      | Brooke Storer-Church (BSC) |

*The meeting was noted to be quorate*

| ITEM | MINUTE  | ACTION |
|------|---|--------|
| 1    | <b>Welcome &amp; Apologies for Absence</b>  |        |
|      | Apologies from Sarah Gillingham. DE chairing meeting (chair to alternate).  |        |
| 2    | <b>Attendance &amp; Business/Pecuniary Interests Register</b>   |        |
|      | The register was circulated and signed by all present.  |        |
| 3    | <b>Approval of Minutes of Last Full Governing Body Meeting 9 May 2018</b>   |        |
|      | Minutes were approved and signed by DE  |        |
| 4    | <b>Matters Arising</b>  |        |
|      | Governing Body Development Plan. Plan for 19/20 is being prepared by LFW – this will need updating with new OFSTED framework training, JE to assist with this. To be finalised for discussion at September FGB.   | LFW/JE |
|      | Health & Safety Policy. KA has reviewed the 2 policy documents to establish whether they can be merged. There is some crossover but they are separate documents – better to merge into one document rather than removing the second document. KA has also researched the requirements for a school Health & Safety Policy and thinks it can be streamlined – original document however based on Bristol City Council template. It was agreed that the policy would be brought back to FBH&S committee to review, and target having a more streamlined policy at the next annual review (February 2020). KA to attend FBH&S meeting with her comments, to discuss. KJ to advise on H&S policy obligations of governing body. | KA     |





| ITEM     | MINUTE   | ACTION |
|----------|--|--------|
|          | <p>POST MEETING UPDATE: DfE document "Statutory Policies for Schools" stipulates the policies and documents schools are required to have by law, and which are required to be published on the school website. The Health and Safety policy is not required to be published on the school website, it is included in the category "Statutory policies required by other legislation, which impact particularly on schools". The requirement is based on The Health &amp; Safety at Work Act 1974, sections 2(3), 3 and 4. The wording of the Act places the obligations on an employer with respect to their employees, and a person who has control of non-domestic premises with respect to users of the premises. If the governing body is considered to be the "person who has control", the governing body therefore has obligations under this Act rather than a duty to oversee.</p> <p>Finance training – arranged for February training meeting. Agreed to also have OFSTED training session for governors as part of November FGB meeting – to be extended to accommodate.</p> |        |
| <b>5</b> | <b>Chairs of Committees Reports</b>  |        |
|          | Teaching & Learning 17 June 2019 – not discussed.  |        |
| <b>6</b> | <b>Staffing Update</b>   |        |
|          | <p>GP reported all teaching vacancies have now been filled. Caretaker post has not yet been filled – Bristol City Council are providing a locking up service. Clerk to governors – FGB clerking to be fulfilled by Bristol City Council.</p> <p>LO confirmed he is leaving the school after 9 years. Governors expressed their deep thanks for his contribution to the school, his long service and significant input.</p>   |        |
| <b>7</b> | <b>Learning Walk Summer Term</b>   |        |
|          | <p>DE and JSL attended the summer Learning Walk, theme "Citizens of the World". Highlights were seeing children debating, teaching facilitation of debates excellent. Report drafted and will go to T&amp;L committee initially. Learning Walks process was clarified as there was some confusion: T&amp;L committee discuss the context of the walk initially and confirm what criteria governors should be looking for; a brief is given to attendees; a report is prepared with commentary against these criteria; the report then goes to T&amp;L committee for detailed discussion before going to FGB. All agreed to review this process to ensure that the maximum benefit is being gained from the Learning Walks. The format the walks are recorded in also needs reviewing, as this will be looked at by OFSTED in future. LFW/JE to review and refresh the Learning Walks proforma and draft a process flow.</p>  | LFW/JE |
| <b>8</b> | <b>Head Teacher's Report</b>   |        |
|          | <p>GP resumed her report, and underlined her deep thanks to LO for his considerable contribution to the school. GP confirmed SATs results had not yet been received, and will be circulated by email. Phonics test pass rate was 96%, KS1 results generally good.</p>  |        |



| ITEM | MINUTE   | ACTION |
|------|--|--------|
| 9    | <b>OFSTED Update</b>   |        |
|      | <p>GP and JE reported a significant change to OFSTED criteria. Criteria are now more process driven and procedure based. Another key change is that teachers need to have a far greater knowledge of detail of what is taught in other years. Key elements are curriculum coherence, golden thread (linking learning from Reception); deep dives. Main challenges for school are: expectation on individual class teachers is high (in terms of knowledge of progression/context/approach), with many teachers recently qualified; children will be asked about links with previous learning. Governors queried the changes and how much the implications had crystallised – there are key and consistent messages in all training events attended which suggests the criteria and implications are clear. Key actions for governors are to attend training and to critically review the school's actions with respect to teacher development and support.</p> |        |
| 10   | <b>PAN Update</b>  |        |
|      | <p>JE reported there were no further updates – item to remain as standing agenda item.</p>   |        |
| 11   | <b>SDP Review &amp; Draft SDP</b>  |        |
|      | <p>The SDP is being reviewed in line with new OFSTED requirements – work in progress. An exemplar was distributed to illustrate format. Governors discussed and confirmed they preferred the format split into 4 boxes rather than 3. The priorities in the SDP will be discussed in more depth in sub-committees. SDP will be finalised before the end of term and circulated via email for agreement, so a new SDP can be in place for the start of the next academic year. Governors confirmed they were happy with this approach and the direction of travel.</p> <p>GP confirmed school have a new Learning Partner (SIP): David Shears. New arrangements mean the school will receive only 1 visit per year from him. Governors asked what their link into him would be and how he could be used to best advantage: GP confirmed his report will go to governors, who can then challenge the school on how they respond.</p>                             |        |
| 12   | <b>Any Other Business</b>  |        |
|      | <p>KH confirmed she is standing down as a governor with effect from end August, for personal reasons. DE thanked her for her significant contribution to the school.</p> <p>LO is also standing down as a governor with effect from end August.</p> <p>Governor vacancies were discussed, and the following actions were agreed:</p> <ul style="list-style-type: none"> <li>• A new vice chair will be elected at September FGB</li> <li>• A new co-opted governor from the staff body will be confirmed at September FGB (to replace LO)</li> <li>• JSL will become the Local Authority governor, to replace KH</li> <li>• FGB will look to recruit additional co-opted governors (up to 3) in September, focussing on specific skill sets.</li> </ul>  |        |
| 13   | <b>Date and Time of Next FGB Meeting</b>   |        |
|      | <p>Thursday 26<sup>th</sup> September at 6.15pm</p>  |        |

Minutes agreed by the Governing Body and signed by the Chair

SIGNED: .....



DATE: 26 September 2019