

**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 1**

Held in the Silverthorne Building meeting room on Thursday 26 September at 6.15pm

**DRAFT MINUTES**

**PRESENT:** Lorraine Woodward (Co-chair) (LW) Thomas Barr (TB)  
Dara Ely (Co-chair) (DE) Cedric Sanguinol (CS)  
Gillian Powe (Head Teacher) (GP) Liang-Fong Wong (LFW)  
*The meeting was noted to be quorate* Joe Emissah (Deputy Head Teacher) (JE)  
John St Leger (JSL)  
Kathie Auton (KA)

ITEM	MINUTE	ACTION
1	<b>Welcome &amp; Apologies for Absence</b>	
	Apologies were received from Sarah Gillingham. LW chairing meeting (chair to alternate).	
2	<b>Attendance &amp; Business/Pecuniary Interests Register</b>	
	The register was circulated and signed by all present. DE asked that all Governors use their school email addresses in order to receive future correspondence. It was confirmed that Governors could access their school emails remotely through Office 365, however, it was acknowledged that some Governors experienced intermittent access issues.	ALL
3	<b>Election of Co-opted and Vice Chair</b>	
	Alex Edwards was nominated and after being put to a vote was elected unanimously as a Co-opted Governor. Alex would fill the place vacated by Leif Overment. Kathie Auton was nominated and after being put to a vote was elected unanimously as Vice Chair.	
4	<b>Approval of Minutes of Last Full Governing Body Meeting 4 July 2019</b>	
	The Minutes were agreed by the Governing Body and signed by the Chair. CS asked for an update with reference to the Caretaker vacancy. It was confirmed that the position had not yet been filled. It was understood that someone was needed to provide access to the cleaning staff by 5.30am, and this would be of particular concern during icy weather.	
5	<b>Matters Arising</b>	



ITEM	MINUTE	ACTION
	<p><b>Health and Safety Policy</b></p> <p>Members discussed the health and safety policy. LW expressed concern that it was not clear within the scheme of delegations whether this was the responsibility of the Governing Body and may therefore be the Local Authority's responsibility. It was agreed that the Finance, Building Health and Safety Committee should take a look in more detail and recommend whether to change the scheme of delegation or consult further with the Local Authority Corporate Health and Safety Team.</p>	<p><b>FBHS</b></p>
	<p><b>Learning Walk Profoma</b></p> <p>Discussion deferred to the next meeting.</p> <p><b>Ofsted training</b></p> <p>JE provided an overview of the training he had undertaken and the key learning points. There was clear guidance to hold Governors mini surgeries for parents in schools annually. A separate meeting is to be arranged to enable Governors to speak with and question curriculum leads and support staff about current best practice. It was noted that the structure of Learning Walks would be changed to enable greater engagement with staff.</p> <p>DE noted that the School Visits Association had published some helpful advice to help governors get the most out of school visits, which could support the governor development plan. DE to circulate the information to the group. LFW to incorporate into the plan as appropriate.</p>	<p><b>DE/LFW</b></p>
<p><b>6</b></p>	<p><b>Chairs of Committees Reports</b></p>	

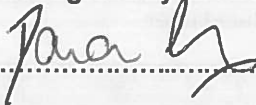
ITEM	MINUTE	ACTION
	<p><b>Governing Body: Constitution &amp; Composition Review</b></p> <p>The Governors acknowledged the significant challenges and additional demands presented to their work by not having a clerk. The clerk role was required in an advisory as well as administrative capacity and was more than a note taker. DE confirmed that despite an ongoing recruitment effort, they had been unable to find someone to date. The Governors discussed whether it could be worth approaching other schools to share resources. DE to contact Claire Foxwell for advice.</p> <p><b>a) Committee Structure</b></p> <p>The Governors discussed the committee structure in some detail and noted challenges presented by Governors balancing their work, home and Governor commitments. The Co-Chairs are aware of increased work pressures/changes for a number of governors and are keen to ensure that contributions are spread equally. It was noted that LW is not a member of the T&amp;L committee and the roles and responsibilities document needs to be updated accordingly.</p> <p>The composition of the Head Teacher Performance Management Review Committee was discussed. LW filling the vacancy left by KH was discussed but a query was raised about it comprising both Co-Chairs. It was noted that Co-Chairs remain Governors in their own right. This will be considered further.</p> <p>It was confirmed that the Staffing &amp; Pay Committee and the Finance Building Health &amp; Safety Committee needed another Governor member for improved resilience and to provide a higher probability of quoracy through attendance.</p> <p><b>b) Named Governors</b></p> <p><u>The Named &amp; Designated Governors were discussed and confirmed as correct.</u></p> <p>DE emphasised the importance of developing stronger links with the PTFA and an understanding of the types of funding available. TB will remain the PTFA link Governor.</p> <p>It was agreed that there may not sufficient capacity to support the ECO school group and it was agreed that the role of ECO School link Governor would no longer continue.</p> <p>It was noted that SG is the induction &amp; training governor. This role is going to be of increased importance with the planned recruitment of new Governors. Governors agreed that induction needs to be improved.</p> <p><b>c) Membership – including skills audit and recruitment;</b></p> <p>GDA advised Governors that 14-15 is the average number for Governing Bodies.</p> <p>It was noted that the current composition is as follows:</p> <p>Parent: BSC and CS (2/3)  LA: JSL (proposed as replacement for KH but this needs to be accepted by the LA. JSL confirmed that he had submitted the forms. (1/1)  Staff: GP ("ex officio") and TB (2/2)  Co-opted: AE, LW, DE, KA, LFW, SG (6/9)  Total: 11/15</p> <p>It was agreed that the number of parent governors would be reduced two. For Co-Opted Governors the Instrument of Governance would be amended to refer to a minimum of 6 and a maximum of 9. This will give the Governors greater flexibility. The Instrument of Governance would be updated accordingly. The Governors agreed that it was necessary to recruit more co-opted Governors.</p> <p>It was agreed by all Governors that at least 2 co-opted governors needed to be recruited.</p>	<p></p> <p><b>DE</b></p> <p></p> <p><b>LW</b></p> <p></p> <p><b>LW</b></p>

ITEM	MINUTE	ACTION
	<p>LW emphasised the importance of considering the diversity of the Governing Body membership and it being representative of the student body. It is also important to reach out to the local community to engage more diversity of thought, not just parents and teachers. It was also suggested that the Local Authority was approached as well as larger employers.</p> <p>DE had reviewed the DFE competency framework and had confirmed that it set out a fairly common sense approach. Members discussed the skills and experience that would be needed by new Governors. It was agreed that whilst a number of professional skills such as HR and Finance were needed, it was as important not to put off potential volunteers that might be really effective, by being too prescriptive in the recruitment advertising.</p> <p>DE to draft a recruitment advert and KA suggested a number of ways they could cast a wider net such as through places of worship, advertise in Bishopston Matters, posters in local community venues. It was noted that it would be worth advertising for governors and a clerk at the same time.</p>	DE/KA
	<p><b>d) Governor Development Plan</b></p> <p>LFW circulated the draft Governor Development Plan 2019-20 for comments. As part of the discussion about other training needs, it was agreed that it would help if Governors had a greater understanding of the role of each committee. This will give further assurance to Governors on matters discussed at a higher level at FGB. It was noted, however, that whilst there should be a clear understanding by Governors of what gets discussed at the Committee meetings, there was no expectation that every Governor should know everything.</p> <p>It was agreed that Committee members should attend one other Committee during the year as an observer, as part of the ongoing training/development commitment for Governors.</p>	ALL
7	<b>Training – Ofsted</b>	
	<p>Governors received a debrief on recent Governor OFSTED training and noted the following points:</p> <ul style="list-style-type: none"> <li>• It was noted that it was likely that all Outstanding schools were likely to get an inspection within a year.</li> <li>• Governors needed to have an understanding of workload management/staff wellbeing and financial stability</li> <li>• Governors should have a clear understanding of the work of the Committees, recognising that they hold the relevant expertise with the ability to deep dive issues and report back to Full Governing Board</li> <li>• It was noted that Governors had an important role to play during an inspection and could be very effective working together as a Governing Body, with each Governor focused on an area of expertise</li> <li>• Governors needed to be able to articulate the school's vision and ethos and understand the impact of the actions taken by their school</li> </ul> <p>Members agreed to meet informally before Christmas to consider what preparation for an Inspection could look like. Governor are keen to ensure collective involvement in any inspection. LW to action.</p>	LW
8	<b>Update: School Development Plan &amp; SEF</b>	

ITEM	MINUTE	ACTION
	<p>JE circulated the schools draft Self-Evaluation and Improvement Plan and drew the Governors attention to the four Ofsted areas, the strengths and areas of development.</p> <p>Governors discussed the plan and JSL suggested that they focus on the development areas. Governors accepted the School Improvement plan.</p> <p>JE was asked to ensure that version control was provided on documentation to enable the Governors to keep track.</p> <p>JE circulated the schools data summary sheet.</p> <p>DE questioned whether it was sufficient to take the school's data into account for decision making; JE confirmed that the school was producing the statutory data as required.</p> <p>KA noted that Governors needed to have an awareness of how they contribute to school life and have specific examples of their impact on the school. DE noted that Governors should be able to demonstrate how they have challenged the school leadership.</p> <p>JE confirmed that the curriculum statement would be circulated later.</p>	<p>JE</p> <p>JE</p>
<b>9</b>	<b>Approval of TOR</b>	
	<p>Governors confirmed that they had read the following documents:</p> <p>a) Chair &amp; Vice Chair ToR</p> <p>d) FBH&amp;S Committee ToR;</p> <p>e) Named Governors and ToR;</p> <p>JSL asked whether the documents could be updated so there was consistency of a two week turnaround for minutes. Members agreed. LW to update for consistency.</p> <p>Members approved the ToR subject to the minor amendment.</p>	<p>LW</p>
<b>10</b>	<b>PAN Update</b>	
	<p>JE reported that the school is oversubscribed in reception but was undersubscribed in Year 5. It was agreed that at the next FGB this would need further discussion and should be added to the agenda. There were no further updates – item to remain as standing agenda item.</p>	
<b>11</b>	<b>Head Teacher's Report</b>	
	<p>GP provided additional context to the self-evaluation and improvement plan and key stage 2 standards data.</p> <p>It was noted that there was a focus on the school's ability to demonstrate pupil's progress under the headings learning, understanding and remembering.</p>	
<b>12</b>	<b>Policy Adoption/Review</b>	
	<p>Members confirmed that had reviewed the following policy documents:</p> <p>a) Data Protection Policy</p> <p>b) Safeguarding Policy</p> <p>In addition, Members confirmed that they had read the DfE Keeping children safe in education Statutory guidance for schools and colleges (Sept 2019).</p>	
<b>13</b>	<b>Chairs of Committees' Reports</b>	
	<p>None – the Staffing &amp; Pay Committee was moved to the 8 October 2019.</p>	
<b>14</b>	<b>AOB</b>	

ITEM	MINUTE	ACTION
	<p>DE clarified the role of the external advisor with respect to the Governing body as per the request from the previous FGB. It was noted that the Chair of Governors can be invited to external advisor meetings with Head Teachers. It was noted that The Key for School Governors contained some helpful guidance on this.</p> <p>DE reminded Governors that should continue to access and take advantage of The Key for School Governors which was a paid subscription service, and was a useful resource for queries, advice and guidance on a range of topics.</p> <p>DE reminded Members to complete the skills self-audit as soon as possible and return it to DE/LW.</p>	
<b>15</b>	<b>Date and Time of Next FGB Meeting</b>	
	Thursday 21st November 2019 at 6.15pm	

**Minutes agreed by the Governing Body and signed by the Chair**

SIGNED: .....  ..... DATE: 28 November 2019