



**Bishop Road Primary School
Governing Body**

Co-Chairs: Mr Dara Ely & Mrs Lorraine Woodward
Vice Chair: Ms Kathie Auton

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Head Teacher: Mrs Gillian Powe
Deputy Head Teacher: Mr Joe Emissah

FULL GOVERNING BODY MEETING – TERM 2

Held in the Silverthorne Building meeting room on Thursday 21st November 2019

DRAFT MINUTES

PRESENT: Lorraine Woodward (Co-chair) (LW) Thomas Barr (TB)
Dara Ely (Co-chair) (DE) Cedric Sanguinol (CS)
Joe Emissah (Deputy Head Teacher) (JE) Brooke Storer-Church (BSC)
The meeting was noted to be quorate John St Leger (JSL)
Kathie Auton (KA)

ITEM	MINUTE	ACTION
1	Welcome & Apologies for Absence	
	Apologies received from Gillian Powe & Liang-Fong Wong. The Chair welcomed Alex Edwards Head of Year 6.	
2	Attendance & Business/Pecuniary Interests Register	
	The register was circulated and signed by all present.	
3	Approval of Minutes of Last Full Governing Body Meeting 26th September 2019	
	That the Minutes be agreed by the Governing Body and signed by the Chair subject to the following amendments that properly reflect what was agreed during the course of the meeting. <ul style="list-style-type: none"> Ofsted training – removal of the words ‘at least two’ and addition of ‘for parents’ after the words mini surgeries. The addition of the words ‘ a separate meeting arranged to’ . At paragraph 6D the removal of the 2nd paragraph starting ‘it was agreed that’ 	
4	Matters Arising	



ITEM	MINUTE	ACTION
	<p>DE reviewed the actions arising from the September Minutes.</p> <ol style="list-style-type: none"> 1. H&S Policy: that a copy of the LA policy had yet to be received 2. Learning Walk: work continues on reviewing the process to be adopted in January 2020 3. DE confirmed that dates of committee meetings will be entered in the Governor diary for all to access. 4. DE confirmed that to aid version control on policy documents, a protocol is to be established for numbering that would be used across all documents and policies. 5. That minutes to be provided to governors within 2 weeks to enable 'actions' to be noted and worked through prior to the next meeting. 	
5	Governor Vacancies	

ITEM	MINUTE	ACTION
	<p>LW referred to the documents shared prior to the meeting:</p> <ul style="list-style-type: none"> • Instrument of Governance • Completed application for Co-opted Governor <p>a) Changes had been made to the instrument of governance and governors were invited to comment on the document. The suggested amendments were highlighted in the document and followed on from the decisions made at the September meeting.</p> <p>b) LW in answer to JSL question on the current status of the request to the LA for a Governor nomination, that the LA had advised that the original request had been misplaced but it was now being progressed.</p> <p>c) LW drew attention to section 4 – The governing body shall consist of 2 staff governors and that will be retained; that when previously discussed it was agreed that a mini and maximum number would be attached to co-opted members but it transpires that the document must state a fixed number and therefore its proposed that this would be 9.</p> <p>d) LW confirmed that letters had been issued to parents inviting applications; ED asked for clarification on the timeline for applications to be submitted. LW to follow up.</p> <p>e) BSC agreed that she would remain on the Board until the position had been filled.</p> <p>f) LW advised that CS term of office as parent governor comes to an end in March 2020; with that in mind LW presented an option to the board to fill the a number of vacant post; the option proposed was possible as the parent governor vacancy would arise in year and would cause no prejudice to others.</p> <p>g) LW proposed that CS stood down as parent governor and then be nominated as co-opted governor; that as the governing body had gone out to parents for nomination it is anticipated that the vacant position of parent governor be filled from potential applicants.</p> <p>h) This was proposed and seconded; when put to the vote it was;</p> <ul style="list-style-type: none"> i. Resolved (unanimous) that Cedric Sanguinol be appointed Co-opted Governor <p>i) LW invited comments on the application received from Justin Vafadari for the position of Co-opted Governor. The application was welcomed by all. It was proposed and seconded when put to the vote it was;</p> <ul style="list-style-type: none"> i. Resolved (unanimous) that Justin Vafadari be appointed Co-opted Governor <p>j) LW reminded all to seek out from the wider community suitable perspective applicants for the position of non-parent co-optee. LW further encouraged governors to attend one other service committee for oversight and overview of the tasks undertaken.</p>	

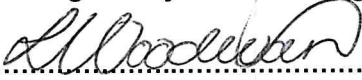
ITEM	MINUTE	ACTION
6	Ofsted	
	<p>KA reported back on the outcome of the agreed informal meeting on preparedness for an Ofsted visit.</p> <p>a) The intention was to focus on the role of a Governor during an Ofsted inspection; members were challenged on how best they would explain the role of governance to another party; it was acknowledged that it was sometimes difficult, at times of pressure, to adequately articulate the role and information relating to governance. Work was done on formulating model answers to questions that cut across all committees. Governors would be encouraged to read and rehearse answers to ensure that they can best articulate areas of governance.</p> <p>b) LW advised that one of the outcomes on preparedness reviews was the adjustment to the governors on line information page. It was agreed that photographs would be uploaded and to that end a time slot had been provided to governors for a photograph to be taken within the next 10 days, all were encouraged to engage.</p> <p>c) Governors agreed that the work on preparedness would be incorporated across all committees.</p> <p>d) Action: JE to share the workload toolkit and KA to share the information on governor training</p>	
7	Head Teacher's Report	
	<p>JE extended apologies from the Head and shared the following reports:</p> <ul style="list-style-type: none"> • Safeguarding Update Autumn 2019 • Bishop Road Primary School Performance Summary 2018/19 • Primary Data Inspection Date Summary Report <p>a) The recent interview given by the Head on the schools '28 classrooms Christmas plays' was well received, and had resulted in positive feedback.</p> <p>b) New Staff: Had settled in well and had undergone class observations.</p> <p>c) Online monitoring system: (CPOMS) the adoption of this process allows for sharing of information on pupils giving immediate access to leads on occurring issues.</p> <p>d) The updated safeguarding booklet was provided to the board to ensure that all were aware of the current processes & protocols being shared with teachers.</p> <p>e) The school had achieved a high phonic score but had yet to receive a letter of congratulations from Nick Gibb the School Minister.</p>	
8	Data & Curriculum Report	

ITEM	MINUTE	ACTION
	<p>JE spoke to the Data reports:</p> <ul style="list-style-type: none"> a) The KS2 Progress report updates had positively exceeded predictions. b) DE sought an explanation of the change in the formatting and calculations of the data given in the report. c) JE explained that the data being shared had been revised with the introduction of a new analysis format, provided by Ofsted and Dfe. The teaching and learning team would deep dive the report to feedback the information required to determine progress. d) Board members discussed the terms used in the report and the understanding that should be attached to such words such as 'significantly'; agreed that the data was now more difficult to understand and interrogate and subsequently apply without further explanation. Also expressed concern that the change to the primary inspection data would not assist the wider understanding of progress. e) DE asked of AE whether he had been made aware of the information now being shared with the Board. AE confirmed that the report had been discussed and brought to the attention of staff members in appropriate meetings. f) JE reported that overall the figures given in the key stages result were positive and the high percentage of children achieving the expected standard, 90% combined, would probably put the school near the top of the league tables. g) KA noted there had been a question about if progress for reading would be above average. The report showed progress was again as in 2018, above national average. 	
9	Categorisation of Schools Letter	
	<ul style="list-style-type: none"> a) DE enquired as to whether this categorisation was noted by Ofsted. JE was unable to confirm whether this was considered by Ofsted to aid any determination they made of the school but it did provide a positive external view of the school in the region, enhancing its reputation. b) JE shared that the school continued with its partnership work supporting other schools. The practice was to identify and work with one school setting for a period of time. Efforts had made to strengthen links with the Bath Spa University and UWE. c) The Board noted this action and agreed that it was an activity expected of an outstanding school, to pursue links with other schools in the region. 	
10	Policy Reviews	

ITEM	MINUTE	ACTION
	<p>The Board considered the Draft Complaints Procedure Process. The following was noted from the discussion that followed:</p> <ul style="list-style-type: none"> a) LW provided an overview of the review that had been undertaken and invited comments on the policy document that had been shared prior to the meeting. Reminding members that with reference to the Chair of GB, that although the board was managed by Co Chairs the role was in fact one role. b) JSL sought further explanation on the role of the investigator and the stage 2 process. c) JE explained that following the investigation the decision was with the Head and that a Stage 2 complaint did not require the appointment of an investigator as it was the outcome and process of the initial stage 1 process that was to be reviewed. d) JSL suggested and it was agreed that where the policy mentioned the Clerk 'recording proceedings' to be replaced with the words 'minute proceedings'. That the letterhead should be formatted so that the recipient is clear that the outcome letter was from the Governing Body. e) LW confirmed that such a letter existed and that the modifications suggested would be adopted. f) That following a discussion all agreed that it was best practice to have a separate policy that covered setting the process to manage serial and unreasonable complaints. g) Resolved: That subject to the changes noted the policies would be adopted. 	
11	Chairs of Committees' Reports	
	<p>DE referred the governors to the reports of the service committees shared prior to the meeting namely:</p> <ul style="list-style-type: none"> • Staffing and Pay Committee 8th October 2019 • FBH&S Committee 22nd October 2019 <p>Governors confirmed that the reports had been read and noted by all.</p>	
12	Pupil Admission Numbers (PAN)	
	<p>DE invited JE to update the Board on the current PAN.</p> <ul style="list-style-type: none"> a) JE confirmed that the school had a PAN of 120 across all years and several vacancies in KS2. That towards the end of primary school years it was unusual for students to move settings therefore it was not anticipated that these spaces would be filled and would progress through to end of year 6. <p>Governors agreed to the note the update.</p>	

ITEM	MINUTE	ACTION
13	Christmas Fair	
	<p>DE invited Governors to volunteer to manage the bottle stall. Names were taken to fill the time slots on the document provided prior to the meeting.</p> <p>It was agreed that efforts would be made to extend a vote of thanks to the PTA on behalf of the Governors for their continued leadership of this event.</p>	
14	AOB	
	None	
15	Date & Time of Next FGBM	
	Thursday 6 th February 2020 at 6.15pm Training Only	

Minutes agreed by the Governing Body and signed by the Chair

SIGNED:  DATE: 6/2/20